

FACILITIES USE POLICIES AND PROCEDURES

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PURPOSE:

New Jersey Institute of Technology's primary mission is to provide educational services and facilities to support its academic mission and enhance student life

There may be times when particular campus space and facilities are not in use and the university would seek to make these areas available for use with appropriate facility use charges by outside groups. The purpose of this policy is to provide an understanding of available facilities and arrangements for facilities use by University and non-University groups.

PRIORITIES:

Use of campus facilities will be scheduled according to the following priorities:

1. Instructional Programs
2. Research Programs
3. Recreational Use
4. Campus-sponsored functions (student, faculty, staff, Advisory Boards, Alumni Association)
5. Community events open to the public
6. Meetings of non-profit organizations subject to availability and compliance with tax covenants.
7. Commercial Use
 - Businesses selling goods or services on campus
 - Businesses conducting meetings on campus
8. All other external organizations

Displayed in Appendix A are examples of facilities rental types.

GENERAL POLICY:

Internal Use of Facilities

University departments and recognized student organizations may reserve space in the NJIT common areas: Campus Center, William Guttenberg conference facility (3rd floor), Jim Wise Theatre, Zoom Fleischer Athletic Center by following procedures outlined by the Campus Center reservations office and the Athletics Dept. Business Office. University departments and organizations are not charged for the use of space. Charges will be incurred for services which are additional to that which is ordinarily available during the regular business hours, for example, media, security, furnishings, and cleaning. There will be charges for all catering. Certain services, such as security, additional staffing and cleaning, may be required by campus center staff to insure the safety of those present as well as the appropriate care of the facility, equipment and furnishings. Damage fees may apply in instances where equipment and/or furnishings need repair or replacement.

External Use of Facilities

Non-University groups may use University facilities when approval is granted within the guidelines of this policy. The use of facilities by Non-University groups, such as organized civic, cultural, industrial, public and private school, service organizations and University Groups with membership not restricted to NJIT students, faculty and staff, may be authorized provided that:

- 1) University use of all facilities shall have preemptive priority over other groups. The University reserves the right to cancel, postpone, or alter arrangements for any event, if necessary.
- 2) A rental charge for the use of facilities will be made as the university according to the Schedule of Charges with the exception that State agencies are not charged rental fees.
- 3) It is the University's goal to transact all its business in a manner that creates the lowest possible level of liability or financial responsibility for the University consistent with the achievement of the University's business goals.
- 4) The group agrees to take precautions to assure the physical safety of participants and University property and to release the University from any liability or responsibility in conjunction with the use of the facility. A damage deposit may also be required.
- 5) The NJIT Legal Department needs to review all agreements and the Office of the Associate Treasurer needs to review risk/safety issues and determine appropriate insurance requirements.

Final agreements may be modified or amended only by a written agreement signed by the parties. Any modifications to documents already reviewed by NJIT Legal Department and the Office of the Associate Treasurer must be submitted for further review to these departments prior to submission to potential user.

- 6) NJIT shall have no responsibility, obligation or liability of any type or nature with respect to the event, other than making available the facility on the date and time noted.
- 7) NJIT shall have no responsibility whatsoever for any liability, claims, or damages for the use of the facility. User shall be solely responsible for, and shall protect, indemnify and hold NJIT and its employees and agents harmless from and against any claims, liabilities, loss, damage, cost or expense (including reasonable

attorney fees) arising from, relating to or caused by the event including, but not limited to, any bodily or property damage sustained by any individual or by NJIT including damage, theft or damage to any part of the facility, or any other claims, demands, damages or liabilities of any type or nature.

- 8) User shall secure proper insurance coverage for the event, which insurance shall name NJIT as an "additional insured" and "loss payee" as outlined below.

Usually, facility users shall procure and maintain, and require its contractors and subcontractors to procure and maintain insurance to adequately protect NJIT from claims for bodily and personal injury, including death, and damage to property that may arise or result from the use of the Space. The type, form and minimum amount of coverage of this insurance is as follows:

Commercial General Liability coverage, including contractual liability coverage, in an amount not less than ONE MILLION and 00/100 (\$1,000,000.00) DOLLARS per occurrence, TWO MILLION and 00/100 (\$3,000,000.00) DOLLARS aggregate per year.

Limits and additional types of coverage may be required depending upon the nature of the event. The Office of the Associate Treasurer should be contacted for further determination.

- 9) Evidence of coverage in items will be documented to NJIT by the transmission of a Certificate of Insurance. Athletic events and activities may require a higher insurance amounts. Final approval of facility use cannot be granted until the insurance certificate is received by the University. The University's Risk Management operation will determine the insurance needed for the event.
- 10) No modifications to NJIT facilities without permission. In the use of the theater facility any construction of sets for use on the stage need to be reviewed prior to construction with the NJIT Director of Environmental Health and Safety.
- 11) If food or alcoholic beverages are to be dispensed user should be required to secure all required permits for such dispensing, obtain appropriate insurance and indemnify NJIT, and make the University an additional insured on appropriate insurance policies.
- 12) The use of facilities is limited to those activities that do not conflict with the general aims and purposes of the University, and do not violate University regulations or local, state or federal laws (e.g. health and safety standards, use of alcoholic beverages).
- 13) The activity is suited for the campus facilities available.
- 14) Approval to use facilities does not necessarily imply approval of the aims and purposes of either the sponsoring organization or the event being planned.
- 15) Any use of the name of the University, other than to indicate the location of the event, must be approved in advance by the NJIT Office of University Communications.
- 16) Generally facilities are not available for the conduct of regular religious services. The Associate Treasurer's Office should be contacted for guidance on such arrangements.

- 17) Information is provided in advance to the Associate Treasurer Office of all financial transactions or arrangements involved in the planning for or conduct of events by outside groups.
- 18) The servicing of alcoholic beverages must be done in accordance with University policies. Contact the Office of the Associate Treasurer for guidance.
- 19) Smoking is not permitted in any University facility, including entry ways and vestibules.
- 20) No food or drink may be brought into any meeting areas or the gymnasiums without the approval of the university personnel arranging the event. All catering provided by vendors not affiliated with NJIT must comply with appropriate health food preparation and handling regulations. Additional charges for waste removal may be incurred.
- 21) Use of facilities where minors are participants requires adult supervision. The University reserves the right to terminate an event if sufficient adult supervision is not present.
- 22) The Schedule of Charges has been approved are not subject to negotiation. The Senior Vice President for Administration and Treasurer retains the sole authority to reduce fees in certain unique situations.
- 23) Fees are based on prudent use of facilities. Damages caused by outside groups will result in an additional charge being levied on that group.
- 24) Income shall be tracked based upon the nature of the organization renting the facility. These are:
 - NJIT Community
 - For Profit Organizations
 - Not for Profit Organizations
- 25) Individuals/groups that represent they are not-for-profit must provide proof of status before an event is scheduled.

EXTERNAL USERS OF FACILITIES POLICY

A) PURPOSE

Outlined in this section are guidelines designed to outline priorities and procedures for access to University facilities by external groups.

B) POLICY

Under limited circumstances, University facilities may be used by groups external to the University community provided that such use does not interfere with the normal activities of the institution.

Recognizing that the New Jersey Institute of Technology cannot honor all of the many requests it receives from external groups for the use of facilities, the following policies are established:

- A) Those activities within the broad definitions of education, research, and public service, which the University initiates, have priority over all other uses of the institution's physical facilities. University, in this context, means a division, department, or other official administrative or service unit, a recognized employee organization, or a recognized student organization.
- B) When space is available, an external group may be granted the use of University facilities provided the activity is sponsored by a division, department, or other official administrative or service unit, a recognized employee organization, or a recognized student organization, and provided the group agrees to observe the policies and procedures governing the use of University facilities.
- C) Recognized student organizations, university departments and offices may co-sponsor events with outside entities. In such cases, space charges will be waived, although charges for services—requested and deemed necessary, apply. Co-sponsorship is defined as the university is a named co-sponsor; is playing a substantial role in the planning and execution of the event; university staff member will be present throughout the event; and, the university co-sponsor will take full financial responsibility for all charges relating to services as well as any damages.

University departments and offices which co-sponsor events must demonstrate that the event is in the best interest of NJIT. It is highly desirable that members of the NJIT community are well represented at the event. Events that are designated as “co-sponsored” carry no space fees but must comply with all use requirements and that apply to internal organizations. As indicated earlier, the co-sponsored internal organization is responsible for event supervision and all related charges.

Student organizations co-sponsoring an event with an outside organization must insure that 50% of those present are currently enrolled NJIT students. They must also demonstrate that the event is in the best interest of NJIT.

For student organizations, university departments and offices, co-sponsorship carrying no space charges may be limited to one event per semester.

- D) The use of University facilities by external groups shall not interfere with or prevent the use of the facilities for the regular instructional program or for other scheduled activities.
- E) External groups using University facilities must compensate the University for the rental of space, where applicable, and for all expenses resulting from the activities including custodial service, labor, security, conference arrangements or other related costs such as lost revenues due to the facilities being closed to normal activities. While federal, state and municipal governments are exempted from space rental charges, all other expense charges indicated apply.
- F) The University can be exposed to risk when outside organizations and individuals use University premises and/or facilities. University policy requires that organizations external to the University and individuals using University premises and/or facilities, maintain liability insurance and other insurance as necessary to reasonably protect the University's financial interests, and in amounts deemed adequate by the University. In order to protect the University's interests and other parties as necessary, the University must receive a Certificate of Insurance prior to the commencement of any scheduled event.
- G) The use of University facilities solely for fund-raising purposes shall be limited.
- H) The University may refuse the use of its facilities to off-campus groups that otherwise would be eligible, where the proposed activity would require an unreasonable amount of University supervision or service, or where there is a question concerning the safety of the participants or of University property.

C) FEE AND USE GUIDELINES

Availability of Facilities

The facilities are available for use seven days a week during scheduled business hours. Facilities are normally not available when the University is closed for designated holidays, or if the University must close due to weather conditions, security measures or other external factors. Requests for facilities beyond the scheduled business hours and on University holidays will be considered within the University's capacity to support and service the specific event and additional facility and personnel charges that will be necessary. The University will make every effort to reschedule events that are cancelled due to unforeseen conditions. However, any losses or expenses incurred due to such cancellations are the responsibility of the renting organization.

Damages and Losses

Individuals or organizations assume all responsibility for loss or damages sustained by University facilities as part of their event. The costs of such damage and/or losses are the responsibility of the facility user. The University is not responsible for any damages to or loss of personal property of the user or their event's participants.

Deposits

Individuals or organizations using facilities may be required to pay a deposit to confirm an event. Refunds of deposits are determined by date of and reason for the cancellation.

Fees

Facility fees are determined by the facility used and the duration of event. External groups are responsible for compensating the University for the appropriate staff costs necessary for their event. This could include management, technical, custodial, security and/or maintenance personnel. The University shall determine the number and type of personnel necessary to support a requested event. It is the responsibility of the requesting organization to clearly identify the needs and requirements of their event. External groups that do not identify event requirements may be billed for additional personnel not included in the confirmation agreement if additional personnel are determined by the University to be necessary. The charge for all personnel is established by the applicable collective bargaining agreement in force at the time of the event, including overtime and call in costs whenever applicable. In addition, the administrative costs of arranging and scheduling appropriate personnel are included.

Equipment: Facility users wishing to use their own equipment must request and receive approval from the University. Media and computer equipment rental can be arranged with the NJIT Instructional Technology and Media Service Department.

Food Service: All food services for events are to be arranged through the University food service/catering vendor.

Insurance: A certificate of insurance confirming the amount of coverage and naming New Jersey Institute of Technology as additionally insured must be submitted prior to event. Additional insurance coverage for property damage or product liability may be required depending on the type and content of the event. All external users are required to indemnify and hold the University, Board of Trustees, employees and volunteers harmless for any damages whatsoever arising from the user's activities conducted in the University facilities.

BILLING PROCEDURES

1. Requests to rent facilities should be addressed to the personnel list in Appendix B.
2. Billing procedures and collection of rental fees and deposits are the responsibility of the scheduler in accordance with arrangements made with the NJIT Office of Accounting.

Appendix A

NEW JERSEY INSTITUTE OF TECHNOLOGY EXAMPLES OF FACILITIES RENTALS

University Related Functions

<u>FUNCTION</u>	<u>DESCRIPTION</u>
Office of the President	<ul style="list-style-type: none">▪ Retreats▪ University Advancement functions▪ Official Visits and tours by dignitaries▪ Official ceremonies▪ Press Conferences
Student Services	<ul style="list-style-type: none">▪ Student Orientation▪ Recruitment events▪ Student Organization meetings▪ Student Organization dinners▪ Awards Dinners▪ Student Fund Raisers
Athletic Events	<ul style="list-style-type: none">▪ Athletic program
Theatre	<ul style="list-style-type: none">▪ Plays▪ Concerts
Academic	<ul style="list-style-type: none">▪ Committee Meetings▪ Awards Dinners▪ Academic Competitions

External Events

<u>FUNCTION</u>	<u>DESCRIPTION</u>
Academic & Professional	<ul style="list-style-type: none">▪ Academic/Trade Association Conferences
Athletic Events	<ul style="list-style-type: none">▪ Athletic Organizations▪ Professional Teams
Theatre	<ul style="list-style-type: none">▪ Plays▪ Concerts
Miscellaneous Vendors and Cottage Craft Industries	<ul style="list-style-type: none">▪ Vendors function for momentary gain. Groups such as credit card vendors or craft shows.

Appendix B

NEW JERSEY INSTITUTE OF TECHNOLOGY FACILITIES CUSTODIANS AND SCHEDULERS

CUSTODIANS & SCHEDULERS

<u>NJIT FACILITY</u>	<u>CUSTODIAN</u>
Campus Center	Associate Director Campus Center or Assistant Director for Campus Reservations
Class rooms	University Registrar
Computer Laboratories	Associate Provost for Information Services & Technology
Conference rooms in buildings not specified otherwise	Generally it is the department closest to the conference room.
Eberhardt Hall: <ul style="list-style-type: none">• Room 112• North Lounge• South Lounge	Office of Special Events
Guttenberg Information Technology Center	Associate Director Campus Center or Assistant Director for Campus Reservations
James N. Wise Theater	Manager of Theater Operations
Rotunda Kupfrian Hall	Associate Director Campus Center or Assistant Director for Campus Reservations
Physical Education Center	Senior Administrator for Athletics, Physical Education, Recreation & Intramurals
Soccer Field	Senior Administrator for Athletics, Physical Education, Recreation & Intramurals
The Highlanders Club	Associate Director Campus Center
Plazas	Associate Director Campus Center or Assistant Director for Campus Reservations
University Club Room	Dining reservations through Gourmet Dining Services. Special Events through the Office of Special Events.
Video Classroom, ITV Classroom, TV Studio (GITC 1402, 1403,0400) October 17, 2008	Director, Instructional Technology and Media Services

Appendix B

NEW JERSEY INSTITUTE OF TECHNOLOGY FACILITIES CUSTODIANS AND SCHEDULERS

OTHERS INVOLVED IN USE OF FACULTIES

<u>ACTIVITY</u>	<u>CUSTODIAN</u>
Audio/Visual & Computer Presentation Support and Recording Office of Special Events	Instructional Technologies and Media Services Liaison for external users (non-NJIT student or employees) is to be provided by the Office of Special Events, The Office of Special Events will coordinate requests and usage with the appropriate NJIT personnel previously listed.
Contract Review	Legal Department
Risk Management/Insurances	Associate Treasurer
Safety & Fire Code Regulations (reviews of theatrical stage set designs, room egress and room occupancies	Office of Environmental Health and Safety
Security	Office of Public Safety
Setup & Custodial Services	Office of Physical Plant
Telephone & Network Access	Office of Telecommunications

**NEW JERSEY INSTITUTE OF TECHNOLOGY
SCHEDULE OF CHARGES**

<u>LOCATION</u>	<u>RATES</u>
<u>Zoom Fleisher Athletics Center</u>	
Gym A,B or C	\$100/hour
All 3 Gymnasia	\$250/hour
Lubetkin Field (Practice)	\$175/hour
Lubetkin Field (Games – Profit Organization)	\$500/hour
Lubetkin Field (Games – Non for Profit Organization)	\$175/hour
NJIT Pool	\$100/hour
<u>Campus Center</u>	
Cafeteria	\$800
Atrium Lounge	\$1,500
Small Conference Room	\$200
Large Conference Room	\$250
Entire Ballroom	\$2,000
Ballroom A	\$1,500
Ballroom B	\$500
Gallery	\$750
Faculty/Staff Café	\$650
Pub (by Special Permission only)	\$800
Vendor's Table	\$75
Outside Areas	
Green	\$1,000
Terrace	\$750
Patio	\$500
<u>Classrooms</u>	
Small Classroom	\$350
Large / Lecture Hall	\$600
<u>Eberhardt Hall</u>	
Room 112	\$300
North Lounge	\$150
South Lounge	\$200
University Club	\$250
<u>Guttenberg Information Technology Center</u>	
GITC 1100	\$600
GITC 1400	\$600
GITC 3710	\$200
GITC 3720	\$300
GITC 3730	\$400
GITC 3740	\$300

**NEW JERSEY INSTITUTE OF TECHNOLOGY
SCHEDULE OF CHARGES**

NJIT CONFERENCING SERVICES FEE STRUCTURE

<u>LOCATION</u>	<u>RATES</u>
<u>Computer Laboratories</u>	\$500
<u>Game Room (flat rate per hour)</u> (Cost of billiards, bowling, ping pong, foosball, maintenance, staff coverage, clean up)	\$125/hour
<u>Instructional Technology and Media Services</u>	
Candid Classroom –GITC 1402	Determined by the nature of the event
Interactive TV (ITV) – GITC 1403	Determined by the nature of the event
TV Studio- GITC 0400	Determined by the nature of the event
<u>James N. Wise Theatre</u>	\$1,600

SERVICE FEES

Parking	Free
Media Services	See Media Service price list
Security Officer	\$35/hour
Police Officer	\$45/hour
Physical plant (Set-up Fee)	\$100/hour
Physical Plant Presence during Event	\$35/hour
Building Manager Fee	\$25/hour

Appendix D

NEW JERSEY INSTITUTE OF TECHNOLOGY EBERHARDT HALL NJIT ALUMNI CENTER POLICIES AND PROCEDURES

The listed policies govern events held in the Eberhardt Hall NJIT Alumni Center in the following areas:

<u>LOCATION</u>	<u>MAXIMUM USAGE</u>
Eberhardt 112	<ul style="list-style-type: none">- Sit-down event: 80 guest (seated at 8-rounds of 10)- Meeting with Food Buffet. 60 guests- Row Seating: 80 guests- Conference with tables and chairs: 54 guests- Conference with a "U" Setup: 24 guests.
North Lounge	15 guests. Furniture in room cannot be rearranged.
South Lounge	<ul style="list-style-type: none">- Luncheon: 21 guests seated at 3 tables.- Conference-style: 16 guests with 1 rectangular conference-style setup.

Use of this facility for standard classroom activities is not sanctioned and arrangements for other locations on campus for such activities should be made through the Office of the Registrar or the Campus Center administrative offices. Meeting and special event reservations for this facility are to be scheduled through the Office of Special Events located in Room 316, Eberhardt Hall NJIT Alumni Center or by calling (973) 596-5625 during university operating hours. Space will be allocated according to availability. The Director of Special Events must approve all reservations.

1. With respect to event logistics, the following guidelines apply:
 - a. All food and beverages must be provided by NJIT catering service company. At no time will the NJIT catering service personnel be permitted to serve an alcoholic beverage to a person deemed to be under the influence of alcohol.
 - b. All organizations using facilities must comply with any NJIT insurance requirements
 - c. Events with amplified sound or music will only be scheduled at times that do not conflict or disrupt office business or scheduled classes.
 - d. Furniture cannot be moved from its location by hosts/guests. Any furniture requiring relocation in extreme circumstances must be approved in advance by the Office of Special Events and coordinated through NJIT's Physical Plant.
 - e. Children under 18 years of age are not permitted into the building/event unescorted without adult supervision.
 - f. NJIT is a non-smoking campus. No smoking is allowed on the premises.

Appendix D

NEW JERSEY INSTITUTE OF TECHNOLOGY EBERHARDT HALL NJIT ALUMNI CENTER POLICIES AND PROCEDURES

- g. Application for decorations to the wall, tables, windows, etc. must be approved by the Office of Special Events in advance. No decorations be taped, tacked or otherwise attached to anything in the building. Smoke machines and any other nuisance device are not allowed in the facility. The Office of Special Events shall determine the appropriateness of novelties, tec.
2. The fees for events held by external users is as follows:
- a) For Room set up and breakdown fee see NJIT Conferencing Service and Fees Structure Schedule.
 - b) Additional Fees: Security, Catering, Media Services, Parking, additional cleaning services and additional security as required/requested.
 - c) All estimated fees are to be paid by check, payable to New Jersey Institute of Technology, two weeks prior to the date of the event. Any additional fees incurred will be due within 30 days of the event. If the reservation is canceled the host will be responsible for any out-of-pocket expenses already incurred by NJIT in preparation for the event.

Appendix E

NEW JERSEY INSTITUTE OF TECHNOLOGY EBERHARDT HALL NJIT ALUMNI CENTER UNIVERSITY CLUB ROOM POLICIES AND PROCEDURES

Located off the main lobby of Eberhardt Hall NJIT Alumni Center, the NJIT University Club offers a pleasant dining experience in an elegant, historic setting. Use of the facility is limited to members only.

The University Club accepts the four major credit cards and cash.

MEMBERSHIP CRITERIA

The University Club's membership consists of alumni, administrators, faculty, staff, and affiliates of NJIT. All members are required to purchase a University Club membership card. This card provides access to the club. All purchases can be paid via cash or credit card. Membership cards can be purchased through an annual fee. Membership applications can be made at the University Club or the Office of Development.

SCHEDULE OF OPERATIONS

Monday - Friday 11:30 a.m. to 5:00 p.m.

The club is open for dinner only by special arrangement.

As hours may change, please call ahead for hours and table reservations: 973-596-8463.

USAGE, MEETINGS AND SPECIAL EVENTS

For lunch reservations parties less than 12 guests, please call 973-596-8463.

Luncheon parties for 12 or more guests require a South Lounge or meeting room reservation. Please call the Office of Special Events at 973-596-5625.

The club room is open for dinner only by special arrangement.

For guest parking reservations at NJIT, please call the Office of Alumni Relations at 973-596-3441. To assure spots are available, please call at least 24 hours prior to your anticipated visit.

Consumption of alcoholic beverages is permitted during Club operation hours and for special events as approved. At no time will the NJIT catering service personnel be permitted to serve an alcoholic beverage to a person deemed to be under the influence of alcohol.

The University Club may be closed without notice for private functions.

Appendix F

NEW JERSEY INSTITUTE OF TECHNOLOGY INSTRUCTIONAL TECHNOLOGY AND MEDIA SERVICES AUDIO VISUAL SPECIAL EVENT SUPPORT

Internal Users

Internal users are defined as any member of the NJIT campus community who is directly employed by NJIT and coordinating an internal NJIT sponsored event. Internal users will be charged for labor. There is no charge for equipment if it is available from inventory. If equipment requested is not available, it can be rented and ITMS will charge the cost back your department. See <http://media.njit.edu/ISS/pages/policy.php> for further guidelines and details.

External Users

Any user not directly employed by NJIT, including community groups, associations, educational institutions, EDC companies, and governmental groups will be considered external user. External users wishing to use Instructional Technology and Media Services will be charged for equipment and labor costs. If a request is received for equipment which is not available, we can rent it for you and charge the costs back your organization.

A/V PRESENTATION EQUIPMENT *

Per day or part there of

Flipchart w/Pad (additional Pads \$10)	\$25
Overhead Transparency Projector	\$40
35mm Slide Projector (tray, remote, lens)	\$35
Portable PA and/or 1 Microphone (for up to 100 guests)	\$100
Multiple microphones and large public address systems	Determined by the nature of the event.
Wireless Microphone	\$100
VHS Player and 26" Monitor	\$75
DVD/VHS Combo Player	\$30
Video/Data Projectors (2000 ANSI Lumens)	\$100
Video/Data Projector (4000 ANSI Lumens)	\$200
Notebook PC (Windows)	\$150
50" Plasma w/stand	\$250
Wireless PowerPoint remote	\$35
70" Tripod Screen	\$30
96" Tripod Screen	\$50
10' X 10' Screen	\$100
Document Camera	\$150

*A minimum charge of \$35 applies to all equipment setups.

Additional items not listed here are also available. Operators are available on request. A four hour minimum may apply. Hourly rate depends upon type of operator needed.

Standard rates apply 8:30-4:30 Mon-Fri (Mon-Thurs during summer hours). Applicable overtime rates will be billed for any personnel that need to be scheduled before or after those hours.

All requests for Special Event support require a minimum of 14 days notice. Any request for support received with less than 14 days notice will incur a Rush charge.

Appendix G

NEW JERSEY INSTITUTE OF TECHNOLOGY INSTRUCTIONAL TECHNOLOGY AND MEDIA SERVICES- VIDEO SPECIAL EVENT SUPPORT

INTERNAL USERS

Remote Production

Simple remote on campus recording - Includes: camera, tripod, microphone, 1 DVD of unedited footage. Minimum charge of \$325 includes 2 hours recording time. \$50.00 each additional hour or fraction thereof.

Multi-Camera Remote Productions

Each situation is unique. Estimate TBD based upon needs. Prices start at \$700

Remote Video Conferencing

Select locations available as determined by campus network structure. Includes portable video conferencing unit and microphone. Setup may require additional A/V equipment charges for items such as PA & Video projector. Minimum charge of \$150 includes 1 hour of session. \$50.00 each additional hour or fraction thereof.

