

# RUTGERS CAMDEN RESERVATION POLICY

## FACILITIES USE

The Camden Campus Center (CCC) is an integral part of the educational, cultural, social and recreational life of the Rutgers University-Camden Campus. Due to the fact that it is paid for and maintained through student fees, its rooms and services are primarily available for use by organizations and departments of Rutgers University-Camden.

To reserve a room, contact the Assistant Director of the Campus Center and Conference Services to obtain a reservation form between the hours of 9AM-12PM and 1PM-4PM, Monday through Friday. The Facilities Use Office is located on the third floor of the CCC; the phone number is 856-225-6162.

All requests must be in writing. Additional procedures for the use of the gym and other spaces on campus are necessary.

Only elected officers of recognized clubs (according to information provided by the OCI ) can reserve rooms or equipment for their organization. If your name is not on the list provided, you cannot reserve a room for your club or organization.

Any organization with outstanding invoices must seek approval from the OCI for room reservations.

If charges are required for use of a room by a student organization, you may not complete a room reservation unless you have money in your revenue account or have been allocated money by student government.

For all events having an expected attendance of 100 or more, reservation proposals must be signed by the assistant director before the reservation is confirmed.

When reserving a room, you will be asked to indicate the following:

1. Date and time of the event (be sure to include AM or PM with the time of the event)
2. Nature and purpose of the event and title (Spring Day, guest lecturer, general meeting, etc)
3. Expected attendance (number)
4. Who will be allowed to attend the event? (only RU students, general public, etc)
5. Desired room. (All final locations will be determined by the Facilities Use Office)
6. Desired furniture set-up (lecture style, round tables, empty room, etc)
7. Equipment needed (powerpoint, slide projector, dvd/tv system, etc)

8. Will there be an admission fee? (will any money be collected, including donations, silent auctions, etc)
9. Whether food services will be required (are you ordering from dining services, Slice of New York, etc)

This information will be used to prepare the reservation contract. There are financial charges assessed for many of the services supplied. See application for details.

Your request for any reservation is not confirmed until you receive a copy of your Room Reservation Contract. The request or organizations can pick up contracts outside the Facilities Use Office.

"As is" terminology is used when an organization requests to use space in the CCC. Typically, rooms are set-up as conference areas: lecture style. However, there may be times when the rows are not lecture style but the "As Is" applies. If you need a specific set-up, you must request this.

### ■ TIMING

Ninety-six hours (Four Days) advanced notice is required for use of a room "as is," during hours the CCC is open, with no set-ups or equipment required.

Seventy-two hours (three working days) advance notice is required for confirmation of use of a room requiring set-ups or equipment available from the CCC. Outside equipment cannot be guaranteed in this time period.

Two weeks' advance notice is required for confirmation or use of a room at any time the CCC is normally closed (i.e. after hours for parties, weekend nights, etc).

A minimum of two weeks notice is required for a reservation where food service will be catered by the CCC, except coffee and doughnuts, or punch and cookies, which can be ordered with only seventy-two hours (three working days) advance notice. If food is requested during hours when the Camden Campus Center Dining Services is normally closed, two weeks notice is required.

Sunday-Thursday all events must end by 1 a.m.

Friday & Saturday all events must end by 2 a.m.

For anything later you will need the approval of the Director of the Campus Center and Operations Coordinator.

### ■ CANCELLATION OR CHANGES

In order to refund any fees, cancellations or changes in your reservation must be made at least seventy-two (72) hours in advance of the requested use. The reserving

individual or organization will be responsible for any costs incurred by the Camden Campus Center in preparing for your reservation.

If a room is requested and not used, groups who are not assessed a fee for room usage will be charged according to the following schedule:

First occurrence - \$5.00

Second occurrence - \$10.00

Third occurrence - \$15.00

After the third occurrence, the group will not be permitted to reserve rooms.

### ■ RENTAL RATES

No rental charge is made to the following classifications, provided the activity is open to all Rutgers University students, and there is no admission fee of any type imposed on them. Non-Students may be charged admission. All additional charges (e.g. set-up, extra staffing, etc.) will be assessed.

