NEWSCHOOL
OF ARCHITECTURE & DESIGN

Event Rental Request Form

Instructions: Please fill out the requested information in all sections below, then press the Submit button at the bottom of the page.

Date of Request:

Requestor Name:

Company Name:

Organization Name:

Event Name:
Description:

Date of Event:

Number of Expected Guests:

Start time: End time:

Room(s) Requested:

Event Itinerary:
Time: Description: Request:

Event needs:
(Specify Set- up Configuration – classroom, lecture, open floor plan, audio visual equipment, etc.)