**Reservations and Special Events Policies for Rutgers University-Newark**

**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, it’s users or exhibitors. The Office of Reservations and Special Events may take possession of 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 the Office of Reservations and Special Events 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 section on Lost and Found.*

**Academic Space/Reservations:**

Academic classes are not permitted to reserve or hold class sessions in the Paul Robeson Campus Center or 15 Washington Street.

The Office of Reservations and Special Events 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 mailto:schednwk@newark.rutgers.edu.

**Advertising Events:**

All flyers, posters, banners, etc. must receive a PRCC stamp prior to posting in the Paul Robeson Campus Center or 15 Washington Street. Stamps may be obtained from the Office of Reservations and Special Events in room 203 at the Paul Robeson Campus Center. Materials must be stamped, dated (with start and end date), and initialed. The Office of Reservations and Special Events reserves the right to refuse to post or distribute any material that violates the University’s Student Code of Conduct or University Policy.

* Events may not be published, posted, or otherwise advertised prior to receiving a Reservation Confirmation from the Office of Reservations and Special Events.
* Advertisements may be posted no more than five (5) days 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 Event groups are responsible for removing all outdated material.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.
* 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.
* Third party groups hosting events in the Paul Robeson Campus Center or 15 Washington may contact the Office of Reservations and Special Events for special permission/consideration to post advertisements on campus. Permission will be determined on a case-by-case basis.
* All advertising must comply with the University non-discrimination policy.
* Postings may not reference alcohol or illegal substances.
* Postings for off-campus events are not permitted without specific approval by the Office of Reservations and Special Events and are only permitted at the Information Desk in the Paul Robeson Campus Center.
* Any advertisement of events posted off-campus (including on the internet) must abide by the above guidelines.
* Advertised admission costs (free or fee) may not change after 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 contact the Office of Reservations and Special Events.
* 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.
* Student organizations are required to follow policies for posting at bus stops, in residence halls, and classrooms. In general, flyers should only be posted on bulletin boards.
* Items posted or distributed outside of approved locations 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 Directional Signs section for more information about providing directions to event spaces for event guests.*

**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 the Office of Reservations and Special Events’ sole discretion. Any approved alcohol use in Rutgers University facilities must follow all university, state, and federal laws. Please contact the Office of Reservations and Special Events 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 the Office of Reservations and Special Events. 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 Reservations and Special Events 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 15 Washington Street. 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 the Office of Reservations and Special Events 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 bar tenders and have a staff member that is TIPS/TAMS certified to serve the alcohol. Self-serve events are not permitted.
* Events that are charging for alcohol or charging admission/collecting donations to events serving alcohol are required to apply for a social affairs 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 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 Reservations and Special Events staff nor RUPD will perform this service.
* No intoxicated individuals will be permitted in the Paul Robeson Campus Center or 15 Washington Street.
* Disorderly persons will be barred and evicted from the Paul Robeson Campus Center and 15 Washington Street 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 15 Washington 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 the Office of Reservations and Special Events.
* The Office of Reservations and Special Events reserves the right to terminate any event at any time if there is a violation 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.*

**Animals:**

Only authorized service dogs are permitted in the Paul Robeson Campus Center and 15 Washington Street. Advanced notice is requested, but not required.

**Banner/Poster Policy:**

Banners are permitted for major University events in coordination with Student Affairs (e.g., registration, homecoming, etc.) and can only be hung by physical plant staff. Other banners hung or displayed in the Paul Robeson Campus Center or 15 Washington will be removed and discarded without warning or notice.

**Bicycles/Skateboards/Rollerblades/Hover-boards:**

Bicycles, rollerblades, skateboards, hover-boards, scooter, and other such devices/equipment are not permitted inside the Paul Robeson Campus Center, the Samuels Plaza, the Residence Life Lawn, or 15 Washington Street at any time.

**Business Services:**

Printing, fax, and copy services are **NOT** available at the Paul Robeson Campus Center or 15 Washington Street.

**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 require ethnic or cultural food are required to submit a request to Gourmet Dining first. If they cannot accommodate the request a waiver will be given, at which time an approved outside caterer may be used. All caterers are still required to show proof of liability insurance.
* Prepackaged 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.

