

# 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): \_\_\_\_\_ Location Requested: \_\_\_\_\_

Start Time/End Time: \_\_\_\_\_ / \_\_\_\_\_

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

\_\_\_\_\_

Contact #: \_\_\_\_\_ # of Expected Guests \_\_\_\_\_

Names of invited/confirmed Guest Speakers and/or Co-Sponsors: \_\_\_\_\_

\_\_\_\_\_

Foreseeable Expenses (Please Check) AV \_\_\_\_\_ Facilities \_\_\_\_\_ Cleaning \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of Department Head- Date

Printed Name of Dept. Head

\_\_\_\_\_

\_\_\_\_\_

Signature of Dean- Date

Printed Name of Dean

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*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.**

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**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 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