Campus Center Grill Request Form

Please attach this form to your Event Request Form to complete your event request. The Campus Center Grill is for Student Organization use only. All department and other organizations should contact GDS for use of their grill. The Standard Grill reservation will be four 6’ tables, 2 rope stanchions, 2 trashcans & grill. A five-foot radius must be created around the grill at all times.

Event Information

Title of the Event:

Sponsoring Organization:  Event Location:

Date of the Event:  Set Up Time:  Start Time:  End:

Event Planner

Individual Making Request:  Student ID Number

Email Address:  Contact Cell Phone:

- A $30.00 rental fee is required no later than five (5) business days before your event in a check made out to NJIT Campus Center. This amount is non-refundable.
- Student event planners must provide their own utensils & return the grill cleaned.
- Use of the grill is dependent on availability of your requested space, additional programs being held on the Campus Green, and use of the grill by NJIT student organizations.
- The grill should be returned to the Campus Center Information Desk within one hour of the end of the scheduled program. The Campus Center staff will inspect the grill for damage. Upon inspection of the grill, should it be returned in an unsatisfactory condition, the organization/event planner will be charged $100, as per Campus Center policy.
- The grill mat must be used to keep the ground clean.
- The grill is to be used only in pre-approved locations around the campus: the Campus Green and Lubetkin Field.
- Sponsoring organization must have a fire extinguisher provided by the Campus Center on-hand at all times while grill is in use.
- Be mindful of proper cooking times and temperatures when cooking food on the grill. Student event planners should wear gloves when handling food, use thermometers for checking internal temperatures and use clean cooking utensils when using with the grill.
- Student event planners are held to all other NJIT Event Guidelines and Policies. Forms, policies and procedures are available at http://campuscenter.njit.edu/forms.

I understand I am responsible for proper maintenance and care of the above listed equipment during the reservation time. I agree to NJIT name harmless for any injuries or accidents to self or others, and their property, when using the Grill. I understand that the sponsoring organization will be charged for any damages to the Grill or improper cleaning.

Event Planner Signature Required  Date

For Office Use Only:  Event Reservation  Approved _____  Date ________
Inspected by: ___________________________  Date: ______ Satisfactory _________ Unsatisfactory ________

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