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Mission Statement

The Chamberlain Student Center and Campus Activities (SCCA) is committed to providing a safe, welcoming, and inclusive environment for all members of the Rowan University community. Through quality programs, services, and facilities, the SCCA creates opportunities for student engagement and learning, stimulates personal development, and contributes to building campus community in collaboration with university partners.

Core Values

The values listed below are not only what we believe in but also what we hope to create for the students, faculty, staff and community that we serve. We believe that you will see these values instilled within our staff, programs and services.

Student Development

To prepare students to be engaged citizens and community leaders, we are dedicated to creating an environment that is conducive to student learning, self-discovery, and social growth through opportunities for involvement outside of the classroom.

Community Building

We are committed to creating and maintaining mutually beneficial and productive relationships for a culture where collaboration, participation, care, and respect are modeled in all that we do.

Service Excellence

We want every person to feel valued when they walk through our doors. We prioritize exceptional experiences by anticipating needs and exceeding expectations for those we serve.

Quality

We strive for the best. We bring honesty, accountability, and professionalism to all that we do. By embracing change while respecting and valuing tradition, we continue to improve our organization and ourselves.

Fun

We're more than just a building. The events, services, and facilities we provide create an engaging and entertaining atmosphere that foster wellbeing and social connectedness for the Rowan community. Simply put, we take our jobs seriously, but not ourselves.

Facilities, Offices and Services

Located on the ground level of the Student Center are the Ro-Go convenience store, The Game Room, Mailroom and campus mailboxes, laundry room, two vending/dining/study areas, Profs Place, and Back Patio. Located on the main floor is The Market Place food court, Owl's Nest (seated/served dining), meeting and conference rooms, the Pit lounge/programming space, Peet's Coffee, the Information Desk, an ATM machine, and both printing and coupon kiosks. The Eynon Ballroom is located on the second floor, along with additional meeting spaces and offices.

Offices located in the Student Center include Dining and Catering Services (Gourmet Dining); Community Standards; Volunteerism, Community Engagement & Commuter Services; Campus Activities (SUP/RAH); Greek Affairs; Conference and Event Services; RowanCard Services; Student Government Association; and the Student Center Administration Office.

Hours of Operation

Building

Monday – Friday 7am - 1am
Saturday – Sunday 9am - 1am

Information Desk

Monday – Thursday 9am - 9pm
Friday 9am - 5pm
Saturday – Sunday 10am - 2pm

Profs Place

Sunday – Saturday 11am - 1am

The Game Room

Sunday – Wednesday 11am - 11pm
Thursday – Friday 11am - 1am
Saturday 5pm - 1am

During semester breaks, holidays, and the summer, the Student Center operates on a reduced schedule. The Student Center and the Information Desk may adjust hours due to special events.

Information Desk Services

The Information Desk provides general information, including the date, time and location of University events; travel directions to, from and around the campus; general information about the surrounding community; and information regarding events held within the Student Center. The staff also disburses campus maps and bus/shuttle schedules, sells tickets to events/trips, issues vending machine refunds, offers limited copy services and sells stamps and envelopes.

The Information Desk also serves as a branch of the University lost and found (operated by Public Safety). Note: Ticket sales at Information Desk must meet SGA guidelines for fundraising.

The Game Room

The Game Room is located on the ground floor of the Student Center and includes billiards, gaming consoles, arcade games, and more. All gaming services are available free of charge for currently enrolled students with a valid Rowan ID. See posted hours of operation.

Policies:

1. Students must have a valid Rowan ID in order to use equipment.
2. Guests are allowed to play as long as they are accompanied the entire time by a student with a Rowan ID. Guests must be 18 years of age or older, and will be required to show a photo ID. Sponsoring Rowan students are responsible for the actions of their guest.
3. Food and drink is limited in certain areas of The Game Room. No food or drink is allowed on or near gaming equipment.
4. Gambling or betting on the games is strictly prohibited.
5. Please be respectful to other players and people in the area.
6. Please refrain from using explicit language and yelling.
7. Please be respectful to The Game Room space by cleaning up after yourself and not causing damage to equipment or facilities.
8. Players that are more than 5 minutes late to their billiards reservation will forfeit their reservation.

General Facility Use Policies

1. Illegal use of alcohol, drugs, firearms and gambling devices are not permitted within the building at any time.
2. Common space in the Student Center is meant to be enjoyed by all. Because of our commitment to make this space in the Student Center available to all members of the University population, activities which inhibit the use of space by the Rowan community are prohibited.
3. Solicitation of fundraising, commercial activity or requests for donations are allowed only in designated areas of the facility. Please see Student Center Table Reservations/Tabling Sales or Donation Box request policies for more information.
4. The use of all tobacco products, smoking devices, and vaporizers are prohibited in the Student Center. This includes offices, leased spaces, doorways, meeting rooms, restrooms and dining areas.

5. Animals are not permitted in the Student Center with the exception of service dogs, dogs used in law enforcement, and/or special occasions as approved by the Director of the SCCA. All service animals must be on a leash at all times.
6. Due to the proximity of food service, shoes, shirts, and bottoms must be worn at all times in the building.
7. In the interest of safety, all persons should evacuate the building calmly and immediately in the event of a fire alarm or other evacuation emergency.
8. Wheeled vehicles (with the exception of wheelchairs and accessibility equipment) and bicycles are not permitted inside the Chamberlain Student Center. Skateboards, in-line skates, and other portable wheeled transportation devices may be brought into the Student Center but may not be used or ridden while inside the facility. Bicycles must be stored in the provided racks outside the building, not blocking walkways or entrances. Bicycles not in designated areas will be removed.
9. Chalking is not permitted inside or outside (on the patios) of the Student Center.
10. No changes are to be made in the arrangement of Student Center furniture, equipment, or other Student Center property unless prior approval has been granted.
11. The SCCA assumes no responsibility for lost articles. Articles that are discovered can be turned in to the Information Desk. If an owner can be identified, the Information Desk staff will attempt to notify them. Items of extreme value will be placed in a locked area immediately upon receipt and then turned over to Public Safety once per week. Other items in lost and found will be retained for up to 45 days. For more information see the Lost and Found policies.
12. All individuals using the facilities are expected to take reasonable steps to ensure proper care of the building and equipment. Intentional misuse, vandalism, defacing and/or destruction in any manner is strictly prohibited and will result in disciplinary action.
13. The burning of candles and incense are strictly prohibited within the Student Center. Failure to comply with this policy will result in damage fees, suspension of reservation privileges, and disciplinary action.
14. Any behavior exhibited in the Student Center that violates the law will not be tolerated and may result in prosecution.
15. Individuals not following SCCA or University policies/procedures or not complying with administration requests may be reported to Community Standards or Public Safety for disciplinary action. Additionally, building privileges may be revoked as appropriate.

Policies on the Use of Reservable and/or Public Spaces

1. Usage of the Student Center space is free of charge to all SGA Chartered Organizations, Campus Recreation recognized sport clubs, and Academic & Administrative Departments (with the exception of the Ballroom) for meetings/programs that fall within the scope and mission of the institution. Fees may be assessed for certain equipment

usage and additional setup requests. Please see the Fees and Charges section for more information.

