

To assist the Maritime College community in planning events and programs, the College's Office of Conference Services has established a process for faculty, administrators, staff, and student organizations to request and utilize campus facilities and services. The below forms will streamline event planning, take advantage of cross-functional department benefits, and provide the seamless execution of successful events.

The [Maritime College Campus Calendar](#) is the campus' official calendar.

Major annual event requests should be received **three months** prior to the event date. (Exceptions may be granted on a case-by-case basis after an evaluation of the need is determined.)

With large events, a representative from the initiating department will be asked to meet with the team to participate in the planning and execution of the event.

Please note that the use of facilities and outdoor spaces for all campus-planned events requires a request submitted via Formstack. This ensures that requests for internal events are met and adequately coordinated on campus.

All room reservations need to be approved by Conference Services and/or appropriate departments prior to posting on the College Campus calendar on the website.

Facility Request Forms

- [Internal Events Facility Request Form](#)
- [Student Events Facility Request Form](#)
- [Athletic Event Facility Request Form](#) (approval will be given by the Athletics department)
- [Admissions Campus Events Facility Request Form](#)
- [Admissions Group Tour Request Form](#)

For academic classrooms please reach out to Cathy Jimenez from the Registrar office. She can be reached at (718)409-6533 and/or cjimenez@sunymaritime.edu.

UPDATE: To reserve the Student Union MPR, please complete an internal or student events form listed above. For any inquiries regarding this space, please contact Conference Services.

Please be mindful that College Activity Periods are Tuesdays and Thursdays at 1500-1600, and Regimental Activity will be on Fridays from 1500-1600. Usually, these activities occupy our largest "capacity" spaces. Feel free to contact me at kfrano@sunymaritime.edu, conferenceservices@sunymaritime.edu, 718-409-4955

Katie Frano-Miskimmon

