

HARRIMAN STUDENT CENTER RESERVATION REQUEST FORM FOR STUDENT GROUPS

- ◆ Please read the directions on the reverse side prior to completing this form.
- ◆ Room Reservation Request Forms must be submitted at least 14 business days or more prior to the event.
- ◆ All required forms such as Food Permits and Special Event Security Requests must be on file in Harriman Operations Office (Room 102) no less than 14 business days prior to the day of the event.
- ◆ This Reservation Form must be returned in person or by mail to Harriman Operations or faxed to: 829-2493.

Food Requirements: If you are serving food or refreshments that are not being ordered through campus catering (Faculty Student Association), it is MANDATORY that you complete an Environmental, Health & Safety Service Food Application. Please contact Liz Hladczuk or Johnny Garcia at 645-2055 (eam25@buffalo.edu or jrgarcia@buffalo.edu) to obtain an application.

Group Name: _____ Recognized by: _____
 Contact Person: _____ Phone: _____ E-Mail: _____
 Campus Organization Address: _____

Day and Date Requested: _____

Reservation Set-Up Time: _____ Event Start: _____ Event End: _____ Reservation End Time: _____
 ◆ Remember to check building hours and include sufficient set-up and breakdown time for larger events.

Event Title: _____ Event Description: _____
 Comments: _____

Space Requested: 105 Harriman Multi-Purpose Room () Harriman Lobby Table ()

Room 105 needs:

No. House Tables (44 max.) _____ No. House Chairs (150 max) _____ TV/VCR _____
 Standing Podium _____ and _____ Speakers Piano _____ Chalkboard _____

Please note: Other AV equipment and sound systems must be ordered from SA Entertainment or off campus vendors. Estimated Attendance: _____ University Police *Special Event Security Request Form* filed? ___ Yes ___ No ___ NA

Will food be served? ___ Yes ___ No If yes, catered by whom? _____

Has a *Food Permit* been Requested? ___ Yes ___ No ___ NA Ticket Office Contacted? ___ Yes ___ No ___ No charge

For Office Use Only:

Hold Only () Confirmed () Denied () Date: _____ Reservation No.: _____

Notes: _____
