

**Reservation, Scheduling, and Space Utilization Policy
Rutgers-Camden Campus**

I. PURPOSE

This policy statement establishes the policies and procedures for the scheduling, utilization, and charging for use of space and services owned by Rutgers University on the Rutgers-Camden Campus for non-academic use. This policy is intended to be an expansion of Rutgers [Policy 20.1.9](#) “*Facilities Use and Scheduling*.” In the event of conflicts between this Policy and Rutgers [Policy 20.1.9](#), Rutgers Policy [Policy 20.1.9](#) will supersede this policy.

In accordance with [Policy 20.1.9](#), the Chancellor will be responsible for the assignment of space on the Rutgers-Camden Campus. The Chancellor will appoint a committee which shall be used as needed to make decisions. That committee will consist of the following members or their representatives:

Vice Chancellor for Administration and Finance, Chair
Dean, Faculty of Arts & Sciences - Camden
Dean, School of Law – Camden
Dean, School of Business – Camden
Associate Chancellor for Student Affairs

Appeals of space assignment made by the committee should be made in writing before the end of a three-week limit to the Office of the Chancellor (Please contact Mary Fall, Executive Assistant to the Chancellor, 856-225-6095 or mfalls@camden.rutgers.edu).

This policy statement seeks to insure an environment supportive of both learning and normal operations while encouraging open dialogue.

II. APPLICABILITY

This policy **applies** to any individual or group wishing to use space – indoor or outdoor – on the Rutgers-Camden Campus for non-classroom purposes. Use of space for academic/classroom purposes is included under another Rutgers Policy [Policy 20.1.9](#). Auxiliary service facilities (e.g., dining halls, residence halls, bookstores, etc.) are not subject to this policy. The officials responsible for arranging events in auxiliary services facilities will be expected to coordinate the planning and supportive services involves with the Events Office at (856) 225 – 6162 or reserve@camden.rutgers.edu.

Use of University Facilities by Non-University Groups

General Policy and Guidelines: To encourage the free exchange of ideas, the policy of Rutgers, The State University of New Jersey, is to make maximum use of its facilities and services for the citizens of the State of New Jersey. To that end, the university will provide access to its facilities for non-university groups on a space-available basis. The following policies and guidelines shall govern access to university facilities:

- a. All facilities and services shall be made available on a uniform, non-discriminatory basis.
- b. All groups making use of university facilities shall abide by university policies and regulations.
- c. A non-university group shall not advertise or announce an event held in university facilities in any manner that would suggest that the event is endorsed or sponsored by the university.
- d. Non-university groups shall be required to demonstrate financial responsibility including, as required, the posting of damage deposits and satisfaction of insurance requirements.
- e. Events of a commercial, private, profit-making or fundraising nature are prohibited at all university facilities. Exceptions to this policy shall require the approval of the Office of the Chancellor.
- f. In scheduling of all university facilities, including auxiliary service facilities and student centers, first priority shall be given to university programs and activities. To the extent that facilities are available after instructional, research, and public service needs have been satisfied, such facilities shall be considered for use for events sponsored by various categories of users, in the following priority order:
 - (1) A division or department of the university
 - (2) Recognized student groups
 - (3) Academic or professional associations
 - (4) Alumni, parent or booster groups
 - (5) Agencies of government
 - (6) Groups other than the above

In scheduling events sponsored by non-university groups, university personnel shall make a reasonable effort to avoid the commitment of facilities until it is reasonably certain that higher priority, university-related need for the same facilities will not arise.

- g. For guidelines of use of University facilities for political activities (See [Policy Section 50.3.4](#)).

