

Reservation Request Form

FOR J. LEE'S & RESIDENCE LOUNGE(S),

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/>

*** INCOMPLETE 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 _____ TIME EVENT ENDS _____

ON CAMPUS ATTENDANCE (APPROX) _____

OFF CAMPUS GUESTS? YES No OFF-CAMPUS GUESTS (APPROX) _____

EVENT TYPE (MEETING, PARTY, LECTURE, BBQ, FUNDRAISER OR RUSH TABLE) _____

EVENT TITLE (NAME OF EVENT) _____

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

MEDIA (MIC/PODIUM, VCR/DVD, SCREEN, ETC) _____

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. _____

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.

IMPORTANT NOTICE

To request a reservation on-line, see RESSOnline (<http://ress.ramapo.edu/ress/reslist.asp>).

To utilize this option, e-mail mobrown@ramapo.edu to request a password.