

Student Center Film Screening Form

The Student Center has a small screening room (358) with an HDMI connection that has a capacity of 15. Feel free to select this room if it fits your needs. If you would like to use a different room, please indicate that below.

Please fill out this form and send it to studentcenter@colum.edu, and a member of our Student Center Staff will be in touch within 48 hours.

Today's Date:			
Requestor:		Requestor Email and Phone:	
Title of work being screened:			
Date of Event:		Time of Event:	
Setup Time:		Teardown Time:	
Department/Org Hosting Event (if applicable):		Who will be in attendance?	CCC Faculty <input type="checkbox"/> CCC Staff <input type="checkbox"/> CCC Students Only <input type="checkbox"/> CCC and others (with guest list) <input type="checkbox"/> Open to the Public <input type="checkbox"/>
Preferred Space:	Yes <input type="checkbox"/> No <input type="checkbox"/> If so, please indicate here:	How many are you expecting to attend?:	
Description of Event and Purpose:			
Layout/Setup (please let us know what type of setup you need for the space. Select a layout then describe room setup below):			
Please Check One: <ul style="list-style-type: none"> • Theater Seating <input type="checkbox"/> • Other (provide setup needed below) <input type="checkbox"/> *Please note that room layout and setup will depend largely on the space and will be subject to review by building operations staff.			
A/V Setup (If yes, then please describe need):	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Please read the following statements and check the boxes once you have acknowledged the terms. <ul style="list-style-type: none"> <input type="checkbox"/> I acknowledge that I will not charge admission for this event. <input type="checkbox"/> I acknowledge that I have secured all applicable permissions to screen this media. 			
Requestor Signature:		Date:	
Approved by:		Date:	