



Scheduling & Facility Usage Policy

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Conferences
& Event Services



Rowan University - Scheduling & Facilities Usage Policy

Table of Contents

Overview	3
I. Purpose	4
II. The Office of Conference & Event Services (CES)	4
III. The 25LIVE Scheduling System	4
IV. Event Categories	5
A. Mission Critical Events.....	5
B. University Sponsored Events.....	5
C. External Events	5
V. Priority Usage Guidelines	6
VI. Reservation Guidelines	6
A. Scheduling Mission Critical Events.....	6
B. Scheduling University Sponsored Events	8
C. Scheduling External Events.....	9
<i>The Scheduling Process</i>	10
VII. Use of Facilities	11
A. General Facilities Usage Policies.....	11
B. Limitations on Use	14
VIII. Coordination of Services	15
A. Catering and Food Service for Events.....	15
B. Rates and Event Package Pricing.....	15
1. <i>Facility Rentals</i>	16
C. Concessions and Sales of Other Goods.....	16
D. Equipment, Resources and Setups	17
E. Event Staffing	17
1. <i>Safety and Security Personnel</i>	17
2. <i>Technical Support Personnel</i>	18
3. <i>Event Supervision Personnel</i>	18
4. <i>Facilities, Trades, and Custodial Personnel</i>	18
F. Parking.....	18
G. Signs and Displays.	18
H. Insurance Requirements	19
1. <i>Internal and University Sponsored Events</i>	19
2. <i>External Events</i>	20
I. Contracts.....	20
J. Cancellations.....	21
IX. Venue and Department Specific Information, Policies and Procedures	21
A. Academic Venues.....	21
1. <i>Classrooms</i>	21

2. Computer Labs	22
B. Athletic Venues.....	22
1. Coach Richard Wackar Stadium	22
2. Fields.....	23
3. Esbjornson Gymnasium.....	23
4. Athletic Training Facilities.....	23
6. Locker Rooms.....	23
C. Chamberlain Student Center.....	23
1. Facilities, Offices and Services.....	23
2. Student Center Scheduling and Reservations.....	24
3. Pit Programming Policy.....	27
4. Early Access/After Hours Access.....	27
5. Equipment Requests/Usage	27
6. General Policies and Procedures.....	28
D. The College of Graduate & Continuing Education (CGCE).....	29
1. Continuing Education	30
2. Professional Development - School District/Teacher Training.....	30
3. Business Services.....	30
4. Online Certificates and eLearning.....	30
E. Fine & Performing Arts Venues.....	30
1. Facility Availability	30
2. Restrictions.....	31
3. Staffing	31
4. Facility Specific Uses and Staffing Requirements.....	32
5. Standard Equipment Provided	33
6. Heavy Load-Ins and Large Productions.....	34
7. Lighting, Sound and Stage Plots:.....	34
8. Labor Laws:.....	34
9. Theatre Safety:.....	34
10. Performance guidelines:	35
E. Student Recreation Center	35
F. Residence Halls, Apartments and Townhouses.....	37
Housing Facilities.....	37
Fire Code Regulations/Violations.....	38
Ornamentation	39
Entry to Resident Rooms.....	39
Maintenance and Housekeeping	40
Keys	41
Policies, Rules, and Regulations.....	42
G. University Events.....	43
H. Other Special Venues.....	43
Hollybush.....	43
Tower Conference Room (Campbell Library)	46
X. Financial Policies.....	47
A. Quotes.....	47
B. Deposits	47
C. Changes to Events and Resulting Financial Impact.....	47
D. Invoices and Settlement of Accounts.....	47

Overview

Rowan University is an institution of higher education provided and maintained by the people of the State of New Jersey in order to carry out its broad mission of teaching, research and public service. The facilities at Rowan are reserved primarily for educational use, including but not limited to, instruction, research, public assembly, student activities and recreational activities related to educational use. Accordingly, no event, internal or external, may interfere with currently scheduled academic events.

The primary purpose of the facilities at Rowan University is to support the mission of the University. All facilities are the property of Rowan University. No facility is “owned” by an academic or administrative department or business area, and as such cannot be sublet by an academic or administrative department or business area.

No University department or business area is permitted to negotiate the use of University facilities and services with external organizations, except in coordination with the Office of Conference & Event Services. All inquiries regarding the use of facilities, equipment and services received by University departments and business areas should be referred to the Office of Conference & Event Services.

Summary of Key Points

- The facilities at Rowan are reserved primarily for educational use.
- The Office of Conference & Event Services administers and enforces the Facilities Usage Policy, and is the source of all information regarding procedures for the scheduling of facilities through the 25LIVE scheduling system (See Facilities Usage Policy Section IV), and questions about compliance with the Facilities Usage Policy.
- All events fall into one of three categories: Mission Critical, University Sponsored and External. It is the responsibility of the Office of Conference and Event Services to determine the category of an event.
- No event, internal or external, may interfere with established academic schedules.
- The Office of Conference & Event Services is responsible for the implementation, management and support of the 25LIVE system.
- Events in ALL reservable University meeting, classroom, lab, and event/programming spaces are to be scheduled via 25LIVE.
- 25LIVE is the only acceptable method for scheduling events and as such, requests for the use of all reservable space will be managed through the 25LIVE system.
- All University meeting, classroom, lab, and event/programming spaces must be viewable in 25LIVE (See Section III for exceptions).

I. Purpose

This policy has been adopted to establish a clear understanding of the scheduling and use of Rowan University facilities, to facilitate the optimum use of resources, and to assure that all land, buildings and facilities will be used in accord with the University's mission, goals and policies. This policy will provide a clear statement of the University's position on matters of facility use and will be applied in an impartial and consistent manner.

The policy establishes regulations for the periodic, temporary, and contractual use of university facilities by student organizations, University departments and external organizations. It promotes compliance with other University policies and State law, regulates the time, place and manner of the use, defines important terms, and identifies staff members who are responsible for facilities use, and describes consequences for violations of the policy.

II. The Office of Conference & Event Services (CES)

The Office of Conference & Event Services is dedicated to strengthening the Rowan University community by providing comprehensive event management services, facilitating the effective and efficient year-round use of university resources, and cultivating lasting relationships with clients, partners and service providers.

CES administers and enforces the Facilities Usage Policy, and is the source of all information regarding procedures for the scheduling of facilities through the 25LIVE scheduling system (See Facilities Usage Policy Section IV), and questions about compliance with the Facilities Usage Policy.

The Office of Conference & Event Services also generates revenue for the University through the coordination of event logistics. CES serves as a one-stop shop and point of contact for scheduling, logistics, contracting, and on-site event support.

III. The 25LIVE Scheduling System

25LIVE is a new web-based scheduling and event-publishing product developed by CollegeNET. The software package provides one centralized calendar, scheduling system, and data repository for events held at the University, yet allows individual University Space Schedulers flexibility regarding individual scheduling practices, in accordance with this policy.

Events in ALL reservable University meeting, classroom, lab, and event/programming spaces are to be scheduled via 25LIVE. 25LIVE is the only acceptable method for scheduling events and as such, requests for the use of all reservable space will be managed through the 25LIVE system. Similarly, all University meeting, classroom, lab,

and event/programming spaces must be viewable (visible) in 25LIVE. The only exceptions to this policy are:

- The conference rooms of Dean level and above administrators,
- Any conference rooms contained within an office suite (i.e. SGA, Admissions, Financial Aid, etc.).
- Specialized research labs and program areas¹

The Office of Conference & Event Services is responsible for the implementation, management and support of the 25LIVE system. All support questions, inquiries and training requests can be submitted via e-mail to ces@rowan.edu.

IV. Event Categories

All events fall into one of three categories. It is the responsibility of the Office of Conference and Event Services to determine the category of an event. Once the event category and contract requirements are determined by the Office of Conference & Event Services, sponsoring organizations will be notified on the course of action required to schedule their event and coordinate services based on the following criteria:

A. Mission Critical Events

Definition: Programs and/or events that fulfill or support the academic mission of the university, are funded by tuition and fees, and planned and supervised by a university department or unit.

B. University Sponsored Events

Definition: Programs and/or events that may or may not be considered Mission Critical, but are directly planned and supervised by a university department or unit. All expenditures and revenues related to the program or event must be managed through a university account.

C. External Events

Definition: Programs and/or events that are planned, managed, and/or funded by an individual or organization outside the university; and may or may not have a connection to a university department or employee.

¹ Specialized research labs and program areas are defined as spaces that are designed for use by a single, very specific discipline, contain chemicals or other dangerous substances, or that contain equipment that falls within the extremes of “delicate”, requiring careful calibration and “heavy”, needing careful supervision due to risk of injury.

V. Priority Usage Guidelines

Academic classes are the first and foremost priority for academic space assignment at Rowan University. The Registrar's Office formulates the schedule for all recognized courses during the academic terms. **Classrooms will NOT be scheduled for non-instructional purposes prior to the formulation of class schedules for each semester or term, except for activities scheduled during the open period and non-class weekend hours.** The Registrar's Office reserves the right to make changes to academic space assignments at any time. Events approved through the Office of Conference & Event Services or through 25LIVE may be moved to accommodate changes in the class schedule.

