



Earl Hall Center Space Usage Request Form

Earl Hall Administrative Office, 203 Earl Hall, 854-6345, fax 854-7798
St. Paul's Chapel Administrative Office, 110 St. Paul's Chapel, 854-1487, fax 854-6577

Space request Form No. _____

Event Information: Circle One: Annual Event Special Event Recurring Meeting/Rehearsal

Advertised Name of Event: _____ Expected Attendance: _____

Requested Location: _____ Alternative/Rain Location: _____

Requested Date: _____ Alternative Date: _____ Alternative Date: _____ Alternative Date: _____

For Recurring Meetings/Rehearsals: Preferred Day of Week: _____ Alternative Day: _____

Beginning Date: _____ Ending Date: _____

Set-up Start Time: _____ am/pm Event End Time: _____ am/pm

Event Start Time: _____ am/pm Clean-up End Time: _____ am/pm

Event can only occur during building hours

Sponsor Information

Organization Name: _____

Organization Address: _____

Event Manager Name: _____ Position in Organization: _____

Are you a currently enrolled Student at Columbia? Yes _____ No _____

Phone #: _____ E-Mail: _____ Fax #: _____

Event Manager Signature: _____ Date: _____

Co-Sponsor Information (if appropriate)

Organization Name: _____

Organization Address: _____

Event Manager Name: _____ Position in Organization: _____

Phone #: _____ E-Mail: _____ Fax #: _____

Event Manager Signature: _____ Date: _____

Account Information

Account #: _____ DAF Signature: _____

FOR STUDENT GROUPS ONLY: Advisor Information Advisor: Please circle Event Level 1 2 3

Advisors Name: _____ Advisors Signature: _____

Phone #: _____ E-Mail: _____ Fax #: _____

Type of Event: (Circle)

Social	Performance	Other
Meeting	Rehearsal	Religious/Worship/Spiritual Activity
Meal	Performance	Class - Instruction
Study Break	Concert	Workshop
Speaker/Lecture	Video	Special Event
Reception	Exhibit	Other _____

Name of Performer or Speaker (if applicable): _____

Affiliation of performer or speaker (circle all that apply):

Columbia University Faculty CU Student CU Alumni CU Staff Other

Topic of Program/Theme of Event: _____

Is this event a fundraiser or expect to generate sales related activity? no ____ yes ____

Will the media be invited to this event? no ____ yes ____

Will food be served? (If yes, please file EHC Clean-up Agreement) no ____ yes ____

Will need access to the kitchen? (If yes, see the building manager on duty) no ____ yes ____

Will alcohol be served? (If yes, please file Alcohol Event Registration form) no ____ yes ____

Is your event noise sensitive? no ____ yes ____

Will sound equipment or musical instruments be used? no ____ yes ____

How will this event be advertised? on campus ____ Off campus ____

Will there be non-CUID guests? no ____ yes ____

Policies and Procedures for Space Application and Usage

If you are not a recognized student group (SGB, ABC, CI, SGA, General Studies, or GSAC), or if you need special arrangements, you will need permission from the Office of the University Chaplain.

To request space at Earl Hall or St. Paul's Chapel:

First fill out this application completely and accurately. Return completed application to the Administrative Office of Earl Hall, room 203.

All applications must be submitted at least 5 days in advance. Events serving food and/or alcohol must submit contract at least 14 business days in advance. You must notify Earl Hall 5 business days in advance if you are canceling your space reservation.

A completed contract must contain:

- 1) Your signature
- 2) The signature of your group's advisor
- 3) The signature of Earl Hall Administration
- 4) Your group's account number
- 5) **Your initials that you have read, understand and will abide by the rules listed on page 3.**

Rules (must initial next to each):

- Each group will respect and abide by all University rules.
- All problems should be reported immediately to the Building Manager at Earl Hall or St. Paul's Chapel. (Earl Hall 854-3750, St. Paul's Chapel 854-6625).
- All space is reserved on an "as is" basis. Each room must be left clean with the furniture arranged accordingly. Chairs must be put back exactly in the format they were in.
- No group may move the piano, chairs or the Peace Alter in the Chapel Nave. Groups will be fined \$100 for unauthorized movement! Additional charges for may be incurred for any damages caused by unauthorized movement.
- Groups may only occupy the designated space during the hours above. All set up, the events itself and the required clean up time designated herein must take place within the hours specified. Groups must vacate their space at the time specified by this contract.
- Any group that does not use space at the time it was reserved on two consecutive occasions will be removed from the calendar for the remainder of the semester. This policy will be strictly enforced.
- Earl Hall will make every effort to accommodate all groups. However, we reserve the right to deny, cancel, or modify a contract.
- Earl Hall reserves the right to cancel an event which violates University or Earl Hall policies prior to or during the event.
- No smoking is allowed anywhere in Earl Hall or St. Paul's Chapel.
- No one can deface or damage the building in any way. There can be no pinning, taping, stapling or otherwise affixing decorations, signs, etc. to the walls, doors, floors, or woodwork anywhere in Earl Hall or St. Paul's Chapel.
- Only in consultation with, and approval from, the Office of the University Chaplain can furniture or fixtures be removed or rearranged.
- Any group misrepresentation, with respect to group sponsorship, consumption of alcohol, attendance, serving food, charging admission, etc., will result in cancellation of the event or its immediate termination by University Security, cancellation of any upcoming events, and no future request will be considered.
- All groups will respect and abide by all University rules, especially the Alcohol, Drug, and Smoking Policy as stated in FACETS. Your signature below acknowledges that your group will adhere to this policy while using Earl Hall or St. Paul's Chapel.
- The third floor landing of Earl Hall must be kept clear at all times. No tables, chairs, coat racks, etc. may be moved out into this area. Failure to comply with this rule will result in the immediate cancellation of your event.
- The Earl Hall Center is not responsible for any items left on the premises before, during, or after an event.

I have read and understand the Earl Hall policies, including the Alcohol, Drug, and Smoking Policy, and agree to follow them. I also agree to inform Earl Hall of any changes to the information provided in this contract. I have accurately represented all information concerning the event and the sponsoring group. With your signature, you agree to be responsible for knowing and adhering to Columbia University event management policies.

Event Manager Signature _____

Date _____