

## Room Reservations at Brookdale Campus

Please email requests for meetings, events, and exams to your department's administrative support staff. Include the event/class name, date(s), start and end times, and expected number of guests.

Undergraduate Nursing	Graduate Nursing	Dean's Office/Special Events	Other Departments
Henrietta Jones <a href="mailto:hj438@hunter.cuny.edu">hj438@hunter.cuny.edu</a>	Alicia Brown <a href="mailto:cbrown@hunter.cuny.edu">cbrown@hunter.cuny.edu</a>	Zinnia Rodriguez <a href="mailto:zr95@hunter.cuny.edu">zr95@hunter.cuny.edu</a>	Contact your department or Central Reservations below.

**Spaces designated with a star (★) must be booked through Central Reservations.** Include an authorization form (page 3) signed by your Dean/Director. Staff can assist you with submitting the form online.

<b>Central Reservations Requests</b>	<a href="https://iebms.hunter.cuny.edu/va/va_p2_book.aspx?oc=10&amp;cc=INT1&amp;mode=ondate">https://iebms.hunter.cuny.edu/va/va_p2_book.aspx?oc=10&amp;cc=INT1&amp;mode=ondate</a>
<b>Step-by-step Guide</b>	<a href="http://www.hunter.cuny.edu/nursing/repository/files/Central-Res-QuickGuide.pdf">www.hunter.cuny.edu/nursing/repository/files/Central-Res-QuickGuide.pdf</a>
<b>For questions, contact:</b>	<a href="mailto:central7@hunter.cuny.edu">central7@hunter.cuny.edu</a> or call 212-396-6902

Large Spaces and Amphitheaters		Capacity (Max)
★ Auditorium/Lobby (BW-147)	Assigned to Nursing Tue-Thu 9AM-6PM during the fall/spring	884
★ Rotunda/R. Lobby (BE-120)	Special events	450-500
★ Cafeteria (N102)	Assigned to Residence Life	80
★ West Lobby	Special events	Varies
★ W218	Lecture Hall	144
★ W232	Lecture Hall	111-113
★ W235	Lecture Hall	109-116
★ W237	Lecture Hall	110-119
Classrooms		
★ E. Lounge (Gebbie Rm, BE-E115)	Dean's Hours 1 <sup>st</sup> Wednesdays/monthly 10AM-3PM in fall/spring	34
★ E101	Medium Classroom	37
★ E102	Small-Medium Classroom	23
★ E103	Medium Classroom	39
W417 or W517	Medium Classrooms	30-34
W601, W603, or W605	Small Classrooms	15
W614	Small Classroom	16
W715 (BW-716 in CUNYfirst)	Small Classroom	18
Small Conference & Meeting Rooms		
Osborn Rm - W. Mezz (BW-1M07)	Subject to approval by Office of the Dean (Nursing/SHP); Room use is limited to HPEC's <a href="#">hours of operation</a>	20 (conf. table) 34 (max)
W401, W403, or W405	Conference Rooms (Nursing)	10-12
W617	Conference Room	10-12
W628	Conference Room (Nursing Simulation Debriefing Room)	10-12
W800A	Conference Room	14
W1000A	Conference Room	14-16
W1024	Conference Room w/additional perimeter seating	10-15
Computer Labs		
E015 - PC Lab	PC Lab (24/7 student access with printing station)	17 PCs*
E016 - PC Lab	PC Classroom	33 PCs*
HPEC Learning Center	Small PC Lab with conference table in center (see <a href="#">hours</a> )	10 PCs* (20 seats)
Library Main PC Lab	Confirm availability with A.J. Pathak, Health Sciences Librarian:	30 PCs*
W245 – Library PC Lab	<a href="mailto:apathak@hunter.cuny.edu">apathak@hunter.cuny.edu</a>	14 PCs*

\*Student seats. Each lab has (1) additional instructor's station. The Library PC Lab and W245 also each have (1) ADA-compliant station.

