Central Reservations

Quick Guide- Request Space for Faculty/Staff, Student Clubs/USG, External Clients

1. Type [http://www.hunter.cuny.edu/reservespace](http://www.hunter.cuny.edu/reservespace) into your internet browser.

2. Under “rental information” on the left side of the home page, please click the area your request falls under (example, “Faculty/Staff Reservation Request”).

3. Provide all event and required information.

4. Attach your approval form signed by your dean, department head or director.

Filling out your Request Form

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Rentals Information

- Outside Rental Questionnaire (MS Word)
- Faculty/Staff Reservation Request Information Form (MS Word)
- Athletics Rental Questionnaire (MS Word)
- Student Reservation Request Form (MS Word)
- Silverman Rental Request
- Hunter Athletics Sportplex Rental Rate Sheet (PDF)

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Hunter College Special Reservations

Host your next event at Hunter College. Meetings, conferences, retreats, social events, concerts, dance, theatrical performances or athletic activities. We have a venue for your next event.

Our Main Campus is conveniently located on the Upper East Side, easily accessible by public transportation. For events large or small, corporate or private, the campus is outfitted with small meeting rooms to an expansive auditorium with spaces ranging in capacity from 15 to 2046.

For special occasions, our newly renovated indoor/outdoor Rooftop Terrace and Dining Hall overlooking the Manhattan skyline provides a memorable setting for a distinctive event.

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Space Availability Request

Enter information below. Click the button at the bottom of the page to submit your booking. Fields marked with a red asterisk (*) are required.

Event Information

- Event Title:
- Date: 12/23/15
- Times: 7 AM - 11 PM
- Attendees:

Required Information

- Technician Requested:
- Is this event open to anyone outside Hunter?:
- Will tickets be sold or admission fees be collected?:
- Will any other articles be sold?:
- Will Alcoholic beverages be served or sold? (Undergraduate student clubs are not permitted):
- If this is an Internal or Student group, have you received and attached appropriate approvals?:
- Does your event require a facilities work order?:

Attach Signed Request Form - REQUIRED IN ORDER TO PROCESS

Document: Browse... Add
5. Answer the required questions under the “Notes” section.
6. Click “Submit”

Creating and Signing Into Your Account

7. After Clicking “Submit” on the request page, you will be directed to an account sign-in page.
8. Enter your complete email address.
9. If you do not have an account, click “No, I have not registered on your site before.”
10. If you have an account, click “Yes, my password is” and enter your password.
11. Click “Sign in to account”.

For assistance please E-mail us at central7@hunter.cuny.edu
12. If you are creating an account, you will be directed to a page called “create account page”.
13. Under “New User” type in your complete email address.
14. Enter and Confirm a Password you will remember.
15. Enter your first and last name.
16. Click “Create Account”.

![Create Account Page](image)

**Existing User**
If you already have an account, click the button below.

| Already Registered? | Login |

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**New User**
To set up your account fill in the form below

*NOTE: Your e-mail address serves as your login id.*

Fields indicated by a red asterisk are required and must be completed in order to proceed.

**Complete E-Mail Address:** [Your Email Address]

**Enter Password:** [Password]

**Confirm Password:** [Password]

**First Name:** [First Name]

**Last Name:** [Last Name]

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17. Once you go through the above steps, you will be directed to a page showing your request information.
18. Please leave 2-3 business days for your event information to be processed.
19. Pending all approval procedures, your event will be confirmed up to 2 weeks prior to the event date.
20. If you have any questions please contact the Central Reservations office at central7@hunter.cuny.edu or by phone at 212-396-6902.