

POLICIES & PROCEDURES

2023-2024

Chamberlain Student Center & Campus Activities



Table of Contents

Table of Contents	1
Mission Statement	4
Core Values	4
Civility Statement	5
Exceptions to Policies and Procedures	5
Facilities, Offices and Services	5
Hours of Operation	6
Building	6
Information Desk	6
The Game Room	6
Information Desk Services	6
General Facility Use Policies	6
Policies on the Use of Reservable and/or Public Spaces	8
Food, Beverage and Catering Regulations	12
Student Center Scheduling and Reservations	12
General Reservation Procedures	12
Misrepresentation (Fronting)	14
Scheduling Criteria	14
Scheduling Priority and Categories	15
Eynon Ballroom Uses, Categories, and Fees	18
Ballroom Fees	19
Additional Fees and Charges for All Areas	19
Payment of Services/Fees	20
Noise Policy	20
Pit Programming Policy	21
Room 128 “Open Room” Policy	21
Process to request immediate use of room 128	21

<u>Solicitation Policy for External Vendors</u>	22
<u>Student Center Balcony Policy</u>	22
<u>Early Access/After Hours Access</u>	22
<u>Equipment Requests/Usage</u>	22
<u>Equipment Rental Service</u>	23
<u>U Power Cell Phone & Tablet Chargers</u>	24
<u>External Furniture Setup & Fees</u>	24
<u>Special Programming Considerations</u>	25
<u>Student Event Categories</u>	26
<u>Procedures for Sponsoring a Special Event or Late Night Program</u>	27
<u>6 Weeks (30 Business Days) Prior to Event:</u>	27
<u>4 Weeks (20 Business Days) Prior to Event:</u>	27
<u>2 Weeks (10 Business Days) Prior to Event:</u>	27
<u>Policies For Special Event/Late Night Program</u>	27
<u>Public Safety Requirements</u>	29
<u>Responsibilities of Public Safety Officers</u>	29
<u>Ticket Sales Policies</u>	30
<u>Fundraising with Rowan Bucks or Credit Cards at Special Events/Vendor Tables</u>	31
<u>Donation Boxes</u>	31
<u>Student Center Table Reservations/Tabling Sales</u>	32
<u>Vendor Table Group Classifications/Policies</u>	33
<u>The following guidelines apply to all groups utilizing tables:</u>	33
<u>Bake Sales Guidelines</u>	35
<u>Grilling</u>	36
<u>University Posting Policy</u>	37
<u>General Student Center Posting Policies</u>	37
<u>Posting Procedures</u>	39
<u>Appeals for the denial of postings</u>	39
<u>Banners/Posters in Pit Lounge Area</u>	39
<u>Special Announcement Pit Posters</u>	40

<u>Special Banner Postings</u>	40
<u>Club Plaque/Insignia Policies and Procedures</u>	41
<u>Plaque Policies:</u>	41
<u>Plaque requirements:</u>	42
<u>Plaque Procedures:</u>	42
<u>Free Speech and Peaceful Assembly Policy</u>	43
<u>Other Student Center Services</u>	43
<u>Lactation Room</u>	43
<u>Laundry Services</u>	43
<u>Commuter Lockers</u>	44
<u>Lost & Found</u>	44
<u>Microwave</u>	45
<u>General Student Center Information</u>	45
<u>Conduct</u>	45
<u>Disciplinary Action</u>	45
<u>Facility Maintenance</u>	46
<u>Lounges, Meeting Rooms, and Other Common Areas</u>	46
<u>Bicycle, Scooter & Skateboard Policy</u>	47
<u>Participant Input</u>	47
<u>Student Building Managers</u>	47
<u>Emergencies/First Aid</u>	47
<u>Resource Directory</u>	48

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 well-being and social connectedness for the Rowan community. Simply put, we take our jobs seriously, but not ourselves.

Civility Statement

Civility comprises a conscious demonstration of mutual respect – for people, for their roles, for their knowledge and expertise. The Chamberlain Student Center is committed to the highest standards of academic and ethical integrity, acknowledging that respect for self and others is the foundation of educational excellence. As such, we will cultivate an environment of mutual respect and responsibility. Whether we are students, faculty, or staff, we have a right to be in a safe environment, free of disturbance and civil in all aspects of human relations.

Civility requires cooperation, tolerance, acceptance, inclusiveness, kindness, courtesy, and patience. It is expressed not only in the words we choose, but in our tone, demeanor, and actions. The Chamberlain Student Center is committed to creating and maintaining a positive learning and working environment. While it is understood that disagreement will, and should, occur in a collegiate setting, open communication, intellectual integrity, mutual respect for differing viewpoints, freedom from unnecessary disruption, and a climate of civility are important values that we embrace.

All employees deserve to be treated with dignity and respect at their place of work. They deserve to work in an environment free from incivility, harassment, or bullying. Actions must be evaluated not only in light of what the actor intended, but also by what the recipient felt, i.e., impact as well as intent is important.

The Chamberlain Student Center leadership is ultimately responsible for creating a positive climate, and will deal with civility concerns in a timely manner.