All events in non-academic spaces are scheduled through 25LIVE. Requests must be submitted appropriately through the web-based system and are approved according to room appropriateness on a first come, first served basis. University Space Schedulers have the final authority on scheduling all non-academic requests and have the right to deny requests for any reason.

In general, the University's internal organizations and clubs have priority over outside requests for facilities use during the academic year. However, a signed contract established between Rowan University and an external entity will supersede any subsequent requests by internal groups for the same space at the same time.

VI. Reservation Guidelines

- All event requests and space scheduling for all event categories is managed through 25LIVE.
- All users are encouraged to anticipate space needs well in advance of their events.
- Requests for space must be submitted within the established timeframe (based on the event category and priority usage guidelines outlined above). Late fees and surcharges may be charged to any group not meeting this requirement. Under extraordinary circumstances, exceptions may be granted to this timeline.

A. Scheduling Mission Critical Events

To request the use of Rowan University facilities for events that fulfill the academic mission of the university, are funded by tuition and fees, and are planned and supervised by a university department or unit, a campus-based user shall:

- I. Enter a request into the 25LIVE system (25live.collegenet.com/rowan) at least fourteen (14) days prior to the requested event date. (Note:

Information on 25LIVE can be obtained at <http://www.rowan.edu/ces/25live>

2. After receiving the request through 25LIVE, within two (2) business days, the appropriate University Space Scheduler will:
 - a. Either confirm or deny the request; AND
 - b. Reply to the requestor via e-mail and inform them of the action taken.
3. After receiving confirmation, the requestor is responsible for making arrangements with all service providers on campus and for ensuring that service staff has adequate information to assist with the event. The requestor is responsible for ensuring that all services are requested at least ten (10) days before the first date of the event. All unneeded services must be cancelled at least five (5) days before the date of the event or charges for the use of said services and resources may apply. Any or all of the service providers listed below may be required for an event. Additional details can be found in Section VIII – Coordination of Services.
 - a. Catering
 - b. Facilities
 - i. Housekeeping/Custodial Services
 - ii. Grounds/Trash Removal Services
 - iii. Movers/Setup Services
 - iv. HVAC Services
 - v. Specialized Trades-Related Services
 - c. Public Safety
 - i. Safety and Security Personnel
 - ii. Parking Services
4. For events involving fees related to facilities, resources or services, the requestor is responsible for providing the appropriate account numbers and financial paperwork required to process payment transactions.²

² Grant-funded programs must gain facility reservation authority prior to grant submittal. Costs associated with grant-funded programs will include but are not limited to room rental, overhead and administrative fees. The appropriate service providers will furnish specific costs at the time the reservation is made. Special exceptions for grant-funded events will be reviewed as necessary for events which the grant does not allow or include facility rental costs.

5. Campus-based or student organization users wishing to cancel a reservation must notify The Office of Conference & Event Services by email (ces@rowan.edu), referencing their event confirmation number, at least five (5) days before the scheduled event. Organizations should also notify any and all service providers of the cancellation at least five (5) days before the date of the event. Failure to do so will result in the assessment of ancillary charges. Individual University Space Schedulers reserve the right to be flexible with regard to cancellations.

B. Scheduling University Sponsored Events

University sponsored events may or may not involve an external stakeholder component. For events involving external constituents, please contact the Office of Conference & Event Services (ces@rowan.edu) and provide a brief description of the event. Include details about the purpose of the program, expected attendance, and any other details that will help the Conference & Event Services staff determine the contractual and insurance related requirements of the event.

To request the use of Rowan University facilities for events that are not mission critical, do not involve external constituents or do not require a contract or additional liability insurance, a campus-based user shall:

1. Enter a request into the 25LIVE system (25live.collegenet.com/rowan) at least fourteen (14) days prior to the requested event date. (Note: Information on 25LIVE can be obtained at <http://www.rowan.edu/ces/25live>)
2. After receiving the request through 25LIVE, within two (2) business days, the appropriate University Space Scheduler will:
 - a. Either confirm or deny the request; AND
 - b. Reply to the requestor via e-mail and inform them of the action taken.
6. After receiving confirmation, the requestor is responsible for making arrangements with all service providers on campus and for ensuring that service staff has adequate information to assist with the event. The requestor is responsible for ensuring that all services are requested at least ten (10) days before the first date of the event. All unneeded services must be cancelled at least five (5) days before the date of the event or charges for the use of said services and resources may apply. Any or all of the service providers listed below may be required for an event. Additional details can be found in Section VIII – Coordination

of Services.

- a. Catering
 - b. Facilities
 - i. Housekeeping/Custodial Services
 - ii. Grounds/Trash Removal Services
 - iii. Movers/Setup Services
 - iv. HVAC Services
 - v. Specialized Trades-Related Services
 - c. Public Safety
 - vi. Safety and Security Personnel
 - vii. Parking Services
3. For events involving fees related to facilities, resources or services, the requestor is responsible for providing the appropriate account numbers and financial paperwork required to process payment transactions.³
 4. Campus-based or student organization users wishing to cancel a reservation must notify The Office of Conference & Event Services by email (ces@rowan.edu), referencing their event confirmation number, at least five (5) days before the scheduled event. Organizations should also notify any and all service providers of the cancellation at least five (5) days before the date of the event. Failure to do so will result in the assessment of ancillary charges. Individual University Space Schedulers reserve the right to be flexible with regard to cancellations.

C. Scheduling External Events

All external requests for the use of University facilities, equipment and services must be made through the Office of Conference & Event Services by e-mailing ces@rowan.edu or by submitting the appropriate *Application for Scheduling an Event at Rowan University*, which can be found on the Office of Conference & Event Services website (<http://www.rowan.edu/ces/forms>). The event timeline displayed below highlights the key points in the reservation process and

³ Grant-funded programs must gain facility reservation authority prior to grant submittal. Costs associated with grant-funded programs will include but are not limited to room rental, overhead and administrative fees. The appropriate service providers will furnish specific costs at the time the reservation is made. Special exceptions for grant-funded events will be reviewed as necessary for events which the grant does not allow or include facility rental costs.

provides guidelines for timing related to the coordination of an event.



Permission to use university facilities and resources will not be granted until all necessary forms are completed, specific requirements are met, and/or all contracts have appropriate university approval. (Per related policy on contracts – Administration and Finance Policies and Procedures) Additionally, sponsoring organizations must demonstrate to the satisfaction of Office of Conference & Event Services that they have the staff, experience, contracting authority, financial status and other qualifications necessary for carrying out the proposed event in a satisfactory manner.

The Scheduling Process

1. All requests for the use of University facilities, equipment and services must be received at least sixty (60) days prior to the desired event start date.
 - a. Submission of an application does not require Rowan University to accommodate an event.
 - b. Event requests are taken on a first-come, first-served basis with special consideration given to returning clients, provided their request is made by the renewal deadline and their accounts are in good standing.
 - c. Requests made less than sixty (60) days in advance may not be honored or may be assessed a fee for expedited service.
 - d. Any application, regardless of its date, may be denied if there is insufficient time to prepare adequately for the proposed event.
2. After receiving the request, within two (2) business days, a member of

the Conference & Event Services staff will:

- a. Confirm receipt of the request.
 - b. Contact the requestor to discuss the details of their event. Events that require a contract and planning through the Office of Conference & Event Services (Internal and External) will have all event logistics coordinated by a member of the Conference & Event Services staff. (For more information, see the Coordination of Services section on page 14 of this document.
 - c. The Office of Conference & Event Services requests that one and only one point of contact be designated for all dealings between the sponsoring organization and Rowan University. This practice limits the potential for miscommunication between parties.
3. A written quote will be provided within fourteen (14) days of receipt of the application provided all event details are solidified and all requests for additional information are fulfilled by the sponsoring organization.
 4. After the quote is approved by the sponsoring organization, a contract will be drafted and forwarded to the sponsoring organization's point of contact.
 5. Signed contracts must be returned at least thirty (30) days before the event start date.
 6. Guaranteed minimum numbers⁴ (GMNs) for catering and housing must be provided to the Office of Conference & Event Services no less than fourteen (14) days before the event start date.

Cancellations: All external events require a minimum 30%, non-refundable deposit to be paid with the signing of the event contract. Furthermore, sponsoring organizations that do not cancel events at least 14 days before the event start date may incur additional charges beyond the 30% deposit.

VII. Use of Facilities

A. General Facilities Usage Policies

(Apply to ALL University Facilities)

- I. All events held on Rowan University property must comply with federal, state, local laws and University policies. It is the responsibility of the sponsoring organization to monitor events and ensure that all

⁴ GMNs will be used as the absolute minimum for billing purposes. In the event your actual guest count exceeds the guaranteed number, we will make every effort to accommodate your guests, but Rowan University is not ultimately accountable if we are unable to accommodate guests exceeding your final count.

aspects of the event are in complete accordance with laws and University regulations. This includes fire and safety regulations, including those related to capacity and access.

