ROOM RESERVATION FORM

NEW YORK UNIVERSITY STERN SCHOOL OF BUSINESS

DATE SUBMITTED: ____________________________

Please submit completed form to:
Ayinwi Muma
Student Life & International Programs
Tisch Hall, Room 203F
212-998-0277 (phone)
212-995-4200 (fax)
amuma@stern.nyu.edu

Reservation forms can be picked up in the Office of Student Life.

SPONSOR INFORMATION

You MUST be a Stern Student to reserve rooms!*

NAME OF PERSON MAKING THIS REQUEST: ________________________________

NAME OF STUDENT ORGANIZATION/CLUB: ________________________________

PHONE NO.: ___________________ 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 ☐

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 SURDNA NORTH OR PATRON’S LOBBY, 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.

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