Candid Classroom

Room 1402 GITC- Seating Capacity 25. Includes use of: 3 Robotic Cameras; 1 PC, document camera, microphones. Material can be recorded to: digital file; or for an extra fee, DVCAM or VHS. Price includes 1 DVD of unedited recorded material. Minimum charge of \$160.00 includes up to first hour of session. \$50.00 each additional hour or fraction thereof.

ITV Room (Interactive TV/Video Conferencing)

Room 1403 GITC- HD video conferencing is available through IP connectivity. Connectivity testing before event is billed at ½ hour rate. Minimum charge of \$ 100 up to first hour. \$50.00 each additional hour or fraction thereof.

TV Studio

Room 0400 GITC. Up to 3 cameras, Audio mixer board, light dimmer, teleprompter, switcher, DVCAM record or direct to DV. Each situation is unique. Estimates TBD based upon needs

All above services require at least one professional operator, which is included in the pricing.

Transfer and replication services as well as additional services are also available.

Standard rates apply 8:30AM-4:30PM Mon-Fri (Mon-Thurs during summer hours). Applicable overtime rates will be billed for any personnel that need to be scheduled before or after those hours.

All requests for Special Event support require a minimum of 14 days notice. Any request for support received with less than 14 days notice will incur a rush charge.

Appendix G

NEW JERSEY INSTITUTE OF TECHNOLOGY INSTRUCTIONAL TECHNOLOGY AND MEDIA SERVICES- VIDEO SPECIAL EVENT SUPPORT

EXTERNAL USERS

Remote Production

Simple remote on campus recording - Includes: camera, tripod, microphone, 1 DVD of unedited footage. Minimum charge of \$650 includes 2 hours recording time and equipment rentals. \$75.00 each additional hour or fraction thereof.

Multi Camera Remote Productions

Each situation is unique. Estimate TBD based upon needs. Prices start at \$1400

Remote Video Conferencing

Select locations available as determined by campus network structure.

Portable video conferencing unit and microphone. Setup may require additional A/V equipment charges for items such as PA & Video projector. Minimum charge of \$325 includes 1 hour of conferencing and equipment rental. \$75.00 each additional hour or fraction thereof.

Candid Classroom

Room 1402 GITC- Seating Capacity 25. Includes use of: 3 Robotic Cameras; 1 PC, document camera, microphones. Material can be recorded to: digital file; or for an extra fee, DVCAM or VHS. Price includes 1 DVD of unedited recorded material. Minimum charge of \$600.00 includes up to first hour of session, equipment & room rentals. \$75.00 each additional hour or fraction thereof.

ITV Room (Interactive TV/Video Conferencing)

Room 1403 GITC- HD video conferencing is available through IP connectivity. Connectivity testing before event is billed at ½ hour rate. Minimum charge of \$500 includes up to first hour of session, equipment & room rentals. \$75.00 each additional hour or fraction thereof.

TV Studio

Room 0400 GITC. Up to 3 cameras, Audio mixer board, light dimmer, teleprompter, switcher, DVCAM record or direct to DV. Each situation is unique. Estimates TBD based upon needs

All above services require at least one professional operator, which is included in the pricing.

Transfer and replication services as well as additional services are also available.

Standard rates apply 8:30AM-4:30PM Mon-Fri (Mon-Thurs during summer hours). Applicable overtime rates will be billed for any personnel that need to be scheduled before or after those hours.

All requests for Special Event support require a minimum of 14 days notice. Any request for support received with less than 14 days notice will incur a rush charge.

Appendix H.

**NEW JERSEY INSTITUTE OF TECHNOLOGY
ON-LINE CAMPUS CENTER RESERVATION
FOR USE BY NJIT DEPARTMENTS ONLY**

http://calendar.njit.edu/wv3/wv3_servlet/urd/run/wv_request.Request?roomid=,start=,end=

The event request form is for Non-Academic events ONLY.

Please refer all reservation requests for Academic courses to your Department Administrator.

Please fill in as many details as possible. Required fields are labeled like **this**.

Requests for specific spaces must be approved. An alternate location may be assigned.

Please do not make plans to use the space you request prior to approval, even if it appears available now.

In anticipation of this event appearing on the NJIT web calendar please use mixed case, correct spelling and grammar.

Event Title:

Subtitle:

Event Type: [\(Click here for help choosing an event type\)](#)

Sponsoring Organization:

Expected Attendance:

Description:

By default your event will appear on the NJIT web calendar. If you would prefer that it NOT appear, please check the box next to "Hide event from NJIT Web Calendar".

You may request this event appear in the **featured events** section (subject to approval by University Communications). Check the box next to "Requested Featured Event".

Attributes:

Weekly
Repeat Every: Week(s)
On:
 Monday Tuesday Wednesday Thursday Friday
 Saturday Sunday

Until:

For: Repetition(s)

Space Preference:

Requests for specific spaces must be approved. An alternate location may be assigned.
Please do not make plans to use the space you request prior to approval, even if it appears available now.

Specific [\(Click here for building codes & descriptions\)](#)

Any [\(Click here for classroom list & notations\)](#)

Other:

Additional Information:

In the box below, please provide the following information:

- Services needed (a/v, room set up, catering, etc)
- Cost to attend (if any)
- Contact name, phone, e-mail (if other than yourself)
- Any other relevant information

The more information you provide, the faster your event will be reserved. Thank You.



[Next ...](#) [Reset](#)

Please note that **your** contact information (phone and e-mail) will be included from the campus directory.
If you are not the primary contact for this event please provide alternate information in the comments box above.

APPENDIX I.

**NEW JERSEY INSTITUTE OF TECHNOLOGY
STUDENT GROUP LOBBY TABLE, MEETING ROOM
&
GROUP EVENT REQUEST FORM**



Data Source: <http://www.njit.edu/v2/activities/Event%20Planning%20Form.doc>

Please complete this form at least 21 days before your event is scheduled. Students can use this form to request lobby tables, Campus Center & GITC meeting rooms, Ballroom/, Atrium & the Green, and the Gym (per Athletics approval). All Campus Center Meeting Rooms are assigned as-is. All changes in room set ups are considered Group Event Requests. Criteria for Special Events is online: <http://www.njit.edu/v2/activities/planningeventpolicies.htm>

Title of the Event: _____

Sponsoring Organization(s): _____ Requested Event Location(s): _____

Date of the Event: _____ Set Up Time: _____ Start Time: _____ End: _____

Event Description (please be specific): _____

Number of people expected: _____

Event Planner Name: _____

Email Address: _____ Contact Cell Phone: _____

1. Lobby Tables and Meeting Room Requests ONLY

Lobby Table Requests - Number of tables (max 2 tables, per avail):

Meeting Room Requests – Is this meeting repeating? No Yes Frequency: Weekly Bi-weekly

This section is complete – turn over and sign in the Approval Section

2. Group Event Requests ONLY (For Highlander Pub requests, please use Pub Reservation Request Form)

Type of Event: BBQ Meeting Concert
Sports/Competitions
 Speaker Dance/Party Conference/Seminar Other _____

Admission/Donation Charge: Yes ___ No ___ If Yes, amount _____

*** PLEASE NOTE: An officer is required to secure ALL funds collected**

Number of people expected: _____ NJIT Students _____ Guests _____

You can not advertise any events until your reservation has been approved. Attach sample ad(s)

_____ On-Campus Only (NJIT student, Ads in Campus Center)

_____ Other College Campuses (Rutgers-Newark, Montclair, etc.) Specify Locations:

_____ Community (non-college); **Special arrangements must be made.** Specify Locations:

Set Up Requirements – please remember to reserve tables, chairs, & trashcans; all rooms are empty by default

Tables: _____ 6' Rectangle _____ 5' Round _____ 6' Round _____ As Is _____ Chairs:

_____ Podium _____ Tabletop Lectern _____ Stage or Risers – Dimensions required:

_____ Coat Racks _____ Easels _____ Stage Backdrop _____ Plants _____ Trash Cans

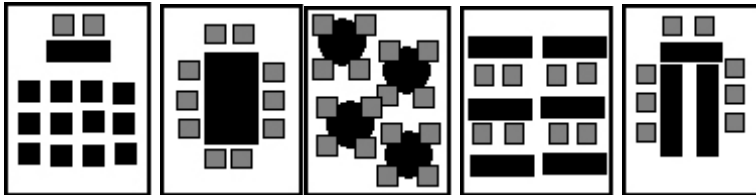
_____ Special Event Materials (flags, gonfalons, NJIT banner, stage skirting must be pre-approved by Special Events x3435)

_____ Audio/Visual (Advisor must arrange with ITMS ext. 3005) _____ Parking (Advisor must arrange with Parking ext. 7190)

TURN OVER FOR GROUP EVENT SET UP AND ALL APPROVAL SIGNATURES

3. Select Table and Chair Set Up – Campus Center Meeting Rooms are default Conference Style

Or Sketch Room Set Up Below



___ Theatre ___ Conference ___ Dining ___ Classroom ___ U-Shape

4. Program Planning Check List – please attach all forms as required for your event

- _____ Grill Request Form
- _____ Advertising for Event (flyer attached)
- _____ NJIT Performer Contact
- _____ Security & Maintenance Overtime Request

Approval Signatures

For all requests: I agree to be responsible for the conduct of the organization & guests named above. My responsibility includes, but not limited to, replacement or repair of missing or damaged University property, personnel charges, etc.

Event Planner Signature Required

Date

All Special Events require an Advisor signature before Campus Center Reservations will confirm request. *Criteria for Special Events is online: <http://www.njit.edu/v2/activities/planningeventpolicies.htm>*

For Special Events: I agree to be responsible for the conduct of the organization named above and will be in attendance for the duration of the event.

Advisor Signature Required

Date

Special Set Up Notes – Office Use Only

Approved Yes _____ No _____

Campus Center Director or Designee
Date

Date

Campus Center Advisor

APPENDIX G

Data Source: <http://www.njit.edu/v2/activities/Event%20Planning%20Form.doc>



Campus Center Event Planning Form

Please complete this form at least 21 days before your event is scheduled to take place

EVENT INFORMATION

Title of the Event: _____

Sponsoring Organization: _____

Event Location: _____

Date of the Event: _____

Set Up Time: _____

Start Time: _____

End: _____

Event Description: _____

Type of Event: Pub Night Meeting Concert Sports/Competitions
Speaker Dance Conference/Seminar Other _____

Admission Charge: Yes ___ No ___ If Yes, amount _____

*** NOTE: An officer is required to secure funds collected.**

Number of people expected: _____ NJIT Students _____ Guests _____

Advertisement (check all that apply) and attach sample ad(s)