Exceptions to Policies & Procedures

The Chamberlain Student Center & Campus Activities establishes and administers policies and procedures for the use and enjoyment of the Chamberlain Student Center by students, faculty, staff, and visitors of Rowan University. The leadership of the Chamberlain Student Center establishes policies and requirements for the Student Center and enforces those policies and requirements in a consistent manner. Exceptions to established policies and requirements are rarely granted. Requests for exceptions can be submitted to the Director and/or their designee for review.

Facilities, Offices, and Services

Located on the ground level of the Student Center is The Game Room, Mailroom and campus mailboxes, laundry room, two vending/dining/study areas, and Profs Place. 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 a printing kiosk. 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; Off-Campus Services & Resources; Campus Activities (SUP/RAH); Greek Affairs; Student Government Association; Orientation and Student Leadership Programs; Center for Esports; and the Student Center Administration Office.

Hours of Operation

Building		Information Desk	
Monday - Friday	7am-1am	Monday - Thursday Friday	9am-9pm 9am - 5pm
Saturday - Sunday	9am-1am	Saturday - Sunday	Closed

The Game Room

The Game Room is temporarily closed due to construction.

When the Information Desk is closed and the building is open, the Building Manager will be available for any questions and assistance. 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 is located on the first floor of the Chamberlain Student Center. The Information Desk provides the campus community with a wide variety of information such as dates, times and locations of university events, travel directions to, from and around campus and general information surrounding the Glassboro community. The Information Desk staff also disburses campus maps, bus/shuttle schedules, community resources such as handbills and sells tickets to events/trips. The Information Desk serves as a branch of the University Lost and Found (operated by Public Safety). Note: Ticket sales at the Information Desk must meet SGA guidelines for fundraising.

General Facility Use Policies

1. Illegal use of alcohol, drugs, firearms, and gambling devices as well as other prohibited items and behaviors 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. SGA chartered clubs must follow student government guidelines when fundraising and are responsible for completing all necessary paperwork.
5. The use of all tobacco products, smoking devices, fog machines, and vaporizers are prohibited in the Student Center. This includes offices, leased spaces, doorways, meeting rooms, restrooms, and dining areas.
6. Animals are not permitted in the Student Center (including vendor tables and outdoor events) with the exception of service dogs, dogs used in law enforcement, therapy dogs that have been individually approved by and remain in good standing in the Shreiber Family Pet Therapy Program, and/or special occasions as approved by the Director of the SCCA. All service animals must be on a leash and under control of the handler at all times. Emotional Support Animals are not permitted.
7. Due to the proximity of food service, shoes, shirts, and bottoms must be worn at all times in the building.
8. 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.
9. Wheeled vehicles (with the exception of wheelchairs and accessibility equipment) including scooters and bicycles are not permitted inside the Chamberlain Student Center. This also includes electric wheeled vehicles. 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 and scooters must be stored in the provided racks outside the building, not blocking walkways or entrances. Bicycles and scooters not in designated areas will be removed. Please see the Bicycle & Scooter & Skateboard Policy for more information.

10. Chalking is not permitted inside or outside (on the patios) of the Student Center.
11. Painting in the Student Center requires approval from the Assistant Director of Event & Information Services or their designee. All events that include paint will be required to use proper protection. Upon approval a more detailed list of policies and procedures for painting will be sent to the requesting organization/department.
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 may 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.
16. The use of props or costumes for an event in the Student Center that could be deemed potentially harmful or misleading must be approved by Public Safety and the Director of the Student Center.
17. In compliance with New Jersey state law, gambling of any kind is prohibited in the Student Center. Wagering activities including, but not limited to betting on poker, card games, sports pools, or any wagering where money or something of value is risked upon the uncertain outcome of a contest or future contingent event, may not be held or advertised within any public space in the Student Center.

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, University recognized fraternities & sororities, 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. 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 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.
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 the security of the items. The SCCA reserves the right to relocate, remove, or discard 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. Academic classes may not be held in the Student Center. Exceptions may be made by the SCCA Director or their designee.
5. Windows and door windows may not be covered in accordance with Fire Code Regulations.
 - a. Window coverings may be permitted for the length of the event if it is used as a green room or dressing room. The green room or dressing room would need to be reserved in conjunction with another space. This exception would need to be approved by the Assistant Director of Event & Information Services.
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 their 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, furniture, or floors 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. Sternos are not permitted in the Chamberlain Student Center unless provided by Gourmet Dining. Exceptions may be granted by the Assistant Director of Event & Information Services with written request.
14. Any semi-permanent/permanent structures needing to be built (ex. prayer tents) must be approved by University Facilities, Planning, and Operations prior to requesting space.
15. 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.
16. The Student Center Main Hallway may be requested through the Assistant Director of Event & Information Services or their designee without the use of the Pit providing that is a suitable space for the intended program.
17. If a group plans to co-sponsor an event in a reserved space, they should indicate this to the Student Center Administration Office (room 117A) and provide the 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 space.

