

Policies

Events & Conference Services

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Contents

Abandoned Property	1
Academic Spaces/Academic Reservations	2
Advertising Events	3
Alcohol	4
Amplified Sound	6
Animals	7
Banner/Poster Policy	9
Bicycles/Skateboards/Rollerblades/Hover-boards	10
Business Services	11
Catering/Food	12
Cancellations	14
Chalking	15
Changes or Alterations to Reservation or Booking	16
Client Definitions	17
Collection/Drop Boxes	19
Custodial Services/Fees	20
Damage/Theft/Vandalism	21
Decorations	22
Demonstrations	23
Digital Signage	25
Directional Signs	27
Elected Officials/VIPs	28
Equipment	29
Facility Use	30
Fees/Costs	32
Filming & Photography	33
Firearms/Explosives	34
Free Expression	35
Free Expression Zones	36

Events & Conference Services

Fronting.....	37
Gambling/Games of Chance.....	38
Hazardous Materials & Equipment	39
Hours of Operation	40
Inflatables/Rides	41
Insurance	43
Invoicing/Billing/Payments	44
Large Events	45
Leafletting	47
Lost & Found	48
Minors on Campus.....	49
Miscellaneous	50
Movies & Television.....	51
Newspaper Distribution	52
Non-Reservable Spaces	53
Occupancy.....	54
Outdoor Events.....	55
Paint at Events.....	56
Parking/Valet	57
Permits	59
Penalties	64
Political Events & Campaigns	65
Postings	66
Privacy/Confidentiality	68
Public Forum	69
Rain Locations.....	70
Refunds	71
Reservations	72
Reservation Confirmations	75
Right to Assign, Reassign, or Terminate	76

Events & Conference Services

Right to Alter; Right to Enter	77
Rutgers Name & Trademark	78
Safety/Security	79
Smoking	81
Solicitation	82
Sponsorships	83
State & Federal Laws	84
Storage/Shipping	85
Tabling	86
Transferring Reservations	89
University Laws & Policies	90
Weather	91

Abandoned Property

Any property brought in for an event that is not removed and/or claimed within 48 hours following the conclusion of an event/meeting will be considered abandoned by the Sponsoring Organization, Campus Department, Client, its users, or exhibitors. Events & Conference Services may take possession of the said property and treat it as its own or dispose of such property without liability. The contracted client may be liable for any costs incurred in disposing of any abandoned property.

Rutgers University and Events & Conference Services are not responsible for monitoring or securing any equipment brought in by a client or third-party vendor for an event and will not be held liable for any loss or theft.

FOR PERSONAL PROPERTY, PLEASE SEE THE SECTION ON LOST AND FOUND.

Academic Spaces/Academic Reservations

Academic classes are not permitted to reserve or hold class sessions or exams in the Paul Robeson Campus Center or Ruth Bader Ginsburg Hall.

Events & Conference Services does not reserve academic/classroom space for departments, nor does this office take reservations for events that are to be held in academic spaces.

All those interested in reserving rooms in academic spaces should contact the Office of Academic Scheduling at scheduling@newark.rutgers.edu.

Advertising Events

Events may not be published, posted, or otherwise advertised online, in person, or in a physical location prior to receiving a Reservation Confirmation from Events & Conference Services.

- Advertisements for events posted in ECS managed spaces may be posted no more than two (2) weeks prior to the date of an event. Event groups are responsible for removing all outdated material. Failure to remove any posted material may result in fines and/or loss of reservation privileges.
- Advertisement posted in ECS managed spaces must receive an approval stamp prior to posting in the Paul Robeson Campus Center. Stamps may be obtained from Events & Conference Services in suite 203 at the Paul Robeson Campus Center. Materials must be stamped, dated (with start and end date), and initialed. Events & Conference Services reserves the right to refuse to post or distribute any material that violates Rutgers University Policy.
- Third-party groups hosting events in the Paul Robeson Campus Center, Ruth Bader Ginsburg Hall, or Express Newark may contact Events & Conference Services for special permission/consideration to post advertisements on campus. Permission will be determined on a case-by-case basis and is not guaranteed.
- Postings may not reference alcohol or illegal substances.
- Postings for off-campus events are not permitted without specific approval by Events & Conference Services.
- Advertised admission costs (free or fee) may not change after the information has been posted.
- All advertisements, announcements, and signs are permitted in designated areas only. No postings/signage may be secured to walls, doors (interior AND exterior), windows, stairwells, or hallways. *For a complete list of approved advertisement areas, please see the Postings section.*
- No advertising or posting for any event, program, or service is permitted on the exterior of university facilities or on university or Newark city sidewalks/roadways.
- Items posted or distributed outside of approved locations or that are posted without prior approval will be removed and discarded without warning.

PLEASE REFER TO THE LEAFLETTING SECTION FOR MORE INFORMATION ABOUT LEAFLETS AND INFORMATIONAL FLYERS.

PLEASE REFER TO THE DIGITAL SIGNAGE SECTION FOR MORE INFORMATION ABOUT POSTING TO DIGITAL SIGNAGE.

PLEASE REFER TO THE DIRECTIONAL SIGNS SECTION FOR MORE INFORMATION ABOUT PROVIDING DIRECTIONS TO EVENT SPACES FOR EVENT GUESTS.

PLEASE REFER TO THE POSTING SECTION FOR MORE INFORMATION ABOUT POSTING IN ECS-MANAGED SPACES.

Alcohol

The following policies apply to any beverages that contain alcohol, including, but not limited to, still and sparkling wine, beer, distilled spirits, etc.

- Undergraduate events are not permitted to serve alcohol.
- Alcoholic beverages may only be served with advanced written permission. Event groups must make a request for such permission, in writing, at least thirty (30) days in advance of the proposed event date and must complete all required forms, applications, and approvals prior to such use. Permission will be granted at Events & Conference Services' sole discretion. Any approved alcohol use in Rutgers University facilities must follow all university, state, and federal laws. Please contact Events & Conference Services for all necessary forms.
- The use of alcoholic beverages is restricted to members of the sponsoring organization/department or client, and their invited guests.
- Alcoholic beverages are only to be sold, served, or consumed in the physical setting that is approved and specified by Events & Conference Services. Attendees may not remove alcoholic beverages from this designated space.
- The Sponsoring Organization, Department, or Client is solely responsible for receiving the delivery of any alcohol. Members of the Events & Conference Services staff are expressly forbidden from taking receipt and/or signing for the delivery of any alcoholic beverages. It is the responsibility of the event group to ensure that a member of their staff or their designated caterer is present to receive and sign for these deliveries. If a member of the event group is not present, the delivery will be refused.
- Alcoholic beverages cannot be delivered any earlier than the day of the event. At the conclusion of the event, any remaining alcohol left in unopened containers must be immediately removed from the Paul Robeson Campus Center or Ruth Bader Ginsburg Hall. Event groups are not permitted to store alcoholic beverages on-site beyond the end of their event time.
- Any alcohol left beyond the conclusion of an event will become the property of Events & Conference Services and will be disposed of at its discretion.
- At the conclusion of the event, any alcoholic beverages in open containers must be disposed of properly (e.g., poured down a drain) by the event sponsors or by the vendor hired to provide and serve the alcohol.
- In no case are event guests or individual members of the event group permitted to take home any alcohol from any event.
- Event groups are NOT permitted to host "B.Y.O.B." events.
- All-you-can-drink events or drinking games/competitions are not permitted.
- All event groups are required to use certified bartenders and have a staff member that is TIPS/TAMS certified to serve the alcohol. Self-serve events are not permitted.

Events & Conference Services

- Events that are charging for alcohol or charging admission/collecting donations to events serving alcohol are required to apply for a social affair permit from the State of New Jersey, as per state law. This process takes up to (6) weeks.
- Alcoholic beverages may be served only to those of the legal drinking age. A systematic procedure to check IDs and clearly indicate those of legal drinking age must be used (e.g., single access to the event location monitored by trained personnel checking IDs and issuing wristbands to those who are age 21 and over). The event group must provide sufficient staff to do this. Neither Events & Conference Services staff nor RUPD will perform this service.
- No intoxicated individuals will be permitted in the Paul Robeson Campus Center or Ruth Bader Ginsburg Hall.
- Disorderly persons will be barred and evicted from the Paul Robeson Campus Center and Ruth Bader Ginsburg Hall in accordance with the normal operating procedures of the RUPD.
- Anyone serving alcohol must refuse to serve any person who appears to be intoxicated, inebriated, or impaired due to alcohol consumption.
- A varied and equal quantity of non-alcoholic beverages must be provided during the time that any alcohol is served.
- Food must be provided in sufficient quantity for the number of persons present and correlated to the amount of alcohol that is served or sold.
- Beer, wine, and champagne are permitted at the Paul Robeson Campus Center. Mixed drinks, spirits, and other hard liquor are not permitted at the Paul Robeson Campus Center but may be permitted at Ruth Bader Ginsburg Hall on a case-by-case basis.
- The sale or service of alcohol must be discontinued within a reasonable amount of time prior to the anticipated end of the event. Events of less than two hours must stop serving alcohol fifteen minutes before the event ends. Events between two and five hours must stop serving alcohol one-half hour before the event ends. Events of more than five hours must stop serving alcohol one hour before the event ends.
- At least one Rutgers University Policy Office is required to be present during the entirety of the event at the cost of the Sponsoring Organization, Department, or Client. Additional officers may be required at the sole discretion of the Office of Emergency Management and Events & Conference Services.
- Events & Conference Services reserves the right to terminate any event at any time if there are violations of New Jersey State or municipal laws and ordinances or Rutgers University policies.

FOR ADDITIONAL DETAILS PLEASE REFER TO RUTGERS UNIVERSITY POLICY SECTION 10.2.14.

Amplified Sound

Amplified Sound

Amplified Sound is classified into two types: Intermittent and Continuous.

Intermittently Amplified Sound – Any audio that is made at irregular intervals. Examples would include speeches or audio recordings less than 3 minutes in length that are not played ‘back-to-back,’ e.g., played with more than 10 minutes between recordings.

Continuously Amplified Sound – Any audio that is made at regular and/or sustained intervals. Examples would include DJs playing music, a concert or performance (whether music or spoken word), or recordings longer than 3 minutes in length and/or recordings played ‘back-to-back,’ e.g., played with less than 10 minutes between recordings.

DJs are not permitted to connect to any built-in systems in any space managed by Events & Conference Services. DJs must provide their own amplification equipment.

Amplified Sound for Outdoor Events

Outdoor events must endeavor to maintain a respectful noise level. Amplified Sound is any sound, music, speech, etc., that is projected or transmitted by electronic or mechanical equipment, including, but not limited to, amplifiers, loudspeakers, bullhorns, or similar devices. Amplified Sound is intended to be heard in the immediate area only.

Continuously Amplified Sound is only permitted during free periods (see Free Period), on weekdays from 9 pm-12 am, and/or on weekends from 4 pm-1 am. On weekdays from 7 pm-9 pm, Continuously Amplified Sound may be permitted, but at a significantly reduced decibel level, so as not to disrupt ongoing classes. Approval is required from Events & Conference Services.

Intermittently Amplified Sound may be permitted at other times; authorization is granted on a case-by-case basis by the Director of Events & Conference Services.

THIS POLICY FOR OUTDOOR AMPLIFIED SOUND APPLIES REGARDLESS OF WHETHER A GROUP IS USING EQUIPMENT FROM EVENTS & CONFERENCE SERVICES OR PROVIDING THEIR OWN EQUIPMENT.

Animals

Animals On Campus

- Animals, except service dogs as specified below, are not permitted inside any university-owned or controlled buildings at any time.
- Animals may be allowed outside on university-owned or controlled grounds only when accompanied by a responsible person over the age of twelve years old.
 - When such an animal is on university-owned or controlled property, the owner shall be solely responsible for the actions of, and any damage or injury caused by the pet.
 - The animal must be confined by a leash, cage, confining equipment, or other suitable control mechanisms at all times.
 - The animal owner shall ensure that the animal is in compliance with the ordinances of the local municipality, including all licensing regulations.
- If any animal is or appears to be a stray, or if the owner cannot be found or determined upon investigation by the university police, the university police shall be authorized to impound or have impounded the animal without obligation or further notice.

