



Request for Use of University Facilities for Student Sponsored Events

Office of Event Services and Campus Center Operations, CC Suite 241
(609) 652-4878 / www.stockton.edu/eventservices

Student organizations must submit completed forms to the Student Development Resource Room for review and approval.

Contact Information

Organization/Office: _____ Today's Date: _____
Phone: _____ Cell: _____ Name of Requestor: _____
E-Mail: _____

Event Information *When checking room availability, remember, transition time may be needed for back to back events.*

Title of Event: _____
Event Format/Purpose: _____

Date of Event: _____ Day of the Week: _____

Event Start Time: ____ am ____ pm Event End Time: ____ am ____ pm Group Setup time _____

Space Requested: _____ DJ/Sound Company Contracted by group: Yes ____ No ____

Estimated Attendance: _____ Open to: Members ____ SU Community ____ Outside Community ____

Charging Admission Fee? Yes ____ No ____ Fee: _____ Ticket sales prior to event or at the door? Prior ____ At ____

(Keyword: "Student Event Ticketing" on the Stockton homepage for application. NOTE: PAC Events may require PAC ticketing/Box Office services and/or fees.)

Are non-Stockton student minors (under age of 18) invited to participate in or work this event? Yes ____ No ____

Room Setup/Layout

____ NO SETUP NEEDED, WILL USE STANDARD LAYOUT

____ SETUP NEEDED / **MUST HAVE DIAGRAM** _____

#Registration tables (2 chairs per table): ____ #Food/buffet tables: ____

#Tables for guests: ____ #Chairs: ____ #Food prep tables: ____

Chartwells is the college's approved and contracted food provider.

Contact Chartwells to discuss options and menus at (609) 652-4772.

Sound/Computer Needs: _____

✓ Check if needed:

- Podium
- Microphone
- Electronic Podium* (Computer Projection)
- Digital Piano
- BBQ Grill (*Fire permit required*)

Keyword: "Fire permit" on Stockton homepage

Stockton EMS (Emergency Medical Services)

Additional Dates and/or Information

Official Use Only - Scheduler Comments

Reservation Agreement **Signature required**

Student Organizations must comply with the responsibilities outlined in the Student Manual for Organizations. Approval is based on availability of space, staff, and the requested equipment. Allow two weeks for review/processing.

Requester _____ StuDev Advisor _____ Name of Advisor On-Site for Event _____ Student Development Director _____