ALL Requests must be submitted on this form including revisions. If this is a revised request, ORIGINAL request form must be attached.

HST Facility Request for Special Events

Priority in assignment will be given to activities offered by the Schools. Events for matriculated students will have first claim on available space. Assignment of space for all other events will be on a first-come, first-served basis. ***Our current scheduling software permits booking on the hour and half hour only. To make the best possible use of our limited space, we must book activites and events back-to-back. Therefore, you must prepare to conclude your activities 10 minutes before the end time of your reservation, allowing the next party to begin promptly on the hour or half hour.***

Please check appropriate box:

❑ **Original** ❑ **Revision: Please include only the revised information on this form with sponsor signature**

Requester Information

PLEASE PRINT

Contact Name _____

Campus Address _____

Requester Location (check one)
- ❑ HST (Health Sciences Tower)
- ❑ Hospital
- ❑ West Campus

Campus Zip _____

Department / Organization _____

Campus Phone _____

Sponsor Information

Please print name of sponsor below and sign

Sponsor of Event (check one)

❑ SOM	_____	❑ SSW	_____	❑ VP	_____
❑ SON	_____	❑ SHTM	_____	❑ HOSPITAL	_____
❑ SDM	_____	❑ SPPS	_____	❑ OTHER	_____

Sponsor's Signature _____

Please note, only approved sponsor with signatures on file will have request processed. Request will be returned without approved signature.

General Information

- If booking the Galleria, you must contact HST Custodial.
- Classrooms 159 & 171 are not part of the Galleria. These spaces must be specifically requested and reserved to support your event.

* **NOTE**: ROOM ASSIGNMENTS ARE MADE IN RESPONSE TO MANY VARIABLES. PREFERENCES WILL BE CONSIDERED BUT ARE NOT GUARANTEED. CONFIRMED ROOM ASSIGNMENTS ARE ON THE ASTRA CALENDAR ON: HEALTH SCIENCES OFFICES OF STUDENT SERVICES (HS OSS)

https://www.stonybrook.edu/commcms/hsstudents/classroom_reservations

Related Service Contacts

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

Event Title _____ _____ **Anticipated Attendance**

_____ **Location Preference***

Event Structure (check one)

Day of the Week	☐ Monday	☐ Tuesday	☐ Wednesday	☐ Thursday	☐ Friday	☐ Saturday	☐ Sunday
Start Date							
End Date							
Start Time	❑ AM ❑ PM	❑ AM ❑ PM	❑ AM ❑ PM	❑ AM ❑ PM	❑ AM ❑ PM	❑ AM ❑ PM	❑ AM ❑ PM
End Time	❑ AM ❑ PM	❑ AM ❑ PM	❑ AM ❑ PM	❑ AM ❑ PM	❑ AM ❑ PM	❑ AM ❑ PM	❑ AM ❑ PM

Requester Comments

HS OSS USE ONLY

Entered on calendar _____

Date _____

Initials _____

Additional info. needed _____

Additional info received _____

Date _____ Initials _____

For additional information, contact: Classroom Coordinator • HS OSS HST Level 2
Room 271 • Phone: (631) 444-2111 • Fax: (631) 444-6035
Email: hs_classrooms@stonybrook.edu

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