



## **Classroom Reservation Policy**

The Hellenic College Holy Cross campus is the center for many regularly scheduled academic, religious, cultural and social events throughout the year. Classroom space is limited. If you are in need of classroom space for an event, meeting or student/instructor break-out session, please follow the below instructions. Room requests must come with ample time to honor the request, with no less than 3 days of lead time. Requests submitted with less than 3 days lead time, cannot be guaranteed. Please plan accordingly.

- ❖ Event Space Requests: Please submit the Event Reservation Request Form available on the HCHC Events webpage.
  
- ❖ Student or Instructor requests for meeting/classroom space for a break-out session(s) or tutorial: Please contact Jay Ostrosky in the Registrar's Office at [jostrosky@hchc.edu](mailto:jostrosky@hchc.edu).