Service & Support Animals

Only trained service dogs are permitted in the Paul Robeson Campus Center, Ruth Bader Ginsburg Hall, and Express Newark. Support animals are not permitted inside any building managed by Events & Conference Services.

- A **service dog** is any dog that is *individually trained* to do work or perform a specific task for the benefit of an individual with a disability.
- A **support animal** can be any animal that is legal to own in the state of New Jersey that is *not trained* to perform a task but simply provides comfort to the individual with a disability with its presence within their living space.

Service dogs should always be under the control of their handler. Service dogs must be harnessed, leashed, or tethered unless these devices interfere with the service dog's work or the individual's disability prevents using these devices.

Advanced notice is appreciated, but not required.

Animals at Events

Animals may be permitted at events, depending on the specific circumstances of the event or animal(s).

The specific requirements, including appropriate licensing and vaccinations, will vary depending on the specific animal(s) coming to campus. In all cases, the following items are required:

Events & Conference Services

1. Evidence of vaccinations & licenses must be provided.
2. Area selected must not interfere with other programming (e.g., classes) or placed within 25' of where food is served/prepared.
3. Signage must be posted in the area in which the animal(s) is displayed and/or handled to provide warning to those with allergies or other medical conditions.
4. Hand washing facilities (e.g., hand sanitizers) must be made available and instructions to wash hands after handling animals must be posted.
5. Arrange for Environmental Services to wash the floor and wipe down the chairs and tables after the event. Your event salesperson will coordinate this request.
6. The vendor or organization must provide a Certificate of Insurance to Rutgers showing the general liability coverage.
7. In certain events, a waiver or informed consent maybe required; Risk Management will be able to provide guidance.

FOR ADDITIONAL INFORMATION, PLEASE CONTACT OUR OFFICE DIRECTLY.

Banner/Poster Policy

Banners may be permitted for major university events in coordination with Student Affairs (e.g., registration, homecoming, etc.) and can only be hung by IPO/Facilities staff.

Unauthorized banners hung or displayed in the Paul Robeson Campus Center or Ruth Bader Ginsburg Hall will be removed and discarded without warning or notice.

Bicycles/Skateboards/Rollerblades/Hover-boards

Bicycles, rollerblades, skateboards, hoverboards, scooters (both powered and unpowered), and other similar devices/equipment are not permitted inside the Paul Robeson Campus Center, Ruth Bader Ginsburg Hall, or Express Newark at any time.

Bicycles, rollerblades, skateboards, hoverboards, scooters (both powered and unpowered), and other similar devices/equipment may not be ridden on the Samuels Plaza or the Residence Life Lawn at any time.

Business Services

Business services such as printing, faxing, and copying are **NOT** available at the Paul Robeson Campus Center, Ruth Bader Ginsburg Hall, or Express Newark.

We are unable to receive mail without prior notice and approval. Items received without notice or approval will be refused/returned to sender. Please contact our office for additional information on shipping/storage of items.

Catering/Food

The following policies are specific to the Paul Robeson Campus Center ONLY:

- Event groups are required* to use Gourmet Dining (Rutgers Dining) for all events or meetings in the Paul Robeson Campus Center, regardless of event size, type, length, day/time, or attendance.
- Event groups are required to give Gourmet Dining a minimum of 72-hours' notice for all requests, including waiver requests. Any requests made with less than 72-hours' notice are not guaranteed to be processed. In these cases, food will not be permitted at the event.
- Sponsoring Organizations, Departments, and Clients that are hosting an event that requires ethnic or cultural food are required to submit a request to Gourmet Dining first. If they cannot accommodate the request a waiver may be given, at which time an approved outside caterer may be used. All caterers are still required to show proof of liability insurance.
- Prepackaged, individually wrapped items may be provided by the sponsoring organization, department, or client. This usually includes party-size snacks (e.g., chips, cookies, pretzels, etc.) sealed by the manufacturer. Prepackaged items requiring temperature control (heating or cooling) are not permitted.

The following policies are enforced at the Paul Robeson Campus Center, the Samuels Plaza, the Residence Life Lawn, and Ruth Bader Ginsburg Hall:

- All caterers are required to show proof of liability insurance, with a minimum general coverage of \$2,000,000.00. Rutgers University must be named as an additionally insured party. If such insurance cannot be provided, event groups may elect to pay into the university's Risk Management Fund. *Please see the Insurance section for additional information.*
- Event groups must use a caterer that has been approved by Events & Conference Services. If an event group would like to have an additional caterer added to the list of approved caterers, they may reach out to the Reservations Office.
- Potluck dinners or events with home-cooked food are not permitted.
- Donated food must come from an organization that is able to provide a certificate of liability insurance as well as a health certification.
- Only Coke products may be served.
 - *Does not apply to beverages served from/in unbranded containers.*
- Event groups are required to use Clement's Place bar staff for any events in Clement's Place utilizing the bar area.
- In accordance with health and safety preparation and handling guidelines and ordinances, any leftover food must be disposed of immediately. No food may be taken from the event.

Events & Conference Services

- Cooking of food is not permitted on-site.
- Food is not permitted outside of the designated reserved space.
- Sterno cups (food warming burners) are permitted to be used with the following limitations:
 - Sterno cups may not be placed directly on tables, counters, or other surfaces. They must be on a metal tray or hung under a chafing dish.
 - Once lit, Sterno cups must be attended to by a responsible staff member at all times.
- Third-party caterers are required to make specific arrangements with Events & Conference Services regarding the drop-off and pick-up of any equipment.**
- Reservations and Special Event staff will not assist in the assembly, set up, break down, or packing up of any catering equipment.

**PLEASE SEE TABLING POLICY FOR LIMITED EXCEPTIONS.*

***PLEASE SEE EQUIPMENT POLICY FOR DETAILS ON SCHEDULING EQUIPMENT DROP OFF/PICKUP.*

Cancellations

The Paul Robeson Campus Center, Ruth Bader Ginsburg Hall, and Express Newark facilities are in high demand for meetings, retreats, conferences, galas, and other events; space is limited. Late cancellations prevent University Departments or Student Organizations from making use of space. A cancellation fee will be assessed for reservations not canceled in a reasonable amount of time to allow for rebooking. The cancellation fee schedule is as follows:

Event Spaces:

- Seven (7) calendar days or more prior to the event – A full refund will be given on any amounts paid, minus the non-refundable room deposit and any amounts paid for non-refundable or non-returnable rentals or purchases made by Events & Conference Services on behalf of the client.
- Six (6) calendar days or fewer prior to the event – No refund will be given. Clients may also be charged for equipment rental and any setup costs.
- No-Show – Clients will be invoiced for the entire cost of the event. Clients may have all discounts removed from room and equipment costs.

Other Reservable Spaces (e.g., tables, donation boxes, display cases, etc.):

- Three (3) business days or more prior to the event - A full refund will be given unless fees are otherwise stipulated as non-refundable.
- Two (2) business days or fewer prior to an event or a No-Show – No refund will be given.

Cancellations must be made in writing or through our online reservations portal to ensure the security of your reservation; phone calls, voicemails, and in-person cancellations are not permitted.

Cancellations by Departments, Student Organizations, and University Affiliated Clients:

University Departments, Student Organizations, and other university-affiliated clients with a reservations portal login must make cancellations through the online reservations portal at reserve.newark.rutgers.edu. Cancellations may be made online up to (3) business days prior to the booking date. Cancellations with fewer than (3) business days' notice must be emailed to events@newark.rutgers.edu and may be marked as a No Show.

Cancellations by Non-University Organizations or Individuals:

Cancellation procedures by non-university organizations or individuals (including staff or faculty hosting private events) are outlined in their reservation contracts. Cancellations must still be made in writing to events@newark.rutgers.edu.

Failure to pay any late or no-show charges may result in a suspension of reservation privileges and possible suspension or cancellation of existing/upcoming reservations.

Chalking

Chalking requests must be made one week (or more) before the first date of chalking by completing the chalking form. The following rules apply:

- The contact person indicated on the chalking request form must be present at the chalking and have a copy of the form with them.
- Messages must be written within 30 ft or less from the entrance to any building and 2 ft from all grassy areas.
- Messages can be displayed on concrete or asphalt walkways (not brick) as long as the area is exposed to the elements.
- Messages cannot be posted on any vertical surfaces, such as building signs, pillars, doors, bus stops, etc.
- Chalk must be both water-soluble and erasable. No spray chalk or grease-based chalk is allowed.
- Drawings may not be destructive or libelous in any way.
- Chalking is allowed for 5 days and at the end of the 5th day, the requester is responsible for cleaning up the chalking.
- If the chalking is not removed, there will be a \$50 cleanup charge.
- We reserve the right to deny any request.

Changes or Alterations to Reservation or Booking

All changes or alterations to a Reservation or Booking must be made in writing at least (3) business days prior to the start of the Reservation or Booking.

Any changes or alterations made after final payment has been made that incur costs must be paid for in full at the time the change request is made.

Any changes to the room requested based on an increase or drop in the expected attendance must be made at least seven (7) days before the start of the first scheduled use according to the Agreement Term.

Any room changes made fewer than seven (7) before the start of the first scheduled use will not receive any refunds for moving to a smaller room but may still be subject to higher room costs for larger rooms.

Any changes that are made after payment has been made in full but are made at least seven (7) days before the start of the first scheduled use will receive a refund for any items removed from the booking, minus any non-refundable room deposits. Changes made fewer than seven (7) days before the start of the first scheduled use will not be refunded.

Client Definitions

Sponsoring Organizations, Departments, or Clients able to reserve space in the Paul Robeson Campus Center, Ruth Bader Ginsburg Hall, Express Newark, or other spaces managed by Events & Conference Services are defined by one of the following:

Student Organizations:

A group of students registered as an officially recognized Student Organization by a Rutgers University-Newark department (e.g., Office of Student Life and Leadership, Rutgers Business School, Office of Fraternity and Sorority Affairs, etc.) within Rutgers University-Newark. The organization must be in good standing with Rutgers University and Events & Conference Services (i.e., no outstanding past due invoices, rule violations, etc.). Individual students are not permitted to reserve spaces managed by Events & Conference Services.

Fraternities and Sororities:

A group of students recognized and registered as a fraternity or sorority with the Office of Fraternity & Sorority Affairs at Rutgers University. The organization must be in good standing with Rutgers University and Events & Conference Services (i.e., no outstanding past due invoices, rule violations, etc.).

Graduate Student Organizations:

A graduate student organization registered with the Graduate Student Association and affiliated with the Graduate School of Newark. The organization must be in good standing with the Graduate Student Association, the Graduate School of Newark, Rutgers University, and Events & Conference Services (i.e., no outstanding/past due invoices, rule violations, etc.).

University Departments:

Any working school, college, division, unit, or office within Rutgers University with the ability to make payments via Internal Purchase Order (IPO) through the Rutgers University Purchasing and Accounting System (Marketplace). The University Department, division, college, center, or organization must be in good standing with Events & Conference Services (i.e., no outstanding past due invoices, rule violations, etc.). Individual Faculty or Staff wishing to host an event that is not directly sponsored by their unit will be classified under “Non-University Organizations or Individuals.”

Sponsoring University Department or Sponsoring Student Organization:

Any University Department or Student Organization (including Graduate Student Organizations and Fraternities and Sororities) that is sponsoring a non-university individual, group, or organization or that is co-sponsoring an event held by a non-university individual, group, or organization. The sponsoring organization must be in good standing

with Events & Conference Services (i.e., no outstanding past due invoices, rule violations, etc.).

Academic Partner:

Any non-university group directly affiliated with an academic University Department with a memorandum of understanding. All contact must be maintained through the University Department. A university representative must be present during the entire event or meeting, as well as any walkthroughs or planning meetings prior to the event. The sponsoring University Department must be in good standing with Rutgers University and Events & Conference Services (i.e., no outstanding past due invoices, rule violations, etc.). All costs associated with a reservation are to be paid by the Sponsoring Department.