18. Petitioning student organizations, fraternities, sororities, and sport clubs may request rooms/space as long as the SGA, Greek Affairs, or Campus Recreation will sponsor them.
19. Scheduled events during University sanctioned emergency closing are permitted to occur in the Student Center with the understanding that there will be limited resources and services available.
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, the services may be denied to any individual or organization that has a 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 occur 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. In an effort to maintain the cleanliness of scheduled spaces, it is requested that events which are more complex provide a detailed schedule to allow custodial staff the ability to remove trash and straighten up.
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 final confirmation indicating that your requested spaces were assigned to your event and you have received all University approvals. Student organizations who are holding an event in a special event space (Owl's Nest, Pit, Patio, Ballroom) must complete a required meeting with Student Center Event Staff.
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.
27. Any filming and photography inside of the Chamberlain Student Center, which is taking place outside of a scheduled event, must be pre-approved by the Assistant Director of Marketing & Student Programs prior to the filming/photography taking place.
28. No food eating contests are permitted.

Food, Beverage, and Catering Regulations

1. For all catering needs, the sponsoring organization, department, or client is required to use Gourmet Dining Catering Services, located on the ground floor of the Student Center, for events and/or meetings.
2. If non-Gourmet Dining food items are to be present during a reservation, a completed [waiver form](#) must be submitted to Gourmet Dining Catering Services for approval. Additionally, supplemental use of facilities (i.e. kitchen space), as well as resources (silverware, cups, etc.) would not be provided. For questions, contact the Assistant Director of Event & Information Services.
3. Food cannot be served in the Pit. If your event is catered, food must be set up outside the Marketplace on the first floor of the Student Center.
4. The Owl's Nest will be limited to reservation requests for special events including those events which have catered food and beverage provided by Gourmet Dining. To further clarify, the Owl's Nest space is primarily a dining facility and not a designated meeting room, and therefore our priority will be on accommodating events and programs that have catered meals and/or those that keep the furniture intact.

Student Center Scheduling and Reservations

25Live Pro 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 Pro and confirmed by the Student Center Administration office (Susan Chard at chards@rowan.edu or x64602). 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.

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 located within the Event Assistance tab under “What We Offer”. This page will walk you through the steps for event planning and reserving a space using 25Live Pro. Logging in to 25Live Pro 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 Pro, visit <https://sites.rowan.edu/university-scheduling/>. 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 Pro 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 30 business days in advance.
4. Set-up requests and equipment needs must be detailed on the reservation request. The SCCA staff is solely responsible for setting up SCCA owned furniture and equipment. Final diagrams must be received at least 5 business days prior to the event. If a diagram is not submitted, the event may not be able to receive a custom setup, their event may be canceled, 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. Recurring events will not be permitted in the ballroom unless an exception is made by the Student Center administration.
6. A “No Show” is defined as a reserved/set-up space that is not used by a department or student club for any reason without prior notice to SCCA administrative staff or by contacting studentcenterevents@rowan.edu. University Departments and student clubs are permitted one “no show” per academic year that will result in a warning. Subsequent “no shows” may be charged up to \$25 or loss of reservation privileges for the remainder of the academic year. See the Chamberlain Student Center Fees & Charges chart for further details regarding “no shows.”
7. 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 to \$25 or loss of reservation privileges for the remainder of the academic year. See the Chamberlain Student Center Fees & Charges chart for further details regarding cancellations.
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.
9. The Student Center does not allow rain/snow locations for events. However, a rain/snow date may be reserved and approved if the space is available. If a rain/snow date is reserved and no longer needed, it is the organization's responsibility to notify the Student Center events team at studentcenterevents@rowan.edu.
10. Proper license and copyright approval must be obtained prior to showing any movies or television shows. Student organizations must use a licensed distributor.

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 reserves a 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 a 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 judgment 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

To best meet the diverse needs of the university community and to maximize utilization of the Chamberlain Student Center, a priority scheduling system will be adhered to for all reservation requests. The determination of priority level will be made by the Director of the Chamberlain Student Center and Campus Activities.

The Chamberlain Student Center space and time are assigned to activities on the basis of importance to the academic and co-curricular mission of the University. The following priorities govern allocation of Chamberlain Student Center space and time:

- Provision of essential services
- University-wide institutional programs complementing the academic and co-curricular mission of the institution
- Student organization sponsored programs
- Community sponsored programs aligned with the University's mission
- Activities sponsored by non-University related organizations or individuals
- Private social events

Please note that examples given below are not all-inclusive.

Recognized student organizations and university departments may contact the Student Center events team at studentcenterevents@rowan.edu requesting a scheduling exemption for a reservation outside a specific tier. Exemptions are considered on a case by case basis by the

Chamberlain Student Center staff. Events requiring a risk assessment must be submitted at least 30 business days prior to the event date.

