



Paul Robeson Campus Center Request Form

Office of Reservations and Special Events

350 Martin Luther King Jr Blvd., RM 203
Newark, NJ 07102

Phone (973)353-5568 | Fax (973) 353-5912 | Email resv@newark.rutgers.edu

Prior to submitting this form, you must receive approval from Bryant Lebron, Administrative Assistant of Paul Robeson Galleries at blebron@newark.rutgers.edu.

Client/Department: _____ Contact Name: _____

Phone: _____ Email: _____

Event Title: _____ Event Date(s): _____

Reservation Time (including setup & breakdown time): _____ Event Time (if different): _____

Estimated Attendance: _____ % of Rutgers Affiliated Guests: _____ Requested Room(s): _____

Brief Event Description: _____

Timeline of Activities Planned During Event (please attach agenda if relevant): _____

☐ Yes ☐ No Working with any external vendors?

☐ Yes ☐ No Will alcohol be served or sold?

Please specify: Caterers & Cake

☐ Yes ☐ No Will services and/or merchandise be sold?

☐ Yes ☐ No Will the event be advertised off campus?

☐ Yes ☐ No Is the event open to the public?

☐ Yes ☐ No Will admissions or donations be collected?

☐ Yes ☐ No Is media expected to be at your event?

☐ Yes ☐ No Will tickets be sold at the door?

☐ Yes ☐ No Will you have any food or catering at your event? Gourmet Dining (x5997) is the exclusive caterer in PRCC

Please list any speakers who are not Rutgers students, faculty or staff who may be attending the event:

Please list any special VIPs who may be attending the event:

Set-Up Type (please select one): ☐ Theater/Row ☐ Classroom ☐ Banquet ☐ Circle ☐ U-Shape Conference

☐ Hollow Square ☐ Empty Room ☐ Reception ☐ Fair ☐ Closed Conference Square

General Equipment & A/V Equipment Needed (insert quantity):

For prices, visit our website www.robeson.rutgers.edu/prcc/

___ 6' x 30" Rectangular Table

___ Easel

___ Portable Sound System

___ 6' x 18" Rectangular Table

___ Stage Pieces [6' x 8' per piece]

___ Wired Mic

___ 5' Round Table [seats 8]

___ Dance Floor 18' x 18'

___ Wireless Mic/Lavalier

___ Bistro Table

___ Dance Floor 21' x 21'

___ Podium

___ Chairs

___ Coat Rack

Please list any additional general or technical needs or a suggested layout. Please be aware that additional equipment not listed on his form may require rental from an outside company. For details or guidance, please contact the Reservations Office.

Additional Notes: _____

As an authorized representative of _____, I certify to the best of my knowledge that
Client/Department/Organization
the information provided above is accurate and I accept responsibility for the conduct of the group using the facilities, their compliance with time and purpose specified above, any and all charges incurred, and guarantee Rutgers University against personal injury and damage to property, its replacement or repair as necessary. I agree to restore the space to an orderly condition for the next event. I have read and understood the policy statements on robeson.rutgers.edu/office-of-reservation-and-special-events-policy/ and agree to abide by all applicable policies of Rutgers University and NJ State laws and regulations. I agree that this is a request for space, not a confirmation, and should not advertise this event until receipt of a confirmation document.

Name (Please Print)

Signature