



Policy Statement - Request For Camden Campus Center

The main lounge in the Camden Campus Center is the primary open area for our university students to use. It provides a breathing space for students during the academic week.

Scheduling programs and events in the main lounge during the academic week during the primary academic semesters (fall and spring) is prohibited.

- Requests for use of the main lounge for weekend events (Saturdays and Sundays) can be submitted to the Events Office (856-225-6162 or reserve@camden.rutgers.edu).
- The Events Office will forward the request to the Director of the Campus Center for an approval signature.
- Events must be submitted a minimum of two (2) weeks in advance of the planned event.
- Approved weekend events occur within the Saturday to Sunday time frame and all weekend events are subject to a restoration fee of \$300.00 to return the main lounge back to its original configuration.
- Weekend events cannot begin on Friday evening. Events begin Saturday or Sunday morning and all weekend events approved for the main lounge must conclude by Sunday evening at 9:00pm.

This policy will allow the building staff to reset and configure the main lounge for the opening of the building on Monday mornings.