

APPLICATION FOR THE RESERVATION OF SPACE BY OR ON BEHALF OF EXTERNAL USER

Application for Reservation of Space

This request form will align with the pending Use of Facilities Policy updates and associated guidelines. If there is an event for which you would like to grant an external party (for-profit or non-profit) exclusive use of NYU space, even if it is a very short-term arrangement or an unpaid occupancy, please submit the attached form to Leighton Mitchell, Director of facilities Administration (lm4@nyu.edu). We will process the request and, if approved, help you finalize a space usage agreement with your guest, confirm their insurance coverage and ultimately categorize the event in terms of IRS regulations for "private use."

1. Name of applicant: _____

2. Type of applicant:

- Limited liability company
- Partnership
- For-profit corporation
- 501(c)(3) organization
- Other nonprofit organization: Type _____
- Individual
- State or local government
- Other: _____

List principals of applicant: _____

3. Is the applicant a foreign entity, government or individual: Yes No

If yes, please describe: _____

4. If applicant is a Section 501(c)(3) or other nonprofit organization, please describe applicant's mission/exempt purpose:

5. Proposed use of NYU facility: _____

_____ If there are intended speakers, please identify: _____ Event Format: Lecture, Film, Panel, Performance, Other _____

6. Is there an NYU sponsor for the proposed event, or is the applicant affiliated with NYU: Yes No

If yes, identify the NYU sponsor/nature of the affiliation: _____

7. Is the event sponsored by, held in conjunction with or part of other educational activities conducted by NYU: Yes No

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If yes, please describe: _____

8. Is the proposed use related to NYU's educational purposes: Yes No

If yes, please describe: _____ Are faculty involved and/or invited? Yes No

If yes, explain _____ Are students involved and/or invited?

Other facts: _____ If yes, explain _____

9. Are invitees exclusively NYU ID holders? Yes No. If no, describe invitees (e.g., members of Applicant's organization, general public etc.): _____

10. Will invitees pay an admission fee? Yes No If yes, \$ _____

11. Will materials be distributed as part of the event? Yes No If yes,

please explain. _____

12. Name and address of NYU facility: _____

13. Space/Room within NYU facility: _____ Sq. ft. _____

14. Date(s) of proposed use of NYU facility: _____

15. Start Time: _____ a.m./p.m. End Time: _____ a.m./p.m.

16. Event start time (if different from start time above): _____ a.m./p.m.

17. Expected number of attendees: _____

18. Load-In Required: Yes No

19. Catering: Yes No

If yes, is it to be provided by/through NYU or an external caterer?

If external, name of caterer: _____

20. Will alcohol be served at this event: Yes No

21. List all other vendors that will be providing services or equipment at the event, type of service and whether vendor is external or NYU

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22. Describe non-space related requirements (e.g., video, media, ticketing services):

23. Please attach insurance certificates that comply with NYU facility use insurance requirements.

24. Has the applicant previously used any NYU facility during this calendar year:

Yes No

If yes, please list dates of prior uses and indicate NYU facility used (attach additional sheets if necessary):

Applicant: NYU Sponsor, if applicable

Name: _____ Name: _____ School: _____

Title: _____ Title: _____

Email: _____ Email: _____

Date: _____, 2017 Date: _____

Information to be provided by NYU Responsible Party

License Fee to be paid by applicant for use of NYU facility: \$ _____.

Covers costs _____ /Exceeds Costs _____

Necessary NYU Approvals:

NYU Responsible Party _____

NYU Sponsor (if any): _____

Treasurer's Office: _____

Office of General Counsel: _____

Public Safety: _____

Risk Management: _____