2. Academic classes may not be held in the Student Center. Exceptions may be made by the SCCA Director or his/her designee.
3. The SCCA is not responsible for materials, equipment, etc. that may be left in reserved or public spaces. If sponsors choose to leave materials before and after meetings/events, the sponsor accepts complete responsibility for security of the items. The SCCA reserves the right to relocate, remove, or discard of abandoned items. The SCCA is unable to accept requests for storage of materials and equipment. The Director or designee must approve exceptions to this policy. In these instances, a written request should be submitted to the SCCA Director.
4. The sponsoring group scheduling space in the Student Center is expected to leave the facility in the same condition as it was found and is responsible for any and all damages and cleaning beyond the normal wear and tear. This is to include responsibility for surface cleaning after the event, removal of balloons, decorations, signs, and advertisements. Equipment should be returned to its original location and the space should be free and clear of all trash and debris. Any organization or department that shows disregard for the facilities and equipment may be charged additional fees, be denied further use of the Student Center, and/or be referred to the appropriate authority for disciplinary action. The sponsoring organization assumes the responsibility for any damage done to the facility or equipment by their guests. The SCCA does not assume responsibility for the damage to, or loss of, any merchandise or personal property.
5. Windows and door windows may not be covered in accordance with Fire Code Regulations.
6. Property of the Student Center (i.e. furniture, displays, equipment etc.) may not be moved or removed from the rooms without the approval of the SCCA Director or his/her designee. This includes common area furniture such as Pit couches and stationary fixtures such as displays and conference tables.
7. Parking arrangements for special meetings or conferences need to be arranged by the event sponsor directly with Rowan University Public Safety Office/Parking Services. Any vehicle requiring the use of the loading/unloading dock must request it in advance.
8. Organizations utilizing the Student Center are responsible for monitoring their own events and ensuring that all aspects of the event are in complete accordance with federal and local statutes, as well as University regulations, including collecting all necessary waivers. This includes fire and safety regulations and those concerning capacity and access.
9. Any organized group activity larger than six people is required to be held in a scheduled meeting room/reservable space. The Pit lounge, Profs Place, ground floor vending area, The Game Room and other public areas cannot be used for meetings, skits, rehearsals, etc.
10. If your event requires the use of directional or informational signs, arrangements must be made through the Student Center Administration Office (room 117A). Affixing signs to walls, columns, doors, windows, rails, ceilings, floors or furniture is prohibited.

11. Decorations and displays that require flame, smoke, sand or water cannot be used in the facility. No tape, staples, postings, nails, pins or hooks may be used on any surface. Materials may not be attached to walls, windows, ceilings, woodwork, lights, columns, doors, sprinkler heads or any other fire equipment. Only free-standing decorations may be used in the ballroom. Doorways, hallways, corridors, staircases and fire exits cannot be blocked or obstructed in any way. Decorative lighting (i.e. Holiday lights) and backdrops must be approved by the Public Safety Office in accordance with fire safety laws. All decorations must be removed by the sponsoring organization immediately following the event; failure to do so will result in additional charges.
12. Glitter, confetti and decorative tinsel are **STRICTLY PROHIBITED** in the Chamberlain Student Center.
13. Any semi-permanent/permanent structures needing to be built (ex. prayer tents) must be approved by University Facility Services prior to requesting space.
14. A portion of the Student Center meeting rooms will be reserved for students to study in during finals week each semester. Events that will disrupt the study areas may be denied.
15. The Student Center Main Hallway may be requested through the Assistant Director of Events without the use of the Pit providing that is a suitable space for the intended program.
16. If a group plans to co-sponsor an event in a reserved facility, they should indicate this to the Student Center Administration Office (room 117A) and provide names of all co-sponsoring groups. The sponsoring group should be aware that the organization making the reservation is responsible for payment and for maintaining the proper condition of the facility.
17. Reservations made for recognized student organizations and sport clubs must be in the spirit of the purpose or mission of that organization.
18. Petitioning student organizations and sport clubs may request rooms/space as long as the SGA or Campus Recreation will sponsor them.
19. Any University sanctioned emergency closing will result in cancellation of events and activities in the building for the length of the closing. Special events for on-campus students only may be permitted at the request of the University administration.
20. SCCA Administrative Staff reserves the right to deny space usage for a group or event if it is programmatically or operationally impossible to accommodate or if the group or event is in conflict with University regulations. In addition, services may be denied to any individual or organization that has prior history of violating policy.
21. The person making the reservation is the guarantor that the costs associated with the event are paid in full. Organizations, departments and all other user groups that have delinquent accounts will not be permitted to reserve space until the account is paid in full.
22. Complex reservations and/or special events will require a meeting with a member of the Student Center Event Services team to review planning and arrangements. Complex reservations are defined as programs or events that will occupy more than one reservable space, and/or that occurs over two or more consecutive dates. The University

has adopted a set of procedural guidelines for organizations to follow when planning events for large groups, late night events or events that might pose a security concern. These guidelines are outlined in the section titled Special Events.

23. Events may or may not be scheduled back to back or with a buffer in between for set-up or break down depending on specific event details or logistics. SCCA Administrative Staff will determine the time allotment needed for each event.
24. No event may be publicized until you receive your confirmation of the reservation. For student groups or special events until the group has had their special events meeting and received approval to do so.
25. The SCCA Administrative Staff has set appropriate decibel levels for areas of the building. Because of the nature of our space guests must respect other events/activities in and around the building and must comply if asked to turn down sound when it is negatively affecting other areas. These guidelines are outlined in the section titled Special Events.
26. Major University events such as Homecoming, Orientation, and Commencement require full use of the building and no additional reservations can be granted. A written request for exception to this policy may be sent to studentcenterevents@rowan.edu.

Food, Beverage and Catering Regulations

1. All catered food in the Student Center must be provided through Gourmet Dining Catering Services, located on the ground floor of the Student Center.
2. Items for personal consumption may be present in all areas except the Ballroom. These items include brown bag lunch items (potluck, hot or covered dishes are NOT acceptable). If non-Gourmet Dining food items are to be present during a reservation, a completed Gourmet Dining Food Waiver Form must be submitted for approval. Additional clean up charges may be required if items remain in the space. For vendor tables, please refer to the [vendor table guidelines](#) listed below.
3. No catering or food items are allowed to be served in the Pit. No exceptions.

Student Center Scheduling and Reservations

25Live is the campus wide web-based scheduling system used for room/space reservations in the Student Center. Reservations are required for all space within the Student Center including outdoor patios. All requests for use of any Student Center facility are made through 25Live and confirmed by the Student Center Administration office (Susan Chard at chards@rowan.edu or x4602). Reservations, schedule of events, and information regarding how to reserve a room can be found at www.rowan.edu/25live or a SCCA staff member can assist with questions.

The SCCA staff is trained to familiarize patrons with the facilities and services as well as provide assistance with event planning and logistics. In an effort to meet the needs of our diverse

clientele, the staff makes every effort to maximize facility usage. The staff will work with you to deliver the highest quality facilities, equipment, and services.

Room reservations for all SGA chartered student clubs, university department/offices, University Foundation, Board of Trustees, Alumni, University Senate and all unions begins January 25 for the following school year through August (exceptions to this date include all University-wide annual events).

General Reservation Procedures

1. To reserve rooms/space in the Student Center go to www.rowan.edu/scca and click the “reserve a room” button (under “what we offer”). This page will walk you through the steps for event planning and reserving a space using 25Live. Login to 25Live will require your Rowan University username and password. If you are having problems, please contact studentcenterevents@rowan.edu and someone can assist you with the process. For more information about 25Live, visit <http://www.rowan.edu/ces/25live/index.cfm>. Please note that phone and email reservations will not be accepted.
2. Space assignments are received and confirmed on a first come, first serve basis within the priority categories (see Scheduling Priority). A confirmation will be emailed to the individual identified on the request. The email should be carefully reviewed for confirmation or denial of space or equipment, particularly with requests for multiple dates. Please note that your reservation is complete when you receive a confirmation/cancellation of your request by email.
3. The 25Live scheduling system will not allow online reservations to be made less than 5 days in advance. All requests for space within the five-day window must be done in-person to the Student Center Administration office (room 117A) during weekday business hours. Requests made less than 5 business days in advance will be assessed an administrative service fee of \$25. Due to limited space and resources, users are highly encouraged to plan and anticipate room needs well in advance of their event. For student groups planning special events and large scale special events, reservations must be made at least 20 business days in advance.
4. Set-up requests and equipment needs must be detailed on the reservation request. Final diagrams must be received at least 5 business days prior to the event or a \$25 late fee will be assessed. It is the sole responsibility of the reserving party to complete and provide this information. SCCA staff will be able to assist you in determining the most effective set-up arrangement for your function. Please consult with them well in advance of your event so that these deadlines can be met and charges can be avoided.
5. SCCA Administrative Staff will assign each reservation to the most appropriate space(s) available based on the event description on the request. The demands on the facility and the nature and size of the event will be considered in determining space assignments. Requests for specific rooms or space will be honored when possible. The staff reserves

the right to reassign space when necessary and to identify suitable alternative space for the original reservation.

