

## SPACE REQUEST FORM

### University Event Management

Alfred Lerner Hall, 2920 Broadway, Suite 704, New York, NY 10027

Use this form to request space in Alfred Lerner Hall, Classrooms (various), Campus Outdoor Space, and Residence Hall Lounges when your request is not able to be accommodate through EMS due to the special circumstances of your request. Requests may be submitted in person to UEM after you receive advisor approval and sign-off. Submission of this form does not guarantee a space reservation. Confirmations can only be administered by UEM & will be sent via e-mail.

#### GROUP INFORMATION:

Representative's Name: \_\_\_\_\_

Representative's Title: \_\_\_\_\_

Recognized Student Group: \_\_\_\_\_

CU Account Chartstring # (ARC Project/ARC Dept): \_\_\_\_\_

AG \_\_\_\_\_ / \_\_\_\_\_

Rep. Email: \_\_\_\_\_

Rep. Phone: \_\_\_\_\_

Group Email: \_\_\_\_\_

Co-Sponsor Group: \_\_\_\_\_

Advisor's Name: \_\_\_\_\_

Advising Office: \_\_\_\_\_

Advisor's Email: \_\_\_\_\_

#### EVENT INFORMATION:

Please circle which special circumstance applies to your request: a) *Short Notice* (within 5 business days of event date) b) *Advanced Calendaring* c) *Classroom space outside of building hours* d) *Main Lounge* e) *waitlist request* f) *Banner Hanging*

Event Name: \_\_\_\_\_ Expected Attendance: \_\_\_\_\_

Requested Location: \_\_\_\_\_ Alt./Rain Location: \_\_\_\_\_

Requested Date: \_\_\_\_\_ Alt. Date: \_\_\_\_\_ Alt. Date: \_\_\_\_\_ Alt. Date: \_\_\_\_\_

Set up Start Time: \_\_\_\_\_ Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_ Clean Up End Time: \_\_\_\_\_

#### For Recurring Meetings/Rehearsals:

Preferred Day of Week: \_\_\_\_\_ Alt. Day: \_\_\_\_\_ Beginning Date: \_\_\_\_\_ End Date: \_\_\_\_\_

#### Description of Event:

(Examples include meeting, rehearsal, dinner, study break, speaker [indicate who has been invited to speak and their affiliation with Columbia, if any], vendor table, etc.)

#### BUILDING ACCESS:

Please select your choice of attendees:

CC/SEAS

General Public (Non CUID holders)

Other Columbia-affiliated College IDs

Other College IDs

List Colleges or Non-CUID Guests (Guest Lists must be submitted at least 2 business days before event to your advisor for approval. Advisors are to email the approved guest list to [welcomedesk@columbia.edu](mailto:welcomedesk@columbia.edu)).

#### ADDITIONAL INFORMATION:

Food/Refreshments: Will food be served?

Yes  No

Please note that Columbia Catering is the exclusive provider of catering services in Lerner Hall. If you are bringing your own food, please indicate pizza, sandwiches, snack food etc.:

Alcohol: Will alcohol be served?

Yes  No

If yes, an Alcohol Registration Form must be filed at least 10 business days prior to event. If money is exchanging hands at Alcohol event then a NYS Temp. Beer & Wine License must be filed at least 15 business days prior to event.

Media: Will the media be invited to this event?

Yes  No

If yes, what media will be invited and has community relations been notified

**ADDITIONAL INFORMATION *Continued*:**

Safety and Security: Any safety or security concerns?  
If yes, indicate any security arrangements that may be required:

Yes  No

Cash: Will cash be collected? (i.e. Fundraiser, admission charge, sale)

Yes  No

Advertisements: How will this event be advertised?

If off campus, indicate nature of advertising (i.e. flyers, print ads, radio ads, etc.)

On Campus  Off Campus

**SUPPORT SERVICES:**

**FURNITURE:**

\* You may complete this section if you know what your furniture needs are at this time, or if your request is within 5 business days of the event. Otherwise, you must submit your request online at <https://ems.cuit.columbia.edu/VirtualEMS/>

**Furniture Needs for Events in Lerner Hall:**

Please select the appropriate **Furniture** and **Quantity** needed for your event.

- |                                   |                       |                     |
|-----------------------------------|-----------------------|---------------------|
| _____ Chairs                      | _____ Music stands    | _____ Easels        |
| _____ Cabaret tables (30")        | _____ Musician chairs | _____ Upright piano |
| _____ Round tables (60")          | _____ Trash cans      | _____ Other (_____) |
| _____ Rectangular tables(72"x30") | _____ Coat rack(s)    |                     |
| _____ Schoolies (72"x18")         | _____ Stanchions      |                     |

The following furniture items are also available. These items require set-up and Advisor approval:

\_\_\_\_\_ Portable stage - give dimensions of stage in multiples of 4 (for example, 12 x 16)

**SPECIAL SET-UPS:**

Please describe special set-up needs (i.e. Theater style, Banquet style, Conference style, etc)

**Furniture Needs for Events in Campus Outdoor Space, Residence Hall Lounges, and Classrooms:**

Please contact Facilities directly at 212-854-8607

**AUDIO/VISUAL and TECH:**

Does this event have Audio and/or Visual needs?

Yes  No

If screening copyrighted material, please refer to the Screening Policy available on the UEM website:  
<http://uem.columbia.edu/policies-by-subject/32>

**AV Needs:**

In order to meet all of your audio visual needs the A/V & Technical Services Request must be completed & submitted online at <https://ems.cuit.columbia.edu/VirtualEMS/> at least 5 business days prior to event. If your request is already within the 5 business day deadline, you must contact Asst. Director of Technical Services, Vicky Zabriskie, at [vz2114@columbia.edu](mailto:vz2114@columbia.edu) or 212-854-9060.

**Services may not be able to be accommodated within 5 business days of event.**

**SIGNATURES:**

All Recognized Student Groups must have Advisor's approval to hold an event.

**Requests will not be processed without Advisors signature.**

Advisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

With your signature, you agree to be responsible for knowing and adhering to Columbia University Event Management policies.

Representative Signature: \_\_\_\_\_

Date: \_\_\_\_\_