

FACILITIES USE FOR SCHEDULED EVENT (FUSE)

Campus Departments and External Organizations

(student clubs submit requests through ENGAGE)

Date form submitted _____ For best results submit this form 30 days prior to event date.

TO REQUEST FACILITY SPACE IN THE FOLLOWING LOCATIONS, RETURN THIS FORM TO:

All Theatres: Fine and Performing Arts - College Theatre 118

Student Union: Student Activities & Union Services - Student Union 211

All Other Campus Locations: Conference Services - Student Union 64

Organization or department name _____

(check one) Campus Department Outside Organization Individual Other

Contact person _____ **Phone** _____

Address _____ **Email** _____

Event title _____

Event description _____

Audience (check all that apply) Student Faculty/Staff Alumni Community/Public Other

Expected number of audience members _____

Frequency of request (assuming all details are the same)

One Time Weekly Multiple Days Every Other Week Monthly Other _____

Day(s) of week Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Event date(s) _____ **start time** _____ a.m. p.m. **end time** _____ a.m. p.m.

setup start time _____ a.m. p.m. **cleanup end time** _____ a.m. p.m.

Desired location(s): Building/exterior location _____ **Room(s)** _____

Do you need the lobby of the room above for the event, as well? No Yes

Are you requesting University Police security? No Yes

Are non-students under the age of 17 present? No Yes (If yes, please refer to the Child Protection Policy)

Are you requesting technology? No Yes

Be advised that your event may require additional services such as equipment, electrical, catering, parking, Facilities deliveries, technology, community policing, etc. The reserving department is responsible for arranging these services at least 15 days in advance and will require your confirmation number from building reservations coordinator. Please note that outside organizations will require a certificate of insurance.

It is a legal requirement that all activities sponsored at SUNY New Paltz are accessible. All advertisements, invitations and notices of the event should include the following statement. "We strive to host inclusive, accessible events that enable all individuals to engage fully. To request an accommodation or for inquiries about accessibility, please contact (name, email, phone) two weeks prior to the event." For more information about making your event accessible, go to www.newpaltz.edu/hr/accommodations-ada/accessibility-guide-for-events/.

DEPARTMENT HEAD APPROVAL

Name _____ **Signature** _____ **Date** _____

FACILITY/ROOM APPROVAL (building reservations coordinator only)

Building _____ **Room(s)** _____

Approved by _____ **Date** _____ **Confirmation #** _____

If your event is cancelled, please contact all service providers. Charges may still apply.