6. Cancellations must be made at least 5 business days in advance of the program or event. To cancel a reservation please contact studentcenterevents@rowan.edu and include the reference number, date, time and room you wish to cancel. If you need to cancel less than 5 business days prior to your event, you will receive a warning. Subsequent late cancellations may be charged up \$25.
7. A “No Show” is defined as a reserved/set-up space that is not used by a department or student club for any reason. Departments and student clubs are permitted one (1) “no show” per academic year and a fee of \$10 will be charged for the 2nd “no show” and \$25 for the 3rd “no show”. Departments, organizations or Student clubs that have three (3) “no shows” may have room privileges suspended for one year.
8. SCCA Administrative Staff and/or the sponsoring group may request a follow-up meeting to discuss issues or concerns that may have occurred during an event/program.

Misrepresentation (Fronting)

University departments/student organizations may not act as sponsors/agents for off-campus vendors or organizations in order to avoid fees/charges for the space. Any Rowan group who reserve space for the purpose of allowing off-campus vendors or organizations to utilize space, advertise or sell items will be held responsible for misrepresenting themselves and their organizations and will be charged external rental rates, and may have reservation privileges suspended.

University departments may not reserve space or act on behalf of a student organization (or vice-versa) to circumvent reservation policies, fees or procedures. Departments or organizations who do this may be charged the appropriate rental rates and may have their reservation request denied and/or reservation privileges suspended.

Scheduling Criteria

- SCCA staff will use current policies, knowledge of historic use of facilities and judgement in assigning space for events.
- Scheduling decisions will be made matching available space with the event in order to achieve maximum use of the area with minimum costs to the facility, support personnel and the University.
- Anticipated audience size, target audience, formality of event and catering requirements are factors that may be considered in determining usage.

Scheduling Priority and Categories

- **Group I (Priority University Offices and Programs)** – To be scheduled between January 2nd and January 20th for September 1st of the following school year through the following August. This group includes all University-wide scheduled annual events: Homecoming, Commencement, Orientation, Admissions Open Houses or Accepted Students' Receptions, President's Holiday Party, Welcome Week, Board of Trustees, MLK Breakfast and Rowan After Hours.
- **Group II (University Offices/Departments and SGA Chartered Student Clubs)** – To be scheduled beginning January 25th for September 1st of the following school year through the following August. This group will include University related events for Chartered Student Organizations, Administrative/Academic Departments, University Foundation, Alumni, Senate and the Unions.
- **Group III (External)** – To be scheduled beginning February 15th for the September 1st of the following school year through the following August. This group will include individual employees, Civic/Government groups, school systems, local community groups, individual students, alumni and non-profit organizations, and all other external groups/individuals with no affiliation to the University.

Note:

- Rowan After Hours (RAH) has priority use of the facility Thursday - Saturday from 7pm - 1am during the academic year.

Eynon Ballroom Uses, Categories, and Fees

Approved uses for the Ballroom include: formal/semi formal dinner dances (these dances are ticketed, includes food, seated portion of the event, etc.), career fairs, receptions, banquets/ceremonies, seated concerts/shows/films, speakers/presentations, conferences and other pre-approved special events.

Ballroom Fees

Group	< 4 hours	4 hours to < 8 hours	8 hours to < 12 hours	12+ hours
Student Clubs & Organizations				
1/2 Ballroom	n/c	n/c	n/c	n/c
Full Ballroom	n/c	n/c	n/c	n/c
University Departments				
1/2 Ballroom	n/c	\$50	\$75	Call for pricing
Full Ballroom	n/c	\$100	\$150	Call for pricing
External Organizations (no university affiliation)				
1/2 Ballroom	\$300	\$500	\$700	Call for pricing
Full Ballroom	\$600	\$1,000	\$1,400	Call for pricing

Note: Fees/time blocks above include one basic room set-up and breakdown inclusive of, tables, chairs, podium and basic tech.

Additional Fees and Charges for All Areas

- Stage (Ballroom only): \$100/ No charge for student groups
- Dance Floor (Ballroom only): \$100/ No charge for student groups
- Stage/Dance Floor combo (Ballroom only): \$150/ No charge for student groups
- Reset of Ballroom or Pit during event: \$50
- Reset of any other space during event: \$25 per space
- Early access/after hours/weekend event staffing: starts at \$25
- Additional cleaning: starts at \$25
- Facility damage: to be determined
- Late/"day of event" tech equipment request: \$25
- Late request/Late room diagram submission: \$25
- No show for reserved space: 1st - Warning / 2nd - \$10 or meeting with the Student Center Events Services team / 3rd - \$25 and/or loss of reservation privileges for the remainder of the academic year.

- Cancellation less than 5 business days before your event: 1st & 2nd Warning / 3rd - \$10 or meeting with the Student Center Events Services team / 4th - \$25 and/or loss of reservation privileges for the remainder of the academic year

Payment of Services/Fees

1. All payments should be made out to Rowan University and sent to the Student Center Administrative office (room 117A). On-campus departments and organizations may use Departmental Charge Authorization forms. The event may be cancelled if fees are not paid in accordance with the above policies.
2. A list of possible initial fees are attached in the event confirmation email. Specific requests for a “quote” can be requested by email at studentcenterevents@rowan.edu. Any cost incurred for late requests, excessive cleanup or damage beyond normal wear and tear will be billed to the sponsoring organization/department.
3. All accounts must be paid within 30 days of receiving an invoice. Organizations or individuals with accounts past due may be denied further use of the Student Center facilities until balances are cleared. Accounts over 90 days past due will be turned over to collections.

Noise Policy

The Student Center allows meetings to have priority in the building between the hours of 7am – 5pm Monday – Friday. All programming may not exceed 80 db during that time. From 5pm – 1am Monday – Friday and on Saturdays and Sundays during all operational hours, all programming cannot exceed 120db. Measurements of decibels will be conducted from the bridge area of the steps at the top of the Pit area or the doors of the space. If the program exceeds this sound level, the event organizer will be requested to reduce their volume to an acceptable level. Failure to comply with this request may result in suspension of future programming. Any exemptions to this policy (including sound checks) must be made in writing to studentcenterevents@rowan.edu at least 10 business days prior to the program.

Additionally, any program in the Student Center or surrounding areas typically host several programs at one time. Consideration should be made for others and events, programs, or services should not disturb, prohibit, or otherwise negatively affect those around them. Any group negatively affecting another, will be asked to reduce sound levels or make appropriate adjustments to their program.

Pit Programming Policy

The Pit serves as a central lounge, gathering, and informal meeting space for the campus.

During the academic semesters the Pit will serve as a lounge/study space Monday – Friday from 7am – 4pm. At 5pm* events can be scheduled. Tabling should be limited to the vendor tables in the ground floor hallway.

During the winter/summer breaks, the Pit will be open for use during the building hours of operation.

*Starting at 5pm allows for a room set-up to be completed.

Pit Painting Policy

Painting in the Student Center Pit is strictly prohibited without the approval from the Assistant Director of Events or his/her designee. All events that include paint will be required to use proper protection. Upon approval from the Assistant Director a more detailed list of policies and procedures for painting will be sent to the requesting organization/department. Please direct all inquiries about painting to studentcenterevents@rowan.edu.

Room 128 “Open Room” Policy

To accommodate requests for quiet study areas, as well as requests for last minute meeting space, room 128 will be opened for use around its scheduled reservations.

Process to request immediate use of room 128

1. Rowan University students must review event reservation sheet outside room 128’s door to determine if the space is open. This can only be done “day of”. Space cannot be reserved for later that day.
2. If space is open, individuals can request usage from the Building Manager (BM) on duty by using the yellow pager button on the door to page the BM.
3. Students can use the room for up to two hours or whenever the next reservation starts, whichever comes first.
4. Room 128 can still be reserved in advance via 25Live.

Patio Policy for External Vendors

External vendors and businesses are prohibited from reserving and programming on the Student Center Back Patio in order to prevent any solicitation and to ensure that student organizations have access to the space for their events. Exceptions may be made for special events, breaks, and summer months.

