

# FACILITY RENTAL REQUEST FORM

DATE \_\_\_\_\_ TIME \_\_\_\_\_

EVENT TITLE \_\_\_\_\_ HOST \_\_\_\_\_

EMAIL \_\_\_\_\_ PHONE \_\_\_\_\_

**EVENT SPACE (INDICATE ONE):**

- Dr. Milton E. and Beth E. Muelder Collectors' Lobby (after hours only)
- Alan and Rebecca Ross Education Wing
- Main Level, Lobby, + Café (after hours only)
- Wedding (after hours only)

**EVENT TYPE :**

- Presentation  Lecture  Lunch/Dinner  Reception

NO. OF GUESTS EXPECTED: \_\_\_\_\_ CATERING REQUESTED?  Yes  NoGALLERIES OPEN? (additional \$150/hour fee to open galleries after hours)  Yes  No**DETAILED EVENT DESCRIPTION:**

## CONTACT

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broadmuseum.msu.edu/rental