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 without a guest pass or valid Cornell ID.
   b. Falsifying documents to obtain access to spaces; not following your reservation time slot (i.e. coming early, running late, or switching times with another group w/o permission). Any changes must be confirmed via email.
   c. Continued disrespect of staff.
   d. Theft or damage of space or Cornell property. This includes leaving trash, garbage or any sort of mess behind.
   e. Using the Rec. Services owned stereo.
7. Clean, dry shoes are required to enter the space. No hard shoes, high heels.
8. No writing on walls or mirrors (this includes dry erase). No tape on walls, mirrors or floors.
9. Department/Club/RSO named on the reservation form will be responsible for damage of space and theft of equipment. You will be charged any repair/replacement fees.

CHOOSE ONE:
__ Helen Newman Hall Dance Studio
__ Helen Newman Hall Classroom
__ Teagle Classroom
__ Teagle Multipurpose Room
__ Noyes Multipurpose Room
__ Other, please specify:___________________

Date requesting __________________ Start Time ______ AM/PM End Time ______ AM/PM

Event title ________________________________

Event Description __________________________________________________________

Sponsoring Department/Registered Student Organization ____________________________

Person(s) Responsible for the event (Pres, VP, etc.) ________________________________

E-mail Address ___________________________ Phone ________________________________

Expected Attendance ________ Will food be served? __________ Acct # ________________

✓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. Sponsoring group 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____