NOYES, TEAGLE, AND HELEN NEWMAN HALL
ROOM RESERVATION FORM

1. This form must be completed and emailed to bar28@cornell.edu at least 4 weeks prior to event.
2. Completion of this form does not guarantee space and the reservation is not final without an approved Event Reservation Form: https://activities.cornell.edu/EventReg/
3. All clubs must register or renew their RSO and follow all policies/procedures as set forth in the Student Organization Handbook http://orgsync.rso.cornell.edu/Handbook
4. All equipment must be provided and stored by clubs/groups off site. If you need to rent equipment, please check the IM website: https://recreation.athletics.cornell.edu/intramurals/equipment-rental
   a. No equipment permitted in spaces that will cause damage to floors or walls.
5. During scheduled reservation time, all participants must have a valid (NO HOLDS) CU ID card in hand. Guest instructors/members/etc. must purchase a guest pass and be sponsored/accompanied by Cornell affiliate at all times.
6. You are expected to act in a courteous and respectful manner while utilizing the space and follow the instructions of the building staff at all times. The following, but not limited to, will result in the loss of reservation space:
   a. Sneaking guests in.
   b. Falsifying documents to obtain access to spaces; switching times w/o permission (see #12)
   c. Continued disrespect of staff.
   d. Theft or damage of space or Cornell property.
   e. Using the Rec. Services owned stereo- you will be charged for repairs/replacement..
   f. Continually leaving a mess behind.
7. Clean, dry shoes are required to enter the space. No hard shoes, high heels.
8. No writing on walls or mirrors. No tape on walls, mirrors or floors.
9. Club/RSO/Department named on the reservation form will be held responsible for theft or damage of space.
10. You are required to follow your reservation time slot (i.e. no coming early, running late, or switching times with another group). Any changes must be made and confirmed via email.

Sponsoring Department/Club/Registered Student Organization _________________________________
Person(s) Responsible for the event (Pres, VP, etc.) ________________________________________
E-mail Address_______________________ Phone ____________________________________________
Event Title and Description_______________________________________________________________
Expected Attendance________________ Will food be served?_________ Acct #__________
Room Requested Day of Week Date Start Time End Time

⇨ By signing the following I am acknowledging that I will ensure that myself and the members of my group follow all rules above as well as NCRC/HNH/Teagle policies and procedures. All users of the dance studio, classroom, and multi-purpose room will be Cornell faculty, staff or student with a valid ID or be guests sponsored by a Cornell affiliate and have a guest pass and photo ID. The user group will be responsible for all damage, garbage, and maintenance that NCRC/HNH/Teagle staff has to tend to. Sponsoring organization is responsible for all setup and takedown of the practice/event.

Signature of Event Planner _______________________________ Date___________________

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- To be completed by Director: on calendar____ ERF____ fee____