



Law Space & Catering Request Form

Office of Alumni, Programs & Events, Suite 257
Ten Metacom Avenue, Bristol, RI 02809
401-254-4659 Fax 401-254-4655
Mail Box 9160 lawevents@rwu.edu

When reserving space at the School of Law, the Space & Catering Request Form must be filled out completely and returned to the Office of Alumni, Programs & Events. Filling out the form is not a confirmation of space. The requestor 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.

Check one: Faculty Administration Outside Organization

Organization: _____ Today's Date: _____

Contact Name: _____ Contact E-mail: _____

Contact Address: _____ Contact Telephone: _____

_____ Contact Fax: _____

Event Name: _____ Event Date: _____

Anticipated Attendees: _____ Event Time: Start _____ AM PM • End _____ AM PM

Description of Event: _____

Is this event open to the public? Yes No Please post on the event display screen. Yes No

Space Request (Please check the appropriate requested space.)

- Appellate Court Room 283 (Holds Maximum 197)
- Trial Court Room 276 (Holds Maximum 45)
- Class Room 262 (Holds Maximum 104)
- Class Room 285 (Holds Maximum 80)
- Class Room 286 (Holds Maximum 100)
- Class Room 30 (Holds Maximum 40)
- Class Room 33 (Holds Maximum 40)
- Seminar Room 279 (Holds Maximum 20)
- Seminar Room 280 (Holds Maximum 10)
- Seminar Room 244 (Holds Maximum 18)
- Seminar Room 256 (Holds Maximum 20)
- Bay View Room (Holds Maximum 40)
- School of Law Cafeteria (Holds Maximum 150)
- First Floor Atrium (Holds Maximum 24-Reception)
- Second Floor Atrium (Holds Maximum 190-Reception)
- Interviewing Room 268 A
- Interviewing Room 268 B
- Interviewing Room 268 C
- Conference Room 268 H (Holds Maximum 10)

Catering Request

Details of your catering needs must be completely filled out. All requests must include a maximum dollar amount to be spent. For all internal groups an account number must be provided. All requests which omit a budget number or billing information will not be processed. 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
- China Service
- Black Plastic Service

Maximum Catering Budget _____

Account Number _____

Account Name _____

Authorized Signature _____

Date _____

Outside Billing — Send invoice to:

Name: _____

Address: _____

Please describe in full detail your catering needs.

All audio-visual requests must be submitted to avhelp@rwu.edu by the individual or department requesting the service. It is your responsibility to order the necessary audio-visual equipment. Thank You.