



Seton Hall University

University Center Room Reservation Form

Bishop Dougherty University Center

Name of Organization/Event: _____

Contact Person: _____

Today's Date: _____

Event Name: _____

Phone: _____ Fax: _____

Date of Use: _____

Email: _____

Anticipated Attendance: _____

Event Start Time: _____ Set Up _____

Open to Public? Y N

Event End Time: _____

Description of Event: _____

Will you sell tickets for the event? Y N

Room Requested: _____

2nd Choice: _____

Setup Requested:

Round Tables & Chair Style

Lecture Style

Stage

Dance Floor

LCD

Will you require Audio/Visual equipment and/or assistance? Y N *(If yes, please contact Media Services, 973-761-9554)*

Do you wish to decorate the room? Y N *(Please be advised that you are responsible for trash cleanup)*

Will you require food at the event? Y N *(If yes, please contact Gourmet Dining Services, 973-761-9559)*

(Please note that all food service and beverage arrangements must be made through Gourmet Dining Services)

Signing this form acknowledges that you have understood and agreed to the terms that the Department for Community Development has indicated on the back of the form and the University Standards explained in the Student handbook.

Organization/Event

<hr style="border: none; border-top: 1px solid black; margin: 0;"/> <i>Organization Representative</i>

<hr style="border: none; border-top: 1px solid black; margin: 0;"/> <i>Scheduling and Events Coordinator</i>

Do not write below this line

Department of Community Development Use Only		
<input type="checkbox"/> Room Setup	<input type="checkbox"/> Security Request	<input type="checkbox"/> Ticket Request
<input type="checkbox"/> Written Proposal	<input type="checkbox"/> Gourmet Dining	<input type="checkbox"/> Room Reservation Confirmation

<p><i>Please fax completed form to: 973-761-7662, or mail to: Seton Hall University / University Center 106 / 400 South Orange Ave / South Orange, NJ 07079</i></p>

**Events must fall within the campus facility operating hours, Seton Hall University calendar and event calendar guidelines as determined by the Scheduling and Events Coordinator.*

University Center Room Reservation Policies and Procedures

- A Room request must be submitted for any use of space, regardless of the size or nature of the event. Faculty, Departments, SAB, SGA and Recognized and Greek student organizations: use the University Scheduler; Individual Students and Non-University are to use the University Center Room Reservation Form. Reservation requests will not be accepted via phone or email.
- The Department of Community Development must approve all requests for use of University Center facilities including Galleon Lawn and Campus Green.
- Reservation requests must be submitted at a minimum of 5 business days prior to the event. Events requiring any type of set up must be submitted 10 business days before the event.
- Room reservation requests require 3 business days for confirmation. Notifications will be sent by inter-office mail and email where applicable.
- Events normally cannot be scheduled outside the University Center hours of operation. For those that are, all resulting charges will be the responsibility of the event host.
- Final arrangements and/or changes for set ups must be made at least 1 week in advance. There may be additional charges for difficult or large set ups. Any setups outside the University Center are not the responsibility of the University Center/Community Development staff.
- Security may be required for each event at the cost of the sponsoring group.
- Community Development must be notified of cancellations at a minimum of 3 business days prior to a scheduled event. Failure to do so may result in loss of deposit/or loss of reservation privileges.
- Those reserving the space are responsible for room clean up. Failure to do so will result in fines and/or loss of reservation privileges.
- Events will not be scheduled when expected number of attendees exceeds the fire code capacity of the room. Events will be cancelled when the number of actual attendees exceeds the number indicated on the reservation and/or the room capacity.
- If tickets are to be sold, ticket sales must go through the ticket office. Tickets will not be sold on the day of the event. Arrangements must be made 10 business days prior to the event.
- All food requests including snacks, meals, drinks, table clothes, etc must be arranged through Gourmet Dining. Outside food vendor requests must go through Gourmet Dining Services and are contingent upon their approval. (973-761-9559/9558). No Exceptions.
- All technology requests involving items the University Center is not able to provide must be arranged through Technology Services 10 business days prior to the event. (973) 761-9554
- Events that serve alcohol must be held in accordance with Seton Hall University policy and coordinated through Gourmet Dining Services.
- All organizations are responsible for all damages and losses incurred during their occupancy.
- If equipment needs exceed the University Center's stock, it will be ordered through an outside vendor and the resulting fees charged to the event host.
- Seton Hall University is a private religious organization and reserves the right to grant use of its facilities based on determination made by institutional directors. Seton Hall University is a registered trademark and may not be used for promotional purposes.
- All events sponsored by non-university groups will require a rental charge. A non-refundable deposit is required before the event can be confirmed. Full payment is due 5 working days prior to the event.
- The Scheduling office must be notified within 48 hours regarding cancellation of the event.
- If the University should be closed for an emergency or inclement weather, all events are cancelled for the day.
- Non-University groups are required to provide their own insurance in accordance with the University's policy and procedure. Certificates of insurance are due at least 7 working days in advance.
- Due to policy and procedures when necessary the Department of Community Development has the right to change all reservations as needed.

Signing this form acknowledges that you understand and agree to follow the policies and procedures outlined above.

Contact Signature: _____

Date: ____/____/____