

# How to fill out the:

## ***Student Organization Room Request Form***

### **NOTE: Please Submit Requests At Least 10 Days Prior To The Event**

Complete form and return to the Hospitality Information Center in Rm. 112 Student Center  
Confirmation of room assignment (tentative reservation) may be picked up in same location  
24 hours later. Contact the Office at **x3-6631** for more information.

**Group Name:** The name of your organization should be spelled correctly and without abbreviations so that it is clear which groups are running which events.

**Contact Name & Phone Number:** Your name (first and last) and a telephone number or email address that you want available to the Office of Event Management AND anyone interested in the event.

**Type of Event:** **Weekly** meetings are for recognized groups and usually occur on the same day and time each week. **Bi-weekly** are similar, but occur every other week. **One time/special events** are all other events planned by the group where you are inviting members and/or guests. Check one option only.

**For Weekly/ Bi-weekly meetings:** Any day of the week is suitable for evening meetings. For weekly and bi-weekly meetings there are only three time periods available: **Common Hour** (11:15-12:45pm, Wednesdays only), **6:30-8:30pm**, and **9:00-11:00pm**.

**For One-time/ Special Events:** Events can be held at any time that groups feel members can be available to meet.

**Type of Event:** Check off as many as are applicable. This will help in deciding what sort of facilities will be necessary. If your event does not fit in these categories, fill in the “**Other**” section. If you are inviting a **Speaker**, place a check on the “Speaker” line and fill in the Speaker’s name. If you **request a special location**, consider why: Will you have a lot of guests? Do you need special facilities? Requesting a location does not guarantee it’s availability due to setup/cleanup times and other usage.

**Other Information:** Help us make sure that the best available facilities are used and that arrangements are appropriate for the event. Make an educated *estimate* of

the **number of people attending**, the **number of outside guests**, and consider **dining** options. Be aware that food must be arranged with Hofstra Dining services (contact them at x3-5395).

**Setup:** You must also choose your desired room arrangement. Describe the furnishings and equipment and how they should be arranged. To view Setups, Meeting rooms or Room Capacities, go to [www.hofstra.edu/oem](http://www.hofstra.edu/oem) and visit our “Meeting Facilities” page.

**Signatures:** Your form must be signed by a member of the **Office of Student Activities** staff and your **Faculty Advisor** before a room will be assigned. The **Contact person** is a member of your own group. The signature for **Public Safety** is needed for One time/Special, Outdoor and Guest/Public-Invited events only.