ROOM REQUEST FORM
RUTH S. HARLEY UNIVERSITY CENTER/ALUMNI HOUSE
DEPARTMENT OF AUXILIARY SERVICES

All information on this form must be completed. The form must be signed and returned to the Reservations Coordinator in UC 301 or faxed to (516) 877-3606 in order for your reservation to be processed. Please take note that your request is tentative until you receive written confirmation. Once received, you will be contacted by an Operations Manager to review specific details of your event.

For assistance & information please call: Reservations & Set-ups ext. 3604 Beverage Service ext. 3647

EVENT INFORMATION

Person Making Request: ______________________ Phone: ______________________
Event Contact Person: ______________________ Phone: ______________________
Email: ______________________ Fax: ______________________

Department or Student Organization: ______________________ Number of People: ______________________

Requested Date (Month, Date, Year): ______________________ Day (circle): Sun Mon Tue Wed Thu Fri Sat
Alternative Date(s): ______________________

Name of Event: ______________________ Type of Event: ______________________
Is this event being Co-Sponsored? ☐ No ☐ Yes Is approved Co-Sponsorship application attached? ☐ No ☐ Yes

Name of Co-Sponsoring Organization: ______________________

Facilities for Co-Sponsored Events without an approved Co-Sponsorship Application will be tentatively held for two weeks only.

SPACE REQUESTED

☐ 201 ☐ 202 ☐ 203 ☐ 210 ☐ 211
☐ 212 ☐ 213 ☐ 214 ☐ 215 ☐ 216
☐ 313 ☐ Atrium ☐ Fireplace Lounge ☐ Lobby ☐ UC Plaza
☐ Underground Patio ☐ Café Patio ☐ Alumni House Multipurpose Room ☐ Alumni House Board Room ☐ Alumni House Patio
☐ Campbell Lounge 1 ☐ Campbell Lounge 2 ☐ Campbell Lounge 3

Notes: ______________________

SERVICES NEEDED

Food Service:
To place standard orders log-on to Adelphi.catertrax.com or for specialty orders contact Lackmann Catering at ext. 3954.

Beer & Wine Service Request:
For alcohol service in the UC or Alumni House, details must be arranged at least 2 weeks prior to event and finalized 1 week prior. For alcohol service at other locations on campus, details must be arranged at least 6 weeks prior to event and finalized 1 week prior.
Contact Beverage Manager at ext. 3647.

Audio/Visual Needs:
Audio Visual includes items such as sound equipment, DVD players, LCD projectors, Laptops, etc.
AV request must be made at least 2 weeks prior to event.
Contact your Event Coordinator at ext. 3604.

CORRESPONDENCE LOG
(For Office Use Only)

Signature: X ______________________ Date ______________________

DISCLAIMER: Until a written confirmation for the space requested has been issued by the Office of Auxiliary Services, binding obligations such as speaker bookings, advertising, publications, etc. should not be entered into. The Department of Auxiliary Services reserves the right to change any requested space to alternate space. The department making the request shall be responsible for any and all direct expenses associated with their program.