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 Student Center

Advertising Events

Posting Policy for the Student Center (University Posting Policy)

All distribution of printed materials (i.e. posters, flyers, etc.) must be authorized by the Student Center Scheduling Staff (STCT 164) or Campus Activities (STCT 104). Flyers and posters must be stamped. Groups wishing to publicize events should speak to Campus Activities 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:

1. The display of materials at the Information Desk is not permitted
2. Lobby displays (i.e. pop-up banners) may only be displayed with permission from the Director of the Student Center in the designated Lobby location and for no more than one week
3. 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. Banners may not be larger than 3' x 6' (width x length), and should be designed to be hung vertically

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Alcohol

The Student Center observes a no alcohol policy for events scheduled by students. Registered Student Organizations of the SGA and organizations recognized by the Office of Student Engagement are not permitted to host events on campus involving alcohol.

Alcoholic beverages may not be taken out of the 1908 pub space. University departments or external clients may not serve alcohol at events without prior approval from the Director of the Student Center and Catering Services.

Animals

Only service animals and the official University Pupscot, Pebbles, are permitted in the Student Center. No other animals are allowed in the building.

Amplified Sound & Music

Outdoors: The Student Center Quad is a common area surrounded by academic and administrative offices. There can be **no** amplification of sound during class hours. For purposes of this policy, amplified sound is defined as any sound enhanced by sound amplifying equipment. Sound-amplifying equipment includes, but is not limited to, any machine or device used for the amplification of the human voice, music or any other sound. Classes are scheduled from 7 a.m. – 11 p.m., Monday through Friday. Amplification will be permitted during the Common Hours scheduled on Mondays and Wednesdays from 2:00 – 3:30 p.m., Fridays 6:30 - 9:30 p.m., and on Saturdays and Sundays. The level of amplification will be monitored by Student Life staff. You are expected to be courteous to the offices and activities that take place during the Common

Hour. Any music/amplified sound played outdoors **must** be clean (i.e. radio version). **No profanity** is permitted. Any performers and/or DJs must be made aware of this in advance. Failure to comply will result in the sound being shut down.

Indoors and outdoors: If the volume exceeds a reasonable level, you will be asked to lower it. Failure to lower the volume or raising the volume after you have been asked to lower it will result in your event being shut down.

Amplified sound is not permitted at Lobby tables.

Bicycles, Rollerblades, Scooters, and Skateboards

Bicycles, skateboarding, rollerblading, use of recreational scooters or ball playing are not permitted in the Student Center and Annex. Skateboarding is not permitted on the Student Center Patio. Electric scooters are not permitted in the building. Bike racks are to be used to secure these items outside, not handrails.

Cancellations/No Shows

Late cancellation and no-show fees

Late cancellation: For event cancellation with less than 24 hours notice, event sponsors will be charged 10% of the sponsored guest room rate* for the space(s) reserved. This fee would not apply for University weather/emergency closures or delays.

No-show: Event sponsors who do not show up for a reserved event (no one present 15 minutes after scheduled event start time) will be charged 25% of the sponsored guest room rate* for the space(s) reserved. This fee would not apply for University weather/emergency closures or delays. Failure to arrive within one hour of the scheduled event start time will result in the forfeiture of the reservation and you will not be permitted to access the space.

*Four hour rental rate minimum (additional time requires additional fees). Must be logged in to your Montclair State University Google account to view rates.

Cleaning and Trash Removal

1. 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, food, etc. from the room scheduled and from the hallway or other parts of the building which may be affected
2. The sponsoring organization/department or client is responsible for the removal of bulk trash (e.g. boxes, crates, lumber, pallets, paint, packing materials, and soil) and other items not easily removed by a standard push broom or vacuum
3. Clean up time should be requested when submitting the reservation request. Additional garbage cans may be requested
4. All rooms will be checked upon completion of the event
5. Additional fees may be charged to the sponsoring organization to cover the costs of repairs or cleaning of excess debris, decorations, or spills