- **Tier 1**

- To be scheduled beginning January 2 for September 1 of the following academic year through the following August
- The Assistant Director of Event & Information Services will be in communication with those determined to be in Tier 1 and will assure accurate scheduling of these events

Types of Events: Complex, annual events that impact the entire university and require coordination with the overall university calendar and extensive advanced planning

Examples:

- Homecoming activities
 - ASCEND Pre-College Institute
 - Commencement events
 - New student orientations
 - Welcome week activities
 - President's holiday party
 - MLK Breakfast
 - Rosa Parks Luncheon
 - Board of Trustees meetings
 - Career Advancement Expos
 - Admissions Open Houses or Accepted Students Reception
 - Student Government Association meetings and elections
 - New Faculty Orientation/ Provost Brunch
- **Note:** Rowan After Hours (RAH) has priority use of the Chamberlain Student Center Thursday – Saturday from 7:00pm – 1:00am during the academic year
- **Tier 2**
 - To be scheduled beginning the second Monday in January for September 1 of the following academic year through the following August

Types of Events: Events coordinated by chartered student organizations or university departments which require substantial advanced planning or impact a large portion of the university and benefit from consistent scheduling

Examples:

- Women's Alliance Network
- ASCEND

- Chamberlain Student Center & Campus Activities signature events
 - DEI Conference
 - Greek recruitment events
 - Rowan Institute for Public Policy & Citizenship (RIPPAC) events
 - Major activities related to cultural month celebrations (ie; Black History Month)
 - NAACP Fall Ball
 - Hispanic Leadership Summit
 - Professional workshops or development programs hosted by Rowan University Departments and Colleges with an internal university audience
 - Events for University Foundation & Alumni
 - Faculty Research Day
 - Graduation & Commencement Information Sessions
- **Tier 3**
 - To be scheduled beginning the first Monday in February for September 1 of the following academic year through the following August

Types of Events: All other events coordinated by chartered student organizations or university departments which complement the academic and co-curricular mission of the institution

Examples:

- Events coordinated by a registered student organization or university department
- Events by University Administrative/Academic Departments
- Professional conferences or development programs hosted by Rowan University Departments and Colleges with attendance from non-university personnel
 - The university department/college must be actively involved in planning and attending the event
 - Payment for usage/staffing/rental (when applicable will be made from a university account
- Events by groups unaffiliated with Rowan University who are hosted (co-sponsored) by a registered student organization or Rowan University department/college
- In order for an event to be eligible for a sponsored rate, the following must be met:
 - The registered student organization or university department/college must actively participate in the event by assuming responsibility for all reservation arrangements and charges assessed through their student organization or departmental account
 - All communications with the Student Center Event Services team must be conducted by the student organization or university department/college

- A member of the student organization or university department/college must be present throughout the entire event
- **Tier 4**
 - To be scheduled beginning the second Monday in February for September 1 of the following academic year through the following August

Types of Events: Events hosted by non-university groups including non-profit organizations and for profit businesses. This group also includes individual employees, Civic/Government groups, school systems, local community groups, individual students, alumni and all other external groups/individuals with no affiliation to the University.

All non-university groups are subject to the policies of Rowan University and the Chamberlain Student Center

Special note regarding scheduling priority and categories:

- Any contingency dates reserved through 25Live *MUST* be released 6 weeks prior to the actual date being used. This will allow for other registered student organizations and/or university departments/colleges to utilize these released dates
 - Dates not released within 6 weeks prior may be subject to a charge

Eynon Ballroom Usage, 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. Recurring events in the ballroom will be permitted on a case-by-case basis.

To ensure the safety of those utilizing a stage for their event, all setups will be required to have the rear of the stage positioned against a wall.

CHAMBERLAIN STUDENT CENTER FEES & CHARGES

Rental Fees; University Departments Only

DAILY FEES FOR:	1-4 HOURS	4+ HOURS
1/2 BALLROOM	\$75	\$100
FULL BALLROOM	\$150	\$200

Service Fees; SGA Chartered Student Organizations & University Departments

ADDITIONAL CLEANING	STARTS AT \$25
FACILITY DAMAGE	TBD
EXCEEDING RESERVATION TIME	TBD

Service Fees

STAGE (BALLROOM & PIT) +	\$125	RESET OF SETUP (BALLROOM & PIT) +	\$125
DANCE FLOOR (BALLROOM) +	\$125	RESET OF SETUP (MEETING SPACES) +	\$75
STAGE/DANCE FLOOR COMBO (BALLROOM) +	\$200	EARLY ACCESS/EXTENDED HOURS	\$25/HOUR
		WEEKEND EVENT STAFFING *	\$25-\$60/HOUR*

*Weekend fees are only charged when the Chamberlain Student Center is not operating on a normal schedule.

+Does not apply to SGA chartered student organizations

Policy Infractions; SGA Chartered Student Organizations & University Departments

NO SHOW FOR RESERVATION

FIRST OFFENSE	WARNING
SECOND OFFENSE	\$25 FINE
THIRD OFFENSE	LOSS OF RESERVATION PRIVILEGES

LATE RESERVATION/ LATE DIAGRAM SUBMISSION

DETERMINED ON A CASE BY CASE BASIS

CANCELLATION (LESS THAN 5 BUSINESS DAYS NOTICE)

FIRST OFFENSE	WARNING
SECOND OFFENSE	WARNING OR MEETING
THIRD OFFENSE	\$10 FINE
FOURTH OFFENSE	\$25 FINE
FIFTH OFFENSE	LOSS OF RESERVATION PRIVILEGES

The Chamberlain Student Center & Campus Activities reserves the right to adjust charges as needed.

