



MEETING ARRANGEMENTS FORM
TO BE COMPLETED FOR ALL KINGSBOROUGH EVENTS
AFTER A ROOM RESERVATION HAS BEEN CONFIRMED.

INSTRUCTIONS: A student group must discuss all events in detail with it's Faculty Advisor and a representative of the Office of Student Life (C-123 ext 5597). Student groups reserve space through the Office of Student Life.

All others reserve space with the Office of Events Management (V-114 ext. 5040 or E-Mail: Events.Management@kbcc.cuny.edu).

Form must be completed, signed and submitted to the Office of Events Management no later than EIGHT working days, and no earlier than ONE month prior to the day of the event. If not submitted in time your set-up arrangements will not be guaranteed. Do not submit this form until all signatures have been obtained.

EVENT NAME: ORGANIZATION:

CONTACT NAME: E-MAIL:

MAIL CODE: TEL.#: TODAYS DATE:

Date(s) of Event: Setup time: Start Time: End Time: Actual End Time:
DESCRIPTION OF EVENT: Lecture Open House Party Dance Luncheon Dinner

ASSIGNED ROOM(S):

EXPECTED ATTENDANCE: OPEN TO GEN. PUBLIC: YES: NO:

ARE TICKETS BEING ISSUED/SOLD: YES: NO: IF YES, HOW MANY AVAILABLE:

ADMISSION CHARGE/CONFERENCE FEE: YES: NO: IF YES, \$ IN ADVANCE AT DOOR

PARKING REQUESTED: YES: NO: #BUSES/AUTOMOBILES EXPECTED:

AUDIENCE: STUDENTS FAC/STAFF OTHER (SPECIFY)

Will There Be A: D.J. Live Band Guest Speaker Other: Other:

NAME(S) OF SPEAKER(S)/TOPIC/PERFORMER/D.J./VENDORS (SPECIFY)

IS PRESS EXPECTED?: YES NO (IF PRESS IS EXPECTED, PLEASE SUPPLY ALL DETAILS IN WRITING TO EVENTS MANAGEMENT, V-114)

A/V OR SPECIALIZED EQUIPMENT NEEDED

None: Powerpoint: Remote Clicker: DVD PLayer: Play Movie: Ipod cable:

ROOM ARRANGEMENT: (PLEASE CHECK ALL THAT APPLY, IF MULTIPLE SET-UPS PLEASE CALL EVENTS MANAGEMENT EXT. 5040)

Lecture Style Conference Style Lead Table Fashion Show
Banquet Style U-Shaped Conference Chairs in Circle Dance
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FOOD: MBG: NO:

IN-HOUSE (cafeteria) Catering: Outside Caterer. Name of Outside Caterer.

For outside caterers, have you obtained: Certificate of Food Protection Copy of Insurance Cert.

EVERY FORM MUST HAVE A SIGNATURE. PLEASE READ BELOW:

Signatures: The reserving group or individual agrees to be held liable for, and will pay costs resulting from any damage to or loss of, college property suffered incident to it's use of the premises and further agrees to pay all costs incurred for this event.

FOR STUDENT GROUPS: A student group must arrange for Faculty Advisor(s) to be present at Any event which it sponsors. The Faculty Advisor(s) must be present for the entire event.

Person Authorizing Expenditure: Please indicate source of funds and sign In the appropriate box.

Table with 2 columns: Source of Funds, Organization Officer/Person Completing form/Title, Faculty Advisor, Director of Student Activities/ Person Authorizing. Includes checkboxes for 'X' and 'Date' fields.

INSTRUCTIONS FOR COMPLETING THE MEETING ARRANGEMENTS FORM
AND
GUIDELINES FOR THE USE OF COLLEGE FACILITIES

Many changes occur when planning an event and the final details are generally not in place until one month in advance. Taking this into account, the Meeting Arrangements Form should be completed for all college events and received by the Office of Events Management not more than one month in advance and no later than 8 working days prior to your event.

This form should be completed for all student functions as well as faculty and staff functions. For student events the form should be signed by the Organization or Club Officer as well as a Faculty Advisor and the Director of Student Activities. Once the form has been completed and all necessary signatures obtained, please forward the form to the Office of Events Management, mail code EM. The Office of Events Management is located in room V-114 in the Regina S. Peruggi Academic Center.

Guidelines for Use of College Facilities

1. One meeting room may be used for several different events in one day. Therefore, all events must end at the stated time, whether or not the event began on time.
2. If an event is changed or cancelled, please call ext. 5040 to inform Events Management at least 24 hours in advance.
3. Food and drink are only permitted in designated areas. A Food Order Form must be completed and submitted to the Office of Events Management for Panda House catering. Food and drink are not permitted in auditoriums or stage areas, hallways, classrooms, the library and laboratories.
4. Home prepared food may not be used at any function on the Kingsborough Campus.
5. All student functions must adhere to all regulations regarding "planning an event", "space and equipment reservations" and "regulations for use of college space for parties and dances" as set forth in the Student Handbook
6. If a function is going to be a student club "fundraiser", you must file the appropriate forms with the Fundraising Committee of Student Life (C-123 ext. 5597).
7. Smoking is prohibited in all Kingsborough Community College Buildings.

As required by law, each facility has a maximum occupancy to which we must strictly adhere.

MAC Conference Center: 125 people per section, lecture style. This number may be reduced when different set-ups are used. Please consult with Events management for exact numbers using different set-ups.

M-239 Meeting Room: 45 Lecture Style, This number may be reduced when different set-ups are used

A-212 Tapestry Room: 45 Lecture Style, This number may be reduced when different set-ups are used

V-219 Terrace Room: 70 Lecture Style, This number may be reduced when different set-ups are used

Performing Arts Center: 709 Maximum (includes pit seating). If entire stage area is being used then this number will decrease.

College Center: U219 – 150 people lecture style. U220 – 150 people lecture style. Combined – 300 people lecture style. This number may be reduced when different set-ups are used. Please consult with Events management for exact numbers using different set-ups.

CALL EVENTS MANAGEMENT (ext. 5040) FOR MAXIMUM OCCUPANCY OF OTHER ROOMS

8. The Office of Events Management must be consulted for proper placement and attachment of signs. *Hanging/taping of signs on all painted surfaces is prohibited.*
9. Tables, pianos, lecterns and media equipment must be moved by designated Kingsborough personnel.
10. All of the equipment, in KCC event facilities (including the theaters), is operated exclusively by trained Kingsborough staff members. If any of this equipment is needed, please call Events Management to insure that the appropriate staff and equipment will be available.
11. Under no circumstances will any dangerous weapons as defined by the New York State Penal Code be allowed on campus except for use by authorized security personnel.
12. All security and public safety procedures must be followed (including the use of metal detectors).
13. The Office of Public Safety will have the final word on all security and safety related issues that may arise during a scheduled event, including, the cancellation of such event if it becomes apparent that there is risk of injury to persons or college property.

If you experience any problems with the lights or the sound equipment, please do not try to correct it yourself. Call Events Management (ext. 5040) and someone will respond to your problem.

The Office of Events Management staff is here to assist you in using college facilities safely and comfortably. Please let us know your needs in advance of your event so that we may have everything prepared for you.