

Reservation Processes

A guide for student organizations planning meetings, events, contact tables, and outdoor activities.

All reservation requests should be submitted through the Student Centers & Activities WebApp:
<https://centerres.rutgers.edu/Default.aspx>

IN THIS GUIDE

Reservation Processes Overview

Meeting Room Reservation Timeline

Large Event Space Reservation Timeline

Contact Table Reservation Process

Outdoor Space Reservation Timeline

Who Should I Contact?

Important Planning Deadlines

Working with Technical Services

Decorations and Special Activities

What to Expect on Event Day

After Your Event

Student Organization Responsibilities

Frequently Asked Questions

Event Planning Checklist

Reservation Processes

Student organizations may follow different reservation processes depending on the type of activity being planned. All reservation requests should be submitted through the Student Centers & Activities WebApp: <https://centerres.rutgers.edu/Default.aspx>

The following reservation processes are available:

Meeting Room Reservations

Meeting room reservations are intended for smaller events that require limited planning and support.

Large Event Space Reservations

Large event space reservations are intended for events that require additional planning, coordination, staffing, technical support, or operational support.

Contact Table Reservations

Contact table reservations are intended for information distribution, recruitment, fundraising, ticket sales, bake sales, and similar activities conducted at designated tabling locations.

Outdoor Space Reservations

Outdoor space reservations are intended for activities occurring outdoors and may require additional planning, vendor coordination, facilities support, and operational review.

If you are unsure about which reservation process applies to your event, contact the Meetings & Events Office for assistance.

Meeting Room Reservation Timeline

Meeting rooms are intended for smaller activities such as executive board meetings, study sessions, workshops, information sessions, and training programs.

Note: General Body Meetings follow a separate reservation process associated with student organization recognition requirements.

Step 1: Submit Your Reservation Request

All meeting room reservations must be submitted through the Student Centers & Activities WebApp.

5 business days Meeting room reservations must be submitted at least five (5) business days before the event date.

Step 2: Receive Your Reservation Confirmation

Once approved, your reservation serves as confirmation that the space has been reserved for your event.

Most meeting room reservations do not require additional planning.

Step 3: Arrive for Your Event

Arrive at the beginning of your reservation time.

If this is your first visit to the Student Centers, Information Desk staff can help direct you to your meeting room.

Step 4: Does Your Event Need Additional Planning?

Meeting room reservations are intended for meetings and activities that require limited planning and support. In most cases, meetings and activities should be ready to be executed at the time the reservation is submitted.

Additional review may be required for activities involving vendors, paint-related activities, attendance approaching room capacity, or other operational considerations.

If a proposed meeting or activity cannot be reasonably supported within the meeting room reservation process, the Meetings & Events Office will work with the organization to determine appropriate next steps, including a different reservation process or a change of date, if necessary.

Step 5: Leave the Space as You Found It

Please dispose of all trash and remove personal belongings when your meeting or activity concludes.

Organizations are responsible for the condition of the reserved space during the duration of their reservation. Excessive cleaning, damage, theft, vandalism, or policy violations may result in repair or cleaning charges, disciplinary action, and the suspension of reservation privileges.

Large Event Space Reservation Timeline

Planning an event is a partnership between your student organization and the Meetings & Events Office. The earlier you complete planning requirements and respond to requests for information, the easier it is for Student Centers & Activities to support your event successfully.

Step 1: Submit Your Reservation Request

All event requests must be submitted through the Student Centers & Activities WebApp.

7 weeks Events utilizing one of our large event spaces must be reserved at least seven (7) weeks before the event date.

When submitting your reservation request, provide as much information as possible regarding attendance, event activities, room setup requirements, technical needs, catering, vendors, and any special accommodations.

Please Note: Student Organizations registered through Student Involvement and Leadership must also complete an Event Request on The Arc at least 4 weeks before to the event date.

Step 2: Complete the Event Coordinator Form

Once your reservation enters the planning process, the Meetings & Events Office will send you an Event Coordinator Form.

The Event Coordinator Form collects information regarding your event schedule, attendance, room setup, technical needs, vendors, catering, and any special accommodation that may be required.

Scenario	Event Coordinator Form Due
Events Reserved Within the Current Semester	Six (6) weeks before the event date
Events Reserved for a Future Semester	Three (3) months before the event date

Step 3: Work with Your Assigned Event Coordinator

Once your Event Coordinator Form has been submitted, your assigned Event Coordinator will review the information, identify any additional planning needs, and begin coordinating your event.

Depending on the event, planning discussions may include room layouts, event schedules, technical requirements, vendors, catering, deliveries, logistics, building access needs, and special accommodations. Some events may also require a walkthrough of the event space.