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 canceled 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 and 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 80db 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 all 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. *Starting at 5pm allows for a room set-up to be completed.

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

To make academics a priority and study space available during the final exam period, programming will not be permitted from the day after the last day of classes until the day after the last day of finals. Essentially, the last day of Pit Programming for each semester is also the last day of classes.

To ensure the safety of those utilizing a stage for their event, all setups will be required to have the rear of the stage positioned against a wall.

Food cannot be served in the Pit. If your event is catered, food must be set up outside the Marketplace on the first floor of the Student Center.

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 the event reservation display 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 contacting (856) 513-5511.
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 Pro.

Solicitation Policy for External Vendors

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

Student Center Balcony Policy

This area may be impacted by construction. Please contact the Assistant Director of Event & Information Services for inquiry.

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. Approval for this space is made at the discretion of the Assistant Director of Event & Information Services or their designee.

Early Access/After Hours Access

Student Center Reservations are scheduled Monday – Friday beginning at 7am 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).

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 the customer.
 - a. Rooms 127, 128, 129, 144, 221 and the Eynon Ballroom are equipped with video streaming capability.
 - i. Any video streaming requests must be made within 5 business days prior to the event for rooms 127, 128, 129, 144, and 221. Any video streaming requests for the ballroom must be made within 20 business days prior to the event.
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 may 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.
6. DJs for any event must provide their own sound equipment. The Student Center will not “mix” or combine systems.

Equipment Rental Service

The Chamberlain Student Center and Campus Activities offers an Equipment Rental Service for Rowan University 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 are available via the SCCA ProfLink page.
3. All rented equipment and materials must be used for official events on University-owned grounds and space. Equipment rental must be accompanied by an event confirmation via 25Live Pro.
4. All rental requests will be processed on a first-come, first-serve basis. Priority may be given to student organizations, per the discretion of the SCCA.
5. A \$10.00 per day late fee will be charged if equipment is not returned by the agreed upon date.
6. Renters will be held responsible for all damages.
7. Renters may not use their own supplies with the machines.

8. Prior to return, the renting organization/department is responsible for the cleaning of all equipment. A \$30.00 cleaning fee will be charged if the equipment is not returned properly cleaned.
9. Items must be picked up and returned as instructed at the time of their rental. Instructions will be provided in writing in advance.
10. Prices and availability of all rental equipment are subject to change.

U Power Cell Phone & Tablet Chargers

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 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 \$75. 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 U Power Chargers should remain in the Chamberlain Student Center at all times.

For questions concerning the U Power Cell Phone 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 responsible for set up. External vendors who are formally contracted by the university for a specific event, may set up their own equipment with consultation with a facility manager.

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.

Special Programming Considerations

Rowan University strives to provide for the safety of students and guests attending campus events. These guidelines apply to high risk events, late night programming, and special events. They are intended to complement the University's regular reservation policies and procedures regarding campus space.

Student Organizations chartered by SGA, sport clubs, and fraternities and sororities recognized by the Office of Greek Affairs 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 their designee, and may require a contract and insurance from the external organization.

High Risk Events

“High Risk 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.

Late Night Programming

For purposes of this policy, “late night programming” shall mean events expected to end at 11pm or later.

Special Events

“Special Events” shall mean events that take place in the Owl’s Nest, Pit, Profs Place, Front Patio or Ballroom. These events generally require a meeting with the Student Center Event Services team.

Student 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 Pro and a room diagram submission.

Examples:

- *Events happening in general meeting spaces (127, 128, 129, 144, 221)*
- *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*
- *Events happening in Special Event spaces (Owl's Nest, Pit, Front Patio, Ballroom)*

Level III: Events that may include a contract being issued, public safety presence, non-Rowan community attendees, catering, and 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*
- *Events happening in Special Event spaces (Owl's Nest, Pit, Front Patio, Ballroom)*

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

6 Weeks (30 Business Days) Prior to Event:

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

4 Weeks (20 Business Days) Prior to Event:

- **Event Meeting held with Student Center Event Services Team**
 - 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.

2 Weeks (10 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/eventsservices/spaces/index.html>

NOTE: These procedures are the minimum requirements listed in order to have an event on campus. It is recommended that your 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 four weeks prior to the event date or the event will be canceled.
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 the 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 judgment 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 canceled, Public Safety needs to be canceled 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 of Event & Information Services, 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 ensure 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 the 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 expenses of Glassboro Police Department officers.

