

DISPLAY/INFORMATION TABLE - CONFIRMATION FORM

This Confirmation form must be submitted to our office via email within 10 business days after receipt of the approved HOLD.

Event Space:

_____ Bookstore Plaza	_____ Shuster Hall Plaza	_____ Music Building Plaza
_____ Carman Hall Cafeteria	_____ Shuster Hall Lobby	_____ Music Building Lobby
_____ Carman Hall Lobby North	_____ Carman Hall Lobby South	_____ Music Building Cafeteria Cove

Event Name: _____ **Number of Attendees:** _____

Event Date(s): _____

Event Start Time: _____ **Event End Time:** _____ **Set-Up Time:** _____

Department/Sponsored Group: _____

Contact Person: _____ **Contact Telephone #:** _____

TERMS OF USE:

Special Event Requirements (ex. Extra tables, Podium, Sign Stands etc.) please type here: _____

All internal organizations, requesting the use of the subject space agree to comply with the following terms:

1. The party authorized to use a space will be responsible for any damage found to have been related to its event/attendees;
2. Users of the subject space are responsible for compliance with applicable Federal, State, Local and College laws, regulations and rules;
3. The requesting party is responsible for providing any and all supplies necessary for the subject event.
4. Food sales requiring food warmers are only permitted when supplied by Metropolitan Food Services. Approval is required ahead of time.
5. Once permission is granted, the space may only be used during the time period to which was agreed; and
6. Any event cancellation must be conveyed, in writing, to the Office of Event Planning & Reservations no later than twenty-four (24) hours prior to the agreed set-up time for the event.

I, the undersigned, have read and agree to the above terms. I understand that any violation of these terms of use may result in financial liability and/or denial of any pending and/or future request(s) for approval to use Lehman College spaces.

Name of Event Requester

Signature: Div. Head/Dean/Vice President/Supervisor

Date