Sponsored Organization:

Any non-university group directly affiliated with a University Department. All contact must be maintained through the University Department. A university representative must be present during the entire event or meeting, as well as any walkthroughs or planning meetings prior to the event. The sponsoring University Department must be in good standing with Rutgers University and Events & Conference Services (i.e., no outstanding past due invoices, rule violations, etc.). All costs associated with a reservation are to be paid by the Sponsoring Department.

Alumni Organizations/Associations:

Any Alumni Organization or Association that is formally affiliated with the Rutgers University Alumni Association and/or the Rutgers University Foundation. The Alumni Organization or Association must be in good standing with Rutgers University and Events & Conference Services (i.e., no outstanding past due invoices, rule violations, etc.). All costs associated with a reservation are to be paid by the Alumni Organization or Association.

Non-University Organizations or Individuals:

Any organization or individual, including individual Faculty, Staff, or Alumni, which does not qualify in any of the foregoing categories. The group or individual must be in good standing with Rutgers University and Events & Conference Services (i.e., no outstanding past due invoices, rule violations, etc.).

Collection/Drop Boxes

Information Desk:

- Departments and Student Organizations may request space near the Information Desk, via Events & Conference Services, to collect for causes (e.g., food banks or clothing and book drives). Confirmations will include detailed expectations for donation/collection boxes.
- Donation and collection boxes are permitted in the Paul Robeson Campus Center on Student Street ONLY.
- Only recognized student groups and Rutgers Departments are permitted to put out donation and collection boxes.
- All donation and collection boxes must be emptied at the end of every day.
- Donation box reservations must have a definitive start and end date. Boxes left out past the end of the reservation will be disposed of. Any costs incurred will be passed on to the organization or department.
- Any boxes collecting cash or check donations must be monitored by a member of the Sponsoring Organization **at all times**. Monetary collection boxes may not be left unattended at any time. Money collected by Student Organizations must be deposited with Rutgers Accounting at the end of each day.
- The Office of Reservations and Events is not responsible for the safety and security of these boxes or for the storage of any collected items.

Collections at Events:

- Sponsoring Organizations, Departments, or Clients that will be collecting during their events must keep all donation boxes in their designated reserved room. Collection boxes will not be permitted anywhere else in the building.
- Donations boxes must be monitored at all times during the event.
- Donation boxes and their contents must be removed at the conclusion of each event. Donation boxes will be considered abandoned if they are not picked up within 48 hours of the conclusion of their event.

Custodial Services/Fees

Custodial staff may be provided for staff support during events. They will be on hand to ensure bathrooms stay clean and that garbage cans are emptied throughout the duration of an event. Custodial staff will assist in cleaning up spills or broken glass. Fees may apply based on the size, scope, time, and location of the event. All costs will be the responsibility of the Sponsoring Organization, Department, or Client. Additionally, the following policies and restrictions apply:

- At the conclusion of all events, it is the responsibility of the Sponsoring Organization, Department, or Client to leave rooms in a reasonably clean state. This includes, but is not limited to, putting all trash into garbage cans/bins, and removing all decorations, signs, food, and any other material used during the event.
- The Sponsoring Organization, Department, or Client is responsible for the removal of all bulk trash (e.g., boxes, crates, lumber, pallets, packing materials, etc.) and other items not easily removed by a standard push broom or vacuum. Any costs incurred by Events & Conference Services for trash not removed will be charged to the event group at the current rate for materials and hourly labor.
- Sufficient time for cleanup should be planned in advance so that the next client scheduled in the space is not delayed.
- All rooms must be checked for cleanliness by a member of the Events & Conference Services staff at the conclusion of each event.
- Glitter, confetti, sand, or other items of small particulate are prohibited at all times. Clients will be charged a clean-up fee based on the current rate for materials and hourly labor to clean up and remove any prohibited items. Use of prohibited items in any event space may result in the suspension of reservation privileges and possible suspension or cancellation of existing/upcoming reservations.
- It is the responsibility of the Sponsoring Organization, Department, or Client to ensure any balloons brought into the space are tied securely to anchors and/or weights. Clients will be charged a fee for any balloons that come free of their weights and float to the ceiling.

FOR PRICING & FEE INFORMATION, PLEASE CONTACT OUR OFFICE DIRECTLY.

Damage/Theft/Vandalism

Events & Conference Services is not responsible for damage, theft, loss, or vandalism to equipment, or any personal items brought in or rented by the Sponsoring Organization, Department, or Client.

Additionally:

- The Sponsoring Organization, Department, or Client is responsible for maintaining the condition of the premises during the tenure of their reservation and will be held liable for the actions of their guests, staff, and vendors.
- Depending on space availability, the Sponsoring Organization, Department, or Client may inspect the premises prior to the day of their reservation and at the conclusion of the event. Reservations and Special Event staff will accompany all inspections.
- Repairs for damages that occurred during the set-up, execution, or breakdown of an event will be charged to the Sponsoring Organization, Department, or Client at the current rate for materials and hourly labor.
- Some events may require a refundable damage deposit based on size/scope as well as the history of the event group.
- Failure of event groups to prevent damage or vandalism by their staff, guests, or vendors may result in fees, the loss of reservation privileges, and the suspension or cancellation of future events.

Decorations

Decorations are permitted with the following limitations:

- Candles, wicks, open flames, incense/perfumes, or the burning of any materials are not permitted. *
- Items cannot be nailed, tacked, stapled, glued, taped, or otherwise fastened to ceilings, walls, windows, columns, painted surfaces, and doorways. Items found to be in violation of this policy will be removed without warning or notice and fees may be assessed for cleanup and/or damage repair.
- Glitter, confetti, sand, or other items of small particulate are not permitted to be used at any time.
- Windows and doorways may not be covered/blocked under any circumstances.
- University signs, room signs, directional signs, and exit signs cannot be removed, covered, or otherwise obstructed.
- All painted decorations must be painted off-site and must be completely dry *before* being brought onto the premises.
- Balloons must be tied securely to anchors and/or weights.
- Events with paints, oils, stains, dyes, or other materials that may permanently alter the color or appearance of carpeting, tables, walls, etc. are only permitted outside or in rooms without carpeted floors. These events must use table coverings and may be assessed fees for any cleanup and/or damage repair.

**PLEASE REFER TO THE SECTION ON CATERING/FOOD FOR LIMITED EXCEPTIONS.*

Demonstrations

Rutgers University–Newark is an “open campus.” It is a long-held tradition that the entire campus community—students, faculty, and staff—have the right to hear and express diverse views. In addition, the freedom to demonstrate in a peaceful and orderly fashion as a means of presenting viewpoints is recognized as an important exercise that should be preserved. On-campus demonstrations are permitted with the following restrictions:

- Demonstrations may not interfere with the educational process or the right of students, faculty, and staff to conduct classes, hold lectures, or move freely on campus.
- Demonstrations that are disorderly and/or disrupt the normal routine of campus life will be considered to be in violation of university rules and regulations and may result in the application of established disciplinary policies.
- All demonstrations on campus must be sponsored by a recognized Student Organization or University Department. Third-party groups are not permitted to demonstrate on campus without such sponsorship.
- Sponsoring Organizations and Departments are responsible for the peaceful demeanor of the assembly and are required to coordinate with the Office of Emergency Management and the Rutgers University Police Department to ensure the safety of all those involved.
- The Sponsoring Organization or Department is responsible for all fees incurred, including the cost of security, custodial charges, and technical coverage of the event.
- Tax-exempt organizations should be aware that they host office-seekers at the risk of losing their tax exemption.
- Any emergencies, accidents, or other incidents that take place during demonstrations must be reported to Events & Conference Services, the Office of Student Life, the Office of Emergency Management, Rutgers Police, and the Office of the Associate Dean of Student Affairs.

PLEASE SEE POLITICAL EVENTS AND CAMPAIGNS FOR ADDITIONAL INFORMATION.

Demonstrations Against Invited Speakers/Guests/Events

Where an invited speaker, guest, or event is the focus of a protest, individuals may demonstrate and/or leaflet outside the building location of the scheduled program within a designated area established to prevent minimal disruption to the scheduled speaker or event.

- Demonstrators may not enter an event room/location without the express permission of the event organizers, except for those events that are required by

state or federal law or statute or Rutgers University Policy to provide unrestricted access to the event or activity by the public at large.

- Those who enter the event as members of the audience may not substantially interfere with the program. Demonstrators may not hinder the ability of participants to enter, exit, or participate in the event.
- Event organizers, Public Safety Officers, or Reservations & Event Staff may have demonstrators removed from the event room/location if they substantially interfere with or disrupt the program.
- Signs or placards may only be permitted in the back of the room/facility to not impede the site line of audience members.

FOR SPECIFIC LOCATIONS, PLEASE SEE FREE EXPRESSION ZONES.

Digital Signage

Content may be considered for posting on digital signage throughout the campus center. Most of the screens in the building are managed by Events & Conference Services, however, some screens are managed by the Office of Student Life & Leadership.

These displays are the 4 large vertical screens on the 1st floor by Starbucks, the 2 large vertical screens by the R-Zone, and the 1 large vertical screen in the main stairwell. Approval for these screens must be obtained from the Office of Student Life & Leadership and must comply with their posting policies.

Everyday Slide-reel

The everyday slide-reel is the default content that plays when no other content supersedes it.

- Everyday slide-reel has 10 total slides slots, assigned on a first-come first-served basis
- A maximum of 5 total slides may be requested
- Slide(s) may be up for a maximum of 3 months or until the end of the current semester, whichever is shorter
- All reels are reset at the start of each semester
- Content of the slides are generally limited to PRCC information, university-wide information, and information from the Division of Student Affairs
- Videos are not permitted on the everyday slide-reel
- Information regarding academic courses, student specific information (e.g., financial aid information, university deadlines, etc.) may be approved for a limited run but is generally more appropriate for the screens managed by OSLL
- Additional content is approved at the discretion of Events & Conference Services

Limited Run

Items may be added as a supplement to the everyday slide-reel as a limited run.

- Limited to a maximum of 2 weeks
- Limited to a maximum of 3 slides or 1 video without sound
- Items that are considered limited run are event advertisements, call-to-action items like surveys, student specific information with deadlines, etc.

Event Advertisement

Events may be advertised on displays in the campus center as a limited run.

- Event advertisement is limited to events held in spaces managed by Events & Conference Services, events hosted by registered Student Organizations or the Division of Student Affairs, or university-wide/Campus-wide events such as Commencement, Convocation, Admitted Students Day, etc.

- Limited to 2 weeks or less
- Slides must have a specific end date
- Slides must list the event date, event location, sponsoring organization, and sponsoring organization contact information

Exclusive Use

Exclusive use of a screen or screens may be permitted on a case-by-case basis.

- Limited to the length of a specific event or one day, whichever is shorter
- No other content will be displayed on the screen
- Static images are permitted as exclusive use
- Videos with sound are permitted during exclusive use
- Content of videos must be fully screened by EVENTS & CONFERENCE SERVICES prior to posting approval
- Screens outside of the Essex Room and the Bergen Room may be used for an event taking place inside those spaces (charges may apply)

Directional Signs

Events & Conference Services will work with event groups to provide adequate directional signage for event guests. All directional signage must include the event location, event time, event name, and the name of the sponsoring organization. Event groups are not permitted to place directional signs without the explicit permission and assistance of the Events staff.

No directional signs are permitted to be posted, hung, taped, nailed, or attached in any way to doors (interior or exterior), windows, or hallways, or to be posted on sidewalks or in roadways. Signage found in violation of these rules will be removed without warning.

Elected Officials/VIPs

General:

- VIP is an individual whose attendance at an event, whether as an invited guest or speaker/panelist, is likely to attract significant attention or interest due to their prominent status, position, or influence. This may include celebrities, well-known figures, elected officials (current or former), or controversial persons.
- Elected Officials includes any current government official, whether they are local, state, federal, or foreign office. This includes top-level appointed positions.
- Notification must be sent to the Chancellor's Office if elected officials are going to attend an event, whether as a speaker/panelist or as an invited guest.

