

Room Reservations at Brookdale Health Sciences Campus

Rooms designated with a star (★) are shared with other departments and must be reserved online through [Central Reservations](#) using an authorization form (p. 2) signed by your Dean or Center’s Director:

★ Rooms managed by Central Reservations	Auditorium, W218, W232, W235, W237, E. Lounge, E101, E102, E103, Rotunda, Cafeteria, West Lobby
Online Form/Instructions	http://www.hunter.cuny.edu/reservespace/
Office Contact	Ms. Petra Collazo, 212-772-4872 or pcollazo@hunter.cuny.edu

Other rooms may be reserved through your department’s administrative assistant or by emailing Mr. Shawn McGinniss at smcginni@hunter.cuny.edu. Please write “Room Request” in the subject line and include the event or class name, description, date(s), start and end times, and expected number of guests.

Large Spaces and Amphitheaters		Capacity (Max)
★ Auditorium/Lobby (W147)	Assigned to Nursing Tue-Thu (9am-5pm) during fall/spring	884
★ Rotunda/Rotunda Lobby	Special events. Seating for 100+ may require chair rentals	450-500
★ Cafeteria (N102)	Assigned to Residence Life	80
★ West Lobby	Special events (registration/check-in area, exhibitions, etc.)	Varies
★ W218	Lecture Hall	144
★ W232	Lecture Hall	111-113
★ W235	Lecture Hall	109-116
★ W237	Lecture Hall	110-119
Classrooms		
★ E. Lounge (Gebbie Rm - E115)	Assigned to Nursing monthly/1 st Wednesdays (10am-3pm) during fall and spring terms	34
★ E101	Medium Classroom	37
★ E102	Small-Medium Classroom	23
★ E103	Medium Classroom	39
W417	Medium Classroom	30-34
W517	Medium Classroom	30-34
W601	Small Classroom	15
W603	Small Classroom	15
W605	Small Classroom	15
W614	Small Classroom	16
W715 (W716 in CUNYfirst)	Small Classroom	18
Small Conference & Meeting Rooms		
Osborn Rm - W. Mezz (BW-1M07 in CUNYfirst)	Subject to approval by Office of the Dean (Nursing/SHP) Room use is restricted to HPEC’s hours of operation	20 (conf. table) 34 (maximum)
W401	Conference Rm (Nursing)	10-12
W403	Conference Rm (Nursing)	10-12
W405	Conference Rm (Center for Nursing Research)	10-12
W617	Conference Rm	10-12
W628	Conference Rm (Nursing Simulation Debriefing Room)	10-12
W1000A	Conference Rm	14-16
W1024	Conference Rm w/additional perimeter seating	10-15
Computer Labs		
E015 - PC Lab	Open PC Lab (24/7 student access with printing station)	17 PCs*
E016 - PC Lab	PC Classroom	33 PCs*
HPEC Learning Center	Reserve with HPEC: edcenter@hunter.cuny.edu	10 PCs* (20 seats)
Library Main PC Lab	Reserve with A.J. Pathak, Health Sciences Librarian:	30 PCs*
W245 – Library PC Lab	apathak@hunter.cuny.edu	14 PCs*

*Student seats. Each lab has (1) additional instructor’s station. The Library PC Lab and W245 also each have (1) ADA-compliant station.

Central Reservations

695 Park Ave. New York, NY 10065
Room 711 West * (212) 396-6902 * Fax (212) 772-4780

THIS COMPLETED FORM MUST BE ATTACHED TO YOUR ONLINE RESERVATION REQUEST FORM FOUND AT WWW.HUNTER.CUNY.EDU/RESERVESPACE. IT REPRESENTS YOUR DEPARTMENT'S APPROVAL FOR THE USE OF HUNTER FACILITIES. CENTRAL RESERVATIONS CANNOT CONFIRM THE AVAILABILITY OF YOUR REQUESTED SPACE UNTIL THIS FORM IS SUBMITTED. ONCE YOUR REQUEST IS SUBMITTED AND YOU HAVE COMPLETED ALL THE REQUIRED STEPS, YOUR SPACE WILL BE PUT ON HOLD AND YOU WILL BE SENT A BOOKING ACKNOWLEDGEMENT.

