

Rutgers-Newark Reservation & Special Events Request Form

Phone (973)353-5568 Fax (973)353-5912

Requestor: _____ Phone: _____ Fax: _____ E-mail: _____

Address or Department: _____

Event Day & Date: _____ Event Time: _____ to _____ Building/Room: _____

Event Title: _____ What % will be RU students, faculty, or staff? _____

Expected Attendance: _____ Set-Up Type: Row, Open Conference, Class, Fair, Banquet, Standing Reception (**circle one**)

Yes **No** This is a Rutgers sponsored event.

See Sponsorship section on the back of this form.

Yes **No** Alcohol will be served.

An Alcohol Approval form is required.

Yes **No** Services and/or merchandise will be sold.

Yes **No** Tickets will be sold at the door.

Yes **No** The event will be advertised off-campus.

Yes **No** Tickets will be sold in advance.

Yes **No** Admission or donations will be collected.

Yes **No** The event will be open to the public.

Yes **No** Special parking arrangements needed.

See Parking section on the back of this form.

Yes **No** The event will include speakers or panelists WHO ARE NOT Rutgers students, staff or faculty.

Yes **No** VIPs attending this event. **Names & Titles below:**

Yes **No** Catering is needed for this event. **If so, please fill out the information below.**

Food provided by: Rutgers Dining (973-353-5997) Group Other Caterer's Name: _____

Meal: Breakfast Lunch Dinner

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.

EQUIPMENT NEEDED (Please indicate the quantities required)

_____ 6' x 2.5' Tables (seat 3 people on each side)

_____ 6' x 1.5' Tables (seat 3 people on each side)

_____ 5' Round Tables (seat 8 people)

_____ Head Tables (seat 3 people)

_____ Food Tables _____ Podium/Mic

_____ Info Tables _____ Table Mic

_____ Registration Tables _____ Floor Mic

_____ Chairs _____ Easel

_____ Coat Rack _____ Piano

Special Equipment

_____ Computer (LCD) Projector

_____ Overhead Projector

_____ DVD/VCR/TV

_____ Dance Floor (\$125) Size: _____

_____ Stage (\$135) Size: _____

_____ Portable Sound System

_____ MPR Theater Lighting

_____ Portable Computer

Yes **No** Breakout rooms needed. **If so, how many?** _____

What type of set-up will be needed for breakout rooms? _____

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.

REQUESTOR SIGNATURE: _____ DATE: _____