

RUTGERS-NEWARK

STUDENT ORGANIZATION RESERVATION REQUEST FORM

Reservation/Administrative Office Ph. 973-353-5568 Fax 973-353-5912

Completion of this form constitutes a request & is not a reservation. Requests must be confirmed in writing by the Reservations Office.

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

Name of Student Organization _____ Registered this Semester? **Yes** **No**

Requestor: _____ Phone: _____ Fax: _____

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

Event Title: _____ Expected Attendance: _____

Will admission or donation be collected? Yes No Will tickets be sold? Yes No	Will services and/or merchandise be sold? Yes No
Will the event be advertised off-campus? Yes No An Advertising Approval Form is required	Will the event be open to the public? Yes No
Will anyone associated with the event participate in or conduct any activities related to security? Yes No See Security Section on Back For Policy Statement	Will the event include speakers or panelists WHO ARE NOT Rutgers students, faculty, or staff? Yes No

WILL MEALS BE SERVED?: Yes No **MEAL TYPE:** Breakfast Lunch Dinner Reception
PROVIDED BY: ARAMARK (973-353-5999) By Group Other Caterer's Name _____

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 Page For Policy Statement

EVENT TYPE: Meeting, Party, Banquet, Lecture, Fair, Other: _____

SET UP TYPE: Row Seating, Conference U, Classroom, Fair, Banquet, Party, Empty Room, Other- _____

EQUIPMENT NEEDED (Please indicate 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/Microphone
- _____ Info Tables _____ Table Microphones
- _____ Registration Tables _____ Floor Microphones
- _____ Chairs _____ Easel
- _____ Coat Rack

Special Equipment (Fees Apply to All Items Below)	
_____ LCD Computer Projector	
_____ Overhead Projector	
_____ DVD/VCR	
_____ DVD/VCR/TV	
_____ Dance Floor	Approx Size _____
_____ Stage	Approx Size _____
_____ Portable Sound System	
_____ MPR Theater Lighting	

Remarks & Comments: _____

Rutgers-Newark will seek to accommodate all persons with disabilities for your program. If you have a disability that may require accommodations, please notify the Reservations Office (973-353-3368) at least seven (7) days in advance to make arrangements.

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:** _____

OSLL SIGNATURE: _____ **DATE:** _____

EVENT NOTIFICATION

Reservation requests must be approved and confirmed at least three weeks prior to the event. In some instances, when timeliness of opportunity makes approval and confirmation impossible, event approval and confirmation must take place no less than one week prior to the event. In no case will event approval and confirmation take place less than one week prior to an event unless authorized by the Assistant Director.

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 and 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 and presentation. At a minimum, students, faculty, and 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 and assume responsibility for control of the event, and will be accountable for any charges that may be incurred, whether quoted in advance or added after the event. The nature of the activity must be consistent with the overall mission of the sponsoring unit, and of the University.

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

- Providing any security related issues relative 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, guest speakers, promoters, other sponsors 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 and the event date.
- The good conduct of the guests attending the event, damages to property, and its replacement or repair as necessary.
- No person or group reserving any facility, and in particular, the Robeson facility, may remove or request the removal of pictures, flags, statutes, or any item within the facility.
- Compliance with time, purpose and charges incurred as specified on the reservation form.
- Providing all information and documents required for an event to be confirmed and approved at least three weeks prior to the event through the Robeson Reservations Office.

SECURITY

The Rutgers-Newark Police Department (RUPD) is responsible for security on the Rutgers-Newark Campus. Some campus activities require RUPD officers to be assigned to provide security. Decisions regarding the nature and level of security are solely the decision and responsibility of RUPD. RUPD may occasionally coordinate their efforts with other recognized (authorized) police authorities when required or appropriate. All sponsors whether groups or individuals are responsible for all security costs incurred in the planning for and implementation of the event being held on campus facilities. Failure or refusal of any group to abide by security procedures recommended by RUPD will be cause for event cancellation.

INSURANCE REQUIREMENTS

- Rutgers University requires that non-Rutgers groups using University facilities and all food caterers who are contracted to conduct business in Rutgers facilities comply with Rutgers minimum insurance requirements. The University requires that groups and 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, the State University, as an additional insured for the dates of the scheduled use. Failure or inability to comply with University insurance policies and 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, Rutgers Newark 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 and services in a truthful and accurate manner. Rutgers Newark 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

Event sponsors are responsible to insure that alcohol is served by responsible personnel and in adherence to the related laws of the State of New Jersey as well as Rutgers University rules and regulations including the following:

- ALL Rutgers- Newark-campus events with alcohol MUST have someone who has completed a nationally recognized server training program, i.e. TIPS, or the organization must secure an outside vendor with a license to serve alcohol.
- A liquor license or Special Permit For Social Affair must be posted at the bar area whenever alcoholic beverages are sold to those attending an event, whether the charge be a direct one for drinks, imposed through the sale of tickets or charging of admission requiring donations or special assessments, or where the charge is made ostensibly for food, entertainment or anything else.
- Food must be provided throughout the duration of the event.
- Non-alcoholic beverages must be served in the same place and 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 and 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.