

NJIT



Campus Center Policies and Procedures

NJIT Campus Center

<http://campuscenter.njit.edu/forms>

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University's Responsibility

The NJIT community has the duty to protect each other from harm for the following reasons:

1. The University sponsors and/or supervises activities and,
2. The University is a landlord or owner of the property on which activities occur

For these reasons, NJIT may outline or impose safety policies and can revoke recognition of a student organization if it fails to abide by them. Also, NJIT has the right to deny approval for activities off campus that would be considered University sponsored.

Sponsorship

How do we know whether an activity is or would be considered to be sponsored by NJIT?

Any of the following criteria can indicate that an event is sponsored by the University and accordingly, the University may have legal obligations related to that activity.

1. NJIT provides all or partial funding for the activity
2. NJIT, New Jersey Institute of Technology or other abbreviation of the school name appears in the name of the club sponsoring the activity
3. NJIT requires the club to have an advisor, who must be a university employee or have some type of formal affiliation with the University
4. The activity is being done for course credit
5. The activity is happening on campus or at a remote NJIT site

Advisors

All student organizations, including Greek letter social fraternities and sororities, are required to have an on campus advisor in order to be registered as a student organization within NJIT. This person can be any full-time member of the faculty or staff of NJIT. Advisors are encouraged to meet regularly with their organization, help them establish goals, assist the organization in navigating the university and attend organization events. Faculty and staff advisors are also responsible for fulfilling certain NJIT and Campus Center roles, including ITMS reservations, staffing student events, etc.

In addition, all social fraternities and sororities are required to have a minimum of one alumni advisor or designated alumni contact for the chapter. This individual must be recognized by the National organization, if applicable, as a representative of the fraternity or sorority. All advisors are expected to be actively involved with the chapter and available to the Office of Greek Life for correspondence, regular meetings, etc.

While the University realizes that advisors are often volunteers who have many other demands on their time, there are some expectations about times when advisors must be present at events that involve the following activities or characteristics. Advisors, or a substitute approved by the Director of the Campus Center or designee, should plan to be present for the entirety of any event which involves:

- alcohol present at the event
- travel out of town (some exceptions can be made, but need to be discussed with the Director of the Campus Center)
- over 100 attendees/participants
- the community at large (outside of NJIT) is invited
- high risk or hazardous activities are planned
- minor children are involved or invited
- the event occurs outdoors after dusk
- whenever rituals or rights of passage are involved

Of course, there may be other times when an advisor recognizes the need for their oversight of an event that is not included in this list. When in doubt, it is advisable to call the Director of Campus Center to discuss what would be adequate supervision for an event. Events that involve high risk on the risk management chart must be discussed with the Director of Campus Center or designee.

Advisors' other responsibilities include, but are not limited to:

- reading this manual, the student activities manual, the organization constitution and the NJIT student handbook
- managing compliance with campus policies and procedures when it comes to your group's activities
- managing compliance with the guidelines in this manual and the student activities manual
- being aware of and abiding by campus guidelines regarding use of the NJIT logo or name, letterhead stationary, etc

Campus Center Policy and Procedures

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Advertising in the Campus Center

General Policies

The following policies refer to banners, posters and flyers anywhere on campus. Questions about these policies should be directed to the Campus Center Office.

- All publicity materials must clearly identify the sponsor.
- All publicity in the Campus Center must be reviewed and stamped – publicity is allowed for up to two weeks or one day after the program, whichever is the shortest amount of time.
- Advertising should not occur until the facility has been confirmed and the event approved.
- Materials may not promote alcohol as the focus.
- Banners and posters may not be hung on building walls (including the Clock Tower), doors, windows, elevators, campus street signs, trees, trashcans, or paved surfaces.
- Materials posted in inappropriate places or left up after the event may be removed, and the sponsoring organization may be charged for removal costs.

What types of advertisements are acceptable?

Examples of acceptable advertisements include posting flyers or posters on designated bulletin boards, table tents, decorating A-frames, placing ads in college newspapers, newsletters, or on campus radio stations, and putting announcements on the NJIT email bulletin systems. Posters may not be larger than 36" x 48" for the 1st Floor Hallway or 11" x 17" for building bulletin boards. Any group desiring to post larger material must receive special permission from the Director of the Campus Center.

