



FACILITIES USE REQUEST

CONTACT INFORMATION:

Name of Organization: _____

Type/Nature of Organizations Business: _____

Organization Address: _____

(Street)

(Suite/Apt)

(City)

(State)

(Zip Code)

Organization Contact: _____

Phone Number: _____ Fax Number: _____

Email address: _____

On-Site Event Supervisor (If different than above): _____

Phone Number: _____ Fax Number: _____

Email address: _____

Status of Organization: For Profit Non-Profit Tax Exempt

(If non-profit and/or tax exempt, copy of certificate must be provided.)

List all sponsoring organizations: _____

EVENT INFORMATION:

Name of Event: _____

Day & Date(s) Requested: _____

Time Requested

Set-up Begins: _____ Event Begins: _____ Event Ends: _____ Break-down Ends: _____

Number of Attendees: _____ Ticket Price: _____

Will media be attending your event? yes no If yes, which?

television Name of station _____ Name of Contact _____

Name of station _____ Name of Contact _____

print Name of publication _____ Name of Contact _____

Name of publication _____ Name of Contact _____

radio Name of station _____ Name of Contact _____

Name of station _____ Name of Contact _____

Type of Space Requested

Haft Auditorium (772 Seats)

Reeves Great Hall (6,400 sq. ft. conference center)

Katie Murphy Amphitheatre (277 seats)

Meeting room(s) (various rooms up to 250 people)

Event Description/Purpose: _____

FACILITIES USE REQUEST (Continued)

Type of Event

- | | | | | |
|--|---------------------------------------|--|--|--|
| <input type="checkbox"/> Private Event | <input type="checkbox"/> Public Event | <input type="checkbox"/> FIT Student Event | <input type="checkbox"/> Religious Event | <input type="checkbox"/> Corporate Event |
| <input type="checkbox"/> Performance | <input type="checkbox"/> Reception | <input type="checkbox"/> Meeting | <input type="checkbox"/> Symposium | <input type="checkbox"/> Conference |
| <input type="checkbox"/> Lecture | <input type="checkbox"/> Fundraising | Other: _____ | | |

AV Requirements

Please indicate amount needed.

- | | | |
|-----------------------------|-----------------------------|-------------------------------|
| Podium with Mic _____ | FIT Laptop* _____ | LCD Projector _____ |
| Standing Floor Mic _____ | *we recommend you _____ | DVD Presentation _____ |
| Handheld Wireless Mic _____ | bring your own laptop _____ | PowerPoint Presentation _____ |
| Lapel Mic _____ | Your Own PC Laptop _____ | CD Player _____ |
| Table Top Mic _____ | Your Own Mac Laptop _____ | Live Music _____ |
| Platform Stage _____ | Videotaping _____ | Specialty Lighting _____ |
| Internet Access _____ | Easel _____ | |

Other: _____

Set-up Requirements

Please indicate amount needed.

- 60" Round Tables _____
- 6 Foot Tables _____
- Chairs _____

Seating Style Requirements

Please indicate amount needed.

- Theater Style (chairs only, no tables) _____
- Classroom Style (6ft. tables with chairs) _____
- Conference Style (one large table with chairs) _____
- Banquet (60" round tables with 8 chairs) _____

Catering

Please indicate amount needed.

- Breakfast _____
- Lunch _____
- Dinner _____
- Snacks _____
- Linens _____
- China _____
- Buffet _____
- Reception _____

Staffing

Based on the type of event, FIT will determine the necessary staffing listed below at the standard FIT rates.

- Lighting Technician _____
- Audio-Visual Technician _____
- Videotaping Technician _____
- Security _____
- Custodian _____

Will Alcohol Be Served? yes no

*If yes, security guard is required.

Will Hazardous Materials Be Used? yes no

*No open flames allowed.

CLIENT RESPONSIBILITIES:

Client is required to provide proof of \$2 Million per occurrence (not aggregate) liability insurance with the Fashion Institute of Technology and the Student Faculty Corporation indicated as additional insured.

Client must provide the name of an on-site supervisor for the event. This on-site supervisor must be present at the event and is responsible for:

- Planning and coordinating the event in conjunction with FIT's Facilities and Special Events Office
- Ensuring that event participation is in compliance with FIT's policies and procedures
- Control access to any public assembly area. This includes but is not limited to: reviewing and monitoring the number of admissions tickets; supervising guest lists; monitoring no food and beverage policies; adherence to capacity guidelines, etc.

FIT RESPONSIBILITIES:

FIT's Facilities and Special Events Office is responsible for the overall coordination of your event. This includes coordinating set up, technical, maintenance, and security requirements. FIT will ensure that all appropriate permits are obtained and all systems are operating according to fire and other codes.

PLEASE NOTE: This form is for informational purposes only and does not represent any agreement the FIT Student/Faculty Corporation may enter into with a user.