

# 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?

If yes, explain \_\_\_\_\_

Other facts: \_\_\_\_\_

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: \_\_\_\_\_