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NYU

King Juan Carlos I of Spain Center

FACILITIES (Space rental available only to NYU departments)

COST
(4 hr. block)

1st floor: Atrium - Screening Room/Auditorium - Portrait Room

\$300

(All spaces on the 1st floor are rented together)



Screening Room/Auditorium (First Floor, 113)

- Theatre-style seating for 70 with attached desks (up to 100 with extra chairs)
- Dual European/American-system VCR, podium, CD/DVD player, projector & screen.
- Campus media is required to operate A/V equipment.
- No food or drink is permitted in this room
- No stage
- Adjacent to Atrium



Portrait Room (First Floor, 112)

- Table space for small conferences/meetings
- Accommodates 16 at table, with further chair space for 10
- Glass wall onto backyard terrace, atrium
- No food or drink is permitted in this room
- Features portrait of King Juan Carlos I of Spain
- Adjacent to Atrium



Atrium (First Floor)

- Airy, two-story reception space
- Accommodates up to 150 people
- Catering facilities (kitchen) accessible
- Adjacent to Screening and Portrait Rooms
- No sit-down meals are permitted.

Reading Room (Second Floor, 215)

\$200



- Library/club room available for small meetings
- Table and chairs for 8-15
- No food or drink is permitted in this room
- Adjacent to Dining Room

Dining Room (Second Floor, 216)

\$200



- Available for informal catered meals
- Accommodates up to 20 people
- Adjacent to Reading Room
- Not available Mon-Fri 12pm – 2pm



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POLICIES

Renting spaces at KJCC

- Reservations will not be taken until KJCC schedule of events is finalized for the semester.
- Spaces will only be reserved for NYU departments with payments made through the department's chartfield.
- As a courtesy, the following departments in the building will not be charged for reservations: The Brademas Center, The Center for Latin American and Caribbean Studies, History, Hebrew & Judaic Studies, and the Remarque Institute. These reservations will be made through the renting department's administrative offices and all support for the location will be provided by that office. Same for the Spanish & Portuguese, Speaking Freely, and FAS for daytime training sessions. (See policies for departments with waived rental fees).
- Reservations must be made at least one week in advance.
- Reservations can not be made more than two months in advance.
- Cancellations must be made 48 hours in advance to avoid charges.
- Rental is for the space only. Limited support is offered for audio visual equipment. Equipment can be used but performance is not guaranteed. KJC is not responsible for malfunctions. Contact **Campus Media for further support.
- These spaces are not to be used for regular classroom activities. In special circumstances, some spaces can be used for individual class meetings (i.e. make-up classes).
- Rental is confirmed once we've received a completed room reservation form and an email confirmation is sent.
- All policies subject to change.
- All reservations/requests/confirmations must be made through e-mail.
- All rooms are charged in blocks of 4 hours.

Preparing for your event

- Reserving parties will be completely responsible for their events. This includes arranging for catering, set-up*, clean-up*, audio visual**, and security*. There is no guarantee or obligation for KJCC staff to be on hand during your event. Please contact us for a walkthrough at least 2 weeks beforehand to address any questions or concerns.
- All rooms must be left in the same condition they were found in.
- No candles or open flames.
- Furniture can not be moved without prior approval by KJCC.
- Furniture can not be moved outside or against the walls.
- Furniture must be placed back after event.*
- Furniture deliveries and other large deliveries must be approved by KJCC.
- There is no guarantee or obligation for KJCC staff to be on hand or to sign for any deliveries. Security guards are not able to sign for deliveries.
- No loud music in the Atrium before 6pm or without prior approval. If there is a class, office, or event in the building that is being disturbed you will have to turn down the volume.
- Nothing can be left after the event is over. There is no storage space and materials might be discarded.
- There will be an hour buffer between events for set-up and tear-down/clean-up.
- The building is closed on the weekend and on major holidays.
<http://events.nyu.edu/#view/all/group/office-holidays>
- Reservations made outside of the hours of Monday-Friday, 8am-10pm, will need to hire out Campus Safety via the NYU Client Services Center*.
- Catering companies from outside of NYU are permitted. Large deliveries must be approved by KJCC.
- Approval needed before adhering anything on the wall, furniture, or anything in the space. No strong adhesives are to be placed on the wall. Remove any signs and tape from the space once your event is over.
- All trash must be placed in the trash receptacles at the end of your event.
- Tables and chairs can be requested via the Client Services Center*. Up to 30 chairs, 4 6'x2.5' tables, and 2 8'x2.5' tables are available in the building.



