Rutgers University Newark
Reservation & Special Events Request Form
Paul Robeson Campus Center
Phone (973)353-5568 Fax (973)353-5912

Client: ___________________________ Phone: ___________________________ Email: ___________________________
Address or Department: ___________________________ Building/Room: ___________________________
Event Title: ___________________________ Event Day & Date: ___________________________ Event Time: ___ to ___
Expected Attendance: ___________________________ What % will be RU students, faculty, or staff? ___________________________

For Rutgers Departmental Use Only
Rutgers Co-Sponsoring Department: ___________________________ Phone: ___________________________ Email: ___________________________
Co-Sponsor Contact: ___________________________ Phone: ___________________________ Email: ___________________________

☐ Yes ☐ No Is this a Rutgers sponsored event? See Sponsorship section on back of this form
☐ Yes ☐ No Will alcohol be served? An Alcohol Approval form is required
☐ Yes ☐ No Will services and/or merchandise be sold? Will admission or donations be collected?
☐ Yes ☐ No Will the event be advertised off-campus? Will tickets be sold at the door or in advance?
☐ Yes ☐ No Is the event open to the public? Does event need special parking arrangements? See Parking section on back of this form

Please list any speakers/panelists WHO ARE NOT Rutgers students, faculty or staff who may be attending the event.
1. ___________________________ 2. ___________________________ 3. ___________________________

Please list any special VIPS who may be attending the event.
1. ___________________________ 2. ___________________________ 3. ___________________________

☐ Yes ☐ No Is catering needed for event? If so, please fill indicate who will provide food.
Certificate of Liability Insurance required for caterers who are contracted to do business in Rutgers facilities. See Insurance Requirements section on the back of this form.

☐ Rutgers Dining 973-353-5997 ☐ Group: Risk Management $1.50 per person ☐ Outside Caterer: $1.50 per person

Room Set-Up Information (Provide additional sheets if requesting multiple rooms as part of this event)
Set-Up Type: Row, Conference, Classroom, Banquet, Fair, Standing Reception or Other (Please circle one per room)

General Equipment Needed:

☐ 6’ x 2.5’ Table (Seats 3 people per side)
☐ 6’ x 1.5’ Table (Seats 3 people per side)
☐ 5’ (60") Round Table (Seats 8 people)
☐ Head Tables (seats 3 people)
☐ Chairs
☐ Info Tables
☐ Food Tables
☐ Coat Rack

AV/ Electronic Equipment Needed:
(Some items below are chargeable)

☐ Podium/Microphone
☐ Table Microphones
☐ 5’ (60") Round Table (Seats 8 people)
☐ Head Tables (seats 3 people)
☐ Chairs
☐ Info Tables
☐ Food Tables
☐ Coat Rack

☐ Dance Floor ($125) Size: ___________________________
☐ Stage ($135) Size: ___________________________
☐ Floor Microphones
☐ Portable Sound System ($135)
☐ Computer (LCD) Projector ($75)
☐ All Projector Screens in Essex Room/255a ($150)
☐ Theater Lighting (Available only in Essex Room: $100)
☐ Table Cloths ($30)

Remarks & Comments: ___________________________

As an authorized representative of ___________________________ I accept responsibility for the conduct of the group using the facilities and guarantee Rutgers University against damage to property, its replacement or repair as necessary, compliance with time and purpose specified above, and charges incurred. I have read and understand the policy statements on the back of this page and agree to abide by all applicable policies of Rutgers University and NJ State laws and regulations.

*Clients, please carefully read pages 1-3 and sign.
EVENT NOTIFICATION

Reservation requests must be approved & confirmed at least two weeks prior to the event. In some instances, when timeliness of opportunity makes approval & confirmation impossible, event approval & confirmation may take place less than two weeks prior to the event. In no case will event approval & confirmation take place less than one week prior to an event unless authorized by the Office of the Associate Dean of Student Life.

SPONSORSHIP

For an event to be considered a Rutgers sponsored event, it must comply with the following criteria:

- Where costs are incurred, expenditures associated with an event must be paid through a University budget account, including expenditures incurred with both internal & external vendors. Should any admission fees or other charges be collected (either in advance or at the event), or other resources be acquired to underwrite an event such as a grant, contract, or other subsidy, such income must be deposited to a University account.
- When no funds are "changing hands," Rutgers sponsorship shall be determined by the degree to which Rutgers students, faculty or staff are involved in the determination of the program's content & presentation. At a minimum, students, faculty, & staff, acting in their capacity as a member of the Rutgers Community, will be primarily responsible for making all the arrangements with the appropriate scheduling office, will be in attendance at the event & assume responsibility for control of the event, & will be accountable for any charges that may be incurred, whether quoted in advance or added after the event. The nature of the event activity must be consistent with the overall mission of the sponsoring unit, & of the University.

