



PREPARED BY DEPARTMENT OF EVENT SERVICES

Kristen Stewart, Director

FREQUENTLY ASKED QUESTIONS EVENT SCHEDULING & FACILITIES USE POLICY FOR INTERNAL USE ONLY

How do I request space for an event?

- Complete a the Event Services Reservation Form located at www.njcu.edu/campuseventservices and your request will be handled by an approved booking manager

Where can I find the Campus Event Services Checklist?

- Please visit www.njcu.edu/campuseventservices

How do I determine which event category my program is considered?

The University defines events in five categories:

(1) Recognized Student Organization Events

A program qualifies as a student group event when the requesting organization is formally recognized, endorsed, and managed by the Division of Student Affairs and event guests include the University community.

(2) University Administrative and Department Events

A program qualifies as an administrative and department event when the facility is reserved by a staff/faculty member, program content is specific to the University, event guests are the University community and all expenditures and revenues related to program or event are managed through a University budget account.

(3) University Hosted/Sponsored Events

A program qualifies as a University hosted/sponsored event when the facility is reserved by a staff/faculty member, the program is in conjunction with a non-University affiliated company or organization, the requesting staff/faculty member is currently a member of the organization, the program has been approved by the requestor's divisional Vice President or department's dean, attending guests are the University community, as well as, the general public, and all expenditures related to program or event are managed through a University budget account.

(4) University Partnered/Co-sponsored Events

A program qualifies as a University partnered/co-sponsored event when the facility is reserved by a staff/faculty member, the program is in conjunction with a non-University affiliated company or organization, the program has been approved by the requestor's divisional Vice President or department's dean, attending guests are the general public, and all expenditures related to program or event are managed through an external company or organization.

(5) Non-University Affiliated Events

A program qualifies as a non-University affiliated event when any external group or individual outside of the University requests to rent or use University space for non-University related business and all expenditures and revenues related to program or event are managed through an external company or organization.

I'd like to host/sponsor an event, what does that entail?

- **Program Content Responsibility** - Programs and events should align with educational and outreach goals of the office, department and University, and should in some way benefit University faculty, staff and students.
- **Program/Event Approval** - Programs and events must be reviewed and approved by the divisional Vice President/Associate Vice President or School Dean/Associate Dean.
- **Financial Responsibility** - As listed in section 7 'fee schedule by event category' - The office or department is liable for all expenses billed for the usage of University facilities. This includes payment of support personnel or equipment. University budget account information is required upon initial request of space - the budget information provided will be charged for any expenses incurred.
- **Event Planning** - The University office or department can request space via the Campus Event Services Reservation Form located at www.njcu.edu/campuseventservices. The University office or department must take an active and lead role in

scheduling facilities and planning the event with the booking manager and internal departments, in addition to providing on-site representation day of event and is responsible for taking lead on hospitality and logistics. A Campus Event Services Checklist is available to help plan for a successful event.

- **Facilities Use** - All University hosted/sponsored events must maintain used facilities in the same order and condition as prior to use.

I'd like to partner/co-sponsor an event, what does that entail?

- **Program Content Responsibility** - Programs and events should align with educational and outreach goals of the office, department and University, and should in some way benefit the University.
- **Program/Event Approval** - Programs and events must be reviewed and approved by the divisional Vice President/Associate Vice President or School Dean/Associate Dean.
- **Financial Responsibility** - As listed in section 7 'fee schedule by event category' - The office or department is liable for all expenses billed for the usage of University facilities. These expenses include a discounted facilities rental fee and support personnel or equipment. University budget account information is required upon initial request of space, the budget information provided will be charged for rental fees and any expenses incurred. If the hosting organization is responsible for payment and defaults, the University budget account information that was initially provided will be charged for any and all agreed upon fees.
- **Legal Requirements** - All external companies or organizations are required to sign a NJCU license agreement, must obtain any permits required, and provide a certificate of comprehensive general liability insurance coverage.
- **Event Planning** - The University office or department can request space via the Campus Event Services Reservation Form located at www.njcu.edu/campuseventservices. The University office or department must take an active and lead role in scheduling facilities and planning the event with the booking manager and internal departments, in addition to providing on-site representation day of event and is responsible for taking lead on hospitality and logistics. A Campus Event Services Checklist is available at www.njcu.edu/campuseventservices to help plan for a successful event

What are the event fees and/or expenses?

PERSONNEL FEE SCHEDULE

(Fees only apply when personnel are assigned to the event and/or if the event is after-hours and overtime is required. Rates may vary, exact charges to be provided upon event request.)

PERSONNEL	INTERNAL OVERTIME RATES
Event Assistant (On-Site Coordinator)	\$15.00 per hour
University Ambassador	\$10.00 per hour
Public Safety Officer	\$44.13 per hour
Custodial Care & Maintenance	\$46.00 per hour
Multimedia Support Tech	\$42.50 per hour

Contact Margaret Williams and West Side Theaters directly for technical and/or productions fees.

EVENT FEE SCHEDULE

EVENT TYPE	FEES
Recognized Student Organization Events	Overtime personnel only
University Administrative or Department Events	Overtime personnel only
University Hosted/Sponsored	Overtime personnel only
University Partnered/Co-sponsored Events	Discounted (40%) Room Facilities Fee + Personnel
Non-University Affiliated Events - Non-Profit/Alumni Events	Discounted (10%) Facilities Rental Fee + Personnel + 20% Administrative Fee
Non-University Affiliated Events - For Profit	Facilities Rental Fee + Personnel + 20% Administrative Fee

Quote to be provided upon event request.