\**Please see Tabling Policy for limited exceptions.*

The following polices are enforced at the Paul Robeson Campus Center, the Samuels Plaza, the Residence Life Lawn, and 15 Washington Street:

* 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 the Office of Reservations and Special Events. 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 donated food is not permitted.
* Only Coke products may be served.
* 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.
* 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 chaffing 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 the Office of Reservations and Special Events 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 Equipment Policy for details on scheduling equipment drop off/pickup.*

**Cancellations/No-Show:**

The Paul Robeson Campus Center and 15 Washington Street 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 cancelled in a reasonable amount of time to allow for rebooking. The cancellation fee schedule is as follows:

Large Programming Spaces (Essex Room, 255/256/257, the Great Hall):

* Seven (7) days or greater - a full refund will be given on any amounts paid, minus the non-refundable room deposit and any amounts paid for non-fundable or non-returnable rentals or purchases made by the Office of Reservations and Special Events on behalf of the Client.
* Six (6) days or less prior to event – No refund will be given. Client may be charged for equipment rental and any setup costs.
* No-Show – Client will be invoiced for the entire cost of the event. Client may have all discounts removed from room and equipment costs.

Regular Meeting or Conference Rooms:

* Four (4) days or greater - $200.00 or half the room rent charge, based on client rate schedule, whichever amount is greater.
* Three (3) days or less prior to event – No refund will be given. Client may be charged for equipment rental and any setup costs.
* No-Show – Client will be invoiced for the entire cost of the event. Client may have all discounts removed from room and equipment costs.

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

* Three (3) days prior to an event or later or a No-Show - $25.00.

Failure to pay any late or No-Show charges may result in suspension of reservation privileges and possible suspension or cancellation of existing/upcoming reservations. If it is necessary for a University department or student organization to cancel a reservation, please contact the Office of Reservations and Special Events in writing or email at resv@newark.rutgers.edu. Phone calls or voicemails are not an acceptable method of cancellation because written proof of contact by the responsible event contact is required to ensure the security of your reservation. Cancellations by non-university clients are outlined in their reservation contracts.

**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.

1. 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 schedule use according to the Agreement Term.
	1. Any room changes made at least seven (7) days before the start of the first schedule use will be applied to the room deposit. Any changes that place the reservation into a larger room will incur a larger room deposit. Any changes that place the reservation into a smaller room may have a portion of the room charge refunded or applied to the overall amount of the reservation. If payment has been already made in full, a refund may be given.
	2. 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.
2. 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.

**Custodial Services/Fees:**

Custodial staff will 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 and spills or broken glass. Fees may apply based on 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 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 the Office of Reservations and Special Events 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 by a member of the Reservations and Special Events staff at the conclusion of each event.
* Glitter, confetti, smoke machines, and pyrotechnic equipment 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 to ensure any balloons brought into the space are tied securely to anchors/weights. Clients will be charged a $150 fee for any balloons that come free of their weights and float to the ceiling.
* 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.

Rates and Fees:

* Great Hall custodial charge (all events over 100 people): $300
* Clement’s Place custodial charge: $150
* All other 15 Washington spaces that begin after 3pm, or where more than half of the even takes places after 3pm: $150
* Full Essex room Saturday Evening & Sundays: $200
* Individual custodian to be booked as needed based on size and scope: $36/hr., 4-hour min.

**Damage, Theft, Vandalism:**

* The Office of Reservations and Special Events 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.
* 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.
* The Sponsoring Organization, Department, or Client is granted the right to 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 the 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 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 is not permitted. *Please refer to the section on Catering/Food for limited exceptions.*
* 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 and fees may be assessed for clean up or damage repair.
* Glitter and confetti are not permitted to be used at any time.
* Windows and doorways may not be covered/blocked under any circumstances.
* Rutgers University signs, room signs, directional signs, and exit signs cannot be covered or otherwise obstructed.
* All painted decorations must be painted off-site and must be completely dry *before* being brought onto the premises.

