



Reservations and Special Events

Event Request Form

Office of Reservations and Special Events

350 Martin Luther King Jr Blvd., RM 203
Newark, NJ 07102
Phone (973)353-5568 | Email resv@newark.rutgers.edu

Client/Department:

Contact Name:

Phone:

Email:

Event Title:

Event Date(s):

Reservation Time:

Event Time (if different):

Estimated Attendance:

Percentage of Rutgers Affiliated Guests:

Requested Location(s):

Brief Event Description:

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

Nonprofit Status:	Nonprofit Certified N/A	501(C)(3) organization	Government Agency	I am a 501 (C)(3), but I am not a non-profit certified or a state or local government agency	
Yes	No	Working with any external vendors? <i>If Yes, Please Specify:</i>	Yes	No	Will alcohol be served or sold? <i>Alcohol Form Required</i>
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? <i>If Yes, Please Specify:</i>	Yes	No	Will tickets be sold at the door?
Yes	No	Will you have any food, or catering at your event? <i>If Yes, Please Specify:</i> <i>Note: Gourmet Dining (973-353-5997) is the exclusive caterer in the Paul Robeson Campus Center.</i>			

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

Please list any Dignitaries (VIPs) who may be attending the event:

Set-Up Type:	Empty Room	Banquet	Circle of Chairs	Classroom
Closed Conference Square	Fair	Hollow Conference Square	Reception	
U-Shape Conference	Theater/Row			

General Equipment Needed (insert quantity):

6' Round Table [seats 10]

Stage Pieces [6' x 8' per piece] *(PRCC Essex Only)*

5' Round Table [seats 8]

Stage Pieces [4' x 8' per piece] *(RBGH Great Hall/EN Lecture Hall Only)*

6' x 18" Rectangular Table

Dance Floor 18' x 18' *(PRCC Essex Only)*

6' x 30" Rectangular Table

Coat Rack

Bistro Table

Chairs

Podium

Easel

A/V Equipment (insert quantity):

In-Room Projector & Screen

In-Room Audio (Aux Cable)

Laptop [PC Only]

Wired Mic

HDMI Connection Only (Client Provided Laptop)

Wireless Handheld

In-Room TV Monitor

Wireless Lavalier

Portable Projector *(RBGH 2nd Floor Hall Only)*

Basic Portable Sound System

Portable Screen *(RBGH 2nd Floor Hall Only)*

Advanced Sound System

Video Conferencing *(RBGH Only)*

Essex Party Lighting System

Please be aware that additional equipment not listed on this form may require rental from an outside company. Please contact the Reservations Office for additional details.

Please use the space below for any additional notes, layout, timeline, etc.

As an authorized representative of _____, I certify to the best of my knowledge that 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 <https://go.rutgers.edu/RUNEventPolicies> 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

Date