If you are waiting for information or have questions about your event, contact your Event Coordinator.

If you have not received a follow-up from your Event Coordinator as your event date approaches, please follow up to ensure all event details are finalized and confirmed.

Step 4: Review Your Event Confirmation

Once planning has been completed, your Event Coordinator will send you an Event Confirmation Email.

Think of the Event Confirmation Email as a receipt of services.

The confirmation summarizes everything discussed during the planning process, including the services, support, and event requirements that Student Centers & Activities will provide for your event.

It is important that you review the confirmation carefully to ensure all information is accurate.

If something is incorrect or has changed, notify your Event Coordinator immediately.

2 weeks Your event must be confirmed at least two (2) weeks prior to the event date to allow sufficient time for staffing, room setup preparation, technical support coordination, and operational planning.

Contact Table Reservation Process

Contact table reservations may be used for information distribution, student organization recruitment, bake sales, ticket sales, fundraising activities, and approved vendor sales

Step 1: Submit Your Reservation Request

All contact table reservations must be submitted through the Student Centers & Activities WebApp.

When submitting your request, identify the purpose of the table and whether fundraising, sales, or vendor participation will occur.

Step 2: Contact Table Expectations

Student organizations must sign in at the Student Center Operations office, always have a member present at the table, display a typed sign identifying the organization, and operate only during their approved reservation time. If more chairs are needed, please check in with the information desk for assistance.

Organizations and vendors must remain behind or beside the table and may not actively approach passersby.

Step 3: Fundraising and Bake Sales

Student organizations conducting fundraising or sales activities must follow all applicable Student Organization Guidelines and SABO procedures.

Bake sales are limited to homemade baked goods that do not require temperature control.

Student organizations must clearly display a list of ingredients and potential allergens for all homemade baked goods being sold.

Student organizations are responsible for all merchandise sold and the performance of any approved vendor.

Step 4: Cash Handling & Payment Methods

Student Center staff will provide a cash box for approved fundraising activities, including bake sales. At the conclusion of the reservation, the cash box must be returned to Student Center staff. Funds collected will be counted and secured in accordance with University policies and procedures. Rutgers University Police Department (RUPD) will transport the funds to SABO for deposit into the organization's account.

Venmo may be used for approved product sales and all funds collected must be deposited into the organization's SABO account within seventy-two (72) hours. Venmo may not be used for ticket sales.

PayPal, Chase QuickPay, Square Cash, and similar payment-sharing services are not permitted.

Outdoor Space Reservation Timeline

Outdoor space reservations are intended for activities occurring outdoors and may require additional planning, vendor coordination, facilities support, and operational review.

Step 1: Submit Your Reservation Request

All outdoor space reservations must be submitted through the Student Centers & Activities WebApp.

7 weeks Outdoor space reservations should be submitted at least seven (7) weeks before the event date.

When submitting your request, provide as much information as possible regarding attendance, event activities, vendors, equipment needs, power requirements, and setup requirements.

Providing complete information early helps ensure appropriate planning and support.

Step 2: Work with Your Event Coordinator

Most outdoor events follow the same planning process as large event space reservations and often require additional planning and coordination.

Depending on the location and nature of the event, student organizations may be responsible for securing and coordinating services such as audiovisual support, portable restrooms, tents, tables and chairs, electrical support, and other event infrastructure.

Your Event Coordinator will help determine planning requirements and available support.

Step 3: Outdoor Spaces Managed by Student Centers & Activities

Student Centers & Activities provides operational support and event coordination for the following outdoor event spaces:

- Morrell Street (College Avenue Campus)
- Livingston Courtyard (Livingston Campus)
- Livingston Lawn (Livingston Campus)

These spaces have services and support available through Student Centers & Activities; however, additional services may still be required depending on the event.

Additional outdoor spaces may also be reserved through the Student Centers & Activities WebApp; however, some locations may be managed by other University departments and require additional approvals before an event can be confirmed.

For a complete list of reservable outdoor spaces, please refer to the Student Centers & Activities WebApp.

Step 4: Outdoor Tabling and Outdoor Events

Outdoor reservations may range from a single contact table to a large-scale outdoor event.

Student organizations should accurately describe their space and support needs when submitting a reservation request.

Activities requiring multiple tables, tents, vendors, audiovisual support, performances, larger attendance, or other event infrastructure may be considered an outdoor event and require additional planning.

Depending on the scope of the activity, organizations may be required to relocate to Morrell Street or another approved outdoor event venue based on availability and operational needs.

Step 5: Additional Requirements

Outdoor events must be appropriate for the requested location and may not interfere with academic classes or University operations.