Student Center Balcony Policy

The Balcony of the Student Center may be available upon request through the Student Center Event Services team. All requests must be made and reserved through the Student Center Event Services team at studentcenterevents@rowan.edu. Also, the Back Patio must be reserved and the program must present a need to use this space. Approval for this space is made at the discretion of the Assistant Director for Events or his/her designee.

Early Access/After Hours Access

Student Center Reservations are scheduled Monday – Friday beginning at 7 am and Saturdays and Sundays beginning at 9am through 1am daily. Reservations or use of facilities that require access to the reserved space prior to or after these times will be charged a staffing fee (depending on the service provided). This fee will be determined based on time, building supervision and set-up/break-down requirements.

Equipment Requests/Usage

1. Requests for audio/visual/tech equipment must be included at the time a reservation is made or indicated on the room diagram. Requests made less than five (5) business days in advance are not guaranteed and may incur a fee.
2. All meeting spaces (127, 128, 129, 144, and 221) are equipped with a projector, laptop, and audio, unless stated otherwise by customer.
3. If the event concludes before the scheduled time, the reserving group is responsible for making sure the equipment is secure. At the conclusion of the program, the group is to notify the SCCA Staff. After business hours, the Building Manager/Event Assistant should be notified so the equipment can be retrieved and safely stored. If the equipment is lost, destroyed, stolen, removed from its original location, broken, or displays damage beyond normal use, the organization will be charged a repair or replacement fee.
4. All AV equipment presently owned by the SCCA may only be used by organizations/individuals within the confines of the Student Center Building. Any exceptions must be requested to studentcenterevents@rowan.edu.*
5. The use of amplification/audio-visual equipment not provided by the Chamberlain Student Center & Campus Activities in any of the reservable facilities within the Student Center requires advance approval from the Student Center Administration Office (room 117A). The use of this equipment cannot interfere with any event, public area, office, or other University function. Requests for reduction in volume must be complied with immediately. Please note: DJs for any event must provide their own sound equipment. The Student Center will not “mix” or combine systems.

*For exceptions or policies regarding any equipment utilized through the rental program, see the [Equipment Rental Service](#) policies below.

Equipment Rental Service

The Chamberlain Student Center and Campus Activities offers an Equipment Rental Service to all SGA chartered clubs and organizations to use at their programs and events on-campus. The following policies apply to renters. For further information, contact studentcenter@rowan.edu

1. All requests must be made at least two weeks prior to the rental date.
2. Forms for the Rental Service can be obtained at the Information Desk during regular business hours.
3. All rented equipment and materials must be used for on-campus events sponsored by registered SGA organizations.
4. All rental requests will be processed on a first-come, first-served basis.
5. Equipment rental must be accompanied by an event confirmation via 25Live, as well as be listed on ProfLink to be accepted.
6. A \$10.00 per day late fee will be charged if equipment is not returned by the agreed upon date.
7. Renting organizations will be held responsible for all damages.
8. Students may not use their own supplies with the machines.
9. Prior to return, the renting organization is responsible for the cleaning of all equipment.
10. A \$30.00 cleaning fee will be charged if the equipment is not returned properly cleaned.
11. Items must be picked up and returned to the Information Desk or Building Manager on Duty.
12. Pick-up and drop-off will only occur during regular Information Desk business hours.

Written requests for exceptions to this policy can be made through appropriate SCCA staff, but are not guaranteed.

Biz Chargers Program

The Student Center and Campus Activities is pleased to offer the option to rent a portable battery pack for phone and tablet charging to all Rowan students, faculty, and staff. Units can be rented out at the Chamberlain Student Center Information Desk or The Game Room during regular business hours. The following guidelines are required of all renters:

1. Renters must sign the liability form and turn in their *active* RowanCard at time of rental. Renter is liable for any damage to units during their rental. Units not returned or permanently damaged are subject to a charge of up to \$35. This policy extends to malicious damage.

2. Each person may only rent one (1) unit at a time. All rentals should be returned within two (2) hours.
3. The Biz Charger should remain in the Chamberlain Student Center at all times.
4. Adapters to accommodate USB-C charging are available, upon request. These are limited and first-come, first-serve.

For questions concerning the Biz Charger Program, contact the Information Desk at 856-256-4606 or studentcenter@rowan.edu.

External Furniture Setup & Fees

The SCCA staff is solely responsible for setting up SCCA owned furniture and equipment. However, if a program or event requires rental or external furniture (i.e. tables, couches, chairs, etc.) to be set up, then the organization hosting the event will be charged a labor fee of \$25/hour for 2 employees.

In addition, all external furniture must be removed within 2 hours of the event in order to guarantee setup completion for the following event. Please contact studentcenterevents@rowan.edu with any questions. Any exceptions to this policy must be made through the Assistant Director of Events.

Special Event and Late Night Programming Policy

Rowan University endeavors to provide for the safety of students and guests attending campus events. These guidelines apply to late night and special events and are intended to complement the University's regular reservation policies and procedures regarding campus space. For purposes of this policy, "late night events" shall mean events expected to end at 11pm or later. "Special events" shall mean events that may pose a security concern based on the number of guests, outside guests, outside marketing, live entertainment, fundraising or as determined by Public Safety and/or University Personnel and events that require a significant amount of logistical planning. Student Organizations chartered by SGA are permitted to reserve space in the Student Center and throughout the campus for extracurricular activities such as shows, dance parties, concerts, semi-formal activities, performances or other special events. Space will be assigned based on availability, type of activity, number of participants, and location of other events within the facility.

Chartered student organizations must be in good standing with the University and SGA in order to sponsor an event on campus. Student organizations that are on probation or that have outstanding financial obligations to the University or Dining Services may not hold events on campus. Chartered clubs may not co-sponsor a special event or late night event with an off-campus organization or with any commercial enterprise. Appeals to this policy must be in

writing to the Director of the Chamberlain Student Center & Campus Activities or his/her designee, and may require a contract and insurance from the external organization.

Special Event Categories

There are three main levels of student events. These classifications are in place to help students plan events and mitigate any risk that an event may create.

Level I: Events that fall under this category generally do not require a meeting with the Student Center Event Services team. These events require, at a minimum, a reservation through 25Live and a room diagram submission.

Examples:

- *General meetings*
- *Vendor table reservations*

Level II: Events that fall under this category will generally require a meeting with the Student Center Event Services team. Security needs for these events will be evaluated on a case-by-case basis. Public Safety costs run \$18-23 per hour per officer.

Examples:

- *Fundraising events*
- *Special facility setup requests*
- *Food served*

Level III: Events that may include a contract being issued, public safety presence, non-Rowan community attendees, catering, major sound and stage requirements will always require a meeting with the Student Center Event Services team. Security needs for these events will be evaluated on a case-by-case basis. Public Safety costs run \$18-23 per hour per officer.

Examples:

- *Ticketed events*
- *Dance parties*
- *Performances*
- *Events held outside of regular hours of operation*
- *Any event that may pose a security concern for any reason*

NOTE: All events are subject to additional requirements that may be determined by the University, Public Safety, the Student Center Event Services team, or the facility manager and will be handled on a case-by-case basis. The classifications above are general guidelines and may not correctly categorize every special event. Please email studentcenterevents@rowan.edu to determine the level of your special event.

Procedures for Sponsoring a Special Event or Late Night Program

4 Weeks (20 Business Days) Prior to Event:

- **Request Space** – rowan.edu/25live

3 Weeks (15 Business Days) Prior to Event:

- **Event Meeting Held with Student Center Event Services (if event may require Public Safety presence)**
 - See [Public Safety Requirements](#) section below.

2 Weeks (10 Business Days) Prior to Event:

- **Event Meeting Held with Student Center Event Services**
 - The Student Center event staff will discuss event specifics and requirements of the organization. A program proposal must be prepared for distribution at this meeting. Revisions and changes to the event may be requested at this meeting.
 - Events that pose a security concern may require a Public Safety officer to be present before, during, and after the event. The discounted Public Safety officer rate for student clubs & organizations is \$18-23/hour per officer.

