



# Law Student Space & Catering Request Form

Office of Alumni, Programs & Events, Suite 257  
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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 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.

Organization: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Contact E-mail: \_\_\_\_\_

Contact Student Mail Box Number: \_\_\_\_\_ Contact Telephone: \_\_\_\_\_

Event Name: \_\_\_\_\_ Event Date: \_\_\_\_\_

Anticipated Attendees: \_\_\_\_\_ Event Time: Start \_\_\_\_\_ AM PM / End \_\_\_\_\_ AM PM

Description of Event: \_\_\_\_\_

Is the event open for all students to attend?  Yes  No

### Space Request (Please check the appropriate requested space.)

- Appellate Court Room 283 (Holds Maximum 198)
- Trial Court Room 276 (Holds Maximum 54)
- Class Room 262 (Holds Maximum 106)
- Class Room 285 (Holds Maximum 83)
- 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 (Holds Maximum 10)
- Interviewing Room 268 B (Holds Maximum 10)
- Interviewing Room 268 C (Holds Maximum 10)
- Conference Room 268 H (Holds Maximum 10)

### Catering Request

Details of your catering needs must be completely filled out. All School of Law student groups must have their advisor and if applicable the Student Bar Association Treasurer approve a maximum dollar amount to be spent. An account number must be provided. All requests which omit the advisor/treasurer approval and budget number 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

#### Audio-Visual Request:

- AV is required.  
Details provided below.
- No AV is needed.

Maximum Catering Budget \_\_\_\_\_

Account Number \_\_\_\_\_

Advisor Name \_\_\_\_\_

Advisor Signature \_\_\_\_\_

SBA Treasurer Signature \_\_\_\_\_

Date \_\_\_\_\_

Please describe in full detail your catering and audio visual needs.