ROOM RESERVATION FORM

NEW YORK UNIVERSITY STERN SCHOOL OF BUSINESS

DATE SUBMITTED: ____________________________

Please submit completed form to:
Taylor Detchon
Student Life & International Programs
Tisch Hall, Suite 203
212-998-0277 (phone)
212-995-4200 (fax)
tdetchon@stern.nyu.edu

You MUST be a Stern Student to reserve classrooms. In order to reserve a lounge/conference area such as Patron’s Lobby, Cantor Boardroom, or Abbe-Bogen, your event must be a Stern event (sponsored by a Stern club). Please keep in mind the person submitting the room request is responsible for any damages or trash left behind.

NAME OF PERSON MAKING THIS REQUEST: ____________________________________________

NAME OF STUDENT ORGANIZATION/CLUB: ____________________________________________

PHONE #: _______________________ STERN E-MAIL: ________________________________

ROOM(S) REQUESTED: ____________________________________________________________

☑ If unavailable, will you accept a similar room? Classroom? (Please note that no food can be served in a classroom.) YES [ ] NO [ ]

EVENT INFORMATION

NAME OF EVENT: __________________________________________________________________

EVENT DATE(S): __________________________________________________________________

DAY OF THE WEEK: Mon [ ] Tues [ ] Wed [ ] Thurs [ ] Fri [ ] Sat [ ] Sun [ ]

START TIME: __________ END TIME: __________

No. OF GUESTS: ______________
(Important information for Building Manager’s Staff, i.e. # of chairs, etc.)

IF A SPEAKER EVENT, PLEASE IDENTIFY:

NAME OF SPEAKER: ______________________________________________________________

AFFILIATION: __________________________________________________________________

TOPIC: _________________________________________________________________________

AUDIENCE: (Undergraduates, Stern-wide, etc.): ______________________________________

Would you like the event to appear on the calendar? YES [ ] NO [ ]

OVER ➔

Only Stern Business Majors will be allowed to reserve rooms in Tisch Hall or KMC. If you are not a Stern Student with a Stern e-mail address, you will be directed to The Kimmel Center for Student Life.
Will you be serving food? (Food is only permitted in Surdna and L100)  YES ☐ NO ☐

If CATERED, please provide NAME and ADDRESS of caterer:

____________________________________________________________________________________

IMPORTANT: ROOM LAYOUT:

IF YOU ARE RESERVING SCHIMMEL, PATRON’S LOBBY, CANTOR BOARDROOM, OR ABBE-BOGEN YOU MUST FILL OUT THE INFORMATION BELOW (not necessary for classrooms).

Since the Special Events Office requires a room layout for your event, please detail your needs below and make a rough drawing of room layout/setup at the bottom of this page.

____________________________________________________________________________________

ROOM LAYOUT DRAWING:

____________________________________________________________________________________

IMPORTANT: All requests are subject to availability. You will be notified via e-mail whether or not your request has been granted. This can take anywhere from a few business days to a few weeks, depending on how far in advance the request was made.