III. **OUTDOOR EVENTS**

Members of the Rutgers-Camden community may apply to hold an outdoor event subject to the following policies:

- A. **Applicable Areas:** Outdoor events are generally held in designated common areas on the campus. Such areas include the Campus Center Mall, Johnson Park, and the Athletic Field.
- B. **Approved Use:** With the exception of Athletic Fields, any individual or group wishing to utilize a designated outdoor area must register with and secure approval through the Office of Campus-wide Events. Reservation of Athletic Fields is conducted through Rutgers-Camden Athletics (please contact Tom Thomasson, Manager, Recreational Services, (856) - 225-2746 or tthomass@camden.rutgers.edu)
- C. **Authorized Outdoor Activities:** Non-members of the university community who wish to use university property for the purpose of speaking and distributing printed literature shall apply in writing to the Events Office. If approved, non-members are guided by the same policies that apply to members of the university community. Authorized activities include (1) information distribution, including fliers, banners, pamphlets, speeches, and other materials, (2) activities requiring a permit, (3) demonstrations, marches, leafleting, and (4) major programs. Major programs would include activities which require the use of electrical power, university equipment/or amplification. Reasonable time, place, and manner restrictions shall be applied to all authorized activities (including the requirement

for a permit). For outdoor activities outside of Rutgers University Camden Campus special permitting may have to be obtained from the City of Camden. To find out more about city permitting please contact Capt. Laura Kull, RUPD, (856) 225-6009 or lkull@camden.rutgers.edu

1. **Leafleting:** Any individual may distribute petitions, surveys, leaflets, or other informational literature on grounds owned or controlled by the University. Non-members of the university community shall be permitted to speak and/or distribute printed literature on the Camden Campus in the following locations:

Campus Center Mall
Athletic and Recreation Center Entrance
Law School Entrance (East Building)
Fine Arts Center Mall
Business & Science Building Entrance

Informational literature is a flyer or poster that does not mention the sale of or offer for sale goods or services. Leafleting in a manner that is disorderly and/or which disrupts (unattended stacks of literature, stake signs, etc) the normal routine of campus life will be considered a violation of university rules and regulations.

2. **Demonstrations:** Rutgers-Camden is an “open campus.” It is a long held tradition that the entire campus community – students, faculty, and staff – shall have opportunity to hear and express diverse views. In addition, the freedom to demonstrate in a peaceful and orderly fashion as a means of presenting viewpoints is recognized as an important exercise which should be preserved. Demonstrations which are disorderly and/or disrupt the normal routine of campus life will be considered as violations of university rules and regulations and may result in the application of established disciplinary and disruption policies.

All student demonstrations, marches, and speakers not affiliated with Rutgers must apply in writing to the Dean of Students who then has the authority to approve or deny space. In all instances, the organizations sponsoring demonstrations, marches or speakers are responsible for ensuring the peaceful demeanor of the assembly, including the arrangements for marshals and other self-governing services in cooperation with campus police. The sponsoring group shall be responsible for all expenses and damages incurred by the University.

3. **Banners, Posters, and Signs:** Banners, posters, signs, or other announcements must be placed on kiosks, bulletin boards, or other appropriate areas provided by the campus or individual colleges and schools. Banners, posters, signs, and other announcements are not permitted on buildings, structures, or sidewalks. (Fire codes prohibit the placement of materials on the glass portion of doors and windows.) Defacement of campus property in any form, including graffiti, is not permitted. Organizations or individuals violating this section of the policy will be responsible for any resulting costs or damages.

The campus does not permit banners on any building during Commencement, unless determined appropriate by the Chancellor. Banners, posters, and signs that interfere with pedestrian traffic, advocate the violation of a university

policy or local, state, or federal law, or will cause trash or litter is prohibited. Groups failing to abide by the policies and procedures may lose privileges in the future.

- D. **Changes, Cancellations, and Terminations:** The University reserves the right to cancel, move to another area, or deny any approved outdoor activity on the basis of safety, pedestrian traffic flow, class schedules, or any other university activity or uses deemed necessary. Although civil disobedience as a means to produce change is always a matter of individual conscience and consequence, the university will neither permit nor condone unlawful action or the threat of danger.
- E. **Challenges:** Challenges to this policy must be in writing and submitted to the Office of the Chancellor (Please contact Mary Fall, Executive Assistant to the Chancellor, 856-225-6095 or mfalls@camden.rutgers.edu)

F.

