Rutgers Alumni Leaders Resources

The following information is available to alumni leaders.

About Rutgers
University Information
Factbooks
Governing Boards

Rutgers & RUAA News
Rutgers Magazine
Think Scarlet
Inside Alumni Relations
Rutgers Today

Parking Information & Maps
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Insurance Coverage
For Chartered Organizations

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About Rutgers

University Facts and Figures
ruweb.rutgers.edu/abouttru/ataglance.shtml

You should know these key facts:

- Chartered in 1766 as Queen’s College
- Eighth oldest college in the nation
- Member of the AAU (American Association of Universities) – the 62 leading research universities in the United States
- Enrolls more than 50,000 students, 12,000 of whom are graduate students
- Campus locations in Newark, Camden and New Brunswick
- More than 380,000 living alumni

General Rutgers information for any campus: campusinfo.rutgers.edu

Factbooks
University: ruweb.rutgers.edu/about-the-university.shtml
New Brunswick: nbweb.rutgers.edu/about-campus.shtml
Newark: newark.rutgers.edu/oc/facts/statistics.php
Camden: camden.rutgers.edu/about-us/rutgers-camden-glance

Governing Boards
The two governing boards of the University are the Board of Governors and the Board of Trustees. Historical and factual information are at this link: ruweb.rutgers.edu/governance

The governing board of the RU Foundation is the Board of Overseers. Foundation information and a board list are at this link: support.rutgers.edu/About/BoardOfOverseers.aspx

Parking Information & Maps
Meeting & Event Space

When looking for meeting and event space, consider the relationship you and/or your alumni organization have on campus. Individual schools often have classrooms, lecture halls, auditoriums, and lounges that might work very well as your event venue and can be arranged through the individual school.

Universitywide Venues

- Rutgers Unique Venues
- Rutgers Campus Libraries
- Rutgers Recreation Facilities

For inexpensive alternatives to on-campus space, consider options throughout the area in which your alumni organization is located. These might include but are not limited to:

- local public libraries
- community houses
- YMCA/JCC or other similar facilities
- lodges (Elks, Veterans, etc.)
- gyms or sports clubs
- coffee shops
- churches or temples
- restaurants or bars (many have private rooms)
- corporate meeting or office space (employers may allow employees to use office space for nonprofit purposes)

Please note the following when reserving campus venues:

- All on-campus events must use campus catering or other approved catering services; facilities and pricing will vary based on your needs.
- Any technical needs will need to be arranged in advance through the appropriate departments based on your meeting or event location. Additional fees may be incurred.
- Policies, procedures, and fees may vary according to individual sites. Please make sure to review your reservation or contract to ensure all information is accurate and you are comfortable with all the arrangements.
- Parking arrangements for your events and meeting should be arranged in advance through Rutgers Department of Transportation Services.
- Reservations are required for all facilities on and off campus. Reserving your venue early gives you more time to prepare a successful meeting and/or event.
- For additional event resources see the list of approved outside vendors or contact Alumni Relations at volunteer@winants.rutgers.edu.

New Brunswick

Reminder: Each venue sets its own policies, procedures, and fees.

The Rutgers Club

- Contact: 732-932-7139 or rclub@rci.rutgers.edu

Continuing Studies Conference Center (Rutgers Inn & Conference Center)

- Contact: 732-932-9144

Rutgers University Catering Services

- Contact: 732-932-8044
  - Rutgers Dining Halls
    - Brower Commons (College Avenue Campus)
    - Busch Dining Hall (Busch Campus)
    - Neilson Dining Hall (Cook/Douglass Campus)
    - Tillett Dining Hall (Livingston Campus)

Rutgers Student Centers

- Contact the Student Centers Central Reservations office: 732-932-8821
  - Busch Campus Center
  - Cook Campus Center
  - Douglass Campus Center
  - Livingston Student Center
  - Rutgers Student Center (College Avenue Campus)
  - Student Activities Center (College Avenue Campus)

Rutgers Cultural Centers

- Contact each center directly
  - Paul Robeson Cultural Center
  - Center for Latino Arts & Culture
Asian American Cultural Center

Winants Hall

- Contact volunteer@winants.rutgers.edu to inquire about availability. Please include name of alumni organization, meeting/event title, preferred date, meeting starting time, meeting ending time and number of attendees.
  - Conference rooms are available for meetings of 20 people or fewer
  - Meetings need to conclude no later than 8:00 p.m.
  - Winants Hall cannot provide any A/V or technical equipment in meeting rooms
  - Assembly Room (60 U shape, 156 theater and 73 tables and chairs)
  - Board Room (60 U shape, 112 theater, 75 tables and chairs)
  - Scarlet Room (16-18 conference style, 70 theater, 35 tables and chairs)
    - These rooms in Winants Hall are reserved for the University President and may be available upon request.
    - A back-up location for your meeting/event is necessary.
    - Rutgers Catering and china service must be used in these rooms.
    - Fees apply.

New Brunswick Recreation

- Various on-campus venues available

Rutgers Gardens and Log Cabin Pavilion

- Contact: 732-932-8451

Picnic/Outdoor Facilities

- Deiner Park, (College Avenue Campus)
- Sonny Werblin Recreation Center, (Busch Campus)
- Neilson Dining Lawn, (Cook/Douglass Campus)
  - Contact: Rutgers University Catering Services, 732-932-8044
- Skelley Field, (Cook Campus)
- Johnson Park, (Piscataway)
- Donaldson Park, (Highland Park)
- Buccleuch Park, (New Brunswick), 732-745-5112

Rutgers Classrooms

- Classrooms are occasionally available for meetings, though it can be difficult to schedule most school buildings close at 5:00 p.m.
  - Contact volunteer@winants.rutgers.edu to inquire about availability.
  - Please include name of your alumni organization, meeting/event title, preferred date, meeting starting time, meeting end time, number of attendees, campus
preference, A/V and/or set-up requirements, and catering needs (each building will have certain requirements for catering or they may not allow catering at all).

