

Space Request

For Use of space in Lerner Hall, Campus Outdoor Space, Residence Hall Lounges, University classrooms

Requests may be submitted online, in person or by fax: <http://www.columbia.edu/cu/lernerhall/>, Lerner Hall 7th Floor, fax # (212) 854-5825. Receipt of application does not ensure room reservation. Confirmation will be sent via e-mail when space is confirmed.

GROUP INFORMATION:

Representative Name: _____ Phone: _____
Representative's Title: _____ Email: _____
Recognized Student Group: _____ Group Email: _____
Event Name: _____ Expected Attendance: _____
Advising Office: _____ Advisor's Name: _____

Description Of Event:

(Examples include meeting, rehearsal, dinner, study break party, speaker, [indicate who has been invited to speak and their affiliation with Columbia, if any] vendor table, etc.):

LOCATION, DATE and TIME:

Requested Location: _____ Alternate/Rain Location: _____
Requested Date: _____ Alternate Date: _____
Alternate Date: _____
Alternate Date: _____
Event Start Time: _____ Event End Time: _____
If additional time is requested in the room (for food set-up, decorating equipment prep, etc.) - please indicate how much additional time before and/or after the event:
Set Up Start Time: _____ Clean Up End Time: _____
For Recurring Meetings/Rehearsals:
Preferred Day of Week: _____ Alternate Day: _____
Beginning Date: _____ Ending Date: _____

BUILDING ACCESS:

Please select your choice of attendees:

CUID Only General public (Non CUID holder) Guest List Other College IDs

List Colleges or Guest:

CASH: Will cash be collected? i.e Fundraiser, t-shirt sales, admission charge No Yes

If yes, will you be using tickets (please fill out ticketing request form , or provide us with a copy of your ticket)? What measures have been taken to secure cash during your event?

MEDIA: Will the media be invited to this event? No Yes

If yes, what media will be invited to this event and has community relations been notified?

FOOD: Will food be served? No Yes

If yes, please note Crown Catering is the exclusive provider of catering services in Lerner Hall. If you are bringing your own food, please indicate pizza, sandwiches, snack food, etc.

ALCOHOL: Will alcohol be served? No Yes

If yes, please file Alcohol Registration Form at least 10 days prior to your event.

AUDIO / VISUAL: Will audio visual equipment be used or needed? No Yes

If yes, please file Technical Request Service Request form or detail equipment being provided by another source.

ADVERTISEMENTS: How will this event be advertised? On Campus Off Campus

If off campus please indicate the nature of off campus advertising: (i.e. flyers - placement and quantity, print adds, radio ads, etc.)

SAFETY AND SECURITY: Any safety or security concerns? No Yes

If yes, please indicate any security and safety arrangements that may be required.

With your signature, you agree to be responsible for knowing and adhering to Columbia University event management policies.

Representative Signature

Date

Advisor Signature

Date