Policies and Procedures for Booking

Clark and Woods Lofts

The downtown lofts are designated for use by visiting job candidates, important donors, and guest speakers – in that order of priority. Faculty and private individuals may not reserve these lofts for their own use, except in extraordinary cases with approval of the Dean.

ALL reservations must be made with a written or email request to Karen Kennedy, Director of the Paul Jones and University Galleries. Approved persons may call Karen to check on availability, but bookings must be made in writing, by supplying the following information:

**Guest Name:**

**Department:**

**Purpose:**

**Check In:**

**Check Out:**

**Reservations Made By:**

**Phone:**

**Loft:**

Karen’s contact information:

Karen Kennedy, Director

Paul R. Jones and University Galleries

[www.art.ua.edu/gallery/prj](http://www.art.ua.edu/gallery/prj)

205-345-3038

[kfkennedy@ua.edu](mailto:kfkennedy@ua.edu)

The following stipulations also apply:

Lofts may be reserved by approved departmental staff only, who are charged with making reservations for official business and can commit the department to pay. A list of approved staff will be kept in the Dean’s office.

Reservations for guest speakers may NOT be made more than 30 days in advance for the period January 1 through March 31. This is our high traffic period for visiting job candidates, and these individuals have top priority for use of the lofts.