Request for Use of 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 _____

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>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* (PowerPoint, iPod, Internet)</td>
<td>Bring Laptop</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td># of Microphones</td>
<td>1-3</td>
<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>
</tr>
<tr>
<td>Must Follow-Up With</td>
<td>Joe Liza ext. 3410</td>
<td>Production Services ext. 4241</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</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 ESOCO: ____________________________