

MONTCLAIR

STATE UNIVERSITY

Student Center Use Policies and Procedures	
Responsible Office:	Student Development Campus Life
Policy Summary:	Outlines the policies and procedures applicable to use of the Student Center.
Effective Date:	
Last Revision Date:	

I. Purpose

This Policy outlines the policies and procedures applicable to the Montclair State University Student Center.

II. Applicability

This Policy applies to all students and employees of Montclair State University, as well as to any third parties utilizing or present in the Student Center.

III. Definitions (as applicable)

IV. Policy

The following information is provided by the [Office of the Student Center](#)

A. Decorating Policy

Decorating the Student Center facilities can take place under the following conditions:

1. Proper approvals are to be obtained from Student Center Management by emailing studentcenter@montclair.edu.
2. In accordance with contract regulations, organizations will leave room in original, good condition and will clean up all decorations at conclusion of event.
3. The Organization will comply with all safety and fire regulations in effect at the time of the program.

Guidelines to Follow:

1. No candle burning.
2. No decorations are to be hung or draped from lights and electrical fixtures.
3. Exit signs must not be obstructed in any fashion.
4. Spotlights, smoke machines or strobes may not be used without special permission from the Director of the Student Center.
5. Nails, tacks, tape or glue may not be used on any surface of the Student Center.
6. Where use of twine or rope is approved, all decorations on wall, floor and ceiling must be secure so as not to create a hazardous or dangerous situation.
7. Chairs and furniture must not be used for decorating purposes.
8. All decorations (i.e., balloons etc.) must be removed from room at conclusion of the event.
9. No loose glitter or confetti is permitted.
10. All decorating will be monitored, inspected and subjected to approval for safety purposes by Student Center staff.
11. Decorations, step and repeats, and furniture cannot block any exit doors.

If you have any questions or special requests, please contact the Office of the Student Center ten days prior to the event. Any infraction of the above may result in further administrative action or additional fees charged to the organization.

B. Emergency Procedure

All emergencies, including medical emergencies, must be reported to the University Police Department at 973-655-5222.

During a fire alarm or other emergency, please exit quickly and orderly through the nearest exit. All exits are clearly marked and emergency lighting is provided. Move away from the building and surrounding areas. Do not use elevators. Cooperate with University Police and Building Staff.

To report non-emergency issues/problems related to the Student Center, please call the office at 973-655-7548 during regular business hours and 973-655-7546 in the evenings and on weekends.

C. Food Policy

Dining Services

University Dining Services – Administrative Office is located on the 1st Floor (Room 160A, Auxiliary Services) of the Student Center. This office provides direct student assistance with the university's food waiver policy. Whenever food is planned in support of an on-campus event, a Food Waiver is required prior to the food being brought to campus and served to attendees. The purpose of the waiver is to simply document the source of the food and preparers (cooks). In case of any medically related incident that may occur with the possible improper preparation, holding and disposal of the food. Here's the link to access the University's **Food Waiver Policy and Application for the Waiver**.

A food waiver is not required when food served at the student event is provided through the **University's Catering** and/or any of the on-campus, retail food outlets (including Chicken Bap, Jersey Mike's, Panda Express, Halal Shack or Panera Bread). **Dining Services Catering** office is located on the 7th Floor of University Hall. They can provide a variety of catering services ranging from picnics to receptions and in many styles of service (waited, buffet, banquet, etc.).

Pot Luck Meals

This is a restricted event where homemade or takeout food is prepared off-campus and the food is then consumed among your Montclair State group members only. Food at this event should not be distributed to the campus community. Potluck socials are usually a small intimate event attended by people of like interests and no outside guests are permitted (outside guests would be considered as those who are not members of the group, club, or organization hosting the event). When submitting your Food Waiver for a Potluck Social, simply list the food items to be consumed at the event. According to SGA policy, Potluck events are not applicable to SGA organizations. If you are part of the SGA, please do not submit any event under this category.

Proper planning is essential for the success of this type of programming. The process needs to begin within 10 business days of the event. Any group applying for permission to have a potluck meal must meet the following conditions:

1. The use of outside caterers is not permitted. Food purchased from University Dining Services cannot be served in combination with homemade foods.
2. The group must provide all the necessary equipment. Equipment from University Dining Service cannot be used.
3. The group must avoid the overuse of electrical equipment. The group is responsible for all clean up and proper disposal of garbage. If cleaning is inadequate, the group may be billed for housekeeping services at overtime rates.
4. The student representative, faculty or staff, must schedule the location and complete all forms that are required to finalize the event.

5. The University reserves the right to cancel a function, beforehand or in progress, if a violation of policy occurs or if safety of persons or facilities is in any way compromised.

