

HUNTER

Hunter College of The City University of New York

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

DATE:

TO:

FROM: CENTRAL RESERVATIONS,
OFFICE OF STUDENT SERVICES

RE: RENTAL QUESTIONNAIRE
REQUIRED INFORMATION FROM ORGANIZATION'S
REQUESTING THE USE OF HUNTER FACILITIES

Welcome to Hunter College. We would like to take this opportunity to offer you a tour of our facilities and would be happy to meet with you to plan your upcoming event.

However, before we are able to confirm the availability of the facility you have requested to rent, we require the following information on your organization's letterhead:

1. The date & location of your last event with the name & phone number of your contact person.
2. The date & time of your proposed meeting.
3. The location of your proposed meeting.
4. The type of event you are planning with the name of speakers, performers etc.
5. The name & purpose of the organization.
6. The date of the organization's founding.
7. The name & addresses of the organization's principal officers.
8. The schedule of the organization's regular meetings.
9. If an admission fee is to be charged and, if so, the amount of the fee.
10. The intended purpose of the proceeds.

This information must be submitted to Central Reservations at least (60) days in advance of the program. As soon as the information is received, your request will be processed promptly. Information may be verified.

Please read the attached Rental Information Packet & if you would like a tour of our facilities or require any additional information, please call The Office of Central Reservations @ 212-772-4872.

PLEASE NOTE: ALL TICKETS MUST BE ORDERED & DISTRIBUTED THROUGH HUNTER COLLEGE.