Ticket Sales Policies

The SCCA Information Desk provides the option for student organizations to host their event's ticket sales at our location. When utilizing this service, ALL tickets must be sold through the Information Desk; no other method, such as EventBrite, may be used. There is no fee for this service. All proceeds from ticket sales will be deposited into the organization's Rowan University SGA account. 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 Ticket Sales form on ProfLink at least 10 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 organization) must read: "Rowan University is not responsible for any Rowan student organization 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 faculty/staff member. The student organization advisor must approve (or otherwise be made aware of) all non-University sponsored trips (student organization) sponsored trips.
4. Tickets must be provided to the professional staff member at the Information Desk at least (2) business days prior to the scheduled sale date.
5. 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.
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.

7. Prior to approval of a ticket sale at the Information Desk, the organization's advisor will be required to confirm supervision of the event. This is facilitated by the SCCA staff.

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 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 10 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. It is the organization's responsibility to keep track of donation totals received during the event. Final donation totals will be communicated via email after the event.
4. 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.

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. The SCCA will provide an appropriate box or container. The organization is then responsible to clearly label it 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 a 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 except when processed via the Fundraising process listed above.

Student Center Table Reservations/Tabling Sales

There are four (4) vendor tables available for SGA chartered student organizations, fraternities and sororities recognized by the Office of Greek Affairs, Sport Clubs, departments/offices and individual students available at the Student Center. There are tables located inside and outside the building. These tables are available for distributing information and/or fundraising efforts. They are reserved on a first come, first serve basis through 25Live Pro; see below for detailed policies regarding the reservation process.

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, during the fall and spring semesters. Vendor Tables are not available during finals weeks or breaks (i.e. winter break & summer break).

SGA chartered clubs must follow student government guidelines when fundraising and are responsible for completing all necessary paperwork.

Please note that if the SUP truss has been rented, the truss will be located across from the Information Desk. This will result in both first floor vendor tables being shifted to a designated area across from the first floor entrance. To rent the truss and see other rentals available through SUP visit the SUP Tech Rental Services webpage.

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, Fraternities and Sororities recognized by the Office of Greek Affairs, Club Sports, and University Departments** - This group includes all student organizations that are currently chartered and in good standing with their chartering body (i.e. Campus Recreation, Greek Affairs, SGA) and all University offices/departments.
2. **Career Opportunities** - Rowan University departments or offices may request a table on behalf of outside employers. Outside employers must only be recruiting for career opportunities for Rowan University students, not soliciting business or recruiting part-time or seasonal staff. Reservations for this table can be made via 25Live Pro with the organizing group.
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 catalog 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. Fees must be paid prior to setting up merchandise.
4. External community vendors are not permitted.

The following guidelines apply to all groups utilizing tables:

1. All tables must be reserved using 25Live Pro 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 an indoor vendor table is four (4) and two (2) for outdoor vendor tables. At least one person from the reserving group must be present at the table at all times.

3. No more than one (1) table may be scheduled by any one organization/department in a day, and two (2) tables per week.
4. Each department/organization may only request up to fifteen (15) reservations per semester.
5. 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.
6. 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.
7. The SCCA reserves the right to schedule sales of similar or like items on the same day.
8. 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 or resale of commercial merchandise. Handmade/Homemade items and officially licensed university apparel are permitted.
 - c. Sale of items already being provided by the University Bookstore
 - d. Multi-level marketing companies.
9. Credit card applications and solicitation are strictly prohibited.
10. Fronting any commercial or outside vendor is strictly prohibited and will result in loss of vending table privileges.
11. 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.
12. Student Organizations will forfeit their table if not in use within one hour of the beginning time of reservation.
13. Cancellation of tables is required two (2) business days prior to reservation. Cancellations should be submitted using 25Live Pro or emailing studentcenterevents@rowan.edu. Failure to cancel a reservation will be considered a "no-show".
14. Student Organizations/Departments that have two (2) "no shows" must meet with a SCCA staff member to discuss their reasoning for their absence. One (1) additional "no show" will result in the cancellation of any remaining reservations and loss of reservations privileges for the remainder of the semester.

15. Organizations/Departments must stay behind or next to 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. All individuals or organizations distributing literature will be responsible for cleaning up litter resulting from its distribution.
18. The SCCA has no facilities to store displays, equipment/materials or merchandise. 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.
19. "Pie"-ing events and the like are not permitted at both indoor and outdoor vendor tables.
20. Requests to use RowanBucks or Credit Cards as a form of payment through the Information Desk may be made up to 10 business days prior to the group's reservation. See section "Fundraising with RowanBucks and/or Credit Cards at Special Events" for additional information.
21. When hosting a Vendor Table, the reserving group(s) is/are directly responsible for the behavior of those working the tables. Cooperation with and respect toward all SCCA staff is required at all times. The SCCA staff reserves the right to end Vendor Table reservations at any time for failure to follow policies and/or comply with staff.
22. A professional staff member of the SCCA must approve any deviation from the above policies.

Bake Sales Guidelines

A bake sale is when organizations or departments prepare and sell food as a fundraiser for their group. 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 studentcenterevents@rowan.edu.