Bake Sales

Only recognized campus organizations are permitted to host bake sales. Groups wishing to hold a bake sale must:

1. Schedule the sale via Engage.
2. Complete the required **food waiver**.
3. Select foods that are generally non-perishable. (Foods that do not need heating or refrigeration); and avoid where possible foods containing any of the 9 major allergens in the United States (nuts, shellfish, wheat, eggs, soy, sesame, milk, etc.),
4. Handle foods in a sanitary manner and avoid health hazards. Ideally, individually wrapped goods are preferred.
5. The use of electric appliances is prohibited.
6. Bake sales are only permitted in University Hall, Richardson Hall, Dickson Hall and the Student Center Lobby and Quad.
7. Student organizations are limited to two bake sales per month.
8. The sponsoring organization must clean up after themselves at the conclusion of the bake sale. Failure to do so may result in the denial of future bake sale requests.

D. Posting Regulations

The posting of printed literature, posters, placards and banners on campus (except in residence halls) must be approved by the Center for Student Involvement (Student Center Annex 104). Student organizations should go to the Center for Student Involvement for approvals. The posting of non-University related materials is limited to designated areas. Posting in a residence hall must be approved by the appropriate residence hall director. Department and designated organization boards are maintained by the respective department organization and are not available for general use. The name of the sponsoring department, group, or organization must be printed legibly on all materials. The University encourages sensitivity to all members of our diverse community in postings.

A. Materials may be posted on campus bulletin boards and kiosks only (excluding special purpose bulletin boards specifically designated by campus departments or groups). A bulletin board is defined as a tackable board surrounded on all four sides by a frame. Kiosk panels are designed for tape, not tacks, and are also surrounded by a frame.

B. Tacks and staples are to be used on bulletin boards (no tape or other adhesives). Only removable tape is to be used on kiosks. Items are not to be attached to bulletin board and kiosk frames or surrounding areas.

C. The maximum flyer/poster size for bulletin boards is 17" x 22".

D. There is a limit of one flyer/poster per event on each bulletin board or kiosk panel.

E. Posting of flyers/posters/banners is not permitted on windows, window treatments, painted surfaces, walls, furniture, brick, concrete, wood surfaces, buildings, light poles, trees or campus signage.

F. Flyers may not be left on vehicles.

G. Door windows may not be obstructed by postings or other materials except to provide directional and scheduling information.

H. Materials may be posted for a maximum of two weeks from date of approval. The sponsoring party is responsible for removing its postings at the end of the approved period or within 24 hours after the event, whichever comes first.

I. Materials making reference to the use, sale, or distribution of alcohol/drugs will not be approved.

J. Materials not stamped or incorrectly posted will be removed. The posting group may lose future posting privileges, and/or be fined. The Student Government Association maintains posting guidelines in addition to these regulations, so student organizations need to be aware of any additional requirements or penalties.

K. The areas in front of the Student Center and between the Student Center and the Drop In Center are open to recognized student organizations, SGA and Student Activities to display placards. Placards cannot block traffic patterns or be attached to buildings or cause damage to University property.

L. Students are hired to serve as posting monitors. They are responsible for monitoring and removing illegal and inappropriate postings.

M. Chalking on campus is limited to recognized student organizations and is permitted only on paved walkways. Approved locations include the areas in front of the Library, Student Center, Dickson and Residence Halls. Chalking must be done in open areas which are directly washed by rain.

Exceptions for special events and programs may be requested through the Scheduling Office for approval by the Vice President for Student Development and Campus Life. Requests are to include: (1) the reason an exception is requested, (2) the special material to be posted, (3) location(s) desired, and (4) time period.

In addition to the above posting policy, organizations chartered under the Student Government Association, Inc., must state "(organization) is a Registered Student Organization of the Student Government Association, Inc." on all posted materials. Please visit the Student Government Association (Student Center 103) for their complete posting policy.

Posting Policy for the Student Center

All distribution of printed materials (i.e. posters, flyers, etc.) must be authorized by the Scheduling Office. Flyers and posters must be stamped. Groups wishing to publicize events should speak to CSI or the Director of the Student Center prior to distributing their literature. The Student Center reserves the right to determine the location/presentation of the material. Special regulations pertaining to circulating postings in the Student Center and Annex are summarized as follows:

- The display of materials at the Information Desk is limited to University departments and recognized campus organizations. Legitimate identification of the sponsoring organization is required.
- Lobby easels are available to programs occurring in the Student Center two days before and the day of the program.
- Professionally made banners can be hung from the 3rd floor balcony. Permission must be obtained from the Director of the Student Center. If approved, the banner can be hung the day before and the day of the program.

E. Use of Rooms and Facilities

All use of Student Center facilities must be reserved. See **Scheduling Space**.

The Student Center is equipped to handle meetings, small gatherings and special programs. The Student Center is not conducive to the needs of large concerts or similar activities. Light shows and activities with specific electrical requirements may not be possible.

