

## Space Request Form

Space Request Forms are used to reserve campus facilities for activities. Clubs/Organizations must submit their requests at least two (2) weeks before their activity is scheduled to take place to the Office of Student Activities (C-371). Last-minute requests will not be honored.

All clubs/organizations should be aware that space at Hostos is limited and that there are many organizations that might want to use the same space that you are requesting. Thus, space requests are honored on a first-come, first-served basis. Submitting a form does not guarantee that the event will be approved.

### Section I – Organization and Event Information

<b>STUDENT/FACULTY/STAFF SPACE REQUEST FORM</b>			
<b>HOSTOS COMMUNITY COLLEGE/CUNY</b>			
<small>(Before completing this form, see attached Guidelines for the allocation and use of space for public events)</small>			
Sponsor: _____	Date Request Submitted: _____		
Name of Event: _____	Date of Event: _____		
Set-up Time: _____	Begin Time: _____	End Time: _____	Contact Person: _____
Address: _____	Phone: _____	Fax: _____	

#### Sponsor

Write the name of the club/organization that is planning to hold the activity.

#### Date Request Submitted

Write the date in the format month/day/year. For example: 10/27/08.

#### Name of Event

Write the name that you will use to refer to your event. For example: Fall Recruitment Drive, Welcome Back Party, Spring Open House, etc.

#### Date of Event

Write the date in the format month/day/year. Include the day of the week as well (Mon, Tue, Wed, Thu, Fri, Sat, Sun). Your requests must be submitted to the Office of Student Activities at least two (2) weeks before your event is scheduled to take place. In the case of a request for the use of one a theater (Main Theater or Repertory Theater), requests must be submitted at least four (4) weeks in advance.

#### Set-up Time

Indicate the time that you plan to start decorating/preparing the room for your event. Give yourself enough time to have everything ready, especially if you are setting up audio-visual equipment. Remember to indicate if morning (AM) or afternoon/evening (PM).

#### Begin Time

Write the actual time that your event will begin. Remember to indicate if AM or PM.

#### End Time

Indicate the time that your event will end. Remember to indicate if AM or PM. College facilities are open from Monday through Friday from 7:00 AM to 10:00 PM.



- ◆ Write the name of any person/group that you are inviting to perform at your activity. If the person/group is not listed on the Space Request, they cannot participate in your activity.

IV. EVENT OPEN TO:		
<input type="checkbox"/> College Community	<input type="checkbox"/> Guests of College Community	<input type="checkbox"/> Public

- ◆ If you are only inviting people from Hostos, your event is open to the “College Community.”
- ◆ If participants are allowed to bring guests, then your event is open to the “College Community” and “Guests of College Community.”
- ◆ If any person outside the college can attend your event, then your event is open to the “Public.” All individuals who are not students or employees of Hostos must present a picture ID in order to be admitted into the event.
- ◆ In the case of a party featuring Guests of College Community or Public, a Guest List must be submitted to the Office of Student Activities at least three (3) days before the event. Student Activities, in turn, will submit a copy of the list to the Office of Public Safety.
- ◆ No person under 18 years of age may attend a party, regardless of whether or not their name appears on the Guest List.

V. AUDIO/VISUAL SERVICES (Indicate all equipment needed for event):		
<input type="checkbox"/> Cassette Recorder	<input type="checkbox"/> Podium with microphone	<input type="checkbox"/> Podium Only
<input type="checkbox"/> Monitor with VCR	<input type="checkbox"/> Screen	<input type="checkbox"/> Overhead Projector
<input type="checkbox"/> Video Projector	<input type="checkbox"/> Slide Projector	<input type="checkbox"/> Other _____

- ◆ If necessary, select the equipment that you need to carry out your activity. For example, if you are inviting a person to do a video discussion, they will probably need a “Monitor with VCR.”
- ◆ Use the category “Other” to indicate things like a laptop, CD player or DVD player.

VI. BUILDINGS & GROUNDS/FACILITIES (Indicate quantity of items needed for event):			
<input type="checkbox"/> Folding Chairs _____	<input type="checkbox"/> Tablet Chairs _____	<input type="checkbox"/> Tables 6' _____	<input type="checkbox"/> Tables 8' _____
<input type="checkbox"/> Coat Racks _____	<input type="checkbox"/> Blackboards _____	<input type="checkbox"/> Other _____	

- ◆ Most rooms are already set up with tables and chairs. However, if you need additional tables, chairs or other items, write the number needed in this section.

VII. WILL THIS EVENT BE CATERED? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, describe extent of catering (It is important that you read the guidelines before making arrangements)
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- ◆ If you plan to serve food at your event, mark “Yes.” If you do not plan to serve food, mark “No.”
- ◆ At Hostos, catering is usually provided by the C-Cafeteria (MBJ Food Services). For a list of dishes and prices, visit the Office of Student Activities.
- ◆ If you are planning to serve food from an outside restaurant, a food license must be submitted to the Office of Student Activities along with your space request.
- ◆ If you are planning to hold your event in the Cafeteria, you cannot bring food from an outside restaurant.

VIII. MEDIA COVERAGE: Press _____ TV _____ Radio _____
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- ◆ Use this section to notify the committee about the participation of any newspaper, TV station or radio station in your activity.

**IX. WILL VENDORS BE INVOLVED IN THIS PROJECT?**

YES     No    Location \_\_\_\_\_

- ◆ Use this section to notify the committee about any vendors that are scheduled to participate in your activity. Vendors normally sell books, posters, jewelry or cosmetics.

**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 from its onset and throughout its 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 club advisor must read, sign and date this section. Make sure he/she understands that he/she is expected to attend the event.

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

\_\_\_\_\_  
Divisional Dean

\_\_\_\_\_  
Date

- ◆ The Dean reviews all space requests that are submitted and decides whether or not the event should be approved for consideration by the Space Requests Committee.

For Office Use Only:

\_\_\_\_\_  
Review Date

\_\_\_\_\_  
Review Notes

- ◆ You do not need to complete this section.