LIU Brooklyn

SPACE REQUEST PROTOCOL

All requests must be sent to Ms. Harriet Goldsmith, Special Events Coordinator via fax or email at least 8 weeks in advance. Office: (718) 488-1002; Fax: (718) 780-4065; Harriet.Goldsmith@liu.edu.

Please provide the following information:

❑ Information about your organization: Mission, years in operation etc. Is this event open to the public?

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❑ Detailed description of the activity planned: _____

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❑ List all guest speakers and performers: _____

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❑ Date of the event (include alternate dates): _____

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❑ Time of event (hours you will need the space, including set-up and breakdown): _____

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❑ Will there be co-sponsors? State all co-sponsors: _____

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❑ Make up of the audience (For example: general public, educators, students, health service providers):

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❑ Number of people expected: _____

❑ Space needs (For example: classrooms, lecture halls, breakout rooms, etc.): _____

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❑ Audio/Visual needs: _____

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❑ Name, title, contact information of Director of organization (for signing LIU contract): _____

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❑ Please note in addition to rental fees your organization will be charged for the following services:

- Security <u>$40 per hour, per guard</u>
- Janitorial/Maintenance <u>$40 per hour, per personnel</u>
- Audio/Visual (where applicable)
- Catering (where applicable) *(All catering must be done by Aramark (718) 246-6467)*

Rental Fees:

Health Science Building Lecture Halls . . . . . $400 per room
Library Learning Center Lecture Halls . . . . . $400 per room
Classrooms . . . . . $200 per day
Luntey Commons. . . . . $750 per day
Arnold & Marie Schwartz Gymnasium . . . . . $250 per hour
Wellness, Recreation & Athletic Center . . . . . $250 per hour
Jonas Board Room . . . . . $500 per day
Computer Labs . . . . . $350 per day
Avena Lounge . . . . . $375 per day

For political inquires, please refer to: liu.edu/About/Policies/Political.aspx.

The following documents are required at least four weeks prior to the event:

- ❑ Certificate of Liability Insurance naming "LONG ISLAND UNIVERSITY AS AN ADDITIONAL INSURED AND CERTIFICATE HOLDER"
- ❑ Signed LIU contract
- ❑ Deposit for space
- ❑ **Documents submitted to Harriet Goldsmith**

If you are interested in the Kumble Theater for the Performing Arts, please contact Mr. Rodney K. Hurley, Managing Director, at (718) 488-1341 or rodney.hurley@liu.edu.

If you are interested in the Wellness, Recreation & Athletic Center or the Arnold & Marie Schwartz Gymnasium, please contact Sharon Abbate, Associate Director of Buildings Operations, at (718) 780-4072 or sharon.abbate@liu.edu.