G. **USE OF SPACE FOR COMMERCIAL SOLICITATION**

Commercial solicitation (academic or non-academic) on campus is generally permitted on campus at the Camden Campus Center **with the exception of solicitation of credit cards**. Commercial solicitation in the Camden Campus Center or any campus facility must be approved by the Events Office in conjunction with the Office of Student Affairs and Office of the Chancellor. All vendors must comply with the rules and procedures established by the university. Table space and other vendor reservations must be through the Events Office.

IV. INDOOR EVENTS

All campus indoor events will be classified as either an *internal event* or an *external event*. **The definition of an internal event** is any event in which participation is comprised of **only** Rutgers University faculty, students, staff or organizations recognized by the Rutgers University Alumni Association. **The definition of an external event** is any event in which there is participation of individuals who are not Rutgers University faculty, staff, students and alumni. External events include academic and non-academic conferences sponsored by Rutgers University. **An exception to this definition:** all student events held in the Camden Campus Center or Athletic and Recreational Center are internal regardless of when they occur and who attends.

V. SCHEDULING INDOOR

Campus Events Management System (EMS): The Events Office will be responsible for maintaining the official campus inventory of information and data related to the use of campus space, including a space inventory, collection of facility use fees and other cost data, and the maintenance of a centralized calendar of events. The Events Office will coordinate the logistics of an event with the requesting internal user – faculty member, staff member, academic unit/department or administrative department and RUAA. Student requests for event scheduling are coordinated through The Office of Student Affairs. The Events Office will make available the information for events to those offices responsible for providing service for the events, such as Facilities Maintenance Services, RUPD Security, RUPD Parking, etc.

All events scheduled and managed by faculty, staff, students or RUAA must be posted to the EMS system so it can be included in the central campus calendar of events and so the event can be supported with the proper services, such as facilities, security, etc. Also, posting allows units to avoid conflicts in dates of proposed events and to share information about proposed events across all units. As a general practice, all events should be scheduled as early as possible to insure high quality event management **and** to insure availability of the appropriate type of space and facility. For large -scale events (such as live dramatic, musical or dance performances or gatherings of 100 or greater guests) please plan at least four weeks prior to event date

VI. FEES

- **Types of Charges:** The following are the types of charges incurred for an event: security services; custodial services; maintenance services; outside equipment rental fees; facility use fees, and other personnel services. Fee charts are posted on the Office of Campus Event Planning webpage www.events.camden.rutgers.edu

- **Internal Event Fees:** Any “internal event” that occurs Monday through Thursday 7:00 AM to 11:00 PM or on Friday from 7:00 AM to 5:00 PM will be conducted without being assessed charges for custodial services, security services, equipment rental, set-up fees, or facility rental. However, if this event requires delivery of furniture and/or equipment from one building to another building, there will be a delivery charged assessed. If required, the user will be responsible for the cost of the rental of equipment from an outside company. Additionally, any internal event conducted on the above days and times and that requires dedicated services before **or during the event** will be assessed charges for the dedicated service. Examples of dedicated services are security, custodial or wait staff assigned exclusively to the event (before during or after the event occurs). In addition to a client request, other reasons for assignment of dedicated services includes adherence to University policy or safety guidelines

Any internal event that occurs Friday after 5:00 PM or on Saturday or on Sunday **will be assessed** charges for those specific services required to deliver a quality event – such as security services; custodial services; maintenance services; outside equipment rental fees and other personnel services. The Office of Campus-wide Events, in consultation with the department supplying the services, will make the determination if and the amount of services required. Internal users must provide an internal purchase order (IPO) to support incurred costs.

