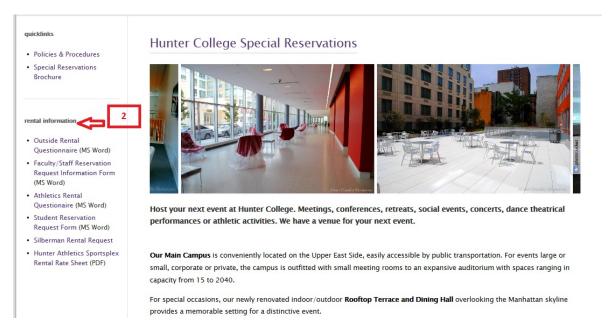# Central Reservations
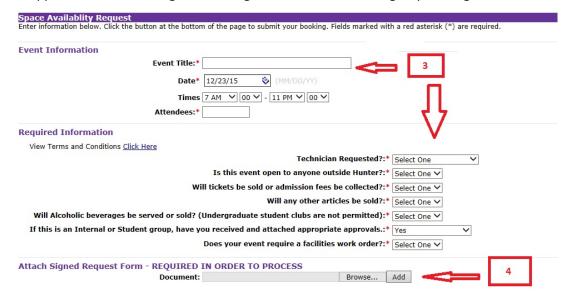
Quick Guide- Request Space for Faculty/ Staff, Student Clubs/Student Govt., External Clients

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 (example, "Faculty/Staff Reservation Request").

Filling out your Request Form

3. Provide all event and required information.
4. 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.

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

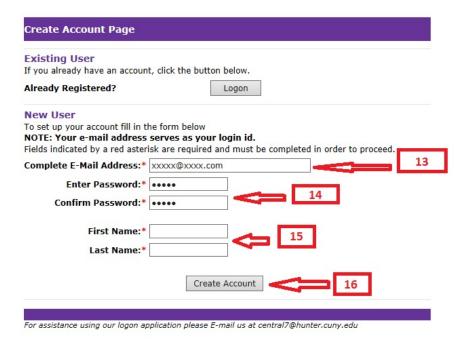
Creating and Signing Into Your Account

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".**

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".**

Create Account Page

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
     Confirm Password:* •••••

             First Name:*   ⟵ 15
             Last Name:*

                  Create Account   ⟵ 16

For assistance using our logon application please E-mail us at central7@hunter.cuny.edu

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. Pending all approval procedures, your event will be confirmed up to 2 weeks prior to the event date.
20. If you have any questions please contact the Central Reservations office at central7@hunter.cuny.edu or by phone at 212-396-6902.