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Damage, Theft and Vandalism

1. The Student Center is not responsible for damage, theft, or vandalism to the sponsoring organization/department or client personal items
2. The sponsoring organization/department or client is responsible for the condition of the premises during the tenure of their reservation.If damage to the facility (to include rooms, corridors, lavatories, and borrowed technology) or the need for excessive clean up by Student Center staff occurs during a reservation, additional fees may be charged to the sponsoring organization to cover the costs of repairs, replacement,and/or cleaning
3. The sponsoring organization/department or client is granted the right to inspect the premises prior to the start time and conclusion of the event. Student Center staff will accompany all inspections. If upon arrival, the event sponsors notice any damage to the space or equipment, it should be reported to the Information Desk immediately

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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. Tape, nails, tacks, or glue may not be used on any surface of the Student Center. Painter's tape and magnets are permitted
2. Easels can be provided upon request, if available
3. No candle burning
4. No loose glitter or confetti is permitted
5. No decorations are to be hung or draped from lights and electrical fixtures
6. Exit signs must not be obstructed in any fashion. Decorations, step and repeats, and furniture cannot block any exit doors
7. Spotlights, smoke machines or strobes may not be used without special permission from the Director of the Student Center
8. 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
9. Chairs and furniture must not be used for decorating purposes (no standing on tables or chairs)
10. All decorations (i.e., balloons etc.) must be removed from room(s) at the conclusion of the event
11. All decorating will be monitored, inspected and subjected to approval for safety purposes by Student Center staff

Abandoned Property: Any property not removed and/or claimed within 48 hours following the conclusion of an event/meeting will be considered abandoned by the sponsoring organization/department, client, or participants. The Student Center may take possession of said property and treat it as its own or dispose of such property without liability. The event sponsor shall be liable for the cost incurred in disposing of the abandoned property.

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

<u>Donation/Collection Boxes (Student Center)</u>

Donation/Collection drives are not permitted for longer than one month (30 days) for the

same drive. There can be no more than 2 collections/drives at a time.

The designated Student Center drive/collection location is under the TV by STCT 263.

The sponsoring group must monitor the collection box. The Student Center is not responsible for items collected.

Emergency Procedure and Fire Alarms

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 Information Desk at 973-655-7546.

Event Set Up

Event sponsors are responsible for communicating their event set up requests (furniture and technology) at least one week prior to the event. Failure to do so may result in no furniture or technology being provided.

1. **All fire exits, doors and hallways must remain clear of obstructions**
2. Event sponsors are not permitted to move any furniture at any time without permission from the Director of the Student Center
3. Groups who rearrange the furniture in ‘as-is’ spaces (Dining Room, 415, 416) (including moving and returning to its original location) will be charged a fee. At no time should tables be moved, even temporarily
    a. 1st offense: $100 (Note that any additional reservations will be canceled until the fee is paid in full)
    b. 2nd offense: $250 and cancellation of future reservations in these spaces for the rest of the semester
4. 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 Staff

Visit Reservation Resources and Decorating Policy (above) for more information and space-specific policies.

Expressive Activity

The current policy regarding demonstrations and outdoor assemblies, including required forms. In the Student Center Quad, where there are multiple reservable sections, Expressive Activity will not be permitted in that space if any segment of the Quad has previously been reserved.

External Clients

Please visit Scheduling Space for more information.

Facility Use Policy

General & Office Use

1. Smoking or vaping is not permitted in any part of the Student Center at any time
2. The Student Center is a shared space.Do not stand on furniture or sit on tables. Please be considerate of others. Report concerns to the Student Center Information Desk staff
3. Some areas may not be accessible during scheduled maintenance
4. All rooms not in use are to remain locked
5. Individuals may not occupy reservable space(s)
6. 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
7. Common 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 Staff or Director of the Student Center
    a. Common areas include, but are not limited to, the Lobby, Commuter

Commons (3rd floor lounge), the Cafeteria, Patio, and hallways

b. Expressive Activity policy. In the Student Center Quad, where there are multiple reservable sections, Expressive Activity will not be permitted in that space if any segment of the Quad has previously been reserved

8. Student Center security regulations necessitate that all doors with windows remain clear for external viewing during building patrols, and for emergency egress purposes

9. 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. Fees may be assessed for replacement of keys and/or locks

10. Room Condition Reports will be conducted for all spaces within the Student Center, with advance notice as appropriate

11. Painting and construction (e.g. use of power tools) are governed by certain safety codes. Generally, spray painting and use of tools is not permitted indoors. Painting of any kind is not permitted in carpeted spaces