Security:

- Additional security may be required for elected officials or other high-profile speakers or guests.
- If a guest or speaker will be accompanied by armed protection, the head of their security detail must contact the Office of Emergency Management.
- Other law enforcement agencies assigned to security detail for an event do not override any requirements to have RUPD officers assigned to the event.
- Based on the size, scope, timing, or nature of the event, RUPD or the Office of Emergency Management may require specific changes or additions to an event such as modifying start/end times, adding additional rooms to a reservation, adding additional officers or security personnel, etc.
 - If additional rooms are added to a reservation at the request/requirement of RUPD/OEM, the event client is responsible for covering all costs associated with the rooms.

Equipment

General:

- All non-rented equipment (i.e., tables, chairs, stage, audio/visual equipment, etc.) that is a part of our standard inventory will be set up by Events & Conference Services staff. An Audio-Visual (AV) technician may be required to operate the equipment. Additional charges may apply for AV staff.
- Events & Conference Services Staff must approve any equipment furnished by a non-university source.
- Events & Conference Services Staff will not rent or reserve equipment for use in facilities not directly managed by Events & Conference Services.
- All equipment is booked on a first-come, first-served basis, and must be part of a specific facility reservation. No equipment can be rented without a room reservation (i.e., no equipment loan).

Any equipment that is requested and set up for the event will incur established charges, even if the client declines to use the equipment during their event

Third-Party Rentals:

- Sponsoring Organizations, Departments, or Clients are not permitted to bring in third-party rentals without the expressed written permission of Events & Conference Services. This policy excludes necessary catering equipment rented for Ruth Bader Ginsburg Hall, the Samuels Plaza, and the Residence Life Lawn, however, caterers must still clearly communicate all delivery and pickup times for any and all rented equipment.
- Event groups are not permitted to rent their own tables, chairs, tents, stages, or other large equipment. Such rentals must be secured through Events & Conference Services.
- Specialized equipment (e.g., audio/visual equipment) must be rented under the guidance and direction of Events & Conference Services.
- The Sponsoring Organization, Department, or Client will be charged the current rate for furniture and equipment, plus a handling fee, for any items that Events & Conference Services must secure or rent from an outside source in order to meet a reservation request. Sponsoring Organizations, Departments, or Clients have the right to decline the rental of any additional equipment to cover any requests beyond the standard inventory of the Paul Robeson Campus Center, Ruth Bader Ginsburg Hall, or Express Newark.
- Events & Conference Services assumes no responsibility or liability for and does not guarantee the availability and functionality of any equipment used at events supplied by a third-party vendor.
- All equipment rented and secured by the Sponsoring Organization, Department, or Client may not arrive on site any earlier than the day of their event and must be picked up and returned on the same day that the event. This includes weekends.

Events & Conference Services

Events that end after normal business hours may have their equipment picked up the next morning before 8 am if they are the last event group in that room that day and if there are no events the following day that begin before 9 am.

- Sponsoring Organizations, Departments, or Clients will be responsible for the set-up and operation of any equipment not rented or secured by Events & Conference Services unless specific and explicit arrangements have been made between the Sponsoring Organizations, Departments, or Clients and Events & Conference Services (this includes, but is not limited to, catering equipment, audio-visual equipment, and decorations).
- Events & Conference Services does not guarantee the availability and access to third-party rental companies of any facility outside the agreed-upon delivery and pickup time. It is the responsibility of the Sponsoring Organization, Department, or Client to ensure that third-party vendors understand when they are allowed to drop off and pick up equipment. If any equipment comes outside the agreed-upon time it may be refused.
- A member of the Sponsoring Organization, Department, or Client must be present to receive and sign for any equipment not rented by Events & Conference Services. If no one from the event group is present, equipment may be refused.
- Sponsoring Organizations, Departments, or Clients will be responsible for any fees incurred by third-party vendors if the equipment is delivered and picked up late.

Responsibility:

- The Sponsoring Organization, Department, or Client will be responsible for the condition of all equipment (i.e., tables, chairs, stage, audio/visual, etc.) rented from Events & Conference Services or third-party clients and will be held liable for the equipment if lost, stolen, damaged, or misplaced during their event.
- The Sponsoring Organization, Department, or Client is responsible for safeguarding all materials, goods, and property owned, supplied, or utilized by their exhibitors, presenters, and guests.
- The Sponsoring Organization, Department, or Client waives any claims against Rutgers University for damages, theft, or loss of property.

Special Equipment Requests:

- The Sponsoring Organization, Department, or Client who brings in equipment that requires access to water, electrical, satellite internet, and/or cable feed or such alike systems must receive advanced authorization. Additional fees may apply to accommodate these resource services. Events & Conference Services does not guarantee the availability of any of these resources or services.

Facility Use

Events & Conference Services

Sponsoring Organizations, Departments, or Clients are responsible for ensuring that the reserved space is used according to the purpose for which it was reserved.

Facility requests are non-transferable.

Fees/Costs

Sponsoring Organizations, Departments, or Clients will be solely responsible for all fees, costs, and charges incurred through their reservations.

FOR ADDITIONAL INFORMATION ON PAYMENTS OR BILLING, PLEASE SEE INVOICING/BILLING/PAYMENTS.

Filming & Photography

If you are interested in photographing or filming a commercial or documentary project on Rutgers accessible and architecturally diverse campuses across New Jersey, please review the processes and guidelines provided by the Office of Communications:
<https://communications.rutgers.edu/brand-policies/filming-photography-campus>.

Firearms/Explosives

Firearms, weapons, ammunition, fireworks, explosives, and highly flammable materials are not allowed on the Rutgers-Newark campus.

PLEASE SEE THE SECTION ON SECURITY/POLICE FOR ADDITIONAL INFORMATION.

Free Expression

All members of the Rutgers University community—our faculty members, students, alumni, and staff—are free to express their viewpoints in public forums. This includes viewpoints that may differ from the majority of people in the university community.

Rutgers University–Newark does not restrict the activities of recognized university organizations, including the speakers they invite to campus, provided organizations obey the law and follow university policy and guidelines regarding these events.

Free Expression Zones

Certain outdoor areas have been identified on the Rutgers University–Newark Campus to serve as locations for demonstrations, protests, counter-protests, rallies, or other similar activities.

There are two primary zones identified for the Paul Robeson Campus Center.

- Zone 1 is on the Norman Samuel’s Plaza in front of the main plaza entrance or the steps, brick walkway, and lawn.
- Zone 2 is on the walkway in front of the campus center on Martin Luther King Jr. Blvd.

In the event that these zones cannot be used, i.e., if there is already programming taking place in the location, two alternate zones have been identified.

- Alternate Zone 1 is on the Norman Samuel’s Plaza to the east of Hill Hall, immediately to the south of the stairs the lead from Hill Hall and the Paul Robeson Campus Center.
- Alternate Zone 2 is on Dr. Martin Luther King Jr. Blvd on the patio area outside of the building, just north of the MLK entrance and immediately to the south of the Essex Room.

In all cases, users of these zones may not impede the free movement of anyone navigating through the campus or prevent the normal operations of the campus.

There are no designated Free Speech Zones for Ruth Bader Ginsberg Hall and Express Newark. Demonstrations on the sidewalks/streets outside Ruth Bader Ginsberg Hall and Express Newark would be subject to the laws and procedures of the City of Newark.

Fronting

Fronting consists of eligible departments, student organizations, or individuals reserving space in the Paul Robeson Campus Center, Ruth Bader Ginsburg Hall, or Express Newark for another person or group. Hiding or concealing the identity of the true client due to non-eligibility for use of facilities, monetary exemptions, or the policies and mission of Rutgers University and Events & Conference Services is not permitted.

- A Student Organization, University Department, or client may not serve as a front for another entity. The party who makes the reservation and signs the reservation contract shall be considered the financially responsible party. If the planning or execution of the event or payment of fees and costs incurred are delivered by a party not originally on the rental contract, the event will be determined as fronted, and the group will be charged the maximum applicable rate for all rooms and services and will be subject to the loss of reservation privileges.
- Students, faculty, or staff may not use their position at Rutgers University to reserve spaces under the name of their organization or department for private use.
- Events & Conference Services Staff will make the determination as to fronting by considering the funding source paying for the event and the nature of the event, past reservations with respect to similar events, type, and the nature of attendees.
- Events hosted by University Departments or Student Organizations that are open to the public are subject to room rental fees unless hosting such an event is directly part of the department's regular function.
- Departments and organizations discovered fronting will be charged the maximum applicable rate and are subject to the loss of reservation privileges.

PLEASE REFER TO THE SECTION ON SPONSORSHIP FOR ADDITIONAL DETAILS.

Gambling/Games of Chance

Events with gambling or other games of chance are not permitted in spaces managed by Events & Conference Services.

Hazardous Materials & Equipment

The Sponsoring Organization, Department, or Client shall not bring onto the premises of the Paul Robeson Campus Center, Ruth Bader Ginsburg Hall, or Express Newark any exhibit, equipment, vehicle, or other items, which are potentially dangerous to persons and/or property or that, are incompatible with the structure, systems, or furnishings determined by the Events & Conference Services Staff and Rutgers University Policies. Prohibited items include, but are not limited to:

- Smoke/fog/haze machines
- Pyrotechnic equipment
- Compressed air/gas tanks (CO2 tanks, Helium tanks, etc.)
 - *Helium tanks smaller than 15 cubic feet may be allowed with advanced permission*
- Gasoline/fuel tanks
- Propane or charcoal grills, except in designated outdoor areas*

Any Sponsoring Organization, Department, or Client that brings in any prohibited materials and equipment will be held directly responsible liable for any damage caused as well as any costs incurred in order to clean up and/or safely remove and dispose of hazardous materials and equipment. Groups are responsible for ensuring that their guests, staff, and any third-party vendors are made aware of these rules and will be held responsible for their actions and may be subject to suspension or loss of privileges.

**ADDITIONAL PERMITS ARE REQUIRED. PLEASE REFER TO THE SECTION ON PERMITS FOR ADDITIONAL DETAILS.*

Hours of Operation

The Paul Robeson Campus Center and Ruth Bader Ginsburg Hall are open seven days a week during the fall and spring semesters. Intercession, summer sessions, and winter hours will vary. Special accommodations (e.g., early opening, late closing, opening on weekends) may only be made through Events & Conference Services.

The Paul Robeson Campus Center, Ruth Bader Ginsburg Hall, and Express Newark are closed when Rutgers University is closed. Events requesting early opening or late closings* should contact Events & Conference Services. Arrangements may be made on a case-by-case basis. Additional fees may apply.

Fall & Spring Semester Hours:

Paul Robeson Campus Center:

Monday - Friday: 8am-10pm

Friday - Sunday: 8am-9pm

Ruth Bader Ginsburg Hall:*

Sunday - Thursday: 8am-10pm

Friday - Saturday: 8am-11pm

Express Newark:

Monday - Saturday: 8am - 10pm

Sunday: Closed

Winter Break, Spring Break, & Summer Hours:

Paul Robeson Campus Center:

Monday - Friday: 8am-5pm

Saturday & Sunday: Closed (Open by event request only (charges apply))

Ruth Bader Ginsburg Hall:*

Monday - Friday: 8am-5pm

Saturday & Sunday: Closed (Open by event request only (charges apply))

Express Newark:

Monday – Friday: 8am – 4pm

Saturday: Closed (Open by event request only (charges apply))

Sunday: Closed

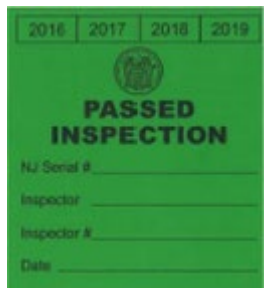
**CLOSING HOURS AT RUTH BADER GINSBURG HALL CANNOT EXCEED 10PM SUNDAY-THURSDAY OR 11PM FRIDAY-SATURDAY UNDER ANY CIRCUMSTANCES.*

Inflatables/Rides

All rides and inflatables are required to have the appropriate documentation. Carnival rides require construction permits and are generally not permitted at events, but exceptions can be considered on a case-by-case basis. Please reach out to our office for additional information.

