Central Reservations

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

1. Type 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, “External Client Reservation Request Information Form”).

Filling out your Request Form

3. Provide all event and required information.
4. Attach your required and completed rental questionnaire on company letterhead in the document attachment area seen in instruction #4. This form can be found right underneath the link you previously clicked to submit an online reservation request.
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”.

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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”.

Receipt of Request

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. If you have any questions please contact the Central Reservations office at central7@hunter.cuny.edu or by phone at 212-396-6902.