

# Silberman SSW

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Initial: \_\_\_\_\_

## STUDENT CLUB/ORGANIZATION RESERVATION REQUEST INFORMATION FORM

(PLEASE PRINT OR TYPE)

**THIS COMPLETED FORM MUST BE SUBMITTED TO OFFICE OF STUDENT SERVICES SSW  
IT REPRESENTS YOUR REQUEST FOR THE USE OF HUNTER FACILITIES. CENTRAL RESERVATIONS CANNOT  
CONFIRM THE AVAILABILITY OF YOUR REQUESTED SPACE UNTIL THIS FORM IS SUBMITTED.**

NAME OF STUDENT CLUB OR ORGANIZATION SPONSORING THIS EVENT: \_\_\_\_\_

STUDENT SUBMITTING THIS FORM: \_\_\_\_\_ POSITION: \_\_\_\_\_

ROOM#: \_\_\_\_\_ PHONE#: \_\_\_\_\_  
(WORK) (HOME/CELL) (FAX)

REQUESTED DAY/DATE OF EVENT: \_\_\_\_\_ ALTERNATE: \_\_\_\_\_

REQUESTED TIME OF EVENT: FROM: \_\_\_\_\_ TO: \_\_\_\_\_  
(PLEASE ALLOW FOR SET-UP AND CLEAN-UP TIME)

REQUESTED LOCATION OF EVENT: \_\_\_\_\_ TECHNICIAN REQUESTED? \_\_\_\_\_

TYPE OF EVENT: \_\_\_\_\_ TOPIC OF EVENT: \_\_\_\_\_

IS THIS EVENT BEING CO-SPONSORED WITH ANY NON-HUNTER ORGANIZATION? \_\_\_\_\_

IF SO, NAME OF ORGANIZATION: \_\_\_\_\_

NAME OF ALL GUEST SPEAKERS, ARTISTS, PERFORMERS, ETC. \_\_\_\_\_

EXPECTED # OF PEOPLE: \_\_\_\_\_ IS THIS EVENT OPEN TO THE GENERAL PUBLIC? \_\_\_\_\_ WILL TICKETS BE SOLD? \_\_\_\_\_

WILL ANY OTHER ARTICLES BE SOLD? \_\_\_\_\_ HOW WILL THIS EVENT BE ADVERTISED? \_\_\_\_\_

WILL WINE OR BEER BE SERVED OR SOLD? (NY State permit required) \_\_\_\_\_

IF YES, THE ORGANIZER OF THE EVENT MUST OBTAIN A TEMPORARY BEER/WINE PERMIT FROM THE NEWYORK STATE LIQUOR AUTHORITY IN ADVANCE OF THE EVENT. THE TEMPORARY BEER/WINE PERMIT MUST BE DISPLAYED DURING THE EVENT AND TURNED INTO CENTRAL RESERVATIONS AFTER THE EVENT.

PLEASE TAKE YOUR ORIGINAL CENTRAL RESERVATIONS FORM AND A DIAGRAM / FLOOR PLAN IDENTIFYING WHERE THE BAR IS TO BE SET UP WITH YOU TO THE NEWYORK STATE LIQUOR AUTHORITY. SIGNATURES OF THE HUNTER COLLEGE VICE PRESIDENT FOR BUDGET AND FINANCE, AND DEAN MICHAEL ESCOTT – SENIOR ASSOCIATE DEAN OF STUDENT LIFE ARE REQUIRED ON THE NEWYORK STATE LIQUOR AUTHORITY APPLICATION.

*Hunter College Facilities may not be used for fund-raising or profit-making purposes on behalf of any outside organization without written approval from Assistant Director of Student Activities. If admission is charged, only the net profit can be given to or shared with the non-Hunter organization.*

\* There are no rental fees charged to Hunter organizations for the use of Hunter facilities. Labor costs fall out of pocket charges as technicians, supervisor, security, cleaning, etc., must be paid in advance.

If any non-Hunter College equipment is used / rented for this event, it is the sole responsibility of the Student Organization member to return it. Hunter College will not be responsible for any lost or stolen property related to this event

\_\_\_\_\_  
DATE

Signature – Hunter College Student Club/Organization President or Treasurer

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DATE

DEAN, Silberman SSW