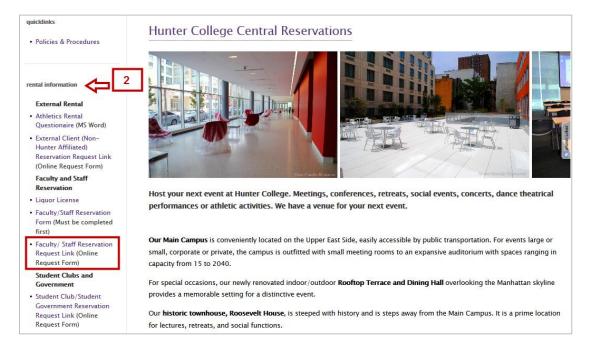
## Central Reservations

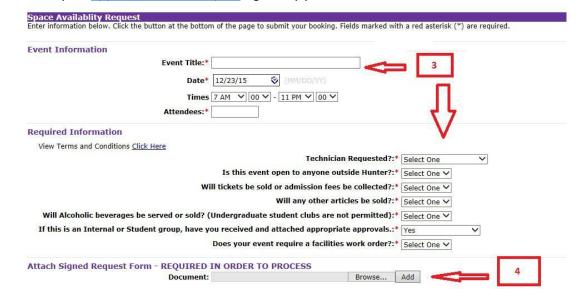
## Quick Guide - Request Space for Faculty/Staff (Brookdale Campus)

- 1. Type <a href="http://www.hunter.cuny.edu/reservespace">http://www.hunter.cuny.edu/reservespace</a> into your internet browser.
- 2. Under "rental information" on the left side of the home page, please click the area your request falls under, for example, "Faculty/Staff Reservation Request Link (Online Request Form)".



#### **Filling out your Request Form**

- 3. Provide all event and required information. If asked to sign in first, see step 7 below.
- 4. Attach your approval form (PDF, p. 2) signed by your dean or center director.



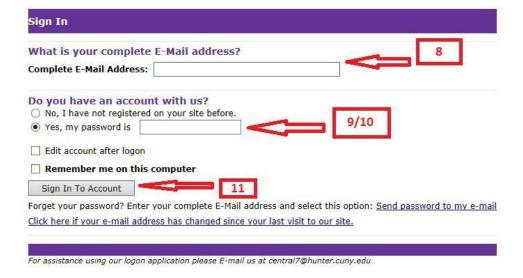
- 5. Answer the required questions under the "Notes" section.
- 6. Click "Submit"

Attach Signed Request Form - REQUIRED IN ORDER TO PROCESS	s
Document:	Browse Add
Notes Maximum Note Length: 4000 Characters	
Please provide some detailed information about the substance of the even	t. Who is the Coordinator?*
Telebrary in the control of the cont	Lillian di Control de la contr
If this event is being Co-Sponsored with any Non-Hunter Organization plea	ase indicate the organization. DO NOT ABBREVIATE GROUPS. Briefly explain the organizations inv
How will this event be advertised? How many guests are expected to in the	o space requested?*
A Sevent be devertised. Now many guests are expected to in the	e space requested.
V	
If you would like to request a specific space, please enter it below. Please	note: This space might not be availabile.*
^	The control of the co
	6
Is this a class change? If so please inform us of the class.*	
^	
	17
	Olisis kin kanan kalan kanan kanis kanis kanis kanan kan
	Click the button below to submit booking request and proceed to the confirmation page.
	Submit
For assistance please E-mail us at central7@hunter.cuny.edu	

### **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".

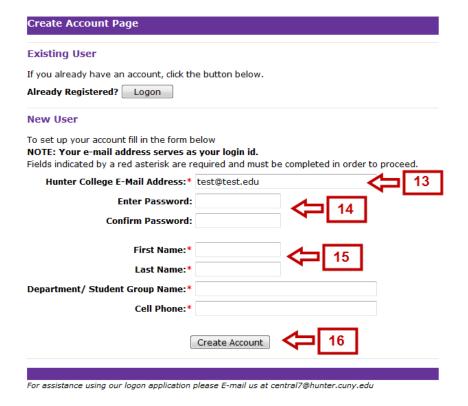
# **HUNTER**



- 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, department, and phone number.

Existing Brookdale Campus Departments (Type exactly as shown to join department):

- Hunter-Bellevue School of Nursing
- School of the Health Professions
- Speech-Language Pathology & Audiology
- Medical Laboratory Sciences
- Doctor of Physical Therapy Program
- Mental Health Service Corp
- Brookdale Center On Aging
- 16. Click "Create Account".



#### **Receipt of Request**

- 17. After completing the above steps, you will be directed to a summary of your request information.
- 18. Please allow 2-3 business days for your request to be processed.
- 19. If you have any questions, please contact Central Reservations at <a href="mailto:central7@hunter.cuny.edu">central7@hunter.cuny.edu</a> or by phone at 212-396-6902. Questions concerning Brookdale Campus reservations may be directed to Ms. Petra Collazo at <a href="mailto:pcollazo@hunter.cuny.edu">pcollazo@hunter.cuny.edu</a> or 212-772-4872.