

## **100 ROCKAFELLER ROAD ROOM RESERVATION POLICIES AND PROCEDURES**

**ALL RUTGERS BUSINESS SCHOOL POLICIES ARE CONSISTENT WITH THE RUTGERS UNIVERSITY ROOM RENTAL POLICIES.**

PLEASE BE ADVISED THAT RUTGERS BUSINESS SCHOOL EVENTS HAVE PRIORITY. WHEN SCHEDULING CONFLICTS EXIST, PRIORITY WILL BE GIVEN TO RUTGERS BUSINESS SCHOOL EVENTS. IF A CONFLICT EXISTS, PREFERENCE WILL BE ON A FIRST COME FIRST SERVE BASIS. THE EVENT COORDINATOR OR AUTHORIZED DESIGNEE ONLY CAN GRANT PERMISSION, WITHIN THIS POLICY OR ON PROPER APPLICATION, TO USE THE ROOMS.

PERMISSION TO USE THE ROOMS DOES NOT IMPLY ENDORSEMENT OF THE ORGANIZATION OR APPROVAL OF THE PROGRAMS CONTENT BY RUTGERS BUSINESS SCHOOL OR RUTGERS UNIVERSITY. ROOMS ARE NOT AVAILABLE FOR COMMERCIAL ACTIVITIES SUCH AS SELLING ITEMS, GATHERING NAMES FOR FUTURE MAILINGS, OR FOR FUNDRAISING. FAILURE TO FOLLOW THIS WILL RESULT IN THE TERMINATION OF ALL CURRENT AND FUTURE RESERVATIONS.

### **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 OR CLIENT, USER, AND EXHIBITORS. RUTGERS BUSINESS SCHOOL MAY TAKE POSSESSION OF SAID PROPERTY AND TREAT IT AS ITS OWN OR DISPOSE OF SUCH PROPERTY WITHOUT LIABILITY. THE USER SHALL BE LIABLE FOR THE COST INCURRED IN DISPOSING OF THE ABANDONED PROPERTY.

### **ACADEMIC AND ANNUAL EVENTS**

- ACADEMIC CLASSES ALWAYS RECEIVE FIRST PRIORITY. BEYOND THAT, RUTGERS BUSINESS SCHOOL MAINTAINS A HISTORICAL LIST OF RBS RECRUITING, ORIENTATION, AND INSTRUCTIONAL EVENTS WHICH WILL ALWAYS RECEIVE PRIORITY SCHEDULING.

### **ALCOHOL**

- ORGANIZATIONS OR DEPARTMENTS SERVING ALCOHOL MUST FILE A REQUEST WITH THE DEAN'S ADMINISTRATIVE DEPARTMENT AT RUTGERS BUSINESS SCHOOL AT THE TIME OF THE RESERVATION OR (30) DAYS PRIOR TO THE EVENT, WHICHEVER IS GREATER, BY SUBMITTING THE REQUIRED FORMS, APPLICATIONS, CERTIFICATIONS AND APPROVALS. SUBMITTING A REQUEST DOES NOT GUARANTEE APPROVAL. THE FILING OF A REQUEST IN NO WAY IMPLIES PERMISSION WILL BE GRANTED.

- THE REQUIRED CERTIFICATE OF INSURANCE (SEE INSURANCE P.9.) SHOWING GENERAL LIABILITY COVERAGE MUST ALSO INCLUDE EVIDENCE OF COVERAGE FOR LIQUOR LIABILITY.
- SPONSORING ORGANIZATIONS/DEPARTMENTS OR CLIENTS HAVING AN EVENT WHERE ALCOHOL WILL BE SERVED ARE RESPONSIBLE FOR COMPLIANCE WITH RUTGERS BUSINESS SCHOOL, RUTGERS UNIVERSITY, AND STATE REGULATIONS GOVERNING THE USE OF ALCOHOLIC BEVERAGES.
- ALCOHOLIC BEVERAGES MAY ONLY BE SERVED WITH ADVANCE PERMISSION, PROVIDED THE FOLLOWING CONDITIONS ARE MET:
  - THE SPONSORING ORGANIZATION ASSUMES RESPONSIBILITY FOR CARDING OF ALL EVENT PARTICIPANTS. ONCE CARDED, THE EVENT SPONSOR MUST USE A BRACELET SYSTEM TO IDENTIFY THE CARDED PARTICIPANT.
  - A DEDICATED BARTENDER IS PROVIDED BY A RUTGERS APPROVED CATERER (OLIVE BRANCH/NYS INC., FOOD ARCHITECTS, OR RUTGERS CATERING). THEY WILL HANDLE ALL OF THE CARDING AND BARTENDING.
  - THE HOST TAKES RESPONSIBILITY THAT THE AMOUNT OF ALCOHOL SERVED TO ANY ONE GUEST IS NOT EXCESSIVE.
  - WHERE MORE THAN 75 PEOPLE ARE IN ATTENDANCE, A UNIVERSITY SECURITY OFFICER IS HIRED AT THE HOST'S EXPENSE TO MONITOR THE EVENT.
  - ALCOHOL MAY NOT BE REMOVED FROM THE DESIGNATED AREA AND MAY NOT BE REMOVED FROM THE FACILITY BY ATTENDING GUESTS.
  - ALCOHOLIC BEVERAGES MAY BE SERVED ONLY TO THOSE OF LEGAL DRINKING AGE.
  - ALCOHOL MAY NOT BE SOLD AT ANY FUNCTION.
  - NO INTOXICATED INDIVIDUALS WILL BE PERMITTED IN THE RUTGERS BUSINESS SCHOOL AT 100 ROCKAFELLER ROAD. DISORDERLY PERSONS WILL BE BARRED AND EVICTED FROM RUTGERS BUSINESS SCHOOL AT 100 ROCKAFELLER ROAD IN ACCORDANCE WITH THE NORMAL OPERATING PROCEDURES OF THE RUTGERS UNIVERSITY POLICE DEPARTMENT.

#### **ALUMNI ASSOCIATION**

- THIS IS DEFINED AS ALUMNI GROUPS ASSOCIATED AND IN GOOD STANDING WITH RUTGERS UNIVERSITY. THE ALUMNI ASSOCIATION GROUP OR ASSIGNED FACILITIES ARE RESPONSIBLE FOR CLEANING THE ROOM AND RETURNING IT TO THE CONDITION IN WHICH IT WAS FOUND. A CHARGE WILL BE ASSESSED AND INVOICED FOR ANY SPECIAL CLEANING OR REPAIRS MADE NECESSARY BY A GROUP.

### **CANCELATION POLICY**

- RBS FACILITIES ARE IN HIGH DEMAND WITH LIMITED SPACE. LATE CANCELATIONS PREVENT OTHER ORGANIZATIONS FROM USING THIS SPACE. THEREFORE, A CANCELATION FEE WILL BE ASSESSED FOR RESERVATIONS NOT CANCELED WITHIN A REASONABLE PERIOD OF TIME. THE CANCELATION FEE SCHEDULE IS AS FOLLOWS:

2-14 DAYS BEFORE THE EVENT DATE-50% OF RENTAL FEE

1 DAY PRIOR TO THE EVENT DATE OR NO SHOW-BILLED AT FULL AMOUNT

- IN ORDER TO GIVE ALL AN OPPORTUNITY TO USE THE FACILITIES, BOOKING MULTIPLE ROOMS FOR THE SAME EVENT IS STRICTLY PROHIBITED.
- TO CANCEL A RESERVATION, YOU MUST CONTACT THE RBS DEAN'S ADMINISTRATIVE OFFICE-NB IN WRITING.
- ALL NO SHOW RESERVATIONS FOR RBS ORGANIZATIONS WILL RESULT IN A \$100 CHARGE.
- FAILURE TO PAY A NO SHOW CHARGE WILL RESULT IN CANCELATION OF OTHER EXISTING RESERVATIONS AND SUSPENSION OF RESERVATION PRIVILEGES.
- RUTGERS BUSINESS SCHOOL WILL NOT BE RESPONSIBLE FOR ANY DAMAGES OR COSTS RESULTING FROM THE CANCELATION OF MEETINGS DUE TO THE UNIVERSITY CLOSING FOR WEATHER OR OTHER EMERGENCIES. RUTGERS BUSINESS SCHOOL RETAINS THE RIGHT TO CANCEL ANY RESERVATIONS TO ACCOMMODATE OPERATIONS. IF CANCELATION IS NECESSARY, RUTGERS BUSINESS SCHOOL DEAN'S ADMINISTRATIVE OFFICE WILL NOTIFY THE GROUP FOR WHOM THE ROOM HAD BEEN RESERVED. RBS RESERVES THE RIGHT TO REVOKE PERMISSION TO USE ANY MEETING ROOM TO ANY GROUP OR ORGANIZATION WHICH VIOLATES OR REFUSES TO COMPLY WITH THE RULES AND REGULATIONS ESTABLISHED FOR USE OF THE MEETING ROOMS.

### **CATERING**

- THE ORGANIZATION/DEPARTMENT OR CLIENT IS REQUIRED TO USE AN APPROVED VENDOR/CATERER OR RUTGERS UNIVERSITY DINING SERVICES FOR EVENTS AND MEETINGS THAT ARE BEING HELD WITHIN THE BUILDING.

**UNIVERSITY APPROVED CATERERS-FULL SERVICE CATERING**

RUTGERS CATERING

(848) 932-8044

FOOD ARCHITECTS

(732) 572-1110

TWIN OAKS

(732) 238-4600

**UNIVERSITY APPROVED CATERERS-CASUAL FARE**

PANERA BREAD

734-652-5268

DUNKIN DONUTS

(848) 445-4736

CURRITO'S

(732) 423-7999

GERLANDA'S

(732) 463-1616

KING PITA PALACE

(732) 565-3800

MOE'S SOUTHWEST GRILL

(732) 463-0100

SUBWAY

(732) 296-1122

SZECHWAN ICHIBAN

(732) 353-8888

- FOOD AND DRINK IS PERMITTED IN DESIGNATED AREAS WITH ADVANCE NOTICE.
- NO FOOD OR DRINKS ALLOWED IN CLASSROOMS.
- THE ARRANGEMENTS FOR FOOD DELIVERY ARE SOLELY THE RESPONSIBILITY OF THE ORGANIZATION/DEPARTMENT OR CLIENT.

- IT IS THE ORGANIZATION/DEPARTMENT OR CLIENT'S RESPONSIBILITY TO HANDLE CLEAN UP OF THE ROOM.
- **BARBEQUES**- NOTIFICATION OF INTENT TO HOST A BARBEQUE IS REQUIRED AT THE TIME OF RESERVATION. FIRE PERMIT ISSUED BY RUTGERS UNIVERSITY IS REQUIRED FOR ALL BARBEQUES. PERMIT MUST BE PROVIDED TO THIS OFFICE 20 DAYS PRIOR TO THE EVENT. APPLY FOR A PERMIT AT: [RUES.RUTGERS.EDU](http://RUES.RUTGERS.EDU). RUTGERS UNIVERSITY DINING AND TWIN OAKS ARE THE ONLY UNIVERSTIY APPROVED VENDORS WITH ACTIVE FIRE PERMITS.
- **DONATED FOOD**-ALL DONATED FOODS MUST COME FROM AN APPROVED VENDOR/CATERER.
- **POTLUCK**- POTLUCK DINNERS/HOMEMADE FOODS ARE NOT PERMITTED.
- **PRE-PACKAGED REFRESHMENTS**-PRE-PACKAGED ITEMS MAY BE PROVIDED BY THE SPONSORING ORGANIZATION/DEPARTMENT OR CLIENT. THIS USUALLY INCLUDES PARTY SIZE SNACKS (I.E., LARGE BAG OF CHIPS, COOKIES, PRETZELS, ETC.) THAT ARE SEALED BY THE MANUFACTURER. PRE-PACKAGED ITEMS REQUIRING TEMPERATURE CONTROL (HEATING OR COOLING) ARE NOT PERMITTED.
- ONLY COKE BEVERAGES MAY BE SERVED.
- A MANDATORY FEE FOR FACILITIES CLEAN-UP WILL BE CHARGED AFTER THE EVENT TO THE RESPECTIVE DEPARTMENT OR CLIENT. DISREGARDING THIS REGULATION WILL RESULT IN A \$100 SURCHARGE AND POSSIBLE TERMINATION OF FUTURE RESERVATIONS.

#### **CLEANING AND TRASH REMOVAL**

- THE OUTSIDE GROUP OR ASSIGNED FACILITIES STAFF IS RESPONSIBLE FOR CLEANING THE ROOM AND RETURNING IT TO THE CONDITION IN WHICH IT WAS FOUND. A CHARGE WILL BE ASSESSED FOR ANY SPECIAL CLEANING OR REPAIRS MADE NECESSARY BY A GROUP, AND THE GROUP WILL BE INVOICED.
- SUFFICIENT TIME FOR CLEANUP SHOULD BE PLANNED IN ADVANCE SO THAT THE NEXT CLIENT SCHEDULED IN THE SPACE IS NOT DELAYED.
- ALL ROOMS WILL BE CHECKED UPON COMPLETION OF THE EVENT.
- CLEAN UP OF SPECIAL EFFECT ITEMS (E.G. BALLOON DROPS) WILL BE CHARGED AT THE CURRENT RATE FOR MATERIALS AND HOURLY LABOR.

### **DAMAGE, THEFT AND VANDALISM**

- RUTGERS BUSINESS SCHOOL IS NOT RESPONSIBLE FOR DAMAGE, THEFT OR VANDALISM TO THE SPONSORING ORGANIZATION/DEPARTMENT OR CLIENT'S PERSONAL ITEMS.
- THE SPONSORING ORGANIZATION/DEPARTMENT OR CLIENT IS RESPONSIBLE FOR THE CONDITION OF THE PREMISES DURING THE TENURE OF THEIR RESERVATION.
- THE SPONSORING ORGANIZATION/DEPARTMENT OR CLIENT IS GRANTED THE RIGHT TO INSPECT THE PREMISES PRIOR TO THE START TIME AND CONCLUSION OF THE EVENT. RUTGERS BUSINESS SCHOOL STAFF WILL ACCOMPANY ALL INSPECTIONS.
- REPAIRS FOR DAMAGES WILL BE CHARGED TO THE SPONSORING ORGANIZATION/DEPARTMENT OR CLIENT AT THE CURRENT RATE. SOME EVENTS MAY REQUIRE A REFUNDABLE DAMAGE DEPOSIT.

### **DECORATIONS**

- DECORATIONS ARE PERMITTED WITH THE FOLLOWING LIMITATIONS:
- NO CANDLES, WICKS, OPEN FLAMES, INCENSE/PERFUMES OR THE BURNING OF ANY MATERIALS IS PERMITTED.
- ITEMS CANNOT BE NAILED, TACKED, STAPLED, GLUED, TAPED OR OTHERWISE FASTENED TO CEILINGS, WALLS, WINDOWS, COLUMNS, PAINTED SURFACES, AND DOORWAYS.
- GLITTER MAY NOT BE USED.
- WINDOWS MAY NOT BE COVERED UNDER ANY CIRCUMSTANCES.
- RUTGERS UNIVERSITY/RUTGERS BUSINESS SCHOOL SIGNS CANNOT BE COVERED OR OTHERWISE OBSTRUCTED.
- ALL PAINTED DECORATIONS MUST BE COMPLETELY DRY.

### **EXTENDED HOURS (EARLY OPENING/LATE CLOSING)**

- REQUESTS TO HAVE THE FACILITIES AVAILABLE OUTSIDE ESTABLISHED OPERATING HOURS MUST BE SUBMITTED AT THE TIME THE RESERVATION IS MADE AND ADDITIONAL FEES WILL APPLY.

### **FACILITY USE POLICY**

- SPONSORING ORGANIZATIONS/DEPARTMENTS OR CLIENTS ARE RESPONSIBLE FOR ENSURING THAT THE RESERVED SPACE IS USED ACCORDING TO THE PURPOSE FOR WHICH IT WAS RESERVED. NO FRONTING IS ALLOWED.

