

Date Received: _____

Event Reference: _____



Application For Scheduling an Athletic Event At Rowan University

Please complete this ENTIRE form and return it, along with the following to:

Office of Conference & Event Services
Chamberlain Student Center
201 Mullica Hill Road, Glassboro, NJ 08028
Phone: (856) 256-5446/Fax: (856) 256-5605

Instructions:

1. Along with your application, you MUST include the following:
 - A formal request on your **Organization Letterhead.**
(Not required for *Rowan University* Departments or Student Organizations.)
 - A copy of your proposed program schedule.

2. Please note the following:
 - Application and accompanying information must be received **at least 60 days prior** to the desired event date.
 - Submission of this form does not obligate *Rowan University* to accommodate your program.

3. Upon receipt of your completed application and accompanying information, the *Office of Conference and Event Services* will respond to your request.

Today's Date: _____

Organization Information

Name of Organization: _____

Type of Organization:

Profit (Corporation, LLC, Etc.)

Non-Profit Tax-Exempt Number: _____

* A copy of the tax-exempt certificate will be required with the contract.

Web address (URL): _____

Point of Contact Information:

Note: In order to provide you with the best possible service, please provide the Conference & Event Services staff with ONE point of contact to discuss all event logistics.

Name: _____ Title: _____

Phone: _____ Fax: _____ E-mail: _____

Contract Designee (If different than the Point of Contact):

Name: _____

Title: _____

Event Information

Name of Event: _____

Event Type:

- Camp
- Fund-Raiser
- Game
- Recreation
- Practice

Event Attendance:

Estimated # Attendees: _____

of Adults: _____ # of Children Age 13-17: _____

of Children Under 13 _____

Parking Desired for _____ Cars

- Private Event - Invitation Only
- Open to The Public
- Students and/or University Employees

Fee Information:

Fees to be charged (Cost for attendees?): _____

Notes regarding event fees: _____

Will money be collected at the door? YES NO

Note: University policy stipulates that all events involving the exchange of currency require at least one Public Safety Officer be present.

Date and Time Information

Note: Please send a *proposed* schedule of events along with this form. This schedule will be used by the Conference & Event Services staff to develop your event quote and contract.

Desired Event Start Date: _____ Desired Event End Date: _____

Desired Event Start Time: _____ Desired Event End Time: _____

Set Up Time: _____ Completion Time: _____

**Alternate Date(s) _____ Alternate Time(s) _____

Facilities Desired:

Check all that apply. Note: The Conference & Event Services staff will select the best location for your event based on your needs. Locker Rooms are not available.

- Gym/Indoor Court Number of Courts Required: _____
- Stadium/Turf Field
- Outdoor Field (Grass) Number of Fields Required: _____
- Outdoor Court Number of Courts Required: _____
- Pool

Additional Staffing Desired:

Check all that apply. Note: Staffing requirements for athletic events include an Athletic Supervisor, Scoreboard Operator (when applicable), and Public Safety coverage (Police, Security, and EMS) as indicated by Rowan University's Department of Public Safety.

- Public Safety Officers (Required if money is exchanged at the door or at registration.)
- Lifeguards (Coverage determined by Rowan University Recreation Center Staff)

Catering Options:

Please select services from the items below. The Conference & Event Services staff will work with you to develop a menu for your event based on your preferences. Note: Rowan University Athletic Teams handle concessions for all athletic events held on Rowan's campus. The sale of food and drink items by renters of facilities is not allowed.

- Banquet/Formal Meal Beverage Service Boxed Lunches
- Continental Breakfast Snack/Coffee break

Additional Comments/Accommodations Desired:
