Event Spaces

- Services [1]
- Facilities [2]
- Policies [3]

Online scheduling of Conference Rooms and Lincoln’s Head Information Tables is now available!

To reserve space go to [https://onlinescheduling.siu.edu/EmsWebApp/](https://onlinescheduling.siu.edu/EmsWebApp/) [4]. Create an account on your first visit and then schedule your event any time! **Please note** that at this time only our conference rooms and information tables at Lincoln’s Head are available for on-line reservations.

For University Affiliates

The Library welcomes campus organizations, University-affiliated groups, and public groups to hold meetings, workshops, special events, etc. in Morris Library. **As of January, 2014 Morris Library will no longer be charging fees for the rental of any of our event spaces to SIU campus affiliates.** However, there are fees for non-SIU affiliated groups. **Review the rate information for non-SIU affiliates** [5], [5]

- Read the Public Space and Room Usage Policy at Morris Library [6] to ensure you understand the rules and regulations on using Library spaces.
- Review the Event Space Options [7] to find the location that is appropriate for your event and find out the fees.
- If you want a tour of the space before/after submitting your request, please contact the Library Administrative Office at 618/453-2522 to schedule a time.
- Check the Events Calendar [8] to see if your desired date(s) is available.
- Library event hours are Monday through Friday from 8:00 am to 9:00 pm; Saturdays we are closed, however Guyon and the rotunda can be reserved during our extended hours times of 12:00 pm to 4:00 pm; Sunday event hours are from 1:00 pm to 8:00 pm. (Events held outside of normal Library hours will incur an additional fee and will be approved on a case-by-case
basis.)

- Complete and submit the [Event Space Application](http://www.lib.siu.edu/node/505/attachment/newest) to the Library Administrative Office. You may download and email it to [reservations@lib.siu.edu](mailto:reservations@lib.siu.edu), fax it to us at 618/453-3440, or drop in off in Suite 290 of Morris Library. Please make sure to submit all supporting documentation (as appropriate) with the request form.
- Interested in creating an exhibit for the 1st Floor Rotunda or library display cases? See our [Exhibits page](http://www.lib.siu.edu/exhibits).
- Have questions? See our [FAQ](http://www.lib.siu.edu/event-space-faq).
- Still have questions? Please contact the Library Administrative Office at 618/453-2522 or [reservations@lib.siu.edu](mailto:reservations@lib.siu.edu).

### For Non-University Affiliates

While there are no fees for SIU affiliates, there are fees for non-SIU affiliated groups. Review the rate information for non-SIU affiliates [5]. Complete and submit the [Event Space Application for non-SIU Affiliates](http://www.lib.siu.edu/node/547/attachment/newest) to the Library Administrative Office. You may download and email it to [reservations@lib.siu.edu](mailto:reservations@lib.siu.edu), fax it to us at 618/453-3440, or drop in off in Suite 290 of Morris Library. Please make sure to submit all supporting documentation (as appropriate) with the request form.

Source URL (retrieved on Jun 4 2018 - 11:11am): [http://www.lib.siu.edu/event-space](http://www.lib.siu.edu/event-space)

**Links:**

- [8] http://libcal.lib.siu.edu/calendar/events/?cid=3456&amp;t=d&amp;d=0000-00-00&amp;cal[]=3456
- [10] mailto:reservations@lib.siu.edu