

NOYES, TEAGLE, AND HELEN NEWMAN HALL ROOM RESERVATION FORM

1. This form must be completed and submitted seven (7) days prior to the event.
2. All reservations must be e-mailed to Brigitta Putnam at bar28@cornell.edu.
3. All reservations are not final without an approved Event Management Form—on SLECA webpage.
4. Completion of this form does not guarantee space.
5. One form per reservation, unless weekly reoccurring reservation.
6. There is a \$30 per hour charge for all reservations (time slots are max two hours)—with the exception of club re-occurring reservations.
7. Both gyms are only available after 4PM on Saturday on court #2—there is no weekday availability.

Sponsoring Department/Organization _____

Person(s) Responsible for the event _____

Event Description _____

E-mail Address _____ Phone _____

Room Requested	Day Of Week	Date	Start Time	End Time

Expected Attendance _____ Account Number _____

Are you serving food? _____ Food provider _____

By checking the following I am following all NCRC/HNH policies and procedures. All users of the gym, classroom, and multi-purpose room will not have high heels or any type of shoe that will damage the floor. The user group will be responsible for all damage, garbage, and maintenance that NCRC/HNH staff has to tend to. Sponsoring Org is responsible for all setup and takedown of the event. There is no usage of stereo equipment.

Net ID of Event Planner _____ Date _____

Director Approval _____ Date _____