

# Kean University Reservation and Public Safety Application

Please print and use ink only! Be sure to read the Reservation Manual for complete information and guidelines. Return this form to appropriate scheduling office. Failure to submit this form by the appropriate deadline will result in forfeiture of facility reservation and program will be cancelled. Cancellation forms must be submitted at least three business days prior to the event or the sponsoring group will be responsible for all fees incurred.

## Program Information

Event Title \_\_\_\_\_

Day(s) and Date(s) of Event \_\_\_\_\_

Rehearsal Dates and Times (If Applicable) \_\_\_\_\_

Facility Requested \_\_\_\_\_

Beginning Time \_\_\_\_\_ Ending Time \_\_\_\_\_

Set Up Time \_\_\_\_\_ Clean Up Time \_\_\_\_\_

Estimated Attendance (Not to exceed maximum allowed by the fire code)

### Type of Program

- Meeting (24-hour notice)
- Internal Program (2-week notice)
- External Program (4-week notice)

Biographical information on external speakers/performers is required before approval. Please attach a biography and/or a list of previous engagements for external performers/speakers.

1. Name of Performer/Speaker \_\_\_\_\_

Title of Performer/Speaker \_\_\_\_\_

Title of Performance/Speech \_\_\_\_\_

( \_\_\_\_\_ ) \_\_\_\_\_

Phone \_\_\_\_\_

2. Name of Performer/Speaker \_\_\_\_\_

Title of Performer/Speaker \_\_\_\_\_

Title of Performance/Speech \_\_\_\_\_

( \_\_\_\_\_ ) \_\_\_\_\_

Phone \_\_\_\_\_

Description of Event (Target audience, type of event: social, cultural, educational, etc.) \_\_\_\_\_

How will this event be publicized?

- Poster  Off Campus
- Fliers  On Campus
- Calendar  Newspapers
- Radio/TV  Other
- Internet/Web site

Event Coordinator \_\_\_\_\_

Department/Organization \_\_\_\_\_

Ext. \_\_\_\_\_

Contact (if other than above) \_\_\_\_\_

Is event open to:

- Outside Community
- Campus Community
- Invitation Only

Admission Tickets Required?

*Advance ticket purchases are required for all parties and special events.*

- Yes  No (*Box Office form must be completed two weeks prior to the program*)

\$ \_\_\_\_\_

Admission charge

## Food service

Requests must be made with Food Services at ext. 7-4813 or [www.g-d-s.com/campus/kean](http://www.g-d-s.com/campus/kean).

Any off campus catering must be approved by Gourment Dining and a Food waiver must be attached.

- Refreshments
- Beverage
- Meal

For informational purposes only.

## Equipment required

Audio/Visual Equipment Required?  Yes  No  
Attach completed signed AT Req. or contact the AT at ext. 7-5360. or [www.kean.edu/~at/](http://www.kean.edu/~at/)

Two week deadline for all Requests

TMPO Equipment Required?  Yes  No  
Sponsoring organization must contact TMPO at ext. 7-4350.

## Maintenance

- chairs # \_\_\_\_\_  tables # \_\_\_\_\_
- chalkboard
- lectern (no microphone)
- conference style in square or U
- classroom style
- lecture style
- banquet style
- platforms
- other (submit diagram)

## Security/Police Services

For University Police Use Only

\_\_\_\_\_ # Officers \_\_\_\_\_ # Hours

Total Fee \_\_\_\_\_

## Fees

Bill to (if other than sponsoring org./dept.):

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Maintenance \_\_\_\_\_ Electrician  
\_\_\_\_\_ Technicians \_\_\_\_\_ Vendor  
\_\_\_\_\_ Box Office \_\_\_\_\_ Building Staff  
\_\_\_\_\_ Ushers \_\_\_\_\_ Piano Tuner  
\_\_\_\_\_ Security \_\_\_\_\_ Other  
\_\_\_\_\_ Catering

## Authorizations

1. Advisor/Department Chairperson \_\_\_\_\_ Signature Date \_\_\_\_\_

Print Name \_\_\_\_\_ Ext. \_\_\_\_\_

*For student groups: Advisor must be present a minimum of 2 hours at all special events.*

2. Student Life & Leadership (for nonfunded groups) Date \_\_\_\_\_

3. Public Safety \_\_\_\_\_ Date \_\_\_\_\_

4. Funding Source (If funded group, Date refer to Student Organization deadline) \_\_\_\_\_

5. Food Service (If Applicable) \_\_\_\_\_ Date \_\_\_\_\_

6. Reservation's Approval \_\_\_\_\_ Date \_\_\_\_\_

Office Use Only \_\_\_\_\_

Copies of this form have been sent to:

- Applicant  Student Org.
- University Police  Maintenance
- Student Life & Leadership  TMPO
- University Relations  AT
- Food Services  Advisor
- East Campus  Reservation Services