

ROOM REQUEST FORM

RUTH S. HARLEY UNIVERSITY CENTER/ALUMNI HOUSE

DEPARTMENT OF AUXILIARY SERVICES

All information on this form must be completed. The form must be signed and returned to the Reservations Coordinator in UC 301 or faxed to (516) 877-3606 in order for your reservation to be processed. **Please take note that your request is tentative until you receive written confirmation.** Once received, you will be contacted by an Operations Manager to review specific details of your event.

For assistance & information please call: Reservations & Set-ups ext. 3604 Beverage Service ext. 3647

EVENT INFORMATION

Person Making Request:		Phone:	
Event Contact Person:		Phone:	
Email:		Fax:	
Department or Student Organization:			Number of People:
Requested Date (Month, Date, Year):		Day (circle): Sun Mon Tue Wed Thu Fri Sat	
Alternative Date(s):			
Name of Event:		Type of Event:	
Room Access Time:	Event Start Time:	Event End Time:	Breakdown Time:
Is this event being Co-Sponsored? <input type="checkbox"/> No <input type="checkbox"/> Yes		Is approved Co-Sponsorship application attached? <input type="checkbox"/> No <input type="checkbox"/> Yes	
Name of Co-Sponsoring Organization:			

Facilities for Co-Sponsored Events without an approved Co-Sponsorship Application will be tentatively held for two weeks only.

SPACE REQUESTED

<input type="checkbox"/> 201	<input type="checkbox"/> 202	<input type="checkbox"/> 203	<input type="checkbox"/> 210	<input type="checkbox"/> 211
<input type="checkbox"/> 212	<input type="checkbox"/> 213	<input type="checkbox"/> 214	<input type="checkbox"/> 215	<input type="checkbox"/> 216
<input type="checkbox"/> 313	<input type="checkbox"/> Atrium	<input type="checkbox"/> Fireplace Lounge	<input type="checkbox"/> Lobby	<input type="checkbox"/> UC Plaza
<input type="checkbox"/> Underground Patio	<input type="checkbox"/> Café Patio	<input type="checkbox"/> Alumni House Multipurpose Room	<input type="checkbox"/> Alumni House Board Room	<input type="checkbox"/> Alumni House Patio

Notes:

SERVICES NEEDED

Food Service:

To place standard orders log-on to Adelphi.catertrax.com or for specialty orders contact Lackmann Catering at ext. 3954.

Beer & Wine Service Request:

*For alcohol service in the UC or Alumni House, details must be arranged at least **2 weeks** prior to event and finalized **1 week** prior. For alcohol service at other locations on campus, details must be arranged at least **6 weeks** prior to event and finalized **1 week** prior.*

Contact Beverage Manager at ext. 3647.

Audio/Visual Needs:

Audio Visual includes items such as sound equipment, DVD players, LCD projectors, Laptops, etc.
*AV request must be made at least **2 weeks** prior to event.*

Contact your Event Coordinator at ext. 3604.

CORRESPONDENCE LOG

(For Office Use Only)

Signature: X

Date

DISCLAIMER: Until a written confirmation for the space requested has been issued by the Office of Auxiliary Services, binding obligations such as speaker bookings, advertising, publications, etc. should not be entered into. The Department of Auxiliary Services reserves the right to change any requested space to alternate space. The department making the request shall be responsible for any and all direct expenses associated with their program.