**Demonstrations:**

Rutgers 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 class, hold lectures, or to 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 the Office of Reservations and Special Events, 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.*

**Directional Signs:**

The Office of Reservations and Special Events 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.

**Donations/Collection Boxes:**

Welcome Desk

* Departments and Student Organizations may request space near the Welcome Desk, via the Office of Reservations and Special Events, 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.
* 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.

**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 Reservations and Special Events staff. An Audio Visual (AV) technician may be required to operate equipment. Additional charges may apply for AV staff.
* Reservations and Special Events Staff must approve any equipment furnished by a Non-University source.
* Reservations and Special Events Staff will not rent or reserve equipment for use in facilities not directly managed by the Office of Reservations and Special Events.
* 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 the Office of Reservations and Special Events. This policy excludes necessary catering equipment rented for 15 Washington Street, the Samuels Plaza, and the Residence Life Lawn.
* Event groups are not permitted to rent their own tables, chairs, tents, stages, or other large equipment.
* Specialized equipment (e.g., audio/visual equipment) must be rented under the guidance and direction of the Office of Reservations and Special Events.
* The Sponsoring Organization, Department, or Client will be charged the current rate for furniture and equipment, plus a handling fee, for any items that the Office of Reservations and Special Events 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 and 15 Washington Street.
* The Office of Reservations and Special Events 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 that end after normal business hours may have their equipment picked up the next morning before 8am if they are the last event group in that room that day and if there are no events the following day that begin before 9am.
* Sponsoring Organizations, Departments, or Clients will be responsible for the set-up and operation of any equipment not rented or secured by the Office of Reservations and Special events, unless specific and explicit arrangements have been made between the Sponsoring Organizations, Departments, or Clients and the Office of Reservations and Special Events (this includes, but is not limited to, catering equipment, audio-visual equipment, and decorations).
* The Office of Reservations and Special Events 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 the Office of Reservations and Special Events. 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 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 the Office of Reservations and Special Events 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 resources services. The Office of Reservations and Special Events does not guarantee the availability of any of these resources or services.

**Facility Use:**

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

**Fees/Costs:**

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

**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 including candles and incense are not allowed on the Rutgers Newark campus.
* \**Please see the section on Security/Police for additional information.*

**Fronting:**

Fronting consists of eligible departments, student organizations, or individuals reserving space in the Paul Robeson Campus Center or 15 Washington Street 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 the Office of Reservations and Special Events 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.
* Reservations and Special Events Staff will make the determination as to fronting by considering the funding source paying for the event and the nature of the event, past experience 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:**

Organizations hosting gambling or games of chance must submit all necessary licenses and permits from the Division of Gaming Enforcement of the New Jersey Attorney General’s Office and the local municipality to the Office of Reservations and Special Events. The licensing and permitting process can take from six to eight weeks.

* Does the University allow pay-to-play events?
* Any time cash changes hand, a RUPD Officer is required.
* Anything with alcohol and gambling?
* All events must adhere to State Law and University Policy.
* Sponsoring Organizations, Departments, or Clients are responsible for their members and guests, and any equipment or entertainment provided. Groups are responsible for taking the necessary precautions to ensure that there are no injuries, damages, or losses to property and/or persons in and around University facilities.

**Hazardous Materials and Equipment:**

The Sponsoring Organization, Department, or Client shall not bring onto the premises of the Paul Robeson Campus Center or 15 Washington Street 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 Reservations and Special Events Staff and Rutgers University Policies.

Prohibited items include, but are not limited to:

* Smoke/haze machines
* Compressed air/gas tanks (CO2 tanks, Helium tanks, etc.)
* 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.

**Hours of Operation:**

The Paul Robeson Campus Center and 15 Washington Street are open seven days a week during the fall and spring semesters. Intercession, summer session, and winter hours will vary. Special accommodations (e.g. early opening, late closing, opening on special weekends) may only be made through the Office of Reservations and Special Events. The Paul Robeson Campus Center and 15 Washington Street are closed when Rutgers University is closed.

