

Event Request Form

Today's Date: _____

Event Details

Event Name: _____
Desired Date: _____
• If date is flexible, include 3 alternate dates: _____
Start Time: _____ End Time: _____
• Setup Time: _____ Breakdown Time: _____
Attendance #: _____
• Are guests internal or external to Rutgers? _____
Desired Location: _____
Setup Type: _____
• *Example: Lecture style, Rounds w/ Chairs, Conference, Classroom*
Audio Visual Equipment: _____
• *Example: Podium, Microphone, Projector, Screen*
If table coverings are needed do you prefer __ paper; __ linen?
Is the event open to the general public? __yes __no
Would you like this event to be considered for display on the Campus Calendar? __yes__ no
• www.ems.camden.rutgers.edu/calendar
• Please provide a detailed description of event to be posted on the campus calendar
○

Group Details

Group Name / Rutgers Department _____
Mailing Address: _____
Contact Name: _____
Contact Phone #: _____
Contact Email Address: _____
I __ am / __ am not affiliated with Rutgers University
• I am a __ Student; __ Faculty Member; __ Staff Member

Other Information

Is alcohol being served? __yes __ no
Are you charging admission for this event? __ yes __ no
During what hours will cash be present at your event (for admission, vendors, or sales)?
From ___ To ___ or ___ No cash will be present
Are you using a Band or DJ? __ yes __ no
Would you like an electronic sign placed along Cooper St to welcome your guests? __ yes; __ no
• Requested text : _____
Will your group need a shuttle for transportation? __ yes; __ no

Food Service/ Catering

Estimated Attendance # _____

Type of Service _____

- Example: Continental Breakfast, Lunch, Beverage Service, Reception, Buffet Dinner

Estimated Service Time: _____

Catering Provider: _____; ___ No food service requested

- Example: Rutgers Dining, Slice of NY, Friends Café, etc....

Rutgers Dining Catering Menu:

- <http://events.camden.rutgers.edu/catering-information>

Parking & Security

*Monday-Friday: Parking Fee is \$2 per vehicle

*Friday evening -Sunday evening, event related parking on campus is free

I ___ would/___ would not like to purchase parking permits

Anticipated number of cars _____

I ___ do/___ do not expect my guest(s) to need handicap accessible parking; # of passes ___

Security:

The Rutgers University Police will determine the amount of security needed. RUPD has final jurisdiction over the extent and type of police coverage required. If RUPD determines a need for police coverage, it will be provided at your cost.

Billing

Method of Payment: ___ Credit Card; ___ Check; ___ Cash; ___ Rutgers IPO

Any Additional Information or Special Requests

Please email this completed form to reserve@camden.rutgers.edu or fax to (856) 225-6196.
Feel free to contact us at (856) 225-6162 with any questions you may have concerning your event.