### **FILMING, MOVIE PRESENTATION, AND VIDEOGRAPHY GUIDELINES**

- OUTSIDE PRODUCTION COMPANIES, PHOTOGRAPHERS, FILMMAKERS AND OTHERS WHO WANT TO USE RUTGERS' BUILDINGS AND PROPERTY IN PRINT, ON FILM, OR ON VIDEOTAPE SHOULD CONTACT THE APPROPRIATE CAMPUS COORDINATING OFFICE TO START THE PROCESS OF FILMING ON LOCATION AT RUTGERS. CONTACT THE FOLLOWING TO FILE A LOCATION REQUEST AT LEAST 30 DAYS PRIOR TO THE FILMING DATE: [HTTP://UCM.RUTGERS.EDU/ABOUT/RESOURCES/FILMING-GUIDELINES](http://ucm.rutgers.edu/about/resources/filming-guidelines)
- PROPER LICENSE AND COPYRIGHT APPROVAL MUST BE OBTAINED PRIOR TO SHOWING ANY MOVIES OR TELEVISION SHOWS. STUDENT ORGANIZATIONS MUST USE A LICENSED DISTRIBUTOR. MOVIE SHOWINGS MUST CLEARLY IDENTIFY THE SPONSORING ORGANIZATION, THE NAME OF THE FILM AND THE MOVIE RATING IN ALL ADVERTISEMENTS AND PROMOTIONAL EFFORTS.

### **FRONTING**

- FRONTING CONSISTS OF ELIGIBLE DEPARTMENTS, STUDENT ORGANIZATIONS OR INDIVIDUALS RESERVING SPACE IN THE RUTGERS BUSINESS SCHOOL FOR ANOTHER PERSON OR GROUP. HIDING OR CONCEALING THE IDENTITY OF THE TRUE CLIENT DUE TO NON-ELIGIBILITY FOR USE OF FACILITIES, MONETARY EXEMPTIONS, OR THE POLICIES AND MISSION OF RUTGERS BUSINESS SCHOOL IS NOT PERMITTED. PROFESSIONAL OR EXTERNAL ORGANIZATIONS ARE NOT ELIGIBLE FOR UNIVERSITY DEPARTMENTAL OR STUDENT ORGANIZATION RATES.
- NO SPONSORING ORGANIZATION/DEPARTMENT OR CLIENT MAY SERVE AS A FRONT FOR ANOTHER ORGANIZATION. DEPARTMENTS AND ORGANIZATIONS FRONTING WILL BE CHARGED THE MAXIMUM APPLICABLE RATE AND/OR SUBJECT TO THE LOSS OF RESERVATION PRIVILEGES.
- RUTGERS BUSINESS SCHOOL STAFF WILL MAKE THE DETERMINATION AS TO FRONTING BY CONSIDERING THE NATURE OF THE EVENT, PAST EXPERIENCE WITH RESPECT TO SIMILAR EVENTS, TYPE, AND THE NATURE OF ATTENDEES.
- EVENTS HOSTED BY UNIVERSITY DEPARTMENTS OR STUDENT ORGANIZATIONS AND OPEN TO THE PUBLIC ARE SUBJECT TO ROOM RENTAL FEES UNLESS HOSTING SUCH EVENT IS PART OF THE MISSION OF THE DEPARTMENT OR UNIVERSITY.

### **FURNITURE SET UP'S**

- SPONSORING ORGANIZATIONS/DEPARTMENTS MAY REQUEST A SPECIAL SET UP FOR AN EVENT IN A PRE-APPROVED SPACE (LOUNGES AND CERTAIN CLASSROOMS). ALL FURNITURE SET UP REQUESTS MUST BE SUBMITTED TO THE EVENT COORDINATOR AT LEAST 2 WEEKS PRIOR TO THE EVENT DATE. SPONSORING

ORGANIZATIONS/DEPARTMENTS ARE NOT ALLOWED TO MOVE ANY FURNITURE AT 100 ROCKAFELLER. ALL FURNITURE SET UPS MUST BE COMPLETED BY UNIVERSITY FACILITIES. FAILURE TO COMPLY WITH THIS RESULTING IN DAMAGES TO THE BUILDING (SCRATCHES IN THE FLOOR OR MARKS ON THE WALLS) WILL RESULT IN A CHARGE THAT CAN MEET OR EXCEED \$500.