Do student groups need to have the content of their advertisements approved before posting?

Yes, any student club, organization, society, etc. must have their event advertisement approved by the Campus Center before it can be posted. This is to ensure that the room reservation has been confirmed and that all the necessary information is included on the advertisement.

When can I begin advertising my event?

Advertising cannot begin until all reservation and event paperwork is completed and the reservation is confirmed – this includes online advertising on social networking sites, such as Facebook. Advertisements for an event should be posted within two weeks of the event. The event sponsor must remove all advertisements within 24 hours after the completion of the event.

What should my advertisement include?

All advertisements must include the name of the person, club, or organization that is sponsoring the activity, the date, beginning and ending time, and location of the event. Groups are encouraged to confirm their event early so that they may begin advertising promptly. All advertisements for student parties, dances, and other large events, must include the statements: “College ID is Required”, “Only one Guest per NJIT Student” and “No one admitted after 12:00 AM” if applicable. Posters and flyers not written in English must contain an English translation.

Do I need approval to post my advertisements in the Campus Center?

Yes, all materials to be posted in the Campus Center, regardless of the sponsor, must be approved, stamped with the removal date, and initialed by the Campus Center Information Desk staff. The removal date will be indicated on the lower right hand corner. The maximum posting time is two weeks or the day after the event, whichever comes first. Each flyer to be posted must be stamped.

Where can I put my advertisements on campus?

Advertisements may only be posted on the designated bulletin boards in the Campus Center and other campus buildings with tacks or staples (no tape, please). Publicity of any kind is not permitted on any painted or glass surfaces including walls and doors, or on ceilings, blackboards, refuse cans, windows, and the outside building walls. To help keep the campus clean, please do not attach advertisements to any exterior surfaces including trees, poles, pillars, etc. Table tents may be placed in dining areas, the library, etc. with permission of the staff responsible for that area.

Can I advertise my event off-campus?

Yes, off-campus advertising is allowed. Advertising cannot begin until all reservation and event paperwork is completed and the reservation is confirmed – this includes online advertising on social networking sites, such as Facebook. The other campuses must be identified on the Event Request Form. Any student organization advertisement intended for off-campus posting must be approved by the Director of the Campus Center prior to printing and posting. NJIT advertisements posted at other college campuses are subject to the approval and posting policy of that campus.

What can't I post on campus?

Materials of objectionable taste will not be approved (i.e. sexist, racist, crude, libelous, etc.). Under no circumstance will material not advertising an event or service be allowed (i.e. someone's personal views, thoughts, etc.) to be posted in the Campus Center. The Campus Center reserves the right to remove materials that do not meet criteria approval.

Alcohol at Campus Center Events

All laws of the State of New Jersey and the City of Newark regarding alcohol use are strictly enforced. All student groups who wish to have alcoholic beverages at an event must have their event in The Highlander Club, and The Highlander Club must be the sole provider of all alcoholic beverages. Student organization funds cannot be used to purchase alcoholic beverages. All policies regarding the serving of alcoholic beverages in The Highlander Club will be strictly enforced.

Non-NJIT groups, faculty and administrative groups who wish to serve alcoholic beverages at an on-campus event (outside the Pub) must make arrangements with Gourmet Dining Services to acquire the required permits. Only Gourmet Dining Services can provide the alcoholic beverages for an event. Alcoholic beverages may only be consumed in the area designated for that event.

All students, faculty, staff, and visitors are expected to follow the university's alcohol policy. The presence of unapproved alcohol at an event will result in the immediate closing down of the event and possible disciplinary action for the event sponsors. There will be no exceptions or warnings given.

How can my organization get permission to serve alcohol at an event?

Only a NJIT faculty/staff member who is at least 21 years of age can request to have alcoholic beverages served at an event outside of The Highlander Club. Only Gourmet Dining Services can provide the alcohol for such an event. The applicant must agree in writing that he or she will be personally responsible for supervising the implementation of alcoholic beverage laws and University regulations, including those concerning proof of age and service of inebriated persons. The applicant must also agree to be present during the entire event. A charge will be assessed for the NJIT Public Safety Officers who must be present at events at which alcohol is served. The sponsoring group must notify Public Safety two weeks in advance of each event.

Who can attend an event at which alcohol is served?

Only persons 21 years of age or older will be permitted to attend events outside the Pub at which alcoholic beverages are served. Proof of age is required at each such event to ensure compliance with State laws. For events occurring in the Highlander Club, alcohol can only be consumed by persons at least 21 years old in the designated area near the bar.

What else do we need to know about serving alcohol at an event?

During the last half hour of a student event lasting more than three hours, no alcohol is to be served or sold. Non-alcoholic beverages must also be available at all events, at which alcohol is served or sold.

What if my group wants to sell alcoholic beverages?

The State defines the term "sale" to include any kind of charge, donation, exchange, etc., for any part of the event.

Note for Student Events: For student events at which alcoholic beverages will be sold, beer and wine are the only permissible alcoholic beverages and the Highlander Club must be the seller. The Pub's liquor liability insurance can be extended to cover student events only if Highlander Club employees are employed. Without liability coverage provided by the Pub's insurance, others could be liable for injury or damages as a consequence of consumption of alcohol at student events.

Note for Non- Student Events: Non-student NJIT groups wishing to sell alcoholic beverages must obtain a permit of sale (24 hour permit) from the State of New Jersey. New Jersey law permits only 25 permits of sale in one calendar year to any one "premise" (for the purposes of sale of alcoholic beverages, all University buildings and groups taken together constitute a single "premise"). Permission to sell alcoholic beverage must be granted by the Dean of Students or his/her designee.

What about events serving alcohol off-campus?

The University cannot sanction or be responsible for alcohol use that takes place off-campus. However, student groups that plan off campus events must fill out the Off Campus Event Registration Form and turn it into the Campus Center Reservations Office 15 days prior to your event indicating that alcohol is going to be served at the off-campus event.

Catering/Food Handling at Events

Careful attention needs to be paid to the handling of food before, during and after preparation to make sure it is safe for consumption.

1. Discuss plans with your advisor.
2. If not purchasing food prepared by a licensed vendor, like Gourmet Dining Services (GDS) non-NJIT catering company, etc., and you are planning to prepare high risk foods to serve (such as sushi or seafood, dairy products), make an appointment to discuss options with the NJIT Dining Services Director. This does not mean you will have to order through catering; it will just be a great way to get advice from a food service professional about the safety of your plan.
3. Make a plan with the director for purchase, any preparation and serving that will make every effort to keep food safe for consumption and communicate this plan to your advisor and anyone who will be responsible for implementing this event and handling the food preparation and handling.
 - a. GDS will help keep food warm or cold, to ensure the food is at the proper temperatures – they need advance notice that you will need space to store food.
 - b. Bring your own thermometers to test food, and make sure to continually test the temperatures throughout your entire event.
 - c. Use food service gloves and serving utensils, and keep cleaning towels nearby to wipe up spills around area.

4. When serving food at an event, assign someone to make sure the food safety guidelines are followed.
5. Fill out an Student Organization Event, Table & Meeting Request Form, and make note that you are serving food, so that proper disposal can be made (ask for extra trash cans!) and a fire extinguisher is available for any table with chafing dishes or outdoor grill events.
6. Do not give away or donate perishable leftovers.

Note: Keep in mind that someone may try to hold you, your organization and the University responsible if they get sick from food you serve. For this reason and to avoid illness, it would be better to err on the side of safety and dispose of food rather than serve it or donate it and risk illness.

Who provides catering services on campus?

Both the Highlander Club and Gourmet Dining Services provide catering services to the NJIT community. You can contact them directly to make any catering arrangements at the following numbers:

The Highlander Club: (973) 596-3699: For smaller events, with limited catering needs.

Gourmet Dining Services: (973) 596-3054: For larger events, with complex catering needs. A student catering menu is available for smaller orders or food by-the-tray.

What information does the Campus Center need to know about my catered event?

If Campus Center facilities or furniture are needed for the event, then the Reservations Office will need to know how many tables will be needed for food and beverages and where they should be placed in the room. This information should be determined by Gourmet Dining Services and the Reservations Office.

Where can I host events with food on campus?

Student organizations can only hold events with food in the Campus Center, GITC 3720-40 rooms, Weston Hall Loft or the Campus Green. Permission to host events with food in other campus locations must be approved by the Campus Center Director or designee.

Fire Safety

No open flames of any kind are permitted in the Campus Center or other NJIT buildings for safety reasons. This includes chafing dish warmers, like Sterno and other similar products, or candles, incense, fireworks, etc. The only exceptions are equipment used by Gourmet Dining Services or the Highlander Club in preparing food. Student organizations that reserve the Campus Center Grill are required to keep a 5-foot perimeter around the grill and have a fire extinguisher on-hand at all times.

What should I do if I hear the fire alarm during a Campus Center event?

If the fire alarm sounds, all persons, except emergency personnel, must evacuate the building by the nearest stairwell or exit. Elevators should not to be used. Permission to enter the building will only be granted by Public Safety personnel.

Can my group burn candles or incense at our event?

No open flames of any kind are permitted in the Campus Center for safety reasons. This includes candles, incense, fireworks, etc. The only exceptions are equipment used by Gourmet Dining Services or the Highlander Club in preparing food. Smoking is not permitted in the Campus Center.

Fundraisers

The Campus Center defines fundraising as the collection of money through donations, sales, and/or event programming for the explicit purposes of charitable donations to a non-profit agency or cause, or for the enhancement of the organization's budget in accordance with its mission.

Only Campus Center registered student organizations are permitted to fundraise on campus. Student groups wishing to sell goods or services for charitable purposes may do so in the Campus Center only upon receiving permission from the Director of the Campus Center, or designee. Student groups wishing to sell goods or services in other buildings or areas must receive permission from the Director of the Campus Center, or designee.

Non-students selling goods or services are considered vendors and must be approved by the Director of the Campus Center or his/her designee. Vendors must pay the appropriate rental fee and supply proof of insurance. In these circumstances, the vendor may only sell items in a designated area of the Campus Center. The Campus Center reserves the right to deny the sale of items that are illegal or inappropriate for the campus community.

Guidelines

1. The fundraising activity must offer a benefit that is consistent with the organization's mission and the mission of NJIT.
2. The purpose for which the funds are raised must not violate any premises or codes articulated in the NJIT Student Handbook or Campus Center policies and procedures. The sponsoring organization must ensure that the fundraising event complies with all applicable federal, state, and local laws and regulations.
3. Funds raised must be documented and deposited through the responsible organizations treasury.
 - a. All monies collected must be deposited into the organization's account within 1 business day of the collection. The Campus Center requires that all organizations submit a copy of the deposit receipt before another fundraiser event will be approved.
 - b. For charitable contributions, the organization raising funds must provide proof by the charitable organization that the funds/goods were received.

4. A currently enrolled student member of the sponsoring organization must be present during the entire time of the event.
5. Fundraising events must be clearly identified by a sign indicating the name, good, service, price, and purpose of the event.
6. Commercial or corporate sponsorship of fundraising events is subject to review by the Campus Center. NJIT reserves the right to require third party participants to meet additional requirements and also reserves the right to approve of such vendor. Evidence of insurance coverage and appropriate indemnification are required should a third party vendor be used.
7. NJIT prohibits the following:
 - a. Third party fundraising through credit card or telephone card companies
 - b. Sale or distribution of items that violate College codes, trademark rights, or existing contracts.
 - c. The sale of alcoholic beverages for purpose of fundraising.

Examples of Fundraisers

1. Items for sale, produced by the organization (candy grams, gift baskets, flower bouquets, bake sales, etc.)
2. Items for sale, directly related to the organization's mission or goals (plant sale by an organization with the mission of promoting green activities)
3. Items for sale, directly promoting school spirit (but do not infringe upon University trademark policies)
4. Services for sale, in compliance with the NJIT Campus Center (car wash, tutoring, etc.)
5. Admission fee for student programs/events (benefit dinner, talent competition, etc.)
6. Pre-packaged items (candy, gum)
7. Cash donations for a charitable organization (UNICEF, American Heart Association)
8. Resale of items (Silent Auction, "Garage" sale) donated to the organization
9. Sponsorship of approved third party vendors at the Campus Center

Gambling and Raffles

New Jersey Law (N.J.S.A. 2C: 37-2) prohibits the promotion of gambling; therefore, the promotion of gambling is prohibited on University property. Las Vegas or Casino-style games can be played, but only with non-legal tender, and only with permission granted by the Campus Center Student Activities Office.

State Law (N.J.S.A. 5: 8 - 52) requires that an application must be made to the Newark City Clerk before a raffle is conducted.

Guest Policy for Events and Parties

All on-campus parties must be registered with the Campus Center, using a **Group Event Packet**. Parties involving alcohol, large numbers of guests (100 or more guests) or off-campus guests must fulfill additional planning requirements, which are available on the Event Planning website (<http://campuscenter.njit.edu/forms>).

Who can attend student sponsored events?

Guests must either be an NJIT student, NJIT alumnus, a student from another campus, or a guest of an NJIT student who is 18 years of age or older. The sponsoring organization is responsible for all guests and for providing members to staff the door and check identification.

Must each person have an ID?

Yes, every person attending the event, including NJIT students, must present a college photo ID or other photo ID to the staff at the door.

Can I sponsor a guest?

Each NJIT student may sponsor one non-student guest. A guest must be accompanied by an NJIT student at the point of entrance and must have proper identification (i.e. photo driver's license, college ID, or other photo identification) to present to the staff at the door. Events at which family members are invited, and therefore, the organization requests admission for more than one non-student guest per NJIT student, will be approved on a case by case basis by the Director of the Campus Center. The decision regarding the number of non-student guests allowed will be made by the Campus Center staff. Non-NJIT guests may not sponsor other guests.

How many people can attend my event in the Campus Center?

For events in the ballroom, each student event is limited to 275 people, including the DJ and entertainment staff. When the group reaches its maximum total, the entrance doors will be closed and any additional people will not be permitted to attend the event. For safety and security reasons, no one will be admitted to the event after 12:00 midnight.

What are my organization's responsibilities in enforcing the guest policy?

All student organizations are required to collaborate with the Campus Center manager(s) to implement the guest policy at all student events. The manager(s) will check and verify student identification and admit guests under proper guidelines. A Public Safety Officer and a member of the sponsoring group will also be at the entrance area at all times. The role of Public Safety is to serve as a deterrent to inappropriate behavior, and to provide immediate intervention if needed.

Membership

Membership into NJIT organizations is maintained for the purpose of NJIT student involvement. Organizations can create policies for participation or initiation, such as being women-only for NJIT sororities or having certain GPAs for honor societies. However, membership policies must be made public and students who meet qualifications for

membership should be allowed for consideration. Students who feel their membership is being denied for undue reasons should contact that organization's recognition body: IFSC, Student Senate, GSA.

Is there a minimum amount of members for organizations to be recognized on campus?

The University requires that all registered student organizations have a minimum of 10 members; this minimum allows for membership development, creates an environment where students can be members without holding a positional leadership office and allows for better risk management.

Recognizing bodies, such as Student Senate, IFSC, GSA, reserve the right to have higher minimums than the 10-member minimum; however, organizations must have a minimum of 10 to be registered with the Campus Center and access privileges associated with registration (including hosting events, recruiting new members, holding campus fundraisers, etc).

Am I allowed to have non-NJIT students in my organization?

Membership into NJIT organizations is primarily for NJIT student students. Permission for non-NJIT membership into NJIT student organizations is based on the discretion of the NJIT Campus Center Director. Special consideration is given to current organizations with joint recognition with other colleges, and the Campus Center reserves the right to deny recognition of these non-NJIT members.

Movies and Films

Movies and films can be shown in meeting rooms and the ballroom, and with special permission of the Director, in the main lounge or other location. Each film shown in a public area requires a license to be purchased by the group to show a particular film. It is the responsibility of the sponsoring organization to obtain proper viewing licenses. Most movie licenses can be purchased from [Swank Motion Pictures](http://www.swank.com), 1-800-876-5577

Can my group show an X-rated film?