## Room Reservations at Brookdale Campus

### Reservation Policies

- Event planners are responsible for securing necessary approvals, submitting work orders, and arranging A/V for their events.
- To **cancel** a booking, please notify your department’s administrative support staff. If the room was booked through Central Reservations, please CC: [central7@hunter.cuny.edu](mailto:central7@hunter.cuny.edu) and reference the booking ID found in your booking acknowledgment.
- Reservations for an upcoming term are not confirmed until departments have finalized their schedules and all courses have been assigned rooms (typically 3-4 weeks before each term). Changes in academic schedules, room assignments, or exams may require changes to your reservation.
- Student clubs and organizations must [generally] submit their own requests to Central Reservations, as the approval process for student requests is different than that of faculty/staff.
- Please allow time for reservation requests to be processed:

One-time events & small meetings (less than 35 guests)	~3 business days
Allow additional time if your event... <ul style="list-style-type: none"> <li>• has more than 35 guests</li> <li>• requires several rooms or multiple dates</li> <li>• requires a dedicated A/V technician (AUD, Rotunda)</li> <li>• is open to anyone outside of Hunter College</li> <li>• involves ticket sales/admission fees or sale of other articles</li> <li>• will serve or sell alcoholic beverages</li> <li>• requires a work order (e.g., room/furniture set-up)</li> <li>• is co-organized/co-sponsored with an outside organization</li> <li>• is co-organized/co-hosted by a student club/organization</li> </ul>	10 business days

### Room Access, Set-up, and A/V Support

- Work orders for room cleaning and furniture set-up may be submitted to Facilities at <https://fwo.hunter.cuny.edu>. Please email [helpdesk@hunter.cuny.edu](mailto:helpdesk@hunter.cuny.edu) to request an account.
- Questions about classroom A/V equipment may be sent to the Health Professions Education Center (HPEC, West Mezzanine), [edcenter@hunter.cuny.edu](mailto:edcenter@hunter.cuny.edu) or (212) 481-5129. If it is your first time using a room, HPEC staff will demonstrate how to use the A/V equipment.
- Room keys must be picked up from the HPEC just before your event begins and returned when your event ends. For early mornings, weekends, or holidays, please arrange to sign out a key during their [opening hours](#) (Mon-Thu 9-9pm & Fri 9-5pm in the Fall & Spring terms; hours may vary in summer).
- For large events in the Brookdale Auditorium or Rotunda, a dedicated A/V technician must be hired through Central Reservations.
- Please return the room to the same set-up and condition (or better) as you found it. Incoming groups will appreciate it!

# Central Reservations

695 Park Ave. New York, NY 10065

Room 711 West \* (212)396-6902 \* Email: central7@hunter.cuny.edu

**PLEASE COMPLETE THIS FORM AND ATTACH IT TO YOUR ONLINE RESERVATION REQUEST FOUND AT [WWW.HUNTER.CUNY.EDU/RESERVESPACE](http://WWW.HUNTER.CUNY.EDU/RESERVESPACE). THIS FORM REPRESENTS YOUR DEPARTMENT'S APPROVAL FOR THE USE OF HUNTER FACILITIES. CENTRAL RESERVATIONS CANNOT WORK ON YOUR REQUEST UNTIL THIS FORM IS SUBMITTED. ALLOW SEVEN BUSINESS DAYS FOR YOUR REQUEST TO BE WORKED ON. TO CHECK ON THE STATUS OF YOUR REQUEST, PLEASE EMAIL CENTRAL RESERVATIONS.**

Name/Department: \_\_\_\_\_

Event Date(s): \_\_\_\_\_

Start Time / End Time: \_\_\_\_\_ / \_\_\_\_\_ # of Expected Guests: \_\_\_\_\_

Location(s) Requested: \_\_\_\_\_

Type of Event (Meeting, Party, Class Change, etc.): \_\_\_\_\_

Contact #: \_\_\_\_\_ Email: \_\_\_\_\_

Guest Speakers and/or Co-sponsors: \_\_\_\_\_

Foreseeable Expenses (Please Check): A/V \_\_\_\_\_ Facilities \_\_\_\_\_ Public Safety \_\_\_\_\_

\_\_\_\_\_  
Signature of Department Head

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Dept. Head

\_\_\_\_\_  
Signature of Dean

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Dean

\*\*\*\*\*  
*All sponsored and Co-sponsored events require the approval of the department chairperson or program director of the requestor and the dean of the school the department belongs to. If the event is co-sponsored with a non-Hunter organization, open to the general public, or an admission fee is to be charged, the request is subject to the approval of the Dean of Diversity and Compliance. Hunter College facilities cannot be reserved by a Hunter College Organization and then "turned over" to an outside group. Co-sponsorships and third party rentals will not be processed until after the academic class schedule is finalized.*

***The Hunter faculty/staff person must take full responsibility of coordinating and attending any Hunter sponsored or co-sponsored event they are booking.***

