



# INTERNAL ROOM RESERVATION REQUEST

Name of person applying: \_\_\_\_\_ Date: \_\_\_\_\_

Phone & Email of person applying: \_\_\_\_\_

Date of event: \_\_\_\_\_

Event Coordinator: \_\_\_\_\_ Phone & Email: \_\_\_\_\_

Facility requested: \_\_\_\_\_

Time of event: From \_\_\_\_\_ To \_\_\_\_\_

Set-up time: From \_\_\_\_\_ To \_\_\_\_\_

Clean-up time: From \_\_\_\_\_ To \_\_\_\_\_

**ALL RESERVATIONS MUST BE SUBMITTED AT LEAST 10 DAYS IN ADVANCE**

Budget or Account Number: \_\_\_\_\_

Type of Function: (Please check only one:)  Educational  Cultural  Social

Please Describe Event: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Will refreshments be served?  Yes  No

Is there a request for Audio Visual equipment?  Yes  No

Departments are responsible for submitting all catering related work orders for tables and chairs directly to Buildings & Grounds as well as for any AV equipment to Information Technology. Also, Security and Janitorial charges may apply.

Building & Grounds: Complete online form at **BG.BROOKLYN.LIU.EDU**

Information Technology: Send an email to **IT@LIU.EDU**

Signature of person submitting applications: \_\_\_\_\_

- All Student Room Requests must be submitted through the Office of Student Life & Leadership Development
- Avena Lounge is available only to LIU staff, students and faculty for rental for private events.

Rental fee: \$500 (for 5 hours - \$125 per additional hour)

Submit request to Janice.Charles@liu.edu and Cathy.O’Sullivan@liu.edu or fax to 718-488-3337.

For more information, contact 718-488-1079