

**ROOM RESERVATION FORM**

**The David Hosford**  
Rutgers Newark Alumni Association Seminar Room  
Hill Hall, Room 315

**Hours: 8:30am-4:30pm**

Individual members of the faculty and staff wishing to reserve Room 315, Hill Hall must fill out a room reservation form at least two weeks prior to the event, unless time makes such notification impossible.

Form available on the FASN Dean's web-site: <http://www.ncas.rutgers.edu>

**Guidelines – *please read carefully:***

- 1) The room is available for seminars, lectures and meetings; it is **not** available for academic classes.
- 2) No food or beverages are allowed on the premises.  
*If under special circumstances permission was given for food/beverage items to be brought into the room, it is the sole responsibility of the requesting department to clean up the room, get rid of all food items, left-overs, garbage, etc. and bring the room to pre-event condition.*
- 3) Under no circumstances should the room be re-arranged.  
*If for any reason the room is disassembled, the requesting department will be responsible for returning the room to pre-event condition.*
- 4) A department Chair/Director/Administrator signature is required on the reservation form.

<b>Requestor:</b> _____	
<b>Department:</b> _____	
<b>Telephone:</b> _____	<b>Fax:</b> _____
<b>Email:</b> _____	
<b>Type of Event:</b> _____	
<b>Date of Event:</b> _____	
<b>Time of Event:</b> _____	<b>Expected # of Attendees:</b> _____
<b>Time Event Starts:</b> _____	<b>Time Event Ends:</b> _____

**Comments:** \_\_\_\_\_  
\_\_\_\_\_

I guarantee the FASN Deans Office against damage to property, its repair and replacement as necessary, charges incurred and compliance with the items specified above:

\_\_\_\_\_  
Department Chair/Director/Administrator

\_\_\_\_\_  
Date