

HSC Facility Request Exams & Recurring Sessions

Priority in assignment will be given to activities related to courses offered by the Schools of the Center. Recurring sessions for matriculated students will have first claim on available space. Assignment of space for all other recurring sessions will be on a first-come, first-served basis.

REQUESTER INFORMATION

PLEASE PRINT

NAME _____

CAMPUS ADDRESS _____

ORIGIN OF REQUEST (CHECK ONE) HSC UH Main Campus

CAMPUS ZIP _____

DEPARTMENT / ORGANIZATION _____

CAMPUS PHONE _____

SPONSOR INFORMATION

SPONSOR OF COURSE OR EVENT (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

SPONSOR'S SIGNATURE

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

GENERAL INFORMATION

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.

- This form constitutes a request for SPACE ONLY. You are required to return the space to its original condition upon closure of your session.
- Requests for materials and services required in conjunction with the use of assigned space must be directed to the department providing the service.
- Sessions must end promptly so the next booked session can begin on the hour or half hour.

ANTICIPATED ATTENDANCE

LOCATION PREFERENCE*

* 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/>

MEETING STRUCTURE (CHECK ONE)

- LECTURE } participants will be stationary
- DISCUSSION }
- WORKSHOP } participants will not be stationary
- VTC } extra setup time required

SESSION TITLE _____

REQUEST FOR:

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 which 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.

RELATED SERVICE CONTACTS

Central Photocopy	4-2642	Public Affairs	4-7880	HSC Audio Visual	4-3230
ADA Coordinator	2-6748	Visitor Parking	2-8948	HSC Custodial	4-1958
		HSC Public Safety	4-2820	HSC Catering	4-9012

COMMENTS, NOTES, REMARKS

for additional information, contact: Classroom Coordinator • Media Services
HSC L-3 Room 044 • zip 8030 • phone: 4-3228 • fax: 444-3500