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:_________________________________
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.

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>
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<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>
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<tr>
<td>Must Follow-Up With</td>
<td>Joe Lizza ext. 3410</td>
<td>Production Services ext. 4241</td>
<td>Dan Wright ext. 4788</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:____________________