



Office of Event Planning & Reservations

The Department of _____ would like to sponsor an event by an organization not affiliated with Lehman College or The City University of New York. The organization is a recognized student organization, an academic or professional organization, a recognized organization open to all college staff, an academic or professional organization, or a non-profit organization of an educational, scientific, cultural, social, civic, religious or similar nature.

We are requesting a waiver of all external rental fees required of a non-Lehman organization. The Department will be the primary event organizer, and will facilitate any and all event related matters between the Office of Event Planning & Reservations and the non-Lehman organization.

NON- LEHMAN ORGANIZATION EVENT INFORMATION

External Organization Name: _____

Address: _____

Event Name: _____

Event Type: _____

Date: _____ Time: _____

Targeted Audience: _____

Space Requested: _____

Documentation Needed:

1. Submit a written statement stating the following:
 - a) The nature of the relationship between the external organization and the Department.
 - b) The benefits of this event to the Department and/or the College.

The statement needs to be approved and signed by the department chair or supervisor, and by the dean or vice president. Please submit the statement to the Office of Event Planning & Reservations no later than four (4) weeks prior to the event date. Upon submission, we will review for approval of the wavier and scheduling.

2. If approved, the CUNY Facilities Agreement document will be provided to the Department and the non-Lehman organization. The non-Lehman organization must meet all conditions stated in the contract, page seven (7) must be signed, and the completed contract must be returned to the Office of Event Planning & Reservations no later than two (2) weeks prior to the event date.



Please Note:

All non-CUNY organizations must provide an insurance certificate no later than five (5) business days prior to the event date.

NO RESERVATION WILL BE BOOKED UNTIL THIS PROCESS IS COMPLETED.

I HAVE READ THIS DOCUMENT AND I UNDERSTAND THAT THE DEPARTMENT OF _____ ASSUMES FULL RESPONSIBILITY FOR THE EVENT AND/OR PROGRAM.

Sponsoring Department: _____

Primary Contact: _____ Ext. _____

Signature: _____ Date: _____

Approved By: _____
Signature (Department Chair/Dean/Supervisor)

Approved By: _____
Signature (Vice President of Administration and Finance)