Refer to code of conduct for additional information

Filming in the Student Center

1. Filming is not permitted in Dining Service locations (i.e. Student Center cafeteria service area) without permission from the Director of Dining Services
2. Public space (i.e. lobby) filming requires permission from the Director of the Student Center and cannot exceed 15 minutes
3. Reservable spaces may be used for filming, following standard room reservation protocols and policies. Students filming for class must have space(s) requested by a staff member. Individual students are not permitted to reserve space in the Student Center for class work
4. Filming setups may not obstruct walkways or block any doors. Requests to film events should be directed to the event sponsor

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Flagpole Regulations

There are five flagpoles on the campus of Montclair State University designated for the display of the American flag. The only other flag that may reside on these poles is the POW/MIA flag always flown below the American Flag. American flags may be left on the staff 24 hours a day as long as artificial lighting is provided during non-sunlit hours.

There are two other flagpoles located next to University Police on either side of the American Flag flagpole at that location. These poles permanently display the New Jersey state flag and the POW/MIA flags respectively. The POW/MIA flag may be replaced with the University flag when available and the POW/MIA flag may be flown on the same pole as the American Flag as above. In addition there are two flagpoles on the east side of the Student Center located on either side of the American Flag flagpole in that area. The shorter pole next to the Student Center may be used for the New Jersey state flag and University flag respectively. The University may relinquish the use of the University flag pole (referred to as the ceremonial flagpole) to raise flag shaped banners to signify University-recognized “days”, “weeks” and/or “months”. Examples of these University-recognized occasions include: African-American Heritage Month, Hispanic Heritage Month, Women’s History Month, LGBTQ+ Pride Month, Equal Opportunity and Affirmative Action Day and special campus festivals. Only special banners directly related to recognized university departments and/or organizations will be permitted. Banners require the approval of the University for display on university flagpoles. These banners may have the name of the recognized organization or department, logo and the name of Montclair State University (the use of Montclair State University is not required). The logo or wording on the banner may not violate university policy or depict modes of injury or humiliation of others. The use of special banners is limited solely to celebrate the diverse life of the members of Montclair State University community. Flagpoles may not be used to display flags of other states, territories and nations or for the expression of political views or religious beliefs. The top of flags or banners on these poles must always be lower than the adjacent American flag. See below for additional information about ceremonial flag raising protocols.

The American flag is flown at full-staff at all times except on the following occasions:

1. National holidays commemorated with the lowering of the flag
2. Federal notification of an event requiring the lowering of the flag
3. Gubernatorial notification of an event requiring the lowering of the flag
4. University President’s notification of an event requiring the lowering of the flag

The etiquette of lowering, raising and disposing of damaged flags rests with University Police. The acquisition of flags for each location will remain with the respective

departments presently responsible for those flags. The duration for lowering the American or the University flag for an immediate death is from time of notification to internment unless otherwise specified in the original notification. The University President will authorize the lowering of the University flag in honor of a Montclair State University member who has died. The duration of half-staff for the University flag will be the same as for the American Flag. All notification will be directed to University Police who will fulfill these duties. For notification provided through federal or state sources, University Police will immediately notify both the Office of the University President and the Vice President for Student Development and Campus Life. At the time of lowering of the American Flag to half-staff, all adjacent flags will be lowered to remain lower than the American Flag.

The University's Flag Regulation operates in concert with United States flag laws and regulations as contained in Public Law and amendments. The federal law and amendments are addendum to this regulation.

Flagraisings and Proclamations

Flag Raisings

There is one flagpole available for flag raisings on campus. Campus groups interested in flying a flag can do so by requesting the Student Center Flagpole on Engage/25Live. The organizations/departments are responsible for maintaining the flags. Flags of other countries cannot be flown.

On the ceremonial flagpole near the Student Center, there is space for two (3' x 5') flags to be flown simultaneously. Flag designs must be approved by the Vice President for Student Development and Campus Life prior to being raised on the ceremonial flagpole to ensure compliance with the above listed regulations. Sponsoring organizations are responsible for the storage and maintenance of their respective flags.

