

HSC Facility Request for **Special Events**

Priority in assignment will be given to activities offered by the Schools of the Center. Events for matriculated students will have first claim on available space. Assignment of space for all other events will be on a first-come, first-served basis.

REQUESTER INFORMATION

PLEASE PRINT

EVENT CONTACT NAME _____ ORIGIN OF REQUEST (CHECK ONE) HSC UH Main Campus DEPARTMENT / ORGANIZATION _____

CAMPUS ADDRESS _____ CAMPUS ZIP _____ CAMPUS PHONE _____

SPONSOR INFORMATION

SPONSOR OF EVENT (CHECK ONE) SOM - contact B. Kincaid SSW - contact K. Albin OVP - contacts: educational events - J. Yahil public events - B. Katz

SON - contact V. DiGiovanni SHTM - contact K. Mendelsohn

SDM - contact A. Kucine, DDS UH - contact Office of CEO

OTHER

By approving this request, I endorse the use of Center facilities for the stated purpose. Charges related to this event are to be forwarded to the Requester

SPONSOR'S SIGNATURE

GENERAL INFORMATION

This form constitutes a request for SPACE ONLY. You are required to return the space to its original condition upon closure of your event. Requests for materials and services required in conjunction with the use of assigned space must be directed to the department providing the service.

If your reservations include spaces with installed AV systems and your reservation begins or ends after 5PM, confirm access to AV systems with HSC Audio Visual.

See below for contact phone numbers.

- You must complete an online request for custodial assistance and set-up at <http://www.asa.stonybrook.edu/fixit/>
- You must call Scott Law in Public Safety (4-2820) at least a week in advance if you are expecting furniture or catering deliveries at L1 Loading Dock.
- Classrooms 159 & 171 are not part of the Gallery. These spaces must be specifically requested and reserved to support your event.
- More information regarding Gallery accommodations: www.uhmc.sunysb.edu/mediasvs/Pages/gallery.pdf

EVENT TITLE

ANTICIPATED ATTENDANCE

LOCATION PREFERENCE*

Is this event a Fund Raising activity? Yes No
If the answer to the above is "Yes" sponsorship for the planned event must be secured through the OVP contacts listed above before scheduling can be performed.

* NOTE: ROOM ASSIGNMENTS ARE MADE IN RESPONSE TO MANY VARIABLES. PREFERENCES WILL BE CONSIDERED BUT ARE IN NO WAY GUARANTEED. CONFIRMED ROOM ASSIGNMENTS POSTED ON THE MEDIA SERVICES WEBSITE UNDER CONFIRMED RESERVATIONS: <http://www.uhmc.sunysb.edu/mediasvs/>

EVENT STRUCTURE (CHECK ONE)

- LECTURE } participants will be stationary WORKSHOP participants will not be stationary
- DISCUSSION } VTC extra setup time required - arrange through HSC AudioVisual

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
DATE & TIME	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

RELATED SERVICE CONTACTS

Central Photocopy 4-2642	Public Affairs 4-7880	HSC Audio Visual 4-3230
ADA Coordinator 2-6748	Visitor Parking 2-8948	HSC Custodial 4-2364
	HSC Public Safety 4-2820	HSC Catering 4-5069

COMMENTS, NOTES, REMARKS

for additional information, contact: Classroom Coordinator • Media Services
HSC L-3 Room 044 • zip 8030 • phone: 4-3228 • fax: 444-3500