

Tisch School of the Arts ROOM RESERVATION REQUEST FORM

- Riese Student Lounge (approx. capacity 75)
 Dean's Conference Room (approx. capacity 50)
 Close Common Room
 Sound equipment (Common Room only)
 Food
 Alcohol
 Room setup

Requestor _____ Telephone Number _____

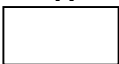

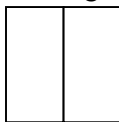

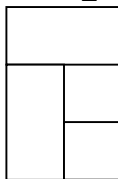
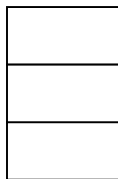
Full Time Faculty/Administrator sponsor (if different) _____ Telephone Number _____

Sponsoring department/organization _____

Purpose of event: _____ Date _____

Start (including setup) _____ A.M. P.M. End (including cleanup) _____ A.M. P.M.

Setup options: (Please specify number of configurations [A to F] & chairs facing direction-where applicable)

A	B	C	D	E	F
					
_____	_____	_____	_____	_____	_____
_____ chairs up to 6	_____ chairs up to 8	_____ chairs up to 10	_____ chairs up to 14	_____ chairs up to 16	_____ chairs up to 18

G

OPEN

_____ chairs; N S E W
up to 50

H


PODIUM

□

_____ chairs; N S E W
up to 50

I

CHAIRS/TABLE



_____ chairs; N S E W
up to 50

Your Signature _____

Sponsor's Signature _____

Date _____

RETURN OR FAX THIS FORM TO:

Jun Zapata
 Space Planning & Facilities Utilization
 721 Broadway, 9th Floor
 Ext: 81480
 Fax: 53541

This request is confirmed only with an authorized signature

FOR OFFICE USE ONLY:

_____ Confirmed by

_____ Date

Instructions & Information

*Request forms must be submitted and filled out complete including setup requirements, at least **2 WEEKS** in advance before the event. Otherwise, be prepared to do your own setup.*

The requestor must be sponsored by an authorized department personnel.

Be considerate and not make any disruptive noise during your event.

Notify this office immediately with any corrections, cancellations or modifications. An effort will be made to accommodate the change.

*Please make sure that the **room** is **clean** and in order after your event. All catering materials and equipment left in the room for a period of time would be discarded.*

*You are responsible for the **proper use** of all **furniture** and/or **sound equipment** (Common Room only).*

*You are responsible for **securing** all floor access **doors** after your event specially if after business hours.*

*If serving **alcohol**, ensure that alcohol is **not** served to **minors** under the age of 21.*

*Take all the necessary **precautions** when using **sternos** and other source of **food warmers**.*