

Central Reservations & Events

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Please upload this completed form with your online reservation request [HERE](#). This form serves as your department's approval for the use of Hunter College facilities. Please allow up to seven business days for your request to be reviewed.

Requestor Name/Department: _____ Contact #: _____

Event Date(s): _____

*Event Start Time/End Time: _____/_____

**Set-up time is one hour before the event, and move-out is one hour after the event ends. If additional setup time is required, please indicate why.*

Space Requested: _____

Type of Event: (Meeting, Party, Film Screening, Class Change, etc.): _____

of Expected Guests: _____

If your event is co-sponsored/sponsored, please provide the group's name(s): _____

Names of invited/confirmed guest speaker: _____

Foreseeable Expenses (Please Check): **AV Tech: ☐ Public Safety: ☐ Facilities: ☐ Cleaning: ☐

**** Borrowing available equipment from AV is free of charge. If you need a tech for your event and extensive set-up, it is 50/hr. with a 5-hour minimum.**

Important Information for Sponsored and Co-Sponsored Events:

- All sponsored and cosponsored events require two signature approvals. [1] must be approved by the requestor's department chairperson or program director and [2] the school's dean to which the department belongs.
- Events that are *not* sponsored/cosponsored require ONE signature approval from either the department head or the dean.
- Events co-sponsored with a non-Hunter organization, open to the public, or involving an admission fee require additional approval from the Dean of Diversity and Compliance.
- Hunter College organizations cannot reserve Hunter College facilities and transfer the reservation to an outside group.
- All events, if approved, are processed after the academic class schedule has been finalized.
- The Hunter faculty or staff member sponsoring or co-sponsoring the event is responsible for coordinating and attending the event.

Signature of Department Head

Printed Name of Department Head

Date

Signature of Dean

Printed Name of Dean

Date

Hunter organizations are not charged rental fees for using Hunter facilities for academic, extracurricular, administrative, or other College purposes. All out-of-pocket charges, such as audiovisual technicians, public safety, cleaning, etc., are invoiced after the Booking Acknowledgment is signed off.

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