



# TOURO LAW

Touro College Jacob D. Fuchsberg Law Center

## TOURO LAW CENTER ROOM REQUEST FORM

Touro Law Center is pleased to make classrooms, meeting rooms and conference rooms available to community groups on an as-available basis, subject to certain conditions. If you would like to use a room at Touro, please complete this form and return it to the Associate Dean for Administration, Touro Law Center, 225 Eastview Drive, Central Islip, NY 11722,

fax: 631-761-7009, email: [administration@tourolaw.edu](mailto:administration@tourolaw.edu).

We will let you know promptly if a suitable room is available, and what conditions, if any, apply to your request.

### 1. TELL US ABOUT YOUR ORGANIZATION/GROUP:

Name: \_\_\_\_\_  
(if corporation, complete corporate name)

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Website: \_\_\_\_\_

#### CONTACT PERSON

Name: \_\_\_\_\_

Address: \_\_\_\_\_

#### TELEPHONE NUMBERS

Home: \_\_\_\_\_ Business: \_\_\_\_\_ Cell: \_\_\_\_\_

E-mail: \_\_\_\_\_ Fax: \_\_\_\_\_

#### TYPE OF ORGANIZATION (CHECK)

- 501 (c) (3) or other non-profit corporation
- educational
- private for-profit

- government
- other

PURPOSE OF GROUP: \_\_\_\_\_

### 2. WHEN DO YOU WANT THE ROOM?

*Touro is closed Friday night and all day Saturday, in observance of the Jewish Sabbath*

Day: \_\_\_\_\_ Date: \_\_\_\_\_ Starting Time: am \_\_\_\_\_ pm \_\_\_\_\_ Ending Time: am \_\_\_\_\_ pm \_\_\_\_\_

#### ALTERNATE

Day/Date/Time: \_\_\_\_\_

### 3. WHAT WOULD YOU LIKE TO USE THE ROOM FOR? (DESCRIBE THE EVENT/MEETING)

### 4. WILL THERE BE SPEAKERS?

(if yes, please list their names/affiliations below)

Yes  No

*List all elected officials you have invited and note those who have accepted. Use additional pages, if necessary.*

### 5. WILL YOUR EVENT BE ADVERTISED?

(if yes, please indicate how/where)

Yes  No

*Note: All advertising must indicate the event is at Touro Law Center, 225 Eastview Drive, Central Islip, New York 11722*

### 6. WILL YOU BE CONTACTING LOCAL MEDIA?

Yes  No

**7. HOW MANY PEOPLE DO YOU EXPECT?**

Depending on event size and schedule, parking in Touro lots may be limited, and offsite parking may be required. Offsite parking is available in the nearby federal and state court lots. In such cases, organizations must provide shuttle bus or valet service, at their expense, as required by Touro. Touro will assist groups in making appropriate arrangements for such service.

**8. WILL YOU CHARGE ADMISSION OR ANY OTHER FEE? (if yes, please indicate how much)**

Yes

No

\$

**9. DO YOU INTEND TO SERVE FOOD AT THE EVENT?**

Yes

No

(No outside food or beverages are permitted. All food and beverages must be ordered from Touro's in-house caterer, Culinart, Inc. Phone: 631-761-7171, Fax: 631-761-7177, E-mail: [touro@culinartinc.com](mailto:touro@culinartinc.com)).

**10. DO YOU NEED ANY SPECIAL SET-UP OR EQUIPMENT?**

Microphone

Podium

TV/VCR

CD/DVD player

Data Projector

Other (specify) \_\_\_\_\_

**Please note the following general conditions, applicable to all room reservations:**

*ALL* organizations/groups using rooms at Touro must provide evidence of liability insurance naming Touro Law Center as an additional insured. If you do not have insurance, but would like help obtaining the required coverage, contact the Associate Dean for Administration, (631) 761-7001. No request will be approved without adequate insurance coverage.

We expect that you will clean up your room (dispose of litter and trash in receptacles provided, remove all signs, programs, literature, etc.) after the end of your event and restore the room to the condition in which you received it.

Touro reserves the right to reject any request or to change any room assignment at its convenience.

Touro reserves the right to charge a fee for the room(s) reserved and for related services, such as technology assistance. Fees, if any, must be paid, in advance, by an organization check, payable to Touro Law Center. Large events may be subject to an additional charge for set-up, custodial and security services, and coatcheck. In addition, organizations conducting large events may be required to use offsite parking and provide shuttle bus or valet parking service. See #7.

Touro assumes no liability for cancellations or closings due to weather, strikes, or other circumstances beyond its control.

Touro's name and logo may not be used in any advertising or publicity material without Touro's express written permission, in advance. No advertising or publicity material may indicate that the event is sponsored or sanctioned by Touro.

Touro reserves the right to have the dean or dean's designee make welcome remarks at large programs. If you expect more than 50 participants, please arrange your program to accommodate 2-3 minutes of welcome remarks by a senior Touro Law official.

Additional conditions/requirements may be applicable to specific requests.

**CANCELLATION:** In case you have to cancel your event, please contact Touro's office of administration, 631-761-7001, [administration@tourolaw.edu](mailto:administration@tourolaw.edu) immediately. Failure to notify Touro of a cancelled event may result in denial of future requests.

Failure to comply with any of these requirements, as well as any misrepresentation in this form, may result in denial or cancellation of the room reservation.

\_\_\_\_\_  
**Sign Name**

\_\_\_\_\_  
**Print name and title**

\_\_\_\_\_  
**Date:**

\_\_\_\_\_  
**FOR TOURO USE ONLY**

\_\_\_\_\_  
**Room(s) Assigned:**

\_\_\_\_\_  
**Day/Date/Time:**

\_\_\_\_\_  
**Additional Conditions:**

\_\_\_\_\_  
**By:**

\_\_\_\_\_  
**Name/Title:**

**Routing**

Alumni/Development

Building Manager

Catering Manager

IT

Public Advocacy Center  
Director

Security