The responsibilities of the sponsor include but are not limited to the following:

- Notification to the Reservations Office of any security related issues related to the event or any security related activities that the sponsor plans to conduct using any groups or individuals other than Rutgers-Newark Police Officers.
- Providing all information regarding advertising, co-sponsors, guest speakers, promoters, or any other information which describes the true nature of the event, including changes to any information occurring during the period of time between the initial reservation request & the event date.
- The good conduct of the guests attending the event, damages to property, & its replacement or repair as necessary.
- No person or group reserving any facility, & in particular, the Robeson facility, may remove or request to be removed any pictures, flags, statutes, or any item within the facility as part of their sponsored event.
- Clients are prohibited from block booking any reservable space in the Paul Robeson Campus Center.
- Spaces are reservable for 3 hour blocks unless approved by the Assistant Director.
- Compliance with time, purpose & charges incurred as specified on the reservation form.
- Providing all information & documents required for an event to be confirmed & approved at least two weeks prior to the event through the appropriate LSO.

SECURITY

Rutgers-Newark Police are responsible for security on the Rutgers-Newark Campus. Some campus activities require Rutgers Police officers to be assigned to provide security. Decisions regarding the form & level of security are solely the responsibility of the Rutgers-Newark Police Department. RU-N Police may occasionally coordinate their efforts with other recognized (authorized) police authorities (i.e., the New Jersey State Police) when required or appropriate. All sponsors, whether groups or individuals are responsible for costs of security incurred by the University in the planning for & implementation of the event being held on campus facilities. Failure or refusal of any group to abide by security procedures recommended by University Police will be cause for event cancellation.

INSURANCE REQUIREMENTS

- Rutgers requires that non-Rutgers groups using University facilities & food caterers who are contracted to conduct business in Rutgers facilities comply with Rutgers minimum insurance requirements. The University requires that groups & caterers provide evidence of comprehensive general liability insurance in the minimum amount of $1,000,000 combined single limit. The policy must be endorsed to name Rutgers as an additional insured for the dates of the scheduled use. Failure or inability to comply with University insurance policies & requirements will be cause for withholding confirmation of an event on Campus.

- Rutgers University does not assume liability or responsibility for actions or property of the sponsoring organization members, their invited guests, or of equipment or entertainment provided by the sponsoring organization that allow for or cause to happen any injury or damages or losses to property or person in or around the Campus facility where the event is scheduled. Further, the Rutgers Newark Campus accepts no responsibility or liability for misrepresentation of goods or services sold or provided by a sponsoring organization. The sponsoring organization accepts full responsibility for offering goods & services in a truthful & accurate manner. The Rutgers Newark Campus does not assume responsibility for any losses or injuries suffered by any persons as a result of a reservation or event.
EVENT TERMINATION
Rutgers University reserves the right to terminate an event should smoke, fire, facility infrastructure problems, crowd control or security, or any other circumstances arise which may pose a danger to public safety. In the event that additional security is necessary as a result of the conduct of the guests attending the event, or changes to the nature of the event, the event sponsor will be responsible for the cost of all additional security.

ALCOHOL APPROVAL POLICY
The event sponsors should contact the Reservations Office (973-353-5569) for the rules & regulations regarding the service or sale of alcohol. Event sponsors are solely responsible that alcohol is served by responsible personnel & in adherence to the related laws of the State of New Jersey as well as Rutgers University rules & regulations including the following:

- A special liquor license must be obtained if the sponsor intends to sell alcohol at the event, whether the alcohol is sold at the event or if alcohol is served at the event where tickets or donations were collected for attendance at the event. This license must be approved by the Associate Dean of Student Life. All steps & fees associated with obtaining this license are the responsibility of the event sponsor. Alcohol is not permitted to be served at undergraduate student events.
- After the special liquor license is obtained, a copy must be given to the Reservations Office & must be posted at the bar area where alcohol is being served for the duration of the event.
- Food must be provided & be available throughout the duration of the event.
- Non-alcoholic beverages must also be served in the same location & by the same people serving alcohol.
- Alcohol service must end a reasonable amount of time before the end of the event. Events of less than two hours must stop serving alcohol 15 minutes before the event ends. Events between two & four hours must stop serving alcohol a half-hour before the event ends. Events of more than four hours must stop serving alcohol one hour before the event ends.
- No one under 21 years of age may be served alcoholic beverages.
- Alcoholic beverages will not be allowed to leave the room where they are served.
- If a bartender continues to serve a person when s/he knows or should know that the person is intoxicated, the bartender can be held liable for that person's injuries as well as injuries to a third party due to negligent driving or actions on the part of the person.

PARKING
All vehicles parked on the Newark Campus must be registered with the Office of Parking & Transportation Services & display a valid permit. Event sponsors are responsible for notifying the Reservations Office during the event planning stages so that parking arrangements can be arranged & information distributed to guests. Free parking is not available & parking meters located on city streets must be fed to avoid tickets by Newark parking enforcement officers. The setting aside of parking spaces on Newark city streets does not negate the responsibility to feed the parking meters.

CANCELLATION POLICY
Bookings cancelled more than 30 days in advance will be refunded 100%, bookings cancelled more than 7 days but less than 30 days in advance will be refunded 50%. No refund for reservations cancelled less than 7 days in advance.

I have read, understand and agree to abide by all of the above:

☐ CLIENT'S SIGNATURE: ___________________________ DATE: __________