1. **Tell us about your organization/group:**

   **Name:**

   (if corporation, complete corporate name)

   **Address:**

   **Telephone:**

   **Website:**

   **Contact person**

   **Name:**

   **E-mail:**

   **Business #:**

   **Cell#:**

   **Fax#:**

   **Twitter Handle:**

2. **When do you want the room?**

   Touro is closed Friday night and all day Saturday, in observance of the Jewish Sabbath. Friday events must be completed and all rooms vacated by 2:30 pm.

   **Day:**

   **Date:**

   **Starting Time:**

   **Ending Time:**

   **Setup Time:**

   **Cleanup Time:**

   **Alternate Date(s):**

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
6A. WILL YOU BE UTILIZING SOCIAL MEDIA BEFORE OR DURING THE EVENT?

☐ Yes  ☐ No  If yes, please indicate below how/where. Be sure to list specific Twitter handles/hashtags if necessary.

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.

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, Lessing’s, Inc. phone: 631-761-7171, fax: 631-761-7177, e-mail: ksclafani@lessings.com).

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

☐ Microphone  ☐ Podium  ☐ TV/VCR  ☐ CD/DVD player  ☐ Computer  ☐ PowerPoint

☐ Other (specify)

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

FEES: Touro Law welcomes community organizations. However, due to budget constraints we regret that it has become necessary to charge a fee to cover room set-up, take-down, custodial, administrative and technology-related costs. Fees: Faculty Conference Room/Barristers Dining Room (one or both) $125; Auditorium, $125; Classrooms $50 each; Multifaith Meeting Room or Alumni Board Room $50 each; IT assistance, $50 first hour or part thereof; additional hours at $50 per hour. Fees must be paid in order to confirm the reservation, by check payable to “Touro Law Center.” On receipt of a completed reservation form, we will inform you of the applicable fee.

INSURANCE: ALL organizations/groups must provide evidence of liability insurance naming Touro College and 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.

CLEAN-UP: 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 them.

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

USE OF THE TOURO NAME: Except for identifying the location, 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.

NO POSTING: No notices may be posted on doors, walls or windows. Easels will be provided on request.

CANCELLATION: In case you have to cancel your event, please contact Touro’s Office of Administration, 631-761-7001, administration@tourolaw.edu immediately. Failure to notify Touro of a cancellation may result in denial of future requests.

Additional conditions/requirements may be applicable to specific requests.

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

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