Inflatable rides are rides which are designed to allow riders to bounce, slide, or be supported on them and are inflated by a mechanical device. Inflatable rides that support riders with sealed air devices are considered amusement rides and may require additional permits. The following items are required from vendors providing inflatable rides:

- A current ride type or amended type certification specific to the ride itself (most are valid for three years and do expire)
- A current permit to operate the ride in New Jersey (each ride requires its own permit)
- Documentation of general liability coverage with minimum limits of \$1,000,000 and including Rutgers as an additional insured party on the policy
- Trained personnel and proper anchoring specified by the certification and/or permit (some are ballasted with sandbags others may need spikes)
- Power sources must have approved electrical cord and a GFCI.
- If a generator is the power source, fire extinguisher will be required. A fire permit is also required.
- A State of New Jersey certificate of operation “Passed Inspection” (each ride has its own Safety Inspection)



In the event the event the vendor fails to produce the require documentation they will not be allowed to operate the specific non-compliant ride on campus, even if they have already set it up and have several others that are compliant. Please include language in your contracts with the vendors to reflect these conditions.

Inflatable rides are permitted on the Norman Samuel's Plaza.

Inflatable rides that are taller than 12', have overhead components, or those that users enter into/under to ride are not permitted indoors at any time.

Other inflatable rides may be permitted indoors in the Essex Room or the Great Hall. Exceptions are handled on a case-by-case basis.

Insurance

Liability Insurance is required for all events held at Rutgers University.

- All non-university clients, caterers, vendors, performers, etc. shall provide Certificates of Insurance showing Comprehensive General Liability Insurance with minimum limits of \$1,000,000 per occurrence and \$2,000,000 in the aggregate.
- Rutgers, The State University of New Jersey must be named as an additional insured in this policy.
- External Clients are required to have their own liability insurance in addition to whatever insurance is provided by their caterer or other vendor.
- Groups who do not carry their own liability insurance may elect to obtain a Tenant-User Liability Insurance Policy (TULIP). Please visit tulip.ajgrms.com or ask a member of Events & Conference Services Staff for more information.
- Such insurance shall be primary over other collectible insurance that may apply and shall include coverage for the following indemnifications: “The vendor/contractor agrees to hold harmless, indemnify and defend Rutgers, The State University of New Jersey against any and all claims, demands, or suits by any persons and against related damages, liabilities, costs, and expenses (including attorney’s fees) which may arise out of the performance of the contract.
- Insurance must be filed with Events & Conference Services no less than fifteen (15) days prior to the event. The certificate must name Rutgers, The State University of New Jersey as an additional insured party for claims involving bodily injury or property damage arising from the event.
- Failure on the part of the insured to maintain the required coverage in no way relieves the Sponsoring Organization, Department, or Client from the financial consequences associated with liability for the event.

Invoicing/Billing/Payments

Payment Information for Departments:

- Rutgers University Departments are required to pay with an Internal Purchas Order (IPO) via Rutgers University's Sci-Quest (Marketplace) payment management system and must provide accurate contact information before the event can be confirmed.
- Event's & Conference Services IPO number is 363 and our account code is 74111.
- IPOs must be generated at least two (2) weeks prior to the first booking date.
- Final invoices for reservations will be processed in Marketplace within ten (10) university business days after the event. If there are any changes to the final balance of the event after the IPO has been created, ECS will notify the department when processing the invoice.

Payment Information for Student Organizations:

- Student Organizations must submit their payment request through Raiderlink.
- Final invoices for reservations will be processed in Marketplace within ten (10) university business days after the event. If there are any changes to the final balance of the event after the IPO has been created, ECS will notify the Student Organization and Student Accounting when processing the invoice.

Payment Information for Non-University Clients:

- A non-refundable deposit of \$350 is required to secure any reservation made at the Paul Robeson Campus Center, Ruth Bader Ginsburg Hall, or Express Newark for all external clients. Deposits must be made no more than three (3) days after receiving the initial quote from Events & Conference.
- All external groups are required to pay for their event **in full** ten (10) business days prior to their event date. Any final adjustments to the invoice are due within ten (10) university business days after the event.
- **Forms of Payment accepted:**
 - Certified or Company Check
 - Checks should be made out to Rutgers University-Newark and the Reservation number should be indicated on the check.
 - All major credit cards accepted.
 - Cash, Personal Checks, and Money Orders are NOT accepted.

Large Events

Rutgers University-Newark Division of Student Affairs defines large events as programs with many complex variables regarding event type, attendance size, and facility limitations and use. All large event requests must be submitted at least ten (10) business days in advance.

Factors considered in implementing Large Event policies include:

- Type of event (concert, dance, fashion show, talent show, party, etc.);
- Day and time of the event as well as interaction with university calendar events (e.g., Alumni weekend, homecoming, Halloween, other major holidays, etc.);
- Location and setup type;
- History of sponsoring group, performers, or act;
- Number of attendees;
- Is attendance open or closed to the non-university community?

Depending on the size and scope of the event, the following Large Event policies may apply:

Cash Handling Policy:

- Cash collections at the door exceeding \$250.00 require at least one Rutgers University Police Officer or Security Officer.
- For Student Organizations: All cash collected must be deposited with the Office of Accounting on the third floor of the Paul Robeson Campus Center immediately following the conclusion of their event. Either the Student Organization will then be issued a check, or the amount will be deposited into their account. For events held at Ruth Bader Ginsburg Hall, an RUPD officer will escort you to the Paul Robeson Campus Center.

Metal Detector Policy:

- Metal detectors will be used for large events as deemed appropriate and necessary by the scope of the event criteria as assessed by Events & Conference Services, the Office of Emergency Management, and the Rutgers University Police Department.

Ticket Sale Policy:

- Student organizations are encouraged to have advanced ticket sales through Student Accounting. Depending on the scope of the event, ticket sales may not be permitted.

Security:

- Events & Conference Services, in consultation with the Office of Emergency Management and the Rutgers Police Department, determines all security needs for events. Depending on the event scope, security may include one police or security officer for cash collections, one police, or security officer per 100 attendees, and

additional security for metal detectors. Events & Conference Services staff may also be required. The Sponsoring Organization, Department, or Client is responsible for the cost of police and other staff required for security. Student organizations are required to provide event monitors as specified by the facility. Wristbands or another tracking/ticketing systems may be required.

Leafletting

In accordance with the university's policies and guidelines regarding free speech and association, individuals may hand out petitions, surveys, leaflets, or other informational literature on grounds owned or controlled by the university. Informational literature is a flyer or poster that does not mention the sale of goods or services.

Leafletting in a manner that is disorderly and/or disrupts the normal routine of campus life will be considered a violation of university rules and regulations. The distribution must be conducted in a way that does not interfere with the free and unimpeded flow of pedestrian and vehicular traffic or disturb or interfere with academic, institutional, or other approved activities.

Leaflets shall not be used to hit individuals, and the use of leaflets in hawking or shouting manner shall not be permitted. A student or organization distributing such literature shall clean the area around which the literature was distributed.

Individuals or organizations may be held responsible for costs incurred with the clean-up of litter.

Lost & Found

Any personal property found at the Paul Robeson Campus Center, Ruth Bader Ginsburg Hall, or Express Newark can be returned to room 203 at the Paul Robeson Campus Center and room 114 at Ruth Bader Ginsburg Hall. Property can be claimed from 9 am - 4 pm Monday through Friday. All property will be held for seven (7) days, after which time it will be turned over to the Rutgers Police Department.

Personal property includes, but is not limited to, keys, wallets, phones, laptops, other personal electronic equipment, IDs, book bags/backpacks, etc.

FOR ADDITIONAL DETAILS SEE ABANDONED PROPERTY.

Minors on Campus

The Sponsoring Organization, Department, or Client shall provide responsible adult supervision for youth participants (younger than 18 years of age) at all times throughout the program. The event group shall maintain such supervision within university facilities (or wherever the youth participants are on Rutgers' property) at all hours that participants are located therein. Supervisors will act as liaisons between university staff and the minor participant in the event of discipline, noise, or destructive behavior.

The event group is also required to provide adequate supervision to youth participants as they travel on campus between residence halls and dining halls, and as they travel from area to area on campus. If the event group fails to provide said supervision, the university may hire additional security patrols or take other steps to ensure the safety of youth on campus and shall invoice the event group for the costs of such steps.

Non-university organizations that wish to operate programs or activities involving minors in Rutgers' facilities must ensure their programs are run consistently with the guidelines of the university Protection of Minors Policy. For more information, please go to <http://protectminors.rutgers.edu/> or contact protectminors@publicsafety.rutgers.edu.

Miscellaneous

Removal of room furniture, artwork, signage, equipment, etc., from its original location, is not permitted.

Balloons are not permitted to be released outdoors. Event groups caught releasing balloons outdoors may be subject to university disciplinary action as well as fines from local and state governments.

Movies & Television

- Proper license and copyright approval must be obtained prior to showing any movies or television shows by a licensed distributor. A copy of the licensing agreement must be submitted to Events & Conference Services at least five (5) business days in advance.
- Movie and television showings must clearly identify the Sponsoring Organization, the name of the film or television show, and the movie or television rating in all advertisements and promotional efforts.
- Some Netflix Original educational documentaries are available for one-time educational screenings. Titles that are available for educational screening will display that grant of permission on their details page. The section will be titled, “GRANT OF PERMISSION FOR EDUCATIONAL SCREENINGS.” Educational screenings via Netflix with the following stipulations:
 - The documentary may only be accessed via the Netflix service, by a Netflix account holder.
 - The screening must be non-profit and non-commercial. Events must be free to attend, and you may not charge admission, fundraise, solicit donations, or accept advertising or commercial sponsorships in connection with the screening.
 - The documentary shall not be screened at any political campaign events and/or electoral campaigning events.
- Netflix’s logos may not be used in any promotion for the screening or do anything else that indicates that the screening is “official” or endorsed by Netflix.
- Netflix information is available here: <https://help.netflix.com/en/node/57695>. A copy of the licensing agreement must be submitted to Events & Conference Services at least five (5) business days in advance.

Newspaper Distribution

Only Rutgers University–Newark recognized publications may be distributed in designated newspaper distribution areas within the Paul Robeson Campus Center and must follow municipal guidelines and Rutgers’ recycling procedures for disposal of outdated materials. All other periodicals or newspapers found at the Paul Robeson Campus Center or Ruth Bader Ginsburg Hall will be disposed of without notice.

Non-Reservable Spaces

Non-reservable spaces are those locations or areas which may not be reserved by departments, Student Organizations, external groups, etc., for events or activities at any time.

These spaces include:

- Common Hallways
- Restrooms
- Stairwells
- Elevators
- Building Entrances/Exits
- Offices
- PRCC Cyber Lounge
- PRCC R-Zone Game Room
- PRCC Starbucks, Starbucks Lounge
- PRCC Orbit Lounge
- PRCC Commuter Lounge
- PRCC Campus Life Lounge
- PRCC Kitchen areas
- RBG Hall basement facilities
- EN Labs & Studios

Occupancy

Based on event type and setup, maximum room occupancy for an event may be lower than the posted maximum occupancy. Posted room occupancies are typically set based on *empty* rooms and will be lowered as additional tables and equipment are brought into the room. Event groups shall not exceed the maximum occupancy set in the Confirmation document sent by Events & Conference Services. Events that exceed the maximum occupancy will be shut down with no refunds or credits offered.

Outdoor Events

All events taking place in outdoor spaces are subject to the same policies and procedures as indoor events with the following additions:

- Events must endeavor to maintain a respectful noise level.
 - Continuously Amplified Sound is only permitted during free periods (see Free Period), on weekdays from 9 pm - 12 am, and/or on weekends from 4 pm - 1 am.
 - On weekdays from 7 pm - 9 pm, Continuously Amplified Sound may be permitted, but at a significantly reduced decibel level, so as not to disrupt ongoing classes. Approval is required from Events & Conference Services.
 - Intermittently Amplified Sound may be permitted at other times; authorization is granted on a case-by-case basis by the Director of Events & Conference Services.
- Additional security may be required based on recommendations by the Office of Emergency Management and the Rutgers Police Department.
- The Sponsoring Organization, Department, or Client is responsible for ensuring that streets, sidewalks, and university pathways remain clear and unobstructed.
- Student Organizations, Departments, and External Clients are not permitted to set up their own information/vendor/contact tables.

