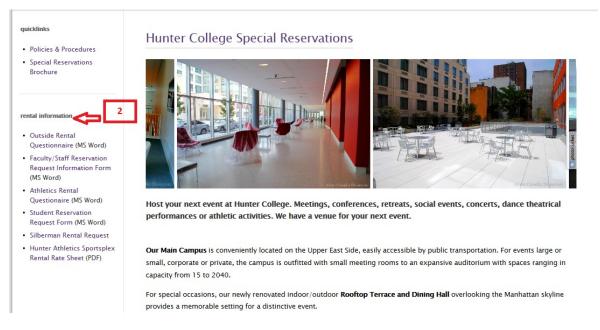
Central Reservations

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

- 1. Type <u>http://www.hunter.cuny.edu/reservespace</u> 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, "Faculty/Staff Reservation Request").



Filling out your Request Form

- 3. Provide all event and required information.
- Attach your approval form signed by your dean, department head or director. Student groups do not need to attach an approval form. Online student requests are routed to Teneia Wooten for approval before booking acknowledgements are sent to the groups for signature.

vent Information		
Event T	itle:* 3	
	ate* 12/23/15 🔇 (MM/DD/YY)	
1	Fimes 7 AM ♥ 00 ♥ - 11 PM ♥ 00 ♥	
Attend		
Required Information	V	
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 s	old? (Undergraduate student clubs are not permitted):* Select One 🗸	
If this is an Internal or Student group, h	ave you received and attached appropriate approvals.:* γ_{es} \checkmark	
	Does your event require a facilities work order?:* Select One V	
	boes your event require a facilities work orders. Select One V	
Attach Signed Request Form - REQUI		

- 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 Maximum Note Length: 4000 Characters	5
Please provide some detailed information about the substan	nce of the event. Who is the Coordinator?*
~	
\sim	
If this event is being Co-Sponsored with any Non-Hunter Or	rganization please indicate the organization. DO NOT ABBREVIATE GROUPS. Briefly explain the organizations in
^	
\rightarrow	
How will this event be advertised? How many guests are ex	pected to in the space requested?*
^	
\sim	
If you would like to request a specific space, please enter it	below. Please note: This space might not be availabile.*
< >	6
Is this a class change? If so please inform us of the class.*	
^	
~	57
	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".



What is your complete E-Mail address? Complete E-Mail Address:	
Do you have an account with us?	
O No, I have not registered on your site before.	
Yes, my password is	9/10
Edit account after logon	
Remember me on this computer	
Sign In To Account	
Forget your password? Enter your complete E-Mail address a	and select this option: Send password to my e-mai
Click here if your e-mail address has changed since your last	t visit to our site

For assistance using our logon application please E-mail us at 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.
- 16. Click "Create Account".

Existing User If you already have an account, click the button below.	
Already Registered? Logon	
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.	
Complete E-Mail Address:* xxxxx@xxxx.com	13
Enter Password:* ••••• 14	
First Name:* 15	
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 <u>central7@hunter.cuny.edu</u> or by phone at 212-396-6902.