

# EARLE HALL MEDIA CENTER

## ROOM RESERVATION FORM CENTER FOR STUDENT INVOLVEMENT

*All information on this form must be completed. The form must be signed and returned to the Center for Student Involvement in UC 110 in order for your reservation to be processed. You will receive an email confirming your reservation for the Media Center meeting space. Each organization is responsible for setting up and breaking down the room that is reserved.*

Any questions should be directed to the Center for Student Involvement  
(516) 877-3603 [csi@adelphi.edu](mailto:csi@adelphi.edu)

### MEETING/ RESERVATION INFORMATION

Name:	Phone:					
Meeting Contact Person:	Phone:					
Email:	Fax:					
Name of Student Organization:					Number of People:	
Requested Date (Month, Date, Year):			Day (circle): Sun Mon Tue Wed Thu Fri Sat			
Alternative Date(s):						
Room Access Time:	Meeting Start Time:	Meeting End Time:			Breakdown Time:	
Room Requested:	<input type="checkbox"/> Large Meeting Room (approx 30-45 people)		<input type="checkbox"/> Small Meeting Room (approx. 10-15 people)			

### NOTES REGARDING SPACE

- Student Organizations are responsible for maintaining space.
- Student Organizations must reserve space at least 48 hours prior to meeting time.
- Student Organizations may arrange the reserved room in any way they wish, but must return the room to its original form.
- Meeting and/or event duration may not exceed 90 minutes.

### SIGNATURE OF RESPONSIBILITY

<i>Signature: X</i>	<i>Date</i>
<b>DISCLAIMER:</b> No space reservation is finalized until a written email is sent to the contact listed above confirming the reservation. All rooms must be set up and broken down by the organization utilizing the space. Failure to maintain the condition of the room may result in fines or inability to reserve the Media Center space.	

#### Office Use Only

Date Received: \_\_\_\_\_ Approved:  Yes  No