Amplified sound is not permitted between 9:00 a.m. and 4:00 p.m., Monday through Friday. Amplified sound at all other times requires approval from your Event Coordinator.

Organizations are expected to respect the academic environment and comply with all University policies and requirements associated with the reserved space.

Depending on the event, additional support services may be required through Rutgers Institutional Planning & Operations (IP&O). Any costs associated with these services are the responsibility of the organization.

For additional information regarding support services, visit: <https://ipo.rutgers.edu/facilities/operations-special-event>

Any expenses associated with these services are the responsibility of the organization.

Step 6: Event Cleanup

Student organizations are responsible for leaving outdoor spaces in the same condition they were found.

Organizations are responsible for removing event materials, disposing of trash properly, and providing garbage bags as needed.

Additional cleanup services may be arranged through Rutgers Institutional Planning & Operations (IP&O).

Special Outdoor Activities

Vigils

Vigils follow a separate review process and require coordination with the Meetings & Events Office.

Upon submission of a Vigil Request Form, the Meetings & Events Office will review the request and contact the organizer to discuss planning requirements and available support.

Depending on the nature of the vigil, additional fees for staffing, security, setup, or support services may apply.

If a vigil is being planned due to unforeseen circumstances within five (5) days of the intended date, organizers should contact the Meetings & Events Office directly at: centerres@echo.rutgers.edu

Please note that audiovisual and sound requests for outdoor vigils must be coordinated through Rutgers Institutional Planning & Operations (IP&O) or another approved vendor.

Demonstrations and Protests

Demonstrations, protests, and other expressive activities are governed by separate University procedures and may require advance notification and approval.

Individuals and organizations planning these activities should review the Rutgers Free Expression Guidelines and follow the applicable procedures outlined by the University.

For additional information, visit: <https://free-expression.rutgers.edu/policies-and-standards/free-expressionguidelines>

Who Should I Contact?

Meetings & Events Office

For general questions, reservation assistance, Student Centers & Activities WebApp account support, or other reservation-related inquiries.

Email: centerres@echo.rutgers.edu

Phone: 848-932-8821

Your Event Coordinator

Questions about reservations, planning deadlines, event changes, special requests, or event confirmations should be directed to your assigned Event Coordinator.

If assistance is needed during your event, contact your Building Manager, visit the Information Desk, or stop by the Operations Office.

For technical issues during an event, contact the Technical Services staff assigned to your event or speak with your Building Manager.

Important Planning Deadlines

To ensure Student Centers & Activities can properly support your event, certain requests must be finalized before specific deadlines.

Event Coordinator Form

The Event Coordinator Form is due:

- Six (6) weeks before the event date for events reserved within the current semester.
- Three (3) months before the event date for events reserved for a future semester.

Deadline	What Should Be Finalized
Five (5) Weeks Before Your Event	Livestreaming or streaming services Student organization vendor contracts
Four (4) Weeks Before Your Event	Rutgers Food Truck requests
Two (2) Weeks Before Your Event	Your event must be confirmed at least two (2) weeks before the event date. This allows Student Centers & Activities sufficient time to coordinate staffing, room setups, technical support, and operational needs.

Working with Technical Services

Technical Services support is generally associated with Student Center Multipurpose Room events.

Technical Services staff may be assigned when:

- Two or more microphones are used.
- The event is a High-Profile Event (VIP).
- Lighting, recording, or livestreaming is requested.
- External equipment will be connected to Student Center equipment.

The Director of Technical Services determines staffing assignments for each event.

If organizations are experiencing issues with the technology available in a meeting room, they should contact the Building Manager within the Student Center for assistance.

Technical needs for large events should be communicated during the planning process and included on the Event Coordinator Form whenever applicable.

Decorations and Special Activities

Decorations and centerpieces are permitted provided they comply with Student Centers & Activities policies.

The following are not permitted:

- Glitter or confetti of any kind
- Candles, wicks, open flames, incense, or burning materials
- Attaching items to walls, windows, doors, ceilings, columns, or painted surfaces using tape, glue, staples, nails, tacks, or similar materials
- Covering windows
- Covering or obstructing Rutgers University signage

Paint-related activities may require additional planning and approval. All painted decorations must be completely dry before being brought into the facility. Depending on the activity and location, organizations may be required to provide tarps or other protective materials to prevent damage to facilities and furnishings.

What to Expect on Event Day

Arrive at the Start of Your Reservation

Student organizations should plan to arrive at the beginning of their reservation time.

If this is your first visit to the Student Centers, Information Desk staff can help direct you to your event space.

