Request for Use of College 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: Name of Requestor: __________________________
Phone:_____________ Cell:___________________ E-Mail:________________________

Event Information
Title of Event: ________________________________________________________
Event Format/Purpose: __________________________________________________
Date of Event:____________________ Day of the Week:________________________ Additional Dates:________________________
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_____ RSC 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.)

Room Setup/Layout
____NO SETUP NEEDED, WILL USE STANDARD LAYOUT
____SETUP NEEDED AS FOLLOWS:
#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:____________________________________________________

Room Capabilities: Sound & Computer Technology

<table>
<thead>
<tr>
<th></th>
<th>CC Coffee House</th>
<th>CC Event Room</th>
<th>CC Event Room A</th>
<th>CC Board of Trustees Room</th>
<th>CC Theatre</th>
<th>Alton Auditorium</th>
<th>TRLC MPR</th>
<th>Lodge @ Lakeside</th>
<th>Performing Arts Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electronic Podium*</td>
<td>Bring Laptop</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
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<tr>
<td>(PowerPoint, iPod, Internet)</td>
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<tr>
<td># of Microphones</td>
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<td>1-4</td>
<td>1-2</td>
<td>1-2</td>
<td>1-4</td>
<td>1-3</td>
<td>1</td>
<td>1</td>
<td>1-6</td>
</tr>
<tr>
<td>Must Follow-Up With</td>
<td>Joe Lizza</td>
<td></td>
<td></td>
<td></td>
<td>Production Services ext. 4241</td>
<td>Dan Wright ext. 4788</td>
<td></td>
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<td></td>
<td>ext. 3410</td>
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</table>
**Electronic Podium**: The faculty/staff advisor must be present when student clubs and organizations are using the electronic equipment. A podium key is needed. Coordinate this request with your faculty or Student Development advisor.

Reservation Agreement
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 ___________________________ Student Development Advisor ___________________________
Student Development Director ___________________________ Name of Advisor On-Site for Event ___________________________
Date Received by ESCCO: ___________________________