



The City University of New York

The Sylvia E. Fishman Student Center Reservation Form

Please complete this form and submit it to the Student Center, Room #417 West.

The Student Center cannot confirm the availability of space until this form is submitted.

Forms are also available online at www.hunter.cuny.edu/studentservices

name of dept., program or office sponsoring this event: _____

name of student services staff submitting this form: _____

room #: _____ work phone #: () _____ home phone #: () _____

title/position: _____

requested date of event(s): _____ alternate date: _____

requested time of event(s): from: _____ to: _____

type of event: _____ topic of event: _____

Is this event being co-sponsored by any non-Hunter organization? ☐ yes ☐ no

If yes, name of organization: _____

name of all guest speakers, artists, performers, etc: _____

expected number of people: _____

(Main room: 100 people maximum. Conference room: 40 people maximum.)

Is this event open to the public? ☐ yes ☐ no

Will refreshments be served? ☐ yes ☐ no

Will you use the audio/visual equipment at the center? ☐ yes ☐ no

Will your program need the support of the center's staff? ☐ yes ☐ no

(If yes, please describe briefly the assistance required.)

name of person responsible for the event (Please print.)

signature of person responsible for the event

(Please see reverse side for terms and conditions.)

office use only

student services staff signature

date

director of T.S.C. or dean of students signature

date

☐ approved ☐ denied

The Sylvia E. Fishman Student Center Reservation Form

The Sylvia E. Fishman Student Center's Reservation Form must be completed and then submitted to the center, Room 417 West. The Reservation Form represents your request for the use of the center facilities. The center cannot confirm the availability of your requested space until this form is submitted. **NO RESERVATION REQUEST WILL BE HONORED WITHOUT THE RESERVATION FORM.** It will take two business days to check and confirm your reservation. The Student Center will not place a reservation hold on the calendar, and there will be no telephone reservations allowed. You can pick up a reservation form at the center or download the form at <http://studentservices.hunter.cuny.edu/nsc1.shtml>.

- The Sylvia E. Fishman Student Center will not take requests for space during **first-year orientation, transfer orientation** and **during registration periods**.
- If any technical equipment or support is needed other than PowerPoint presentations and internet access, you must contact audio/visual to make arrangements. If any equipment is rented, it is the responsibility of the individual running the program to pick up and return the equipment.
- If any food or beverages are to be served, it is the responsibility of the individual running the program to place the order and to clean up immediately after the event. *If any additional services are needed, the individual responsible for the program must place a proper work order with the respective office or department. (A copy of all work orders must be submitted to the Center Coordinator.)*
- If The Sylvia E. Fishman Center's staff are needed to assist your programs, you must indicate this on the Reservation Form.
- If you plan to run a program after The Sylvia E. Fishman Center's regular hours of operation, you must contact the Center Coordinator immediately.

If the sponsored event is for the sole benefit of a department, the approval from the Dean of Students and the Coordinator of The Sylvia E. Fishman Student Center is required. If a Hunter organization or club sponsors the event, a faculty/staff person must take full responsibility for coordinating and attending the event they book.

The Student Center will not be responsible for any lost or stolen property related to your event.