2. Appropriate attire must be worn in all campus facilities at all times, including shirt, shoes, pants/shorts/skirts.
3. Pets/animals are prohibited in Rowan University buildings except for those allowed per the Americans with Disabilities Act.
4. No program may be held on University property without express authorization from Rowan University.
5. Events may not be advertised prior to execution and approval of a contract. Additionally, advertising for any event sponsored by an external organization must clearly state that the activity is “Not a program sponsored by Rowan University”.
6. Rowan University is not responsible for materials, equipment, etc. that users or sponsoring organizations may leave in reserved or public spaces unattended. Users who choose to leave materials before and after events accept complete responsibility for the security of the items.
7. Sponsoring organizations are responsible for any and all damages and cleaning beyond that considered to be “normal wear and tear”. Any organization or department that shows disregard for facilities and/or equipment may be charged additional fees, be denied further use of University facilities, and/or be subject to the appropriate sanctions. Sponsoring organizations assume responsibility for any damage done to facilities or equipment by their guests. Rowan University accepts no responsibility for damage to, or loss of any merchandise or personal property.
8. Smoking in all Rowan University buildings is prohibited.
9. The burning of candles and incense are strictly prohibited in all Rowan University buildings.
10. Windows may not be covered in accordance with fire code regulations.
11. University property (furniture, displays, equipment, etc.) may not be moved or removed from spaces without express written permission.
12. Sponsoring organizations are expected to leave facilities in the same condition in which they were found. This includes surface cleaning after events, removal of balloons, decorations, signs and advertisements. Equipment should be powered down and /or returned

to its original location and the space should be cleared of all trash and debris. Additional fees will be assessed if the sponsoring organization fails to comply with this requirement.

13. Facilities users shall:
 - a. Adhere to all scheduling guidelines
 - b. Follow all guidelines regarding the use of the facilities and the posting of publicity related to an event
 - c. Comply with all University policies and guidelines, federal, state and local laws before, during and after the event.
 - d. Pay in full all charges due to Rowan University for the facilities' use and the provision of ancillary services.
14. In addition to the requirements above, each external or sponsored user shall also:
 - a. Enter into a contract with Rowan University for the use of the facilities, services, and resources.
 - b. Provide proof of Public Liability Insurance. See Section VII-G for more information on insurance requirements.
 - c. Pay a deposit of 30% of the estimated fees associated with the use of facilities, services, and resources.
15. University departments and student organizations may not act as sponsors/agents for off campus vendors or organizations in order to avoid fees/charges for the use of facilities. Departments/organizations that attempt to misrepresent an event for this purpose will be held responsible for paying external rates and may have reservation privileges suspended.
16. Events may be moved to a different location upon the occurrence of:
 - a. Circumstances beyond the control of the University, such as facility infrastructure disruption and/or weather related conditions, or
 - b. Unanticipated needs of the University for use of the space, and to best utilize space and resources, or
 - c. Substantial changes in the needs or size of the scheduled event, or
 - d. Subsequent disruption to concurrent events.
17. If an event interferes with traffic flow or access to buildings, the University will make reasonable efforts to control traffic flow and

access to buildings before moving an event. If a move becomes necessary, the University will move the event to either an agreed-to location or the nearest suitable location. Rowan University is not responsible for any costs incurred by a user resulting from a change in location.

18. During an event scheduled outside the regular operating hours of a facility, only those directly involved or attending the event may remain in the facility.
19. The dispensing of alcohol must be in accordance with Rowan University's Alcohol Beverage Policy, which is available from the Office of Conference & Event Services.

B. Limitations on Use

Freedom of expression is a highly valued and indispensable quality of university life. However, Rowan University facilities may not be used in ways that obstruct or disrupt university operations, the freedom of movement, or are considered unlawful.

Rowan University will not make its facilities or services available to organizations that do not assure the University that they will comply with the terms of the Americans with Disabilities Act (ADA, 42 U.S.C. 12132) or the Rehabilitation Act of 1973 (RA, 29 U.S.C. 794). Uses must not impose restrictions nor alter facilities in a manner that would violate the ADA or RA.

Rowan University will not make its facilities or services available to organizations which do not assure the University that they do not discriminate against any person because of race, color, religion, national origin, sex, sexual orientation, age, handicap or status as a Vietnam era or disabled veteran, except where such organizations have been exempted from provisions of applicable state or federal law or regulations.

Approval to use University facilities does not construe that non-university users or event attendees will have access to use of university telephones, fax or copy machines, or other equipment or facilities not agreed to be provided in advance of the event, or to the provision of catering, messaging, secretarial, copying, errand running or similar services. In addition, Rowan may not provide facilities or equipment that were not approved in advance of the event (e.g., requests received on date of facility use may not be honored).

Events should not be advertised until all contractual requirements are met and clearance from the Office of Conference & Event Services is received.

VIII. Coordination of Services

The Office of Conference & Event Services does not directly manage or oversee any space on campus. Each space and/or venue has an assigned University Space Scheduler that works with the Conference & Event Services staff and other internal departments to approve the use of their designated space(s) or venue(s). University Space Schedulers may also assist with the coordination of logistical support for events.

Internal departments, whose events do not require a contract or coordination by the Office of Conference and Event Services, will be responsible for all logistical details and direct charges related to personnel or event support related to their events. Users should work directly with the designated University Space Schedulers (through 25LIVE) and any campus service providers that may be required to successfully execute the event.

Events that require a contract and planning through the Office of Conference & Event Services (Internal and External) will have all event logistics coordinated by a member of the Conference & Event Services staff.

A. Catering and Food Service for Events

Any sponsoring organization entering into an event contract with Rowan University must use the campus food service and catering provider while on University premises. The Office of Conference & Event Services will coordinate the food service and catering needs of the event through Sodexo in compliance with University policies. All costs associated with catering and food service for events will be included in the event quote, contract, and invoice provided by the Office of Conference & Event Services.

B. Rates and Event Package Pricing

The Office of Conference & Event Services builds complete meeting packages for clients. Complete meeting package pricing provides a simplified structure for presenting event costs. The complete meeting package price includes all facilities, services, resources and personnel required to make an event successful. The most up-to-date rate chart and fee schedule can be found at www.rowan.edu/ces.

1. Facility Rentals

Rowan University offers a tiered pricing structure for facility rentals. This structure is designed to compensate for differences in the operating models of for-profit and non-profit organizations wishing to conduct events at Rowan.

Rates for services, personnel and housing accommodations are fixed. The most up-to-date rate chart and fee schedule can be found at www.rowan.edu/ces.

a. Retail Pricing

Rowan's retail pricing structure is the standard for rentals to corporations and other for-profit organizations' events.

b. Non-Profit Pricing

Registered non-profit organizations are eligible for a 25% discount on facility rental fees. All other fees (housing accommodations, services, resources, and personnel) are fixed at standard rates.

c. Internal Pricing

Rowan University departments and business areas are entitled to a 50% discount on facility rental fees for non-mission critical events. All other fees (housing accommodations, services, resources, and personnel) are fixed at standard rates.

d. Taxes

Applicable Sales and Occupancy Taxes may apply.

e. Special Pricing and Circumstances

The Office of Conference & Event Services reserves the right to negotiate pricing based on a number of variables.

C. Concessions and Sales of Other Goods

Use of University facilities does not carry the right for the user to control concessions. In certain venues the sale and distribution of certain food items, beverages, souvenirs, or other concession items may be permitted⁵, at a per-table cost to the event's sponsoring organization. The Office of Conference & Event Services must approve all requests for this type of activity in advance.

⁵ The sale of food and beverage items by outside organizations is not permitted in all University venues. Rowan University Athletics maintains all rights for food and beverage concessions in Esbjornson Gym and Coach Richard Wackar Stadium.

D. Equipment, Resources and Setups

Many University venues have built in equipment and resources that are designed to be used to enhance your event, meeting or program. The Conference & Event Services staff will work with sponsoring organizations to provide the best possible locations for their events.

The use of some resources may result in additional charges, such as rental, setup, or other fees related to the use of the items. Any additional fees related to equipment and resources will be clearly outlined in the event quote and contract.

E. Event Staffing

Some events require additional staffing assignments due to university policy, or upon risk management review. Event related services are provided by the University, at the expense of the sponsoring organization, and may only be delegated to sponsoring organizations or others with the written permission of the Office of Conference & Event Services.

Staffing requirements are based on a number of event-related variables. General staffing requirements are outlined throughout this document. Rowan University reserves the right to adjust staffing for events. The following types of personnel may be assigned to an event, at the expense of the sponsoring organization.

1. Safety and Security Personnel

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 history, requests for personal protection for performers, timing of the 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 the for each event venue. Any additional fees related to safety and security personnel will be clearly outlined in the event quote and contract.

2. Technical Support Personnel

The use of specialized, University-owned equipment may require the assignment of personnel to ensure proper and safe operation. Additionally, support personnel will be assigned (for a fee) at the sponsoring organization's request. Any additional fees related to support personnel will be clearly outlined in the event quote and contract.