1 Week (5 Business Days) Prior to Event

- **Room Diagram Submission -**
 - Room diagrams are available in the Student Center Main Administration office (room 117A) or online at <https://sites.rowan.edu/scca/WhatWeOffer/meeting-and-event-spaces.html>

NOTE: These procedures are the minimum requirements listed in order to have an event on campus. It is recommended that you organization meet with the Student Center Event Services team early in the planning process in order to accommodate all event needs.

Policies For Special Event/Late Night Program

1. Major event meetings must be held at least two weeks prior to the event date or the event will be cancelled.

2. For student fundraisers/events with external guests participating, the following policies apply: Events in this category require security and must be funded directly by the sponsoring club/organization at the following rates: \$18-\$23 per hour per officer
 - Events for 300 students will require 4 officers
 - Events for 400 students will require 5 officers
 - Events for 500 students will require 6 officers
 - Events between 100-300 and over 500 will be assessed individually by Public Safety to determine security needs.
3. Changes in projected number of students attending must be provided to Public Safety at least 7 days before the event. These final projected numbers must be directly reflected in the number of tickets sold/available for sale.
4. All ticket sales for special events must go through the Student Center Information Desk. For more information please see the [Ticket Sales policies](#) section.
5. The group or organization agrees to abide by all rules and regulations of Rowan University. The sponsoring organization is responsible for all guests in attendance.
6. Possession or use of contraband and/or controlled substances will be brought to the attention of the advisor and may result in disciplinary action and/or arrest.
7. If the organization and/or advisors anticipate or encounter any particular security needs or problems, they will immediately be brought to the attention of the on-site Public Safety personnel.
8. When, in the judgement of Public Safety personnel, a significant danger to the safety of the University community and guests is determined to exist, Public Safety reserves the right (with appropriate consultation) to close or cancel the event.
9. Any costs that occur as a result of incidents requiring additional Public Safety or local police support will be charged/billed directly to the student organization.
10. When required, all attendees must present a valid college or university ID card for admittance. Anyone not cooperating with procedures will be asked to leave the premises. Typically, events that have at least 25% non-Rowan students in attendance will require a photo ID.
11. The sponsoring group must usher event attendees out of the building at the end of the event through the main entrance of the room.
12. The sponsoring organization is responsible for returning the facility to its original conditions; including trash pick-up and general cleaning of areas used.
13. A meeting may be required by SCCA Administration to follow-up after an event to discuss event details if problems or concerns arise. The sponsoring organization may also request a follow-up meeting with SCCA Administration.
14. If an event needs to be cancelled, Public Safety needs to be cancelled within 48 hours in advance of the event or the organization will still have to cover the cost of the officers scheduled. In order to cancel Public Safety, please contact Student Center Event Services at studentcenterevents@rowan.edu.
15. Any event that will be inviting minors to campus without guardian supervision is required to hold their special event meeting at least 20 business days in advance of the program to discuss the requirements of Rowan's minors on campus policy.

16. Any group holding a meeting/event held on University property without following reservation procedures or gaining permission from the University is subject to potential fees/fines for any additional cleaning or damages as well as loss of reservation privileges for up to a year as well as potential additional sanctions to be determined by facility supervisors, administration, and group advisors.

Public Safety Requirements

It is the responsibility of Public Safety and University Personnel to evaluate each event for its unique circumstances and potential risk factors. These factors include, but are not limited to: student vs non-student attendance, number of expected attendees, event venue, ticket sales/cash protection, off-campus advertisement, nature/type of event, prior problems or history of event, advance notice of problem, requests for personal protection for performers, timing of event, and other factors that may be associated with conducting an event.

By reviewing all known factors about a given event, and combining that information with knowledge of the campus, Public Safety will determine security and staffing needs for the event, as well as determine any capacity limitations for each event venue (based on safety issues). The event will be assigned a category according to the guidelines below. All questions can be directed to the Assistant Director for Special Events & Service Areas, who is available to assist all student organizations with respect to policy adherence and event logistics.

Responsibilities of Public Safety Officers

- At events where Public Safety officers are required, one (1) officer shall be stationed at the main entrance and conduct periodic checks of the immediate surrounding areas of the event and shall insure that the stated admission policy is enforced.
- Remaining officers shall be responsible for roving inside the facility and will make periodic checks around the outside perimeter of the area.
- Public Safety officers must be scheduled a half-hour before event begins and remain until the event is over and the doors are secured.
- There will be a meeting for all event staff, sponsoring organization members and the organization's advisors (when required) with Public Safety ½ hour before the start of the event. At this meeting, event details will be provided by Public Safety.
- Student organizations may request through the Department of Public Safety, officer(s) from the Glassboro Police Department to assist Public Safety Officers. The requesting organization will incur all expense of Glassboro Police Department officers.

Ticket Sales Policies

All ticket sales for student organization sponsored special events and trips must go through the Student Center Information Desk. The SCCA must receive ALL tickets that are being sold for the event. There will be no exceptions. Chamberlain Student Center and Campus Activities Administration reserves the right to deny events or trips that do not meet University, SCCA policies or federal and state laws/guidelines.

1. Requests for ticket sales should be made via the appropriate ticket sales form on ProfLink and must be completed 5 business days in advance of your ticket sale date.
2. All tickets for non-University sponsored events (meaning they are paid for by a student club) must read: "Rowan University is not responsible for any Rowan student club sponsored trips or events. Individuals purchasing tickets accept all responsibility and risk for trip/activities."
3. For University sponsored trips, the organization must provide the name, email, and cell phone contact number of the chaperone(s) attending the trip. Chaperone(s) must be a graduate student employed by the University or a full-time professional staff member. The student organization advisor must approve (or otherwise be made aware of) all non-University sponsored trips (student club) sponsored trips.
4. Tickets must be handed in to the Program Assistant at the Information Desk at least (2) business days prior to schedule sale date.
5. All tickets are only permitted to be on sale during standard Information Desk Hours of Operation. Requests for extended desk hours may be made via the ticket sales form. The SCCA Administration will make the determination regarding extending desk hours. There is no guarantee that requests will be approved.
 - a. For events being hosted in the Chamberlain Student Center ONLY, ticket sales may be requested for 'day of' via extended hours at the Information Desk. This request must be made via the ticket sales request form with advance notice and the approval of the Program Assistant at the Information Desk.
 - b. For events being hosted outside of the Chamberlain Student Center, ticket sales may occur 'day of' ONLY if a Public Safety officer and/or full-time advisor is present (determination to be set by SCCA Administration and/or Public Safety). Arrangements to pick up tickets (during operating business hours) to sell at the door must be made with the Program Assistant at the Information Desk with advance notice.
6. Tickets must be printed on cardstock type paper including all event details: date, time, location, prices, sponsoring organization, event name, and any other important details such as forms of ID accepted. Each ticket must be numbered.

Fundraising with RowanBucks and/or Credit Cards at Special Events

Student clubs and organizations can request that the Information Desk accept RowanBucks and/or Credit Card donations during their special event.

1. To request the RowanBucks and/or Credit Card donations service for your event, the “Fundraising via RowanBucks and Credit Cards” form on ProfLink must be filled out at least 5 business days prior to your event.
2. Donation Collection services are only offered during Information Desk hours of operation. This service is not available during promotional events or times outside of a reservation (i.e. meeting space, vendor table, etc.) in the Student Center building. If you would like to continue to accept RowanBucks or Credit Cards during your event after standard Information Desk hours, you can request these accommodations via the Fundraising form. There is no guarantee of extended hours for the Information Desk.
3. RowanBucks and Credit Cards are the only form of payment accepted at the Information Desk for special events. Cash or check will not be accepted.
4. It is the club’s responsibility to keep track of RowanBucks and Credit Card donation totals received during the event. A representative may e-mail the following business day after your event to request an official total of donations collected.
5. When donating, the customer receives two copies of the receipt: one for their records and one to hand back to the organization. The Information Desk also maintains a copy of the receipt. Final donation totals will be communicated via e-mail after the event.

