

September 22, 2021

Finance & Administration – Reserving Space on Campus

The Campus Community,

Prior to our closure 18 months ago, Kingsborough Community College was one of the most active campuses in the University. With over 2500 activities taking place through the year in about a dozen venues. We are hoping to be able to host events again. Presently, we are required to socially distance all events and rooms. So, the capacity of each room is extremely limited. A decision has been made to change some of our policies, temporarily, please read below for information.

The office of Events Management is here to ensure that all events happen with the familiar Kingsborough style and excellent service we have all come to expect.

To that end, please read the information below and visit our page:

[https://www.kbcc.cuny.edu/administration/FinanceAndAdministration/EventsManagement/event-performing\\_arts.html](https://www.kbcc.cuny.edu/administration/FinanceAndAdministration/EventsManagement/event-performing_arts.html) for helpful information links and the necessary forms to make sure that

all of your events run smoothly and all support departments are notified in a timely manner.

The Office of Events Management is here to help you plan your event.

**We will:**

- **Reserve meeting space.** Meeting space is limited. PLEASE, plan early. For larger events, call us 6 to 9 months in advance.
- **Plan meeting logistics** (room design, room setup {including the placement of tables, chairs, and staging}, audio visual support)  
**During this time when we have to follow COVID protocols, rooms will not be re-set or changed. The following rooms will have permanent set-ups and will have to be used as-is:**
  - Tapestry Room (A212) Hollow Rec – 10, couches can hold 5. Total 15
  - Terrace Room (V219) Rounds - 6 rounds of 2 Total 12
  - U-219/220 Lecture style. Total 45
  - M-239 Lecture Style. Total 12
  - MAC Rotunda SOUTH Lecture Style. Total 35
  - MAC Rotunda CENTER Round tables – 9 rounds of 2We will work with you to ensure a successful event, but, we must adhere to the above protocols.
- **Keep Security informed** on the details of your event. This will ensure easy access to campus for your meeting participants.
- **Alert Laborers, Custodial Services, Maintenance, and HVAC** of your meeting needs. Events Management will produce all of the necessary paperwork for these support departments.
- **Supply requested audio visual equipment** to enhance your presentations (equipment includes LCD projector or screen with a laptop computer, DVD player, microphones, lighting equipment, etc.)

***Some Things to Remember:***

Discuss large events with us early on. We are here to ensure your event is the best it can be and help you achieve best results.

E-mail Events Management at [Events.Management@kbcc.cuny.edu](mailto:Events.Management@kbcc.cuny.edu) to reserve a meeting room **BEFORE** you commit to an event. Space is a limited resource and rooms may not be available on a given date, so please plan alternate dates. For large programs consider making a room reservation 6 to 9 months in advance of your event, to allow for complete logistics and availability of equipment.

After confirmation of room availability, fill out a Meeting Arrangements Form, which can be found

here: <https://www.kbcc.cuny.edu/administration/financeandadministration/eventsmanagement/documents/MeetingArrangementsForm.pdf> This form can be filled out on-line and printed. It can

also be saved as a .pdf and e-mailed to: [Events.Management@kbcc.cuny.edu](mailto:Events.Management@kbcc.cuny.edu)

Please review the room use guidelines

here: <https://www.kbcc.cuny.edu/administration/financeandadministration/eventsmanagement/documents/RoomUseGuidlines.pdf>

If required, obtain all necessary signatures as indicated on the form. Return this form to us at least 8 business days prior to your event but no earlier than one month before. This timeline was created so we have enough time to gather information on your event and relate the most current details to our support departments.

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**We are located in room U-226 (next door to the radio station and above the cafeteria)**

**Phone No. (718) 368-5040**

Email: [Events.Management@kbcc.cuny.edu](mailto:Events.Management@kbcc.cuny.edu)

Any questions, please feel free to call or e-mail,  
Wishing everyone a very successful new academic year.

Paul Winnick

Director of Operations, Performing Arts and Event facilities

Film Location Liaison

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