# Space Request Form

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

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

STU	DENT/FACULTY/	STAFF SPACE RE	QUEST FORM
	HOSTOS COM	MUNITY COLLEG	E/CUNY
(Before completin	g this form, see attached G	uidelines for the allocation a	nd use of space for public events)
Sponsor:		Date Reque	st Submitted:
Name of Event:			te of Event:
Set-up Time:	Begin Time:	End Time:	Contact Person:

## <u>Sponsor</u>

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 <u>at least two</u> (2) weeks before your event is scheduled to take place. In the case of a request for the use of one a <u>theater</u> (Main Theater or Repertory Theater), requests must be submitted <u>at least four (4) weeks</u> 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.

# Contact Person

Write the name of the person who will be in charge of the activity. The contact person should be readily available to answer questions about the space request.

Address

Use your campus office or your home address. Do not leave this section blank.

Phone

Use your campus phone, home phone, cell phone or work phone. Do not leave this section blank.

Fax

Complete this line if you have access to a fax machine.

# Section II – Event Details

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

• Describe your event. Include as much information as possible. For example, if your event is titled "Welcome Back Party," you could state "A party for club members and prospective members. There will be music and refreshments. About 75 participants are expected."

II. SPACE REQUESTED (See Guidelines for complete descriptions and capacity requirements):				
🗆 Main Theater	Repertory Theater	C-Lobby	Room C-390 (Student Lounge)	
Room C-391	🗆 C-Cafeteria	🗆 Main Gym	Savoy Multi-Purpose	
🗆 A-Atrium	🗆 Bridge	Art Gallery	Other	

- Indicate the space(s) that you want to use by checking the correct box(es).
- If you select "Other," indicate exactly what room(s) or space(s) you would like to use. For example, you might plan to use the SGA Counter, C-534 (SGA Conference Room), the space next to the SGA Counter or the A-Lobby.
- Some of the rooms under "Other" might be under the supervision of the Registrar's Office. If they are, they must be reserved in advance with the Registrar's Office. Speak to the Secretary or the Director for additional information.
- Several spaces have occupancy limits and they are as follows: Main Theater = 892; Repertory Theater = 366; C-Cafeteria = 204; C-391 = 75; C-390 (Student Lounge) = 75; Savoy Multipurpose Room = 160; Main Gym = 660 (bleacher seating).
- For the most part, there are no costs associated with having events on campus. However, if you are planning to use the Main Theater or the Repertory Theater, you will probably have to pay some fees. The same applies for the use of the C-Cafeteria, Main Gym or Savoy Multipurpose Room for a social gathering (party). Common fees are rental, equipment, janitorial and security. If you think that your event will incur some fees, make sure that you secure the necessary funds before booking the space.

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

• 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:			
College Community	Guests of College Community	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 <u>Guests of College Community</u> or <u>Public</u>, a <u>Guest List</u> 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 <u>under 18 years of age</u> 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):		
🗆 Cassette Recorder	Podium with microphone	🗆 Podium Only
Monitor with VCR	🗆 Screen	Overhead Projector
video Projector	🗆 Slide Projector	🛛 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):				
Folding Chairs	Tablet Chairs	Tables 6'	Tables 8'	
🗆 Coat Racks	Blackboards	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? 
Ves No If yes, describe extent of catering (It is important that you read the guidelines before making arrangements)

- 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

 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 signing and dating below.	this proposal	and if he/she	recommends	approval,	do so by	
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.