

# Outdoor Space Request

Rutgers University - New Brunswick/Piscataway

Event Name:

Sponsoring Department/Organization:

Location:

Contact Person:

Title:

Phone:

Email:

Fax:

Beginning Date:

Ending Date:

Begin Time:

End Time:

## Event Description

Please provide information on the nature and type of proposed event.

## Special Arrangments/TechnicalRequirements

Please list any equipment

(Tables, Tents, Sound, AV, etc. that you will be using at your event.)

Sign and print your name.

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Date

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Please submit this form to the appropriate campus [Dean of Students](#) office

Approval **Dean of Students**

Date

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Department Approval

University Facilities

University Scheduling