



Table Reservation Request Form
Paul Robeson Campus Center
 350 MLK Jr Blvd, RM 203
 Newark, NJ 07102
 Phone (973) 353-5568 resv@newark.rutgers.edu

Primary Contact:

Today's Date:

Organization/Department or Company Name:

Address:

City:

State:

Zip:

Phone:

Email:

Tabling Event Name:

Requested Date(s):

Alternate Date(s):

Requested Start Time:

Alternate Start Time:

Requested End Time:

Alternate End Time:

Table Type (Please Select 1):

INFORMATION

VENDING/SALES

EMPLOYMENT/RECRUITMENT

Employment Recruitment must be coordinated with the Career Development Center. Email careers@newark.rutgers.edu for more info.

Please provide a brief description of what you will be promoting or selling:

Student Organizations: \$0

University Departments: \$5

Academic Partner: \$25

Alumni/Faculty/Staff,
Non-Profit, External: \$50

Certified Check, Credit Card, or Internal Purchase Order ONLY. No cash, personal checks or money orders accepted. Please make checks payable to 'Rutgers University-The State of New Jersey' and reference your reservation number. **This request will not be confirmed until payment is submitted.**

Tables are located on Student Street or the Plaza Level only. Please note that there is no parking available at the Paul Robeson Campus Center. Vehicles parking in the loading dock will be ticketed/towed.

Signature:

Date: