



Reservation, Scheduling and Space Utilization Policy Rutgers-Newark Campus

I. PURPOSE

This policy statement establishes the policies and procedures for the scheduling and utilization of space on the Rutgers-Newark Campus for non-academic use.

The University recognizes its role in providing a forum for free speech, the exchange of ideas, and the positive and productive dialogue between opposing views. An essential element in achieving this goal is the provision of a safe and secure environment within which such free ex-change can take place, thereby enhancing the research, educational, and public service missions of the University and the Campus. Colleges and universities must hold vital the students' right to know even when controversial speakers are invited to the campus by a recognized student organization. Controversial speech is permitted not only because these speakers have a right to be heard but because the students have a right to hear. Indeed, it is the students' right to hear that the university must defend if it is to serve its high function in society as a forum for the marketplace of ideas.

Thus, this policy statement seeks to insure an environment supportive of both learning and normal operations while encouraging open dialogue within the traditional concept of academic freedom. The specific objectives of the policy are:

- A. To insure the development of uniform guidelines for reserving and using space on the Rutgers-Newark Campus by members of the University community as well as the general public.
- B. To insure high quality support services to individuals and groups using Campus facilities through proper event management.
- C. To provide improved communication to the Rutgers-Newark community about activities and events scheduled to be held on Campus.
- D. To ensure a safe environment for all users of Rutgers-Newark facilities.
- E. To ensure that use of Rutgers-Newark facilities complies with Rutgers University regulations and policies as well as Federal, State, and municipal laws.

II. APPLICABILITY

The Reservation, Scheduling, and Space Utilization Policy applies to any individual or group wishing to use space, either indoor or outdoor, on the Rutgers-Newark Campus.

III. OUTDOOR EVENTS -

Members of the Rutgers Newark community may apply to hold an out-door event subject to the following polices:

- A. Applicable Areas:** Outdoor events are generally held in designated common areas on campus. Such areas include the Norman Samuels, and New Street Plazas, Residence Life Lawns, and the Alumni Field.
- B. Approved Use:** Any individual or group wishing to utilize a designated outdoor area must register with and secure approval from the Paul Robeson Campus Center Reservations Office in consultation with the

Department of Public Safety and the Office of the Provost. Approval will be granted unless it is determined that such activities will disrupt or prevent the academic enterprise of the campus, including classes, programs, and events, and/or will pose a threat to the health, safety, and welfare of the campus community.

C. Eligible Users: Rutgers-Newark students, student organizations, Rutgers-Newark faculty and staff. Non-campus users must be sponsored by a campus organization and register with the Reservations Office.

D. Authorized Activities: Authorized activities include (1) information distribution, including fliers, banners, pamphlets, speeches, and other materials, (2) activities requiring a permit, (3) demonstrations, marches, leafleting and (4) major programs. Major programs include activities which require the use of electrical power, university equipment, /or amplification. Reasonable time, place, and manner restrictions shall be applied to all authorized activities (including the requirement for a permit).

1. Leafleting: Any individual may distribute petitions, surveys, leaflets, or other in-formational literature on grounds owned or con-trolled by the university. Informational literature is a flyer or poster that does not mention the sale of or offer for sale goods or services. Leafleting in a manner that is disorderly and/or which disrupts the normal routine of campus life will be considered a violation of university rules and regulations.

Distribution must be conducted in a way that does not interfere with the free and unimpeded flow of pedestrian and vehicular traffic or disturb or interfere with academic, institutional, or other approved activities. Leaflets shall not be used to hit individuals, and the use of leaf-lets in a hawking or shouting manner shall be impermissible. A student or organization distributing such literature shall clean the area around which the literature was distributed.

2. Demonstrations: Rutgers Newark is an "open campus." It is a long held tradition that the entire campus community -- students, faculty and staff -- have the right to hear and express diverse views. In addition, the freedom to demonstrate in a peaceful and orderly fashion as a means of presenting viewpoints is recognized as an important exercise which should be preserved. However, Rutgers Newark will not allow the exercise of the freedom to demonstrate to interfere with the educational process and/or with the right of students, faculty, and staff to conduct class, hold lectures, or to move freely on campus. Demonstrations which are disorderly and/or disrupt the normal routine of campus life will be considered as violations of university rules and regulations and may result in the application of established disciplinary and disruption policies.

All demonstrations, marches and off-campus speakers must be sponsored by a registered student organization or university department. In all instances, those sponsoring demonstrations, marches or speakers are responsible for ensuring the peaceful demeanor of the assembly, including the arrangements for marshals or other self-governing services in cooperation with campus police. The sponsoring group shall be responsible for all expenses and damages incurred by the university. In the case of politi-cal candidates, in particular, the sponsoring organization must pay all fees, as well as the costs of security and technical coverage of the event. Tax-exempt organizations should be aware that they host office-seekers at the risk of losing their tax exemption.

3. Banners, Posters, and Signs: The use of non-academic banners, posters, signs, or other announcements on campus is generally subject to the approval of the Office of the Provost, with the exception of the Robeson Campus Center, which has explicit posting policies. However, each individual school or college may apply its own policies and procedures in deciding whether to approve requests for the use of banners, posters, and signs in their building, as long as those policies and procedures are not inconsistent with this document.

Banners, posters, signs, or other announcements must be placed on kiosks, bulletin boards, and other appropriate areas provided by the campus or individual colleges and schools. Banners, posters, signs, and other announcements are not permitted on buildings, structures, or sidewalks. (Fire codes prohibit the

placement of materials on the glass portions of doors and windows.) Defacement of campus property in any form, including graffiti, is not permitted. In all cases, materials should be posted no more than 48 hours prior to the event and removed within 24 hours after it is held.

The campus does not permit banners on any building during Commencement, unless determined appropriate by the Provost or individual campus unit. Banners, posters, and signs that interfere with pedestrian traffic, advocate the violation of a university, local, state, or federal law, or will cause trash or litter on the campus will not be allowed. Groups failing to abide by the policies and procedures may lose privileges in the future.

E Changes, Cancellations, and Terminations: The University reserves the right to cancel, move to another area, or deny any approved outdoor activity on the basis of safety, pedestrian traffic flow, class schedules, or any other university activity or uses deemed necessary. Although civil disobedience as a means to produce change is always a matter of individual conscience and consequence, the university will neither permit nor condone unlawful action or the threat of danger.

F. Challenges: Challenges to this policy must be in writing and submitted to the Office of the Chancellor.

IV. USE OF SPACE FOR COMMERCIAL SOLICITATION

Commercial solicitation is generally prohibited on campus, with the exception of solicitation allowed in the Robeson Campus Center and solicitation related to academic programs and approved by individual campus departments. Vendors must comply with the rules and procedures established by the Center.

Table space and other vendor reservations must be through the Robeson Campus Center Scheduling Office

V. INDOOR EVENT SPONSORSHIP

All campus events will be classified as either *Campus Sponsored*, *Community or Non-University Sponsored*, or *Co-sponsored event*. This section does not affect individual faculty members who wish to hold a forum related to their courses, research, or other academic Questions, issues, or concerns.

A. Campus Sponsored Event: An event sponsored by a recognized student organization, campus department, or academic unit.

Campus sponsorship shall be determined by the degree to which Rutgers students, faculty and/or staff are involved in formulating and organizing the program's content and presentation. At a minimum, students, faculty, and staff, acting in their capacity as members of the Rutgers community, and involved in the event, will be accountable for any control of the event, and will be accountable for any charges that may be incurred, whether quoted in advance or added after the event. The nature of the activity must be consistent with the overall mission of the sponsoring unit, and of the University.

B. Community or Non-University Sponsored Event: Any event sponsored by a community organization and/or other external group or an organization that is not covered by **section VI.A or VI.C.** shall be deemed a community or non-University sponsored event.

C. Co-Sponsored Event: A joint program between a Rutgers-Newark recognized student organization, campus department or academic unit, and an outside community group or other external organization. The nature of the event must be consistent with the overall mission of the campus co-sponsor. *Campus Liaison.* The recognized student organization, campus department, or academic unit that partners with an external group must designate a campus liaison. The liaison must be a member of the campus unit sponsoring the event. The liaison should communicate all pertinent information related to

the event to the Robeson Campus Center Reservations Office in a timely manner. The Campus co-sponsor is jointly responsible for all fees associated with the event.

Circumvention Prohibited. Under no circumstances are members of the Rutgers-Newark University Community permitted to use their positions to allow the general public or non university groups to circumvent these policies and procedures, nor shall they use their influence to make an event sponsored by a member of the general public (or an event sponsored by any other public or private organization) appear to be a Campus sponsored event.

Fundraising. Sponsored activities which involve fundraising activities may be subject to higher fees and are subject to the policies and practices of the individual campus unit or the Robeson Center where the event is planned. All funds raised, however, will be held for an accounting and thereafter provided to the campus sponsor or campus co-sponsor only, or in appropriate cases, the community or non-university sponsor.

VI. SCHEDULING

All events scheduled and managed on the Rutgers-Newark Campus will be included in the central campus calendar of events. As a general practice, all events should be scheduled as early as possible to insure high quality event management and to insure availability of the appropriate type of space and facility. A two-week notification period is strongly recommended.

A. **Campus Events Information and Management System (EIMS):** The Paul Robeson Campus Center will be responsible for maintaining the official campus inventory of information and data related to the use of campus space and events management, including a space inventory, collection of rental fee data, and the distribution a centralized calendar of events. The Center will distribute the inventory, calendar, and related information to Campus Information, University Police, Physical Plant, Scheduling, and all other campus offices and staff to facilitate and insure both the public safety and quality of support services through enhanced communication.

B. **Local Scheduling Officer:** Each Dean or Director is responsible to ensure that individual and group sponsors within and through their units are made aware of these policies and procedures, and that advance notification requirements are met. To this end, they will designate a Local Scheduling Officer (“LSO”), who will serve as a central coordinator handling all requests for space under their jurisdiction. The Local Scheduling Officer will be responsible for the following:

1. Confirm event with sponsor no later than two weeks before the event will be held.
2. Notify Robeson Campus Center, Office of Communications, Campus Information and Conference Services, and Public Safety of any scheduled events at least two weeks ahead in order to schedule appropriate responses.
3. Utilize campus reservation form.
4. Ensure that all events comply with the aforementioned sponsorship provisions.
5. Utilize EMS viewing capacity to periodically update the campus space Inventory and fee schedule, and to change or modify scheduled events.

VII. Fees:

Not all campus facilities involve the imposition of fees. However, all fee information for campus space will be maintained within the Event Information and Management System (EMS) Database and distributed to all units. Persons or groups seeking to reserve space will be provided with fee information by the Local Scheduling Office. As a general rule, the campus will consider the nature of the group and its service mission in determining whether to provide a discount or fee waiver, at the discretion of the local scheduling office, in consultation with the Robeson Campus Center, Campus Information and Conference Services, and/or the Office of the Provost. Such decisions will be made on a case-by-case basis.

At the direction of the Chancellor and the Dean’s Council, fees will be reviewed annually by the Event Management System (EMS) Advisory Committee, and recommendations made, as needed, to ensure they are appropriate in light of current realities.

A. Cost of Security: All sponsors, whether Campus, Community (non-University sponsored event), or Co-sponsors, are responsible for costs of security incurred by the University in the planning for and implementation of the event being held on campus facilities. In the case of co-sponsored events, security costs will be the primary responsibility of the Campus Sponsor.

B. Cost of Set-Up: In some cases, a charge for the set-up of the space by Physical Plant may be incurred. The Local Scheduler should notify groups in advance if this charge is applicable to the planned event.

VIII. Sponsorship Responsibilities:

Any individual or group wishing to schedule, sponsor, or hold an event defined by Section IV above must have the event confirmed and approved at least one week prior to the event through the appropriate Local Scheduling Officer, unless "time is of the essence" and other arrangements are made with the LSO. In these latter cases, notification must take place immediately upon approval of event scheduling, but in no case will event approval (and subsequent scheduling) take place less than one week prior to inclusion in the campus calendar unless authorized by the LSO for that unit in consultation with the Associate Provost for Budget and Campus Development. In all such cases, the sponsoring individual or group will be responsible for extraordinary costs associated with scheduling the event in a "time is of the essence" manner.

IX. SECURITY

A. General Policy: The Rutgers-Newark

University Police are responsible for security on the Rutgers-Newark Campus. Some campus activities require Rutgers Police officers to be specifically assigned to provide security. Decisions regarding the form and level of security are solely the responsibility of the Newark Campus University Police Department. University Police may occasionally coordinate their efforts with other recognized (authorized) police authorities (e.g., the New Jersey State Police in the event of a Gubernatorial visit, the Secret Service in the event of a Presidential visit) when required or appropriate.

Failure or refusal of any group to abide by security procedures recommended by University Police will be cause for event cancellation.

X. ADMINISTRATIVE PRESENCE REQUIRED

An appropriate administrative presence is required at all events. It is the responsibility of each Dean of Student Affairs or his or her designee to insure an appropriate administrative presence at such events sponsored or co-sponsored by student groups within their jurisdiction.

A. EVENT TERMINATION:

Rutgers reserves the right to terminate an event should smoke, fire, facility or infrastructure problems, crowd control or security, or any other circumstance which may arise pose a danger to public safety, and/or if it is determined that the nature of the activity is not consistent with the overall mission of the sponsoring unit and/or of the University.

B. NOTIFICATION OF EVENT TERMINATION:

The responsibility to notify participants of a decision to prematurely terminate an event due to imminent danger to health or safety of participants or the general University community is vested in the department sponsoring or cosponsoring the event, and/or the LSO through which it was scheduled. In the case of events sponsored or co-sponsored by student groups, this responsibility rests with the appropriate Dean of Student Affairs, or his/her designee. University officials may also make the decision to terminate an event should the circumstances described in IX.A. arise.

XI. INSURANCE REQUIREMENTS: All individuals and groups sponsoring activities on the Rutgers Newark Campus may be required to meet the Liability Insurance requirements of the University subject to the laws and statutes

of the State of New Jersey. Under normal circumstances, "members" of the Rutgers Community will be covered by the University self-insurance Policy.

XII. FAILURE TO COMPLY: Failure on the part of any group or individual to comply with these policies may result in event cancellation or event termination. Alternatively, administrative surcharges may be assessed in an amount necessary to cover costs associated with the event and which are directly attributable to a failure on the part of the sponsor or co-sponsor, or the LSO, to plan the event in a comprehensive or timely fashion.

Conduct which is determined to be an egregious violation of the aforementioned rules and requirements and/or repeated failure to comply with these policies may result in the loss of scheduling privileges, or the reallocation to other units of space.

XIII. DEVELOPMENT AND REVIEW OF PROCEDURES: Procedures implementing these policies were originally promulgated on June 30, 1995, revised in 1999, and further revised in March, 2003. This policy will be reviewed annually by the EMS Advisory Committee and recommendations forwarded to the Provost and Dean's Council for their approval. The Event Management System (EMS) Advisory Committee will consist of the following:

1. Local Scheduling Officers (LSO's) under each campus dean (FASN, RBS, Nursing, Criminal Justice, and Law)
2. Associate Dean, Robeson Campus Center
3. Director, Campus Information and Conference Services
4. Director, Athletics and Recreation
5. Associate Provost for Student Affairs and Community Outreach
6. Assistant Provost for Administrative Services and Budget

GENERAL CONTACT INFORMATION

Academic Scheduling - Betsy Rowe - 973-353-5507

Office of Communications - Daisy Gonzalez, 973-353-5262

Campus Information and Conference Services, Dianne Hill, Director - 973-353-1630

Physical Plant - Gina Matos - 973-353-1570

Public Safety - Michael Lattimore - 973-353-1818

Paul Robeson Center - Gerald Massenburg, 973-353-5212

LOCAL SCHEDULING OFFICERS:

Arts and Science - Deborah Williams, 973-353-5213

Athletic Center- Mike Alvarez - 973-353-5474

Criminal Justice - Narda Acevedo - 973-353-3307

Dana Library - Christine Ingram - 973-353-5222

Law School - Francine Skipper - 973-353-3055

Nursing - Bianca Chambers - 973-353-5142

Residential Life - Tim Johnson - 973-353-1037

Rutgers Business School - Patricia O'Toole, 973-353-1649

School of Public Affairs - Eileen Burnash, 973-353-5505