Name/Department: _____

Event Date(s): _____

Start Time / End Time: _____ / _____ # of Expected Guests: _____

Location(s) Requested: _____

Type of Event (Meeting, Party, Class Change, etc.): _____

Contact #: _____ Email: _____

Guest Speakers and/or Co-sponsors: _____

Foreseeable Expenses (Please Check): A/V _____ Facilities _____ Public Safety _____

Signature of Dept Head / Chair / Director Date

Printed Name of Dept Head / Chair / Director

Signature of Dean *Required Date

Printed Name of Dean

All sponsored and Co-sponsored events require the approval of the department chairperson or program director of the requestor and the dean of the school the department belongs to. If the event is co-sponsored with a non-Hunter organization, open to the general public, or an admission fee is to be charged, the request is subject to the approval of the Dean of Diversity and Compliance. Hunter College facilities cannot be reserved by a Hunter College Organization and then "turned over" to an outside group. Co-sponsorships and third party rentals will not be processed until after the academic class schedule is finalized.

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 for academic, curricular, administrative or other College purposes. All out-of-pocket charges, such as audio-visual 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.

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Reservation Policies

- Reservations for an upcoming term will **not** be considered until all academic departments have finalized their schedules and courses have been assigned rooms (typically 2-3 weeks prior to the term start date). Please visit www.hunter.cuny.edu/onestop/calendars for important term dates.
- Event organizers are responsible for completing all paperwork, securing necessary approvals, submitting work orders, and arranging A/V for their events.
- Room reservations for events not directly related to an academic course—including meetings, trainings, and extracurricular or social activities—are subject to changes or cancellations if necessitated by adjustments to academic schedules, course classroom assignments, or exam scheduling.
- Late requests are not guaranteed. Please allow the following **minimum** times to process your request:

For rooms managed by HBSON	24+ hours
For shared rooms managed by Central Reservations (★)	3+ business days
Allow additional time if your event... <ul style="list-style-type: none"> • requires several rooms or multiple/repeating dates • requires a dedicated A/V technician (AUD, Rotunda) • is open to anyone outside of Hunter • involves ticket sales/admission fees or sale of other articles • will serve or sell alcoholic beverages • requires a work order (e.g., room set-up) • is organized or co-sponsored with an outside organization • is organized or hosted by a student group or organization 	7-10 business days

Room Access, Set-up, and A/V Support

- Work orders for room cleaning and furniture set-up may be submitted to Facilities at <https://fwo.hunter.cuny.edu>. Please email helpdesk@hunter.cuny.edu to request an account.
- Questions about classroom A/V equipment may be directed to the Health Professions Education Center (HPEC, West Mezzanine), edcenter@hunter.cuny.edu or (212) 481-5129.
- Room keys must be picked up from the HPEC prior to your reservation start time and returned promptly after your event ends. For early morning (before 9AM), weekend, or holiday access, contact the HPEC to pick up a key during their regular operating hours.
- In the fall and spring semesters, the HPEC is open Mon-Thu, 9am-9pm, and Fri, 9am-5pm. Please refer to their [calendar](#) for schedule changes. If the HPEC will be closed during your event, room keys must be picked up in advance.
- If it is your first time using a particular room, HPEC staff will provide a demonstration of how to operate the room's A/V equipment. Please adhere to all HPEC policies on the proper use and care of this equipment.
- For large events held in the Brookdale Auditorium or Rotunda, a dedicated A/V technician must be hired through Central Reservations. Contact Petra Collazo <pcollazo@hunter.cuny.edu> for details and rates.
- Please return the room to the same set-up and condition (*or better*) as you found it. Be sure to clear the room of any refuse or personal belongings left behind when departing. Incoming groups will appreciate it.