Donation Boxes

Any student club, organization, or department in good standing may request to host a donation box at the Information Desk based on the following policies:

1. A Donation Box Request Form must be submitted at least 5 business days in advance of the requested display time. Donation request forms can be found on the Student Center and Campus Activities ProfLink page.
2. You must provide an appropriate box or container that is clearly labeled with your organization/department’s information and the name of the charity that the donations are supporting. All donation boxes must be turned into the Information Desk and our staff will display them.
3. There will be one donation box per organization per reservation. Organizations may request the box be displayed for a maximum of a two-week period and can only make two requests per semester.

4. Donation boxes are chosen on first come, first serve basis. Two organizations may host a box at the same time provided that the collection items are unique to each other. (i.e. Two boxes cannot both be collecting clothing at the same time)
5. Any organization that sets up a donation box without prior approval will have their donation box discarded.
6. The host group must monitor the donation box to ensure it does not overflow. Please note that the SCCA is not responsible for item contents within the donation box or the donation box itself.
7. If a group does not pick up their box within 2 business days after the end of the donation period, SCCA Administration reserves the right to donate items to an appropriate local charity.
8. Financial donations (i.e. cash or RowanBucks) cannot be collected at the Information Desk.

Student Center Table Reservations/Tabling Sales

There are six (6) vendor tables available for SGA chartered student organizations, departments/offices and individual students available on the ground floor of the Student Center. These tables are available for distributing information and/or fundraising efforts. They are reserved on a first come, first serve basis through 25Live.

Sales and Solicitations: All commercial sales, solicitations, advertising or other commercial activity on University facilities is strictly prohibited without prior authorization from the University.

Tables will be in designated areas only and the table selected at the time of reservation will be the table assigned. Failure to comply with the rules and regulations will result in loss of Student Center privileges. Table hours of operation are 8:30am to 4:30pm, Monday through Friday.

All vendort tables have marker board tops. This feature allows you to draw directly on the table to promote your organization and achieve your tabling goals. The Chamberlain Student Center Information Desk, located on the first floor, will provide you with markers, erasers, and cleaning supplies. If you book one of these tables, please come to the Information Desk to sign out marker supplies and return them when you are finished tabling.

Vendor Table Group Classifications/Policies

There are three classifications of table usage: 1) SGA Chartered Student Organizations and University Departments 2) Career Opportunities and 3) Individual Students.

1. **SGA Chartered Student Organizations/University Departments** - This group includes all student organizations that are currently chartered and in good standing with SGA and all University offices/departments.

2. **Career Opportunities** - The Office of Career Advancement (OCA) or SCCA may request a table on behalf of outside employers. Outside employers must only be recruiting for career opportunities for graduating students, not soliciting business or recruiting part-time or seasonal staff. Reservations for this table can be made by speaking with the OCA or by emailing studentcenter@rowan.edu.
3. **Individual students** - This group includes students that are currently registered at Rowan University who wish to sell wares for personal profit or gain. These businesses must be independently owned and operated as well as founded and created by the student. Businesses should not be part of a larger corporation/business. (I.E. Students selling handmade jewelry is approved, students selling makeup from a catalogue is not.) Individual students must pay a fee of fifteen dollars (\$15.00) per day for one table and two chairs at the Information Desk upon arrival. Fee must be paid prior to setting up merchandise.

The following guidelines apply to all groups utilizing tables:

1. All tables must be reserved using 25Live at least five (5) business days in advance of the requested date.
2. One (1) table and two (2) chairs will be provided. The maximum number of people permitted at a table is four (4) and at least one person from the reserving group must be present at the table at all times.
3. Signage may be hung from the tables with painter's tape or masking tape only. Nothing may be affixed to brick, vinyl, glass or painted walls with tape, nails or push pins. A maximum of two signs may be used.
4. Groups wishing to use any type of electronic equipment must have approval prior to its use. In the event that extension cords are needed, groups are responsible for providing their own, subject to approval. To request electrical access, please email studentcenter@rowan.edu.
5. The SCCA has no facilities to store displays, equipment/materials or merchandise.
6. The SCCA reserves the right to schedule sales of similar or like items on the same day.
7. Certain types of promotional activities/merchandise are not allowed in the Student Center. They include, but are not limited to:
 - a. Food sales except as noted in [Bake Sale Guidelines](#)
 - b. Sale of commercial or "knock off"/ imitation merchandise
 - c. Sale of items already being provided by the University Bookstore
 - d. Multi-level marketing companies.
8. Credit card applications and solicitation are strictly prohibited.
9. Fronting any commercial or outside vendor is strictly prohibited and will result in loss of vending table privileges.
10. No sound amplification is permitted except in conjunction with film or video. Volume must be confined to the area immediately around the table. The SCCA staff reserves the right to control volume.

11. No more than one (1) table may be scheduled by any one organization/department in a day, and two (2) tables per week.
12. Student Organizations will forfeit their table if not in use within one hour of the beginning time of reservation.
13. Cancellation of table is required two (2) business days prior to reservation. Cancellations should be submitted using 25Live or emailing studentcenter@rowan.edu. Failure to cancel a reservation will be considered a “no-show”.
14. Student Organizations/Departments that have three (3) “no shows” will have table reservation privileges suspended for four (4) semester weeks. One (1) “no show” after the four (4) week suspension will result in suspension from table reservations for the remainder of the academic year. Written notification of each “no show” will be sent to the individual listed on the reservation in 25Live. Appeals may be made in writing to the SCCA Director or his/her designee. Organizations/departments must meet with a SCCA staff member after their academic year suspension period has been lifted in order to regain table reservation privileges.
15. Student Organizations/Departments must stay behind their designated table, must not aggressively solicit the organization’s materials and cannot block traffic.
16. Distribution by means involving shouting, yelling or physically approaching individuals is prohibited.
17. All literature distributed must clearly identify the sponsoring organization or department.
18. All individuals or organization distributing literature will be responsible for cleaning up litter resulting from its distribution.
19. The SCCA and/or Rowan University are not responsible for lost, stolen or damaged personal property or merchandise. In consideration for the use of the Student Center facilities, the group waives any claim for damages or injury, which may arise.
20. Student organizations must comply with all SGA fundraising policies and all proceeds must be deposited into an SGA account.
21. Requests to use RowanBucks or Credit Cards as a form of payment through the Information Desk may be made up to 5 business days prior to a group’s reservation. See section “[Fundraising with RowanBucks and/or Credit Cards at Special Events](#)” for additional information.
22. The SCCA Director must approve any deviation from the above policies.

Guidelines for Marker Top Tables:

1. Only use of dry erase markers are permitted to write on the tables.
2. You are permitted to use your own dry erase markers, however the Information Desk will be more than happy to supply you with all of your marker materials. If you need marker materials before 9am, please visit the Building Manager on duty in room 104. Any time after 9am, the Information Desk will be open for assistance.
3. Upon completion of your reservation time, you are responsible for wiping/erasing the table clean for the next group that uses it.
4. Please remember to return all marker supplies when your reservation is complete.

5. Any material that is deemed inappropriate in nature on these tables such as provocative images, racial slurs, and more will not be tolerated. Also, writing in permanent marker or causing severe damage to the table is strictly prohibited. If those incidents occur, you will immediately lose your tabling privileges for the remainder of the semester or the entire academic year, and you may be reported to the office of Community Standards for further disciplinary actions.

Bake Sales Guidelines

A bake sale is when student groups prepare and sell food as a fundraiser for their organization. Preparation of food is the responsibility of the organization and the amount of food prepared is limited to what can reasonably be sold during the course of the bake sale. The sale of food items, including baked goods, is subject to approval by the SCCA and, if necessary, the Environmental Health and Safety Office.

1. All bake sale items must be bundled into individual servings and sealed in either plastic wrap or zip-lock bags.
2. Food should be tightly wrapped or sealed before and during transport to protect from dust, dirt and insects.
3. Individuals preparing and/or serving the food must wash their hands and use safe food handling precautions.
4. Only those food items that can be safely maintained at room temperature may be sold during a bake sale. The following foods may not be sold:
 - a. Foods containing meats, fish, poultry
 - b. Food requiring refrigeration or warming
 - c. Food containing alcohol or other illegal substances

It is important to know that food containing bacteria and viruses that can cause food borne illness does not smell or taste differently, so it is imperative that members who are preparing and serving food for a bake sale follow safety precautions. Please visit www.foodsafety.gov for additional food safety information and resources.

