

LAKE SIDE

APARTMENTS

Reservation Form

Reservation form must be completed and submitted to the Main Office at least 1 week prior to the event for approval. If your event requires additional services like public safety, we highly encourage you to submit your registration form(s) at least two weeks prior to the event as these types of events require additional approvals.

The person and/or organization submitting the request is responsible for the clean up and any damages in the reserved area. Garbage/recycling must be placed in the appropriate areas. Lack of cleanliness and any damages resulting from the event will be invoiced and charged to the person and/or organization that made the reservation.

Residents are also responsible for their guests and their behaviors. Guests must obey the rules and regulations outlined in the Housing Agreement, the Resident Handbook, and Princeton University Rights, Rules, and Responsibilities.

Please note that if the anticipated attendance is more than 25 people or there will be alcohol at your event (no matter what you have indicated as the anticipated attendance number) then this reservation cannot be fully confirmed until you have registered your event with the Office of the Dean of the Graduate School by completing the online form at <https://gradschool.princeton.edu/forms/event-registration-form>. An approved registration form from the Graduate School will be required before your event will be considered confirmed.

Any changes to the event must be submitted to the Main Office at least 3 days prior to the event for re-approval.

Management reserves the right to approve or deny an event.

Name: _____ Dept/Unit #: _____

Contact Number: _____ Email: _____

Place of Event: _____ Name/Type of Event: _____

of People at the Event: _____ Will you have alcohol at the event? ___ Yes ___ No

Date of Event: _____ Time of Event: _____
(include set up and clean up time)

By signing below, you acknowledge that you have read and agreed to the terms above.

Signature: _____ Date: _____

For Office Use Only

Date Received: _____

Approved Denied Emailed Sent: _____