3. Event Supervision Personnel

Certain venues and types of events require professional event supervision. Any additional fees related to supervisory personnel will be clearly outlined in the event quote and contract.

4. Facilities, Trades, and Custodial Personnel

Certain venues and types of events require additional staffing related to facilities, trades (electricians, plumbers, etc.) and custodial services. Any additional fees related to personnel will be clearly outlined in the event quote and contract.

F. Parking

The Parking Office is charged with managing the traffic and parking needs of the entire University community. All vehicles must have a valid permit and must park in designated lots.

Departments coordinating Mission Critical or University Sponsored events that require parking for non-University guests should notify the Parking Office two weeks in advance so special permits can be prepared. Visitors may obtain a one-day temporary visitor permit at one of the Parking Welcome Gates, Parking Office in the Bole Annex building, or, after hours, at the Communication Center in the Bole Annex building.

The Office of Conference & Event Services coordinates parking for all external events.

G. Signs and Displays.

The Office of Conference & Event Services will coordinate signage for contracted events, or work with sponsoring organizations on a signage plan for each event. No signs, messages or other materials may be posted, displayed, distributed or announced in, on or adjacent to, University property without prior written approval of the Office of Conference & Event Services. Such

materials may not be fastened to any part of a facility except in spaces provided for this purpose and may not be permitted to interfere with crowd movement and safety.

H. Insurance Requirements

As an agency of the State of New Jersey, Rowan University does not purchase liability insurance but instead relies upon the provisions of the New Jersey Tort Claims Act (NJSA 59:1-1 et seq.) to protect the University and its employees from liability claims. The provisions of the Tort Claims Act do not, however, extend to the use of facilities beyond normal operations. Consequently any persons or organizations wishing to use the facilities beyond normal operations must provide insurance to protect the State and Rowan University from liability claims arising out of their use of the facilities.

Specifically the University requires commercial general liability coverage with a minimum limit of \$1,000,000 per occurrence, combined single limit. The policy must be with insurance companies acceptable to the University (A.M. Best rating of A-, VII or better). Rowan University, The State of New Jersey and the New Jersey Educational Facilities Authority must be named as additional insureds.

1. Internal and University Sponsored Events

The NJ Tort Claims Act will only defend and indemnify employees of the University while they are acting within the scope of their employment. Only programs approved by the Board of Trustees and their designees in which all tuition, fees, revenues, etc. are paid to the University and all expenses including the wages of all program employees are paid by the university should be considered as the normal business of the University.

Programs that attempt to supplement department funds outside the normal budgeting process, provide petty cash outside the University's accounting system, supplement income, or support a charity or non-profit in all probability fall outside the NJ Tort Claims Act and, therefore, should comply with the University's insurance requirements. A member of the Conference & Event Services staff can assist with questions related to providing the proper insurance documentation for an event.

2. External Events

It is the contracting organization's responsibility to see that the following requirements are met. The University will, at its option, cancel all functions not meeting the insurance requirements thirty (30) days prior to the event.

Any use of Rowan University in advertising, recruiting, or promotional material prior to the signing of the contract and/or prior to providing the required insurance certificate is prohibited without written approval by University representatives.

A "per location endorsement" shall be included, so that the general aggregate limit applies separately to the location that is the subject of this contract.

Coverage for workers compensation, automobile liability and all-risk property insurance is also required. See Section 14 of the facilities rental agreement for information regarding such required coverage.

The original certificate of insurance must be received by the Office of Conference and Event Services with the signed contract, at least 30 days prior to the desired event start date. The insurance certificate can be mailed to the Office of Conference and Event Services, Rowan University, Chamberlain Student Center Room 205, 201 Mullica Hill Road, Glassboro, NJ, 08028 or faxed to the attention of the Office of Conference & Event Services at 856-256-5605.

The certificate shall provide that the insurance may not be cancelled except upon prior notice to the University. In the event of a cancellation, and at the option of the University, this agreement may be terminated as of the effective date of the cancellation.

No Indemnification clause or any variance from the required insurance certificate will be accepted.

I. Contracts

The Office of Conference & Event Services, in conjunction with the Office of the Vice President for Administration and Finance, will determine contract requirements for events based on University risk management policies. Contracts will outline the agreement and terms established between Rowan University and the sponsoring organization of the event. Contracts must be signed by the representative of the sponsoring organization and returned to

the Office of Conference & Event services at least 30 days prior to the desired event start date.

J. Cancellations

Cancellation policies are dependant upon the category of an event. For specific information, see the Reservations Guidelines section. (Section VI)

IX. Venue and Department Specific Information, Policies and Procedures

A. Academic Venues

1. Classrooms

All requests for classroom space for non-instructional purposes, with the exception of specialized areas, as well as requests to change existing classroom space will be submitted to the Registrar via 25Live. Such requests will be required at least fourteen (14) days prior to the event.

Requests for academic rooms and changes are made through the Registrar's Office and accommodated within the established SCAF and Proof distribution notification system. Accordingly, the Registrar, in consultation with the appropriate departments, is responsible for determining the use of current space assignments for the space reallocation. Faculty may not make room changes independently or without prior approval. Such changes are to be requested through a faculty member's departmental chair and/or dean to the Registrar.

Within the first 12 days of the semester, the Registrar's Office Scheduling Department may request room changes of a department for classes, based on low actual enrollment. Sections may be reassigned to smaller rooms if they do not reach projected capacities. The Registrar's Office Scheduling Department may also request room changes if the actual enrollment exceeds the room's capacity in compliance with the Fire Code. Classroom assignments may be changed when a location is determined inadequate for a disabled student or instructor. The Academic Success Center makes these determinations. If for any of these reasons it is necessary to relocate a class, the Registrar's Office Scheduling Department will make every effort to work with the instructor and department chair to relocate the section to an appropriate and accessible space.

No classroom may be converted to any other use without approval of the Chair and approval by the Dean and Provost. Chairs, desks, tables, chalkboards, maps, or any other specialized equipment may not be removed from, or added to any classroom facility.

Requests for room maintenance or additional room resources should be directed to Facilities and/or Instructional Technology. The Registrar reserves the right to change room assignments as needed to accommodate course offerings at any time.

2. Computer Labs

The primary purpose of University computer labs is to support the programs of the University and to provide the tools required by students to complete coursework.

Open computer labs are designated for student use throughout the academic year and may not be reserved for private use during the fall and spring semesters. It may be possible, with approval, to reserve open labs for programs during the summer months.

There are also a number of teaching labs on campus. The computers in the teaching labs contain software specific to the College or Division charged with maintaining the space (in addition to the standard compliment of software found in the open labs). Some of these spaces are too specialized and therefore not useful to users outside a specific program of study, however requests for the less-specialized spaces can be routed through 25Live. Use of computer lab spaces will be approved using the Priority Usage Guidelines described in Section V of this document.

B. Athletic Venues

Rowan University has a number of indoor and outdoor athletic facilities including a 2,500 capacity turf stadium, a baseball field, softball field, practice fields and the 20,000+ sq. ft. Esbjornson Gymnasium. The primary purpose of these facilities is to support Rowan's athletic teams and programs, but many of these facilities may be available for use by external organizations.

1. Coach Richard Wackar Stadium

Use of the Stadium does not include use of the press box, sound system or scoreboard. Use of these items, including the required University staff to operate the equipment can be added to a rental package for some events.

2. Fields

Use of the baseball, softball and practice fields can be arranged through the Office of Conference & Event Services. Fees for the use of fields will include consideration for all staffing, maintenance and related variables. The Varsity Soccer Field is not available for use by external organizations.

3. Esbjornson Gymnasium

Use of the Gym does not include use of the scoreboard, shot clock or sound system. Use of these items, including the required University staff to operate the equipment can be added to a rental package for some events.

4. Athletic Training Facilities

Use of the University's training facilities is strictly prohibited by outside organizations. The Athletic Department reserves the right to grant special permission to use facilities if a member of the University's Athletic Training staff monitors all usage. No University training equipment will be provided for use even in situations when permission to use the facilities is granted.

6. Locker Rooms

Requests for locker rooms must be made in advance. If approved, adult supervision is required at all times and the locker rooms must be cleared of all belongings and debris after use.

C. Chamberlain Student Center

The Student Center is proud to foster an environment that honors and respects all members of the University community, and creates a friendly, inviting destination for students, faculty, staff, alumni and guests. With service at the heart of what we do, we will make every effort to accommodate the needs of our customers with kindness and courtesy.

1. Facilities, Offices and Services

Located on the ground level of the Center are the Market Basket convenience store, the Food Court, Mailroom and campus mailboxes, laundry room, vending/lounge area, back patio and Prof's Place. Located on the first floor are the Marketplace Residence Dining Facility, Owl's Nest Dining Facility, meeting and conference rooms, Pit Lounge Programming space, Jazzman's Cafe, the Information Desk,

change machine and ATM machine. The 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, Service Learning and Volunteerism, Student Activities, Student Transitions and Leadership Programs, Greek Life, Multicultural Affairs, Student Enrichment & Family Connections, Conference and Event Services, and the Student Center Administration Office. Student Government Association, Student University Programmers (SUP) and all student publication offices are also located in the facility.

