

**Alumni House at Van Nest Hall  
Booking Fees Schedule**

<b>During Normal Business Hours (custodial fees <i>may</i> apply)</b>				
<b>Room Name</b>	<b>Foundation Staff</b>	<b>RUAA Charter Organizations (50% Discount)**</b>	<b>University Departments</b>	<b>Scarlet Council</b>
Board Room (first floor)	N/A	N/A	N/A	N/A
On the Banks conference room (second floor)	N/A	N/A	N/A	N/A
Traditions conference room (third floor)	N/A	N/A	N/A	N/A
Spirit conference room (third floor)	N/A	N/A	N/A	N/A
Parlour	N/A	\$100 for up to 4 hours	\$200 for up to 4 hours	N/A
Entire First Floor (for a reception – Board Room and Parlour)	N/A	\$100 for up to 4 hours	\$200 for up to 4 hours	N/A
<b>Outside of Business Hours (+ custodial fees <i>will</i> apply)</b>				
Board Room (first floor)	Custodial Fee	\$100 for up to 4 hours +	\$200 for up to 4 hours +	N/A
Parlour	Custodial Fee	\$100 for up to 4 hours +	\$200 for up to 4 hours +	N/A
Entire First Floor (for a reception)	Custodial Fee	\$100 after 5 pm Mon-Thurs + \$200 Fri-Sun +	\$300 after 5 pm Mon-Thurs + \$400 Fri-Sun +	N/A

10/28/22

Rutgers units have two options to pay for the rentals. They can either:

- 1) process a Journal Entry (JE) through the Oracle Financial Management system, and credit our GL: t Unit: 900 Div: 1020 Org: 7926 Loc: 0001 Fund Type: 100 Bus: 8150

Then, they need to send a copy of the approved journal entry to the [@RUF Accounts Payable](#) mailbox as confirmation.

- 2) Process a check request in Marketplace using our supplier:

**eNewBrunswick01:**

Rutgers University Foundation, supplier p9870870

Accounting Department

335 George Street, 4th Floor, Liberty Plaza

New Brunswick, NJ 08901

**ATTN: Sandy Colonnello**