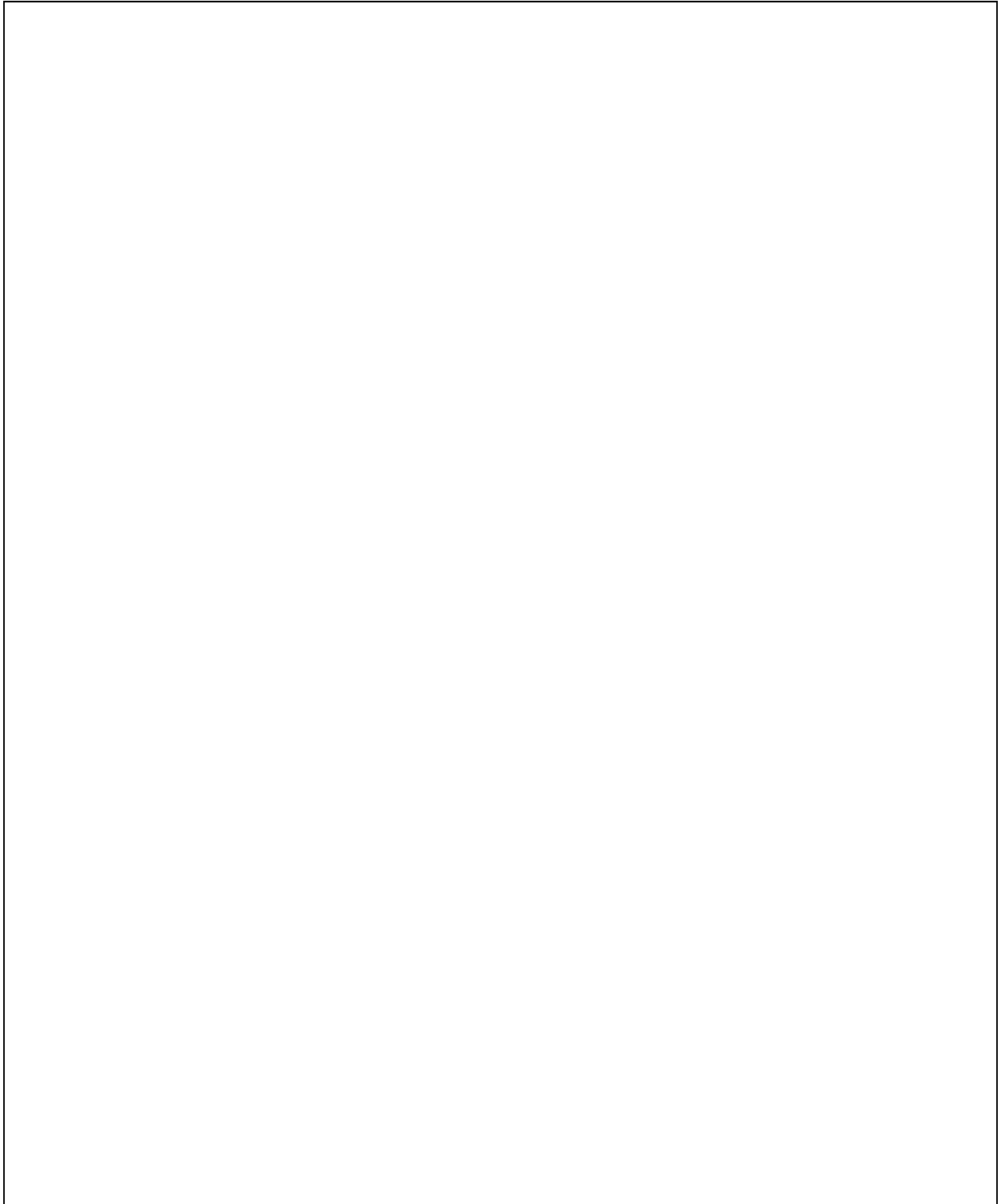
\*\*\*\*\*  
**There are no rental fees charged to Hunter organizations for the use of Hunter facilities for academic, curricular, administrative or other College purposes. All out-of-pocket charges, such as audio-visual technicians, security, cleaning, etc., must be paid in advance.**

Hunter College Facilities may not be used for fund-raising or profit-making purposes on behalf of any outside organization. If admission is charged, the net profit must be for the benefit of Hunter sponsoring group and, therefore, be retained by the sponsoring Hunter department, program or office; it is not to be given to or shared with the non-Hunter co-sponsor.

If any non-Hunter College equipment is used / rented for this event, it is the sole responsibility of the faculty/staff member to return it. Hunter College will not be responsible for any lost or stolen property related to this event

If you run out of room on the previous page, please append this page to your Authorization Form for Central Reservations.

**Additional Dates and Rooms Requested**

A large, empty rectangular box with a thin black border, intended for the user to provide additional dates and room requests. The box is currently blank.