



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 [events@newark.rutgers.edu](mailto:events@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):

<b>Nonprofit Status:</b>	<b>Nonprofit Certified</b> N/A	<b>501(C)(3) organization</b>	<b>Government Agency</b>	<b>I am a 501 (C)(3), but I am not a non-profit certified or a state or local government agency</b>	
Yes	No	<b>Working with any external vendors?</b> <i>If Yes, Please Specify:</i>	Yes	No	<b>Will alcohol be served or sold?</b> <i>Alcohol Form Required</i>
Yes	No	<b>Will services and/or merchandise be sold?</b>	Yes	No	<b>Will the event be advertised off campus?</b>
Yes	No	<b>Is the event open to the public?</b>	Yes	No	<b>Will admissions or donations be collected?</b>
Yes	No	<b>Is media expected to be at your event?</b> <i>If Yes, Please Specify:</i>	Yes	No	<b>Will tickets be sold at the door?</b>
Yes	No	<b>Will you have any food, or catering at your event?</b> <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:

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

## 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

Laptop [PC Only]

Wired Mic

HDMI Connection Only (Client Provided Laptop)

Wireless Handheld

In-Room TV Monitor

Basic Portable Sound System

Portable Projector *(RBGH 2nd Floor Only)*

Advanced Sound System

Portable Screen *(RBGH 2nd Floor Only)*

Video Conferencing *(not available in all spaces)*

Please be aware that this is a request for equipment only and does not guarantee availability. Additional equipment not listed on this form or outside our inventory 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*