

STUDENT/FACULTY/STAFF SPACE REQUEST FORM HOSTOS COMMUNITY COLLEGE/CUNY

(Before completing this form, see attached Guidelines for the allocation and use of space for public events)

Sponsor: _____ Date Request Submitted _____
Name of Organization Requesting Space
 Name of Event: _____ Date of Event: _____
 Set-up Time: _____ Begin Time: _____ End Time: _____ Contact Person: _____
 Address: _____ Phone: _____ Fax: _____



I. IN 20 WORDS OR LESS DESCRIBE ALL ACTIVITIES TAKING PLACE IN THE REQUESTED LOCATIONS (INCLUDE EXPECTED NUMBER OF PARTICIPANTS): _____

II. SPACE REQUESTED (See Guidelines for complete descriptions and capacity requirements):

- Main Theater Repertory Theatre C-Lobby Room C-391 Room C-390 (Student Lounge) C-Cafeteria
 Savoy Multi-Purpose Main Gym A-Atrium Bridge Art Gallery Other _____

III. LIST SPEAKERS/DISCUSSANTS/PERFORMERS/ENTERTAINERS FROM OUTSIDE HOSTOS COMMUNITY INVOLVED IN THE EVENT.

IV. EVENT OPEN TO: College Community Guests of College Community Public

V. AUDIO/VISUAL SERVICES (Indicate all equipment needed for event):

- Cassette Recorder Podium with microphone Podium Only Monitor with VCR Screen
 Overhead Projector Video Projector Slide Projector Other _____

VI. BUILDINGS & GROUNDS/FACILITIES (Indicate quantity of items needed for event):

- Folding Chairs _____ Tablet Chairs _____ Tables 6' _____ Tables 8' _____
 Coat Racks _____ Blackboards _____ Other _____

VII. WILL THIS EVENT BE CATERED? Yes No If yes, describe extent of catering (It is important that you read the guidelines before making arrangements with the campus cafeteria): _____

VIII. MEDIA COVERAGE: Press _____ TV _____ Radio _____

IX. WILL VENDORS BE INVOLVED IN PROJECT? Yes No Location: _____

Faculty/Staff Advisor Agreement: As Faculty/Staff Advisor to the above mentioned Hostos Club/Student Organization, I will be in attendance at the event detailed herein from its onset and throughout it's duration. I UNDERSTAND AND AGREE TO THE FOLLOWING:

- Music must be terminated at 10:00pm. The area must be vacated of all attendees by 10:30pm, and cleaned up and closed by 11:00pm.
- I must assist the Hostos Student Organization President with reporting all financial and other event-related information to the Director of Student Activities within five (5) days of the event.

The signature below acknowledges my willingness to cooperate with and ensure the proper and successful planning and implementation of the event listed herein for this organization.

Faculty/Staff Advisor _____ Date _____

Your Divisional Dean must review this proposal and if he/she recommends approval, do so by signing and dating below.

Divisional Dean: _____ Date: _____

For Office Use Only:

Review Date _____ Review Notes _____