

## **Reserving Space in Zoellner Arts Center**

Thank you for your interest in reserving a space in Zoellner Arts Center!

If we require additional information, our Rental Manager will contact you via phone or email.

Upon completion, a reservation confirmation will be emailed to you.

Please email the completed form to inrental@lehigh.edu.

<b>Customer Information:</b>
Name:
Phone:
Email:
LU Department/Club:
<b>Event Information:</b>
Name of Event:
Event Date(s):
Start Time:
End Time:
Estimate Guest Attendance:
Lehigh Index Number for Invoicing:
Room(s) Location:
Specific Room Requirements (ie: AV set up, tables, chairs etc)