



COLUMBIA UNIVERSITY

HOUSING AND DINING

Residence Hall Lounge Request

University Event Management

Alfred Lerner Hall, 2920 Broadway, New York, NY 10027

Use this form to reserve lounges in Broadway, Carman, Furnald, John Jay, Schapiro, Wallach, and Wien residence halls. Requests may be submitted in person at Lerner Hall 7th Floor, by fax (212)854-5840, or email to lernerhall@columbia.edu.

Residence hall lounges are only reservable by recognized undergraduate student groups on Thursdays 9am-11pm, Friday 9am-1am, Saturday 9am-1am, and Sunday 9am-11pm.

**Groups should reserve building lounges 7-10 days in advance.

GROUP INFORMATION:

Representative name: _____

Group Email: _____

Representative's Title: _____

Phone: _____

Recognized Student Group: _____

CU Account #: _____

Representative's Email: _____

Advising Office: _____

Advisor's Name: _____

Advisor's Email: _____

EVENT INFORMATION:

Event Name: _____

Expected Attendance: _____

Description of Event:

(Examples include meeting, rehearsal, dinner, study break, 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: _____

Event Start Time: _____

Event End Time: _____

If additional time is requested in the room (for food set-up, decorating, equipment prep, etc.)- Please indicate additional time before and/or after the event:

Set Up Start Time: _____

Clean Up Start 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 holders)
- Guest List
- Other College IDs

List Colleges or Guests:

ADDITIONAL INFORMATION:

Food/Refreshments:

Will food be served? Yes No

Indicate Type: _____

Music:

Will music be played? Yes No

Audio/ Visual:

(For events requiring A/V set-up, groups must contact Campus A/V directly at 854-4175.)

Will audio visual equipment be needed? Yes No

A/V Needs:

Media:

Will the media be invited to this event? Yes No

Advertisements:

How and where will this event be advertised? _____

Safety and Security:

Any safety or security concerns? Yes No

Special Set-Up/ Furniture:

If special set-ups or additional tables and chairs are needed, please describe.

I agree to adhere to the guidelines pertaining to the use Residence Halls space. I understand that my group is responsible for the clean-up of garbage and placement of furniture back to its appropriate layout. I will be held accountable for any damage or cleaning charges incurred during my event. At no time will alcohol be present during my event.

Representative Signature: _____

Date: _____

Advisor Signature: _____

Date: _____