

Marymount Manhattan

a college of the liberal arts

Please contact Mary Kay Jeynes at ext. 587 if you have any questions.
Print clearly and submit one form per event per day. Photocopy form for your files.

Office Use Only	
Date Rec'd	_____
E. Calendar	_____
SE Calendar	_____
Room Confirmed	_____
Facilities	_____
Aramark	_____
DC	_____

Room Request & Event Information

Use this form for all events in the College, even if there is no food service or set-up. To reserve classrooms, please call Regina Chan, Registrar, ext. 501
Note: Events on 8th Floor must be "quiet"- students are working next door in Art Studio. Ask guests to use the #3 or West elevator.

Room _____ Day _____ Date _____ Event Starts _____ am or pm Ends _____ am or pm

Please list actual start and end times.

Event Title _____ Purpose _____

Type of Event: Meeting Lecture Panel Discussion Reception Performance Other _____

Approx. Attendance _____ How many are: Employees/Faculty _____ Students _____ Alumni _____ Trustees _____ Others w/o MMC IDs _____

Please Note:

- If guests do not have MMC IDs, give Security Guards at 71st and 72nd Street stations an alphabetized list of their names and approximate arrival time.
- If your event will be held when Security is lightly schedule, or if you expect over 40 guests who will not have MMC IDs, plan to station Greeters at both entrances.

Yes No **This Event is in the Nugent Lounge** If yes, it's been approved by _____
Rose Ampuero, Dir, Student Activities, ext. 739 Date _____

Yes No **This Event is in the Great Hall** If yes, it's been approved by _____
Use page 3 to diagram layout in Great Hall. Ross Chappell, FAPA Operations Director, ext. 765 Date _____

Yes No **This Event is in the Theatre** If yes, it's been approved by _____
Ross Chappell, FAPA Operations Director, ext. 765 Date _____

Room Set-Up & Layout

If needed, diagram layout on page 2 for all rooms except Great hall, use page 3. Note: 72 people max in RP Room and on 8th Floor.

Set up by _____ am or pm Room repairs needed before event _____

How many: _____ Chairs MMC has 140. _____ 6-Foot Tables MMC has 6. _____ 8-Foot Tables MMC has 15. _____ Trash Cans
_____ 60" Round Tables MMC has 3 _____ Coat Rack Pls provide hangers _____ Podiums MMC has 2 _____ Dry-Erase Board Bring markers & erasers

Layout: Lecture Style Circle Semi-Circle Square w/Tables & Chairs U-Shape w/Tables & Chairs Other- Diagram page 2.

For Regina Peruggi Room: I do **not** care if the furniture is in the room. I **do** care: Keep furniture in room **or** Take out furniture

Yes No **Piano**

To use the piano in RP Room, give Security a copy of this approved Room reservation form and ask them for the key on the day of the event.

Yes No **Deliveries**

Deliveries include furniture, wine, balloons, flowers. Coordinate delivery and pick-up time with Mary Kay and Facilities.

If yes: Rental Company _____ Contact Person _____ Phone _____

Items _____ Delivery Date & Time _____ Strike Date & Time _____

Yes No **AV Equipment** ATT Student Groups: Rose Ampuero must process AV requests!

Make arrangements with Jordan Horsley in Media, ext. 805. Review the Room Layout with him so he will know where to place the equipment.

Yes No **Aramark Food Service**

Call Diana Greenberg @ ext 586 to plan & price menu at least 15 business days before event. Review Room Layout with her. Process PO ASAP.

Event Contact Person & Approval

Contact Person _____
Please print MMC Ext. and/or Cell Phone Dept./Club/Organization Date

Approved By _____
Dept. Adm. or Divisional Chair or Faculty Adv. Print Name & Title MMC Ext. or Cell # Date

Only for Student Clubs/Organizations: Approved by _____
Office of Student Activities Staff – ext 788 Date