PLEASE SEE AMPLIFIED SOUND POLICY FOR ADDITIONAL INFORMATION.

Paint at Events

Events with paint are only permitted in the following locations:

- Paul Robeson Campus Center Dance Theater
- Ruth Bader Ginsburg Hall Room 123
- Norman Samuels Plaza
- Express Newark Art Gallery Workshops

Events with paint are not permitted in any other location. Events in approved locations must cover all tables with thick table coverings to avoid damage to spaces.

Event groups found to be in violation of this policy will be assessed a minimum cleaning fee of \$200, plus any additional charges related to damage repair or replacement.

Parking/Valet

Events & Conference Services does not guarantee or provide any parking for events held at the Paul Robeson Campus Center, Ruth Bader Ginsburg Hall, or Express Newark. Parking requests for Rutgers University lots must be made through the Rutgers Department of Transportation Services.

Departments, Student Organizations, or others with a Rutgers netID should log in and use [the RUDOTS website](#).

External groups should email eventparking@aps.rutgers.edu.

Loading Docks/Zones:

- Event clients may use loading docks or loading zones for loading and unloading only.
- Access to loading docks or building delivery areas must be coordinated prior to the event.
- Parking in the loading docks or loading zones is prohibited. Violators will be ticketed and towed at the owner's expense.

Valet Services:

- Valet Parking is permitted at the Paul Robeson Campus Center and Ruth Bader Ginsburg Hall with the following provisions:
 - One Rutgers police officer is required to be present during all times that valet services are available.
 - Valet services may not block, impede, or otherwise obstruct the flow of normal traffic. Double parking is expressly forbidden.
 - Valet parking is permitted in front of Ruth Bader Ginsburg Hall on Washington Street and in front of the Paul Robeson Campus Center on Martin Luther King Jr. Boulevard ONLY. Valet service is not permitted on Essex Street, Bleeker Street, Warren Street, or University Avenue.
 - Valet service staff members are responsible for not allowing visibly intoxicated persons to operate any motor vehicles.
- Valet Parking is not permitted for events held at Express Newark.
- Events & Conference Services and Rutgers University assumes no liability for any services provided by a valet company.

Metered Spaces:

- Street parking, including metered spaces, is operated and managed by the City of Newark.
- Event clients and guests must pay all parking meter fees.
- Special street parking requests may be made on a case-by-case basis. Event groups are still required to pay all parking meters.

- Rutgers University assumes no liability for street parking, including fees, vehicle theft or damage, parking tickets from the City of Newark, etc.

Additional Information:

- Parking and valet services are the sole responsibility of the event group.
- Users and guests must abide by all University parking and traffic requirements including, but not limited to, passenger and equipment loading/unloading, observance of authorized parking locations, payment of fees, and display of vehicle parking permits. Payments of citation(s) that result from parking/traffic violations are the sole responsibility of the sponsoring organization, department, client, or guests.

For additional information about parking in Rutgers' lots, please contact Rutgers Parking at eventparking@aps.rutgers.edu.

Permits

Permits may be required based on the size, scope, setup, or needs of an event. For all permits, it is the responsibility of the event client to obtain the permit. Event clients must pay all associated costs for permits.

Social Affair Permit

For any event at which alcohol is served and money is changing hands, as Social Affair Permit is required. This includes events collecting an admission fee/donation (whether at the door or in advance), charging for food or alcohol, or selling any products, services, or materials at the event.

The Social Affair Permit process can take up to six weeks. Please contact our office for further information or assistance.

Street Permits

The streets that run through the Rutgers Newark campus are owned and operated by the City of Newark. Use of the street for an event (i.e., closing the street) requires a permit from the City of Newark. Events and Conference Services is unable to assist with this process.

Parking Permits

Parking in Rutgers University lots is managed by Rutgers University Department of Transportation. Clients may reach RUDOTS at dotshelp@rutgers.edu.

Street parking is managed by the City of Newark. Events & Conference Services is unable to assist with reserving street parking.

Inflatables

All inflatable items must have a current inspection sticker from the State of New Jersey. Vendors must provide a current permit to operate the ride in New Jersey. Each ride/inflatable must have its own inspection sticker and permit to operate.

Fire Safety Permits

- All vendors utilizing cooking or open flame devices shall have a minimum of 1 multi-purpose 5 lb. fire extinguisher per LPG cylinder in use. A type-K, wet chemical extinguisher will be required if hot oil cooking appliances are to be used.
- All fire extinguishers shall have documentation attached indicating the unit was inspected as required by NFPA 10. Failure to have documentation attached to the extinguisher will result in the cooking or open flame operation being suspended until an acceptable unit is obtained. All extinguishers shall be properly tagged and sealed. All gauges shall be in the “green” indicating the unit has not been discharged. Any extinguisher found that is not tagged and sealed or shows any signs that the unit was discharged will result in the cooking or open flame operation being suspended until an acceptable unit is obtained.

Events & Conference Services

- All cooking or open flame devices shall bear a commercial rating, and operated in accordance with the manufacturer's instructions and intent. Appliances shall be in good repair and be free from damage or signs of modification. Any unit found damaged or modified, in the opinion of the inspector, shall be immediately removed from service. Household rated appliances will not be permitted.
- All cooking or open flame units utilizing LPG will be leak tested by the operator prior to cooking. Any unit found to be leaking will be immediately removed from service until the leak can be repaired.
- All cooking or open flame operations will require a Type 1 Permit pursuant to N.J.A.C. 5:70-2.7(a)3v issued by the Department of Emergency Services. The permit application must be submitted no less than two weeks prior to the event. The actual permit will be issued on-site after a satisfactory inspection has been completed.
- Cooking under canopies may be approved based upon the following:
 - The use of canopies is restricted to those that are free standing and have no sides attached during cooking activities.
 - The canopy is located no less than five (5) feet from any other canopy, tent or structure.
 - The canopy fabric is flame resistant and the applicant has provided the Fire Official with a certification attesting the flame resistance as required by section 3104.2 of the UFC. All tents shall bear a label or documentation indicating that the material is flame resistant or was treated to make it flame resistant. The absence of a label or documentation indicating the tent is flame resistant will require removal of the tent.
- All cooking equipment to be placed under a canopy must be used in accordance with the manufacturer's instructions and intent.
- LPG containers must be located at the outer edge of the canopy, a minimum of five feet from the heat producing appliance. The containers are to be protected to prevent tampering or damage by vehicles or other hazards. The containers are securely fastened and free of leaks and safety relief valves are pointed away from the canopy.
- Occupancy under the canopy is to be restricted to those necessary for food preparation only. Food may be served from the outer edge of the canopy. Suitable barriers should be provided to maintain a distance of not less than five (5) feet between areas accessed by the general public and the cooking equipment.
- Storage of combustible items required for food preparation or serving must be kept to a minimum.
- Tents in use without cooking or open flame operations will require a minimum of 1 4-A extinguisher or 2 2-A extinguishers. All fire extinguishers shall have documentation attached indicating the unit was inspected as required by NFPA 10. Failure to have documentation attached to the extinguisher will result in the removal of the tent until as acceptable unit is obtained. All extinguishers shall be properly tagged and sealed. All gauges shall be in the "green" indicating the unit has not been discharged. Any

extinguisher found that is not tagged and sealed or shows any signs that the unit was discharged will result in the removal of the tent until an acceptable unit is obtained.

Generators

Generators may be permitted on a case-by-case basis in outdoor locations only. Generators are not permitted indoors at any time. A compliant fire extinguisher must be nearby and ready for immediate use.

The following items will be considered when approving a generator permit:

- The location of the generator.
- Will noise and the exhaust fumes affect others nearby or be drawn into nearby buildings?
- Are the wires coming from the generator creating a trip hazard or impeding egress and are the cords proper and in good condition?
- Are the back-up fuel containers stored in a secured area away from public access?
- Is the generator protected in some way to prevent burn injuries from anyone coming in contact with hot components?

Food Truck Permits

- A minimum of one 5lb ABC type fire extinguisher must be available for immediate use. Extinguisher must have a valid annual inspection tag attached and pass an on-site visual inspection.
- The vehicle must be equipped with an on-board fire suppression and ventilation system. The on-board fire suppression system must show proof of a satisfactory inspection/testing by a qualified/certified suppression testing company. Valid proof of inspection must be attached appropriately to the system. System must show a satisfactory inspection within the last 6 months.
- If equipped with an on-board suppression system, a compatible wet chemical extinguisher must also be available for immediate use. Extinguisher must have a valid annual inspection tag attached and pass an on-site visual inspection.
- Ventilation hood must be clean with no excessive build up grease and all filters must be clean and in place as required by the system manufacturer.
- On-board LPG tanks must be properly installed and secured within the vehicle.
- Operator of any of the LPG systems must be properly trained in the safe and proper use of said systems. Operator is also responsible for verifying the system is safe to operate prior to igniting any LPG appliances. Cooking systems must be used in strict accordance with the manufacturer's instructions and intended use.
- Systems that appear to have after-market or unapproved modifications will not be permitted to be used.
- Available exits from the cooking area of the vehicle must remain unobstructed at all times cooking operations are in use.

Tent Permits

Type 1 Fire Safety Permit is required for the erection, operation, or maintenance of any tent, tensioned membrane structure, or canopy, excluding those used for recreational camping purposes, which meets the following criteria:

1. The tent, tensioned membrane structure, or canopy is greater than 900 square feet and more than 30 feet in any dimension whether it is one unit or composed of multiple units, but 16,800 square feet or less in area and 140 feet or less in any dimension, whether it is one unit or composed of multiple units.
2. The tent, tensioned membrane structure, or canopy contains platforms or bleachers 11 feet or less in height.

Tents, tensioned membrane structures, or canopies greater than 16,800 square feet in area and greater than 140 feet in any dimension, whether one unit or composed of multiple units; remaining in place for more than 180 days; used or occupied between December 1 and March 31; having a permanent anchoring system or foundation; or containing platforms or bleachers greater than 11 feet in height shall be subject to the permitting requirements of the Uniform Construction Code.

Regardless of whether the tent, tensioned membrane structure, or canopy requires a fire safety or construction permit, a construction permit and inspection shall be required for any electrical equipment, electrical wiring or mechanical equipment that would otherwise require a permit.

A Fire Safety Permit must be obtained from the Department of Emergency Services. The permit application can be obtained on our website at:

<http://ruess.rutgers.edu/PDF/FireSafetyPermitApplication.pdf> or by calling 732-932-4800.

The permit application must be submitted by the vendor. Departments are not permitted to submit the permit application on their behalf.

In addition to the completed permit application the following information shall be provided:

1. A copy of the flame treatment certification for the tent
2. A site plan indicating the location of the tent and distances to adjoining structures
 - a. Method used to anchor the tent
3. Tent dimensions including if the tent will be open or closed
 - a. If tent is to be enclosed, indicate the proposed exit locations and location of emergency exit/egress lighting if occupancy will be of 50 or more persons.
4. Location of temporary fire extinguishers

- a. A minimum of one 4-A or two 2-A rated extinguishers shall be provided in all tents
5. Identify if temporary electric and heating or air conditioning will be required
NOTE: Requires inspection by the University Construction Official
6. Identify the intended use and anticipated occupancy of the tent or canopy.
7. No Smoking signs must be installed.
8. If tables and chairs are provided, proper aisle widths must be established. A minimum of 44" must be maintained and progressively increased at least 1 foot for each 50 persons served by that aisle. A floor plan that includes dimensions and layout must be included.
9. Occupancy load signage must be posted.

Penalties

Unless otherwise stated, failure to abide by any of these policies and procedures may result in the suspension or revocation of reservation privileges. Additionally, current and/or upcoming events may be suspended or canceled.

Unless otherwise stated, penalties incurred by one member of a Sponsoring Organization, Department, or Client may affect the entire Sponsoring Organization, Department, or Client. I.e., if one member of a student group or department breaks these rules, all current and future reservations for the entire group/department may be affected.

Written permission from the Director of Events & Conference Services is required for reinstatement of privileges.