The Montclair State University flag will always occupy the higher location on the flagpole. There may be instances where University-recognized occasions may overlap (e.g. a 'week' occurring during a 'month'). In this case, the 'week' flag will be placed in the higher place on the flagpole. Two month-long celebration flags will be flown alphabetically top to bottom. If there are more than two simultaneous recognized celebrations happening, flags will be hung in the Student Center Lobby and not on the flagpole, and the University flag will be on the ceremonial flagpole during that time. Ceremonial flag raisings will be permitted in these multi-celebration instances.

Proclamations

For information regarding proclamations for cultural month declarations, please contact the Office of Student Belonging: Advocacy & Outreach.

Food Policy

Food and beverages for a meeting or an event in the Student Center must be in compliance with the policies set forth by Dining Services.

Games of Chance

Organizations hosting games of chance (including Bingo and raffles) must submit all necessary licenses and permits from the Division of Gaming Enforcement of the New Jersey Attorney General's Office and the local municipality to Student Center Management. For the purposes of this policy a "raffle" refers to a game of chance in which a ticket or 'chance to win' was purchased or admission to the event was paid for in order to participate. Raffles are not permitted without obtaining a Bingo and Raffle license. More information about obtaining a NJ Bingo and Raffle license.

Organizations are permitted to host games of chance such as a giveaway, prize drawing or Bingo for prizes, as long as no money is exchanged. This includes money that is given as a "donation".

University Gambling Policy

Guests

Sponsoring organizations or clients are responsible for their members and guests, and any equipment or entertainment provided. Groups are also responsible for taking the necessary precautions to ensure that there are no injuries, damages, or losses to property and/or persons in and around the Student Center facility. Event sponsors may determine guest allowance at their event. Montclair State University reserves the right to limit events to Montclair State University students, faculty, or staff (Montclair State University ID may be required).

All persons in attendance at any event taking place at the Student Center should be informed of their responsibilities regarding proper use of Student Center's spaces.

Students in violation of this policy will be subject to the Montclair State University Student

Code of Conduct.

Guests should be prepared to show appropriate ID as requested by Montclair State University Police or staff.

See also Policy for the Protection of Minors

Hazardous Materials and Equipment

The sponsoring organization/department or client shall not bring onto the premises of the Student Center any exhibit, equipment, vehicle, or other items which are potentially dangerous to persons and/or property, or incompatible with the structure, systems, or furnishings determined by Student Center staff, Environmental Health and Safety, and/or Montclair State University policies.

Hours of Operation

Student Center Hours will be posted online.

Extended Building Hours Requests & Fees
All events in the Student Center must end one hour prior to building close.

If an event sponsor wishes to extend the building hours, or host an event on a day the building is scheduled to be closed, the fees** are as follows for departments and University organizations:

Fees to extend building hours (event time + 1 hour): $50/hour
Fees to open building on days scheduled to be closed: $100 fee + $50/hour

**1 staff member, additional staff is $25/staff member/per hour, 1 hour minimum. Rates differ for external clients.

Fees that are not paid within 30 days may result in the cancellation of future reservations or additional fees. Contact studentcenter@montclair.edu to request extended hours at least four weeks in advance.

In the event of a delayed opening or early campus closure, the Student Center will operate in line with the campus shuttle service, unless otherwise announced. The building will open 30 minutes after the amended start time or close 30 minutes prior to the amended

end time as appropriate. Dining Service operations in the Student Center will close 1 hour prior to the conclusion of amended shuttle service for the day for an early campus closure, and open as soon as they are able following a delayed opening.

Insurance

All external organizations/renters must furnish a certificate of CGL insurance naming the following as certificate holders (3 of them, all 3 can be listed on one certificate):

Montclair State University
1 Normal Avenue
Montclair, NJ 07043

New Jersey Educational Facilities Authority
103 College Road East, 2nd Floor
Princeton, NJ 08540-6612

State of New Jersey
PO Box 001
Trenton, NJ 08625

Limits of Liability - $1,000,000.00 per occurrence $2,000,000.00 per aggregate. ENDORSEMENT MUST INCLUDE PARTICIPANTS.

Intoxication

Event sponsors hosting an event where alcohol will be served are responsible for compliance with Student Centers, University, and State regulations governing the use of alcoholic beverages.