Users are advised to plan well in advance so they can ask questions and consult with our staff. This way we will avoid disappointments. For the safety of the individuals involved, we ask that you observe the following:

1. Smoking or vaping is not permitted in any part of the Student Center.
2. Groups/Organizations are not to change or alter setups. All fire exits, doors and hallways must remain clear of obstructions. Do not move any furniture or equipment without permission from the Student Center staff. Contact the Student Center main office during the daytime and the Building Manager on duty in the evening for any problems. Maintenance will not respond to your request without Student Center Staff approval.

3. Electrical cords (including sound system) and equipment must meet building and safety codes. Student Center staff can advise you on what is a violation or a hazard (i.e. hanging things from ceilings, loose wires). Any group wishing to bring their own equipment must stipulate such in the contract with Scheduling Office.
4. Each room has a maximum capacity for safe use. Student Center staff will advise you as to the specific numbers for each room. (Please see the **Reservable Spaces and Specs**)
5. Decorating of rooms (See Decorating Policy) must be done according to University's Posting Regulations. All displays must come down at the conclusion of the event. Tables and chairs must not be used for standing on. Nothing may be nailed, pasted or leaned on the windows, doors or walls. Easels can be provided upon request, if available.
6. For health and safety reasons, some areas may not be accessible during scheduled extermination.
7. The Daily Activity Schedule sheet provided by the Scheduling Office lists start and adjournment times of events
8. Extensions on hours of operation or programs must be worked out ahead of time (during the room reservation process). We require at least a month's notice to consider an extension of hours request. Impromptu or last-minute requests are at the discretion of Student Center staff and may be denied, especially if they involve the program ending and/or building closing time. A fee will be assessed for extending building hours.
9. All deliveries/pick-ups are to be made at the loading dock. No motor vehicles of any kind are to be driven across the Student Center Mall tile, patio, or grounds surrounding the Student Center.
10. It is the Student Center policy that all rooms not in use are to remain locked.
11. If an event results in damage to the facility (to include room, corridors and lavatories) or the need for excessive clean up by Student Center staff, additional fees may be charged to the sponsoring organization to cover the costs of repairs or cleaning. Scheduling privileges may be suspended.
12. Public areas of the Student Center are not usually available for scheduling and may not be used by any organized group for meetings or other group activities without specific prior approval by the Scheduling Office or Director of the Student Center.
13. Food and beverages for a meeting or an event (See Food Policy) may not be brought into the Student Center without prior written approval.
14. All operations schedules are subject to change according to the Student Center and Daily Activities schedule. Closing procedure begins one half-hour prior to announced closing hours. No groups or persons may remain in the building after closing.
15. Student Center security regulations necessitate that all doors with windows remain clear for external viewing during building patrols, and for emergency egress purposes.

16. Bicycles, skateboarding, rollerblading, use of recreational scooters or ball playing are not permitted in the Student Center and Annex.
17. The loading dock parking area may be used only for the unloading and loading purposes of approved and contracted activity.
18. Regarding lockouts, all persons who need to have admittance to an area will have a key. Therefore, it is not Student Center policy to admit persons locked out of an office.
19. Painting and construction (e.g. use of power tools) are governed by certain safety codes. For specific details and permission, contact the Director of the Student Center.
20. Montclair State University does not encourage the use of alcoholic beverages by students. Hence, the Student Center observes a no alcohol policy for events scheduled by students.
21. The organization is responsible for the return and good condition of all property reserved through the Student Center contract. The user must comply with all regulations of the University and the laws of the State of New Jersey. Service charges are subject to change due to unforeseen circumstances or changes in the program.
22. Any group scheduling space in the Student Center is expected to leave the facility in the same condition it was found. This is to include responsibility for surface cleaning after the event, removal of trash items, decorations, signs, advertisements, bottles, etc. from the room scheduled and from the hallway or other parts of the building which may be affected. Trash cans will be provided.

F. Keys and Lockouts

Keys to administrative offices are distributed and managed by the Director of the Student Center. Key requests for administrative offices must be forwarded to the Director of the Student Center after appropriate approval of the respective supervisor. All requests will be processed within seven working days. Access to Student Government Association, Inc. spaces is managed by the SGA in consultation with the Director of the Student Center. Regarding lockouts, all persons who need to have admittance to an area will have a key. Therefore, it is not Student Center policy to admit persons locked out of an office.

G. Lost and Found

Any items that are **lost or found** in the Student Center may be submitted to the Information Desk.

Please Note: The Student Center does not accept responsibility for lost items. All lost and found items may be turned over to staff at the Information Desk. The staff at the Information Desk turns in all high-value items to **University Police** at the end of each semester.

V. Procedure (as applicable)

VI. References