Events requesting early opening or late closings\* should contact the Office of Reservations and Special Events. Arrangements may be made on a case-by-case basis, for an additional fee.

PRCC Hours:

 Monday-Thursday: 8am-10pm

 Friday: 8am-8pm

 Saturday: 8am-7pm

 Sunday: 11am-7pm

15 Washington Street Hours:

 Sunday-Thursday: 8am-10pm

 Friday-Saturday: 8am-11pm

*\*Closing hours at 15 Washington cannot be extended under any circumstances.*

**Insurance:**

* All Non-University clients, caterers, vendors, performers, etc. shall provide Certificates of Insurance showing Comprehensive General Liability Insurance with a minimum of $2,000,000 combined single limit. Rutgers, The State University of New Jersey must be named as an additional insured in this policy.
* 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.”
* Contracts must be filed with the Office of Reservations and Special Events no less than thirty (30) 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.
* External Clients are required to have their own liability insurance in addition to whatever insurance is provided by their caterer. 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 the Office of Reservations and Special Events Staff form more information.

**Invoicing/Billing/Payments:**

General:

* A 50% deposit of the room costs is required to secure any reservation made at the Paul Robeson Campus Center or 15 Washington Street for all external clients. This fee is non-refundable. Deposits must be made no more than fourteen (14) business days after receiving the initial quote from the Office of Reservations and Special Events for large spaces and no more than five (5) business days after receiving the initial quote from the Office of Reservations and Special Events for medium sized spaces and conference rooms.
* For all student organizations and Rutgers University departments, final invoices for reservations will be generated within ten (10) University business days after the event.
* All external groups are required to pay for their event **in full** ten days prior to their event date. Any final adjustments to the invoice are due within ten (10) University business days after the event.
* Disputes to an invoice should be directed to the Director of Reservations and Special Events.
* Failure to pay will result in the loss of reservation privileges.
* Full payment for events must be made by the Sponsoring Organization, Department, or Client as follows in the Payment Information section.

Payment Information:

* Rutgers University Departments are required to pay with an Internal Purchas Order (IPO) via Rutgers University’s Sci-Quest payment management system and must provide accurate contact information before the event can be confirmed.
* Payments made by Rutgers University Departments and student organizations are due no later than thirty (30) days from the date of the invoice.
* Non-University clients must pay a non-refundable deposit at the time of firm booking (usually half of the room rental charges). Full payment is due one (1) week prior to the program date based on the estimate. Any additional charges will be due thirty (30) days from the date of invoice.
* Checks should be made out to Rutgers University-Newark and the Reservation number should be indicated on the check.

Payment Types Accepted:

* Certified or Company Check
* Cash, Personal Checks, Money Orders are NOT accepted.
* *Credit Card Coming Soon!*

**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 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;
* 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 15 Washington Street, 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 the Office of Reservations and Special Events, 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:

* The Office of Reservations and Special Events, 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. Reservations and Special Events 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 other tracking/ticketing systems may be required.

**Leafletting:**

In accordance with the University’s policies and guidelines regarding free speech and association, individuals may distribute 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 which disrupts the normal routine of campus life will be considered a violation of University rules and regulations. 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 a 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.

**Lost and Found:**

Any personal property found at the Paul Robeson Campus Center or 15 Washington Street can be returned to room 203 at the Paul Robeson Campus Center and room 114 at 15 Washington Street. Property can be claimed from 9am-4pm 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 liaison 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, 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 consistent 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.

**Movies and Television:**

* Proper license and copyright approval must be obtained prior to showing any movies or television shows using a licensed distributor. A copy of the licensing agreement must be submitted to the Office of Reservations and Special Events at least 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 grand 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.
* More information is available here: https://help.netflix.com/en/node/57695. A copy of the licensing agreement must be submitted to the Office of Reservations and Special Events at least 5 business days in advance.

**Newspaper Distribution:**

Only Rutgers University 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 15 Washington will be disposed of without notice.

**Occupancy:**

Occupancy in the room used by event groups may not exceed the maximum capacity pursuant to fire and safety code regulations.

**Outdoor Events:**

The Office of Reservations and Special Events is responsible for receiving and implementing reservations for the Samuels Plaza and Residence Life Lawn.