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- If there is food during your weekend event you will have to hire out services via the Client Services center to clean-up at the end of the night.
- For professional audio-visual support please contact Campus Media**. If you decide not to go with Campus Media an appointment can be made with KJCC (please request at least 2 weeks before your event) to receive instruction on operating the equipment. But there are no guarantees on equipment performance. Using Campus Media is strongly recommended to make everything go smoothly.
- Security Guard is responsible for having doors open for your event.
- Internet: The screening room has wi-fi and a land-line connection. You can contact ITS for same-day generation of a guest Wi-Fi username and password. Land-line should be set-up at least one week in advance and verified to work by your IT support.***
- Valid form of photo ID required to enter the building.
- If Kitchen is needed: at least one week notice is needed to coordinate pick-up of keys. Keys must be returned by the next day. If no one is in the office please put keys in a sealed envelope labeled KJCC and slip under the door of suite 201, 2nd floor. Kitchen must be left clean.

Departments with waived rental fees.

- These reservations will be made through the renting department's administrative offices and all support for the location will be provided by that office. Support/Demos/Walkthroughs from KJCC will be provided to designated contacts in the departments.
- Please do not offer the space to other departments and organizations as your sole contribution for sponsorship. The rental should only be for your department's events.
- All other policies still apply.

*NYU Client Services Center

285 Mercer Street, 6th Floor
New York, New York 10003
Tel: +1 212-998-1001
Fax: +1 212-995-4671
Email: contactcsc@nyu.edu
Website: NYU Client Services Center:
<http://www.nyu.edu/employees/resources-and-services/facilities-and-operations.html>
Requests should be made at least 3 days in advance.

***For Wi-fi

<http://www.nyu.edu/its/>
1-212-998-3333
24 hours a day, 7 days a week
email: AskITS@nyu.edu
Ask ITS Contact Form: <http://www.nyu.edu/its/staff/askits/contactus/>

**Campus Media

New York University
Silver Center
100 Washington Sq. East, LL7A
New York, NY 10003
212.998.2655
fax # 212.995.4250
Website: <http://www.nyu.edu/campusmedia/>
email: Lib.cmedia@nyu.edu
twitter: <https://twitter.com/nyucampusmedia>
Requests should be made at least 3 days in advance.



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ROOM RESERVATION FORM

To check for space availability e-mail: kjc.info@nyu.edu

To place your reservation, please fill out the information below return via e-mail.:

Today's Date: ____/____/____ School/Dept.: _____

Contact person: _____

Telephone: _____ Fax: _____ Email: _____

Address: _____

Account number to be charged:

Authorized signature: _____ Cost: _____

Title of event: _____

Type of event:(Circle one)

Conference Lecture Meeting Reception Screening Other (describe)

Date of event: _____ Start time: _____ End time: _____

Room(s) reserved: _____ Anticipated attendance: _____

Audio-visual equipment required: y / n Food/drink: y / n

Other notes _____

1) You are responsible for arranging any audiovisual usage with Campus Media:

www.nyu.edu/campusmedia or 212/998/2655

2) You are responsible for requesting tables, chairs, coat rack, post-event clean-up & air conditioning settings.

Contact the Client Services Center at contactcsc@nyu.edu or Phone: (212) 998-1001.

3) If using the space past 10:00pm, on the weekend, or think you might need additional security you can request coverage via the Client Services Center at contactcsc@nyu.edu or Phone: (212) 998-1001.

4) The building's normal hours of operation are Mon-Fri, 8 am-10 pm. Closed on weekends.

5) If using kitchen 1 week notice is needed. Kitchen must be left clean.

I hereby declare that I have read all of the policies* and procedures for the use of KJCC facilities and that I will pass on this information to any party given responsibilities in coordinating the above event.

Signature: _____

Date: _____

*Web address for policies pdf: http://www.nyu.edu/kjc/pdfs/facilities/KJCC_Facilities.pdf

