The Millikan Center is managed by the Art History and Criticism Division and operated by work study students. It keeps regular weekly hours and is closed for all University holidays. University classes and community groups are welcome to schedule the room for use, upon receipt of a nominal fee. If the meeting request is outside the regular 8 AM to 5 PM office hours or UM classes are not in session, the requestor is required to compensate a work study student attendant for opening and closing the center as part of the rental fee.

Date Requested: _____________________________ Time:  From _________ To ________

Department: _______________________________ E-mail: ________________________

Requestor: ______________________________________ Phone #: __________________

Please identify the event: _____________________________________________________

- Capacity of the room for receptions/stand-up presentations is 50.
- Seating and table space is available for 16.
- A TV monitor is available; however, no additional technology is provided. (For other technology needs, please contact Information Technology: Presentation & Technology Services, 243-4875 or 243-5322. Technology charges are the responsibility of the user.)

Choose one:
- Our event requires ‘closed’ doors – no other visitors may use the center.
- Our event can accommodate walk-in visitors using the center.

**Room rental fee is $50 per event. Attendant compensation is $10 per hour.**

The requestor is required to return the room to its original condition or will be charged an additional $50 janitorial fee. Please note that all food and beverages must come from UC Catering (alcohol is not permitted).

Type of Payment: _____ Check (payable to UM) _____ Cash _____ Index Code ____________

_____________________________________________________________________

Requestor’s Signature Requestor’s Name [Please Print] Date

_____________________________________________________________________

School of Art Authorized Signature Date

Gilbert Millikan Art Resource Center
Fine Arts 304, University of Montana
Missoula, Montana 59812-5400
art.history@mso.umt.edu