2. Student Center Scheduling and Reservations

Reservations are required for all space within the Student Center including outdoor Patios. The Student Center Office Staff is trained to familiarize patrons with the facilities and services as well as provide assistance with event planning. All requests for use of any Student Center facilities are made through 25 Live and confirmed by the Student Center Main Administrative office. External clients reserve space directly through Conference & Event Services Office. 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. The office hours are Monday through Friday 8:00am-4:00pm (summer hours are Monday through Thursday 7:30am-5:00pm).

Scheduling Priority:

- a. Group I – To be scheduled prior to January 20th for the following school year through August. This group includes all University wide scheduled annual events: Homecoming, Commencement, Orientation, President’s Holiday Party and MLK Breakfast.
- b. Group II – To be scheduled beginning January 25th for the following school year through August. This group will include University related events for Chartered Student Organizations, Administrative/Academic Departments, University Foundation, Board of Trustees, Alumni, Senate and the Unions.
- c. Group III – To be scheduled beginning February 15th for the following school year through August. This group will include individual employees, Civic/Government groups, school systems, local community groups, individual students, alumni and non-profit

organizations, and all other external groups/individuals with no affiliation to the University.

- d. Group IV – To be scheduled beginning March 1st for the following school year through August. This group includes off campus groups and individuals with no affiliation with the University.

Exceptions may be made to calendar dates for special event requests made directly to the Student Center Director or Conference & Event Services Office.

General Reservation Information

- a. All building users are encouraged to anticipate room needs well in advance of their event. The Student Center administrative office needs two business days to complete a reservation. Requests for reservations which are made less than two (2) business days in advance may not be accommodated depending on time, space and set-up requirements. A service fee of \$25 will be charged for requests made less than 2 business days in advance.
- b. Set-up requests and equipment needs should be detailed on the reservation request. The 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. Final diagrams and equipment requests must be received 2 business days prior to the event. The staff will make every effort to accommodate late requests; however, this will not always be possible (due to limited resources). A service fee of \$25 will be charged for requests made less than 2 business days in advance and a \$10 fee (per item) for equipment requests made less than 2 business days in advance.
- c. Student Center Administrative Staff will work diligently to meet your space requests; however, submitting the request does not guarantee a reserved space or your specified preference.
- d. Student Center 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 re-assign space when necessary and to identify suitable alternative space for the original reservation.

- e. SGA Chartered Organizations may reserve regular weekly meeting space for no longer than 3 hours at a time. Requests for additional time may be made in writing to the Student Center Office.
- f. Student Center Administrative Staff reserves the right to deny space usage for a group or event if it is programmatically or operationally impossible to accommodate or if the group or event is in conflict with University regulations. In addition, services may be denied to any individual or organization that has prior history of violating policy.
- g. Complex reservations and/or special events may require a meeting with a member of the Student Center Administrative Staff to review planning and arrangements. Complex reservations are defined as programs or events that will occupy more than one reservable space, and/or that occurs over two or more consecutive dates. The University has adopted a set of procedural guidelines for organizations to follow when planning events for large groups, late night events or events that might pose a security concern. These guidelines are outlined in the section titled Special Events.
- h. Cancellations must be made 24 hours in advance of the program or event (Ballroom cancellations must be made from 7 to 30 days in advance depending on the group/category)
- i. Events may not be scheduled back to back due to logistical requirements for each event. Student Center Administrative Staff will determine the time allotment needed for each event. No meetings or events may begin prior to 8:30am Monday through Saturday, or 9:00am Sunday; and no events may be scheduled beyond 12:30 am on any night. Exceptions to this policy may be made by written request to the Student Center Office and may require a meeting as well as additional fees for building supervision/maintenance. This includes conferences, special events, dance parties and other late night programming.
- j. University departments or student organizations may not act as sponsors for off-campus vendors or organizations in order to avoid charges. Users who misrepresent an event or affiliation in this manner will be charged accordingly and may have reservation privileges suspended.

3. Pit Programming Policy

Bands, DJ's, music and events requiring sound are allowed in the Pit and surrounding meeting areas Monday through Thursday beginning at 8pm; allowing meetings to have priority before those times. This sound restriction does not include an event that requires podium and microphone for a presenter. Friday through Sunday, bands and DJ's have priority all hours the building is open. Summer hours are by request as needed. Exceptions occur for the following: Welcome Weekend, Homecoming, and any other time a special event takes precedent over meeting spaces. Other requests for exceptions may be made in writing to the Office of the Student Center Director.

4. Early Access/After Hours Access

Student Center Reservations are scheduled Monday – Saturday beginning at 8:30 am and Sundays beginning at 9:00am through 1am daily. Reservations which require access to the reserved space prior to or after these times will be charged a maintenance/overtime/building manager fee (depending on the service provided. This fee will be determined based on time, supervision and set-up/break-down requirements for each reservation.

5. Equipment Requests/Usage

- a. Requests for audio/visual equipment should be included at the time reservation is made. Requests made less than 2 business days in advance are not guaranteed and are subject to a \$10.00 late fee per item.
- b. 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 Student Center Staff. After business hours, the Building Manager should be notified so the equipment can be retrieved and safely stored. If the equipment is lost, destroyed, stolen, removed from its original location, broken, or displays damage beyond normal use, the organization will be charged a repair or replacement fee.
- c. All AV equipment presently owned by the Student Center may only be used by organizations/individuals within the confines of the Student Center Building. Any exceptions must be made by the Student Center Director's Office.

- d. The use of amplification/audio-visual equipment in any of the reservable facilities within the Student Center requires advance approval from the Student Center Office. 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. General Policies and Procedures

- a. 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.
- b. The Student Center assumes no responsibility for lost articles. Articles that are discovered can be turned in to the Information Desk. If an owner can be identified, the Information Desk staff will attempt to notify them. Items of extreme value will be placed in a locked area immediately upon receipt.
- c. No changes are to be made in the arrangement of Student Center furniture, equipment, or other Student Center property unless prior approval has been granted.
- d. The use of roller skates/blades, skateboards, scooters and bicycles are prohibited in the facility. Bicycles must be stored in the racks outside the building, not blocking walkways or entrances.
- e. For large-scale or late night ballroom events, an inspection report may be required to be completed prior to and after the event. The person listed on the reservation form must be present at both inspections. Any exceptions must be made by the Student Center Director's Office.
- f. Any group activity larger than six people should be held in a scheduled meeting room. The Pit lounge and other public areas, as such, should not be used for meetings, skits, rehearsals, etc. unless it is reserved.
- g. If your event requires the use of directional or informational signs, arrangements must be made through the Student Center Office. Affixing signs to walls, columns, doors, windows, rails, ceilings, floors or furniture is prohibited.
- h. Discuss with Administrative Staff decorations best suited for use within the Student Center. Decorations and displays that require

flame, smoke, sand or water cannot be used in the facility. No tape, staples, tacks, nails, pins or hooks may be used on any surface other than approved bulletin boards and tack strips. Confetti and decorative tinsel may not be used on tables. Materials may not be attached to walls, windows, ceilings, woodwork, columns, doors, sprinkler heads or any other fire equipment. Only freestanding decorations may be used in the ballroom. Doorways, hallways, corridors, staircases and fire exits cannot be blocked or obstructed in any way. Decorative lighting (ie. 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.

- i. The Student Center 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 signed waiver will be required releasing the Student Center of any responsibility.
- j. A portion of the Student Center meeting rooms will be reserved for students to study in during finals week each semester. Notification of specific areas to be reserved will be posted one week before finals.
- k. All catered food in the Student Center must be provided through Sodexo Catering Services, located on the ground floor of the Student Center.

For a complete list of policies and procedures please visit the Chamberlain Student Center website at www.rowan.edu/studentaffairs/studentcenter or contact Jeanine Dowd, Asst. Director, Student Center at Dowd@rowan.edu or 856-256-4756.

D. The College of Graduate & Continuing Education (CGCE)

The College of Graduate and Continuing Education offers programs, courses and training either online, accelerated, off campus or on evenings and weekends to accommodate the demanding schedules of their students.

1. Continuing Education

Continuing Education is comprised of professional development including school district/teacher training and business services; and online certificates/eLearning

2. Professional Development - School District/Teacher Training

CGCE provides workshops, conferences, seminars and graduate courses tailored to meet the training requirements for NJ teachers and school districts. All CGCE workshops qualify for professional development hours. The following are examples of previous CGCE workshops in the area of School District/Teacher Training:

- School Law for Teachers
- Suicide Prevention
- Symposium on Differentiated Instruction
- Math, Science, and Technology
- State Testing in Language Arts
- Writers Workshop Series
- Principal's Institute

3. Business Services

Our business improvement strategies produce bottom-line results through cost savings and productivity improvement. We will customize on-site training programs and provide consultation for clients on an individual basis.

