

# Central Reservations

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

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, for example, **“Faculty/Staff Reservation Request Link (Online Request Form)”**.

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- Policies & Procedures

rental information ← 2

**External Rental**

- Athletics Rental Questionnaire (MS Word)
- External Client (Non-Hunter Affiliated) Reservation Request Link (Online Request Form)

**Faculty and Staff Reservation**

- Liquor License
- Faculty/Staff Reservation Form (Must be completed first)
- **Faculty/ Staff Reservation Request Link (Online Request Form)**

**Student Clubs and Government**

- Student Club/Student Government Reservation Request Link (Online Request Form)

### Hunter College Central 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 2040.

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.

Our **historic townhouse, Roosevelt House**, is steeped with history and is steps away from the Main Campus. It is a prime location for lectures, retreats, and social functions.

### 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.

**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:\*  ← 3

Date\* 12/23/15 (MM/DD/YY)

Times 7 AM - 11 PM

Attendees:\*

**Required Information**

View Terms and Conditions [Click Here](#)

Technician Requested?:\* Select One

Is this event open to anyone outside Hunter?:\* Select One

Will tickets be sold or admission fees be collected?:\* Select One

Will any other articles be sold?:\* Select One

Will Alcoholic beverages be served or sold? (Undergraduate student clubs are not permitted):\* Select One

If this is an Internal or Student group, have you received and attached appropriate approvals?:\* Yes

Does your event require a facilities work order?:\* Select One

**Attach Signed Request Form - REQUIRED IN ORDER TO PROCESS**

Document:  Browse... Add ← 4

5. Answer the required questions under the **“Notes”** section.
6. Click **“Submit”**

**Attach Signed Request Form - REQUIRED IN ORDER TO PROCESS**

Document:  Browse... Add

**Notes** 5

Maximum Note Length: 4000 Characters

**Please provide some detailed information about the substance of the event. Who is the Coordinator?\***

**If this event is being Co-Sponsored with any Non-Hunter Organization please indicate the organization. DO NOT ABBREVIATE GROUPS. Briefly explain the organizations involved.**

**How will this event be advertised? How many guests are expected to in the space requested?\***

**If you would like to request a specific space, please enter it below. Please note: This space might not be available.\***

**Is this a class change? If so please inform us of the class.\***

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Click the button below to submit booking request and proceed to the confirmation page.

For assistance please E-mail us at [central7@hunter.cuny.edu](mailto: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

**Sign In**

**What is your complete E-Mail address?**

Complete E-Mail Address:  8

**Do you have an account with us?**

No, I have not registered on your site before.

Yes, my password is  9/10

Edit account after logon

Remember me on this computer

11

Forget your password? Enter your complete E-Mail address and select this option: [Send password to my e-mail](#)  
[Click here if your e-mail address has changed since your last visit to our site.](#)

For assistance using our logon application please E-mail us at [central7@hunter.cuny.edu](mailto: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, 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”**.

**Create Account Page**

**Existing User**

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

**Already Registered?**

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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.

**Hunter College E-Mail Address:** \* test@test.edu 13

**Enter Password:**  14

**Confirm Password:**

**First Name:** \*  15

**Last Name:** \*

**Department/ Student Group Name:** \*

**Cell Phone:** \*

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For assistance using our logon application please E-mail us at [central7@hunter.cuny.edu](mailto:central7@hunter.cuny.edu)

### 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 [central7@hunter.cuny.edu](mailto:central7@hunter.cuny.edu) or by phone at 212-396-6902. Questions concerning Brookdale Campus reservations may be directed to Ms. Petra Collazo at [pcollazo@hunter.cuny.edu](mailto:pcollazo@hunter.cuny.edu) or 212-772-4872.