Meet Your Building Manager

A Building Manager should greet you when you arrive and serve as your primary point of contact for facility-related questions during your event.

If the Building Manager is assisting multiple events, a Student Center Operations Staff member will be available to assist you upon arrival.

Need Help Loading In?

Hand trucks and carts are available to help transport event materials into the building.

Ask an Operations staff member or visit the Information Desk for assistance.

If your event involves deliveries, please communicate expected deliveries to your Event Coordinator in advance whenever possible. Advance notice helps Student Centers staff prepare for deliveries requiring loading dock access, bollard removal, or other logistical support.

Please note that storage space within the Student Centers is limited and based on availability. Student Centers & Activities cannot guarantee storage space for materials delivered before an event. Organizations should coordinate delivery schedules and storage needs with their Event Coordinator as early as possible.

Your Room Will Be Ready

Operations staff will prepare your approved room setup before your event.

For events taking place in a Student Center Multipurpose Room (MPR), requested AV and technology equipment will be set up prior to the event. Technical Services staff assigned to the event will be available to assist with AV and production needs.

Meeting room reservations generally do not include dedicated Technical Services staffing. Organizations experiencing issues with meeting room technology should contact the Building Manager for assistance.

Last-Minute Changes

Our staff will do their best to accommodate setup or technical changes whenever possible.

Please note:

- Changes must be requested by an event organizer or designated event contact.
- Some changes may result in additional charges.
- Not all requests can be accommodated on the day of the event.

Need Assistance During Your Event?

Student Centers staff routinely monitor facilities and event spaces throughout the day.

If you need assistance during your event:

- Contact your Building Manager
- Visit the Information Desk
- Visit the Operations Office

After Your Event

Event Wrap-Up

As your event concludes, Student Centers staff may check in to ensure that your event ran smoothly and determine whether any additional assistance is needed.

Help Keep Our Spaces Clean

Please encourage your guests to properly dispose of trash and personal items before leaving.

Remove Decorations and Event Materials

Student organizations are responsible for removing all decorations, supplies, materials, and personal belongings before the conclusion of their reservation.

Leave the Space as You Found It

Student organizations are expected to leave event spaces in the same condition they were found.

Excessive cleaning, damage, or unusual room conditions may result in additional charges.

Event Charges

Additional charges may result from:

- Excessive cleaning
- Damage to facilities or equipment
- Additional services provided during the event
- Event-related changes that required additional support

Student Organization Responsibilities

Submit Requests Through the Student Centers & Activities WebApp

All event requests must be submitted through the Student Centers & Activities WebApp.

Provide Complete Event Information

Student organizations should provide as much information as possible when submitting reservations and Event Coordinator Forms.

Respond Promptly to Requests from Your Event Coordinator

Responding promptly helps avoid delays and ensures planning deadlines can be met.

Follow Up When Necessary

If your organization has not received expected information or responses, contact your Event Coordinator.

Provide Primary and Secondary Contacts

Student organizations should provide both a primary and secondary contact for each event.

Review Co-Sponsored Event Guidelines

Additional approvals or planning requirements may apply.

Understand Cancellation Policies

Organizations are responsible for understanding and following Student Centers & Activities cancellation policies and deadlines.

Frequently Asked Questions

Can I Make Changes After My Event Is Confirmed?

Yes. Changes should be communicated to your Event Coordinator as soon as possible.

What If I Miss a Planning Deadline?

Missing a deadline may limit the services that Student Centers & Activities can provide for your event.

What If I Need Help During My Event?

Contact your Building Manager, visit the Information Desk, or stop by the Operations Office.

Can I Request Changes on the Day of My Event?

Yes, but accommodation depends on staffing availability, available resources, and operational feasibility. Not all requests can be accommodated on the day of the event.

Event Planning Checklist

Before Your Event

- ☐ Submit reservation request
- ☐ Complete Event Coordinator Form
- ☐ Finalize vendor contracts (if applicable)
- ☐ Finalize streaming requests (if applicable)
- ☐ Finalize food truck requests (if applicable)
- ☐ Verify Primary and Secondary Contacts
- ☐ Review Co-Sponsored Event Guidelines (if applicable)
- ☐ Review Cancellation Policies and Deadlines
- ☐ Review Decoration Policies (if applicable)
- ☐ Review Event Confirmation Email
- ☐ Communicate event changes immediately
- ☐ Share event information with your executive board
- ☐ Arrive on time for your reservation

After Your Event

- ☐ Remove decorations
- ☐ Remove event materials
- ☐ Dispose of trash properly
- ☐ Leave the room in good condition
- ☐ Ensure all personal belongings have been removed