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. Amplified sound is only permitted during free period and on weekends from 9pm-11pm.
* 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 groups, Departments, and External Clients are not permitted to set up their own tables without prior approval from the Office of Reservations and Special Events.

**Parking/Valet:**

The Office of Reservations and Special Events does not guarantee or provide any parking for events held at the Paul Robeson Campus Center or 15 Washington Street. For information about non-University parking that may be available in the area, please contact the Office of Reservations and Special Events.

* Parking and valet services are the sole responsibility of the event group.
* Access to loading dock or delivery areas must be coordinated prior to their event. Parking in the Paul Robeson Campus Center and 15 Washington Street loading docks is prohibited. Violators will be ticketed and/or towed at the owner’s expense.
* 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, or client or their guests.
* Valet Parking is permitted at the Paul Robeson Campus Center and 15 Washington Street 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 15 Washington 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.
* The Office of Reservations and Special Events and Rutgers University assumes no liability for any services provided by a valet company.

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

**Penalties:**

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

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 Reservations and Special Events is required for reinstatement of privileges.

**Political Events and 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 activing 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 15 Washington Street 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.*

**Privacy Act/Confidentiality:**

The Office of Reservations and Special Events will not sell or distribute any personal or identifying information gathered as part of our reservation process. All information gathered and shared with other 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 will be listed on the Rutgers-Newark online calendar. No other information will be publicly listed.

The Office of Reservations and Special Events does not collect or maintain any credit card data. All credit card data is processed and stored through Scholarchip.

**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 the Office of Reservations and Special Events.

Public forums are allowed on weekends from 8:30am-9pm by request only. Requests can be made at the Office of Reservations and Special Events. 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 is 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.

Certain exception 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 to the Office of Student Life.

**Reservations:**

General:

* The Office of Reservations and Special Events’ spaces and equipment are reserved in priority order.
* The Office of Reservations and Special Events 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.
* The Office of Reservations and Special Events reserves the right to keep the privacy of its clients and those dates and spaces that the clients have reserved. *See Privacy Act.*
* Reservations for large spaces (Great Hall, Essex Room, and Bergen Rooms) must be made at least thirty (30) days in advance.
* Reservations for medium sized spaces and conference rooms must be made at least fifteen (15) days in advance.
* All other reservable spaces must be made at least three (3) business days in advance.

The Booking Schedule is as follows:

* On December 1, we will open up our booking system to accept requests for the upcoming summer.
* On January 1, we will open up our booking system to accept high profile and large-scale events for the next academic year.
* On March 1, we will open up our booking system to accept all other requests for the next academic year.

Reservation Agreement:

* A Reservation Agreement is the contract between the Office of Reservations and Special Events, 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 the Office of Reservations and Special Events. The Reservations Agreement takes affect at the time the reservation is first requested and accepted in writing by the Reservations Office. Submitting a request for space does not constitute 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 the Office of Reservations and Special Events.

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 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 room rental fees.
* 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 the Office of Reservations and Special Events or directly from a third-party company.

Denials:

* The Office of Reservations and Special Events 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 the Office of Reservations and Special Events (e.g., outstanding invoices, previous disciplinary actions, etc.).
* Reservations requesting multiple dates for a single event are required to choose their preferred date thirty (30) days prior to the first date they have requested or all of their dates will be released.

Reservation Status:

* Web Request/On Hold – A preliminary request to hold a date and room, pending more information. Additional reservation requests made for facilities/rooms with an On Hold status will be placed on the Wait List. Reservations with a Web Request or 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 cancelled.
* Requires Advisor Approval—Related to Student Groups/Organizations. These requests require approval from the Office of Student Life.
* Confirmed—A reservation request that has all the required information and approvals as determined by the Office of Reservations and Special Events.
* 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 cancelled by the event group and has been removed from the Reservation Calendar.

