OFFICE OF ACADEMIC SCHEDULING
Internal Group Event Request Form

This request must be submitted at least 30 days prior to the event start date.
Confirmation will be sent based on space availability.

Group Details

Group/Organization Name: ________________________________

Mailing Address: ________________________________________

Contact Name: __________________________________________

Contact Phone: ____________________________ Contact Email: __________________________

Event Details

Event Name: ____________________________________________

Please attach a brief program description (required), and specify the type of event.
(If this request is related to a course, please provide the course number)

Will there be any VIPs present at any time during this event? Y □ N □

If yes, please provide the name, title and organization of each VIP: __________________________

Are any of the VIPs an elected official? Y □ N □

Is this reservation on behalf of a third-party organization? Y □ N □

If yes, please provide the name of the organization: __________________________

Date(s) of event: ____________________________ Alternative Date(s): _______________________
(if multiple dates, please attach separate sheet) (if multiple dates, please attach separate sheet)

Start/End Time (include set up/breakdown): ____________ Approximate Attendance: ______

*Desired Location: __________________________ Desired Room Type: _______________________

*If this is an instructional lab request and you require the creation of NetIDs or specialized software installed, you must contact Newark Computing Services (NCS) at (973) 353-5083 or help@newark.rutgers.edu no less than 10 days in advance. Requests received after this time frame may not be honored.
**Event Details (continued)**

Please list any audio visual equipment and services requested: ________________________________

Do you require technology training? Y □ N □  Is onsite technology support required? Y □ N □

Are you charging admission for this event? Y □ N □

If yes, during what hours will cash be present at your event? ________________________________

How do you plan to promote this event? ________________________________

Will this event be recorded or broadcasted? Y □ N □

**Are minors (under the age of 18) eligible to participate in this event? Y □ N □**

**As the sponsoring department you are responsible for reading, understanding and ensuring compliance with the University policy regarding the Protection of Minors, including that any third-party organization this reservation is made on behalf on, understands and complies with the policy. Protection of Minors**

By submitting this form, you accept and acknowledge the Terms and Conditions as outlined in this agreement.

__________________________
Print Name & Title

__________________________  _____________
Signature                  Date
Parking, Security, and Disability Services

Parking:
Please visit https://nwkparking.rutgers.edu/visitors for information on parking at the Rutgers University-Newark campus.

Security:
The Rutgers 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.

Please visit http://publicsafety.rutgers.edu/rupd/newark.html for more information.

Disability Services:
For disabilities services on the Rutgers University-Newark campus, please visit https://ods.rutgers.edu/contact-ods.
Terms and Conditions

It is the Contracting Organization’s responsibility to see that the following requirements are met:

Food and drink are prohibited inside the classrooms.

Alcohol is prohibited inside the buildings and classrooms.

Signage and other marketing materials may not be hung on the walls in or outside of the classroom.

A non-university group shall not advertise or announce an event held in University facilities in any manner that would suggest that the event is endorsed or sponsored by the University.

Events should be scheduled in rooms with a capacity large enough to accommodate expected audience. Fire regulations prohibit overcrowding. Event will be cancelled if attendance exceeds posted capacities.

Any group which abuses the privilege of using the facility, or equipment will be denied future use. Breakage or damage to furniture, equipment or facility must be paid for at a price determined by the University.

It is highly recommended that events requiring use of an enhanced classroom schedule a training to learn how to use the technology/equipment. Unless special arrangements are made, there is no support available on evenings or weekends and Rutgers is not responsible for an inability to hold the event due to inability to operate the equipment.

Applicable Fees to non-university groups:

Technology Fee: $25 (no training)
Training: $50 per training
Tech Support: $75/hour

The University is not responsible for storage of any kind.

Academic Scheduling will solely determine room availability and assign each reservation to the most appropriate space available. Requests for specific rooms or spaces will be honored when possible. Scheduling reserves the right to re-assign space when necessary and to identify suitable alternative space for the original reservation.

Permits may be revoked by the Office of Academic Scheduling whenever the use of facilities may interfere with the use by the University or where there has been a violation of these regulations.

The Contracting Organization agrees to HOLD HARMLESS and indemnify Rutgers, The State University of New Jersey, against any and all claims, demands, or suits by any persons against related damages, liabilities, costs and expenses (including attorney’s fees) which may arise out of performance of the contract.
The University is not responsible for accidents, injuries or loss of property and has the right to require a certificate of insurance.

Insurance Requirements shall apply to any non-university organization staging an event at Rutgers University, as follows:

Commercial General Liability – minimum $1,000,000 – Combined Single Limit.

This stipulated minimum must be part of a general liability policy covering the event. “RUTGERS, THE STATE UNIVERSITY OF NEW JERSEY” IS TO BE NAMED AS AN “ADDITIONAL INSURED” ON THE POLICY FOR THE COVERAGE TO BE ACCEPTABLE. If the sponsoring group already has a policy in these amounts, Rutgers must be added as an “Additional Insured” for those dates the event will be on campus. In addition, “RUTGERS, THE STATE UNIVERSITY OF NEW JERSEY” MUST BE NAMED UNDER THE “CERTIFICATE HOLDER” PORTION OF THE DOCUMENT. The Certificate of Insurance can cover an entire year or at minimum must reference the specific event and date of the event.

Certification must be submitted to the Office of Academic Scheduling no later than one month prior to the date of the event. Insurance coverage is a condition of use of university facilities. The University will at its option cancel all functions not meeting the insurance requirement one-month prior to the function. Said Certificate shall provide that the insurance may not be cancelled except upon prior notice to the University. In the event of a cancellation, and at the option of the University, this agreement may be terminated as of the effective date of the cancellation.

Please mail the certificate and signed contract to the Office of Academic Scheduling, 249 University Ave, Blumenthal Hall, Room 208, Newark, NJ 07102. You may also fax the documents to (973) 353-1587 or email to schednwk@andromeda.rutgers.edu