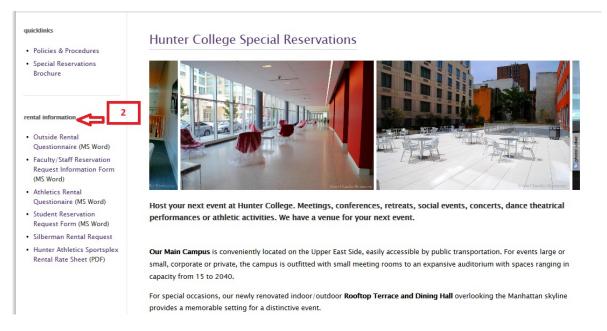
Central Reservations

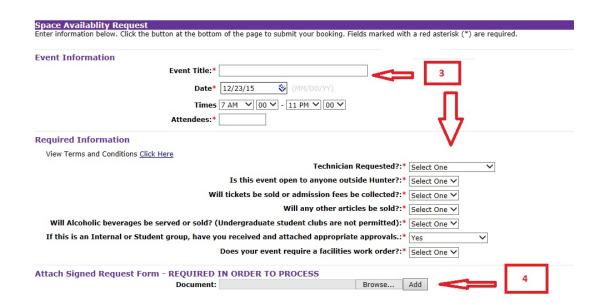
Quick Guide- Request Space for Faculty/ Staff, Student Clubs/USG, External Clients

- 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").



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.



- 5. Answer the required questions under the "Notes" section.
- 6. Click "Submit"

Attach Signed Request Form - REQUIRED IN ORDER TO	PROCESS
Document:	Browse Add
Notes Maximum Note Length: 4000 Characters	5
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 Organ	ization please indicate the organization. DO NOT ABBREVIATE GROUPS. Briefly explain the organizations inv
^	
V	
How will this event be advertised? How many guests are expec	ted to in the space requested?*
^	
V	
If you would like to request a specific space, please enter it be	ow. Please note: This space might not be availabile.*
Ĉ	6
Is this a class change? If so please inform us of the class.*	
0	Ţ
	V
	Click the button below to submit booking request and proceed to the confirmation page.
	Submit
dening the many of the second second second	
For assistance please E-mail us at central7@hunter.cuny.edu	

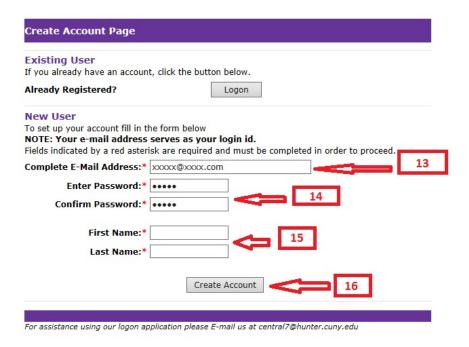
Creating and Signing Into Your Account

- 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



- 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".



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.