

**Application For
Scheduling an Event At
Monmouth University**

Please complete this form and return it, along with the following to:

Office of Conference & Event Services
Monmouth University
400 Cedar Avenue
West Long Branch, New Jersey 07764
ATTN: Lu-Ann Russell, Director (or)
Vivian Beltempo, Assistant to the Director
Phone Number: (732) 571-3473
Fax Number: (732) 263-5284

Instructions:

1. Please include the following:
 - ◆ The formal request on your **Organization Letterhead**.
 - ◆ A copy of your proposed program schedule.

2. Please note the following:
 - ◆ University regulations prohibit any organization from soliciting funds from this campus.
 - ◆ Submission of this form does not obligate *Monmouth University* to accommodate your program.
 - ◆ *Monmouth University* reserves the right to modify the equipment requested and to assign the necessary personnel and facilities it deems necessary to support your program.
 - ◆ The university reserves the right to assess applicable rental fees and to charge fees for services rendered in preparation for, during, and subsequent to your program.

3. Upon receipt of your completed application and accompanying information, the *Office of Conference and Event Services* will respond to your request.

Conference and Event Services Application

General Information:

Date _____

1. Name of Organization _____

A. Type: Profit, Non-Profit, Educational, Cultural, etc.

B. Tax - Exempt Number

_____ (Need to Provide Certificate prior to Contract)

2. Name of Event _____

A. Type: Fund-raising, Lecture, Workshop, etc.

B. Open to Whom? _____

C. Fees to be Charged _____

3. Desired Date (s) _____ Time of Arrival _____

Time Started _____ Time Finished _____

Alternate Date (s) _____ Alternate Time (s) _____

Time necessary to set up, conduct, dismantle _____

4. Name of Person (s) in Charge _____

Email _____

Phone _____

Address _____

Cell _____

Fax _____

Participants: Anticipated Number and Type

1. Adults (Male/Female) _____ Children _____

2. If there will be additional people in an audience not included in the count above, estimate here: Adults (Male/Female) _____ Children _____

3. Advance Party (time, date, place, arrival, and number)

For Pollak Theatre Rentals Only:

1. Stage Manager (oversees use of fly, props and curtains) _____
2. Lighting Needs:
Standard House Lights _____ Standard Theatrical Lighting _____
Advanced Theatrical Lighting (with Multiple Cues and Special Effects) _____
3. Special Effects Needs (fog machine, etc.) _____

Additional Accommodations:
