

Kean University Reservations Manual

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Kean University
Reservations Manual
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INTRODUCTION

Kean University encourages the use of campus facilities by groups and members of the community for academic and co-curricular programming. These events are a vital part of the total educational experience of students and are an important compliment to classroom instruction.

This manual contains policies, procedures, and forms relevant to the scheduling process, and has been compiled to serve as a guide and resource for those seeking to schedule events. Any individual or group seeking to reserve a room is urged to read this manual carefully. Compliance with these policies and procedures is essential. The scheduling process should facilitate programming, eliminate conflicts in scheduling, and maximize the opportunity to publicize events in advance.

The Kean University Policy Statement on Free Speech and Dissent, articulates the University's commitment to maintaining an environment which fosters free speech and open discussion of ideas. This Statement appears in the first section of this manual, and many of the procedures that follow are intended to support the commitment of the University to free speech and dissent. Events are categorized as follows: those involving only members of the Kean community, those involving an internal guest speaker/performer, and those involving an external guest speaker/performer. The deadlines and procedures are different for each type of event.

The University reserves the right to impose content neutral restrictions on events at Kean University in accordance with First Amendment requirements. Consistent with the principles of academic freedom, as well as the constitutional protection of the First Amendment, Kean University acknowledges the importance of free discourse on campus.

GENERAL POLICIES AND PROCEDURES

GENERAL PROCEDURES GOVERNING USE OF UNIVERSITY FACILITIES AND GROUNDS

The Kean University Statement on Free Speech and Dissent and the Statement on Dissent and Protest express the commitment of Kean University to maintaining an environment which supports the free and open exchange of ideas. The General Procedures Governing the Use of University Facilities and Grounds are to be applied on a content neutral basis whenever University facilities and grounds are used outside of the classroom context and are to be interpreted in a manner consistent with the basic commitment of the University to free speech and dissent.

1. Permission for use of University facilities or grounds, when granted, will be subject to such reasonable limitations as the University may prescribe.
2. All University facilities are primarily reserved for their respective University purposes, including educational, academic, professional, cultural, athletic and social purposes.
3. Security at all events is subject to the sole and exclusive control of Kean University. Searches of individuals will not be allowed unless conducted by authorized law enforcement personnel. Use of University grounds or facilities in connection with events requiring security is conditioned upon timely execution of a security agreement approved by the University.
4. Applicants must agree to abide by the policies, procedures and guidelines governing the use of University facilities and grounds. Use in connection with events **requiring special arrangements** is conditioned upon timely execution of an agreement detailing the terms and conditions of use.
5. Failure to comply with the General Procedures Governing the Use of University Facilities and Grounds and other applicable University requirements, including the security and use agreements, may result in cancellation of the event and in disciplinary or other legal action.
6. University representatives must have full access to all rooms, facilities, and grounds utilized by any group, organization or individual at all times.
7. Use of University facilities or grounds must not interfere with or disrupt educational, academic or other University activities.
8. Organizations, groups or individuals using Kean University facilities and grounds cannot intimidate, interfere, or discriminate on the basis of age, sex, sexual orientation, marital status, race, color, creed, national origin, physical handicap, or political activity, or union activity.
9. The University reserves the right to cancel or postpone activities or events on campus including any activities or events where there has been a change in the scheduled program. The following factors will be evaluated in making such a decision:
 - a. Space or other physical limitations or constraints.
 - b. Lack of sufficient University personnel to staff a particular event.

- c. Substantial threat to the orderly operation of the University.
 - d. Significant danger to the public safety of the University, its staff, students, guests and neighbors.
 - e. Failure to comply with the General Procedures Governing the Use of University Facilities and Grounds.
 - f. Disruption of academic, educational or other regularly scheduled University programs.
 - g. Weather, equipment failure or other unforeseen events.
10. The University reserves the right to change, alter or modify any scheduling request based upon the following considerations:
- a. Academic schedule and program
 - b. Vehicular traffic
 - c. Space and/or staff limitations
 - d. Parking limitations
 - e. Public safety and security
 - f. Orderly operation of the University
 - g. Previously scheduled events
 - h. Construction activities
 - i. Number of individuals expected to attend the event or interested in attending the event
 - j. Weather, equipment failure, or other unforeseen events
11. No organization, group or individual may use University facilities or grounds without applying for and receiving approval from the appropriate University office. It is the responsibility of any organization, group or individual seeking use of University facilities and grounds to ensure that the proposed use is conducted consistent with these procedures.
12. The organization/group sponsoring an event will be held responsible by the University for that event, including cost of maintenance of facilities and/or grounds and costs of security attributable to the event. In addition, the sponsoring organization/group and its members are responsible for complying with all applicable University requirements and State law.
13. University facilities must be reserved in advance by completing the appropriate reservation forms. Space is approved on a first-to-schedule basis, however, there are times during the year such as Homecoming, Meet the Greeks, Commencement, etc., that are historically busy. Limited resources may make it difficult to accommodate requests for space during these times.
14. Violations of these procedures will be addressed through internal disciplinary procedures, legal process, and/or revocation of usage privileges. Interference with a

speaker's ability to communicate or the audience's ability to hear or see the speaker, will result in a request to cease the activity. Failure to comply with the request to cease the disruption will result in removal and a notice of suspension during which time a hearing will take place in accordance with University disciplinary procedures.

15. Inappropriate or threatening physical contact, any threat of physical contact, malicious damage to property, actions that disrupt the freedom of movement of others and violations of civil and criminal laws are prohibited and will result in removal, internal disciplinary procedures and/or other civil or criminal process.
16. Possession and consumption of alcoholic beverages is prohibited without prior approval.
17. Possession of any weapons, as defined under N.J.S.A. 2C:39-1, on campus is strictly prohibited. Violators of this prohibition are subject to immediate arrest and criminal prosecution.
18. Applicable tax laws and copyright laws must be observed. Use of the Kean University name, emblem or identity, for commercial activity will not be permitted without approval.
19. Groups, organizations or individuals not affiliated with the University and seeking to use facilities must provide an insurance certificate for the required coverage not later than two weeks prior to the event. If this is not done, the event will be cancelled. All requesting groups must agree to cover expenses for any damages incurred as a result of its use of University facilities and grounds. In some cases, if an event is of sufficient magnitude to warrant the provision of insurance, recognized University organizations, groups or members of the University community may be required to provide a certificate of insurance two weeks in advance of the event.
20. Reserving or scheduling use of the University facilities or grounds for use by organizations or individuals other than those making application is prohibited and will result in canceling the event, possible revocation of use privileges and other disciplinary action.
21. Publicity for events identifying speaker, location, date and time is only permitted after the sponsoring organization has picked up the written reservation confirmation from the appropriate administrative office.
22. Sound amplification on the grounds of the campus will only be allowed in the discretion of the University.
23. These procedures will be applied consistent with any collective bargaining agreement applicable to the University.
24. Initial appeals of the University's decision regarding use of facilities and/or grounds, including denials or limitations on use, may be made, in the case of student groups, to the Vice President for Student Affairs and in the case of faculty or staff, to the Vice President for Academic Affairs. **In the case of organizations, groups or individuals not affiliated with the University, appeals of the decision may be made to the Office of the Vice President for Student Affairs.**

25. Appeals from the decision of the Vice President for Academic Affairs, or the Vice President of Student Affairs or the Vice President for Institutional Advancement, as appropriate, must be made as follows:

- A written letter of appeal must be submitted to the appropriate Vice President within three (3) working days after the initial denial of the request for space.
- Upon receipt of the letter, the appropriate Vice President must review the application and render a decision within three (3) working days of the appeal. In the event, the proposed timing of the event does not allow sufficient time to submit an appeal, the University will consider expedited appeals.

**STANDARDS FOR EVALUATING REQUESTS FOR USE OF UNIVERSITY
FACILITIES AND GROUNDS**

1. The University expects use of University facilities and grounds to advance or promote the academic, educational and/or cultural mission of the University. Priority for the use of University facilities and grounds is given to academic departments and administrative units. Priority among recognized University organizations and groups will be determined on a first-to-schedule basis. Recognized University organizations or groups and members of the campus community have priority over requests for use by groups or organizations not affiliated with the University. The following standards will be considered in scheduling use of University facilities and grounds:
 - a. the University's interest in maintaining order on campus;
 - b. the University's interest in ensuring public safety and security;
 - c. the University's interest in preventing commercial exploitation of students of the University;
 - d. the University's interest in preserving residential tranquility in residence halls and in the surrounding community;
 - e. the University's interest in preserving its facilities and grounds;
 - f. additional factors include: parking limitations, academic schedule, vehicular traffic, scheduling conflicts, size of the event, and staffing needs, and ongoing construction activities.

GUIDELINES FOR USE OF UNIVERSITY FACILITIES FOR DISSENT AND DEMONSTRATION

Kean University recognizes its commitment to the exercise of free speech and dissent by its faculty, staff and students. Demonstration and dissent is subject to the need that the University operate in an orderly fashion. Normal delivery of the academic and educational program is the University's priority concern. All use is subject to review in accord with the Standards for Evaluating Requests for Use of University Facilities and Grounds and to the General Procedures Governing Use of University Facilities and Grounds.

1. Priority in scheduling and use of University facilities or grounds for purposes of dissent or demonstration is given to recognized University organizations and groups.
2. University organizations or groups or members of the University community must notify the Office of Student Life and Leadership Development of any requested use for purposes of dissent or demonstration prior to the requested use, so as to permit the University to designate appropriate time, place, and manner restrictions. If in connection with a scheduled University event, requests to schedule must be made 72 hours prior to the requested use. If not in connection with a University event, requests to schedule must be made in accord with normal University scheduling procedures.
3. In order to allow the University sufficient time to evaluate space, security, parking, staff and other needs and to plan and organize its allocation of resources, application for use of University facilities or grounds by organizations, groups or individuals **not** affiliated with the University for dissent or demonstration must be made to the Office of University Relations in accordance with regular scheduling procedures for external groups. If the use requested is in connection with a regularly scheduled University event, application must be made at least six working days prior to the event.
4. The University reserves the right to designate time, place and manner restrictions on individuals, groups or organizations registering dissent or to disperse any such group where there is significant, imminent danger to public safety. The University reserves the right to change the date, time or location of a dissent or demonstration, in the event of a scheduling conflict, or if the requested use would disrupt the orderly operation of the University, consistent with the Procedures Governing the Use of University Facilities and Grounds.
5. If special circumstances are presented, upon application, shorter timelines and different locations will be considered at the discretion of the University.
6. The name of the individual authorized by the organization to act on its behalf should be provided to the University along with the number of individuals wishing to attend the event. Space will be allotted within physical limitations and subject to the public safety and operational needs of the University.
7. Due to limited space, public safety concerns and/or the operational needs of the University, the University reserves the right to limit the number of protesters on campus as well as the number of protesters, demonstrators or counter-demonstrators from any one

group or at any one location. The University also reserves the right to limit the number of protesters so as to afford other groups the opportunity to express their views. In accordance with general University policy, priority will be given to recognized University organizations and groups.

8. Violations of these procedures and/or interference with a speaker's ability to communicate or the audience's ability to hear or see the speaker, will be addressed through internal disciplinary procedures or legal process. Failure to comply with the request to cease the disruption will result in removal, a notice of suspension during which time a hearing will take place in accordance with University disciplinary procedures, and/or civil or criminal process.
9. Applicants are strictly responsible for any damage done to property attributable to the individual applicant, group or organization.
10. Appeals of the University's decision regarding use of facilities and/or grounds, including denials or limitations on use, may be made in accord with the appeal procedures detailed in the General Procedures Governing the Use of University Facilities and Grounds.

KEAN UNIVERSITY POLICY STATEMENT ON FREE SPEECH AND DISSENT

Preamble

Kean University has a long-standing commitment to basic constitutional freedoms. These freedoms are important not only because they are guaranteed within the constitution, but also when considered in light of our University's public dedication to the "transmission of knowledge, the pursuit of truth, the development of students, and the general well-being of society."

The Kean University Bill of Rights and Responsibilities, adopted in 1972, affirms the commitment of the University to free speech and to dissent and recognizes the inherent link between these two. It underscores the importance within the educational process of the "search for truth and its free presentation" while extending to members of the campus community the right to "engage in non-violent demonstrations." The importance of the link between free speech and the right to dissent as well as the responsibility for orderly dissent is embodied in the statement that members of the community who wish to dissent have the "obligation not to interfere with any member's freedom to hear and to study unpopular and controversial views on intellectual and public issues."

Similarly the University Policy on Dissent and Campus Demonstrations, adopted in 1972, encourages members of the University community to "register their dissent from any condition, issue, or proposed action by any orderly means." The Policy on Dissent and Campus Demonstrations recognizes also that those who exercise their right to dissent have the responsibility to do so in ways that do not interfere with the basic freedoms of all members of the campus community.

The statement presented in this document derives from and is consistent with the framework established within the University Bill of Rights and Responsibilities and the Policy on Dissent and Campus Demonstrations.

Statement on Free Speech

Kean University is committed to maintaining an environment which fosters free speech and open discussion and debate of ideas. Members of the campus community are encouraged to listen to the ideas of any person. This commitment includes supporting the right of a group or individual to sponsor speakers or events with unpopular or controversial points of view, while enabling those who oppose these points of view the opportunity to express disagreement or dissent in ways that do not restrict the ability of individuals to hear the ideas being presented. It is understood also that sponsorship of a speaker or event does not necessarily imply approval of the views presented.

Scope of Statement

The Classroom

As stated in the University Bill of Rights and Responsibilities, academic freedom extends to a faculty member "the right to determine the specific content of his or her course within the established course definition." This right of a faculty member to conduct his or her course free of intrusion from those outside the class is considered inviolate* and therefore, the guidelines (i.e., the Statement) for external speakers delineated in the "Policies and Procedures for University Facilities" manual does not apply to academic instruction. The guidelines (i.e., the Statement) do

apply to all other meetings on campus to which an outside speaker is invited (open meetings).

Open Meetings and Events

All meetings and events to which outside speakers or groups are invited are open, even though sponsoring organizations may limit the audience to members of their groups. For all open meetings or events, provision must be made for members of the campus community** who wish to do so to have access to the words of the speaker.*** This may be accomplished by permitting attendance at the part of the function which includes the talk or by recording (videotaping or audio taping) the talk and making the tape generally available for viewing by the members of the campus community. In accordance with copyright laws, recording may only be done with permission of the speaker.

Statement on Dissent and Protest

Kean University recognizes that the right to dissent is the complement of the right to free speech. Where dissent does occur at the same time and location of the talk,* it must not interfere with the speaker's ability to communicate or the audience's ability to hear and see the speaker. The dissent might also be expressed in a forum other than at the original talk.

Peaceful dissent (i.e., picketing, distribution of literature, and silent or symbolic protest) is widely recognized as an acceptable means of dissent. Protest should never be disruptive or violent, nor should it result in damage or destruction.

The following examples are meant to suggest the limits of acceptable dissent. They are not intended to be comprehensive.

- a. **Picketing and the Peaceful Distribution of Literature.** Picketing in an orderly way or distributing literature outside a meeting is acceptable as long as these activities do not interfere with gaining access to the meeting or event.
- b. **Silent and/or Symbolic Protest.** The wearing of symbolic clothing or emblems or the engaging in noiseless protests that involve gesturing, standing, or displaying signs are acceptable expressions of dissent, but these activities should not obscure the speaker from the audience's view or prevent the audience from hearing the speaker.
- c. **Vocal Dissent.** Dissenting vocally from a speaker's views, especially if the vocal protests are similar in kind and degree to the reaction of those supporting the speaker, is acceptable. Disrupting a meeting or event with prolonged chants or other noise in a manner that interferes with the speaker's communication is not permitted, whether inside or outside the meeting.
- d. **Force or Violence.** Using force or violence is never an acceptable form of protest. Freedom of movement may not be interfered with.

All persons at a talk must respect the right to dissent, as defined above. Any person who interferes with acceptable forms of dissent is considered in violation of this policy in the same way as is a dissenter who violates the rights of the speaker or the audience.

KEAN UNIVERSITY BILL OF RIGHTS AND RESPONSIBILITIES

Overview

A Bill of Rights and Responsibilities has been endorsed by the Board of Trustees and serves as a general guide for administrative practices at the Universities.

It is designed to provide or and academic community in which people may engage in the pursuit of teaching and learning, scholarship and research, and cross-cultural and social development. The tenets of the bill highlight the basic rights of all members of the University community to freedom of speech, freedom of press, freedom of peaceful assembly and association, freedom of political beliefs, and freedom from personal force and violence, threats of violence, and personal abuse.

Consonant with those rights is the responsibility to respect the freedom to teach, to learn, and to act in a manner conducive to the protection of the educational process , and the protection of the facilities and internal relationships established by the University. The institution's long standing tradition of student involvement through participation in policy making, academic and cultural program development, and faculty and administrative personnel considerations serve to further promote a common understanding of the institution's norms and vales.

The complete text of the University's Bill of Rights and Responsibilities is available in the Office of the Vice President for Student Affairs, Kean Hall, Room 124.

PROCEDURES GOVERNING COMMERCIAL SALES

Kean University is an educational institution. Its fundamental mission is to provide academic and educational programs for its students. Located in a densely populated area, the University's facilities are limited. Classroom space, parking space, recreational space, housing, office space, and other forums are frequently booked to near capacity by the members of the University Community. For these reasons, the University has prioritized the opportunity for use of its facilities to recognized University organizations and groups, University departments, or members of the University Community. For these same reasons, the University has restricted use of its facilities for commercial sales or solicitations to events that have a relationship to the University Community and the institution's educational mission.

1. As a general rule, representatives of off-campus groups or businesses will not be permitted to engage in commercial sales or otherwise solicit in person on-campus. The Reservations Coordinator may grant permission for solicitations and sales by off campus business concerns, consistent with the Standards for Evaluating Requests for Use of University Facilities and Grounds and only when specifically sponsored to do so by a recognized student, faculty, or other employee organization. Use of University facilities and grounds by off campus groups or businesses may be limited to specific times and locations.
2. Applications must be made at least four weeks prior to the solicitation and will be reviewed in accord with the Standards for Evaluating Use of University Facilities and Grounds. Use will be subject to the Procedures Governing Use of Facilities and Grounds. These restrictions are not intended to apply to: competitively bid or other contractual arrangements, or to those individuals and organizations not affiliated with the University who are invited on campus to make business presentations, or proposals in order to obtain sponsorship, or to elicit requests for proposals, or contractual agreements with either the University administration or recognized University organizations and groups.

PROCEDURES GOVERNING DISTRIBUTION OF LITERATURE

1. Recognized University organizations, groups or members of the campus community may utilize sites designated for the sale or distribution of literature, including leaflets, handbills, handouts, newspapers and other written material when not in connection with a scheduled University event by notifying the University Center Administration in accord with general University scheduling procedures at least 24 hours prior to the requested use. Recognized University organizations, groups or members of the campus community must notify Reservation Services of their request to use University facilities or grounds in connection with a scheduled university event at least 72 hours prior to the date of requested use. All use will be subject to review in accord with the Standards for Evaluating Requests for Use of University Facilities and Grounds and to the General Procedures Governing Use of Facilities and Grounds. In the event of scheduling conflicts or other disruption to the orderly operation of the University, the University reserves the right to change the date, time and location of the distribution and if necessary, cancel the event.
2. Organizations or businesses not affiliated with the University must obtain written permission to sell or distribute literature from the Office of Community and Disability Services in accord with regular University scheduling procedures and in the case of any sale, must comply with the requirements of the Independent Vendor Policy. In order to avoid scheduling conflicts, and allow sufficient time to evaluate space, security, parking, staffing, and other needs and to plan and organize the allocation of University resources, individuals. Application must be made six working days prior to a scheduled University event, or six weeks prior to the requested date if not in conjunction with a University event, in accordance with University scheduling requirements. All use is subject to review in accordance with the Standards for Evaluating Requests for Use of University Facilities and Grounds and the General Procedures Governing the Use of University Facilities and Grounds.
3. Sites designated for the sale or distribution of literature includes, the main entrances to the University Center Atrium. Distribution of literature at locations adjacent to University facilities and grounds, including the sites of University events, cannot impede traffic, pedestrian flow, access to or from a facility, or present a threat to public safety.
4. The total number of people or organizations, distributing or selling literature on-campus or at any one location may be limited. In accordance with general University policy, preference will be given to members of the University community. In acting on requests from non-campus groups or representatives, those sponsored by recognized University organizations or groups will be given preference.
5. Harassment of members of the University community by those selling or distributing literature, or sale or distribution outside of the hours or locations for which permission has been granted, will be cause for immediate revocation of permission and could result

in a suspension of future usage privileges.

6. Decisions regarding requests under these guidelines will need to take into account both any special circumstances that may relate to University activities and the burden that permission to sell or distribute literature may place on the University's security force, administrative staff and facilities.
7. If special circumstances are presented, shorter time lines and different locations may be considered by the University.
8. The appeal procedures detailed in the General Procedures Governing Use of Facilities and Grounds apply in the event of a challenge to a decision by the University.

GENERAL GUIDELINES FOR CHARITABLE SOLICITATION AND FUND-RAISING

Charitable solicitation by recognized University organizations or groups must be scheduled in accord with applicable scheduling procedures and may only be conducted consistently with the Procedures Governing Use of University Facilities and Grounds. Application will be evaluated consistent with the Standards for Evaluating Requests for Use of University Facilities and Grounds. Charitable solicitation must be conducted in accord with applicable State and Federal laws, including but not limited to N.J.S.A. 45: 17A - 1 et.seq. and N.J.S.A. 56:8 2.7.

RESERVATION POLICIES AND PROCEDURES

**PROGRAM PLANNING GUIDE FOR KEAN UNIVERSITY GROUPS,
DEPARTMENTS AND ORGANIZATIONS**

Recognized University organizations including recognized student organizations, as defined in the Student Handbook, are eligible to reserve campus facilities for educational, social, recreational, and athletic purposes. Utilization of campus facilities for these extracurricular activities is a privilege, and organizations must abide by the policies and procedures as prescribed in the College Bill of Rights and Responsibilities, the Statement on Free Speech and Dissent, and all such rules regulating campus facility usage.

Any violation of University policies, procedures and regulations will be addressed by University authorities and/or University Police in accordance with established disciplinary procedures.

Violators of state or federal law are subject to civil and criminal prosecution.

Scheduling Priorities, Process and Procedures

Scheduling priority for Co-curricular/Non-instructional activities is given to University-sponsored events and events sponsored by University recognized organizations.

The scheduling process for University recognized organizations/departments vary depending upon:

- 1) The type of event and;
- 2) The utilization requirements for the facility

Organizations and Groups are strongly urged to begin the scheduling process at least two weeks prior to the required reservation and contract due date. For additional information on policies and procedures related to the scheduling of parties, please refer to the Party and Special Events Policies and Procedures.

The following chart provides the established minimum requirements for reserving a facility for an event depending on the type of event, the sponsoring organization and the speaker/performer.

RESERVATION TIME REQUIREMENTS

<u>Type of Event</u>	<u>Minimum time frames for submission of Reservation and signed Contractual Documents</u>
<p>A. Meetings where the attendance is limited to Kean University of New Jersey faculty, staff, and/or students, and where <u>no special services are required.</u> Meetings that require special services, including but not limited to food, security, maintenance, or audio/visual support requires the reservation documents to be submitted two weeks in advance.</p>	<p>24 Hours (Two week minimum strongly advised)</p>
<p>B. University organization/group-sponsored events involving speaker(s) from the Kean University faculty, staff, or student communities, and where the audience may be from the internal or external University Community.</p>	<p>Two weeks prior to scheduled event</p>
<p>C. University organization/group sponsored event involving external speaker(s), group(s) or performer(s), where the audience may be from either the internal and/or external University Community.</p>	<p>Four weeks prior to scheduled event</p>
<p>D. Charitable, non-profit or community organization sponsored events, and events co-sponsored by a campus affiliated department or organization with an external community organization.</p>	<p>Six weeks prior to scheduled event</p>

**RESERVATION PROCEDURES FOR MEETINGS/EVENTS
WHERE PARTICIPATION IS LIMITED TO KEAN UNIVERSITY**

- Step I:** Contact Reservation Office responsible for reserving the location
- Step II:** Complete Kean University Reservation and Public Safety Application at least 24 hours in advance of meeting/event
- Step III:** Secure confirmation after reservation application process is completed

Type of Event	Minimum Reservation & Contract Notification
Meetings where participation is limited to Kean University faculty, staff, and students and where no special services are required.	24 Hours
Meetings that require special services including, but not limited to, food, security, maintenance, or audio visual support require a two week notification.	2 weeks

**RESERVATION REQUESTS & DEADLINES FOR EVENTS INVOLVING A
SPEAKER(S) OR PERFORMER(S)**

Step I: Contact appropriate Reservation Office responsible for reserving the location to check for room availability. For events that involve external speakers/performers, submit all completed forms to the Reservations Coordinator, who will submit forms to Events Board for their review and approval.

Step II: Complete a room reservation packet including:

1. Kean University Reservation and Public Safety Application or Theatre Reservation Form
2. Kean University Security Agreement & attach a bio/press release and/or a listing of past engagements.
3. Audio/Video Release Form
4. Kean University Box Office Ticket Order Form (if applicable)
5. Theatre House Rider, Artist Contract and Technical rider (if applicable)

Type of Event

**Minimum time frames for
submission of Reservation and
signed Contractual Documents**

Event sponsored by a University organization involving an external speaker, group or performer

Four weeks prior to scheduled event

Event sponsored by a University organization involving a speaker from the Kean University Community

Two weeks prior to scheduled event

Meeting/Event sponsored by a University organization to which individuals who are not members of the University Community are invited to attend

Two weeks prior to scheduled event

Event sponsored by charitable, non-profit or community organizations; and events co-sponsored by a campus affiliated department, organization or community organization.

Six weeks prior to scheduled event

- Step III:** Secure confirmation after reservation process is completed
Step IV: Publicize Event

Groups/Organizations may begin to **advertise an event involving the use of University facilities or grounds only after the University has confirmed the reservation in writing.** Any group that advertises an event prior to formal confirmation will be subject to the loss of scheduling privileges, and cancellation of the advertised program. The sponsoring organization is responsible for explaining this regulation to any speakers or performers and/or their representatives. All groups/organizations/individuals must abide by the Kean University Posting Policy.

Campus Media Services

- The Tower requires at least one week notice prior to publication date.
- Flyers and posters displayed on University Bulletin boards must be approved by the Office of Student Life and Leadership Development.
- All external advertising and promotional media information relating to the use of University facilities or grounds must be reviewed for accuracy and approved by the Office of University Relations at least one week prior to the event. External media may, in some cases, require three weeks.
- Administrative report requires at least one week notice prior to publication date.

- Step V:** Other Services

a. Food Services

All food catering must be handled by the Kean University's authorized food vendor (737-5160). If an organization has a special meal request and desires to use a different caterer, special permission and a waiver must be obtained by the manager of food services. Waivers must be signed at least two weeks in advance. Food requisitions should be submitted as early as possible. It is advisable to submit requests for events two weeks in advance. Failure to follow this policy will result in cancellation of the program.

b. Center for Instructional Resources and Technology

Faculty and staff must contact the Instructional Resource Center for audio/visual requirements. Requests should be submitted at least two weeks prior to the event.

RESERVATION CHECKLIST

*Meeting

- Read Reservations Manual
- Select a room/date
- Call appropriate scheduling office for availability
- 24 Hours to - Complete room reservation forms at least 24 hours in advance
- 2 weeks - Pick up confirmation. A copy will be kept on file with scheduler
- in advance - Meeting will take place

*Internal Speaker/Performer

- Read Reservations Manual
- Select room/date
- Call Scheduler for availability and select a date (this will "hold" the facility)
- 2 Weeks - Submit completed room reservation forms to appropriate department
- in advance - Pick up confirmation
- Contact Box Office for ticket distribution (if applicable), contact CIRT for any audio/visual needs (if applicable), and contact food services (if applicable)
- Contact the Tower (737-5878), Student Life and Leadership Development for bulletin boards postings (737-5170) or Contact University Relations (737-3410) for off-campus publicity.
- Program will take place

*External Speaker/Performer

- Read Reservations Manual
- Select a room/date
- Call Scheduler for availability and select date (this will "hold" the facility)
- 4 Weeks - Submit completed (1) Kean University Reservation and Public Safety Application, (2) Kean University Security Agreement with speaker/performer signature, (3) bio/press release and/or listing of past engagements, and if applicable, (4) Box Office Ticket Order Form and (5) Audio/Visual Release form, and (6) Theatre House Rider.. This information will then be reviewed by the Events Board for approval.
- in advance - Pick up confirmation
- Make payments for Security, Maintenance, etc.
- Contact the Tower (737-5878), Student Life and Leadership Development for bulletin boards postings (737-5170) or Contact University Relations (737-3410) for off-campus publicity.
- The program will take place

KEAN UNIVERSITY POSTING POLICY

The Office of Student Life and Leadership Development maintain administrative responsibility for the approval of posting (on and off-campus events) on designated campus bulletin boards. Due to limited bulletin board space, priority for posting is given to recognized campus groups and individuals that are part of the Kean University community. All off campus groups, non-profit organizations and commercial advertising is at the discretion of the Office of Student Life and Leadership Development.

Policy Statement

Posters, flyers, signs and banners serve an important purpose at Kean. They communicate upcoming events and activities and disseminate information and opinions on important issues. Those wishing to post materials must adhere to the University's policy against all forms of illegal harassment and discrimination.

I. Approval of Posting Materials

- A. All printed materials to be posted on campus bulletin boards must be approved by the Office of Student Life and Leadership Development located in the University Center Room 219. Posting of approved materials on the designated bulletin boards is the responsibility of the person or group submitting the materials for approval.
- B. Only events that have been properly scheduled and approved will be stamped for posting. In order to ensure that an event will take place and that publicity is accurate, events must be scheduled and confirmed by the University Center Reservations Office, Wilkins Theatre or any office that has authority over the facility of the scheduled event prior to the approval of any printed materials. A copy of the confirmed reservation form should be attached to all publicity. In cases where the reservation form is not attached, the Office of Student Life and Leadership Development may request the sponsoring group to obtain a written or verbal verification from the facility manager prior to publicity approval.
- C. Materials submitted for posting may be approved during the regular business hours of the Office of Student Life and Leadership Development (9am - 8pm Monday – Thursday and Friday 9am – 5pm.) Printed materials may only be approved by professional staff. Every effort will be made to approve materials on an as need basis. However, individuals are encouraged to drop off the materials for approval for pick up the following day.
- D. All advertisements and announcements must be identified with the name of the person or organization responsible for the event prior to approval. Any materials not so identified

will be denied. Organizations, committees, departments and individuals must currently be recognized by the Office of Student Life and Leadership Development and Kean University in order to publicize on campus.

- E. The Office of Student Life and Leadership Development will only approve the number of flyers designated for the appropriate bulletin boards in each location.
- F. If the printed material is in a language other than English, the Office of Student Life and Leadership Development must be provided with an English translation.
- G. Posting in the Residence Halls must be approved by the Office of Residence Life and Housing.
- H. Posting in the University kiosks is approved by University Relations.
- I. Printed materials will be approved until the day after the event occurs. General information will be approved for a semester. Exceptions will be approved on a case by case basis.
- J. The Office of Student Life and Leadership Development will approve off campus events for posting on the Off Campus bulletin boards. Off campus flyers will be posted by the Office of Student Life and Leadership Development on a space available basis. Kean University assumes no responsibility for the planning and execution of off campus programs. Recognized campus groups may not use the organization or Kean University's name in the advertisement of off campus events. Any exceptions must be approved by the Office of Life and Leadership Development.

II. Acceptable Posting Locations & Guidelines

- A. Each organization is permitted to place one flyer/poster per bulletin board per event/announcement. A list of approved bulletin boards will be given with each approval of materials for posting.
- B. Due to limited bulletin board space, it is recommended that flyers not exceed 8 1/2 x 11 inches. Posters and posting materials, flyers beyond that size will be approved on a case by case basis if space is available.
- C. Posting on designated bulletin boards is allowed only with staples or tacks. No other types of fasteners are allowed.
- D. Approved materials may be posted for the time period approved. It is appreciated if the individual or group removes the posting materials when the date has expired.

- E. Outdoor posting is prohibited (light posts, trash receptacles, trees, sidewalks etc.) Any exceptions must be approved by Facilities/Maintenance.
- F. Writing messages, signs, ads, or placing drawings of a non-instructional nature on any classroom chalkboard or dry-erase board is prohibited and is a violation of the posting policy.
- G. Any posting of materials in public restrooms is prohibited.
- H. Advertising events on easels in the University Center requires the materials to be approved by the Office of Student Life and Leadership Development. Permission for use of the easel must be obtained from the Information Desk in the University Center.
- I. Information for table tents must be approved by the Office of Student Life and Leadership Development. Food Services must provide approval for placement on tables in the dining areas. Table tents must be free standing.
- J. Banners to be hung in the University Center Atrium may be approved for major University events. Banners must comply with the posting guidelines. Groups may reserve banner space with University Center. The length of time the banner may be hung is at the discretion of the University Center. Banners may not be larger than 6' x 6'. Any exceptions must be approved by the University Center.

III. Sanctions

- A. Unauthorized removal of property that has been approved and posted is an act of vandalism and subject to appropriate disciplinary action.
- B. On and off campus groups will be held responsible for actual damages of improper posting which includes the cost of personnel to remove posted materials and structural and/or other damages.
- C. Any campus organization found in violation of the posting guidelines will be sanctioned as appropriate by the Campus Posting Violations Committee c/o the Office of Student Life and Leadership Development.

First Offense:	Written warning
Second Offense:	Loss of posting/and or scheduling privileges for a specified period of time
Third Offense:	Imposed community service and further disciplinary action

Off campus groups or individuals that violate the posting guidelines may be subject to termination of posting privileges. Depending on the violation, notice of the improper

posting by non campus groups or individuals may also be referred to Campus Security.