1. Alcoholic beverages may be served only to those of legal drinking age
2. No intoxicated individuals will be permitted in the Student Center
3. Disorderly persons will be barred and evicted from the Student Center in accordance with the procedures of the Montclair State University Police Department and/or Student Conduct
4. University Drugs and Alcohol Policy

Invoicing/Billing

1. Final invoices for fees related to reservations will be generated within 10 University business days after the event
2. Disputes to the invoice can be directed to the Director of the Student Center within 5 University business days
3. Full payment for event fees must be made by the sponsoring organization/department or client as follows:
    a. University departments are required to pay via WorkDay and must provide accurate contact and cost center information as requested. Student organizations must pay by cash or check.
    b. Payments are due no later than 30 days from the date of invoice.
    c. Non-university clients must pay a non-refundable deposit at the time of firm booking (usually half of the room rental charges). Full payment is due prior to the program date based on the estimate as specified in the contract. Any additional charges will be due 30 days from the date of invoice.
    d. Failure to pay will result in the loss of reservation privileges and/or additional fees.

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 week.

Movies and Television

Proper license and copyright approval must be obtained prior to showing any movies or television shows. Public viewing rights can be obtained through a licensed distributor (i.e. Swank, Criterion). Event sponsors may be asked to provide proof of public viewing rights.

Occupancy/capacity

State and local fire codes dictate the maximum occupancy for rooms and program spaces in the Student Centers based on setups. General guidelines are available on the Reservation Resources page.

Parking/Loading Dock

The Student Center loading dock parking area may be used only for the unloading and loading purposes of approved and contracted activity. 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 Quad tile, Patio, or grounds surrounding the Student Center without prior permission from the Director of the Student Center.

All other parking must be in compliance with Parking Services regulations.

Privacy/Confidentiality

The Student Center will not sell or distribute any information gathered as part of our reservation process. Advance disclosure of reservation information will be made available to those university offices that are deemed to require the information (e.g. Montclair State University Police Department, Fire, and/or Emergency Medical Services). Event names and sponsoring organizations may be listed in the University's online calendar, Engage, or printed building schedule. (Adapted from Rutgers University Student Centers and Activities)

Reservations & 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.

The procedures for reserving and/or cancelling spaces in the Student Center and surrounding areas can be found on the Scheduling Space page. Users are advised to plan well in advance so they can ask questions and consult with our staff. The following must be observed for all reservations:

1. All use of Student Center facilities must be reserved. Groups are only permitted to use the spaces they have reserved. See **Scheduling Space**
2. Sponsoring organization/department or clients are responsible for ensuring that the reserved space is used according to the purpose for which it was reserved. Falsifying event requests (i.e. the event is described as a fashion show in the request, but the event executed is a party) will result in the cancellation of **all** of your organization events for the remainder of that semester and the inability to

reserve any spaces for the following semester

3. Reservations are non-transferable. A sponsoring organization/department or client cannot transfer a reservation to another group. Violation of this policy may result in the cancellation of future reservation privileges for both groups
4. Reservation time: Event sponsors are only permitted to use reserved spaces for the confirmed reservation time. This includes setup and cleanup time, which must be requested in advance. Failure to vacate the space by the reservation end time may result in a fee
5. 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. Additional fees may be charged to the sponsoring organization to cover the costs of repairs, replacement and/or cleaning
6. **Sponsored Guests:** For departments and organizations that wish to bring external guests (i.e., conferences, events hosted on behalf of an external organization), a rental fee is required. The sponsored guest room rate* is discounted from the external client room rate. Fees must be processed and paid through WorkDay for this rental rate, otherwise external rental rates apply. Certificates of Insurance must be provided by the external organization. External clients wishing to rent space in the Student Center should complete the Student Center Rental Inquiry form
    a. *Four hour rental rate minimum (additional time requires additional fees). Must be logged in to your Montclair State University Google account to view rates.
    b. Fees associated with reservations are due within 30 days of invoice. Failure to make payment may result in additional fees, the cancellation of future reservations, or the inability to make reservations.
7. Violations of Student Center policies may result in fees or the suspension of scheduling privileges

See also Facility Use Policy (above)

Right to Assign, Reassign, or Terminate

The Student Center reserves the right to deny, assign, reassign, or terminate space usage to a group or for a meeting or event when the event scope is beyond the physical or technical abilities of our staff or facility, or if security concerns cannot be addressed with reasonable staffing coverage. Reservation requests may also be denied if the organization or event is in conflict with university policies or regulations. In addition, Montclair State University Police may cancel or delay an event for safety (e.g. weather,

loss of power or water) or security reasons, including while such event is in progress. Depending on the circumstances, reasonable attempts may be made to accommodate the sponsoring organization/department or client in an alternate space, date, and time.