Exceptions to the above stated policies, can be requested by emailing studentcenter@rowan.edu.

University Posting Policy

The purpose of this policy is to establish a balance between efficiently disseminating information and maintaining the aesthetic appearance of the university environment. The posting of University-related printed literature, posters, placards, and banners for the Student Center must be approved by the Assistant Director for Marketing. The posting of non-University related materials is limited to designated areas on campus. Posting in residential areas must be

approved by the Office of Residential Learning and University Housing. Department and office boards are maintained by the respective department/organization and are not available for general use, unless prior approval is granted.

The University encourages sensitivity to all members of our diverse community in postings and strongly discourages profanity or prejudicial content in advertising. It is expected that individuals respect the goals of building and maintaining a dynamic university community. Postings that contain subject matter demonstrating lack of thought, common sense or good judgment contradict the values and goals of that community. Individuals should consider the impact of their words. While individuals may have a right to post something, they also have a responsibility as members of the Rowan community to review the impact before submission for posting.

General Student Center Posting Policies

1. Posting may occur in designated Pit areas, bulletin boards, and other posting spaces, not on walls, doors or columns on the interior or exterior of the building. Posted materials must be fastened using flat-thumbtacks only.
2. All outdoor posting is prohibited. Specifically, posting is prohibited on trees, light posts, trash receptacles, benches, etc. There are few exceptions for this policy which include:
 - a. Banner posting for the Student Center Back Patio, which is limited to one banner per event per organization and may only be granted with written permission from the Assistant Director of Marketing.
 - b. Lawn Signs - which may be staked around the building, but must be removed 24 hours after the event date.
 - c. Sidewalk Stickers - which may be placed around the building with written permission from the Assistant Director of Marketing and must be removed 24 hours after the event date.
3. Chalking on the patios, walkway or building of the Student Center is prohibited.
4. The SCCA reserves the right to reject any material that includes references to the sale or consumption of alcohol or other drugs or that promotes/condones behavior that violates University policies. Any violation of local, state or federal law will not be approved for display.
5. All materials advertising on-campus events must include the name of the sponsoring organization, group or department and the date, time, and location for events.
6. Advertisement of commercial products is prohibited.
7. Flyers, table tents or sheets may not be posted in the Chamberlain Student Center Pit.
8. Flyer size for bulletin boards is limited to a minimum of 8.5" by 11" or a maximum size of 11" x 17".
9. Content that infringes on the copyrighted or trademarked works of others will not be approved for display. Copyrighted and trademarked material may include, but are not limited to: logos, digital images, photographs, paintings, movies, videos, and written works.

10. The SCCA reserves the right to reject any material advertising off-campus or non-University sanctioned parties or events.
11. Violations of any of the above policies may result in disciplinary action, revocation of privileges, removal of postings, or potential sanctions.
12. Exceptions to any posting policy listed above must be proposed in writing and approved by the Assistant Director of Marketing. Additionally, postings not approved by the appropriate SCCA staff will be removed immediately.

Posting Procedures

1. Posting is only allowed on designated bulletin boards throughout the building. All posters must be submitted to the Chamberlain Student Center Information Desk no less than two business days before the event. Requesters may submit up to 7 flyers and posting space is filled on a first come, first serve basis.
2. Postings may go up no more than 2 weeks prior to the event and will be removed by the next business day following the completion of the event.
3. Posting of flyers/posters/banners is not permitted on windows, window treatments, painted surfaces, walls, furniture, brick, concrete, wood surfaces, buildings, light poles, trees or campus signage.
4. Postings by external groups (outside of the campus community), vendors, and miscellaneous individual postings (i.e. "books for sale", "roommate needed") must be submitted for approval at the Chamberlain Student Center Information Desk. They will be posted on the cork board on the main floor of the building, next to the Information Desk.
5. During SGA elections, candidates are permitted to hang one (1) poster per candidate on the 144 Hallway bulletin board, and these posters should still be submitted using the policies above. Candidates are also permitted to submit digital signage to be displayed in the Student Center. There are no restrictions regarding the usage of SGA's own bulletin board.

Appeals for the denial of postings

Any questions, complaints or appeals should be directed to the Assistant Director of Marketing. All appeals must be made in writing.

Digital Signage

Digital Signage refers to the TV advertisement system on-campus. There are currently digital displays in the Chamberlain Student Center, Rec Center, Savitz Hall, Campbell Library, and Memorial Hall.

1. Only registered student organizations, and campus departments/offices, are permitted to display content on the Digital Signage System. Use of the Digital Signage System is at no cost. Email studentcenter@rowan.edu to register for an account.

2. The creation of content for display on the Digital Signage System is the responsibility of the group presenting the information to the campus community. The dimensions used for content should be the size of a Microsoft PowerPoint slide, 10" x 7.5" and should these dimensions not be met, content may be denied.
3. Content must be submitted electronically a minimum of five (5) business days prior to the first date the content is to be displayed on the Digital Signage system.
4. Announcements will run for a maximum of 14 days from the start date.
5. Announcements will run for a maximum of 10 seconds at a time, unless the announcement is a pre-approved video.
6. Each organization may post one (1) advertisement per event on the Digital Signage display.
7. The SCCA reserves the right to reject any material that includes references to the sale or consumption of alcohol or other drugs or that promotes/condones behavior that violates University policies. Any violation of local, state or federal law will also not be approved for display.
8. Advertisement of commercial products or services on the Digital Signage System is prohibited.
9. To optimize the management of Digital Signage content, the SCCA reserves the right to determine what content is displayed at which Digital Signage location(s) and determine the duration, dates, and times content is displayed.
10. To access the Digital Signage platform please visit <http://visix2/> from the on-campus Rowan network.

Banners/Posters in Pit Lounge Area

1. Any banners or posters placed in the Pit Lounge area must be submitted to the Chamberlain Student Information Desk for approval.
2. Banners may only be for specific events and special announcements subject to review by the SCCA Administration.
3. Student Organizations chartered by SGA may hang a banner in the Pit Area. The banner cannot exceed a length of 4.5 feet x 4.5 feet in width, with a minimum size of 2.5 feet x 2 feet.
4. Each organization may only hang ONE banner, per event, at any given time. The banner may not be hung for more than fourteen days.
5. Space is on a first come, first serve basis. Banners may only be moved by the sponsoring group or SCCA staff.
6. Banners may not advertise general meetings for organizations.
7. Banners must state the sponsoring organization of the event. SGA must sponsor any non-chartered group that wants to post information in the Pit.
8. Banners must be removed by the sponsoring group immediately following the completion of the event. The SCCA staff reserves the right to remove banners if guidelines are not followed.

9. The SCCA reserves the right to remove banners temporarily for university-wide events such as Homecoming.
10. Posters or banners with glitter are not permitted.

Special Announcement Pit Posters

Pit Posters for special announcements or regarding issues that may be considered sensitive in nature are allowed at the Chamberlain Student Center, however must still be approved by the SCCA Administration. Contact the Assistant Director of Marketing for approval by emailing studentcenter@rowan.edu. Banners should follow size restrictions and can remain up for fourteen (14) days.

Potential reasons a banner may be denied approval:

1. Violation of state or federal laws.
2. Violation of University policy.

Club Plaque/Insignia Policies and Procedures

Plaque Policies:

1. In order to hang a plaque in the Student Center Pit, the organization must be fully chartered by SGA or recognized as an active Greek organization by the Office of Greek Affairs for at least one calendar year and not already have a plaque hanging in the Pit.
2. All artwork on plaques must be approved by SCCA Administration. Artwork should be appropriate for viewing by audiences (administrators, children, etc.). The SCCA reserves the right to deny inappropriate language or artwork.
3. Plaque designs must accommodate mounting hardware specifications as provided by the SCCA.
4. Plaques should not be created until the SCCA gives approval of design.
5. De-chartered or inactive organizations will be notified through their ProfLink contacts and will have 30 days to pick up their insignia. Insignias that have not been collected will be disposed after 30 days.
6. If an organization is de-chartered, inactive or otherwise disciplined mid-year due to a serious campus code of conduct violation or other reason, the plaque may be immediately removed at the discretion of university administration.
7. Approvals will be given on a first come, first serve basis based on the number of spaces available. Those who submit a form and artwork after the initial number of spaces are granted, will be placed on a waitlist for one year. If a space becomes available during the year the first group on the waitlist will be notified via email first, and so forth until a group is ready to submit their plaque.
8. If a group changes the name of their organization but maintains SGA chartered status and similar constitution to the previous group, they will have up to 60 days to provide a new plaque. After 60 days, the group forfeits their spot and the plaque will be removed.