Grilling

Any grilling done in accordance with an event must have a SCCA staff member present and adhere to the standards below. Based on Rowan University Fire Code requirements and acceptable safety procedures the following is recommended:

1. Locate grills a minimum of ten (10) feet away from combustible construction.
2. Locate grills away from combustible or flammable liquid or gas storage except for the propane cylinders that supply the grills. This includes the gasoline stored in vehicles.
3. Grills should be at least thirty (30) feet from vehicles. Ensure a sufficient distance from overhead combustibles such as trees and wires.
4. Have a fire extinguisher available.
5. Someone must monitor the grills at all times.
6. Douse spent coals with water and place them in a metal trash can used for the coals only.
7. Store the coal cans outside and away from any building
8. Grillers must be provided with the campus emergency number (856-256-4911) for police, fire, or medical emergencies.

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 of Marketing & Student Programs. 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, or contradict the values and goals of that community may be prohibited. 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. Lawn Signs - which may be staked around the building, but must be removed 24 hours after the event date.
 - b. Sidewalk Stickers - which may be placed around the building with written permission from the Assistant Director of Marketing & Student Programs and must be removed 24 hours after the event date. Additionally, sidewalk stickers may not be posted for longer than 14 days total.
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. University Departments and SGA-chartered organizations are permitted to reserve the windows across from Room 144 on the Student Center Front Patio for paint advertisements. The paint cannot be up for longer than 5 business days and will be removed by Student Center maintenance. Additionally, paint must be placed on the interior side of the windows only. Designs and paint materials must be pre-approved by the Assistant Director of Marketing & Student Programs. Advertisements may only be for university-wide events and initiatives (i.e. Homecoming, Welcome Week, Relay for Life, University Conferences, etc.). Requests can be emailed to the Assistant Director of Marketing & Student Programs for consideration.
10. In addition to posting within & around the Student Center facility, Rowan University also utilizes an electronic digital signage system known as the [Rowan Campus Channel](#) for campus-wide marketing. This channel is administered by Information Resources & Technology and is displayed in a variety of buildings across campus(es) including the Chamberlain Student Center. Questions on how to utilize this system can be directed to the Assistant Director of Marketing & Student Programs.
11. 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.
12. The SCCA reserves the right to reject any material advertising off-campus or non-University sanctioned parties or events.
13. Violations of any of the above policies may result in disciplinary action, revocation of privileges, removal of postings, or potential sanctions.
14. Exceptions to any posting policy listed above must be proposed in writing and approved by the Assistant Director of Marketing & Student Programs. 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 6 flyers and posting space is filled on a first come, first serve basis.
 - a. 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.
 - b. There may only be one flyer per event on each approved posting board, meaning the same event cannot be advertised by more than one flyer on the same space.
2. Posting of flyers/posters/banners are not permitted on windows, window treatments, painted surfaces, walls, furniture, brick, concrete, wood surfaces, buildings, light poles, trees or campus signage.
3. 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/144 Hallway and only one (1) copy of the posting may be submitted at a time.
4. During SGA elections, candidates are permitted to hang one (1) poster per candidate on the 144 Hallway bulletin board/next to the Information Desk, 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 & Student Programs. All appeals must be made by email to studentcenter@rowan.edu.

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 & Student Programs 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.

Special Banner Postings

There are two special exceptions to the banner posting policies as stated above. These exceptions may be granted with written approval from the Assistant Director of Marketing & Student Programs by emailing studentcenter@rowan.edu.

1. SGA chartered organizations, fraternities and sororities recognized by the Office of Greek Affairs, Club Sports, or Rowan University departments may hang one (1) banner on the Pit staircase/bridge. This banner must be advertising a university-wide event and/or campaign and may be posted no longer than (ten) 10 days. Banners must be completely dry, affixed, and may not contain any of the prohibited items listed above, so as to protect what it's hanging in front of.
2. During special university-wide celebrations, such as Homecoming, Greek Week, etc. sponsoring organizations/departments may hang event banners around the Pit on poles. Banners may be hung on the second and first floor, but may not be hung any longer than five (5) days. Banners must be completely dry, affixed, and may not contain any of the prohibited items listed above, so as to protect what it's hanging in front of.

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 the Assistant Director of Building Operations. 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 requirements 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, weight, and logos must accompany the form.
4. Once the SCCA gives approval, students may create their plaque.
5. Drop off plaques to the Assistant Director of Building Operations in Office 107 of the Student Center.

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 Division of Student Life and Division of Diversity, Equity, and Inclusion at Rowan University holds that student activism plays an important role in students' personal, academic, and leadership development.

We ask that individuals refer to Rowan University's Free Speech and Peaceful Assembly Policy . You also should familiarize yourself with the Guidelines for the Right to Protest as detailed by the American Civil Liberties Union of New Jersey.

If you are a Rowan University student or student organization interested in holding a planned protest, march, or other activism activity please complete the Student Activism Protest or March form found on the Dean of Students web page under Student Protest and Activism.

This form notifies Rowan University's Student Engagement Response Team of a planned protest, march, or other activism activity hosted by a Rowan University student organization or individual student(s). The goal is to help students hold a safe and successful event that follows campus policies while also allowing their voice to be heard. Event support is focused on safety and security of participants and the Rowan community, and is not otherwise based on the topic/subject/content of the event.

