

Reservation Request Form



- For **RESIDENCE LOUNGES**, you must present approval forms *before* filling out this form - see individual hall offices for forms.
- For **LAUREL LOUNGES/THEATER**, go to: <http://ww2.ramapo.edu/students/reslife/form.aspx>
- For **J. LEE'S**, go to: <http://phobos.ramapo.edu/~osd/sc/jlees/>

*** INCOMPLETE FORMS CANNOT BE PROCESSED***

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1. Event day /Date(s) _____ Alt. day/ Date(s) _____
(for recurring reservations - use the back to list additional dates)
 2. Do you need prior Setup time (1 hour before event)? Yes No
 3. Event Start Time _____ AM/PM
 4. Event End Time _____ AM/PM
 5. On-Campus Attendance (Approx) _____
 6. Off-Campus Guests? Yes No
 7. Off-campus Guests (Approx) _____
 8. Event Type (Meeting, Party, Lecture, BBQ, Fundraiser or rush Table) _____
 9. Event Title (name of event) _____
 10. Setup (U shape, Stage and/or Runway, Circle, Lecture, Empty, Etc) _____
 11. Media (Mic/Podium, VCR/DVD, Screen, Etc) _____
 12. Will you have food? Yes No
 13. Food Vendor: Dining Services External
(Note - no food allowed in classrooms)
 14. Location(s) Preferred _____
**If booking the Pavilion or Alumni, specify # of rooms (1, 2 or 3 rooms); FYI: York Room holds 49*
 15. Please give at least 2 Alternate Locations 1. _____ 2. _____

CONTACT INFORMATION:

Organization or Dept. Booking Event _____

Contact _____
Print Name local/campus or cell# email address

Note: This is only a request form...approval is not guaranteed.

Important RESSOnline Notice!!

To request a reservation on-line, go to RESSOnline at <http://ress.ramapo.edu/ress/reslist.asp>

SEE BACK FOR FIRE SAFETY CHECKLIST → → →

General Fire Safety Checklist for All Events and Conferences

Please check the appropriate response of Yes or No to the following items.

CHECK IF YOUR EVENT WILL HAVE...	ACTION TO BE TAKEN BY THE USER...	
1. Sternos-only for warming foods	Yes <input type="checkbox"/>	No <input type="checkbox"/> If Yes, I read and agree to abide by the Sterno Fuel Use Policy located on the Fire Safety website.
2. Skirts for tables/stages/platforms	Yes <input type="checkbox"/>	No <input type="checkbox"/> If Yes, then obtain a Certificate of Flame Resistance from the vendor for decorations and submit to RCNJ Fire Marshal.
3. Open Burning <i>(Other than the stationary BBQ's on Campus)</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/> Generally not permitted on Campus. Application for Permit & Permit Fee Required if exception to policy is granted.
4. Pipe and Drape	Yes <input type="checkbox"/>	No <input type="checkbox"/> If Yes, then obtain a Certificate of Flame Resistance from the vendor for pipe and drape and submit to RCNJ Fire Marshal
5. Candles with live flame <i>(Battery operated candles preferred)</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/> For live flame candles, complete Candle Use form located on the Fire Safety website.
6. Tents or Canopies <i>(For tents or canopies owned by the College, permits are on file with the College Fire Marshal)</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/> An Application for Permit and Permit Fee Required, if approved.
7. Fireworks	Yes <input type="checkbox"/>	No <input type="checkbox"/> Generally not permitted on Campus. An Application for Permit and Permit Fee Required, if approved.
8. Group Overnight Stay on Campus	Yes <input type="checkbox"/>	No <input type="checkbox"/> An Application for Permit and Permit Fee Required, if approved.
9. Sale of Merchandise	Yes <input type="checkbox"/>	No <input type="checkbox"/> An Application for Permit and Permit Fee may be required. Consult with the College Fire Marshal.
10. Cooking with grease or oils <i>(Other than in the Campus Cafeterias)</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/> An Application for Permit and Permit Fee Required, if approved.
11. Use of LP gas/propane	Yes <input type="checkbox"/>	No <input type="checkbox"/> An Application for Permit and Permit Fee Required, if approved.
12. Mobile structures (carnivals, etc.)	Yes <input type="checkbox"/>	No <input type="checkbox"/> An Application for Permit and Permit Fee Required, if approved.
13. Decorations	Yes <input type="checkbox"/>	No <input type="checkbox"/> Must obtain a Certificate of Flame Resistance from the vendor for decorations and submit to RCNJ Fire Marshal.
14. Food Vendor Vehicles	Yes <input type="checkbox"/>	No <input type="checkbox"/> If Yes, then an Application for Permit and Permit Fee may be required.

Notice: **Permits** required from the Division of Fire Code Enforcement (DFCE) **must be submitted** to the DFCE **no later than 2 weeks prior the event or conference date**. Permits are only issued contingent upon a representative from the State Fire Marshal's Office conducting an inspection and approving that the event is in compliance with the applicable Fire Code Requirements. Contact Dennis Harrington, the College Fire Marshal at extension 6252 or <mailto:dharring@ramapo.edu> for assistance with Applications for Permits and with meeting the applicable Fire Code Requirements.

Reservations are booked for all Events and Conferences with the understanding that the User has read and agrees to abide by the "General Fire Safety Regulations" and any additional fire safety regulations required by the College Fire Marshal in accordance with the NJ Fire Code. The "General Fire Safety Regulations" are located on the Fire Safety website at the following address: <http://ww2.ramapo.edu/facultystaff/hr/safety/index.aspx?id=8018>