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:

<table>
<thead>
<tr>
<th>Indoor Facilities</th>
<th>Outdoor Facilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Gym: _____</td>
<td>Soccer Field: _____</td>
</tr>
<tr>
<td>Main Lobby: _____</td>
<td></td>
</tr>
<tr>
<td>Skybox: _____</td>
<td></td>
</tr>
<tr>
<td>½ Main Gym: _____</td>
<td>Softball Field: _____</td>
</tr>
<tr>
<td>Dance/Flex Room: _____</td>
<td></td>
</tr>
<tr>
<td>Ref Accommodation: _____</td>
<td></td>
</tr>
<tr>
<td>Auxiliary Gym: _____</td>
<td>Entire Facility: _____</td>
</tr>
<tr>
<td>Meeting Room: _____</td>
<td></td>
</tr>
<tr>
<td>Locker Rooms: _____</td>
<td></td>
</tr>
</tbody>
</table>

ADDITIONAL EQUIPMENT REQUEST:

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

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? __________
- Are you charging admission for this event? __________
- Are you using a Band/DJ? __________
- Would you like an electronic sign placed along Cooper St to welcome your guests? __________

**FOOD SERVICE/CATERING:**

<table>
<thead>
<tr>
<th>Would/Would Not Like to Request Food Service</th>
<th>Estimated Service Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>__________</td>
<td>__________</td>
</tr>
</tbody>
</table>

- 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: [www.ems.camden.rutgers.edu/calendar](http://www.ems.camden.rutgers.edu/calendar)
- Is alcohol being served? __________

**PARKING & SECURITY:**

- Monday-Friday: Parking Fee is $2 per vehicle
- Friday Evening - Sunday Evening: Event related parking on campus is free

**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**

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**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.**