4. Online Certificates and eLearning

CGCE offers online certificate courses that are designed to provide the workforce skills necessary to acquire professional positions for many in-demand occupations in industries such as allied health, technology, business, and construction. The eLearning Center is a comprehensive collection of online self-study courses with open enrollment in nearly every subject imaginable. These courses are generally shorter than our instructor led courses.

E. Fine & Performing Arts Venues

1. Facility Availability

Facility use is limited to those periods of time when, in the judgment of the Dean of Fine and Performing Arts, such use of the facility will neither prevent nor conflict with its use by any of the University's

regular user and when the event in question would have minimum impact on the artistic integrity of any previously scheduled events.

2. Restrictions

The following practices are strictly prohibited in all performance, exhibition, lobbies and public spaces:

1. The use of lighted candles, open flames or cut trees
2. The dismounting, rearranging, or moving of artwork, furniture or equipment without the expressed permission of the Facility Director.

3. Staffing

Theatre Arts Management reserves the right to establish proper staffing for events with University trained staff appropriate to the event specifications outlined in the Application. All attendant costs for the actual support and services provided by the University to both internal and external users, estimated in the event quote, shall be borne fully by the User.

The use of University facilities entails the assignment of technical support staff to make necessary preparations in advance of an event and to manage or oversee facilities, provide house management and ushering, manage the box office, and coordinate campus police/security personnel during an event.

The number and kind of required staff will vary in accordance with the nature of the facility and program being presented. As a general rule, these staff will be employees of the University. However, under special circumstances -- e.g. for FPA College exhibitions and performances; University Open Houses and Convocations; and certain Student Life events -- these staff may also be extended to include other Rowan University-trained and approved employees and/or students. Though the determination of specific needs will be made by Theatre Arts managerial staff at the initial production meeting, with the knowledge of the client, the following are general staffing requirements:

a. Technical Staff

Required for all events.

b. House Management Staff

Required for all spaces exceeding 48-person capacity (under special circumstances, an Internal Group Sponsor may be permitted to provide its own paid staff)

c. Ushering Staff

Required for all spaces exceeding 48-person capacity (with University approval, these can be furnished -- all or in part -- by the Sponsoring Organization, (for supervision by designated University House Management Staff). External clients are required to provide ushers according to their contract.

4. Facility Specific Uses and Staffing Requirements

Note: Crew requirements for rehearsals/preparations may be less; Four hour minimums apply in most cases.

a. Pfleeger Concert Hall, Wilson Hall

- 895 Seat Auditorium
- Stage Dimensions: 50' x 35'
- General Uses: Music Concerts, Plays, Dance, Large Meetings
- Staffing Requirements:
 - 1 Stage Audio Technician
 - 1 Stage Electrician
 - 1 Stage Rigger
 - 1 Stage Manager
 - 1 House Manager
 - 6 Ushers

b. Pfleeger Lobby

- Horseshoe-shaped area wrapping auditorium, carpeted
- General Uses: Audience area, Reception space

c. Boyd Recital Hall, Wilson Hall

- 230 Seat Auditorium
- Stage Dimensions: 25' x 15'
- General Uses: Recitals, Small Meetings, Presentations
- Staffing Requirements:
 - 1 Stage Technician
 - 1 House Manager

d. Boyd Lower Lobby

- 20' x 30' tile area
- General Uses: Audience area, Reception space

e. Boyd Upper Lobby

- 15' x 25' tile area
- General Uses: Lounge, Reception space, showcases

f. Tohill Theatre, Bunce Hall

- 500 Seat Auditorium
- Stage Dimensions: 40' x 30' with thrust
- General Uses: Plays, Dance, Large Meetings
- Staffing Requirements:
 - 1 Stage Audio Technician
 - 1 Stage Electrician
 - 1 Stage Rigger
 - 1 Stage Manager
 - 1 House Manager
 - 4 Ushers

g. Lab Theatre, Bunce Hall

- 50 Seat Black Box Theatre
- Performance Area Dimensions: 15' x 15'
- General Uses: Small Plays, Presentations
- Staffing Requirements:
 - 1 Stage Technician

h. Choral and Band Rooms, Wilson Hall Rooms 153 & 156

- 145 Person Capacity Rehearsal Rooms
- General Uses: Band and Choral Rehearsal
- Staffing Requirements:
 - 1 Stage Technician

i. Art Galleries

- 150 Person Capacity Gallery (Wilson Hall)
- 75 Person Capacity (Westby Hall)
- General Uses: Exhibits and Receptions
- Staffing Requirements:
 - 1 Gallery Assistant

j. Westby Patio

5. Standard Equipment Provided

Beyond this general support, theatre spaces are usually able to furnish the following facilities and equipment: dressing rooms (if available); theatre concert lighting (general illumination); available masking (as hung); a podium; up to 20 music stands and 12 music stand lights; and --

in the Concert Hall and Tohill Theatre -- a modest public address system and limited sound reproduction. This includes one microphone, a sound system, and the capability for reproducing the facility user's sound media through the standard house speaker system. Additional equipment is available on a rental basis, the cost any rental will be the responsibility of the client.

6. Heavy Load-Ins and Large Productions

Facility utilizations requiring heavy load-ins, extensive pre-production work, large crew calls and/or exclusive use of access to restricted spaces by the facility user, must be negotiated with the Facilities Director. All extra staffing costs will be passed on to the facility user.

Subject to advanced approval by the Facilities Director, facility users may be permitted to augment the stage crew with their own personnel. The facilities and production systems shall remain exclusively in the control of the facility staff.

The Rowan Technical staff is not union but observance of labor laws including regularly scheduled breaks will be required of the client.

7. Lighting, Sound and Stage Plots:

The User shall provide the University with complete requests for lighting, sound and stage plots for the event no less than 14 days prior to the event. Theatre Arts Management will review the submissions and will notify the User of any modifications that are necessary. Should the user fail to submit this information the University will not be liable for any inability on its part to comply with the User's lighting, sound and stage plot requirements.

8. Labor Laws:

The user will be required to observe labor laws with regard to staff working conditions.

9. Theatre Safety:

The User will insure that all equipment used in its performance shall comply with all applicable OSHA, NEC, NFPA and BOCA regulations and shall be operated in accordance with those standards or where there are no recognized or local standards shall be operated in accordance with the best and safest professional practice in the performing arts industry.

The following safety rules will be observed:

- a. All scenic units and decorations are to be fireproofed.
- b. The University shall have the right to set maximum decibel levels for sound reproduction or reinforcement of music and or sound effects to a level below 90 decibels as measured from the first row of seats.
- c. The University shall have the right to refuse permission for the use and/or operation of any construction, property or effect that in its judgment might endanger its audiences, employees, facilities or equipment.
- d. Use of Special Lighting Effects (ex. Strobes, Ultraviolet light) and Pyrotechnics requires written consent from the University.
- e. Members of the audience are not allowed on stage or backstage during a performance or intermission. Access before and after is determined on a show-to-show basis.
- f. Free movement of the fire curtain to the floor must be maintained at all times.
- g. User will not permit audience size to exceed stated seating capacities.

10. Performance guidelines:

- a. **House opening:** We open the house 30 min prior to the start of the performance. At this time the stage must be clear or the main curtain lowered. The Fire Announcement must be made within 5 minutes of curtain.
- b. **Late Seating:** As a courtesy to our audience, we ask that late seating opportunities are mutually agreed upon.
- c. **Photography/ Recording:** Neither is permitted without the express permission of Theatre Arts Management. Flash photography is not allowed since it is disruptive and poses a hazard to some performers.
- d. **Banners / Decorations:** Theatre Arts Management must approve any hanging of banners or decorations in the performance venues.

E. Student Recreation Center

Rowan University's Recreation Center is a three-story, 92,000 sq. ft. recreational activities facility. The building houses an eight-lane swimming pool, a six-lane swimming pool, a three-lane indoor running track, a three court multi-sport gymnasium, four racquetball courts, a group exercise studio, and a

cycling room. The Recreation Center also has a 9,000 sq. ft. fitness and weight room, 2 conference rooms, complete locker room facilities with showers, and a café. Outdoor recreational facilities include basketball courts, one sand volleyball court, and one large lighted multi-purpose grass field.

The Recreation Center is available for structured or informal group activities for a rental fee. Fees are based on number of hours, specific areas utilized and labor/staffing. In addition, conference guests may use the facility at a reduced daily rate. Event Coordinators are permitted use at no charge.

Please be aware of the following policies during informal use of the Recreation Center:

- Attendees should be prepared to present an ID (license/name badge) upon entering the facility. The Recreation Center staff will be provided with a list of all conference attendees.
- Summer building hours are Monday – Thursday 6am – 9pm, Friday 6am – 8pm, Saturday 8am – 3pm and Sunday 9am – 3pm. Additional hours to accommodate your needs can be arranged in advance, for an additional fee.
- Workout attire and closed toe athletic sneakers must be worn at all times.
- Children under the age of 13 must be accompanied to the facility by an adult and must be in the same activity area of the facility for supervision purposes.
- Children under the age of 15 are not permitted to use any equipment in the fitness or free weight room.
- Towels (minimum size 24” x 12”) are required on the machines and benches in the fitness and free weight room for safety and sanitary purposes. Equipment must be wiped off after use. Towels are available for rental at the main desk.
- Equipment rentals such as racquetball racquets, volleyballs, basketballs, badminton racquets, and ping-pong paddles are available at the main desk.
- Due to increased utilization during the summer months, reservations for specific areas should be made as far in advance as possible.

