

RECITAL/REHEARSAL HALL - 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:

_____ **Recital Hall (MU-306)** _____ **Rehearsal Hall (MU-330)**

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 MU-330 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. Decorations may only be placed on the wall using blue painters tape;
6. Permission to use the piano in MU-306 or MU-330 may be approved in advance by the Music Senior Lab Technician. The piano may only ever be used for its intended purpose; not as a display table, or to serve food.
7. Music Department staff members are not available to provide technical assistance.
8. Furniture outside of MU-306 and MU-330 must remain in the hallways, and must not be moved into either room.
9. Only dry-erase markers, which your event organizers are responsible for providing, may be used on the white board.
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