

Massachusetts Institute of Technology Campus Activities Complex “Connecting the MIT Community”



Department Space Application

*This form is to be completed by a faculty/staff member of a MIT Department, program, or non-student group in order to reserve facilities in the Campus Activities Complex. Forms must be submitted at least one week in advance to the CAC office, W20-500. **Please note that this form is an application. Submitting a completed form does not ensure that the space has been reserved for you. Please do not consider your application approved until receiving written confirmation from the CAC office.***

W20-500 • Phone: 617-253-3913 • Fax: 617-253-8585

Department/Group:	<input style="width: 95%;" type="text"/>	* Cost Center:	<input style="width: 95%;" type="text"/>
Requestor:	<input style="width: 95%;" type="text"/>	G/L Account:	<input style="width: 95%;" type="text"/>
MIT Address:	<input style="width: 95%;" type="text"/>	Phone:	<input style="width: 95%;" type="text"/>
Status at MIT:	<input type="checkbox"/> Faculty <input type="checkbox"/> Staff Other <input style="width: 60px;" type="text"/>	Email:	<input style="width: 95%;" type="text"/>

**Required of all reservations regardless of whether fees will apply. The space requestor must also be authorized to commit funds on the designated cost center.*

Event Title:

Event Type:
 Meeting
 Conference
 Party
 Academic Class (credit bearing)
 Rehearsal
 Performance
 Other:

Date(s)	Location(s)	Event Start AM/PM	Event End AM/PM	Setup Ready By

How many people do you anticipate attending the event?

Consult diagrams in the CAC Office or the “Planning Events@MIT” Guidebook before selecting a setup style. Equipment will be based on estimated attendance. Please realize that some rooms have fixed setups.

Setup Style:
 Conference
 Lecture
 U-Shape
 Hollow Square
 Banquet
 Classroom
 To be arranged with a CAC Manager
 No Set-Up
 Additional Equipment