For a complete list of Recreation Center Policies & Procedures please visit www.rowan.edu/rec or contact Melanie Alverio, Assistant Director of Marketing/Member Services at alverio@rowan.edu or 856.256.4957.

F. Residence Halls, Apartments and Townhouses

The Office of Residential Learning & University Housing is responsible for the operation of the on-campus residence halls and apartments. The Office of Conference & Event Services works in concert with The Office of Residential Learning & University Housing to offer overnight accommodations to organizations wishing to hold conferences, camps and other events during the summer months.

Housing Facilities

Rowan University houses approximately 3,600 residents in eight residence halls and four apartment complexes. These facilities range in size from a capacity of 53 to 883 beds. All residential buildings are smoke free. Basic furnishings in each room may include a twin size bed or loft bed, desk, desk chair, a wardrobe or built-in closet and a chest of drawers. Not all buildings are available for use in the summer months. The Office of Conference & Event Services will work with groups to determine the appropriateness and availability of accommodations for groups.

Residence Halls

- Evergreen Hall houses up to 206 residents. Each floor consists of suites which are divided by two rooms joined by a bathroom. All suites are designated same gender. Laundry facilities are located on each floor.
- Mullica Hall houses up to 104 residents on three floors. Each floor consists of suites which are divided by two rooms joined by a bathroom. All suites are designated same gender. Laundry facilities are located on every floor.
- Mimosa Hall houses up to 315 residents on four floors. Each floor consists of suites which are two to four rooms with one adjoining bathroom. All suites are designated same gender. Laundry facilities are located on every floor.
- Chestnut Hall houses up to 384 residents. The building has three floors that are arranged in separate suites, each accommodating five to sixteen residents. Each suite shares a common bathroom and lounge.
- Magnolia Hall houses up to 201 residents. The building has three floors that are arranged in separate suites, each accommodating five to sixteen residents. Each suite shares a common bathroom and lounge. This building contains laundry facilities.

- Willow Hall houses up to 203 residents. The building has three floors that are arranged in separate suites, each accommodating five to sixteen residents. Each suite shares a common bathroom and lounge. Residents use the laundry facilities within the Student Center.
- Oak and Laurel Halls house up to 111 residents. The buildings were originally constructed in the late 1920's but were completely renovated in the late 90s. They are arranged in suite style. Each suite shares a common bathroom. The buildings contain laundry facilities and a large study area.

Apartment Complexes

- Edgewood Park Apartments consists of four buildings which have 24 apartments each and houses up to 380 total residents. Four residents live in each apartment which contains two bedrooms, a living room, dining room, kitchen, and bathroom. The apartments are furnished and air-conditioned.
- The Rowan Boulevard apartment complex is situated at the corner of Route 322 and Main Street, diagonally across the street from the Landmark Americana restaurant. The first of two buildings (four-stories each), houses up to 883 residents in four-bedroom (single occupancy) apartments that include two bathrooms, a kitchen, a breakfast nook and living room area. The complex also contains meeting rooms, laundry facilities and a Public Safety satellite office.
- The Townhouses accommodate up to 464 residents within 113 individual apartments. Apartments consist of four and six person occupancy. Each individual apartment has two single bedrooms and one bathroom on each floor. They are furnished with a kitchen and a living room.
- Triad Apartments is a residential facility consisting of 100 apartments housing up to 377 residents. Two, four, or six residents live in one, two, or three bedroom units. They are furnished with a kitchen, living room, and bathroom. First floor units are air-conditioned. Laundry facilities are located on the second floor.

Fire Code Regulations/Violations

Fire and safety regulations strictly prohibit the use or storage within residential facilities of explosives, fireworks, live Christmas trees, holiday string lights, flammable liquids, firearms, ammunition, combustible materials, engines, paint thinner and oil lamps. Extension cords without a surge protector, halogen lamps, candles, appliances

with exposed heating elements, incense, and gas grills are considered dangerous. Surge protectors cannot be plugged into each other.

Fire code regulations restrict the placement of any items, including furniture, within 18 inches of any sprinkler head. In addition, bunk beds and lofted beds cannot be located directly underneath a sprinkler head. Sprinkler heads should never be used for hanging items (i.e. clothes hangers, streamers, etc.)

Inspections are conducted throughout the year by the Office of Residential Learning and University Housing and the Fire Marshall of the State of NJ. Fire safety code requires strict compliance with regulations.

Ornamentation

Ornaments of any kind may not be affixed to any of the building structures or equipment such as blinds, pipes, wiring, lamps, ledges, stairways, ceiling, sprinkler systems, etc. Dartboards are not permitted in any residential facility.

Entry to Resident Rooms

Residents' rooms may be entered by University authorized personnel under the following circumstances:

- In an emergency, as determined by University.
- Upon 24 hours written notice by University unless consent is given by the resident for earlier entrance.
- To conduct necessary or agreed upon inspections, inventory, repairs/maintenance, alterations, or improvements, pest control activities, or supply services required to maintain the residence. The University will endeavor to provide a minimum of 24 hrs. written notice when entry for these purposes is necessary, but such advance notice shall not be required when the University deems earlier entry is necessary or notice is impractical. In instances where no prior notice has been given, University personnel will knock and announce themselves prior to entry.
- When the University has probable cause to suspect that criminal activity or violations of university policy are occurring/or have occurred and entry is necessary to search for evidence or persons related to the criminal or unauthorized activity.
- When the resident has abandoned or surrendered the residence.

- For any other reason allowed by law.

Maintenance and Housekeeping

The University agrees to provide electricity, water, and refuse disposal service. However, the University shall not be liable for failure to provide any of these services when such failure is caused by conditions beyond the control of the University.

Charges for utility services and normal wear-and-tear are included in the residence rate.

University agrees to provide cleaning service for the public areas of each residence hall and apartment facility.

University will maintain the following items: all physical structures, lighting fixtures, blinds and/or drapes, carpet, painting, and furnishings. However, unusual or excessive damage to these items, as determined by University, will result in damage charges to resident.

Resident agrees to keep residence unit in a clean, safe, and sanitary condition and, upon termination of residence, to leave the residence in a clean and orderly condition. Failure to maintain a clean, safe and sanitary residence may result in termination of contract, restitution of any costs incurred by the University, and denial of future housing.

Resident accepts responsibility for promptly notifying University of all conditions that require repair. University personnel will perform or arrange for all necessary repairs, painting, or other alterations to residence.

Resident agrees to bear the cost of the repair of any damage to or restoration of the building, equipment, or furnishings resulting from neglect or willful act of the resident, resident's guests, or other persons for whom the resident is responsible.

Resident may not perform or arrange for others to perform any repairs to damages or any corrections of deficiencies in the premises whether during the resident's tenancy or upon the termination of tenancy. The foregoing shall not limit the residents right to request that the University repair damage, correct deficiencies, or otherwise service the premises during the tenancy.

Resident shall make no alterations, improvements, or additions to the premises without prior written approval of the University. Resident is responsible for the cost of the removal by University of any additions or improvements and returning the premises to their original condition.

Furniture may not be removed from any residence room or common area without the prior written approval from the University. Only bunk beds, or lofts provided by the university are permitted.

Construction: Construction and/or remodeling or repair of academic and residential buildings on the campus in the vicinity of the residential facilities is scheduled on an ongoing basis. Construction is expected to occur during normal daytime working hours, but will result in disturbances and disruptions, including, but not limited to, increased noise and dust in the area surrounding the residential facilities. There may also be both planned and unplanned utility shutdowns in the residential facilities. By agreeing to these terms and conditions, residents agree that they have been advised of said conditions, and acknowledge that there will be disturbances and disruptions resulting from these conditions and has agreed to accept such.

Keys

University will provide residence key(s) or access card to each resident. Residents will not duplicate any University key or access card and will not let any University key or access card be used by anyone else. Residents agree to be responsible for replacement costs and re-keying of the residence in accordance with University policy in the event that any University key or access card becomes lost, damaged or stolen.

Residents must carry keys or access card and ensure that their door is secured at all times.

Residents will not alter University lock. All keys are to be returned at the end of tenancy.

Residents shall not engage in any behavior or activity which endangers the health, safety, or well-being of other residents or their guests, and/or other individuals.

Residents agree to leave the common areas of all residential facilities, including kitchens, eating areas, lounges and restrooms, in a clean and orderly fashion after using said facilities. Resident(s) will be held jointly

and individually liable for loss or damage to said facilities and will be billed accordingly.

Policies, Rules, and Regulations

Residents are responsible for being aware of and in compliance with all University policies, rules, and regulations that apply to them. Residents agree to comply with all University policies, rules, and regulations regarding resident conduct and all applicable federal, state, and local laws.

