

With the exception of the Vito Marcantonio Room (B115), FDR, gym, Student Lounge and smart classrooms, **all** other campus spaces are reserved via the submission of a *Space Request Form*. Requests for reservations are reviewed and approved by the Space Reservation Committee, a cross-divisional group that meets regularly to consider requests. Completed forms should be submitted to Vanessa Colón, Space Reservation Assistant, in A-341.

To Reserve:

- The **Vito Marcantonio Room (B115)**, contact Gurudutt Sanjeev, IT Trainer, at x6898 or at [gsanjeev@hostos.cuny.edu](mailto:gсанjeev@hostos.cuny.edu).
- A **smart classroom**, see the Academic Computing Center's *Smart Classrooms Reservation Procedures* and proceed to the Smart Classroom link at hostos.cuny.edu/acc. Questions related to smart classrooms should be directed to Pierre Jean at pjean@hostos.cuny.edu.
- The **gym**, contact Krishna Dass, Director of Athletics, at x6551 or at kdass@hostos.cuny.edu to confirm availability. Once availability is confirmed, submit the *Space Request Form*.
- The **Student Lounge**, contact Jerry Rosa, Director of Student Activities, at x6561 or at jrosa@hostos.cuny.edu to confirm availability. Once availability is confirmed, submit the *Space Request Form*.
- The **FDR**, contact Shimyia Sinclair, Communications Coordinator, at x6708 or at Shssinclair@hostos.cuny.edu to confirm availability. Once availability is confirmed, submit the FDR Request Form to OAA.
- The **Cafeteria**, contact Vanessa Colon, to confirm availability. Once availability is confirmed, submit the *Student/Faculty/Staff Space Request Form*.

Additional Information:

CATERING - Food should be ordered from Metropolitan, the College caterer. Emilio Drakes serves as the catering director and he can be reached at X6544 or edrakes@hostos.cuny.edu.

FUNDING - Faculty interested in coordinating campus events that require funding, should apply to the Faculty Special Event Fund. Applications can be obtained on the OAA web page.

Note: There are labor costs associated with the use of the Main Theater and Repertory Theatre. Estimates are supplied upon request by Félix Arocho, Theater Manager. Mr. Arocho can be reached at x4477 or at farcho@hostos.cuny.edu.

SECURITY - Public Safety is charged with determining event security needs from the information submitted via the *Space Request Form*. Event coordinators will be informed if special security measures are needed.

Coordinators for events in B115, Smart Classrooms or the FDR are encouraged to provide Public Safety with advance notice of events that are open to the public. Send your event notice to: publicsafetyoffice@hostos.cuny.edu.

AUDIO/VISUAL (A/V) NEEDS - The Hostos Library Media Services can provide monitors, DVD/VHS players, speakers, portable podium with microphone, and a portable projection screen. Special requests can be made for wireless microphones. For reservations, contact Julio Figueroa, Head of Media Services, at x4225 or jfigueroa@hostos.cuny.edu.

PUBLICITY - Announcements for the Hostos Distribution List and/or Student Distribution List should be forwarded to Shimyia Sinclair at Shssinclair@hostos.cuny.edu.

To request a press release, go to the Hostos web page, click the faculty and staff tab and then click the link for Press Release Requests.

Your Event Check List:

- ___ I have tentatively reserved the desired space via email or phone with the designated contact.
- ___ I have completed and submitted the required space request form.
- ___ I have received the copy of my space request form indicating the space and event have been approved and confirmed.
- ___ I have submitted my application to the Special Event Fund and received confirmation of funding.
- ___ I have contacted Metropolitan regarding my catering needs and my department COA has submitted the *required* CUNYfirst requisition.
- ___ I have supplied Metropolitan with the purchase order number for the approved requisition to cover the cost of food for my event.
- ___ I have given Public Safety advance notice of my event to determine if security is needed.
- ___ I have contacted Media Services for my event's A/V needs.
- ___ I have created a draft of an email and submitted it to OAA for distribution to the Hostos distribution lists.
- ___ I have confirmed my catering order with Metropolitan a few days before my event.
- ___ I have confirmed that any invoices related to my event have been paid.

Office of Academic Affairs - Faculty Events Guide



Hostos Community College

Events Guide for Faculty

Available Spaces:

"A" Building

A-Atrium - capacity of 100

"B" Building Spaces:

Vito Marcantonio Room B115 - capacity of 24
(this is a computer training room)

Smart Classroom B501 - capacity of 45

"C" Building Spaces:

Main Theater - capacity of 894

Repertory Theatre - capacity of 367

Art Gallery - capacity of 100

Cafeteria - capacity of 204

FDR Room - capacity of 40

JFK Room - capacity of 40

Student Lounge - capacity of 60

Room C-391 - capacity of 75

Gymnasium (Gym) - capacity of 660

"D" (Savoy) Building Spaces:

Multipurpose Room - capacity of 160