



# Central Reservations

Room 711 West • (212) 772-4872 • Fax (212) 772-4780

FOR OFFICE USE ONLY

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Initial: \_\_\_\_\_

## FACULTY/STAFF RESERVATION REQUEST INFORMATION FORM

(PLEASE PRINT OR TYPE)

**THIS COMPLETED FORM MUST BE SUBMITTED TO CENTRAL RESERVATIONS-ROOM 711 WEST. IT REPRESENTS YOUR REQUEST FOR THE USE OF HUNTER FACILITIES. CENTRAL RESERVATIONS 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. SIGNATURE OF THE VP-BUDGET & FINANCE REQUIRED ON NYSLA APPLICATION.

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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 the 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 for coordinating and attending any Hunter sponsored or co-sponsored event they are booking.  
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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 the Hunter sponsoring group and, therefore, be retained by the sponsoring Hunter department, program or office; it is not 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