

UNIVERSITY FACILITIES SPECIAL EVENT SUPPORT REQUEST

If you are in need of event support services from University Facilities, we require a minimum of 48 hours advance notice. Once you have received an estimate, please review, sign and return the document. In addition, please provide an IPO or check in the amount of the estimate within 48 hours of the event. If any part of this form does not apply to your request, please leave it blank.

Submit request forms to: facilitiesevents@ipo.rutgers.edu

Today's Date:

Requestor's Information

Contact Name

Department Name

Business Address

Campus

City

State

Zip Code

Phone Number

Cell Phone

Email Address

Outside Customer Information

If you are hosting an outside group, this section must be completed for billing purposes. Please provide contact information for customer requesting services so that estimates can be sent to them directly for payment.

Contact Name

Business Name

Phone Number

Email Address

Event Details

Event Name

Event Start Date

Start Time

Event End Date

End Time:

Total Number of Guests Expected

Event Location

Event Campus

Will food be served at your event?

Yes

No

Will the event be catered?

Yes

No

If yes, Caterer's Name

Event Setup

Event Setup Date

Setup Time

Event Breakdown Date

Breakdown
Time

Do you need assistance with setup or
breakdown?

Yes

No

Additional Event Information/Requests

Facilities Support Services Requested

Custodial Services Yes No

Time Start

Time End

Grounds Services Yes No

Time Start

Time End

Electrical Services Yes No

Time Start

Time End

*Please specify your electrical needs:
(Equipment being used, amperage, how
many dedicated lines are needed, etc.)*

Rental Equipment

Rental equipment is listed on Page 4. Please note the following:

Our stock is limited for the listed items. We will accept requests on a first come, first served basis. If we are unable to fulfill your request, we will direct you to Millers Rentals.

Upon delivery, the customer or a designated staff member must be present to accept the rental. Rental equipment cannot be left unattended or unsecured. Please ensure equipment is tended to at all times so that items do not get misplaced. If equipment is not returned, a replacement fee will be assessed.

Cancellations: Rental equipment order cancellations must be received 24 hours ahead of the event. If scheduled rental equipment orders are canceled within 24 hours of the event, the customer will be responsible for 50% of the estimated rental cost.

If you are in need of an item, but do not see it listed, please reach out to our office as we may be able to procure it or direct you to a vendor that can help. Thank you in advance for your business!

<u>Item</u>	<u>Select</u>	<u>Quantity</u>
Rectangular Tables (6 ft.)		
Rectangular Tables (8 ft.)		
Spool Tables (Red & Black)		
High Boy (Bistro) Tables 24" & 30" X 42"		
Folding Chairs		
3' Stanchions - Concrete Footed with Rope		
8' Stanchions - Tall for Displaying Signs		
Barricades Saw Horses (Traffic Control, Pedestrian & Auto)		
6' or 8' Bike Rack		
Podium with built-in microphone		
Podium with no microphone		
Portable sound system (*Requires Operator)		
Sandwich Boards (22' X 33' - Signage Use)		
Staging pieces (4' x 8')		
Coat Rack		
Generator		
Corrugated Board Signage - PDF Required		
Indoor Sign Holders		
Pipe & Drape (4' or 8')		
Plastic Tablecloths (Red, White & Black)		
Chrome Stanchions with velvet rope		
Fire Extinguisher		
Trash Can (Plastic Toter or Disposable)		