



ROOSEVELT HOUSE

PUBLIC POLICY INSTITUTE AT HUNTER COLLEGE

EVENT CONFIRMATION FORM FOR HUNTER COLLEGE DEPARTMENTS AND PROGRAMS

PLEASE COMPLETE AND SUBMIT THIS FORM ONCE YOU HAVE CLEARED YOUR REQUESTED DATE WITH ROOSEVELT HOUSE STAFF. RESERVATIONS CANNOT BE CONFIRMED UNTIL THIS FORM HAS BEEN SIGNED BY ALL REQUIRED PARTIES AND SUBMITTED TO ROOSEVELT HOUSE. THERE ARE NO RENTAL FEES CHARGED TO HUNTER ORGANIZATIONS FOR THE USE OF HUNTER FACILITIES. ALL OUT-OF-POCKET CHARGES, SUCH AS STAFFING, TECHNICIANS, SECURITY, CLEANING, ETC., MUST BE PAID IN ADVANCE.

NAME: _____

DEPARTMENT/PROGRAM: _____ TITLE/POSITION: _____

PHONE#: _____
(WORK) (HOME/CELL) (EMAIL)

ADDRESS: _____

CO-SPONSORING ORGANIZATION (IF ANY): _____

NAME AND CONTACT INFORMATION OF DESIGNATED EVENT PLANNER (PERSON IN CHARGE OF LOGISTICS), IF DIFFERENT FROM ABOVE:

CONFIRMED DATE OF EVENT: _____ CONFIRMED TIME OF EVENT: FROM: _____ TO: _____
PLEASE ALLOW FOR SET-UP AND CLEAN-UP TIME

REQUESTED LOCATION(S): _____

TITLE OF EVENT: _____

DESCRIPTION OF EVENT: PLEASE INCLUDE THE NAMES OF ALL GUEST SPEAKERS, ARTISTS, PERFORMERS, ETC. _____

AUDIO-VISUAL EQUIPMENT REQUIRED? _____ A/V TECHNICIAN REQUIRED? _____

EXPECTED # OF PEOPLE: _____ IS THIS EVENT OPEN TO THE GENERAL PUBLIC? _____ WILL TICKETS BE SOLD? _____

WILL ANY OTHER ARTICLES BE SOLD? _____ HOW WILL THIS EVENT BE ADVERTISED? _____

WILL WINE OR BEER BE SERVED OR SOLD? _____ WILL FOOD BE SERVED? _____

ALL FOOD MUST BE SERVED BY AN APPROVED ROOSEVELT HOUSE CATERER. IF WINE OR BEER WILL BE SERVED, THE ORGANIZER OF THE EVENT MUST OBTAIN A TEMPORARY BEER/WINE PERMIT FROM THE NY STATE LIQUOR AUTHORITY IN ADVANCE OF THE EVENT. THE TEMPORARY BEER/WINE PERMIT MUST BE DISPLAYED DURING THE EVENT AND SUBMITTED TO ROOSEVELT HOUSE AFTER THE EVENT. PLEASE REFER TO THE ROOSEVELT HOUSE GUIDELINES FOR INFORMATION ON HOW TO OBTAIN A LIQUOR PERMIT FOR YOUR EVENT, AND FOR A LIST OF APPROVED CATERERS.

PLEASE NOTE: ALL FORMS MUST BE SIGNED BY THE DEPARTMENT CHAIRPERSON, DEAN OF YOUR SCHOOL, AND DEAN OF DIVERSITY & COMPLIANCE. IN ADDITION, HUNTER COLLEGE FACILITIES CANNOT BE RESERVED BY A HUNTER COLLEGE ORGANIZATION AND THEN "TURNED OVER" TO AN OUTSIDE GROUP. THE HUNTER FACULTY/STAFF MEMBER MUST TAKE FULL RESPONSIBILITY FOR COORDINATING AND ATTENDING ANY HUNTER SPONSORED OR CO-SPONSORED EVENT THEY ARE BOOKING. PLEASE KEEP THIS IN MIND IF YOUR EVENT IS CO-SPONSORED WITH ANOTHER GROUP.

Faculty/Staff Sponsor (Please Print) (Please Sign) Date

Department Chairperson (Please Print) (Please Sign) Date

Dean of School (Please Print) (Please Sign) Date

Dean of Diversity & Compliance (Please Print) (Please Sign) Date
