

Office of the Conference Services
Tel: 212-802-2781 Fax: 212-802-2593

Please print all information

Name: _____
Person Making Request

Department/Organization _____ Phone # _____ Fax # _____

Address: _____
Street _____ City _____ State _____ Zip Code _____

Space Requested

- | | | | | |
|---|--|--|--|---|
| <input type="checkbox"/> 17 Lexington Avenue
Mason Hall (Capacity: 638) | <input type="checkbox"/> Saxe Lecture Hall (4 North) (Capacity: 443) | <input type="checkbox"/> 4 South (Capacity: 200) | <input type="checkbox"/> 5 South (Capacity: 170) | <input type="checkbox"/> Gymnasium (Rm 600) (Capacity: 100) |
| <input type="checkbox"/> Skylight Room (Rm 306) (Capacity: 60) | <input type="checkbox"/> Nallin Hall (Rm. 1220) (Capacity: 100) | | | |
| <input type="checkbox"/> 135 East 22 Street
Administrative Lounge (Rm 301) (Capacity: 90) | <input type="checkbox"/> Conference Room (Rm 307) (Capacity: 20) | <input type="checkbox"/> Conference Room (Rm 308) (Capacity: 15) | <input type="checkbox"/> Conference Room (Rm 309) (Capacity: 20) | |
| <input type="checkbox"/> 137 East 22 Street
Class Room (Rm 1-110) (Capacity: 38) | <input type="checkbox"/> Oak Room (Room 2-203) (Capacity: 67) | <input type="checkbox"/> Marble Room (Room 2-206) (Capacity: 80) | | |
| <input type="checkbox"/> 137 East 25 Street (The Annex Bldg.)
Conference Room (Rm 308) (Capacity: 40) | <input type="checkbox"/> Conference Room (Rm 315) (Capacity: 20) | | | |
| <input type="checkbox"/> 151 East 25 Street (Conference Center, 7th Floor)
Conference Room (Rm 750) (Capacity: 120) | <input type="checkbox"/> Conference Room (Rm 755) (Capacity: 20) | <input type="checkbox"/> Kitchen (Rm 756) | <input type="checkbox"/> Lounge (Rm 760) (Capacity: 100) | <input type="checkbox"/> Conference Room (Rm 761) (Capacity: 15) |
| <input type="checkbox"/> Conference Room (Rm 763) (Capacity: 40) | <input type="checkbox"/> Conference Room (Rm 765) (Capacity: 20) | <input type="checkbox"/> Coat Room (Rm 766) | <input type="checkbox"/> Atrium | |
| <input type="checkbox"/> One Bernard Baruch Way (55 Lexington Avenue)
Rose Nagelberg Theatre (Rm B3-150) (Capacity: 300) | <input type="checkbox"/> Pool (Rm. B3-110) (Capacity: 50) | <input type="checkbox"/> Atrium Sport Center Lounge (Rm. B3-118) | | <input type="checkbox"/> Recital Hall (Rm B3-140) (Capacity: 175) |
| <input type="checkbox"/> Gymnasium (Rm. B2-100) (Capacity: 800) | <input type="checkbox"/> Auxiliary Gym (Rm B2-110) (Capacity: 50) | <input type="checkbox"/> Multipurpose Room (Rm 1-107) (Capacity: 30) | <input type="checkbox"/> Multipurpose Room (Rm 1-109) (Capacity: 20) | <input type="checkbox"/> Multipurpose Room (Rm. 1-111) (Capacity: 30) |
| <input type="checkbox"/> Food Court (Rm. 1-173) | <input type="checkbox"/> Lecture Hall (Rm. 3-125) (Capacity: 76) | <input type="checkbox"/> Lecture Hall (Rm. 3-150) (Capacity: 274) | <input type="checkbox"/> Lecture Hall (Rm. 3-160) (Capacity: 115) | <input type="checkbox"/> Lecture Hall (Rm. 3-165) (Capacity: 114) |
| <input type="checkbox"/> Lecture Hall (Rm. 4-125) (Capacity: 74) | <input type="checkbox"/> Lecture Hall (Rm. 4-150) (Capacity: 490) | <input type="checkbox"/> Lecture Hall (Rm. 5-160) (Capacity: 114) | <input type="checkbox"/> Lecture Hall (Rm. 5-165) (Capacity: 114) | <input type="checkbox"/> Lecture Hall (Rm. 7-150) (Capacity: 114) |
| <input type="checkbox"/> Lecture Hall (7-155) (Capacity: 110) | <input type="checkbox"/> Lecture Hall (8-150) (Capacity: 78) | <input type="checkbox"/> Lecture Hall (Rm 8-155) (Capacity: 78) | <input type="checkbox"/> Lecture Hall (Rm. 9-150) (Capacity: 80) | <input type="checkbox"/> Lecture Hall (9-155) (Capacity: 80) |
| <input type="checkbox"/> Lecture Hall (10-150) (Capacity: 80) | <input type="checkbox"/> Lecture Hall (Rm. 10-155) (Capacity: 80) | <input type="checkbox"/> Lecture Hall (Rm. 11-150) (Capacity: 81) | <input type="checkbox"/> Lecture Hall (Rm. 11-155) (Capacity: 81) | <input type="checkbox"/> Lecture Hall (Rm 12-150) (Capacity: 80) |
| <input type="checkbox"/> Lecture Hall (Rm. 12-155) (Capacity: 80) | <input type="checkbox"/> Lecture Hall (Rm. 13-145) (Capacity: 50) | <input type="checkbox"/> Lecture Hall (Rm. 13-150) (Capacity: 50) | | <input type="checkbox"/> Lecture Hall (Rm. 13-155) (Capacity: 50) |
| <input type="checkbox"/> Multipurpose Room (Rm 14-220) (Capacity: 250) | <input type="checkbox"/> Kitchen (Rm 14-224) | <input type="checkbox"/> Lecture Room (Rm 14-230) (Capacity: 50) | <input type="checkbox"/> Multipurpose Room (Rm 14-250) (Capacity: 100) | <input type="checkbox"/> Lounge (Rm 14-257) (Capacity: 15) |
| <input type="checkbox"/> Breakout Room (Rm 14-266) (Capacity: 20) | <input type="checkbox"/> Breakout Room (Rm 14-267) (Capacity: 20) | <input type="checkbox"/> Breakout Room (Rm 14-268) (Capacity: 20) | <input type="checkbox"/> Breakout Room (Rm 14-269) (Capacity: 20) | <input type="checkbox"/> Breakout Room (Rm 14-270) (Capacity: 24) |
| <input type="checkbox"/> Breakout Room (Rm 14-275) (Capacity: 20) | <input type="checkbox"/> Breakout Room (Rm 14-280) (Capacity: 24) | <input type="checkbox"/> Room 14-285 (Capacity: 20) | | |

