

# Reservation Request Form

FOR J. LEE'S, RESIDENCE LOUNGE(S), AND ALL FUNDRAISERS,  
You Must Present Approval Forms Before Filling Out This Form

- For Residence Lounges – See individual hall offices;
- For J. Lee's – Go to <http://phobos.ramapo.edu/~osd/sc/jlees/>
- \*For Fundraisers – Complete Fundraising Proposal Form and submit to John Yao (Community Service, C209).

**\* INCOMPLETE OR ILLEGIBLE FORMS CANNOT BE PROCESSED \***

EVENT DATE(S) \_\_\_\_\_ ALT. DATE(S) \_\_\_\_\_

DO YOU NEED PRIOR SETUP TIME (1 HOUR BEFORE EVENT)?      YES       No

TIME EVENT STARTS \_\_\_\_\_ AM/PM      TIME EVENT ENDS \_\_\_\_\_ AM/PM

ON CAMPUS ATTENDANCE (APPROX) \_\_\_\_\_ OFF-CAMPUS GUESTS? (APPROX) \_\_\_\_\_

EVENT TYPE (FUNDRAISER\* MEETING, PARTY, LECTURE, OR INFO TABLE) \_\_\_\_\_

WILL YOU BE COLLECTING MONEY? )?      YES       No

EVENT TITLE (NAME OF EVENT) \_\_\_\_\_

SETUP (U SHAPE, STAGE AND/OR RUNWAY, CIRCLE, LECTURE, EMPTY, ETC) \_\_\_\_\_

MEDIA (MIC/PODIUM, VCR/DVD, SCREEN, ETC) \_\_\_\_\_

[ONCE RESERVATION IS CONFIRMED, EMAIL [MEDIA@RAMAPO.EDU](mailto:MEDIA@RAMAPO.EDU) FOR YOUR AV NEEDS.]

LOCATION(S) PREFERRED \_\_\_\_\_

*\*If booking the Pavilion or Alumni, specify # of rooms (1, 2 or 3 rooms); FYI: York Room holds 49*

PLEASE GIVE AT LEAST 2 ALTERNATE LOCATIONS      1. \_\_\_\_\_      2. \_\_\_\_\_

WILL YOU HAVE FOOD?      YES       No       FROM DINING SERVICES       EXTERNAL

## **CONTACT INFORMATION:**

ORGANIZATION OR DEPT. BOOKING EVENT \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_

PRINT NAME

LOCAL/CAMPUS OR CELL#

**NOTE: THIS IS ONLY A REQUEST FORM**

*Approval is not guaranteed.*