

Reservation Guide

Introduction

This guide has been developed to assist you in planning your activity by providing some of the essential steps in reserving a facility. If you are sponsoring an event that is not covered in this publication, or have any questions regarding its content, please do not hesitate to ask questions.

While we have tried to provide you with some basic scheduling guidelines, please note that this does not contain complete policy information, nor does it reference all policies pertaining to the reserving and use of University facilities. For complete information, contact the Reservation Office.

The success of your program is not only important to you, but is also important to us!

General Information

- Room Reservation and Public Safety Applications must be complete. **No** reservations will be confirmed if there are any missing signatures or information.
- Events will be considered to be “pending” until all information is received.
- All events featuring an external speaker or performer must have a biographical data sheet and a listing of previous engagements submitted with the Reservation Application and Security Agreement.
- The Events Board meets weekly to review all events, except for general meetings, and may request the appearance of a member of an organization if there is a question concerning the reservation/program.
- For external speakers or performer, an audio -visual Release Form must be submitted with Reservation and Public Safety Application and Security Agreement.
- Media equipment must be reserved at least 1 week in advance through the CIRT, located in Hutchinson, 2nd floor.
- All reservations for the Little Theatre must be approved by the Theatre Management and Programming Office located in Wilkins Theatre.
- For events requiring tickets, Theatre Management and Programming Office must be contacted at least two weeks in advance.
- CulinArt is the official caterer for the University. All food must be ordered through them unless a Food Waiver Form is authorized.
- Kean University reserves the right to assign police to cover events and bill any such charges to the sponsoring organization.
- Easels may be reserved for meeting use or advertisement postings. Easel Request Forms may be obtained from the University Center Information Desk.
- No program may be advertised until the Reservation has been confirmed. The Office of Student Life and Leadership Development must approve all advertisements before posting.

General Meetings

- Reservation and Public Safety Application must be submitted at least 24 hours in advance of the meeting.
- If you require a non-standard set-up, a Reservation and Public Safety Application and a set-up diagram must be submitted at least 2 weeks prior to the meeting.

Internal Speaker/Performer

- If participants are limited to the Kean community, a Reservation and Public Safety Application and set-up information must be submitted at least 2 weeks prior to the event.
- If the outside community will be invited, the Reservation and Public Safety Application and set-up diagram must be submitted at least 4 weeks prior to the event.
- If tickets or other services are required, those forms must be submitted with the Reservation and Public Safety Application. No ticket sales or admittance charges are allowed 'on site'.
- Copies of Food Service Waivers (CulinArt) and Media Equipment Reservations (CIRT) if appropriate, must also be submitted with the Reservation and Public Safety Application.
- Events sponsored by, or co-sponsored with external organizations require a six-week prior notification, and should be reserved through the Office Community and Disability Services.

External Speakers/Performer

- Reservation and Public Safety Application must be submitted at least 4 weeks prior to the event, and must include the following:
 - Room Set-up
 - Security Agreement
 - Biographical data and listing of previous engagements
 - Audio-visual Release Form
 - Signed media request form (CIRT) Food Waiver (CulinArt) Box Office Form, or other forms for additional services.

Parties and Special Events

- Reservation and Public Safety Applications must be submitted under the guidelines specified for Internal Speakers or External Speakers.
- Signed media request form (CIRT), Food waiver (CulinArt), Box Office Form, or other forms for additional services must be submitted with the Reservation and Public Safety Form.
- Fees:
 - Cleaning fee: \$21 per hour per maintenance person.
 - Security fee: \$17.50 per hour per assigned officer. The average staffing requirements include four police officers and two security guards.
 - Box Office fee: \$30.00.
- Program times are as follows:
Thursdays, Fridays, Saturdays

9:00 PM - 1:00 AM

- No one will be admitted after 11:15pm.
- Cancellation Forms must be received 2 working days prior to the event or the group will be held responsible for all fees.
- An Executive Officer of the group must attend a meeting with the Coordinator of Special Events and a member of University Police prior to the event.
- Alternative site ticket sales are required, for all parties, unless approved by University Police.

Fundraisers and Bake Sales

- Reservation and Public Safety Application must be submitted 1 week in advance.
- The following locations have been designated for student groups tables: Hutchinson and Bruce Lobbies; and the U.C. Atrium.
- Only non-food items can be sold in the University Center Lobby without permission.
- All cancellations must be received 2 working days prior to event or fund-raising privileges may be revoked.
- The organization must provide their own paper products and other supplies, and are responsible for cleaning the area after the sale.

Vendors

- Reservation and Public Safety Application must be submitted at least 2 weeks prior to the event
- Vendor Application and \$60 per diem fee must be submitted with the Reservation Application.
- If vendor is a part of a another major program then the Reservation and Public Safety Application, Vendor Application, and \$60 per vendor fee must be submitted 1 week prior to the event.
- Fees must be paid by check or money order made out to Kean University.
- Due to our exclusive contracts with the bookstore and food service vendors, the sale of food and items embossed with references to Kean University are strictly prohibited.
- Be aware of your vendor's reputation and character, as a sponsoring group you are held responsible and possibly accountable for their actions.

Cancellations

- ◆ Cancellation Forms must be received at least 2 working days prior to the event date.
- If a cancellation is not submitted on the Cancellation Form, the group will be responsible for the full amount of fees.
- Organizations that do not use reserved space and do not properly cancel programs, may be assessed a penalty fee and reservation privileges may be revoked.

Maximum Room Capacity

University Center

UC228	178
UC226A	35
UC226B	35
UC337A	35
UC337B	35
UC344, 345, & 346	10
Little Theatre	225

Downs Hall

Dining Room 1	170
Dining Room 2	172
Dining Room 3	171
DJ	352
Band	322
Dinner	272

Wilkins Theatre 952

East Campus Theatre 300

Classrooms

Classrooms are available during 'University Hour' on Mondays and Wednesdays 3:30-5pm. Capacity Rates vary.

Important Telephone Numbers

University Center Scheduling	737-5200
University Center Information Desk	737-5222
Box Office	737-4355
Coordinator: Special Events	737-5170
CulinArt (Catering)	737-5160
East Campus Scheduling	737-5860
Graduate Student Council	737-5168
CIRT (Media Equipment)	737-2073
The Tower	737-4231
Maintenance	737-5000
Part Time Student Council	737-5250
Theatre Management & Programming Office	737-4350
Student Life and Leadership Development	737-5170
Student Organization, Inc	737-5190
University Police Administration	737-4840
University Police Department (Main #)	737-4800
University Relations	737-3410