- Events and activities sponsored by the Camden Campus Center and recognized student organizations.
- Academic or administrative departments presenting a program solely for Rutgers students.
- MINIMUM RENTAL CHARGE is made for any group in the above category that imposes an admission charge or fee of any kind on Rutgers University Students.

### ■ ROOM USE LIMITS

In order to make sure all groups have an equal opportunity at reserving space in the campus center the following guidelines will apply to all groups making reservations.

- A student group is allowed one (1) room a week for a general interest meeting during "peak" hours (i.e. 8am - 3pm).
- Group not to exceed one (1) room a week during "peak" hours.
- A student group is allowed one (1) room a week for a general interest meeting during "off peak" hours (i.e. 3pm - close).
- The group is not to exceed one (1) room a week during "off peak" hours.
- All other reservations for special events and large gatherings will be allocated on an as needed and as available basis.
- Remember: Groups who have less than six (6) members should use their cubicles (if they have one) for meetings.

### ■ SALE TABLES

Tables are available for groups to sell merchandise which has been approved by the Director of the CCC. Student groups are permitted one free sale per month. Only a limited number of tables are available. The Reservationist will allocate table space.

## ■ TABLING REQUIREMENTS

In order to guarantee all groups have an equal opportunity to display, petition and advertise for their groups the following guidelines have been put in place.

- All groups are limited to three (3) tabling dates a month for a general information table.
- All groups are limited to two (2) tabling dates a month for a bake sale, donations, the signing of a petition or the sale of other goods to benefit their group.

## ■ ADDITIONAL CHARGES

Any direct cost incurred by the CCC for unusual or extra equipment is passed on to the user. Set-up charges are required for all groups unless the room is taken "As Is".

## ■ BUILDING MANAGERS

A building manager is required for any event occurring outside normal operating hours. The manager supervises the building, and is the liaison for any problems that arise during use of the building. A building manager must be present one (1) hour before the reservation begins and will stay one (1) hour after the event ends. Additional managers may be assigned at the discretion of the Director of the Campus Center or the Operations Coordinator.

## ■ SECURITY

Generally, security is required for functions where tickets are being sold at the door, the majority of participants are not Rutgers University students or attendance dictates additional security needs. Security requirements and charges will be determined by University Police. Additionally, some events will be subject to use of a metal detector.

## ■ MAINTENANCE

Generally, there is no clean up fee when clubs and organizations sponsor activities within normal Campus Center hours of operation. Except in the most unusual circumstances, no maintenance fee will be charged for events ending in the Campus Center by 12:00 midnight on Monday, Tuesday, Wednesday or Thursday. Charges for cleanup other than the above will be determined after a consultation by the CCC Staff with physical plant. Charges for the maintenance of other University facilities will be determined after a consultation by the CCC with physical plant.

## ■ USE OF GYM

The use of the gym first must have signature approval of the Athletic Department. The reservationist will contract the use of the gym. Student groups will be required to pay for set-up charges, additional building managers, lifeguards (if applicable) and security. Reservations must be made one month prior to the event. Cancellations must also be made two weeks prior to the event.

## ■ USE OF THE GORDON THEATER

Student groups should consult with the assistant director prior to seeking a reservation. The assistant director and a Rutgers Center for the Arts staff must sign off on any requests because of charges accrued. Reservations must be made one month prior to the event. Cancellations must also be made two weeks prior to the event.

## ■ REMINDERS

- ➡ Please remember to designate one (1) member from your group to be responsible for making reservations. This makes it easier on the reservation office and your group.
- ➡ Please provide us with all essential contact information. In the instance there is a change in the contract we will use this contact information to alert you and your group.
- ➡ Please fill out the top box of the reservation form that indicates the date of submission.
- ➡ Please pick up your completed reservations outside the office door. This is for your benefit so that you know where your meetings will be or even if your meeting could be accommodated.
- ➡ Please give the reservations office at least 48 hours notification of your meeting request. This will enable the office to find space for your group as well as notify you of where your meeting will take place. Without this notification, the reservations office cannot guarantee space or availability.
- ➡ For special events, please give at least four (4) weeks notification of event request. The sooner you plan the event, the better the chance of a successful event. Without this notification, the reservations office cannot guarantee space or availability.