Other Student Center Services

Lactation Room

This comfortable room has been designed to provide a private, clean space for Rowan students, faculty, staff, and visitors to chestfeed, pump, or nurse for the purpose of feeding their child(ren). No forms or paperwork will be necessary to complete; however, those interested in utilizing the space should visit the Information Desk or see the Building Manager for access.

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 2 hours before the building closes. If a load is left in our machines for over 24 hours, the clothes will be donated.

Commuter Lockers

1. Lockers are only available for full-time commuter students.
2. Lockers are assigned to each student for one academic year starting in September and ending in May.
3. Lockers are available for rent by lottery system based on the number of spaces available.
 1. Locker sign-ups will be live on Proflink the semester before the lockers are assigned.
 2. Those who submit a form and not assigned to a locker will be placed on a waitlist for one academic year.
 3. If space becomes available during the year students on the waitlist will be notified via email if they are selected.
4. Each locker will be assigned for one academic year.
 1. Exceptions will only include: If a vacancy occurs, the available locker will be placed back in the lottery system and reassigned.
5. Students must bring and purchase their own locks for the locker assigned.
6. Students are not permitted to keep their locker during winter break or summer break.
7. Lockers must be cleaned out and the personal lock must be removed by the last day of final exams for returning students or by commencement for graduating students.
8. Any items remaining in the lockers will be donated.
9. Lockers not properly cleaned, for example, damage to the interior, spills, writing, etc., may result in a cleaning fee.
10. Chamberlain Student Center and Campus Activities is not responsible for damaged or stolen items.

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. If you are searching for a lost item, visit the Student Center Lost and Found website.

Microwave

There is a microwave available to all students, faculty, staff, and visitors to use on the ground floor, Quiet Lounge, of the Chamberlain Student Center. We ask that you help keep the microwave in good condition by cleaning up after yourself and refrain from putting any metal in the microwave.

If you ever notice that the microwave is malfunctioning, please contact us at studentcenter@rowan.edu.

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. 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, guests 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, Scooter & Skateboard Policy

1. All bicycles and scooters may be locked on the racks on the front patio of the building. All skateboards may be locked on the rack on the front patio of the building. However, the Student Center has no responsibility or liability for the security of bikes and scooters stored on the racks.
2. Bicycles, scooters and skateboards may not be locked or chained to fences, handrails, trees, or other unapproved locations. Bicycles, scooters and skateboards must not be locked or stored in a way that would obstruct the use of sidewalks, ramps or pathways that would interfere with ingress/egress from buildings or stairways, or in a manner that would interfere with access to facilities required by fire codes, the U.S. Americans with Disabilities Act or other applicable laws. The SCCA reserves the right to immediately remove bicycles, scooters and skateboards that are considered a public safety hazard without notice and at their owners' risk and expense when locked.
3. Any bicycles, scooters and skateboards found being stored in any other locations will be notified via tags attached to their frames. The tags will also indicate a period of time for the owner to remove the item. If the bicycle, scooter or skateboard is not removed within that time, it will be removed by SCCA Administration.
4. All bicycles, scooters and skateboards must be removed from the racks located on the Student Center front patio within 7 days of the last day of final exams each semester. Any bicycles, scooters and skateboards left after that time period will be removed by SCCA Administration.

5. Bicycle, scooter and skateboard owners may be assessed applicable fees for the cost of removing bikes that are improperly stored which require removal.
6. Skateboards are permitted in the building as long as they are held at all times.
7. Personal Electric Vehicles are not allowed inside Rowan University academic or administrative buildings including the Chamberlain Student Center. Personal Electric Vehicles may not be stored or parked in common areas, stairways, or hallways of any University building.

To minimize the risk of personal injury and property damage, Personal Electric Vehicles shall not be used, possessed, charged, and/or stored anywhere on the Rowan Campus unless they bear the seal of an independent testing laboratory accredited by the CPSC.

Personal Electric Vehicles include electric or motorized scooters, electric skateboards, hoverboards, and other electric vehicles used for personal transportation recognized under New Jersey law.

This policy does not apply to personal electric devices designed for and used to accommodate persons with mobility restrictions.

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 opening until its closure. 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.

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. Information concerning the facility's comprehensive emergency operations plan can be obtained by contacting studentcenter@rowan.edu.

Resource Directory

Student Center Information Desk	256-4606	SGA Main Office	256-4540
Student Center Admin. Office	256-4875	Mailroom	256-4613
Student Center Bldg. Mgrs.	256-4605	Community Standards	256-4242
Gourmet Dining Catering	256-4610	Leadership Programs	256-4296
Service Learning/Volunteerism	256-4595	Campus Activities	256-4696
Shuttle Services	256-4595	Gourmet Dining	256-4635
RowanCard Services	256-4531	Commuter Services	256-4242
Dean of Students	256-4283		

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 2023)

2023 - 2024 POLICIES & PROCEDURES

856-256-4606
studentcenter@rowan.edu
rowan.edu/scca