- **External Event Fees:** As a general rule, all external events will be assessed charges for security services; custodial services; maintenance services; outside equipment rental fees, other personnel services and facility use fees – regardless of whether the event is held Monday through Friday or on a Saturday or a Sunday.

The definition of “external event” incorporates events that have some properties of internal events such as when individual faculty members, centers, or colleges/schools wish to hold a forum, workshop or conferences related to their classes, research, or other academic and enrollment interests. There will be no charges for these activities, except for additional actual costs which cannot be waived (extra custodial, outside rentals, etc.). The faculty member or appropriate center or college/school administrator should contact the Events Office **prior to marketing the event** for assistance and support in the planning of the event activities and logistics.

A unit or division of the university, recognized student organizations and government agencies sponsoring an event shall be exempt from payment of the facilities use fee.

Non-university organizations who wish to sponsor an event shall submit a written application to the Events Office or to the relevant office administering a auxiliary services facility (**Residents Life:** contact Brandon Chandler, Manager, Camden Housing at (856) 225 - 6473 or brandonc@camden.rutgers.edu; **Camden County Boathouse:** Jamie Stack, Manager, Camden County Boathouse, (856) 661-3188 or boathouse@camdencounty.com; **Athletics:** Tom Thomasson, Manager, Recreational Services, (856) - 225-2746 or tthomass@camden.rutgers.edu)

The office shall advise the applicant if the requested facility is available, determine the eligibility of the non-university group and specify the applicable charges and fees and other requirements that must be satisfied. The charge schedule of facilities use fees shall be applied equitably to all other groups authorized to sponsor an event in a university facility.

Non-university groups must meet insurance requirements (e.g., certification of insurance coverage) and normally will pay charges in advance. University groups must provide an internal purchase order (IPO) to support incurred costs.

- H. **Waiver of Fees:** All 501c3 organizations and community partners are eligible to request in writing to the Office of Campus Event Planning a waiver or discount of fees prior to booking an event. A committee comprised of the Associate Chancellor for Student Affairs, the Director of Civic Engagement and the Director of the Events Office will consider the waiver of charges except actual costs. Challenges to this policy must be in writing and submitted to the Office of the Chancellor (Please contact Mary Fall, Executive Assistant to the Chancellor, 856-225-6095 or mfalls@camden.rutgers.edu)

Circumvention Prohibited: Under no circumstances are members of the Rutgers-Camden community permitted to use their positions to allow the general public or non university groups to circumvent these policies and procedures, nor shall they use their influence to make an “external event” appear to be an “internal event.”

University Student Events:

- A. **University Student Groups:** For student group events requiring use of space (outside of space assigned to students in the Campus Center(such as Student Government Association Office, *The Gleaner’s* Office, WCCR’s Radio Station, the Student Leader Lounge, etc.) the Events Office will deal directly with student group members to reserve the space.

For student group events requiring use of space and goods/services that will incur costs, student group members must receive approval from the designated student group administrator to expend money. After approval is granted, student groups may schedule their event through Events Office via an e-mail on their which designated student group administrator is copied. The Events Office will assist student group members with logistical planning for these events.

For student groups planning events that are large such as concerts, dances, fashion/talent show, parties; or have complex variables (such as outside guests, multiple facility use, cash, alcohol, vendors, need for metal detectors) student group members must meet first with designated student group administrator to identify funding and gain permission to hold the event. After approval is granted, student groups may schedule their event through Events Office via an e-mail on their which designated student group administrator is copied. For events of the aforementioned scale the designated student group administrator will convene a planning meeting among the students, Events Office, Security, FMS and other pertinent departments (such as Dining or Athletics) prior to the event being advertised. Follow-up, planning and executing the event will be coordinated among the student group members, the designated student group administrator and the Events Office.

- B. **University Students:** If a student is not affiliated with a registered student group and wants to stage an event on campus the student must seek permission from the Dean of Students or the Dean’s designee.