**Reservation Confirmations**

Upon approval of an event, the Office of Reservations and Special Events 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 must 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:**

The Office of Reservations and Special Events 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 is in conflict 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 such 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:**

* Rutgers University reserves the right to alter times and facility availability in order to accommodate the maintenance needs for facilities.
* Rutgers University reserves the right to enter the facilities at any time for the purpose of inspection, repair, or emergency or any other reasonable purpose.
* Rutgers University 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 and Trademark:**

Clients shall not be 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 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:**

Reservations and Special Events 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, 15 Washington Street, 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.

**Smoking:**

All Rutgers University facilities, including the Paul Robeson Campus Center and 15 Washington, are smoke free. This includes, but is not limited to, cigarettes, cigars, bowls, pipes, and hookahs as well as all forms of electronic “E-cigarettes.” Event group staff, vendors, or guests found violating this policy may be asked to leave the building. Additionally, students found in violation of this policy may be subject to disciplinary action.

**Solicitation:**

Solicitation is prohibited on all Rutgers property. *See Tabling Policy for limited exceptions.*

**Sponsorship:**

Sponsoring Organizations, Departments, or Clients are defined by one of the following and entitled to reserve space in the Paul Robeson Campus Center and 15 Washington Street accordingly:

Student Organizations:

* A group of students registered as a recognized student organization by a Rutgers University department (e.g. Office of Student Life and Leadership, Rutgers Business School, Office of Fraternity and Sorority Affairs, etc.) within Rutgers University. The organization must be in good standing with Rutgers University and the Office of Reservations and Special Events (i.e., no outstanding past due invoices, rule violations, etc.). Individual students are not permitted to reserve space at the Paul Robeson Campus Center or 15 Washington Street.

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 the Office of Reservations and Special Events (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 the Office of Reservations and Special Events (i.e., no outstanding past due invoices, rule violations, etc.).

University Departments:

* Any working unit within Rutgers University with the ability to make payments via Internal Purchase Order (IPO) through the Rutgers University Purchasing and Accounting System (Sci-Quest). The University, Department, Division, College, Center, or Organization must be in good standing with the Office of Reservations and Special Events (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.”

Sponsored Organization/Academic Partner:

* 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 the Office of Reservations and Special Events (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. The Alumni Organization or Association must be in good standing with Rutgers University and the Office of Reservations and Special Events (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, that does not qualify in any of the foregoing categories. The group or individual must be in good standing with Rutgers University and the Office of Reservations and Special Events (i.e., no outstanding past due invoices, rule violations, etc.).

**State and 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:**

* Space is not available in the Paul Robeson Campus Center or 15 Washington Street to store materials and/or equipment for organizations utilizing reserved space prior to the date and time of their reservation.
* The Office of Reservations and Special Events cannot receive shipments of materials without advanced written approval from Office of Reservations and Special Events staff for storage arrangements. Items shipped without prior approval will be refused and returned to 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 for 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 or 15 Washington Street will be considered abandoned property after 48 hours. Any costs associated with removing left over equipment or material will be the responsibility of the Sponsoring Organization, Department, or Client. *\*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 15 Washington Street.
* 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 charge a fee to reserve a table.
* Fee for contact table includes ONE table.
* Additional tables may be rented for an additional fee, if equipment and space permits.
* Students are not permitted to bring or set up their own tables on the Samuels Plaza or Student Street.
* 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 Career Development Center. The Career Development Center can be reached at 973-353-5311 or by email at askcdc@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 Career Development Center. The Office of Reservations and Special Events will then bill the CDC 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 items may be sold with the exception of bake sales (cookies, cakes). *See Catering Policy for additional information.*

Non-University Organizations:

* Reservations need to be made with the Office of Reservations and Special Events at least ten (10) business days in advance.
* Insurance certificate naming Rutgers as an additionally insured party is required. If certificate cannot be supplied, group must pay into the Rutgers risk management fund.
* Signed contract and payment of all fees are due 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. The Office of Reservations and Special Events 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 the Office of Reservations and Special Events. Information tables may be reserved 24 hours in advance if available.

**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 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 Agreement that is cancelled by the Sponsoring Organization, Department, or Client due to severe weather (e.g., snow storms, 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 first 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 the Office of Reservations and Special Events.