



FACILITY USE REQUEST FORM
ATHLETICS AND RECREATIONAL SERVICES

EVENT DETAILS

EVENT NAME: _____

DATE(S) OF EVENT: 1. _____ 2. _____ 3. _____ 4. _____ 5. _____

SET-UP START TIME (if applicable): 1. _____ 2. _____ 3. _____ 4. _____ 5. _____

EVENT START TIME: 1. _____ 2. _____ 3. _____ 4. _____ 5. _____

EVENT END TIME: 1. _____ 2. _____ 3. _____ 4. _____ 5. _____

CLEAN-UP END TIME (if applicable): 1. _____ 2. _____ 3. _____ 4. _____ 5. _____

FACILITY REQUESTING:

Indoor Facilities

Outdoor Facilities

Main Gym: _____ Main Lobby: _____ Skybox: _____ Soccer Field: _____
½ Main Gym: _____ Dance/Flex Room: _____ Ref Accommodation: _____ Softball Field: _____
Auxiliary Gym: _____ Meeting Room: _____ Locker Rooms: _____ Entire Facility: _____

ADDITIONAL EQUIPMENT REQUEST:

Stage/Platforms: _____ Tables: _____ Rec Equip: _____ Table Top Scoreboard: _____
Fence/Partitions: _____ Chairs: _____ Score Tables: _____ Team Benches: _____
Concession Stand: _____ Sound System: _____ Bleachers: _____ Pop-up Tents: _____
Ticket Counter: _____ Score Board: _____ Coolers: _____ Water/Ice: _____

GROUP DETAILS

ORGANIZATION NAME: _____

ORGANIZATION ADDRESS: _____

CONTACT: _____ **CONTACT PHONE NUMBER:** _____

CONTACT EMAIL: _____

AFFILIATION: Student: _____ Faculty Member: _____ Staff Member: _____ External: _____

PLEASE NOTE:

- ALL REQUESTS MUST BE SUBMITTED at least two weeks in advance of the date requested (one month for special events)
- ALL REQUESTS MUST BE SUBMITTED by an officer of a registered club, organization, department, or alumni group
- RESERVATIONS WILL NOT BE REVIEWED for the fall semester before July 1st; for the spring semester before December 1st; and for the summer session before March 1st.

EVENT:

ARE GUESTS INTERNAL OR EXTERNAL TO RUTGERS? _____ IS THE EVENT OPEN TO THE GENERAL PUBLIC? __ YES __ NO

ESTIMATED NUMBER OF PARTICIPANTS: _____ ESTIMATED NUMBER OF SPECTATORS: _____

ARE YOU CHARGING ADMISSION FOR THIS EVENT? __ YES __ NO

DURING WHAT HOURS WILL CASH BE PRESENT AT YOUR EVENT (FOR ADMISSION, VENDORS, OR SALES)?

START: __ END: __ OR __ NO CASH WILL BE PRESENT

ARE YOU USING A BAND/ DJ? __ YES __ NO WILL YOU MAKE ANNOUNCEMENTS THROUGHOUT YOUR EVENT? __ 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

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
- _____

FOOD SERVICE/CATERING:

I __ WOULD/ __ WOULD NOT LIKE TO REQUEST FOOD SERVICE ESTIMATED SERVICE TIME: _____

TYPE OF SERVICE: _____ EXAMPLE: CONTINENTAL BREAKFAST, LUNCH, BEVERAGE SERVICE, RECEPTION, BUFFET

CATERING PROVIDER: _____ EXAMPLE: RUTGERS DINING, SLICE OF NY, FRIENDS CAFÉ, ETC....

RUTGERS DINING CATERING MENU: [HTTP://EVENTS.CAMDEN.RUTGERS.EDU/CATERING-INFORMATION](http://EVENTS.CAMDEN.RUTGERS.EDU/CATERING-INFORMATION)

IS ALCOHOL BEING SERVED? __ YES __ NO

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: _____

SCOPE OF EVENT/ 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.