- D. Sanctions (except a letter of warning) may be appealed in writing as appropriate to the Campus Posting Violations Committee c/o the Office of Student Life and Leadership Development. Appeal letters must be received within ten days of the date the sanction was issued and include specific reasons for appeal.

CAMPAIGNING

The Tri-Council Election Committee reserves the right, without notification to the candidate, to remove or prohibit any campaigning materials which are detrimental to the appearance of the campus, obscene, or otherwise inappropriate. The candidate shall have the right to appeal the decision in writing to the Office of the Vice-President for Student Affairs (Kean Hall Room 124).

1. Candidates are responsible for their campaign workers and any materials that have their name on it. This includes any materials with one or more names on it.
2. Student government offices, copy machines, and supplies shall not be used by any candidate for advancements of their campaign. You will be disqualified.
3. One poster, (maximum size + 23" x 28") shall be allowed in the University Center Cafeteria, and in no other part of the University Center building. This poster may not be posted before noon of the day after the candidates meeting, and must be removed at least 30 minutes prior to the closing of the polls. All posters must follow the University Center posting policy, with the Office of Student Life & Leadership approval and stamp.
4. One poster, (maximum size = 23" x 28") shall be permitted inside each of the following buildings: Vaughn-Eames, Wilkins Theater, Willis Hall, Hutchinson Hall, Science Building, Bruce Hall, Townsend Hall, D'Angola Gymnasium, Campus School Buildings, Child Study Center, Downs Hall, Technology Building, and East Campus.

Posters may only be fastened to the interior of any building and not be placed on the exterior of the building. For safety reasons, posters and other campaign materials will not be allowed on glass doors. Buttons or other campaign devices on individual apparel will be permitted to be worn anywhere on campus as long as they do not interfere with regular university activities. Verbal campaigning by candidates and/or their representatives shall also be permitted anywhere on campus as long as it does not interfere with regular university activities.

5. One poster, (maximum size = 23" x 28") per candidate per building and one flyer per floor shall be permitted in the residence halls. The poster must be placed in the lobby of Bartlett, Sozio, Rogers, and Burch Halls. In Dougall and Whiteman Halls, the poster

must be placed in the entrance lobby. All posters/flyers must be approved and stamped by the Department of Residence Life.

Nothing in this regulation shall prohibit a person residing in the residence halls from placing any flyer on his/her window or apartment door. No campaign materials of any nature shall be allowed to be draped outside of the building. No candidate shall be allowed to place a flyer and/or poster on a resident's door without the resident's permission.

6. Flyers should be no larger than 8 ½" x 11". Any flyer or number of flyers cannot be combined together that exceeds 8 ½" x 11". Any campaign material larger than that will be considered a poster.
7. No flyer, posters, or other campaign materials shall be posted on the exterior of any building.
8. No flyers, posters, or other campaign materials shall be posted on an automobile without the owner's permission.
9. A maximum of 6 flyers are allowed on each floor of each academic building.
10. Signs, posters, flyers, or other campaign materials shall not be attached to any trees or shrubbery on campus. All campaign materials should take into consideration campus appearance.
11. No electioneering or solicitation, including a candidate bringing a voter to the polls, shall be permitted in areas visible by the polling place. The restriction shall not be interpreted to bar a student from wearing a T-shirt or button while they are in the process of voting, but no student wearing a T-shirt or other campaign material shall be permitted to loiter in or around the polling place. Candidates may go to the polling place only once, in order to vote. Under no circumstance will any candidate be permitted to return to the polling place.
12. Candidates shall be responsible for removing all election materials with their name on it within 30 minutes after the close of the polls. A tabulation of the votes shall not commence until the Tri-Council Election Committee has checked the campus.
13. The Tri-Council Election Committee shall have the right to disqualify candidates for violations of the Election Policy. Three violations may be given before disqualification occurs. However, the committee may disqualify a candidate immediately in the case of gross and willful violations that are shown to be done by the candidate or his/her campaign workers. Any proposed violation should be brought to the attention of the committee. A decision to disqualify a candidate may be appealed to the Office of the Vice President for Student Affairs. No candidate shall be removed from a ballot prior to

an election without the decision of the Tri-Council Election Committee being reviewed by the Vice-President for Student Affairs or her designee. All proposed violations will be taken into full consideration by the Tri-Council Election Committee before any action is taken against the candidate(s) in question.

14. Any violation of the Election Policy will be deemed a warning and up to the discretion of the Tri-Council Election Committee for final decision of a violation. Upon issuing a warning, one or more representatives of the Tri-Council Election Committee shall notify the candidate by phone and/or mail within 24 hours to discuss the matter.

Any violation of the Election Policy within 24 hours of the closing of the polls will be deemed a warning and up to the discretion of the Tri-Council Election Committee for the final decision of a violation, after first meeting with candidate(s) to discuss the warning(s).

15. The results of any election will become official 24 hours after the close of the polls, provided no person has filled a written objection with the Tri-Council Election Committee concerning the result of the election. In the event that there is any contesting of the result of the election, the Tri-Council Election Committee shall make an initial determination as to the final outcome. That determination may be appealed to the Vice President for Student Affairs.
16. All candidates are encouraged to follow both the spirit, as well as the letter, of the policy. It is further recommended that candidates should attempt to present their own positive aspects as opposed to exploiting another's negative characteristics.

UNIVERSITY CENTER EASEL USAGE

University Center Administration maintains administrative responsibility for the distribution and set up of easel boards through out the University Center. However, the Office of Student Life and Leadership Development maintain control of approving all posting of materials on campus. Due to a limited amount of easels, and the lack of display areas, availability is limited and priority will be given for official University use.

Policy

Any material to be posted on the easels must follow the Posting Policy. Student Activities and Development must approve all postings. The Office of Student Life and Leadership Development is located in Room UC 219.

Rules of Posting

- A. Groups requesting the use of an easel must complete a reservation application located at the University Center Information Desk. Completion of this form does not guarantee display of poster.
- B. Only Organizations, committees and departments currently recognized by the Office of Student Life and Leadership Development are allowed to publicize on easels.
- C. If space is available, item will be posted on the easel three days prior to the date of the program. Printed materials will be posted until the day after the event occurs.

Easel Location and Guidelines

- A. One easel per event will be allowed at time. All availability of easels will be on a first come first served basis.
- B. University Center staff is responsible for the display (set-up) of all easels throughout the Center. Any information posted via any other source will be removed.
- C. The University Center reserves the right to remove or reposition an easel at any time.
- D. The following three areas will be used for easel Display: main entrance, atrium and the west wing hallway.

UNIVERSITY CENTER ADMINISTRATION
ATRIUM POLICY

The Atrium, located in the University Center, is available for programs on a limited basis and only upon approval of the Director of the University Center. The Atrium was designed as a place for relaxation and egress and therefore can only accommodate specific types of programs and activities. Please note that, according to fire code regulations, the Atrium's maximum capacity is 90 individuals; however the addition of tables, chairs and other approved fixture or equipment, reduces the maximum capacity.

It is the responsibility of the University Center staff to maintain a safe and enjoyable environment for the Kean Community and all who utilize the facility, therefore only programs that meet capacity and safety requirements will be approved. The University Center staff is available to assist you with planning the best possible program, while maintaining the normal operating services for all of the users of the facility.

Due to the facilities many uses, the sponsors of an event in the Atrium must be aware and respectful of other activities occurring in the building; ie meetings, office utilization, dining facilities, etc.) Therefore, it is imperative that the organizations sponsoring special events must meet with the Director, or designee, to discuss all of the particulars of an activity scheduled in the Atrium, and to establish procedures to assist in its success.

Examples of events that may be approved for the Atrium include the following:

- Vendor Tables (14);
- Visual Displays;
- University-wide receptions; and
- University-wide events as a rain site (except concerts and step shows.) Events that require amplification and/or attract large audiences are limited to University sponsored events.

If there are any questions or further information needs to be provided, please call the University Center Administration office at (908) 737-5200.

FACILITIES AND SERVICES

KEAN UNIVERSITY SCHEDULING GUIDE

Classrooms

Classrooms are available during the University Hour on Mondays and Wednesdays, 3:30pm-5pm. Non-instructional classroom spaces are available through Reservation Services after the Add/Drop period and following classroom changes made by the Registrar. (Approximately three-four weeks after the semester has begun.)

University Center

The facility has a large Multi-purpose Lounge which can seat up to 178 occupants lecture style. There are four meeting rooms where the divider can be removed to make two larger rooms. There are also three small conference rooms which can seat up to eight occupants. The Little Theatre which holds 225 occupants and the Pre-Function Lobby are also available. Reservations for this building are only taken on a semester by semester basis and priority is given to student groups.

