



Knowledge Center Meeting Space Request Form

The Health Sciences Library's main space, the Knowledge Center in the Hammer Building, offers three meeting rooms:

1. Conference Room 101

- Default set-up*: boardroom style, 10 chairs
- Theater style seating capacity: 20 chairs
- Technology: presenter hook-up, 1 monitor, whiteboard
- Food & drink: light fare allowed (sandwiches, snacks, beverages)

2. Conference Room 103A

- Default set-up*: boardroom style, 18 chairs
- Theater style seating capacity: 25-35 chairs
- Technology: presenter hook-up, 1 monitor, smart whiteboard, teleconferencing
- Food & drink: all food & drink allowed, including catered events

3. Learning Lab 104

- Default set-up*: classroom style. 24 chairs
- Theater style seating capacity: 24 chairs
- Technology: presenter hook-up, 4 monitors, smart whiteboard, tele- and video-conferencing, audio- and video-recording
- Food & drink: light fare allowed (sandwiches, snacks, beverages)

*Room layouts can be changed, but it is up to the meeting Requestor to arrange for furniture moves or removal. Rooms must be left in their original condition or additional fees will apply.

Save this form when completed and email it to Deborah Serrano at das5@columbia.edu

MEETING INFORMATION

Date

Day of the week

Start time

End time

Department

Host name

Purpose/description

REQUESTOR INFORMATION

First name

Last name

Phone

Email

INDIVIDUAL RESPONSIBLE FOR ON-SITE ARRANGEMENTS (IF DIFFERENT)

First name

Last name

Phone

Email

BILLING INFORMATION

Room rate: \$50 per hour

Cancellation: \$50, if cancelled less than 5 business days prior to the event

Invoicing: \$15 for invoicing other than ARC Chartstring

CU DEPARTMENTAL BILLING (ARC CHARTSTRING)

Department

PC Business Unit

Project

Activity

Initiative

Segment

OUTSIDE BILLING (NON-ARC CHARTSTRING)

Organization

Address

MEETING ROOM DETAILS

Room selection	Room 101	Room 103A	Room 104
Equipment requested	Computer and projector (no charge) Polycom audio conferencing (\$50) Amplified podium (no charge) Mobile whiteboard (no charge)		
Services requested	AV support for pre-event set-up (\$50) AV support during event (\$25/hour) Audio- or video-recording (\$50/hour + \$50/hour if additional editing required, Room 104 only) Connection or equipment testing before event (no charge)		
If requested, what AV services do you need?	Uploading presentation Connecting laptop to projection equipment Audio or web set-up Wireless presentation remote control/laser Other		

ADDITIONAL NOTES

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