

Africana Studies and Research Center
 Cornell University
 310 Triphammer Road
 Ithaca, NY 14850

Room Request and Reservation Form

Person Responsible for Reservation

Name:		Address:		
Title:		Department or Organization:		
Email Address:		Cell Phone:		
Affiliation to Africana:		<input type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Student Other: _____		
Date(s):	Starting Time:		Ending Time:	

A Cornell faculty or staff member must be responsible for all student events. They **must attend** the event and see to such tasks as monitoring the use of the room and equipment, returning the room to its original condition, and **locking** the room, equipment and building following the event.

If you are a student organization you must have a faculty advisor or sponsor signature

Sponsor's Relationship to Organization: _____

Account number: _____

Your account will be charged for any damages and clean up that result from your event.

Example: Please include at least 30 minutes for your caterers to set up and tear down also to set up and test your presentation with AV equipment. *If you are having items delivered and stored in the room you will need to make the reservation to include the date of delivery as well as the event date!*

The building is locked at 5:00 p.m. every evening Monday through Friday and 24 hours a day on the weekend (Saturday and Sunday). Individuals responsible for an event can obtain keys to unlock the appropriate doors by contacting africana@cornell.edu, 255-4625 at least 24-48 hours in advance of the event. Keys **must** be returned the following workday. Rooms must be return to their original condition. If food is served all garbage's must be emptied into receptacles outside the building. No food is to be setup inside the Multipurpose Room; you must reserve the Lobby for food setup.

This form must be filled out in its entirety and submitted 3 weeks before your event.

Event

Title of Event:		Estimated Number of Attendees:	
Event Description: 2-5 sentences	(Lecture, discussion, panel, reception, etc)		
Event Goals:			
Intended Audience:	(Open to the public, invited guests only, Cornell students, staff, faculty, Ithaca community, etc)		
Room(s) Requested – Please circle			
Multipurpose Room Lobby Hoyt Fuller	ASRC 111 ASRC B01 ASRC B07		
Food Being Served:	Yes	No	
Alcohol Being Served:	Yes	No	
<p>If you are serving alcohol and/or food, an Event Registration Form must be completed and confirmation of approval sent to (africana@cornell.edu) prior to the event. The form can be found here: https://activities.cornell.edu/EventReg/</p>			

Set-Up and Facilities:

AV equipment needed:	Yes	No	
Set-up Requirements; Room set up and return is your responsibility			
<p style="margin-left: 40px;"> DVD/VCR Power Point PC and/or Mac Computer Overhead Projector Microphones </p>			
<p>We recommend that you make an appointment to come in a few days before the event to test the set-up.</p>			

Parking:

Parking is subject to University and Cayuga Heights regulations. You are responsible for arranging for parking for your participants and guests.

For other parking options contact the Cornell Conference and Guest Parking:

Telephone: (607) 255-4625

Website: http://www.transportation.cornell.edu/tms/cms/parking/about/conference_parking_request.cfm

There are limited a limited number of parking spaces in the Africana parking lot for visitors to the department.

The Africana Studies and Research Center is not responsible for parking tickets that are given during your event at the Center.

Catering Arrangements:

Name of Caterer: Food Provider:	(Name of Caterer you have contracted must be on University Insured List.)
Person Responsible for serving Alcohol:	
Other Deliveries (tables, chairs, etc...)	(Time of deliveries- person responsible for meeting delivery people)

THIS REQUEST IS ONLY A REQUEST UNTIL YOU RECEIVE OFFICIAL CONFIRMATION BY ASRC EITHER BY EMAIL OR IN HARD COPY. PLEASE DO NOT ASSUME THIS IS A CONTRACT AND THAT YOU HAVE A RESERVATION OTHERWISE. NOTE: Rooms placed "on hold" will be reserved for seventy-two (72) hours and then released.

For ASRC Use Only:

Reservation Confirmed:

Name:

Signature:

Included on Rooms Calendar:

Emergency Contacts

Monday – Friday – 8:30 am – 4:30 pm

Renee Milligan (255-4625; africana@cornell.edu and/or ram25@cornell.edu)

Treva Levine (254-8668; africana@cornell.edu and/or tlv4@cornell.edu)

Room Descriptions:

Multipurpose Room:

Holds 198 persons

Equipment: overhead projector
Large screen with projector system
Symposium with Dell computer, vcr, dvd, connections
for laptop computers
4 wireless microphones
120 chairs
No Food Setup inside room- Must be setup in the Lobby

Hoyt Fuller Room:

Holds 40 persons

Equipment: screen
Chalkboard
Darkening window shades
Media box with dvd, vcr and computer hookups
Projector
Overhead projector

Seminar Rooms: 111 and B07

Holds 20 persons each room

Equipment: screen
Chalkboard
Darkening window shades
Media box with dvd, vcr and computer hookups
Projector
Overhead projector

Classroom: B01

Holds 50 persons

Equipment: screen
Chalkboard
Darkening window shades
Media box with dvd, vcr and computer hookups
Projector
Overhead projector

Lobby Area:

**can be used for receptions, 5 tables available (2 long,
3 short)** *Should be booked with Multipurpose room if food is being served.
Must request tables when reserving rooms.*