



the hive

The Rick and Susan Sontag Center for Collaborative Creativity

Classroom/Space Request Form

Name:

School and department:

Course number and title or event name:

Email:

Why would you like to use a Hive space for your class or recurring group activity?

What space are you interested in using?

- Studio 1 (25 capacity, high tables with stools)
- Studio 2 (28 capacity, standard round tables with chairs)
- Shed (16 capacity, standard square tables with chairs)

What days and times are the class or event, and if recurring, start and end date of the series?

How will it be hands-on, experiential, and collaborative?

How will it enhance creativity?

How have you envisioned configuring the room?

Do you need anything else from the Hive such as materials or equipment?

Are you willing to observe community rules for the space?

- Arrive early to set up space
- Embrace a high-energy, sometimes noisy space
- Return the furnishings to how you found them
- Return and replenish supplies
- Clean up before you leave