

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. Use his form for all events at MMC, even if there is no food service or set-up. To reserve classrooms, please call Regina Chan, Registrar, ext. 501

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

Room Request & Approvals

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

Please list actual start and end times.

Event Title _____ Purpose: Meeting Lecture Panel Reception Other _____

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

Note: If guests do not have MMC IDs, give Security Guards at 71st and 72nd Street stations an alphabetized list of their names, and have Greeters at both entrances.

The RP, Commons, B&W, NL & Gallery do not require special approval; however, the following do require additional approval(s):

Yes, this Event is sponsored by a Student Club/Organization. It has been approved by _____ and by _____
Club Advisor _____ Date _____
Student Development & Activities ext 788 Date

Yes, this Event is sponsored by an Academic/Administrative Department It has been approved by _____
Dept. Chair/Head & ext _____ Date _____

Yes, this Event is in the Great Hall, and it has been approved by _____
Ross Chappell, ext. 765 Date

Yes, this Event is in the Nugent Lounge, and it has been approved by _____

Yes, this Event is in Theatre &/or Theatre Hallway, and it has been approved by _____
Ross Chappell, ext765 Date

Yes, I am requesting: Classroom # _____, and it has been approved by _____ or Chapel, and it has been
Regina Chan, ext 501 Date
approved by _____ or _____ Conference Room, and it has been approved by _____
Rebecca Buchanan, ext 723 Date Name and ext Date

Yes, I am requesting the Terrace, and will give this form to Mary Kay Jeynes to process for approval _____
Name and ext Date

Room Set-Up & Layout Note: Max of 72 people in RP Room or 65 seated at tables.

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 _____ 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

Extras

Yes **Aramark Food Service** Call Chris Merideth, ext 586 at least 15 business days before event to plan and price menu, and review room layout. Process PO ASAP.

Yes **Piano in RP Room** If piano is locked, give Security a copy of this Room Reservation form and ask for the key.

Yes **Deliveries** include furniture, china, stemware, wine, balloons, flowers. Coordinate delivery and pick-up time with Facilities and Security.
Rental Company _____ Delivery Date/Time _____ Items _____ Strike Date/Time _____

Yes **AV Equipment** Rose Ampuero will process students' AV requests. Reserve with Jordan Horsley in Media, ext. 805.

Event Contact Person

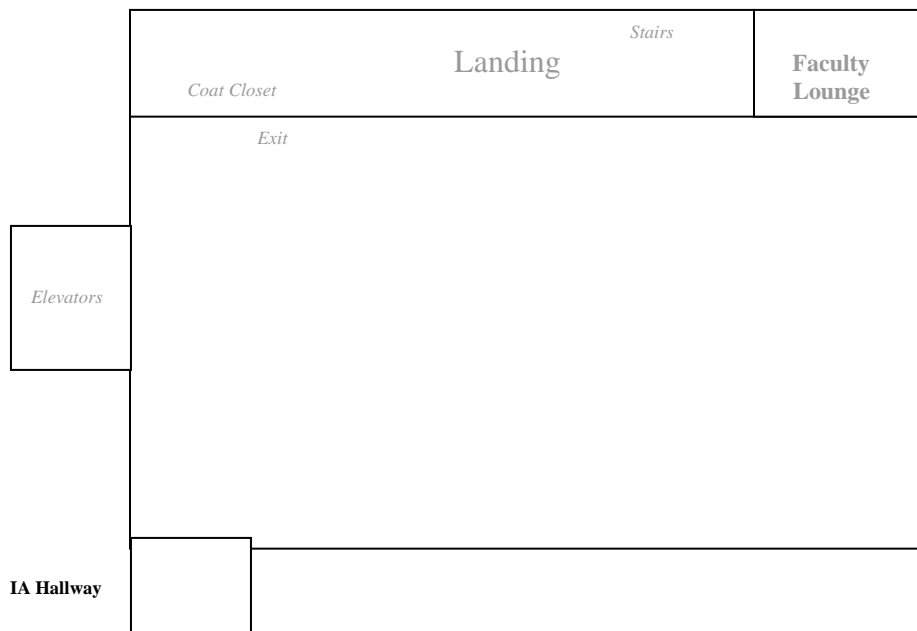
Contact _____
Please print clearly MMC Ext. and/or Cell Phone Club/Organization/Department/Office Date

