

Medgar Evers College of City of University of New York
REGISTERED STUDENT CLUB, ORGANIZATION, & ASSOCIATION SPACE APPLICATION
Submit six (6) weeks prior to proposed event to the Office of Student Life & Development

It is the responsibility of the student group requesting space to understand and comply with the following:

Please note that event space is contingent upon availability and subject to change. Filling out an application does not imply approval. All requests for space must be submitted in writing using the Registered Student Club, Organization & Association Space Application. Your room/space reservation is not finalized until you have received written or electronic confirmation from Space Reservations.

Flyer draft (and ticket draft if applicable) must be attached when submitting an application

NOTE: Only Typed Space Reservation Forms Will Be Accepted

1. Sponsoring Group Information (All contact information should mirror the signatories on the latter part of the Space Reservation Application):

Student Club/Organization Name: <hr style="border: 1px solid black;"/>
MEC E-mail Address: <hr style="border: 1px solid black;"/>
Dir./Assistant Dir. of Student Life & Dev.:
Signature: _____
Alternate: _____

Primary Exec. Contact Name: <hr style="border: 1px solid black;"/>
Phone # _____
Signature: _____
Secondary Exec. Contact Name: <hr style="border: 1px solid black;"/>
Phone # _____
Signature: _____

Advisor Name Print : <hr style="border: 1px solid black;"/>
Advisor Contact number : <hr style="border: 1px solid black;"/>
MEC E-mail Address: <hr style="border: 1px solid black;"/>
Signature: _____

2. Proposed Date & Location of Event:

1 st choice Day & Date	Room(s) /Area/Location Preference	Total Number of Attendees	Event Start Time	Event End Time
2 nd choice Day & Date				
3 rd choice Day & Date				

3. Facilities Available

Limited Availability and/or subject to class schedule

Unless authorized, the piano is off limits and due to its fragility, cannot be moved. No balloons allowed in Auditorium

Facility	Building	Capacity	Facility	Building	Capacity
Amphitheater	Bedford	1000	Edison O. Jackson Auditorium	AB-1	144 (standing)/117(seating)
President's Conference Center	Bedford	75	Cafeteria /Main Dining Room	AB-1	332(standing) /246(seating)
Classroom	Bed/Car	25-40	Mary Pinkett Lecture Hall (S-122)	SBSS	74
Norman & Miriam B. Johnson Lecture Hall	Bedford	75	Conference Room (S-307)	SBSS	24
Founders Auditorium	Bedford	466	3 rd Fl. Atrium	SBSS	75
Gymnasium	Carroll	272	Patio	SBSS	48

ALL PARTIES WILL BE HELD IN THE GYMNASIUM ONLY: (Depending on availability and Athletics Schedule)

Facility Setup Requirements: A Conference/Auditorium B Semi-Circle C Tables & Chairs (#must be indicated)

4. Type of Event: () Meeting () Lecture () Reception/Dinner () Party () Seminar () Tabling () Sporting Event () Conference

Nature of Planned Event

Please provide detailed description of activity planned, including program content, names and bio of all speakers and performers (if applicable), and any other pertinent information

Is this a fundraiser? () Yes () No

(Once money is being collected, all cash proceeds/collections must be deposited into the appropriate Student Faculty Association Account at the Bursar's Office)

NOTE: Events taking place in AB1 or SBSS will not have the ability to sell tickets at the door due to lack of ticket booth. In the event tickets need to be sold at the door this information must be provided at least 4 weeks before event.

Will a fee be charged? () Yes () No Tickets required? () Yes () No Advance ticket sales? () Yes () No
Advance \$ _____ Door \$ _____ Student \$ _____ Non-Student \$ _____

(Once a fee is being charged, tickets are required for admittance to all events. The Office of Student Life must process all ticket orders. Tickets must clearly state the following: Valid ID is required for admission and Medgar Evers College enforces a Zero Tolerance Policy on alcohol/controlled substances & violent/disorderly behavior.)

Persons Expected to Attend _____ () MEC Only () CUNY Only () Open to Public

The Requestor agrees not to permit entrance of any number of persons greater than the number of existing seats, and there will be no standing room.

5. Campus Support Services:

Indicate below the type of service needed, please submit attachment/diagram if necessary. Please remember, request for campus services is based availability on a first come, first served basis.

**Request for services if not submitted in the allotted time, will receive the basic setup for confirmed location.*

REQUESTS FOR AUDIO/VISUAL EQUIPMENT	REQUEST FOR SOUND SYSTEM (s)
Smart Cart (LCD Projector, Computer, DVD/VCR Player, Microsoft Office) VCR & TV VCR/DVD & TV CD/Cassette Player Record Player Overhead Projector* Opaque Projector* 16mm Projector* Slide Projector* *Projectors include screen	Podium & Microphone _____ Floor Stand for microphone- No. needed _____ Table Stand for microphone – No. needed _____ Lapel Microphone(s)** (3 available) – No. needed _____ Wireless Handheld Microphone (s)** (2 available) – No. needed _____ Wired Microphones** (6 available) – No. needed _____ Anchor System I (speaker, 1 microphone) (Bedford Bldg.) _____ Anchor System II (speakers, 2 microphones, 1 CD player) (S-Bldg.) _____ Anchor System III (speaker, 2 microphones) (Carroll St. Bldg.) _____ **Only for use in the auditorium

REQUEST FOR PUBLIC RELATIONS SERVICES

CUNY Website () Medgar Evers Electronic Board ()

All public relations services will be submitted to the appropriate department for further contact.

6. Food Vendor/Caterer: Attach selected vendor's menu and estimated cost and Food Handlers Permit.

PLEASE NOTE: The College will not be held liable for any injury resulting from consumption of food and/or beverages that are catered, individually prepared, or store bought. **ALCOHOLIC BEVERAGES ARE NOT PERMITTED ON THE PREMISES AND PROPERTY OF MEDGAR EVERS COLLEGE.**

Space Reservation Use Only:

Approval: _____ Conf. #: _____, Rejected: _____ Pending: _____

Security Requirement: _____ # of Officers, _____ Supervisory, Sign: _____ Date: _____

Other: _____

PLEASE NOTE: Cancellations/changes must be received by the Space Reservations Office and the Office of Student Life electronically five (5) business days before scheduled event.

Office of Space Reservations, 1150 Carroll Street, M-4, Telephone No. (718) 270-6005/6116, spacerequest@mec.cuny.edu
Office of Student Life & Development, 1637 Bedford Avenue, S-212, Telephone No. (718) 270-6050, Fax No. (718) 270-6198, studentlife@mec.cuny.edu