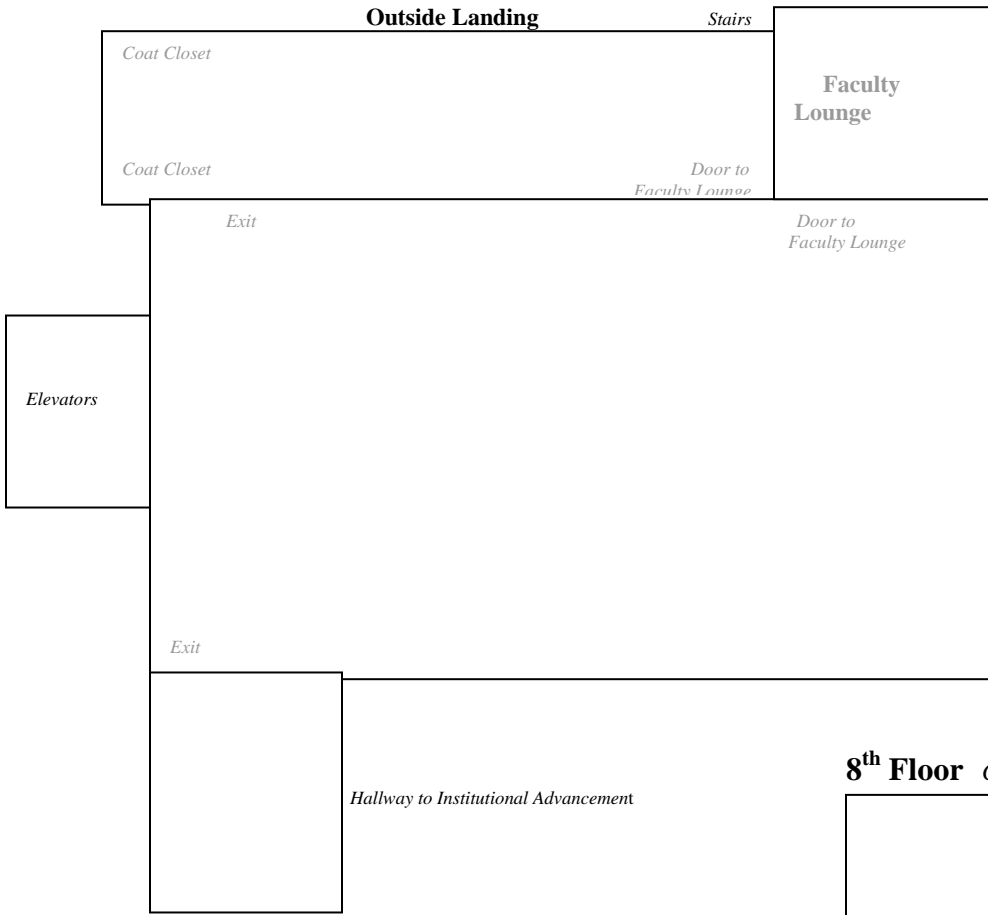
If needed, diagram room layout on this page – or use page 3 if your event is in the Great Hall.

Please repeat: _____
 Contact Person MMC Ext. or Cell Event Day Date Start & End Times

If there is food, what type of service: Sit-Down Meal Buffet w/servers Buffet w/o servers See the Special Events folder in the "P" drive under My Computer) for Menu Planning form and a listing of Menus & Prices.

Symbols: X= Chair O= Round Table 6' Table 8' Table □ = Podium & Trash Can — = Coat Rack ↔ = Dry-Erase Bd

Layout: Lecture Style Circle Semi-Circle Square w/Tables & Chairs U-Shape w/Tables & Chairs