Resident agrees to respect the rights, privileges and property of other members of the University community and visitors to the campus.

Prohibited Items: Resident agrees not to bring into the residence any items which may create an overload on any utility service, are dangerous, illegal, or otherwise prohibited including:

- Air conditioners of any kind
- Appliances with an exposed heating element
- Ammunition
- Extension cords or multi-plug adapters that lack a built in surge protector/breaker.
- Halogen lamps
- Five (5) light multi head lamps
- Incense or incense paraphernalia
- Candles of any kind
- Decorative string lighting
- Flammable or combustible liquids
- Fireworks or explosives
- Live trees or wreaths
- Pets (except in a tank of 10 gallons or smaller)
- Swimming pools
- Dart boards
- Weapons of any kind
- Illegal drugs or drug paraphernalia

Smoke-free Environment: In accordance with University policy for a smoke-free environment, all university housing facilities and residences are smoke-free. Smoking is prohibited in all university housing facilities, including resident rooms and apartments, community rooms, restrooms, lounges, and common areas. Additionally, smoking is

prohibited inside or within 50 feet of any academic, residential or administrative building.

Resident violations of these rules and regulations may become the basis for termination of the contract, financial liability and may affect future eligibility for future housing at the University.

G. University Events

The Office of University Events plans and executes all Rowan University presidential events both on and off-campus including groundbreaking ceremonies, dedications, administrative meetings, receptions, Convocation and Commencement. This office directly supports the university president, his cabinet, the Board of Trustees and various campus departments. Services include:

- Venue reservations and setup
- Menu selection
- Decorations
- Invitations and RSVPs
- Itineraries
- Speaker contracts and accommodations
- Minor publicity efforts
- Event advice

H. Other Special Venues

The use of special venues on campus including the first floor and grounds of the Hollybush Estate and the [Tower] Conference Room on the sixth floor of Campbell Library is coordinated through designated University Space Schedulers. These venues require extra special care when being used for events.

Hollybush

Hollybush, the 1849 Italianate villa, icon to the glory days of glassmaking in Glassboro and site of the historic 1967 U.S.-Soviet Glassboro Summit, has been restored and its first floor and grounds are open to the public. Visitors can examine the careful restoration of the decorative-painted ceilings, plaster friezes and faux-finished woodwork. They can also enjoy select pieces of period furniture and objets d'art, as well as walks in the patio gardens. Displays that illustrate the restoration, the glass industry and the Summit occupy the interior public spaces.

The patio and first-floor rooms of Hollybush are open to both the on- and off-campus community for meetings, receptions, and occasional classes.

Reservations

Reservations for Hollybush are arranged by following the procedure outlined in Section VI – Reservation Guidelines. Internal organizations and departments scheduling Mission Critical and University Sponsored Events will process requests through 25Live. Hollybush may also be reserved for classes and other student- and academic-related programming for up to 30 students on a case-by-case-basis. These programs would require 30 days advance notice and should be scheduled through the Office of University Events. After approval is received, all academic courses in Hollybush should be scheduled through the Division of Academic Affairs and the Registrar's office using existing procedures for academic scheduling. External organizations wishing to use Hollybush will have their events coordinated through the Office of Conference & Event Services.

Special Instructions for Events in Hollybush

To protect the historic features of this unique asset the following procedures must be adhered to:

- Access to the Building
 - A designated point of contact will be required for all events in Hollybush. This point of contact must be a University employee and be present for the entire event. For external events, the Office of Conference & Event Services will provide an event supervisor at the expense of the sponsoring organization.
 - It is the responsibility of the University Space Scheduler to collect the point of contact's information and note it in the comments field within the 25Live reservation. This information will then be passed on to Public Safety.
 - The designated point of contact for the event is responsible for obtaining the Hollybush key from Public Safety's dispatch office in Bole Hall Annex to gain entry to the building. Access will be granted no more than two hours prior to the scheduled start time of the event.
 - Public Safety is responsible for disarming the alarm on the day of the event.
 - Once the building is opened, the point of contact is required to remain on the premises for the remainder of the event. This includes any setup or breakdown time required by catering or other service providers immediately prior to or after the event.

- Set-up
 - Lights in all rooms should be turned on – this is an indication to Public Safety that the building is in use.
 - The Dining Room can be set up classroom style (up to 30) or in the round – chairs are stored in the main hall closets. There is a lectern and two high stools for instructors.
 - It is suggested that classroom-style setups face chairs toward the interior wall. Glare from the French doors make it difficult to see instructor.
 - To reduce the risk of walking into the low hanging light fixture, a small marble-top table should be placed directly under the dining room chandelier. When not in use, this table is located in the hallway between the dining room and the kitchen.
 - All A/V equipment must be provided by or coordinated by the point of contact or department responsible for the event. Hollybush is not a “Smart” classroom.
- Break-down
 - All users are responsible for returning the dining room to its empty state. Chairs must be returned to the storage closets in the main hall.
 - All lights must be turned off.
 - Light/fan in restroom(s) must be turned off.
 - The point of contact for the class and/or activity must return the key to Public Safety *immediately* following the event.
 - Public Safety will reset the alarm and secure the building after the key has been returned.
- Special Instructions
 - No one is permitted beyond the first floor.
 - The kitchen is not available for use by students.
 - No food or beverages are permitted in Hollybush during academic classes or student-related activities. Food and beverages may only be served and eaten in the Hollybush dining room during receptions and other catered events.
 - Please refrain from smoking and chewing gum in or around Hollybush.
 - Please refrain from sitting on or re-arranging the upholstered furnishings in the Summit and Parlor rooms. Visitors may use the wooden benches for seating.
 - Food and drinks are prohibited in the Summit and Parlor Rooms.
 - The event point of contact is responsible for all clean up after the event. All trash should be placed in the dumpster located next to the

entrance for Parking Lot S. The ice machine should be turned off if it was used.

- All lights must be turned off before leaving the building.
- All doors must be locked when leaving the building.
- An emergency phone listing is located in the kitchen if needed.

Tower Conference Room (Campbell Library)

The [Tower] Conference Room in Campbell Library is available only to University departments and only during normal library business hours.

Reservations

Reservations for the Tower are arranged by following the procedure outlined in Section VI – Reservation Guidelines. Internal organizations and departments scheduling Mission Critical and University Sponsored Events will process requests through 25Live.

Special Instructions for Events in The Tower

- A designated point of contact will be required for all events in The Tower. This point of contact must be a University employee and be present for the entire event.
- It is the responsibility of the University Space Scheduler to collect the point of contact's information and note it in the comments field within the 25Live reservation. This information will then be passed on to the Campbell Library Staff.
- The designated point of contact for the event is responsible for notifying the staff member at the front desk at Campbell Library to gain entry to the Tower via the elevator. Access will be granted no more than two hours prior to the scheduled start time of the event.
- Campbell Library Staff will grant access and disarm the alarm for the designated point of contact ONLY.
- Once the room is opened, the point of contact is required to remain on the premises for the remainder of the event. This includes any setup or breakdown time required by catering or other service providers immediately prior to or after the event.
- Sponsoring organizations are expected to leave facilities in the same condition in which they were found. This includes surface cleaning after events, removal of balloons, decorations, signs and advertisements. Equipment should be powered down and /or returned to its original location and the space should be cleared of all trash and debris. Additional fees will be assessed if the sponsoring organization fails to comply with this requirement.

- At the completion of the event, it is the responsibility of the point of contact to notify the staff member at the front desk and ask them to arm the alarm and secure the space.

X. Financial Policies

Rowan University receives funding from the state only for the teaching component of its mission (including essential maintenance and support services). This funding does not provide for direct (e.g., staff time for set-up or installing/operating equipment) or indirect (e.g., staff time for consulting or coordination; wear and tear of furnishings) costs associated with using university facilities for any other purpose.

A. Quotes

The Office of Conference & Event Services will provide each sponsoring organization with an event package price quote prior to the development of an event contract. The quote will be calculated by the Office of Conference & Event Services based on the facilities, equipment and services requested by the client as well as any additional personnel or services as required by University policies.

B. Deposits

A 30%, non-refundable deposit is due to the Office of Conference & Event Services with the signed contract and certificate of insurance at least 30 days prior to the desired event start date. The amount of the deposit is based on the quote provided by the Office of Conference & Event Services. The Office of Conference & Event Services reserves the right to adjust deposit amounts.

C. Changes to Events and Resulting Financial Impact

Changes in attendance, additional requests during the event and other circumstances may affect the overall cost of an event. Any additional facilities, equipment and services requested during the event will require a signed change order from the sponsoring organization. The change order will outline the request for additional facilities, equipment or services as well as the cost associated with the request.

D. Invoices and Settlement of Accounts

Sponsoring organizations will be invoiced no later than the 15th day of the month following the completion of their event. The invoice will include all

actual costs for facilities, equipment, personnel and services used during the event, including any change orders as requested by the sponsoring organization.

Accounts not settled within thirty (30) days of the invoice date will be assessed a 1.5% per month service fee. After 120 days, delinquent accounts will be referred to a collections agency.