

Room Reservation Request Form

(To view rooms, go to www.brooklyn.cuny.edu/gcwe)

Send completed form to Mohammed Sujon: Mohammed.Sujon@brooklyn.cuny.edu

Name of Requester (Please Print): _____

Contact information: E-mail _____ Phone: _____

Title and Affiliation of Requester: _____

Name of Event: _____

Date(s) of Event: _____

Time of Event: _____ Estimated Number of Attendees: _____

Requested Rooms to Reserve (Check rooms needed):

- CCNY Auditorium (Requires approval from CCNY)
- Classroom (35 capacity)
- Large Conference Room (Seats 14 at table, up to 30 for entire room)
- Small Conference Room (Seats 16 at table, up to 20 for entire room)

Other Needs: Audio/Video Break-Out-Room Second Classroom*

*Total of two classrooms available. Classrooms can be combined into one large room for double capacity.

Will food be served at the event? Yes No

(Event organizers are responsible for ordering food for their event, setting up before, and cleaning up after)

Please Note:

- **Brooklyn College** must inform the **Building Manager** about the events on the seventh floor.
- **Requester must submit a list of attendees without Brooklyn College ID at least 24 hours prior to the event.** Guests without valid Government issued ID will NOT be allowed.
- Requests for A/V must be made in advance. Organizers are responsible for special settings if needed.
- All trash must be made removed and **original furniture set up must be arranged** at the event's end. **Faculty/Staff are responsible for the event set-up.** A GCWE or City College staff is required to be present for all events. Extra security is required for large group events.

Requester's Signature: _____ **Date:** _____

I agree to the terms of reservations as stated in this form. All faculty/Staff requesting to use GCWE must be present or have a representative at the event. He/she must assist with the arranging of food/beverage and cleaning after the event.

For Office Use Only

- | | |
|--|------------------------------|
| <input type="checkbox"/> Reservation Approved | Approved by: _____ |
| <input type="checkbox"/> Reservation NOT Approved | Reason: _____ |
| <input type="checkbox"/> Reservation Approved With Changes | Change(s) Made: _____ |