

NJCU SCHOOL OF BUSINESS

Room Reservation Form

PAGE 1: EVENT INFORMATION

Name of Event :

Event Classification :

Type of Event (Workshop, Lecture, Etc.) :

Requested Room :

Approximate Number of Guests :

Total Number of Speakers/Performers :

Will the Event include any Outside Organization? :

Will Guests Require Ticket Registration to Attend the Event? :

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PAGE 2: EVENT DATE

Date of the Event (MM/DD/YYYY) :

Total Hours of Event (Including Setup and Clean Up) :

Event Start Time (Building Opens at 7AM Monday to Friday) :

Event End Time (Building Closes at 10PM Monday to Friday) :

PLEASE NOTE: All events must be concluded, and rooms must be cleaned and re-organized prior to closing of building.

Saturday reservations may incur additional overtime fees.

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PAGE 3: IT REQUIREMENTS

Will Guests Need Access to Wi-Fi? :

Will You Need Microphones? :

Will You Need Projectors? :

Will You Be Live Streaming Your Event? :

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PAGE 4: FOOD & DRINKS

Catering services are available for School of Business events at an additional fee via orders through Gourmet Dining.

For more information, please go to:

<https://www.njcupdining.com/catering/>

Will Food or Drinks Be Served? :

*** PLEASE NOTE: The option for having alcohol served is currently unavailable at this time.**

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PAGE 5: CONTACT INFORMATION

Sponsor/Company/Group Name :

Name of Representative in Charge of Event :

Name of Person Responsible for Event * :

Phone Number :

Email :

City, State and Zip Code :

*** PLEASE NOTE:** The “person(s) responsible for event” will be accountable for event incidentals such as repairs, replacement of property etc. (if incurred).

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PAGE 6: DIRECTIONS & PARKING

Directions and Parking Options for the NJCU School of Business
may be viewed on the following webpage :

<https://www.njcu.edu/student-life/commuting/directions-school-business>

Parking is not provided for events. For parking lots in the area and parking fees
please visit:

<https://spothero.com/destination/jersey-city/harborside-center-parking>

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PAGE 7: ADDITIONAL INFORMATION

Please save this form upon its completion and submit it to the email address below. You will be contacted within 3-to-5 business days.

NJCUSobEvents@njcu.edu

We look forward to hosting your event at the NJCU School of Business!