

**FOR OFFICE USE ONLY**

Approved: \_\_\_\_\_  
Not Approved: \_\_\_\_\_  
Entered: \_\_\_\_\_  
Confirmation Sent: \_\_\_\_\_



**Space Reservation Request Form (Student Groups Only)**

For more information regarding reserving rooms in Robert V. LaPenta Student Union please contact the Office of Student Development at 914.633.2360.

**Important Notes:** Reservation request forms must be received by the Office of Student Development (1) month before the event. All student groups having events must also schedule an Event Planning Meeting with the Office of Student Development prior to the event. Spaces are not guaranteed until a confirmation is received. These forms are to assist the appropriate OSD contact (administrators or UPAs) in completing the online space reservation forms.

**CONTACT INFORMATION** \* Please fill out all areas

Name of Organization: \_\_\_\_\_

Student \_\_\_\_\_ Department \_\_\_\_\_ Off Campus \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

**EVENT INFORMATION** \*Please fill out all areas

Event Name: \_\_\_\_\_ Estimated Attendance \_\_\_\_\_

Description of Event: \_\_\_\_\_

Event date(s) including year: \_\_\_\_\_  
\_\_\_\_\_ or every \_\_\_\_\_

Event START Time: \_\_\_\_\_ am/pm Access to the room prior to the event? \_\_\_\_\_ am/pm

Event End Time: \_\_\_\_\_ am/pm At what time will clean up be completed? \_\_\_\_\_ am/pm

Do you require short term storage (one or two days prior to, or after the event)? \_\_\_ No \_\_\_ Yes

Will there be an admission fee? \_\_\_ No \_\_\_ Yes, is then how much? \_\_\_\_\_

**PROGRAM OPEN TO (circle one)** (student body) (employees) (members only) (registrants) (public)

**Space Desired:** Please check room(s) requested (Unless noted all rooms are in the Robert V. LaPenta Student Union.)

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> 2 <sup>nd</sup> Floor Lobby | <input type="checkbox"/> Conference Room 1 | <input type="checkbox"/> End Zone            |
| <input type="checkbox"/> 1 <sup>st</sup> Floor Lobby | <input type="checkbox"/> Conference Room 3 | <input type="checkbox"/> McGrath Room A      |
| <input type="checkbox"/> Ground Floor Lobby          | <input type="checkbox"/> Conference Room 4 | <input type="checkbox"/> McGrath Room B      |
| <input type="checkbox"/> Game Room                   | <input type="checkbox"/> Conference Room 5 | <input type="checkbox"/> Quiznos Shop        |
| <input type="checkbox"/> Food Court                  | <input type="checkbox"/> Union Square      | <input type="checkbox"/> Other LaPenta Space |

**Other Campus Spaces:**

- |  |  |
|--|--|
| <input type="checkbox"/> Burke Lounge (Spellman)                                 | <input type="checkbox"/> Romita Auditorium (Ryan Library)  |
| <input type="checkbox"/> Faculty Reception Room (Spellman )                      | <input type="checkbox"/> Hegarty Room (Hynes Athletics Center)                                   |
| <input type="checkbox"/> Vitanza Commons (Spellman)                              | <input type="checkbox"/> Mulcahy Gym (Hynes Athletics Center) <input type="checkbox"/> Hynes Gym |
| <input type="checkbox"/> Other (Example classrooms, please specify here : _____) |  |

**Which of the following services will be needed: (circle)**

Food Services\*                      Security Services\*                      Equipment/Technical Needs

\*All food service must be made through Chartwells Dining Services. To see a menu please go to <https://ionacollege.catertrax.com/>. For events using funds from the Office of Student Development use the In Any Event Menu, those orders must be placed through Office of Student Development. For events that a group or individual is using their own funds please use the In Your Space Menu.

**SET-UP INFORMATION** Please check the set-up desired:

- Lecture – chairs in rows facing the front of the room
- Classroom – chairs behind tables facing the front of the room
- Banquet – round tables with chairs around tables
- Conference – chairs around a large table
- Reception – tables in the middle of the room, chairs along walls
- Open Square – large table with open center, chairs around the outside of the table
- U-Shaped – large U-shaped table with chairs around the outside of the table
- Cleared – empty room
- “Coffeeshouse” – Couches moved to front of room, theater style seating with tables and chairs in back (End Zone Set-Up)
- Other – provide a diagram below or on a separate piece of paper attached.

**Equipment:** Please indicate number of each piece of equipment needed

\*\*\*(for Non-LaPenta spaces please complete a Facilities Request Form)

- |                                       |   |   |
|---------------------------------------|---|---|
| <input type="checkbox"/> Chairs       | <input type="checkbox"/> Podium           | <input type="checkbox"/> Laptop Projector   |
| <input type="checkbox"/> 6 FT Table   | <input type="checkbox"/> Microphone       | <input type="checkbox"/> Portable Screen    |
| <input type="checkbox"/> Roundtable   | <input type="checkbox"/> Microphone stand | <input type="checkbox"/> Easel              |
| <input type="checkbox"/> Wireless Mic | <input type="checkbox"/> Power strip      | <input type="checkbox"/> Overhead Projector |
| <input type="checkbox"/> TV/VCR/DVD   | <input type="checkbox"/> Lights           | <input type="checkbox"/> Extension Cord     |

Additional Comments:

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**Signature of Student Group Representative:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Organization Advisor** (if applicable) \_\_\_\_\_ **Date:** \_\_\_\_\_

\*By signing this form, you are indicating that the moderator/advisor for this organization is aware of, and has approved this event

**For Office Reservation Use Only:**  
 Undergraduate Programming Assistant (UPA) \_\_\_\_\_  
 Assistant Director, Robert V. LaPenta Student Union \_\_\_\_\_  
 Assistant Vice-Provost of Student Development \_\_\_\_\_

NOTES: \_\_\_\_\_  
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