

Rules for Social Events

- ◆ **No indoor social events of any kind**
- ◆ **All events and meeting spaces must be properly reserved through the [MBL Booking Calendar](#) or by emailing MeetingSpace@mbi.edu**
- ◆ **All people booking events, including those with alcohol, must fill out the Social Events Request Form**
 - ◇ **A link to this form will be provided in the space reservation confirmation**
 - ◇ **Each space reservation has a unique 5-digit event ID number. The ID number is required to complete the Social Events Request Form**
 - ◇ **Events are not confirmed/reserved until the Social Events Request Form is approved**
- ◆ **All Participants must follow social distancing, capacity, and mask guidelines**
- ◆ **Event duration is limited to the time requested in the form**
- ◆ **Participants must clean up the space after their event**

Please email MeetingSpace@mbi.edu or call 508-289-7668 if you have any questions.



THE UNIVERSITY OF CHICAGO

**MARINE BIOLOGICAL
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