*Any requests for the University Center Atrium must be approved by the University Center Director. See Atrium Policy on page 24.

Reservations can be made through Reservation Services (737-5211), with exception of the Little Theater where reservations can be made through Theatre Management and Programming Office (737-4334).

D'Angola Gym

This facility houses gymnasiums, a swimming pool and a dance studio. Athletic and recreational events can take place in this facility. Scheduling is available through the Physical Education Department (737-5501).

Downs Hall

Downs Hall is a very popular area that can be reserved for large conferences, receptions, banquets and small meetings. It contains three large dining rooms that can seat up to 170 occupants. The dining rooms can be reserved as one large area or divided with collapsible partitions. Contact Reservation Services (737-5211) to schedule this area.

East Campus

East Campus, located on North Avenue houses the Whitlock Room is used for meetings and limited classrooms are also available in addition to recreational and athletic facilities. Contact the East Campus Administration (737-5860), for availability.

To schedule athletic events in the Main Gym, Lower Gym and Pools, contact the Recreation Department (737-5800).

Picnic Areas and Outdoor Recreation Facilities

The Nancy Thompson Library and East Campus have designated areas for picnics and out door recreational functions. Additionally, the basketball and tennis courts, as well as Athletic Fields, can be reserved through the Recreation Department (737-5800).

Wilkins Theater & East Campus Theater

Our largest facility, Wilkins Theater has a seating capacity of 950. It can be reserved for theatrical event, lectures and concerts. The East Campus Theater has a capacity of 300. Call Theatre Management and Programming Office (737-4334) for availability.

SET UP SAMPLES

Please use the following as examples of set-up diagrams.

```
X X X X X X X
X           X
X           X
X           X
X           X
X           X
```

```
X X X X
XXX XXX
XXX XXX
XXX XXX
XXX XXX
```

CONFERENCE STYLE IN A "U"

LECTURE STYLE

```
XXXXXXXXXX
X           X
X           X
X           X
X           X
X           X
XXXXXXXXXX
```

```
  X X
  ___  ___
XXX   XXX
  ___  ___
XXX   XXX
  ___  ___
XXX   XXX
```

CONFERENCE STYLE IN A SQUARE

CLASSROOM STYLE

```
          X X X X X X X X X
XXX      XXX      XXX      XXX
X X      X X      X X      X X
XXX      XXX      XXX      XXX
```

BANQUET STYLE WITH HEAD TABLE

THE BASIC SERVICES

Reservations/Program Information

Reservations may be made by phone (tentative reservation) or in person. Please use the Reservation Offices and Resources Guide to determine the proper office to place a request for reservations. After the request is made, a completed reservation form must be submitted within the allotted deadline. All program information must be completed as well as required signatures or confirmation will be denied.

Speaker/Performer

A completed reservation form and signed security agreement must accompany the Reservation form. The Speaker/Performer, Sponsor must sign the security agreement. You must also attach a bio/press release and/or listing of past engagements, an audio/visual release form and box office form (if applicable)

Food Services

Contact Food Services (737-5160) for any menu information and food requests. Gourmet Dining Services, under contractual agreement, is the only food service permitted to cater any campus events. Outside caterers are not permitted unless approved by Gourmet Dining Services, Inc. If for a special reason the organization wishes to use an outside caterer, request for a signed waiver must be made to the manager of Gourmet Dining Services. The waiver also lists your responsibilities and indicates if a maintenance fee is required.

Media Services

Any audio/visual requests must be made with the Center for Instructional Resources, CIRT (737-3960). CIRT requires that requests for equipment be made at least two weeks in advance.

Maintenance/Set Up Needs

It is necessary to include a set up preference on the reservation form. Refer to the Set Up Guide for examples of set-ups. If the set-up is complex, it will be necessary to submit a diagram with clear instructions at least two weeks in advance. No changes in set ups will be accepted within 24 hours of the event.

Completing the Reservation Form and Event Approval

Completed Reservation and Public Safety Applications are required for all programs. Be sure to complete the entire form. Advisor/Department Chairperson signature is required, if the program needs to be reviewed by the Events Board. The Event Board is comprised of representatives from Student Life and Leadership Development, University Police, Student Organization, Theatre Management and Programming Office, Facilities and Maintenance and Reservations. Once the event is approved, all representatives will sign the form.

Confirmation

If all procedures have been completed in a timely manner, a confirmation from the reservation office will be returned. If the program is not confirmed, the organization will be contacted

immediately.

Cancellations/no-shows

All cancellations must be made within three business days of the program. If a cancellation is not made, the sponsoring group will be responsible for the full amount of fees. In the case of a meeting room, the group may be assessed a penalty fee and reservation privileges may be revoked. If the room requires a special set up, an additional fee will be charged.

Vendors

Vendors are permitted to participate in special programs. Contracts and fees must be submitted two weeks in advance. See Vendor Policies for additional information.

SUMMER EVENTS AND HOURS

“Summer” is considered the first day after the end of the spring semester through the day before the fall semester begins. During the summer months, the University will be open Monday through Thursday. Also, facilities will have limited hours of operation. Any events that are approved and need to take place beyond the specified hours of operation will be charged a staffing fee as well as any other applicable fees (i.e. security and maintenance.)

Many departments on campus sponsor social events and programs during the summer. For information, refer to the summer calendar.

Please note that, budget constraints and reduced staffing, limit opportunities for students and departments to sponsor large social events. Therefore, activities that involve extensive set-ups, additional maintenance, and/or security will not be scheduled during the summer. These events include dances, dinners, and programs involving a DJ or band.

Also, programs such as fund-raising and vendors will not be offered during the summer months due to limited student enrollment.

FUND-RAISING AND VENDORS

FUND-RAISER AND BAKE SALE TABLES

Fund-raiser and Bake sale tables are provided for student groups to provide opportunities to raise money for their organizations. The following locations have been designated for student group tables:

HUTCHINSON LOBBY	4-8PM
BRUCE LOBBY	4-8PM
*UC ATRIUM	12-4PM

*Only non-food items can be sold in the University Center Lobby without special permission.

Please keep in mind--

If you do not use your date, you must cancel. If you do not cancel, you will lose your fund-raising privileges. If you are having a bake sale, you must provide your own paper products and other supplies. Do not use restroom paper towels. It is the organizations responsibility to clean the area after the sale is over.

**KEAN UNIVERSITY INDEPENDENT VENDOR
POLICY AND PROCEDURES**

(in conjunction with an approved event, conference, or program)

Kean University, in its programs and services, adheres to the principle of nondiscrimination, affirmative action and equal opportunity in the areas of race, creed, national origin, gender, sexual orientation, age, disability and marital status. Vendors are also expected not to discriminate on these basis. Kean University is concerned about raising awareness and changing discriminatory attitudes and behaviors. Particular attention will be given to the elimination of discriminatory language and content. Advanced planning is urged so that the merchandise displayed reflects the diversity and sensitivity Kean University strives to achieve.

The Independent Vendors must be sponsored by a University recognized organization. Vendor sales may be permitted as a complement to a scheduled event (i.e. conference, reception, lecture, concert, etc.). Vendors are subject to the terms of the University Statement on Free Speech and Dissent, and all University rules and regulations governing facilities utilization.

University recognized groups and organizations that wish to include vendors as part of an approved program or event, must follow the procedures listed below:

1. Submit a completed External Vendor Application and Student Group/Vendor Agreement to the University Center Administration/Reservation Services at least **two week** prior to an approved event.
2. Following written approval from the sponsoring organization, the Vendor must submit a (\$60.00) fee to Kean University in return for a space at a designated vending site. This fee does not preclude the possibility of other charges that may be assessed to defray personnel expenses (i.e., Campus Security, and Maintenance). All fees must be paid at least one (1) week prior to the scheduled event. Checks or money orders should be made payable to Kean University.
3. On the day of the event and at least 1/2 hour prior to the scheduled event, the vendor must report to University Center Administration or the designated program coordinator to "check-in". Vendors will receive a Display Authorization Notice that must be posted at the vending site and a parking permit valid only for the day of the event.
4. Vendors will be provided with a parking permit valid only for the date of the event. Kean University is not responsible for any tickets or towing, if the vendor's vehicle is in violation of parking guidelines. Kean University strictly prohibits vehicles from driving on the sidewalk or lawn. Violators will be held financially and legally responsible for any damages which result. Vehicles may only use roadways and park in the designated parking spaces.

