

HSC Facility Request for Courses

This form is to be completed by individuals seeking to reserve teaching space in the HSC for courses.

To verify booking - check: **CONFIRMED RESERVATIONS** at the Media Services website
<http://www.uhmc.sunysb.edu/mediasvs/>

REQUESTER INFORMATION

PLEASE PRINT

COURSE DIRECTOR'S NAME _____

ORIGIN OF REQUEST (CHECK ONE)
 HSC
 UH
 Main Campus

DEPARTMENT / ORGANIZATION _____

CAMPUS ADDRESS _____

CAMPUS ZIP _____

CAMPUS PHONE _____

SPONSOR INFORMATION

SPONSOR OF COURSE (CHECK ONE)
 SOM - contact M. London
 SON - contact I. Stern
 SDM - contact A. Kucine, DDS
 SSW - contact K. Albin
 SHTM - contact K. Mendelsohn
 OTHER
 OVP - contact Tracey C. Trettin
 UH - contact Office of CEO

By approving this request, I endorse the use of Center facilities for the stated purpose. Charges related to this breakout session are to be forwarded to the Requester

SPONSOR'S SIGNATURE _____

COURSE INFORMATION

Sessions must end promptly to enable the next session to begin on the hour or half hour.

If your reservations include spaces with installed AV systems (lecture halls and classrooms 161, 162, 163, 164, 165, 272A, 272B, 273A, 273B) and your reservation begins or ends after 5PM, confirm access to AV systems with HSC Audio Visual.

ANTICIPATED ATTENDANCE _____

LOCATION PREFERENCE* _____

This activity is part of a degree-granting program?
 No Yes If "Yes" please fill in the boxes below:

* NOTE: ROOM ASSIGNMENTS ARE MADE IN RESPONSE TO MANY VARIABLES. PREFERENCES WILL BE CONSIDERED BUT ARE IN NO WAY GUARANTEED. CONFIRMED ROOM ASSIGNMENTS POSTED ON THE MEDIA SERVICES WEBSITE UNDER CONFIRMED RESERVATIONS:

<http://www.uhmc.sunysb.edu/mediasvs/>

COURSE CODE			COURSE #		

MEETING STRUCTURE (CHECK ONE)

COURSE TITLE _____

LECTURE DISCUSSION (Participants will be stationary) WORKSHOP (Participants will not be stationary)

CLASSES MEET:

ON THE FOLLOWING DAYS OF THE WEEK (CHECK ALL THAT APPLY)

DAY OF THE WEEK	<input type="checkbox"/> Monday	<input type="checkbox"/> Tuesday	<input type="checkbox"/> Wednesday	<input type="checkbox"/> Thursday	<input type="checkbox"/> Friday	<input type="checkbox"/> Saturday	<input type="checkbox"/> Sunday
TIME OF DAY							
ON THE FOLLOWING DATES							

Class meetings and activities that fall on class holidays and semester breaks (as specified in the HSC Academic Calendar) WILL NOT be booked unless specifically requested. List below any holidays included in the span of this request for which you require reservations.

COMMENTS, NOTES, REMARKS _____

for additional information, contact: Classroom Coordinator • Media Services

HSC L-3 Room 044 • zip 8030 • phone: 4-3228 • fax: 444-3500