



**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:**

- |                                                     |                                                  |                                                        |
|-----------------------------------------------------|--------------------------------------------------|--------------------------------------------------------|
| <input type="checkbox"/> <del>Bookstore Plaza</del> | <input type="checkbox"/> Shuster Hall Plaza      | <input type="checkbox"/> Music Building Plaza          |
| <input type="checkbox"/> Carman Hall Cafeteria      | <input type="checkbox"/> Shuster Hall Lobby      | <input type="checkbox"/> Music Building Lobby          |
| <input type="checkbox"/> Carman Hall Lobby North    | <input type="checkbox"/> Carman Hall Lobby South | <input type="checkbox"/> 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 the cafeteria. 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