Plaque requirements:

1. The height of the plaque must be no bigger than 3ft.
2. The width of the plaque must be no bigger than 3ft.
3. The weight of the plaque must be less than 15lbs.
4. Plaques must be at least .5 inch thick to accommodate mounting hardware, but no thicker than 2.5 inches.
5. Do not attach brackets to the plaque, it will be mounted by SCCA staff.
6. There may be no loose parts on the plaque - it must be completely secure and fastened.
7. There can be no electrical aspects of the plaque.
8. Materials are open to your discretion - as long as it will not leave any residue, deteriorate, or fall apart in any way.
9. Absolutely no glitter may be used on plaques.
10. Plaque must clearly display the name or acronym of the organization.
11. Failure to meet any of the requirement will be grounds for the plaque to not be approved.

Plaque Procedures:

1. At the end of each academic year, all eligible organizations will receive a message through ProfLink. *Eligible organizations are all SGA chartered organizations or active Greek Organizations for at least a year who do not already have a plaque in the Student Center Pit.
2. Form must be completed & submitted through ProfLink to be considered.
3. Sketch of plaque with approximate sizes, materials, depictions, approx. weight, and logos must accompany form.
4. Once the SCCA gives approval, students may create their plaque.
5. Drop off plaques to the Student Center Main Administration office (room 117A).
6. Completed plaques must be submitted within 30 days of receiving approval. Otherwise groups will forfeit their spot.
7. Completed/approved plaques will be hung within 10 business days.

Free Speech and Peaceful Assembly Policy

The SCCA staff can assist you with planning a successful demonstration or responsive event. Email studentcenter@rowan.edu to request an event consultation meeting.

The full Free Speech and Peaceful Assembly policy and demonstration request form can be found at <https://confluence.rowan.edu/display/POLICY/Free+Speech+Policy>. This policy complies with all applicable federal constitutional and State laws. Please refer to this policy for additional details.

Other Student Center Services

RowanCard/ID Processing Center

The Information Desk in the Student Center serves as the Rowan University ID processing center for all students and employees. The RowanCard Services Office is located on the top floor of the Student Center. Students are pre-charged/billed \$10 in their tuition statement for their first card and \$25 for replacement cards to be paid via cash, RowanBucks, credit cards, check, or by billing to their bursar account. Visit <http://www.rowan.edu/rowancard> for more information about the RowanCard. Terms and Conditions of RowanCard can be found at the Information Desk.

Laundry Services

Laundry facilities are located on the ground floor of the building. Machines can be operated using coins or RowanCard funds. Last load of laundry must be in by 11:00pm.

Lost & Found

The Student Center Information Desk houses a branch of the University Lost & Found. When items are received, we will do our best to contact the owner. Items of high value (wallets, phones, cameras, etc.) are turned over to Public Safety once per week. All items remaining at the Information Desk for more than 45 days may be donated to local charities or discarded as appropriate. Should a customer be searching for an item, we will take their information and attempt to reach them should the corresponding item be turned in during the academic semester.

We reserve the right to refuse any items or dispose of any items such as water bottles, coffee mugs, gym bags, unclean clothing, or items that could potentially cause health or safety concerns. Items such as these may remain in our temporary lost & found for up to 7 days or may be denied based on health or safety concerns.

General Student Center Information

Conduct

The Chamberlain Student Center is a unique facility on our campus. The Chamberlain Student Center provides numerous opportunities for interaction between diverse populations that comprise the University community. In this regard it provides the ideal climate for learning to respect the dignity and worth of each individual. Please join the staff in promoting an environment that demonstrates these qualities. The staff is trained to treat all users fairly and with respect. We in turn request the same of our users. It is possible to register a difference of opinion or complaint in a civil manner. The use of abusive or profane language will not be

tolerated. Harassment of any form to our patrons or employees will be resolved through all available legal channels.

Disciplinary Action

All users are expected to adhere to the rules and regulations of Rowan University and of the SCCA. All users are expected to act responsibly. Individuals that display disruptive, dangerous or inappropriate behavior may be asked to leave the facility if behavior does not cease when requested. In the event that infractions occur within a meeting or event, the SCCA Administration may impose any or all of the following sanctions for holding groups accountable: letter of warning, probation, financial restitution, fines, or suspension of privileges. Severe incidences, or incidences which cannot be resolved internally, will be forwarded to the Dean of Students Office or Community Standards. If needed, written statements and/or meetings with the SCCA Director may occur so that all facts can be obtained.

Facility Maintenance

Please help keep the facility neat and appealing to all users by properly disposing of litter. Recycling bins are located throughout the building. Make every attempt to report spills or unclean areas to the staff promptly.

Please note that in all dining areas and lounge space, with the exception of the Owl's Nest during its regular operational hours, guest must bus their own tables.

Lounges, Meeting Rooms and Other Common Areas

Lounges, meeting rooms and other common areas are intended for use by the University community and recognized guests. Individuals or groups without authorized approval to use these facilities are prohibited from doing so and will be asked to leave. Individuals who exhibit unacceptable behavior will be asked to leave and may be prohibited from future facility use.

Bicycle Policy

The Student Center provides bike racks on the front & rear patio of the building. All bikes (and other wheeled modes of transportation except service vehicles) must be stored and locked on those bike racks. Any bicycles found being stored in any other locations will be notified via tags attached to their bicycle frames. The tags will also indicate a period of time for the owner to remove the bike. If the bicycle is not removed within that time, it will be removed by SCCA Administration. Repeat violators will have their bikes immediately removed. The SCCA reserves the right to immediately remove bicycles that are considered a public safety hazard without notice and at their owners' risk and expense when locked.

All bicycles must be removed from the racks located on the Student Center front and rear patios within 7 days of the last day of final exams each semester. Any bikes left after that time period will be removed by SCCA Administration.

Participant Input

Users are encouraged to provide feedback to the SCCA in order for us to improve our service. Please feel free to discuss concerns or feedback with a SCCA Professional Staff Member or visit one of our service areas.

Student Building Managers

The SCCA has trained student managers on duty from the facility's open until its close. While on duty, the Building Manager serves as a representative of the SCCA Administration and has the authority and responsibility to make decisions and enforce policy. Their duties include: providing assistance and service to all patrons; maintaining a safe and clean environment; supervising programs, facilities, and student staff located at the Information Desk and The Game Room.

Emergencies/First Aid

Immediately contact a SCCA employee in the event of an emergency or call x4911 if calling from a campus phone or 856-256-4911 if from an off-campus phone. During a fire alarm or bomb threat, please exit quickly and orderly through the nearest exit. All exits are clearly marked and emergency lighting is provided. Move away from the building and surrounding areas. Do not use elevators. Cooperate with University Police and Building Staff. AN AED/defibrillator is located on the main level by the entrance near the Information Desk

Resource Directory

Student Center Information Desk	256-4606	SGA Main Office	256-4540
Student Center Admin. Office	256-4602	Mailroom	256-4613
Student Center Bldg. Mgrs.	256-4605	Community Standards	256-4242
Gourmet Dining Catering	256-4610	Greek Life	256-4296
Service Learning/Volunteerism	256-4595	Campus Activities	256-4696
Conference/Event Services	256-5446	Gourmet Dining	256-4635
RowanCard Services	256-4531	Commuter Services	256-4242

Please note that the SCCA tries to avoid midyear policy changes at all costs. In the event that a change or addition to the policies are needed, the most up to date list of policies can be found at rowan.edu/scca.

(Revised August 2018)