Political Events & Campaigns

Rutgers University supports programs that encourage participation in the political process. Speakers with experience in various matters of government are invited to campus to express their viewpoints individually and through controlled organizations and newspapers. It is appropriate for the university as an educational institution to facilitate discussion and research on political activities generally. The guiding principle, however, is institutional neutrality in political electoral campaigns. No activity should give the impression that the university takes sides in a political campaign. This principle underlies the guidelines below on specific issues.

- No individual may act on behalf of the university to support or oppose any candidate for public office.
- The name, seal, stationary, and other identifying marks of the university, or any of its departments, may not be used in any way that implies the individual or group is speaking or acting for the university in political matters.
- No university funds or resources shall be contributed to any political campaign for public office (or for regulated candidate-related groups such as political action committees (PACs)). All costs incurred for political events held at the Paul Robeson Campus Center or Ruth Bader Ginsburg Hall are the sole responsibility of the candidate or PAC.
- Political fundraising or soliciting of any kind is strictly prohibited.
- Declared candidates for office, or those speaking on their behalf, may speak at Rutgers University if equal access and opportunity is given to all other candidates running in the same electoral race.

FOR ADDITIONAL INFORMATION PLEASE REFER TO RUTGERS UNIVERSITY POLICY SECTION 50.3.4 OR CONTACT THE OFFICE OF THE PROVOST IN THE NEWARK CHANCELLOR'S OFFICE.

Postings

All flyers, posters, banners, information, etc. must receive an approval stamp prior to posting. Stamps may be obtained from Events & Conference Services in suite 203 at the Paul Robeson Campus Center. Materials must be stamped, dated (with start and end date), and initialed. Events & Conference Services reserves the right to refuse to post or distribute any material that violates Rutgers University Policy.

- All printed materials must originate from a Rutgers University Department or registered Student Organization and must provide accurate event information including Sponsoring Organization contact information, name, and/or logo.
- All postings must comply with the university's non-discrimination policy.
- Postings may not reference alcohol or illegal substances.
- Postings for off-campus events are not permitted without specific approval by Events & Conference Services.
- All postings are permitted in designated areas only. No postings/signage may be secured to walls, doors (interior AND exterior), windows, stairwells, or hallways.
- No advertising or posting for any event, program, or service is permitted on the exterior of university facilities or on university or Newark City sidewalks/roadways.
- Items posted or distributed outside of approved locations or that are posted without prior approval will be removed and discarded without warning.
- Postings will be removed no later than two (2) weeks from the date marked on the approval stamp. To renew a posting, a new stamp must be obtained.
- Advertising for non-university businesses and services is not permitted.
- Personal postings such as roommate postings, dating services, meetups, sales of items, etc., are not permitted.
- Additional fees may apply depending on the posting location (e.g., easels for larger postings).

Examples of Allowed Postings:

- Events held within ECS-managed spaces.
- Key Rutgers University–Newark events (e.g., Commencement, Convocation, Open House, etc.) held in non-ECS managed spaces.
- Rutgers University–Newark Academic Courses
- Student Affairs events
- Student-centered events held in non-ECS managed spaces (approved on a case-by-case basis)
- Student-specific information (e.g., Financial Aid information, university deadlines, etc.)

Please note that this list is not to be considered all-inclusive and all postings are subject to the approval and discretion of Events & Conference Services

Approved Posting Locations:

- Paul Robeson Campus Center Information Desk
- Paul Robeson Campus Center Main Lobby (for larger postings on easels)
- Paul Robeson Campus Center Reservations Office
- Ruth Bader Ginsburg Hall Information Desk (note: this is *not* the security desk)
- Digital signage locations in the Paul Robeson Campus Center and Ruth Bader Ginsburg Hall

PLEASE REFER TO THE ADVERTISING SECTION FOR MORE INFORMATION ABOUT ADVERTISING FOR EVENTS.

PLEASE REFER TO THE DIGITAL SIGNAGE SECTION FOR MORE INFORMATION ABOUT POSTING ON DIGITAL SIGNAGE.

PLEASE REFER TO THE DIRECTIONAL SIGNS SECTION FOR MORE INFORMATION ABOUT PROVIDING DIRECTIONS TO EVENT SPACES FOR EVENT GUESTS.

PLEASE REFER TO THE LEAFLETTING SECTION FOR MORE INFORMATION ABOUT LEAFLETS AND INFORMATIONAL FLYERS.

Privacy/Confidentiality

Events & Conference Services will not sell or distribute any personal or identifying information gathered as part of our reservation process. All information gathered and shared with other Rutgers University Departments shall be for data collection purposes only and will be stripped of all personally identifying information (including client/business name, phone numbers, emails, addresses, etc.).

Advanced disclosure of reservation information, including identifying information, will be made available to those university offices that are deemed to require the information (e.g., Rutgers University Police Department, Fire, and Emergency Services).

Event names, locations, dates, and start and end times will be listed on the Rutgers-Newark online calendar. No other information will be publicly listed.

Events & Conference Services does not collect or maintain any credit card data. All credit card data is processed and stored through NelNet.

Public Forum

Anyone planning to hold an outdoor public forum on the Samuels Plaza or the Residence Life Lawn, such as a rally or candlelight vigil, is encouraged to file a Public Forum Notification Form with Student Affairs. This process is applicable to all registered Student Organizations at Rutgers University that wish to hold public forums at Rutgers University. Forms can be picked up in Events & Conference Services. Public forums are allowed on weekends from 8:30 am-9 pm by request only. Requests can be made at Events & Conference Services. Student Organizations requesting to hold a public forum will require advisor approval. Set-up items (a table and two chairs) can only be accessed if this online form is completed.

The total number of tables and chairs are limited and are allocated on a first-come, first-served basis.

The use of amplified sound is strictly prohibited.

Student organizations that do not comply with Rutgers Public Forum Policy are subject to potential cost-associated penalties and may be referred to Student Conduct.

Exceptions may be made to the use of amplified sound or off-hours usage by the Dean of Students based on the nature of the event. In this instance, the student will be asked to bring their form to the Dean of Students to get written approval and then submit it to the Office of Student Life.

Rain Locations

Organizations may request a rain location for outdoor events for an additional room rental fee. No later than 24 hours before the start of the event, the requesting organization must confirm whether they will use the rain location or not. Failure to properly notify our office will result in additional fees and penalties.

Please contact our office for additional information.

Refunds

Payments made via credit card will be refunded to the card used in the transaction.
Payments made by check, wire transfer, or money order will be refunded with a check.

Refunds are given under the following conditions:

- If the event is canceled at least seven (7) calendar days prior to the first booking date
- If there is a change in booking space that has moved the event to a room with a lower reservation fee
- If there is an unused damage deposit

Refunds are not given:

- If the event is canceled with six (6) calendar days or fewer prior to the first booking date
- For no-show events
- For the non-refundable room deposit
- Events that are shut down to client negligence including, but not limited to, occupancy violations, alcohol violations, fire code violations, etc.
- For third-party services obtained by Rutgers on behalf of the client for the event that cannot be cancelled with the third-party service.

Reservations

General:

- Events & Conference Services' spaces and equipment are reserved in priority order.
- Events & Conference Services reserves the right to assign or reassign reservations based on the size of the group, type of program, and space available to assure the maximum and most appropriate utilization of space.
- Events & Conference Services reserves the right to keep the privacy of its clients and those dates and spaces that the clients have reserved.
- Reservations must be made at least one (1) week in advance. However, reservations for larger events should be made with as much notice as possible in order to accommodate all requests.

The Booking Schedule is as follows:

- On December 1, we will open up our booking system to accept requests for the next Fall (September 1 through December 31)
- On March 1, we will open up our booking system to accept requests for the Spring and Summer (January 1 through August 31).

Reservation Agreement:

A Reservation Agreement is a contract between Events & Conference Services, an agent of Rutgers University, and the Sponsoring Organization, Department, or Client. The agreement lists the dates, times, venue spaces, equipment, services, or other event-related details requested by the customer and agreed to be provided by Events & Conference Services. The Reservations Agreement takes effect at the time the reservation is first requested and accepted in writing by the Reservations Office. Submitting a request for space does not constitute an agreement to use space. The Reservations Office must issue a signed Reservations Agreement accepting the reservation in order for the request to be recognized by Events & Conference Services.

Changes:

To keep a thorough record and to ensure all event requests are processed properly, any requests to add or change the room or date/time of the event must be made in writing via email or an additional reservation form. Reservation forms with changes to existing reservations should be marked "changes" and reference a current Reservation ID number. Additional fees may apply.

Fees:

- Non-university organizations or individuals are charged rental fees for all rooms.
- Departments are not charged for their first room but will be charged for additional rooms.

- All groups are charged for labor, equipment, overtime, custodial, security, and extension of hours.
- Event groups are responsible for all fees charged by third-party companies for services rendered, regardless of whether such service or equipment was obtained through Events & Conference Services or directly from a third-party company.

Denials:

- Events & Conference Services reserves the right to deny space usage to any group or event if the event scope is beyond the physical or technical abilities of our facilities, equipment, or staff, or if security concerns cannot be addressed with reasonable staffing coverage.
- Reservation requests may be denied if the organization or event is in conflict with university policies or regulations.
- Reservation requests may be denied to any organization, department, or client deemed not to be in good standing with Events & Conference Services (e.g., outstanding invoices, previous disciplinary actions, etc.).
- Reservations requesting multiple dates for a single event date are required to choose their preferred date thirty (30) days prior to the first date they have requested, or all dates will be released.

Reservation Statuses:

- **Web Request**—A status given to a booking immediately after a request is submitted in the online reservation portal.
- **Web Conflict**—A status given to a request that was made at the same time another request for the same location, day, and time through the online reservation portal. Web Conflicts are reviewed by ECS staff and either Denied or put on the Wait List.
- **Web Cancelled**—When an event group cancels a reservation or booking through the online reservation portal, it is given the status of Web Cancelled.
- **On-Hold**—A preliminary request to hold a date and room, pending more information. Additional reservation requests made for facilities/rooms already with an On Hold status will be placed on the Wait List. Reservations with an On Hold status that have not provided the required information to the Reservations Office thirty (30) days prior to the date of their first event will have their request canceled.
- **Pending Advisor Approval**—Related to Student Groups/Organizations. These requests require approval from the Office of Student Life.
- **Pending Department Approval**—The request is under review by the appropriate
- **Confirmed**—A reservation request that has all the required information and approvals as determined by Events & Conference Services.
- **Wait List**—A preliminary request to hold a date and room, which is placed in line behind other requests. Requests are received and added on a first-come-first-served basis.

- **Cancelled**—A reservation request has not met the necessary requirements for approval or has been canceled by the event group and has been removed from the Reservation Calendar.
- **Denied by Advisor/Denied by Department**—A reservation request that has been denied due to the size, scope, timing, or some other reason.
- **No Show**—A status indicating that an event group did not show up for a confirmed reservation time. Events that are Cancelled with fewer than 3 days' notice are also marked as a No Show.

Reservation Confirmations

Upon approval of an event, Events & Conference Services will send out a Confirmation document confirming all details of the event reservation. Until a client receives this document, their event **has not been confirmed**. Clients are not permitted to send out marketing material, book guests/speakers, send out invitations, rent equipment, etc., until this confirmation document has been received.

Event Clients should bring a copy of their confirmation document with them on the day of their event. Failure to bring a copy of a confirmation document may result in the delay or denial of an event reservation.

Right to Assign, Reassign, or Terminate

Events & Conference Services reserves the right to deny, assign, reassign, or terminate space for a meeting or event when the event scope is beyond the physical or technical abilities or availability of our staff or facility or if security concerns cannot be addressed with reasonable staffing coverage. Reservation requests may also be denied if the organization or event conflicts with university policies or regulations.

In addition, the Rutgers University Police Department and the Officer of Emergency Management may cancel or delay an event for safety (e.g., weather, loss of power or water, natural disaster, etc.) or security reasons, including while the event is in progress.

Depending on the circumstances, reasonable attempts may be made to accommodate the Sponsoring Organization, Department, or Client with an alternate space, date, and/or time.

