

Central Reservations

Quick Guide- Request Space for Faculty/ Staff, Student Clubs/USG, External Clients

1. Type <http://www.hunter.cuny.edu/reservespace> into your internet browser.
2. Under **“rental information”** on the left side of the home page, please click the area your request falls under (example, “Faculty/Staff Reservation Request”).

Hunter College Special Reservations

Host your next event at Hunter College. Meetings, conferences, retreats, social events, concerts, dance theatrical performances or athletic activities. We have a venue for your next event.

Our Main Campus is conveniently located on the Upper East Side, easily accessible by public transportation. For events large or small, corporate or private, the campus is outfitted with small meeting rooms to an expansive auditorium with spaces ranging in capacity from 15 to 2040.

For special occasions, our newly renovated indoor/outdoor **Rooftop Terrace and Dining Hall** overlooking the Manhattan skyline provides a memorable setting for a distinctive event.

Filling out your Request Form

3. Provide all event and required information.
4. Attach your approval form signed by your dean, department head or director.

Space Availability Request
Enter information below. Click the button at the bottom of the page to submit your booking. Fields marked with a red asterisk (*) are required.

Event Information

Event Title:* ← 3

Date* 12/23/15 (MM/DD/YY)

Times 7 AM - 11 PM

Attendees:*

Required Information
[View Terms and Conditions](#)

Technician Requested?:*

Is this event open to anyone outside Hunter?:*

Will tickets be sold or admission fees be collected?:*

Will any other articles be sold?:*

Will Alcoholic beverages be served or sold? (Undergraduate student clubs are not permitted):*

If this is an Internal or Student group, have you received and attached appropriate approvals.:*

Does your event require a facilities work order?:*

Attach Signed Request Form - REQUIRED IN ORDER TO PROCESS

Document: Browse... Add ← 4

5. Answer the required questions under the **“Notes”** section.
6. Click **“Submit”**

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Document: Browse... Add

Notes
Maximum Note Length: 4000 Characters

Please provide some detailed information about the substance of the event. Who is the Coordinator?*

If this event is being Co-Sponsored with any Non-Hunter Organization please indicate the organization. DO NOT ABBREVIATE GROUPS. Briefly explain the organizations involved.

How will this event be advertised? How many guests are expected to in the space requested?*

If you would like to request a specific space, please enter it below. Please note: This space might not be available.*

Is this a class change? If so please inform us of the class.*

Click the button below to submit booking request and proceed to the confirmation page.

For assistance please E-mail us at central7@hunter.cuny.edu

Creating and Signing Into Your Account

7. After Clicking **“Submit”** on the request page, you will be directed to an account sign-in page.
8. Enter your complete email address.
9. If you do not have an account, click **“No, I have not registered on your site before.”**
10. If you have an account, click **“yes, my password is”** and enter your password.
11. Click **“Sign in to account”**.

HUNTER

Sign In

What is your complete E-Mail address?

Complete E-Mail Address:

Do you have an account with us?

No, I have not registered on your site before.

Yes, my password is

Edit account after logon

Remember me on this computer

Forget your password? Enter your complete E-Mail address and select this option: [Send password to my e-mail](#)
[Click here if your e-mail address has changed since your last visit to our site.](#)

For assistance using our logon application please E-mail us at central7@hunter.cuny.edu

12. If you are creating an account, you will be directed to a page called **“create account page”**.
13. Under **“New User”** type in your complete email address.
14. Enter and Confirm a Password you will remember.
15. Enter your first and last name.
16. Click **“Create Account”**.

Create Account Page

Existing User
If you already have an account, click the button below.

Already Registered?

New User
To set up your account fill in the form below
NOTE: Your e-mail address serves as your login id.
Fields indicated by a red asterisk are required and must be completed in order to proceed.

Complete E-Mail Address:* **13**

Enter Password:* **14**

Confirm Password:* **14**

First Name:* **15**

Last Name:* **15**

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For assistance using our logon application please E-mail us at central7@hunter.cuny.edu

Receipt of Request

17. Once you go through the above steps, you will be directed to a page showing your request information.
18. Please leave 2-3 business days for your event information to be processed.
19. Pending all approval procedures, your event will be confirmed up to 2 weeks prior to the event date.
20. If you have any questions please contact the Central Reservations office at central7@hunter.cuny.edu or by phone at 212-396-6902.