Smoking & Vaping

Smoking or vaping is not permitted in any part of the Student Center at any time. Current state law and University policy prohibits smoking and/or use of tobacco, vapor or similar products inside any campus building. Cannabis possession and use is strictly prohibited.

Solicitation

There is NO solicitation (e.g. recruitment, disbursement of literature without authorization) on the property of Montclair State University, including the Student Center.

Storage/Shipping

Space is not available in the Student Center to store materials and/or equipment for organizations utilizing reserved space without approval from Student Center staff. Items shipped/delivered without prior approval will be refused and returned to sender.

Tabling

Four information tables are available in the Student Center Lobby and two are available in the Student Center Quad. Tables may be reserved following reservation procedures for the distribution of information relevant to the mission of the organization or the department, such as promotional information for events, recruitment, or literature distribution or fundraising (in accordance with the appropriate related policies). The name of the sponsoring organization or department must be displayed on the table.

Lobby tables: (1) 4’ x 2.5’ (48” x 30”) table is included in the reservation. If you wish to use more than one table, you must request more than one table. No more than 2 chairs per table and 4 persons are allowed at lobby tables. Sponsors may not move chairs from other tables or spaces in the building. 6’ tables are not permitted in the Information Table locations. Information Tables are not permitted outside of the Student Center Ballrooms, unless they are part of the reserved event in the Ballrooms.

Quad tables: (1) 6’ table is included in the reservation. If you need more than that, you

must request an STCT Quad location (1 or 2). Additional tables cannot be added to the Quad Info Table locations.

Solicitations of personal financial information and/or credit promotions are not permitted (i.e., no credit cards or financial institutions).

The Student Center assumes no liability or responsibility for the items being sold at reserved information tables.

Weapons

In accordance with New Jersey state law and the University Code of Conduct, weapons are prohibited on any University grounds or in any University buildings.

Weather

Event sponsors are responsible for requesting a rain location for any outdoor events, and must notify the Student Center Scheduling Staff at least 24 hours in advance whether the event will be held indoors or outdoors. Failure to specify will result in a late cancellation fee for the unused space.

If the Montclair State University campus closes due to inclement weather, all activities scheduled in the Student Center and/or Student Center Quad will be cancelled, with no penalty to the event sponsor.

In the event of a delayed opening or early campus closure, the Student Center will operate in line with the campus shuttle service, unless otherwise announced. The building will open 30 minutes after the amended start time or close 30 minutes prior to the amended end time as appropriate.

Window Display Policy

The following policies govern the display of materials in the Student Center Annex, specifically the seven windows immediately to the right of the sign that reads “Notice to Patrons: This group/individual is expressing their first amendment rights. These activities may not reflect or be endorsed by Montclair State University but are permissible under state and federal law.” posted across from the University Bookstore/Student Government Association, Inc. (Student Center 103). These displays are to be programmatic in nature and not for advertising or recruitment.



The seven highlighted windows can be requested for a display.

Window policies

1. Displays can be posted no longer than five business days (Monday, 9 a.m. – Friday, 5 p.m.). Displays are not permitted between 5 p.m. on Friday through 9 a.m. on Monday
2. Displays can occupy a maximum of the seven designated window panes
3. Displays must be monitored daily by sponsoring organization
4. Sponsoring organizations must be clearly posted
5. Only one display can be posted at any time
6. Sponsoring organizations are responsible for supplying materials needed to create display. A table is not provided
7. No part of the display (i.e. table for signing up) may interfere with the flow of traffic
8. Sponsoring organization is responsible for cleanup and removal of all display materials at the end of the display period
9. Scotch tape, masking tape and post-it notes are permitted to adhere materials to windows. Glue, duct tape, gaff tape and packing tape are prohibited
10. Sponsoring organizations are responsible for damages and excessive clean up related to their display

Requesting the windows

1. Requests must be made at least two weeks in advance
2. Requests are made using the same event request process as other events, adding ‘STCT Window’ to your reservation request

V. **Procedure (as applicable)**

VI. References