Event groups are not permitted to reassign or give away their reservations to another group, department, or organization. *For more information, see Fronting.*

Challenges to this policy must be made in writing and submitted to the Office of the Chancellor.

Right to Alter; Right to Enter

- Events & Conference Services reserves the right to alter times and facility availability in order to accommodate the maintenance needs of facilities.
- Events & Conference Services reserves the right to enter the facilities at any time for the purpose of inspection, repair, emergency, or any other reasonable purpose.
- Events & Conference Services reserves the right to substitute alternate facilities to accommodate an increase in the estimated number of participants, the need to use the facilities originally assigned for another use, or other exigencies.
- Every reasonable effort will be made to reduce the impact of the above instances on events happening at the same time.

Rutgers Name & Trademark

Clients are not permitted to use the Rutgers University name or registered trademarks in connection with any publication, advertisement, marketing, or in any other manner without the prior written approval of the Rutgers Office of Licensing and Trademarks. Rutgers' name may only be used in reference to the program location.

Agreeing to provide space for a program/event may not be construed in any manner as Rutgers University providing sponsorship, endorsement, or support of any group, organization, individual, or program.

Please visit <http://ucm.rutgers.edu/trademark-licensing/overview> for additional information.

Safety/Security

Events & Conference Services staff consult with the Office of Emergency Management and the Rutgers University Police Department to identify risks associated with all events hosted in the Paul Robeson Campus Center, Ruth Bader Ginsburg Hall, Express Newark, and associated outdoor areas. This review determines the need and numbers for security, metal detectors, and/or if a performer or act should be denied. All related security fees will be the responsibility of the Sponsoring Organization, Department, or Client. Factors that determine the need for security or to deny a speaker/performer include, but are not limited to:

- Type of event (concert, party, dance, fashion show, talent show, etc.);
- Day and time of the event as well as its relation to other events happening on campus, with special consideration and priority given to university calendar events (e.g., Alumni weekend, Fall Fest, Homecoming, Halloween, Commencement, and other major events or holidays);
- Location and event setup;
- History of sponsoring group, department, performers, speakers, or act;
- If alcohol will be served;
- Number of attendees;
- Affiliation of attendees (university only, university students and guests, open to the public, etc.);
- The collection of a monetary entrance fee;
- Road Closures;
- Potentially controversial or very popular events or guests, performers, or speakers;
- Internal/External Dignitaries;
- VIP/guests who will be accompanied by armed protection.
 - Please note that if a guest or speaker will be accompanied by armed protection, the head of their security detail must contact the Office of Emergency Management.

Security Bookings & Fees:

- Security bookings require at least 72 hours' notice. Changes to an event that requires security to be added or modified may not be approved if the request is made with fewer than 72 hours' notice.
- Security fees are set by RUPD/IPO. While Events & Conference Services makes every effort to keep costs up to date, the final hourly rate may differ than fees or rates published on our website.
- All security bookings are billed at a minimum of 4 hours, regardless of event time.
- Security must be booked 30 minutes before the event start time until 30 minutes after the event end time.

Events & Conference Services

- Cancellation of security services require at least 24 hours' notice. Security services cancelled with fewer than 24 hours' notice will still be billed for security services.

Smoking

All Rutgers University facilities, including the Paul Robeson Campus Center and Ruth Bader Ginsburg Hall, are smoke-free. This includes, but is not limited to, tobacco, herbs, or cannabis in the form of cigarettes, cigars, bowls, pipes, and hookahs as well as all forms of electronic “E-cigarettes.”

Smoking of any kind is not permitted indoors.

Smoking is not permitted within 25 ft of any building entrance.

Event group staff, vendors, or guests found violating this policy will be asked to leave the building and may not be permitted to re-enter. Additionally, students found in violation of this policy may be subject to disciplinary action.

Solicitation

Solicitation is prohibited in all spaces managed by Events & Conference Services. This includes, but is not limited to, door-to-door solicitation, distributing flyers or materials, and leaving flyers or handouts on tables, chairs, or the information desks.

SEE TABLING POLICY AND LEAFLETING POLICY FOR LIMITED EXCEPTIONS.

Sponsorships

Sponsored Organizations & Co-Sponsored Events:

University Departments and Student Organizations may sponsor an organization or co-sponsor an event under the following conditions:

- All contact must be maintained through the University Department.
- All costs associated with a reservation are to be paid by the Sponsoring Department.
- A representative from the sponsoring University Department must be included in all email correspondence, phone calls, or virtual meetings.
- A representative from the sponsoring University Department must be present during the entire event, activity, or meeting.
- A representative from the sponsoring University Department must be present at all walkthroughs or planning meetings prior to the event.
- The sponsoring University Department must be in good standing with Rutgers University and Events & Conference Services (i.e., no outstanding past due invoices, rule violations, etc.).

SEE FRONTING POLICY AND CLIENT DEFINITIONS FOR ADDITIONAL INFORMATION.

State & Federal Laws

All events held at Rutgers University must adhere to all local, state, and federal laws. It is the responsibility of the Sponsoring Organization/Department or Client to be informed and aware of all relevant state and federal laws.

Event groups are responsible and may be held liable for the actions of their staff, vendors, performers/speakers, and/or guests.

Storage/Shipping

- Free space is not available in the Paul Robeson Campus Center, Ruth Bader Ginsburg Hall, or Express Newark to store materials and/or equipment for organizations utilizing reserved space prior to the date and time of their reservation.
- Events & Conference Services cannot receive shipments of materials without advanced written approval for storage arrangements. Items shipped without prior approval will be refused and returned to the sender.
- Items for an event may not arrive before the day of the event and must be picked up no later than 8am the following morning. Any items that arrive before the day of the event will be refused. Consideration may be given to weekend events on a case-by-case basis. Written permission must be given before shipment.
- The Sponsoring Organization, Department, or Client is responsible for removing any equipment brought in for their event. Storage is not available for equipment or materials following an event.
- Any equipment or materials left in the Paul Robeson Campus Center, Ruth Bader Ginsburg Hall, or Express Newark will be considered abandoned property after 48 hours. Any costs associated with removing leftover equipment or material will be the responsibility of the Sponsoring Organization, Department, or Client.
- Additional fees will be assessed for any approved items received before an event or kept for storage following the end of the event.

PLEASE REFER TO THE SECTION ON ABANDONED PROPERTY FOR ADDITIONAL DETAILS.

Tabling

General:

Contact Tables are available on Student Street of the Paul Robeson Campus Center and the Samuels Plaza for information distribution, fundraising, ticket sales, employee recruitment, etc. on a first-come-first-served basis. Contact Tables are not available/permitted at Ruth Bader Ginsburg Hall or Express Newark.

The name of the Sponsoring Organization, Department, or Client must be displayed in a visible location on the table.

Illegally trademarked items may not be sold.

Goods must be marked for resale.

All groups will be charged a fee to reserve a table.

Fees for contact tables include up to two tables, however only one table will be set out unless specifically requested.

Additional tables may be rented for an additional fee if equipment and space permit.

Students are not permitted to bring or set up their own tables on the Samuels Plaza or Student Street.

Event groups are assigned a specific tabling number/location when they make their reservation. Event groups are not permitted to move tables to a new location or take tabling locations not assigned to them.

Amplified sound may only be played on Student Street during Free Period.

Employee Recruitment:

Employers who wish to reserve a table for employment/recruitment must go through the Rutgers University–Newark Office of Career Resources and Exploration (CRE). The Office of Career Resources and Exploration can be reached at (973) 353-5311 or by email at careers@newark.rutgers.edu. The Career Development Center will be responsible for making all reservations on the employer's behalf.

All tabling fees for employment/recruitment will be billed to external clients through The Office of Career Resources and Exploration. Events & Conference Services will then bill the CRE on a monthly basis for all employment/recruitment tabling reservations.

Tables are available on a first-come-first-served basis.

Employers who recruit on campus but do not comply with the Rutgers University nondiscrimination policy may use university facilities only if they make available to interested members of the community information regarding their discriminatory practices

and their justification for them. Approval for reservations of this nature is at the sole discretion of the Career Development Center.

Fundraising, Ticket, and Vendor Sales:

Student Organizations and University Departments may reserve tables for fundraising and sales. Fundraising and sales can be self-operated, or vendor sponsored by a Student Organization or Department. Reservations must be confirmed with contracts and insurance no fewer than ten (10) university business days in advance.

Examples of a fundraiser or sale include, but are not limited to, ticket sales for events, sale of items produced by members of the organization (e.g., yearbook, crafts) or sale of goods or services purchased by the organization for authorized resale (e.g., sweatshirts, stuffed animals, flowers). No food, aside from what is permitted under the bake sale policy, may be served, or sold.

Non-University Organizations:

Reservations need to be made with Events & Conference Services at least ten (10) business days in advance.

An insurance certificate naming Rutgers as an additionally insured party is required. If the certificate cannot be supplied, the group must pay into the Rutgers risk management fund.

The signed contract and payment of all fees are due ten (10) business days in advance.

Fund Collection Guidelines:

All funds collected by Student Organizations must be deposited daily at the Student Accounting Office, located on the third floor of the Paul Robeson Campus Center. Departments are responsible for following all applicable university policies and procedures regarding money handling.

All sales must be approved by Reservations staff based on restrictions imposed by university contracts, risk management issues, Rutgers University Copyright/Licensing policies, and other university policies. Illegally trademarked items may not be sold.

Student Organization members may not receive personal financial gain from an organization sale; therefore, individuals are not permitted to serve as vendors for an organization in which they are a member since this constitutes a conflict of interest.

Vendors must provide accurate contact information. Events & Conference Services assumes no liability or responsibility for the merchandise or service being sold. The vendor is responsible for the quality of workmanship of the goods being sold.

Information Distribution:

Registered Student Organizations and Departments may reserve contact tables for the distribution of information relevant to the mission of the organization or the department,

such as promotional information for events, recruitment, or literature distribution. Information distributed is subject to approval by Events & Conference Services. Information tables may be reserved 24 hours in advance if available.

Bake Sale:

Students may engage in fundraising efforts with food products provided they follow these guidelines.

Pre-packaged foods and beverages must be dry or canned goods that can be held at room temperature per the manufacturer's instructions and are permitted to be resold (i.e., items that are labeled "not for resale" are not permitted.) Such foods must be approved by the OSLL advisor.

Student groups are permitted to prepare baked goods in an establishment that does not have a food service permit, provided that the baked goods do not contain the potentially hazardous ingredients below. All distribution of such goods must receive approval from the OSLL advisor.

Baked goods that are permitted for sale for fundraising purposes are those that are prepared and purchased from food service establishments that obtain the permits and approvals as stated above and do not contain potentially hazardous ingredients. Such foods that are considered potentially hazardous include but are not limited to foods that contain: meats, poultry, fish, shellfish, milk, milk products (cheese, butter, milk, heavy cream, etc.), plant proteins such as tofu, starches, peanuts, cooked pasta, cooked beans, potatoes, cut fruits, cut vegetables, etc.

During the bake sale, all items must be clearly labeled with the ingredients contained.

SEE CATERING POLICY FOR ADDITIONAL INFORMATION.

Transferring Reservations

Reservations are non-transferable. A Sponsoring Organization, Department, or Client cannot transfer a reservation to another group. Violation of this policy may result in the cancellation of upcoming events and reservation privileges for both groups.

FOR ADDITIONAL INFORMATION SEE FRONTING POLICY.

University Laws & Policies

All events held at Rutgers University must adhere to all University Laws & Policies, including those not expressly laid out in this form. It is the responsibility of the Sponsoring Organization/Department or Client to be informed and aware of all relevant University Policies. Groups can navigate to <http://policies.rutgers.edu/> for additional policy information.

Weather

Any reservation that is canceled by the Sponsoring Organization, Department, or Client due to severe weather (e.g., snowstorms, hurricanes, flooding, etc.) or as a result of campus closures will not incur a cancellation or no-show fee.

Rescheduling of these reservations will be given priority of new reservations and shall be for a mutually acceptable facility, date, and time. This may include a different room or facility than originally scheduled.

Event groups may still be financially responsible for any equipment rented outside of the standard inventory for Events & Conference Services.