



Campus Space Request Form

Department of Conferences

One Old Ferry Road, Bristol, RI 02809

401-254-3218 Fax 401-254-3377

When reserving space on campus, the Campus Space Request Form must be filled out completely and returned to the Department of Conferences. An Conference Department signature is required. Filling out the form is not a confirmation of space. The club/organization contact will receive an e-mail confirming availability of space. Note: Promotion of an event or meeting should not be coordinated until receipt of space confirmation.

Club/Organization: _____

Contact Name: _____ Today's Date: _____

Contact Telephone: _____ Contact E-mail: _____

Contact Address: _____

Event Name: _____ Event Date and Time: _____

Time of Event: _____ AM PM Set-up/Teardown Times: _____
Set-up Teardown

Anticipated Attendees: _____

Purpose of Event: _____

Is the event open to the public? Yes No

Space Request (Please check the appropriate requested space.)

- Lodging Classroom Lecture Meeting Room Recreation Space Other

Space Preference _____

Catering Request

A Roger Williams University Catering Guide can be found on-line at <http://www.rwucampusdining.com>. Details of your catering needs must be completely filled out. All catering requests must be received ten (10) business days prior to the event date.

Catering Details:

- No catering is needed
- Breakfast
- Lunch
- Dinner
- Snack
- Breaks (AM or PM)

Conference Requirements:

- Contract
- Minimum Event \$500.00
- Liability Insurance/\$1 million
- RI Tax (7% Facilities/Lodging - 8% Food)

Special Resource Needs

- A/V Sound/Lighting Stage Tables & Chairs Public Safety Facilities

Please describe in full detail your resource needs. _____

Approval _____ Date _____