The educational and recreational purposes of the NJIT activities programs can best be met through a balanced film program. In order to maintain that balance, only one "X-rated" film may be shown each semester. Only the Student Activities Council (SAC) shall be permitted to show this type of film since that organization is in the best position to present a balanced program and will not exploit the screenings for money. X-rated and similar films shall not be shown in "open" areas, but in enclosed rooms so that those who do not wish to view the film will be exposed to it. Only films having played in commercial theaters in the metropolitan area may be shown, and advertising may only take place on campus. No one under 18 years old may be admitted to an X-rated film and a student organization member must be present at the door to verify age.

Performers and Contracts

Groups should take great care in contacting speakers and should consult with the Campus Center Office or Student Governments (Student Senate or Graduate Student Association) before making any agreements or settling on a fee. All major speakers (a person well known to the public or booked in a large campus space) must be approved by the Campus Center Office before a verbal or written agreement is confirmed. The Student Governments also offers funding, advice and support for such events.

NOTE: If a local, state, or national public figure is invited to your event held at NJIT, you must contact the Campus Center Associate Director Albert Martinez - 973-596-3668.

Do performers, speakers, and DJ's need a contract to work at a student sponsored event?

Yes, all performers, speakers, DJ's, etc. must have a NJIT contract signed by the Associate Director of the Campus Center or the student organization's advisor. Permission to hire the performer must be granted by the Student Senate, GSA, or IFSC, and the Director or Associate Director of the Campus Center before the contract is given to the performer. This approval process is to ensure that the performer is appropriate for the NJIT community and that the student organization has the funding to pay for the performer.

What arrangements should we make with the performer?

Organizations are responsible for discussing equipment and electrical requirements with the performer they are hiring, and making any necessary arrangements with the Reservations Manager. All performers such as bands and DJ's are required to provide their own equipment including amps, microphones, speakers, extension cords, etc. The Campus Center can provide a limited amount of microphones. Student Senate sponsored organizations must contact the Student Senate at least two weeks before the event if they wish to reserve their sound equipment. Student Senate equipment can only be operated by members of the Student Senate.

Can the performer invite guests?

Yes, the performer may invite a limited number of guests to attend the event. However, prior to the event the performer must provide a guest list, which is subject to the approval of the organization and Campus Center staff.

Does my performer require any insurance to speak or perform on campus?

The Speaker/Performer must provide to the NJIT Campus Center a Certificate of Insurance naming NJIT as additionally insured party and a signed IRS Form W-9 at least 2 weeks prior to the event.

Room Set Up and Decorations

Campus Center meeting rooms are reserved as-is; furniture moved for a program or meeting must be moved back to its original set-up after the event is over. The Campus Center Atrium, Ballroom and Green require an additional set-up form that can be picked up in the Campus Center Office. Last minute changes are discouraged and all changes must be made via an Event Change and Cancellation Form.

Can we decorate the room for our event?

Yes, however decorations may not be hung from curtains, rods, etc., nor may anything be nailed or screwed into the walls, ceilings, doors, or pillars. Painting or marking walls or other surfaces is also not permitted. Due to safety concerns, candles or other flames are not permitted.

Is my group responsible for cleaning up after the event?

Yes, groups are responsible for surface cleaning of the facility at the conclusion of the event (i.e. removing decorations and tape, disposing of garbage in the trashcans, etc.). Physical Plant staff is responsible for trash removal; however, the organization may be charged for extensive clean-ups.

How much are Physical Plant charges?

The current rate to organizations is \$15/hour per person. Physical Plant will cover costs until 10:00pm from Monday through Friday. Overtime charges will accrue after this time and on Saturdays and Sundays. Any exceptions dealing with Physical Plant coverage should be discussed at least one week before the event.

<h2>Security for Events</h2>

What security must be provided for an event?

Depending on the type of event and the number of people expected to attend, security may be required. The need for security will be determined by the Assistant Director for Campus Center Reservations and the Associate Director of the Campus Center. Reasons for security may include the presence of non-NJIT guests, serving alcohol, and money being collected at the event. If security is needed, the Reservation Manager will contact Public Safety and make the appropriate arrangements. A representative from the organization must meet with the duty sergeant at Public Safety at least 14 days in advance of the event to discuss the security arrangements. Please refer to the Large Events Policy listed at <http://campuscenter.njit.edu/forms>.

NOTE: To know if your event will need security, the types of presence by Public Safety, and its costs, please meet with the Campus Center Reservations Office as you begin to plan your events.