Catering suggestions on and around campus

- **Rutgers University Catering Services**
  Contact: 732-932-8044

- **Legends Caterers**
  122 North Main Street
  Milltown
  732-846-7470

- **Jersey Subs**
  (closes at 4:00 p.m. / pick up only)
  380 George Street
  New Brunswick
  732-418-7900

- **Gerlanda's**
  Rutgers Student Center
  126 College Avenue
  New Brunswick
  732-846-9375

  Busch Campus Center
  604 Bartholomew Road
  Piscataway
  732-463-1616

- **Stuff Yer Face**
  (pick up only)
  49 Easton Avenue
  New Brunswick
  732-247-1727

- **Saladworks**
  120 Albany Street, Suite 3
  New Brunswick
  732-418-9191

- **Twin Oaks Caterers**
  287 Old Bridge Turnpike
  East Brunswick
  732-238-4600
Newark

Reminder: Each venue sets its own policies, procedures, and fees.

**Paul Robeson Campus Center**

- Contact: 973-353-5568
- Please mention you are a Chartered Alumni Group when making your reservation.

**Rutgers Newark Catering** (Aramark)

- Contact: 973-353-5997

**Rutgers Newark Athletics**

- **Athletics Facilities**
  - Golden Dome
  - Riverfront Stadium
  - Alumni Field

Rutgers Newark Classrooms

- Classrooms are occasionally available for meetings
- Contact the Office of Academic Scheduling (Virginia Lyle, valyle@newark.rutgers.edu), to inquire about availability. Please indicate name of your alumni organization, meeting/event title, preferred date, start time, end time, number of attendees, A/V and/or set-up requirements, and catering needs (availability and arrangements vary by building).

Outdoor Facilities

- Washington Park (Newark), 973-733-6400

Camden

Reminder: Each venue sets its own policies, procedures, and fees.
Rutgers Camden Classrooms

- Contact volunteer@winants.rutgers.edu to inquire about availability.
- Please include name of your alumni organization, meeting/event title, preferred date, meeting start time, meeting end time, number of attendees, A/V and/or set-up requirements, and catering needs (each building will have certain requirements for catering or they may not allow catering at all).
- Each request will be evaluated on an individual basis and the most appropriate space will be reserved for your meeting.

Rutgers Camden Campus Center

- Contact: 856-225-6161

Rutgers Camden Dining Hall

- Contact: 856-225-2935

Rutgers-Camden Athletics Department

- Contact 856-225-6197 about the following facilities:
  - Campbell Field
  - RUC Community Park
  - RUC Athletic and Fitness Center
- Camden County Boathouse at Cooper River, contact the Boathouse directly
  - Contact: 856-661-3188

Calendar & Event Listings

Online Alumni Events Calendar and Rutgers Magazine
If you would like your event included in the online events calendar or Rutgers Magazine, email event details, including event name, date, location, contact person, and sponsoring organization, to RUAlumni@winants.rutgers.edu.

Online Campus Events Calendars

For New Brunswick, go to: ruevents.rutgers.edu/events/displayHelp.html

For Newark, submit events to campus calendar via: newark.rutgers.edu/events/index.php?sId=eventFormSub

For Camden, submit events to: cccems.rutgers.edu/MasterCalendar/MasterCalendar.aspx?CalIDs=11
Record Updates

Online Community
Encourage alumni to sign up for the online community to make direct updates to their record.

Update Form
Have alumni complete the Update Form to provide updated information.

Email
Alumni and alumni leaders can email information updates to RUAlumni@winants.rutgers.edu.

Broadcast Email

Broadcast Email Policy
A revised broadcast email policy will be available soon.

Schedule
A monthly broadcast email schedule will be available soon.

Request Forms

Legacy Alumni Associations
- Legacy Alumni Associations will receive one set date per month to send a broadcast email. The Broadcast Email Request Form must be completed at least 2 weeks prior to the scheduled send date to confirm that the organization is still planning to send its monthly email, and text must be received at least 5 days prior to the scheduled send date.
- Complete this Broadcast Email Request Form

Regional Clubs
- Regional Club broadcast emails will mail on Wednesdays, with each club typically allotted one broadcast email per month. The Broadcast Email Request Form and text must be received by the Thursday prior to the preferred send date.
- Complete this Regional Clubs Broadcast Email Request Form

Chartered Organizations
- Alumni Communications will work with Chartered Organizations to accommodate broadcast email requests as they are made. The Broadcast Email Request Form must be completed at least 2 weeks prior to the preferred send date, and text must be received at least 5 days prior to the scheduled send date.
- Complete this Broadcast Email Request Form
**Outside Vendors**
For a complete list of approved vendors to work with for giveaways, catering, publications and mailings, and other needs, download the [Vendor List](#).

**Policy on Using Rutgers Logos and Marks**
University Relations reminds you that there are specific guidelines on how to use the Rutgers visual identity on websites, publications, promotional items, and more. Visit the Rutgers [Visual Identity System website](#) to learn more about how to apply the Rutgers logotype or signature to a communication.
Contact [identity@ur.rutgers.edu](mailto:identity@ur.rutgers.edu) for more information.