_____ On-Campus Only (NJIT student, Ads in Campus Center)

_____ Other College Campuses (Rutgers-Newark, Montclair, etc.)

_____ Community (non-college); **Special arrangements must be made**

Event Planner Information

Individual Making Request: _____

Contact Telephone: _____

Email Address: _____

Contact Cell Phone: _____

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Advisor Information

Advisor Name:

Contact Office Phone:

Email Address:

Contact Cell Phone:

Program Planning Check List – please attach all forms as required for your event

- _____ Grill Request Form
- _____ Advertising for Event (flyer attached)
- _____ NJIT Performer Contact
- _____ Security and Maintenance Overtime Request

Please note: Reservations, Performers Contract(s), Media Service approvals, Advertisements, Overtime Requests, and Advisor Signature must be completed at least fourteen (14) business days prior to event, to ensure that the event will occur.

EVENT RISK MANAGEMENT

Provide a detailed description of the event/activity that you are planning. Attach a detailed itinerary, as well.

What resources have you consulted prior to determining that you can successfully manage this event?

- Advisor
- Other Student Organizations that have hosted similar events/activities
- Campus Center Staff
- Other _____

Use the worksheet below to guide your documentation of the organization's approach to managing risk as well as any areas you have specific questions about. For an explanation of how to use this risk assessment/planning tool and examples of different types of risks, consult the NJIT Risk Assessment Guide.

List Potential Risks:

Example:

Physical risk – club members will be on ladders to put up decorations

Physical

Reputation

Emotional

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List Specific Strategies you will use to Minimize or Eliminate Risks:

Example:

Strategy – while member is on ladder, one member will hold legs to minimize movement.

Financial

Facilities

Risk Management Check List

Are you planning a Special Event? You can find **Special Event** definitions listed in the Campus Center Reservations Website – <http://www.njit.edu/activities/planningeventpolicies.htm> – to find out if your event qualifies as a Special Event.

NOTE: All events considered Special Events must complete the **Risk Management Check List** with a Campus Center Staff Member (Assistant Directors, Associate Directors, or Director), with signatures from Campus Center Staff and Event Planners to signify completion. All other event types can disregard this check list to complete event planning.

1. Does your program involve any type of physical activity? Yes No

- *Make sure that individuals hosting the event are well trained to facilitate the activities*
- *You may want to consider using a waiver form*

2. Are you serving food that is provided from an outside vendor? Yes No

- *For tips on planning an event with food see...*

3. Are you traveling? Yes No

If you are traveling, what type of transportation are you using?

- | | | |
|---|---|---|
| <input type="checkbox"/> Personal Vehicle | <input type="checkbox"/> University Vehicle | <input type="checkbox"/> Commercial Plane |
| <input type="checkbox"/> Rental Car | <input type="checkbox"/> University/Chartered Bus | <input type="checkbox"/> Other _____ |

4. Is your event outdoors, or can your event be affected by inclement weather? Yes No

- Check ahead for weather conditions at <http://www.weather.com>
- Check location ahead of time for shelter
- Plan for alternative rain location
- Bring a radio with you to monitor changing weather conditions

5. Is your activity an open event? (Open to the campus, public, students at other colleges or universities, and/or expected to draw over 100 participants) Yes No

- *Plan for crowd control – Campus Center Reservations will work with you and Public Safety to determine the number of officers required to be present*

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6. **Is there alcohol involved with your activity?** Yes No
 ▪ *All events involving students and alcohol must receive permission from the Campus Center and are subject to NJIT and state laws.*
7. **Are you contracting a service from a non-university entity?** Yes No
 ▪ *Remember that only Bob Moran and Donna Minnich Spuhler are authorized to sign NJIT contracts.*
8. **Have you received appropriate insurance verification for all parties/organizations involved in the event?**
 ▪ *Call Insurance Services 480.965.1823 for guidance on your organization insurance needs.*
9. **Are you using a university logo or trademark in association with your activity? (i.e. t-shirts)**
 ▪ *Consult the NJIT Graphic Standards Manual as well University policies governing use of trademarks. (<http://branding.njit.edu/>)*
10. **Have you reviewed your budget and purchasing guidelines as it relates to this event/activity?** Yes No

I understand the Risk Management issues associated with planning this event, and will work with Campus Center Staff to mitigate risks identified during the meeting.

Event Planner Signature Required **Date**

Campus Center Signature Required **Date**

Security and Maintenance Requests

Events held Monday through Friday until 11:00 pm will be absorbed by Security & Maintenance. Events held beyond 11:00 pm and/or Saturday and Sunday will be paid by the sponsoring group for the duration of the event. Requests for Security and Maintenance must be processed at least 14 days before scheduled events.

For Office Use Only

Department	Hours	Rate	# of Employees	Total Cost to Cover
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Security

Maintenance

Total Cost to Group

Security

2-15210-1209

Maintenance

2-16020-1206

Approval Signatures

For all events: I agree to be responsible for the conduct of the organization named above. My responsibility includes, but not limited to, replacement or repair of missing or damaged University property.

Event Planner Signature Required

Date

For Special Events: I agree to be responsible for the conduct of the organization named above and will be in attendance for the duration of the event.

Advisor Signature Required

Signature & Date:

Public Safety: _____

Reservations Office: _____

Maintenance: _____

Advisor: _____

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