

Procedure for Booking Seminars:

This is the procedure for booking a seminar series on a certain day throughout the semester. The department must book each individual seminar using the form below at least three weeks before the seminar is to take place. If the individual seminar has not been booked three weeks prior, the time slot and room will be made available to others on a first-come first-serve basis.

Room 101 holds 140 people in lecture style seating or 70 people classroom style seating and room 205 which holds 40 people classroom style seating. Please see attached Pricing Matrix for rental costs.

In the event that a seminar must be cancelled, the following fees will apply:

- Cancellation 4 weeks prior to the event, 100% of the room fee will be reimbursed
- Cancellation 3 to 4 weeks prior to the event, 75% of the fee will be reimbursed
- Cancellation 2 to 3 weeks prior to the event, 50% of the fee will be reimbursed
- Cancellation 1 to 2 weeks prior to the event, 25% of the fee will be reimbursed

To book an individual seminar or all-day seminar, each department must provide the title of the seminar, the name of the faculty who will be responsible for the room, an Internal Purchase Order Number, and an account number. No seminar will be booked without this information. The charge for the event will be processed against the IPO and account number provided after the event.

The same fees apply to departmental meetings, luncheons, etc.

No seminar/event will be scheduled without the above information nor will bookings be done by telephone. Please use the attached form and return to Scheduling@IFNH.Rutgers.edu as soon as possible to insure space in the rooms for your seminar/event.

No Food or Drinks are allowed inside the seminar rooms.

Payment in full is due with the signed contract. Checks should be made payable to "Rutgers, The State University of NJ". University groups are required to provide a completed Internal Purchase Order to cover the total cost with the signed contract. Please use RIAS Internal Supplier Item #2603 to process IPO.

Students that would like to book a room for their theses defense must have their advisor email Scheduling@IFNH.Rutgers.edu. There will be no room charge for a theses defense. If no email is received, the reservation can be made with an IPO and account number.



IFNH Pricing Matrix

	Room 101	Room 205	Atrium
Rutgers	<ul style="list-style-type: none">o \$150/2hr. evento \$150/hr. after the first 2 hours	<ul style="list-style-type: none">o \$80/2hr. evento \$80/hr. after the first 2 hours	\$200/Hr.
Non-Rutgers	<ul style="list-style-type: none">o \$600/2hr. evento \$400/hr. after the first 2 hours	<ul style="list-style-type: none">o \$500/2hr. evento \$350/hr. after the first 2 hours	\$400/Hr.

Hours of Operation:

- M-F 8am-5pm;
- Closed Sat. & Sun.

No Food or Drinks are allowed in Rooms 101 and 205. Thank you.



Seminar/Event Reservation Form

Faculty Name: _____

Phone: _____

Email: _____

Seminar/Event Title: _____

Person Responsible for Room: _____

Department: _____

Dates and Times: _____

Room Number:

- Room 101 - 70 people at tables
- Room 101 - 140 people maximum lecture style
- Room 205 - 45 people maximum at tables

University groups are required to provide a completed Internal Purchase Order to cover the total cost with the signed contract. Please use RIAS Internal Supplier Item #2603 to process IPO.

External groups: payment in full is due with the signed contract. Checks should be made payable to "Rutgers, The State University of NJ".

Internal Purchase Order #: _____

Account to be charged: _____