Regina Peruggi Room

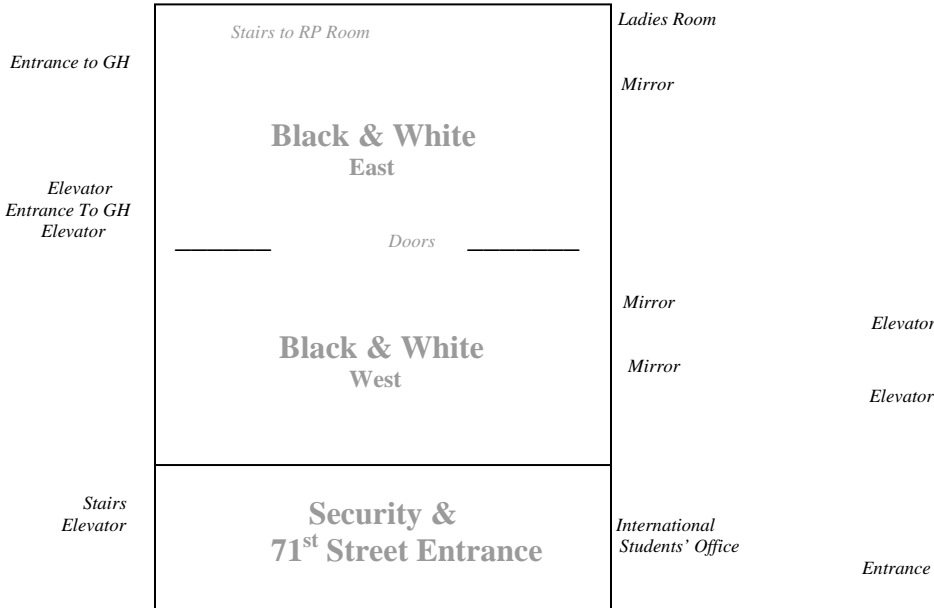
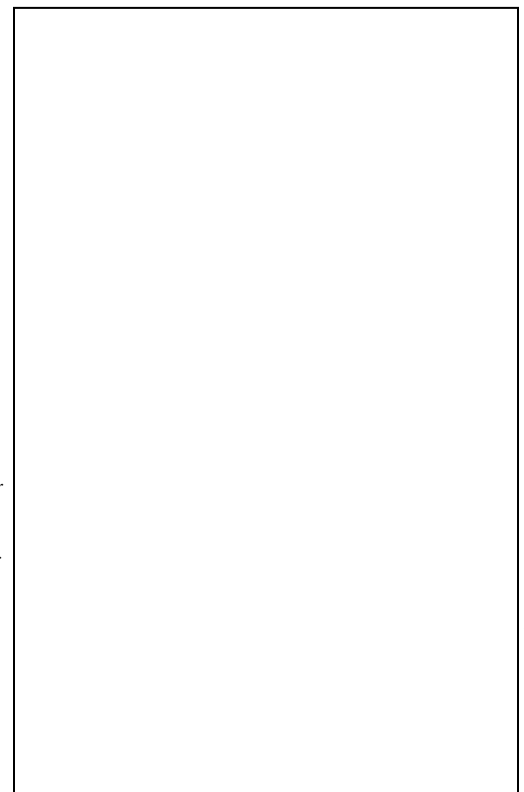
48 feet x 27 feet - Capacity 72 people seated lecture style; 65 seated at tables

Windows & 71st Street

Set up by _____

- Keep furniture in room
- Take out furniture
- I don't care if furniture is in or out of room

8th Floor Capacity 72 people Set up by _____



Great Hall - Room Set-Up & Layout

Note: Ross Chappell must approve use of Great Hall before this form is given to Mary Kay.

Please repeat the information given on Page 1.

Event _____ Day _____ Date _____ Event Starts _____ am or pm Ends _____ am or pm
Please give actual start & end times.

Lecture Panel Reception Performance Other _____

How many: _____ Chairs MMC has 143. _____ 6-Foot Tables MMC has 7. _____ 8-Foot Tables MMC has 15. _____ Round Tables MMC has 3
 _____ Coat Rack MMC has 1. Pls provide hangers. _____ Podiums MMC has 2 _____ Trash Cans _____ Dry-Erase Board Pls provide markers & erasers.

Layout: Lecture Style Circle Semi-Circle Square U-Shape Other – See diagram below

Aramark Food Service: Yes No If yes, call Diana, ext 586 to plan & price at least 14 working days before event. Process a PO for payment. Review room layout w/Diana – and give her a copy of this page.

Symbols: **X** = Chair **○** = Round Table **6'** = 6 foot Table **8'** = 8 Foot Table **□** = Podium **—** = Coat Rack

Set-up by _____ am or pm Strike by _____ am or pm



Security & Entrance to MMC