



# Rensselaer

**Heffner Alumni House**  
**Reservation Request Form**  
[www.alumni.rpi.edu/service/hah.html](http://www.alumni.rpi.edu/service/hah.html)  
 1301 Peoples Avenue Troy, NY 12180-3500

*Heffner Alumni House*  
 heffneralumnihouse@rpi.edu (e-mail)  
 518-276-4081 (Fax)

		Date:
Event Name:		Estimated Attendance:
Sponsor:		

Person Responsible:		Department:	
Address:	Phone:	Fax:	E-mail:
On Site Contact:	Phone:	Fax:	E-mail:

Location:	Date:	Start Time:	End Time:

<b>Setup</b>	<b>Food Service</b>																					
<input type="checkbox"/> Theater-style <input type="checkbox"/> Dinner-style <input type="checkbox"/> Reception-style	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNSURE																					
<b>Equipment</b>	Location:																					
<input type="checkbox"/> Easel <input type="checkbox"/> Flip Chart with Marker <input type="checkbox"/> Wireless Microphone (ACC & Great Room Only) <input type="checkbox"/> Screen <input type="checkbox"/> Podium with Microphone <input type="checkbox"/> Great Room PA System <input type="checkbox"/> TV <input type="checkbox"/> LCD	<b>Heffner Alumni House Use Only</b>																					
<b>Notes</b>	Breakdown of Charges:																					
	<table border="1"> <tr> <td>Facility Use</td> <td></td> <td>\$</td> </tr> <tr> <td>Room Set Ups</td> <td></td> <td>\$</td> </tr> <tr> <td>Additional Hours</td> <td></td> <td>\$</td> </tr> <tr> <td>LCD Projector</td> <td>\$15 X ____</td> <td>\$</td> </tr> <tr> <td>Other</td> <td></td> <td>\$</td> </tr> <tr> <td>Subtotal</td> <td></td> <td>\$</td> </tr> <tr> <td>Total</td> <td></td> <td>\$</td> </tr> </table>	Facility Use		\$	Room Set Ups		\$	Additional Hours		\$	LCD Projector	\$15 X ____	\$	Other		\$	Subtotal		\$	Total		\$
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Other		\$																				
Subtotal		\$																				
Total		\$																				

## Heffner Alumni House Guidelines for Use

### Alcohol

All campus groups wishing to serve alcohol in the Heffner Alumni House must file for a campus alcohol permit at least **thirty days** in advance of their function with the [Student Health Center](#). Groups using [Rensselaer Catering Services](#) to provide alcohol must also apply with them for a New York State Alcohol permit. The [Office of Conference Services](#) will apply for permits for external groups.

### Cleaning

Rooms are cleaned before functions and must be left reasonably clean and in good condition. If an unusual amount cleaning and/or facility repair is necessary after your event, you may be billed at the discretion of the Heffner Alumni House Manager. All extra decorations must be disposed of after your event has concluded. **No Glitter of any sort.**

### Facilities Available

**Meeting Rooms:** There are two meeting rooms, each of which seats 10-12 people with one large table. Meals may be served in these rooms.

**Dining Room:** Seats approximately 42 people with six tables of 7 people each for dining. Also serves as a meeting space for groups of 12 to 60.

**Great Room:** Used for informal gatherings or larger stand-up receptions of 150-200 people. Food may be served.

**Alumni Conference Center:** May be used for informal gatherings and meals for approximately 150 people.

All spaces in the Heffner Alumni House have a standard furniture set-up. All room setups must be arranged through the Alumni House Manager.

### Food Service Options

All catered functions and food or beverage deliveries, must be arranged through Sodexo the [Rensselaer Catering Services](#) at (518) 276-6209. Only [Rensselaer Catering Services](#) may use the Heffner Alumni House kitchen. The Heffner Alumni House Manager must be notified if food orders are placed. **A minimum of two weeks is suggested for event planning and preparation for your catered function.** Four to six weeks is recommended for large functions.

Outside catering is allowed in the Heffner Alumni House only if Sodexo declines. Please contact the Heffner Alumni House Manager for further information. The building may be opened up to two hours prior to a scheduled catered event for set-up, and will remain open for up to one hour after the event for clean-up.

### Hours of Use

During the academic year, normal building hours are: Monday-Friday: 8:30 a.m. - 5:00 p.m.; Saturday and Sunday: Closed

Events may be scheduled any day of the week between 8 a.m. and midnight, however, the building must be staffed by Heffner Alumni House personnel during all events.

### Parking

There is limited street parking available. Off-campus groups must contact [Office of Conference Services](#) for assistance with parking arrangements. All Troy and campus parking rules and regulations must be obeyed. Visit the [Campus parking website](#) for more information. Heffner Alumni House personnel are not responsible for parking tickets and fines issued to participants. Please be sure all guests know where proper parking areas are.

### Permitted Functions

The Heffner Alumni House is used for programs consistent with and in furtherance of Rensselaer's purposes. Events that are appropriate include those whose purposes are educational, government, business, legal, public administrative, military, scientific, engineering, cultural, social welfare, patriotic, avocational, or athletic. The Heffner Alumni House is not available to individuals for events of a purely social nature, i.e., weddings, showers, private parties.

### Rental Equipment

If you have need of rental equipment, all times of delivery and pickup must be approved by the Heffner Alumni House Manager prior to finalizing the equipment order with the rental company.

### Signs

No posting of signs and banners in or around the Heffner Alumni House without prior approval by the Heffner Alumni House Manager.

### Smoking

No smoking in any Rensselaer facility and Sponsors are responsible for enforcing this policy at their event.

### Telephones

There are campus phones for campus and local calls in the Library, Ring Case and all the Meeting Rooms on the Main Level. The Meeting Rooms are speaker phone ready. You must make arrangements through telecommunications department to setup a conference call. To make calls outside of Rensselaer, you must precede the telephone number with a "9".

**Final counts of attendees and any changes to your reservation must be complete 7 days in advance of your reserved event.**