



Student Centers Meetings and Events Office
 Rutgers, The State University of New Jersey
 59 Biel Road
 New Brunswick NJ 08901
 studentcenters.rutgers.edu
 p. 848-932-8821 / f. 732-932-8526

Confirmed Booking Acknowledgement

Group	Reservation: 80883
Mohamed Asker	Phone: 631.513.7817
RUSA Rutgers University Student Assembly	Email Address: rusa.assembly@gmail.com; lori@rci.rutgers.edu
Invoices: Lori Smith	Event Coordinator: Reservations Staff centerres@echo.rutgers.edu

Bookings / Details	Quantity	Price	Amount
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Tuesday, March 29, 2016

5:00 PM - 9:00 PM RUSA Information Table (Confirmed) CASC Contact Table 2 Atrium Hallway (side)

Contact Table for 2			
Room Charge: (\$10.00 per Half Day)	1	\$10.00	\$10.00
Less 100% Discount			-\$10.00
College Avenue Equipment:			

Wednesday, March 30, 2016

12:00 PM - 3:45 PM RUSA Information Table (Confirmed) BSC Contact Table 3

Contact Table for 2			
Room Charge: (\$10.00 per Half Day)	1	\$10.00	\$10.00
Less 100% Discount			-\$10.00
Busch Equipment:			

Thursday, March 31, 2016

10:00 AM - 12:00 PM RUSA Information Table (Confirmed) LSC Contact Table C

Contact Table for 2			
Room Charge: (\$10.00 per Half Day)	1	\$10.00	\$10.00
Less 100% Discount			-\$10.00
Livingston Equipment:			

Room Charge	\$0.00
Subtotal	\$0.00
Grand Total	\$0.00

Thank you for reserving space with Rutgers Student Centers Meetings and Events Office. Your reservation is now CONFIRMED.

To support Rutgers University Department and Student Organization functions in our Centers, Student Centers is providing you with a 100% discount on room charges. Additional conditions apply. All departments and student organizations are assessed labor and equipment fees. Invoices will be sent approximately 7-10 days after your event. University departments and Student Organizations charging a fee for programs and events are charged room rent. Events hosted by University departments or Student Organizations and open to the public are subject to room rental fees unless hosting such event is part of the mission of the department or University.

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

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

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.

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.

For more information about the Student Centers, please visit <http://studentcenters.rutgers.edu>. Email centerres@echo.rutgers.edu if you have any questions about your reservation.