

# UNIVERSITY FACILITIES SPECIAL EVENT SUPPORT REQUEST

If you are in need of event support services from University Facilities, we require a minimum of 72 hours advance notice. After submitting this form, you will receive an estimate. 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: [EventServices@ipo.rutgers.edu](mailto:EventServices@ipo.rutgers.edu)

Today's Date:

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## 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:

Number of Guests Expected

Event Location

Event Campus

If off Campus, Where?

Will food be served at your event?

Yes

No

Caterer's Name

Have you submitted your event to the EACS website?

Yes

No

If yes, Enter Event Number

## 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 (\$65/hr)      Yes      No

Time Start

Time End

Grounds Services (\$69/hr)      Yes      No

Time Start

Time End

Electrical Services (\$76/hr)      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>Price Per Item</u>	<u>Quantity Needed</u>
Rectangular Table (6 ft.)	\$9.00	
Rectangular Table (8 ft.)	\$9.00	
High Boy (bistro) Table	\$10.00	
Folding Chairs	\$2.00	
Round Tables (60 inch)	\$9.00	
Chrome Stanchions w/ Velvet Rope	\$6.50	
Black Banded Stanchions	\$6.50	
Podium with Built in Microphone and Speaker	\$95.00	
Podium with no Microphone	\$25.00	
Sandwich Board (22" x 33" - Signage use)	\$8.00	
Generator	\$60.00	
Indoor Sign Holder	\$4.50	
Fire Extinguisher	\$5.50	
Trash Can (Plastic Toter)	\$18.00	