

## SPACE REQUEST PROTOCOL

Submit requests to Janice. Charles@liu.edu and Cathy. O'Sullivan@liu.edu or fax to 718-488-3337 at least 8 weeks in advance. For more information, contact 718-488-1079.

## Please provide the following information: Name of person applying: \_\_\_\_\_\_ Date: \_\_\_\_\_ Phone & Email of person applying: Information about your organization: mission, years in operation, etc. Will there be co-sponsors? State all co-sponsors: \_\_\_\_\_ Detailed description of the activity planned: Date of the event (include alternative dates): From \_\_\_\_\_ To \_\_\_\_ Time of event: From To Set-up time: Clean-up time: Is this event open to the public? Yes No Make up of the audience (For example: general public, educators, students, health service providers)

Number of people expected:

Space needs (For example: classrooms, lecture halls, breakout rooms, etc.):	
Audio Visual and IT needs:	
Additional event requirements (tables/chairs i.e., if caterin	g is requested, etc.)
☐ Name, title, address, email & phone number of Event Org	anizer:
☐ Please note in addition to rental fees your organization wi	Il be charged for the following services:
Security	(\$40 per hour, per guard)
Janitorial/ Maintenance	(\$40 per hour, per personel)
<ul><li>Audio/Visual (where applicable)</li></ul>	
<ul> <li>Catering (where applicable) must be provided</li> <li>718-246-6467 https://liudiningservice</li> </ul>	
RENTAL FEES:	
The following rates are based upon a <b>5 hour rental of each</b>	space:
Health Science Building Lecture Halls	\$500 per room (\$125 per additional hour)
Library Learning Center Lecture Halls	\$500 per room (\$125 per additional hour)
Classrooms	\$250 per room (\$75 per additional hour)

The following documents are required at least four weeks prior to the event:
☐ Certificate of Liability Insurance naming:
"LONG ISLAND UNIVERSITY AS AN ADDITIONAL INSURED AND CERTIFICATE HOLDER"
☐ Signed LIU Contract
☐ Full Payment
Please foward all documents to Cathy.O'Sullivan@liu.edu and Janice.Charles@liu.edu or fax to
718-488-3337. They can be reached at 718-488-1079.
ADDITIONAL SPACES:
If you are interested in Kumble Theater for the Performing Arts, please contact Rodney K. Hurley,
Managing Director, at <b>rodney.hurley@liu.edu</b> or 719-488-1624.
If you are interested in the Steinberg Wellness Center or the Arnold & Marie Schwartz Gymnasium,
please contact Sharon Abbate, Senior Associate Director of Building Operations, WRAC,

LIU Brooklyn 1 University Plaza Brooklyn, NY 11201

at sharon.abbate@liu.edu or 718-780-4072.