

OUTDOOR VENUES - 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:

_____ Campus Quad _____ Amphitheater _____ Gazebo

Event Name: _____ Number of Attendees: _____

Event Date(s): _____

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

Department/Sponsored Group: _____

Contact Person: _____ Contact Telephone #: _____

Audio/Visual Media Needs: NO YES If yes, please contact Media Technology Services at least 5 business days prior to the event at media.services@Lehman.cuny.edu or at 718-960-7898.

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

TERMS OF USE:

All departments and 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 proposed furniture configuration/layout for the Campus Quad must be submitted to Event Planning & Reservations no later than 5 business days prior to the subject event;
4. The requesting party is responsible for providing any and all supplies necessary for the subject event.
5. It is the responsibility of the authorized user to ensure that all waste is placed in the appropriate container(s), by the end of their event.
6. Any proposed use of any food warming tools must be indicated in writing on the application for space usage, so that any appropriate planning may take place in a timely manner.
7. Fire & Open Flames: Events involving fire or open flames in the outdoor venue require additional approval & safeguards. Chafing Fuel Cans for food warmers must be provided by either Metropolitan Food Services, outside catering or if the department plans to provide them, approval is required ahead of time.
8. Be mindful of all vegetation in the surrounding area including the grass.
9. Any large spills are to be reported to Building & Grounds office for immediate clean up to minimize any damage.
10. Once permission is granted, the space may only be used during the time period to which was agreed; and
11. 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