How do I, as the department dean or office head, determine if I approve hosting/sponsoring or partnering/co-sponsoring an event?

- Consider the following questions before making a decision:
 - o Does the event content align with the University's mission and goals?
 - o Does the department or office support the program's content?
 - o How does this event benefit the University's students, faculty, and staff?
 - o How does this event benefit the University?

- Are there funds available to support the expenses of the event?

I submitted the Campus Event Services Reservation Form but haven't heard back, who can I follow up with?

FACILITY BOOKING MANAGERS

Space	Event Category				
	Recognized Student Organization Events	University Administrative or Department Events	University Hosted/Sponsored	University Partnered/ Co-sponsored Events	Non-University Affiliated Events
	Main Campus – Academic Classrooms	Registrar Angela Arriazza-Jarquin	Registrar Angela Arriazza-Jarquin	Registrar Angela Arriazza-Jarquin	Event Services Kristen Stewart
	Gilligan Student Union Building	Center for Leadership and Engagement Malvanie Williams	Center for Leadership and Engagement Malvanie Williams	Center for Leadership and Engagement Victor Delvalle	Center for Leadership and Engagement Victor Delvalle
	Hepburn Hall – Gothic Lounge	Center for Leadership and Engagement Malvanie Williams	Center for Leadership and Engagement Malvanie Williams	Center for Leadership and Engagement Victor Delvalle	Center for Leadership and Engagement Victor Delvalle
	Hepburn Hall – Lawn	Event Services Kristen Stewart	Event Services Kristen Stewart	Event Services Kristen Stewart	Event Services Kristen Stewart
	School of Business	Event Services Kristen Stewart	Event Services Kristen Stewart	Event Services Kristen Stewart	Event Services Kristen Stewart
	JMAC & Fields	Athletics George Deaver	Athletics George Deaver	Athletics George Deaver	Athletics George Deaver
	Margaret Williams Theatre	Center for the Arts Anna Carhart	Center for the Arts Anna Carhart	Center for the Arts Anna Carhart	Center for the Arts Anna Carhart
	Ingalls Recital Hall	Music Dance Theater Desamparados Fabra Crespo	Music Dance Theater Desamparados Fabra Crespo	Center for the Arts Anna Carhart	Center for the Arts Anna Carhart
	Residence Hall	Residence Life Jennifer Luciano	Residence Life Jennifer Luciano	Residence Life Jennifer Luciano	Residence Life Jennifer Luciano
	Harold B. Lemmerman Gallery & Visual Arts Gallery	Art Midori Yoshimoto	Art Midori Yoshimoto	Center for the Arts Anna Carhart	Center for the Arts Anna Carhart
	West Side Theatre	Center for the Arts Anna Carhart	Center for the Arts Anna Carhart	Center for the Arts Anna Carhart	Center for the Arts Anna Carhart

What are the guidelines for serving beer/wine at an event?

- Restrictions:

- Student organizations and groups are not permitted to schedule events featuring the service of alcohol
- Service of alcohol at the University is limited to wine and beer. **NO HARD LIQUOR IS PERMITTED AT ANY EVENTS IN A UNIVERSITY FACILITY AT ANY TIME**
- All alcoholic beverages must be served by a bartender provided by Gourmet Dining
- The requestor's Department Dean or Divisional Vice President must provide written approval for the request of service for alcoholic beverages, as well as identify the specific unrestricted account administered by the NJCU Foundation, Inc. or other non-State/University funds being used for payment of goods
- All requests for wine and beer service must identify the specific unrestricted account administered by the NJCU Foundation, Inc. or other non-State/University funds being used to pay for the service. Requests which do not demonstrate proper funding support will not be approved. New Jersey City University is not permitted to use state/university funds to pay for alcohol. The NJCU budget and finance office will not reimburse any employee or department submitting a receipt for alcoholic beverages
- All expenses related to the provision of alcohol must be funded by an unrestricted account administered by the NJCU Foundation, Inc. or other non-State/University. Expenses include: social affair permit (approximately \$150.00), liability insurance with host liquor liability (approximately \$250.00), and beverages
- Social affair permit and a certificate of liability insurance with host alcohol liability must be obtained

- Requesting the provision of alcoholic beverages:

- Complete the Event Alcohol Request Form located at njcu.edu/campuseventservices at least 12-weeks in advance of event date
- Requestor's Department Dean or Divisional Vice President to provide written approval to eventservices@njcu.edu for the request of service, as well as identifying the specific unrestricted account administered by the NJCU Foundation, Inc. or other non-State/University funds being used to pay for the service
- Request to be reviewed by the President or the President's Designee
- Request to be reviewed by the Executive Director of the NJCU Foundation to confirm proper funding support is available
- Upon approval from all parties listed above, the Office of the Vice President and Chief Strategy Officer will complete the following:
 - File for the social affairs permit (21-day lead time required, State of New Jersey mandated)
 - Obtain liability insurance with host liquor liability
 - Submit the order for requested beverages
 - Process all payments associated with the purchase of alcohol. Such payments include: social affairs permit (\$150.00), liability insurance with host liquor liability (\$250.00), and beverages

I have questions about my event, who should I contact?

- The Event Services Department can answer any questions regarding event categories, event planning responsibilities, legal requirements, etc. Please call 201-200-3352 or email eventservices@njcu.edu.