

Office of the Registrar

2180 Third Ave. New York, NY 10035
Room 301 Silberman * (212)396-7566
sbreserve@hunter.cuny.edu

Date: _____

Time: _____

Initial: _____

FACULTY / STAFF RESERVATION REQUEST INFORMATION FORM

THIS COMPLETED FORM MUST BE SUBMITTED TO THE OFFICE OF THE REGISTRAR, ROOM 301 Silberman. IT REPRESENTS YOUR REQUEST FOR THE USE OF SILBERMAN CAMPUS SPACE. WE CANNOT CONFIRM THE AVAILABILITY OF YOUR REQUESTED SPACE UNTIL THIS FORM IS SUBMITTED.

NAME OF DEPT., PROGRAM OR OFFICE SPONSORING THIS EVENT: _____

FACULTY/STAFF PERSON SUBMITTING THIS FORM: _____ TITLE/POSITION: _____

ROOM#: _____ PHONE#: _____
(WORK) (HOME/CELL) (FAX)

REQUESTED DAY/DATE OF EVENT: _____ ALTERNATE: _____

REQUESTED TIME OF EVENT: FROM: _____ TO: _____
(PLEASE ALLOW FOR SET-UP AND CLEAN-UP TIME)

REQUESTED LOCATION OF EVENT: _____ TECHNICIAN REQUESTED? _____

TYPE OF EVENT: _____ TOPIC OF EVENT: _____

IS THIS EVENT BEING CO-SPONSORED WITH ANY NON-HUNTER ORGANIZATION? _____

IF SO, NAME OF ORGANIZATION: _____

NAME OF ALL GUEST SPEAKERS, ARTISTS, PERFORMERS, ETC. _____

EXPECTED # OF PEOPLE: _____ IS THIS EVENT OPEN TO THE GENERAL PUBLIC? _____ WILL TICKETS BE SOLD? _____

WILL ANY OTHER ARTICLES BE SOLD? _____ HOW WILL THIS EVENT BE ADVERTISED? _____

WILL WINE OR BEER BE SERVED OR SOLD? _____

IF YES, THE ORGANIZER OF THE EVENT MUST OBTAIN A TEMPORARY BEER/WINE PERMIT FROM THE NY STATE LIQUOR AUTHORITY IN ADVANCE OF THE EVENT. THE TEMPORARY BEER/WINE PERMIT MUST BE DISPLAYED DURING THE EVENT AND **TURNED INTO CENTRAL RESERVATIONS AFTER THE EVENT.**

PLEASE TAKE YOUR ORIGINAL CENTRAL RESERVATIONS FORM AND A DIAGRAM/FLOOR PLAN IDENTIFYING WHERE THE BAR IS TO BE SET UP WITH YOU TO THE NY STATE LIQUOR AUTHORITY. SIGNATURES OF THE VP-BUDGET & FINANCE REQUIRED ON NYSLA APPLICATION.

If the sponsored event is for the sole benefit of the department, program, or Hunter College, only the approval of the department chairperson or the program director is required. If the event is co-sponsored with a non-Hunter organization or open to the general public, approval must be given by the department chairperson or program director and Dean of your school. Hunter College facilities cannot be reserved by a Hunter College Organization and then "turned over" to an outside group.

The Hunter faculty/staff person must take full responsibility of coordinating and attending any Hunter sponsored or co-sponsored event they are booking.

There are no rental fees charged to Hunter organizations for the use of Hunter facilities. All out-of-pocket charges, such as technicians, security, cleaning, etc., must be paid in advance.

Hunter College Facilities may not be used for fund-raising or profit-making purposes on behalf of any outside organization. If admission is charged, the net profit must be for the benefit of Hunter sponsoring group and, therefore, be retained by the sponsoring Hunter department, program or office; it is not to be given to or shared with the non-Hunter co-sponsor.

If any non-Hunter College equipment is used / rented for this event, it is the sole responsibility of the faculty/staff member to return it. Hunter College will not be responsible for any lost or stolen property related to this event

Signature – Hunter Faculty/Staff Sponsor

Date

Signature – Department Chairperson

Date

Dean of School (Please Print)

(Please Sign)

Date