

# 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 B. Kincaid  SON - contact V. DiGiovanni  SDM - contact A. Kucine, DDS  SSW - contact K. Albin  SHTM - contact K. Mendelsohn  OTHER  OVP - contact J. Yahil  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  
ADA Coordinator 2-6748

Public Affairs 4-7880  
Visitor Parking 2-8948  
HSC Public Safety 4-2820

HSC Audio Visual 4-3230  
HSC Custodial 4-2364  
HSC Catering 4-5069

COMMENTS, NOTES, REMARKS \_\_\_\_\_

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