Please refer to current building schedule. Additional charge for off-hour use of facility. Open Hours Off Hours

Date: _____ Day: _____ Access Required: _____

Activity Begins: _____ Activity Ends: _____ Number of Attendees: _____

Special Accommodations Required (Optional): _____

Name and Description of Event: _____

NOTE: Your reservation will not be guaranteed until you have met with Ms. Crescentia Coutinho. Since each event requires special attention, please call Ms. Coutinho at (212) 802-2781 to discuss security, audiovisual, catering, room set-up, and any other special needs.

Signature (Requestor) _____	Date _____		
Approved by: _____	Approvals for Academic Departments:		
Assistant VP/Campus Facilities & Operations _____	Date _____	Dean _____	Date _____
Approved by: _____			
Director, Campus Security/Public Safety _____	Date _____	Provost _____	Date _____

Services Requested

1. Security:

2. Media Services: Tzvi Mackson Tel: 646 312-1138; Email: Tzvi_Mackson@baruch.cuny.edu

3. Catering Service: Caterer: _____

Continental Breakfast: _____	Linen: _____
_____	_____
_____	_____
Beverage Service: _____	China: _____
_____	_____
_____	_____
Snack Service: _____	Silverware: _____
_____	_____
_____	_____
Lunch: _____	Glassware: _____
_____	_____
_____	_____
Cocktail Reception: _____	Other: _____
_____	_____
_____	_____
Dinner: _____	_____ Bartenders _____ Waiters _____ Chefs _____ Coat Check
_____	_____

4. Room Set-up:

Reviewed By:

Print Name

Signature

Date:

Costs:

Room Rental \$ _____ Media Services \$ _____ Custodial Services \$ _____
Security \$ _____ Equipment Rental \$ _____ Other \$ _____

GRAND TOTAL: \$ _____

Distribution:

- Conference Center
- Campus Facilities & Operations/Buildings & Grounds
- Security
- Media Services
- Requestor