Au Sable Hall Conference Room Reservation Request Form

Name of Requestor*: ____________________________________________________________
*Name of requestor will be the person who is allowed access to the room by SUNY I.D. card only. We will allow one additional person access by request (please include secondary name & contact info below).

Requestor's Phone Number: ______________________________________________________

Requestor's E-Mail: _____________________________________________________________

Space Being Requested (please check corresponding box below):

☐ Hermes Conference Room (Au Sable 114) - seats 48
☐ Main Lobby (may be used in conjunction w/ 114 via pocket doors) - maximum occupancy 180 persons; ***May only be reserved for events on Friday afternoons or weekends during the school year***
☐ SBE Conference Room (Au Sable 320) - seats 12
☐ The Mary and John Hopkins Terrace* - maximum occupancy 441 persons
  *Unprotected from the elements. A secondary location should be reserved on campus in case of inclement weather.

Function/Event Being Held: _______________________________________________________

Expected Number to Attend: ____________________________________________________

All Date(s) Requested: _________________________________________________________

Time Requested (be sure to include sufficient time for any set-up and/or clean-up):

________________________________________ am / pm to __________________________________________ am / pm

please circle  please circle

Is this a public event?  Please circle yes no

Will this event include catering by Chartwells? Please circle yes no

Please note: It is the sole responsibility of the party (in this case, the name on this request form) to clean up any food and beverages before exiting the room, unless event is catered by Chartwells. Also, all chairs and tables are expected to be arranged the way they were upon entering the room. Please request a layout diagram if you intend to move furniture in any of these spaces (furniture in room 320 is not movable). The Campus Moving Crew may be contacted to re-arrange furniture, but you must request that they return to put the furniture back in place, in accordance with the diagram provided upon request. This is the sole responsibility of the requestor.

Please sign to state that you agree with the above statement.

Please fax form to 518.564.4215, Attn: Christine Landry or email to christine.landry@plattsburgh.edu.