



Internal Use Only

Date Received: _____

Event Ref #: _____

Application For Scheduling a Residential 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:

- 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.
- 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.
- Upon receipt of your completed application and accompanying information, the *Office of Conference and Event Services* will respond to your request. See the event timeline located at www.rowan.edu/ces for additional information.

rowan.edu/ces

Today's Date: _____

Organization Information

Name of Organization / Department: _____

Type of Organization:

Profit (Corporation, LLC, Etc.)

Non-Profit Tax-Exempt Number: _____

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

Web address (URL): _____

Point of Contact Information:

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: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

E-mail: _____



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

Name: _____
Title: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Fax: _____
E-mail: _____

Event Information

Name of Event: _____

Event Type:

[] Conference [] Camp [] Retreat
[] Other: _____

Event Attendance:

Estimated # of Attendees: _____ # of Adults: _____
of Children age 13-17: _____ # of Children Under 13: _____
Parking Desired for _____ Cars

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[] 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: _____
Desired Check-In Time: _____ Desired Check-Out Time: _____
Set Up Time: _____ Completion Time: _____
**Alternate Date(s) _____ Alternate Time(s) _____



Facilities Desired:

Check all that apply. Note: Not all resources are available in all locations. The Conference & Event Services staff will select the best location for your event based on your needs.

Housing Accommodations:

- Air Conditioned Townhouses
- Air Conditioned Apartments
- Non-Air Conditioned Residence Halls

Meeting Facilities:

- Classroom / Meeting Room Number Required: _____ (Select from the options below)
 - Technology Enhanced Classroom
Includes networked computer, cd/dvd player, data/video projector, screen, and touch screen control panel.
 - Standard Meeting Room/Classroom
Standard rooms may include some technological enhancements. Please indicate your needs in the "Resources" section below and the Conference & Event Services staff will work to find a space that meets your needs.

Ballroom/Large Meeting Room
 These rooms are some of the most versatile on campus and can be configured to accommodate a variety of events. Room capacity is ultimately determined by the setup. rowan.edu/ces

Auditorium/Lecture Hall
 These rooms feature fixed, tiered seating and may or may not be equipped with built-in multimedia or a/v equipment.

Athletic Facilities:

- 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 Space Needs: (Please explain below)



Resources /Equipment Desired:

Check all that apply. Note: Not all resources are available in all locations. The Conference & Event Services staff will select the best location for your event based on your needs.

- CD Player DVD Player Data/Video Projector
- Flipchart Overhead Projector (Transparencies)
- Podium Screen Stage
- Whiteboard
- Microphone (Select Type Handheld Lapel Podium)
- Tables (6 ft x 36") Number Requested: _____
- Chairs Number Requested: _____

Additional Equipment Needs: (Please explain below)

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Additional Staffing Desired:

Check all that apply. Note: Staffing requirements vary by event. The Conference & Event Services staff will work with your group's point of contact to determine the accurate staffing levels required by University policy for your event.

- 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.

- Standard Cafeteria Style Meal Package

First Meal: B L D Date: _____ Time: _____

Last Meal: B L D Date: _____ Time: _____

Preferred Meal Times:

Please indicate desired meal times. Available times are as follows:

Breakfast: 7:30 AM - 9:30 AM Desired Start Time: _____ Desired End Time: _____

Lunch: 11:00 AM - 1:30 PM Desired Start Time: _____ Desired End Time: _____

Dinner: 4:00 PM - 6:30 PM Desired Start Time: _____ Desired End Time: _____

Please note that the Conference & Event Services staff works to stagger group meal times in the Marketplace in order to maintain service levels and provide the best possible experience for each of our guests.



Additional Catering Options

Banquet/Formal Meal

Beverage Service

Boxed Lunches

Continental Breakfast

Snack/Coffee break

Additional Comments/Accommodations Desired:

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Conferences & Event Services

