

Room Reservation Form
Baruch College – School of Public Affairs
135 East 22nd Street
New York, NY 10010

Please completely fill in the information on this reservation form and send as an attachment to persi.cofresi@baruch.cuny.edu. If the request is approved, you will receive an e-mail confirmation. Until you receive this confirmation, the room is not reserved.

Person/Group Requesting Space: _____ E-mail: _____

Department/Organization: _____

Activity Title: _____

Activity Description: _____

Requested Date(s) for Activity: _____

Requested Start Time: _____ Requested End Time: _____

Room Preference #1: _____ Room Preference #2: _____

Is this a repeating event? YES NO Estimated Attendance: _____

If you answered yes to the above, please fill in the table below.

Note: An application must be submitted quarterly in order to reserve a room for a repeating event. In the situation that a room is requested for sequential quarters, priority will be given to Executive and Certificate Programs.

Dates	Time	Room Preference

By reserving this room, the reserving party acknowledges they will be held responsible for the condition of the room upon leaving. If trash is generated, please clean up and close the door at the conclusion of the event. To request services, please contact the [Buildings and Grounds Department](#)