5. Vendors are responsible for ensuring that they comply with all applicable copyright laws and tax laws.
6. Vendors and their employees are responsible for ensuring that they, their employees, and/or agents comply with the Procedures Governing Use of Kean University Facilities and Federal and State law.
 **NOTE: Due to contractual agreements with our food services and bookstore, we cannot allow the sale of any food items, books or Kean University paraphernalia, without prior authorization.
7. The vendor understands and will inform all necessary parties that the drinking of alcoholic beverages at Kean University is prohibited. Furthermore, the vendor understands that violation of this alcohol policy, or possession or use of other illegal substances anywhere on campus, will result in the vendor being banned from the campus and/or legal action
8. Possession of weapons on campus is strictly prohibited. Violators of the prohibition are subject to immediate arrest and criminal prosecution.
9. Kean University is not responsible for any damages incurred to the vendors' personal property or equipment. Kean University is not responsible for the volume of sales. No refunds will be given for any reason.
10. **If any of the above procedures are not adhered to, the vendor will be required to leave the University Campus.**

I have read and understand the above and promise to adhere to the rules and policies of Kean University.

Vendor Signature

Date

KEAN UNIVERSITY
INDEPENDENT VENDOR CONTRACT
(for University Center sponsored vendors)

NAME OF VENDOR: _____

LOCATION OF EVENT: University Center/ Kean University of NJ

DATE OF EVENT: _____

PRODUCTS SOLD: _____

Kean University, in its programs and services, adheres to the principle of nondiscrimination, affirmative action, and equal opportunity in the areas of race, creed, national origin, gender, sexual orientation, age, disability, and marital status. Vendors are expected not to discriminate on these basis. Kean University is concerned about raising awareness and changing discriminatory attitudes and behaviors. Particular attention should be given to the elimination of discriminatory language and content. Advanced planning is urged so that the merchandise displayed reflects the diversity and sensitivity Kean University strives to achieve. Vendors are subject to the terms of the University Statement of Free Speech and Dissent, and all University rules and regulations governing facilities utilization.

Vendors must follow the procedures listed below:

1. The vendor must submit a (\$60.00) fee to Kean University in return for space at a designated vending site. This fee does not preclude the possibility of other charges that may be assessed to defray personnel expenses (i.e., Campus Security, and Maintenance). All fees must be paid **two weeks** prior to the scheduled date. Checks or money orders should be made payable to Kean University.
2. On the day of event and at least ½ hour prior to the scheduled event, the vendor must report to the University Center Administration Office located in the University Center to “check-in” and receive a Display Authorization Notice that must be posted at the vending site and a parking permit valid only for the date of the event.
3. Kean University strictly prohibits vehicles from driving on the sidewalk or lawn. Violators will be held financially and legally responsible for any damages which result. Vehicles may only use roadways and park in the designated parking spaces. Kean University is not responsible for any ticketing or towing, if the vendor’s vehicle is in violation of parking guidelines.
4. Kean University reserves the right to request that the vendor discontinue any behaviors that are contrary to our policies and regulations, and/or sales of items that have discriminatory attitudes, contents, or are illegal under state, federal, or local laws. Due to contractual agreements with our food services and bookstore, we cannot allow the sale of any food items,

books, or Kean University paraphernalia, without prior authorization.

5. The vendor understands and will inform all necessary parties that the drinking of alcoholic beverages at Kean University is prohibited. Furthermore, the vendor understands that violation of this alcohol policy, or possession or use of other illegal substances anywhere on campus, will result in the vendor being banned from the campus, arrest and/or legal action.

6. Possession of weapons on campus is strictly prohibited. Violators of the prohibition are subject to immediate arrest and criminal prosecution.

7. Kean University is not responsible for any damages incurred to the vendors' personal property or equipment. Kean University is not responsible for the volume of sales. No refunds will be given for any reason.

I have read and understand the above and promise to adhere to the rules and policies of Kean University.

Vendor Signature

Date

KEAN UNIVERSITY
EXTERNAL VENDOR APPLICATION
(for University Center and student groups sponsoring vendors)

1. Name of Sponsoring Organization: _____
(Please Print)

2. Name of Vendor: _____
(Please Print)

3. Date _____ Time (From) _____ (To) _____

4. Place _____

5. What types of merchandise will be sold? _____
Please attach sample list of items.

6. Do you need an electrical outlet? _____

7. Number of tables: _____ Chairs _____ Other _____

Office Use Only: Approved _____ Signature _____ Date _____ Fee _____
Not Approved _____ Signature _____ Date _____

STUDENT GROUP/VENDOR AGREEMENT

The following must be read and understood by the student group when sponsoring a vendor:

Vendors can be scheduled for the University Center Cafeteria Lobby Tuesdays through Thursdays--10am-4pm. Student groups can sponsor a vendor for these times only. A vendor must be scheduled at least two weeks in advance. A \$60.00 check or money order (no cash) payable to Kean University and a completed and signed contract must be submitted one week prior to the date.

Your vendor is your responsibility. University Center staff will assist during vendor check-in and vendor check-out. If the vendor needs any assistance with table coverage, etc., the student group must be available.

The vendor is expected to honor all University policies and procedures. In the event of violation of policy, the vendor will be asked to leave the campus and not return. The sponsoring group will also lose the privilege of participating in our vendor program on campus.

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.

Vendor money owed to the group (\$30.00) will be paid after the scheduled date.

If any of the above is not adhered to the vendor will be canceled.

I have read and understood the above and will comply accordingly.

_____Signature

_____Print Name

_____Group

**Be aware of your vendor's reputation and character, as a sponsoring group you are held responsible and possibly accountable for their actions.

PARTIES, DANCES OR SOCIAL EVENTS

KEAN UNIVERSITY
PARTY LOTTERY PROCEDURES

Kean University uses a lottery system for organizations to schedule dates and locations for parties and other large social events. These events can take place in Downs Hall, the Little Theatre, and Wilkins Theatre. The availability of dates for events is based on the availability of scheduling locations.

All student groups are notified by mail of when the Party Lottery is to take place. Groups interested in having these events must have an Executive Board member, preferably the President, present on the day of the lottery. Each represented organization's name is then placed in a container and drawn by the Scheduling Coordinator. The organization that is selected first is given preference as to which date and location they would like for their event, and so on.

Student groups will be permitted to schedule **one** date per semester. **Organizations will not be permitted to schedule an event if they have any existing debt within the University.**

EVENT DATES & TIMES

Parties and Special Events are held Thursday, Friday and Saturday nights with 9:00 PM to 1:00 AM being the established hours for the event. Only one (1) party/special event will be scheduled at the University during the same time frame.

FEES:

1. Security Fee: \$17.50 per hour per officer assigned. The average staffing for an event is ten (10) officers.
 2. Box Office Fee: \$30.00.
 3. Maintenance Fee: \$21 per hour per person assigned.
- **All fees are subject to change. Groups will be notified in a timely manner.**
- All fees are due one (1) week prior to the event by check payable to Kean University, unless other arrangements are made. Failure to pay the fee within thirty (30) days will result in the cancellation of subsequent events and scheduling privileges by that/those organization(s) until such time the fee has been paid.

Please note that if a student group must cancel an event, a cancellation form must be completed and submitted at least two (2) business days prior to the event. If the form is not submitted on time, the group will be responsible for all costs and fees.

If the student group does not pay incurred fees and costs the group will lose their status.

DAMAGES:

The sponsoring organization will be billed for any damages resulting from the event. The assessment will be determined by the cost of repairs.

*Neither the University, nor the Office of Student Life & Leadership Development shall be responsible for the reimbursement of fees to an organization(s), band(s), entertainer(s), DJ(s) or

promoter(s) if an event is canceled for violations of this policy, any University procedure, or work requests associated with the event.

REQUIRED MEETINGS:

An Organization sponsoring a party is required to attend two (2) organizational meetings with the Coordinator of Special Events prior to the event to be informed of their responsibilities. The first meeting being two (2) to four (4) weeks before the event based on the event having an internal or external band(s), entertainer(s), and/or DJ(s). The second meeting is to take place one (one) week prior to the event. Additional meetings with staff in the Office of Student Life and Leadership Development, Campus Police, the organization and advisor(s) will be scheduled as needed.

ATTENDANCE IS MANDATORY PRIOR TO THE SCHEDULED EVENT. FAILURE TO ATTEND THE MEETING WILL RESULT IN THE LOSS OF THAT EVENT, AND SUBSEQUENT EVENTS FOR THE REMAINDER OF THE ACADEMIC YEAR.

SECURITY:

Campus Police and Special Events Staff shall be required for all parties. The Campus Police Officers on duty shall have the sole discretion of determining the status of security related problems with regard to the event. Individuals shall be asked to leave or face arrest if trouble arises. If a more serious problem develops, Campus Police shall have the right and authority to terminate the event.

