

Booking Acknowledgement

Group	Reservation:	76415
Chelsea Walsh Future Teachers Association	Phone:	7328653418
	Email Address:	clw184@scarletmail.rutgers.edu
	Event Coordinator:	Esther Exantus ee127@echo.rutgers.edu

Bookings / Details	Quantity	Price	Amount
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Thank you for reserving space with Rutgers Student Centers Meetings and Events Office.

Your reservation is currently under review. You must contact your Event Coordinator by the date on the booking acknowledgement to review your reservation request. Failure to do so may result in the cancellation of your event. Make sure to discuss your Event with your Advisor.

As a Rutgers University recognized and active student organization, you are eligible for a Student Centers supported 100% discount on room charges. Additional conditions apply. All student organizations are assessed labor and equipment fees. Student Organizations charging a fee for programs and events are charged room rent. Student organizations receive a 25% discount on equipment scheduled at the Student Centers. Please let us know if your booking acknowledgement does not accurately reflect this discount.

All groups are responsible for adhering to Student Center policies and procedures. For a complete list of policies (e.g. cancellations, decorations, etc.) including approved caterers, please go to <http://studentcenters.rutgers.edu>.

Please review our cancellation policy. Our goal is to encourage groups to cancel space in enough time to allow other groups to re-book. Space cancelled in a reasonable amount of time can still be scheduled by other Student Organizations and Departments.

Rutgers University's six Student Centers are in high demand for meetings, retreats, conferences, seminars, and other events. Space is limited. Late cancellations prevent University departments or student organizations from making use of space. A cancellation fee, therefore, will be assessed for space not cancelled in a reasonable amount of time to allow for re-booking of the space. The cancellation fee schedule is as follows:

Large Programming Spaces (e.g., multipurpose rooms, lounges, outdoor space):

- Sixty (60) days or less - \$100.00;*
- One (1) day prior to event or later or a No-Show - \$200.00.*
- No-Shows will also be charged for setup and equipment.*

Regular Meeting or Conference Rooms and Contact Tables:

- Five (5) business days or less - \$25.00;*
- One (1) day prior to event or later or a No-Show - \$50.00 plus setup and equipment charges.*

Other Spaces (e.g., banners, donation boxes, display cases):

- One (1) day prior to event or later or a No-Show - \$25.00*

Failure to pay any late or no-show charges may result in suspension of reservation privileges and possible suspension or cancellation of any other existing reservations. If it is necessary for a University department or student organization to cancel a reservation, please contact the Meetings and Events Office in writing or via email at centerres@echo.rutgers.edu. Phone call or voicemail is not acceptable communication since proof from actual event contact is required to ensure secure management of reservations.

Bookings / Details**Quantity****Price****Amount**

These cancellation and no-show charge rates only apply to University recognized departments and student organizations. The cancellation and no show rates for non-university clients are outlined in their reservation contracts. Cancellation fees do not apply to academic space.

Email centerres@echo.rutgers.edu if you have any questions about your reservation.

Event/Group Info (Group)

This event will bring together individuals with disabilities paired with members of the Future Teacher's Association for a day of activities and fun. The day is aimed at providing the best experience for the individual with disabilities in mind first. Activities include crafts, a DJ, and other activities for the individuals to do.

Previous 1

No

Staff Name

Previous 2

Co-Sponsor

Fee

No

Fee/How much?

Fee/Where?

Fee/Charitable?

No

Fundraising

Yes

Fundraising Funds

Our own student organization

Event Opened

#2-Organization Members & Guests Only

Catering

No

Catering Who?

Contracts

No

Contracts Describe

Risk

Yes

Risk Describe

We are looking into possible and practical physical activities for the individuals to participate in that would be feasible to the rooms size.

Advertising

Yes

Sunday, April 17, 2016**10:00 AM - 4:00 PM Sunday Funday (Details Due 3/21/2016) BSC Multipurpose Room**

Banquet for 300

Room Charge: (\$350.00 per Half Day)

1

\$350.00

\$350.00

Bookings / Details	Quantity	Price	Amount
Less 100% Discount			-\$350.00
Busch Equipment:			
Microphone	1	\$15.00	\$15.00
Less 25% Discount			-\$3.75
House Sound	1	\$50.00	\$50.00
Less 25% Discount			-\$12.50
Chairs	300		
Table 5' Round	38		
Table 6' x 30" Rectangular <i>food tables</i>	2		
Miscellaneous Charges:			
Early/Late Access Fee	1	\$65.00	\$65.00
<i>This rate applies to organizations asking for early access, late access, or to have a center open when normally closed. Groups charged room rent are not subject to this fee.</i>			
Setup Charges	6	\$12.50	\$75.00
<i>Setup charges are an estimate only until event is completed. Invoice will reflect final amount.</i>			
Busch Equipment			\$48.75
Miscellaneous Charges			\$140.00
Room Charge			\$0.00
Subtotal			\$188.75
Grand Total			\$188.75

Academic Space Reservations

1. Bring this booking acknowledgement to the activity. Use of the University facilities may otherwise be denied to your group by University Police.
2. If you find a problem with the facility upon your arrival at the designated time, call University Police at 732-932-7211.
3. In case of emergency or fire contact 911.
4. The Applicant is responsible for seeing that due care is exercised in the use of University property in connection with this reservation. When leaving rooms please close windows and doors and secure the lights.
5. For special setups contact Facilities Maintenance Services, <https://fss.rutgers.edu/eventrequest/login.asp>.
6. For equipment needs, Student Organizations may rent equipment (pickup and return) from Student Involvement loan program. For more information, go to <http://involvement.rutgers.edu>.
7. You can also rent equipment that is already in academic space. Usage of this fixed equipment is done through Digital Classroom Services (DCS). Visit <http://dcs.rutgers.edu> for details on costs, services and how to search for rooms with equipment. Click "Event Support" located under the "Contact Us" tab. ***Note that you may not use the equipment in the classrooms without advanced permission.*** Two days business notice is necessary for DCS to fulfil your request.
8. For more information about Academic space, visit <http://scheduling.rutgers.edu>.

*****Please note the following criteria for reserving classroom spaces and lecture halls.*****

- *No food is permitted in classroom spaces.
- *Classroom spaces may only be reserved if a student center cannot accommodate the request.
- *Events that require registration fees may not be scheduled in classroom spaces.
- *Events held in classrooms may only be open to the university community.
- *No moving of furniture/stacking of desks is permitted.
- **The option to reserve for a performance / play should be for performance-based organizations holding their own performance and not for the sponsorship / hosting of a performance / play. Performance-based organizations may -not- reserve space for the hosting of competitions or performances by Non-University groups.

Bookings / Details

Quantity

Price

Amount

If you have questions, please contact your Administrative Advisor, the Student Involvement Office, or the Meetings and Events Office.