

Express Newark

Reservation Request Form

Office of Reservations and Special Events

Phone (973) 353-5568 | Email events@newark.rutgers.edu

| Organization/Department: Phone: Event Title: | | _Contact Name: _Email: | | | |
|--|-------------------------------|----------------------------------|---------------------|------------------|---------------------------------|
| | | | | | |
| | | Requested Room(s): Estimated Att | | ated Atte | ndance:Rutgers Affiliated Guest |
| Setup Start Time:Event Start/End Time: | | | Breakdown End Time: | | |
| Brief Event Description: | | | | | |
| | | | | | |
| Timeline of Activities Planned I | During Event (please attach a | agenda if | relevant): | | |
| | | | | | |
| Nonprofit Status: Nonprofit | | | _ | ent Agency | ☐ I am a 501 (C)(3), |
| but I am non-profit certified or | a state or local government | agency | □ N/A | | |
| Yes No Working with a | | ∐Yes | No Will alco | hol be served | or sold? |
| Yes No Will services and | d/or merchandise be sold? | □Yes | ☐ No Will the | event be adve | rtised off campus? |
| If Yes, please specify: | | | | | |
| Yes No Is the event ope | en to the public? | □Yes | ☐ No Will adn | nissions or don | ations be collected? |
| ☐Yes ☐ No Is media expect | ed to be at your event? | ☐ Yes | ☐ No Will tick | ets be sold at t | he door? |
| ☐Yes ☐ No Will you have fo | ood/catering at your event? | If yes for | catering, clarify: | | |
| Please list any speakers/paneli | sts for this event: | | | | |
| Please list any special VIPs who | o may be attending the even | t: | | | |
| Set-up Type (select all that app | ly): U-Shape Conference | Close | ed Conference Sc | quare 🗌 Hollo | ow Conference Square |
| ☐ Theater/Row ☐ Classroom | ☐ Banquet ☐ Circle of Ch | hairs 🗌 | Reception | Fair | |
| General Equipment & A/V Equi | pment Needed (insert quant | tity): | Empty Ro | oom | |
| For prices, visit our website https://go.rut | gers.edu/RUNEvents | | | | |
| 6' x 30" Rectangular Table | Chairs | | In-Room TV Mo | onitor | Advanced AV |
| 6' x 18" Rectangular Table | Easel | | Coat Rack | | |
| 6' Round Table [seats 8] | Stage Pieces [4' x 8' per p | piece] | Wireless Mic | | |
| Bistro Table | In-Room Projector/Scree | en | Podium | | |

| Please list any additional general or technical on this form may require rental from an outsi | - | |
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| As an authorized representative of | | I certify to the best of my knowledge that |
| | Client/Department/Organization | |
| the information provided above is accurate | | |
| compliance with time and purpose specified a | | |
| injury and damage to property, its replaceme | | |
| next event. I have read and understood the | | - |
| applicable policies of Rutgers University an | | · |
| confirmation, and should not advertise this ex | rent until receipt of a confirmation docume | nt. |
| Name (Please Print) | Signature | |