

NHTI AVAILABILITY INQUIRIES AND RESERVATION INSTRUCTIONS:

FACILITIES INQUIRIES:

Inquiries for most space: Amy Proctor aproctor@ccsnh.edu 603-230-4001 (email preferred)

Inquiries for specialty areas on campus:

Gym and Multi-Purpose Room (MPR): Deb Smith dsmith@ccsnh.edu

Library: Steve Ambra sambra@ccsnh.edu or Sarah Hebert shebert@ccsnh.edu

Academic Center for Excellence (ACE): Sharon Bowden sbowden@ccsnh.edu

Note: An inquiry alone does not reserve the space. Only a confirmation after submitting the Facilities Reservation Form (FRF) will do this.

MAKING A RESERVATION:

NHTI Internal Form (a short form) may be used when NOTHING is required but the room (no maintenance, media, tech, equipment such as conference phones, or catering).

[Just a Room, Please!](#) *This form is for internal NHTI use only.*

NHTI Function Request Form must be used whenever any services and/or equipment are being requested in addition to the room (services and equipment include setups, services such as maintenance personnel, media personnel or microphones, conference phones, etc.)

[Function Request Form](#) (FRF) *This form MUST be used by all outside clients.*

Multiple dates may be placed on **ONE** form. Enter first date of use as beginning date and last day of use as end date and/or use a free text field to explain any other dates or patterns (first Tuesday of each month, a listing of specific dates, etc.) You can also upload additional information or send me an email to clarify. **Multiple forms are not necessary.**

Please be very clear on your form indicating ALL spaces you are requesting, setup desired and equipment needs. Feel free to send an email clarifying any needs to aproctor@ccsnh.edu

REQUESTING ADDITIONAL SERVICES:

It is the responsibility of the event organizer to contact any services they require:

Maintenance: tnagle@ccsnh.edu (setups, tables, chairs, podiums, etc.)

Media Services: nhtimediaservices@ccsnh.edu (audio-visual including conference phones)

Technology Services: nhtitechnologyservices@ccsnh.edu (computers, software, hardware)

Chartwell Catering: Donald.link@compass-usa.com (please give 2 week's notice)