If needed, photocopy this page to diagram room layout

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

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

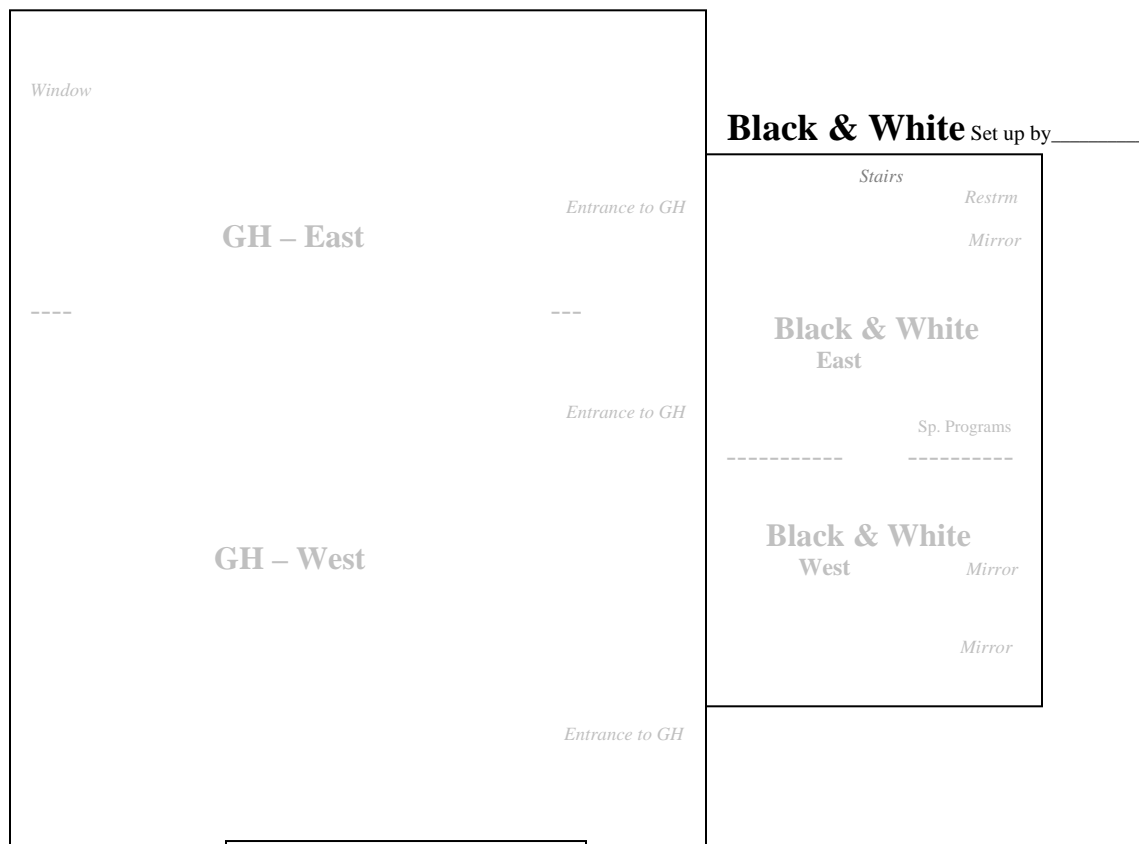
Regina Peruggi Room 48 feet x 27 feet – Capacity: 72 people lecture style; 65 at tables



Windows & 71st Street

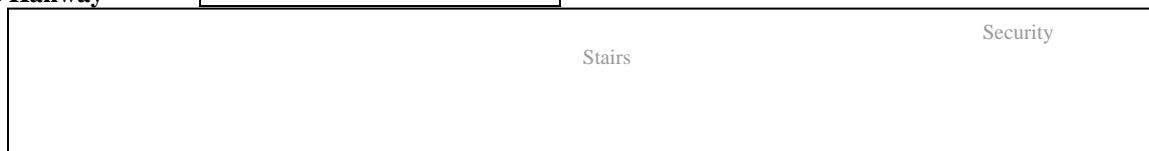
- Set up by _____
- Keep furniture in room
 - Take out furniture out of room
 - I don't care if furniture is in or out of room

Great Hall Set up by _____



Theatre Hallway

Dancers' Dressing Room



71st Street Entrance

Nugent Lounge Set up by _____

Hewitt Gallery of Art Set up by _____