Please note that the University reserves the right to investigate band(s), entertainer(s), and/or DJ(s) prior to their appearance on campus. When there are possibilities of disturbances, and concerns for the safety and welfare of students and guests, band(s), entertainer(s), and/or DJ(s) will not be permitted to appear on campus.

ADVERTISING:

No program may be advertised until the reservation has been confirmed.

Organization: _____
Event Date: _____

KEAN UNIVERSITY
PARTY AND SPECIAL EVENTS
POLICY AND PROCEDURES

In order to provide adequate notice to the University Administration and the Department of Public Safety and Campus Police, the following must be submitted to the Events Board, by way of the University Center Scheduling Coordinator or the Executive/Assistant Director of Student Organization for funded groups (failure to do so will result in the cancellation of the event). Please be aware that the Events Board meets every week on Wednesday.

1. A completed Room Reservation & Public Safety Application with the advisor's signature
2. A Box Office Requisition Form. Tickets may go on sale as soon as the event has been approved and confirmed by the Events Board. All tickets must be sold from the Kean University Box Office located in Wilkins Theatre. The Box Office will remain open until 11:00 PM on the night of the event. *Tickets cannot be sold at the door. Students with a valid Kean University ID are allowed to purchase two (2) tickets. Other valid college/university ID's are allowed to purchase one ticket. Driver's licenses and other forms of identification are not acceptable. Cultural Events allow tickets to be purchased with other valid ID's Guests must be at least 18 years of age.*
3. A signed Kean University Security Agreement (For band(s), entertainer(s), and/or DJ(s) hired by the student group(s). A biography, press release, and/or list of past performances must be attached. **Only employees of the University may sign the Kean Security Agreement.**
4. A signed Media Request Form (CIRT) and Food Waiver Form (Culinary Art), if applicable, and an Audio/Video Release Form may be required.

Please note that all events will be considered pending until all information is received on time.

The deadline for submission of the Security Agreement is:

- Two (2) weeks prior to the scheduled event for an Internal band(s), entertainer(s), and/or DJ(s)
- Four (4) weeks to the scheduled event for and External band(s), entertainer(s), and/or DJ(s)

FEES:

4. Security Fee: \$17.50 per hour per officer assigned. The average staffing for an event is ten (10) officers.
 5. Box Office Fee: \$30.00.
 6. Maintenance Fee: \$21 per hour per person assigned.
- All fees are subject to change. Groups will be notified of any changes in a timely**

manner.

- All fees are due one (1) week prior to the event by check payable to Kean University, unless other arrangements are made. If other arrangements are made and there is a failure to pay the fee within the agreed time, it will result in the cancellation of subsequent events and scheduling privileges by that/those organization(s) until such time the fee has been paid.

Please note that if a student group must cancel an event, a cancellation form must be completed and submitted at least two (2) business days prior to the event. If the form is not submitted on time, the group will be responsible for all costs and fees. If the student group does not pay incurred fees and costs the group will lose their status.

DAMAGES:

The sponsoring organization will be billed for any damages resulting from the event. The assessment will be determined by the cost of repairs.

Be aware that neither the University, nor the Office of Student Life & Leadership Development shall be responsible for the reimbursement of fees to an organization(s), band(s), entertainer(s), DJ(s) or promoter(s) if an event is canceled for violations of this policy, any University procedure, or work requests associated with the event.

REQUIRED MEETINGS:

An Organization sponsoring a party is required to attend two (2) organizational meetings with the Coordinator of Special Events prior to the event to be informed of their responsibilities. The first meeting being two (2) to four (4) weeks before the event based on the event having an internal or external band(s), entertainer(s), and/or DJ(s). The second meeting is to take place one (one) week prior to the event where the Party Policy Contract will be signed by the student group's President or Vice President. Additional meetings with staff in the Office of Student Life and Leadership Development, Campus Police, the organization and advisor(s) will be scheduled as needed.

ATTENDANCE IS MANDATORY PRIOR TO THE SCHEDULED EVENT. FAILURE TO ATTEND THE MEETING WILL RESULT IN THE LOSS OF THAT EVENT, AND SUBSEQUENT EVENTS FOR THE REMAINDER OF THE ACADEMIC YEAR.

Organization Responsibilities

- To submit paperwork and fees on time.
- To have the group's Advisor present for the first two (2) hours of the event. If the advisor is not present or other arrangements have not been approved, the event will be cancelled.
- To ensure that the members of the sponsoring organization are clearly identifiable to the Coordinator of Student Programs, Police Officers, and Events Staff . Upon arrival, members of the organization should check in with the Coordinator of Student Programs.
- Publicity for the event is limited to the Kean University campus and must state that metal detectors will be in use. The Events Board reserves the right to cancel events that are advertised off campus or do not adhere to the posting policy.

Organization Advisors Responsibilities:

- To be in attendance at the beginning of event and remain for a period no less than two (2) hours. The advisor is responsible for securing an alternate representative who is approved by the Coordinator of Special Events, should they be unable to attend. Without said advisor or representative, the event will be cancelled.

Safety and Security:

Campus Police and Special Events Staff shall be required for all parties. The Campus Police Officers on duty shall have the sole discretion of determining the status of security related problems with regard to the event. Individuals shall be asked to leave or face arrest if trouble arises. If a more serious problem develops, Campus Police shall have the right and authority to terminate the event. Examples include, but are not limited to the following:

- Anyone found in possession of illegal weapons will be arrested.
- Anyone found in possession of mace or small knives will not be allowed to enter and/or will be asked to leave those items at the door.
- Anyone caught fighting (student and/or guest) will immediately be removed from the premises, referred to the University Judicial Officer and/or arrested. In some circumstances, the party/event may be terminated.
- Anyone caught vandalizing state property will be arrested.
- Anyone suspected of being under the influence of alcohol, narcotics, or carrying materials that can be used in a harmful manner will not be admitted.
- Anyone wearing headgear or gang related paraphernalia will be asked to leave.

The Chief of Police, or designee, as well as the Director of Student Life and Leadership Development, or designee, may conclude an event or limit entry for safety and/or security reasons.

Admission, Ticketing, and Guests:

To purchase tickets to events, a valid Kean University or other College/University ID is required, unless other arrangements have been made with the Coordinator of Special Events. Complementary tickets (for E-board, DJ, Events Staff and Special Guest) will be subtracted from the total capacity of the facility in which the event is taking place.

Advertising:

- No program may be advertised until the reservation form is completed and confirmed.
- All student advertisements to be posted on the Kean campus must first be submitted to the Office of Student Life and Leadership Development in UC-219 for approval.
- For student groups, the Office of Student Life will provide a copy of the posting policy.
- Advertisements may be posted /distributed only in approved locations.
- Prior confirmation of the event from University Center Administration, located in the UC, is required in order to distribute handbills, flyers, posters, or other literature on university grounds. Student organizations must receive confirmation from the UC

Administration for approval to distribute materials on campus. At no time will anyone be allowed to interrupt the academic process while distributing literature of any type.

- Please do not post advertisements on doors, walls, windows, trees, poles, lampposts, cars, etc.
- Posters and flyers may be posted for a period of two (2) weeks for each event.
- Advertisements must contain the name of the sponsoring organization.
- Advertisements may not be posted on boards reserved for specific offices, or departments. Items may not be placed on top of other current items.

Advertisements must state:

1. **Metal detectors in use**
2. **No hats and/or headgear will be permitted**
3. **Doors close at 11:15pm**
4. **No re-admittance**

Location Logistics

- Parties and Special Events are held Thursday, Friday and Saturday nights with 9:00 PM to 1:00 AM being the established hours for the event. Only one (1) party/special event will be scheduled at the University during the same time frame.
- The following is a list of party and special event locations with maximum capacities:
 1. **D'Angola Gymnasium** (Special Events)- 610 people
 2. **Downs Hall** (Parties/Special Events)-
 - 350 people for a party with a DJ
 - 322 people for Band
 - 272 people for Dinner Events
 3. **Little Theater** (Special Events)- 225 people
 4. **Wilkins Theater** (Special Events)- 950 people
 5. **East Campus Theater** (Special Events) – 300 people

The set-up required determines the adjustment in capacities for special events.

2. The Office of Student Life and Leadership Development will post signs notifying individuals of the security measures/procedures in use.
3. Walk-through and/or hand held metal detectors will be used. Admittance to the event will end at 11:15 PM.
4. Everyone needs a ticket to enter an event.
5. Once admitted to the event, all participants will receive a wrist band or stamp.
6. Students and the guests are required to remain in the building for the duration of the event, unless they want or are required to leave prior to the end.
7. Re-entry is not permitted.

APPENDIX