

# Venue Access Form

Purchase College, State University of New York

<b>Sponsoring PSGA Group or Individual Organizing Event:</b>	<b>Event Date:</b>
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<b>Define the scale of the event based on the expected amount of attendees (check one)</b>		<b>Determine where the event will be held within The Stood (check one)</b>	
SMALL (under 100)		MAIN STAGE (STC 1012)	
MEDIUM (100 – 300)		THE CINEMA ROOM (STC 1015)	
LARGE (over 300)		WHITSON'S (STC 1001)	

<b>NAME OF EVENT</b>		<b>TYPE OF EVENT</b>	
<b>ROOMBOOK RESERVE TIME</b>		<b>EVENT START TIME (TIME OF UPD ARRIVAL)</b>	
<b>EVENT DESCRIPTION:</b>			

1. Size Restrictions for Each Venue:
  - i. Make sure the room is an adequate size to accommodate your event. Maximum capacities for the spaces are as follows: Main Stage (870), The Cinema Room (TBD), Whitson's (169 Standing, 120 Seated, 56 Seated at Tables).
2. Pre-Approval Process:
  - i. Before signing this document, pre-approval from RoomBook, including email confirmation is required. The RoomBook request may be rejected if the space is not available.
3. Event Guidelines:
  - i. If the event exceeds approved capacity, and/or violates PSGA or College policy, the sponsoring group or individual may run the risk of not being able to book future events.
  - ii. Advertising the event on social media as 'public' is not permitted.
  - iii. Hosting non-PSGA affiliated visitors in these locations is permitted, however registered guests may be subject to a cover charge. Visitors are subject to College rules and regulations. Hosts will be held responsible for their visitors, in adherence with the College Guest Policy.
4. Security and Event Passes:
  - i. At each Friday or Saturday event, there may be a Weekend Assistant at the front table issuing event passes and checking IDs.
  - ii. Each sponsoring group or individual is responsible for assigning at least one student to sit at the front table for the entirety of the event.
5. Additional Details:
  - i. All weekend events must end by 1:30AM, with amplified music turned off at this time. All students, guests and performers must evacuate the building by 2:00AM.
  - ii. If Tech Services is needed for the event, the sponsoring group or individual must contact the Tech Services Coordinator at [Jeremy.Kinney@purchase.edu](mailto:Jeremy.Kinney@purchase.edu) **AT LEAST** two weeks prior to the event. Additionally, "Tech Needed" should be stated in the comments section when booking your event on RoomBook.

Sponsoring Group / Individual Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Emergency Phone Number / Contact \_\_\_\_\_

Student Activities Coordinator Signature \_\_\_\_\_ Date \_\_\_\_\_