

Stanley J. Lucas Board Room Application for Use

Henry R. Winkler Center for the History of the Health Professions, University of Cincinnati Libraries

Date of Application: _____

User Name: _____ Department/ML: _____

Email: _____

Phone #: _____ Alternative Phone # (Home/Cell): _____

Date(s) Requested: _____ Time(s): _____

Number of Attendees: _____

Function: _____

Will the use of the space in from of CHHP (E099) be required?

(If so, the user is responsible for reserving the space, either by calling the Dean's Office at 558-7391.)

Is food being served? _____ If YES: Catered ____ Box Lunch ____

Other Notes: _____

Furniture Arrangement Required? _____

RESPONSIBILITIES OF USER:

- Do not alter the room arrangement
- Remove all food and food garbage
- Provide general clean-up within 30 minutes of end of session
- If required, the user is responsible for reserving the space outside the CHHP and ordering tables for catering and registration

I have read and understood the Lucas Board Room Usage Guidelines found on the [Winkler Center site](#).

Note: The Lucas Room follows the closure schedule for the main campus. Please bear this in mind when scheduling any events between December and March.

Send this completed form to the Winkler Center at chhp@uc.edu. If you have any questions about reservations or use, please email chhp@uc.edu or call 558-5120.

Contact (signature and date): _____

Department or Project Head (signature and date): _____

For Office use only:

Scheduled by: _____ Date: _____