#### **GAMBLING AND GAMES OF CHANCE**

- NO GAMBLING OR GAMES OF CHANCE ALLOWED.

#### **GUESTS**

- SPONSORING ORGANIZATIONS/DEPARTMENTS 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 RUTGERS BUSINESS SCHOOL AT 100 ROCKAFELLER ROAD.
- ALL PERSONS IN ATTENDANCE AT ANY EVENT TAKING PLACE AT RUTGERS BUSINESS SCHOOL AT 100 ROCKAFELLER ROAD SHOULD BE INFORMED OF THEIR RESPONSIBILITIES REGARDING PROPER USE OF RUTGERS BUSINESS SCHOOL SPACE.
- STUDENTS IN VIOLATION OF THIS POLICY WILL BE SUBJECT TO THE TERMS OF THE RUTGERS UNIVERSITY STUDENT CODE OF CONDUCT.

#### **HAZARDOUS MATERIALS AND EQUIPMENT**

- THE SPONSORING ORGANIZATION/DEPARTMENT OR CLIENT SHALL NOT BRING ANY EXHIBIT, EQUIPMENT, VEHICLE OR OTHER ITEMS ON THE PREMISES OF THE RUTGERS BUSINESS SCHOOL AT 100 ROCKAFELLER ROAD THAT ARE POTENTIALLY DANGEROUS TO PERSONS AND/OR PROPERTY OR INCOMPATIBLE WITH THE STRUCTURE, SYSTEMS OR FURNISHINGS DETERMINED BY RUTGERS BUSINESS SCHOOL STAFF AND RUTGERS UNIVERSITY POLICY.

#### **INSURANCE**

- ALL NON-UNIVERSITY CLIENTS, CATERERS, VENDORS, PERFORMERS, ETC. SHALL PROVIDE CERTIFICATES OF INSURANCE EVIDENCING THE FOLLOWING:
  - GENERAL LIABILITY - MINIMUM LIMITS \$2,000,000 PER OCCURRENCE/\$2,000,000 AGGREGATE
  - LIQUOR LIABILITY – MINIMUM LIMITS \$1,000,000 PER OCCURRENCE/\$2,000,000 AGGREGATE (IN CASES WHERE ALCOHOL IS BEING SERVED)
  - WORKERS COMP - WITH EL LIMITS AT MINIMUM \$500K/500K/500K
  - AUTOMOBILE LIABILITY - MINIMUM LIMITS \$1,000,000 CSL



- “RUTGERS, THE STATE UNIVERSITY OF NEW JERSEY IS TO BE INCLUDED AS AN ADDITIONAL INSURED ON THE GENERAL LIABILITY POLICY AS ITS INTERESTS MAY APPLY. WE WILL ALSO REQUIRE THE ADDITIONAL INSURED ENDORSEMENT TO THE POLICY. SUCH INSURANCE SHALL BE PRIMARY OVER OTHER COLLECTIBLE INSURANCE THAT MAY APPLY AND SHALL INCLUDE COVERAGE FOR THE FOLLOWING INDEMNIFICATION: "THE VENDOR/CONTRACTOR AGREES TO HOLD HARMLESS, INDEMNIFY AND DEFEND RUTGERS - THE STATE UNIVERSITY OF NEW JERSEY, AGAINST ANY AND ALL CLAIMS, DEMANDS OR SUITS BY ANY PERSONS AND AGAINST RELATED DAMAGES, LIABILITIES, COSTS AND EXPENSES (INCLUDING ATTORNEY’S FEES) WHICH MAY ARISE OUT OF THE PERFORMANCE OF THE CONTRACT.”
- PROOF OF INSURANCE MUST BE FILED WITH THE DEAN’S ADMINISTRATIVE OFFICE NO LESS THAN THIRTY (30) DAYS PRIOR TO THE EVENT.
- FAILURE ON THE PART OF THE INSURED TO MAINTAIN THE REQUIRED COVERAGE IN NO WAY RELIEVES THE SPONSORING ORGANIZATION/DEPARTMENT OR CLIENT FROM THE FINANCIAL CONSEQUENCES ASSOCIATED WITH LIABILITY FOR THE EVENT.
- ANY EVENT MAY BE CANCELED AT ANY TIME IF THE ABOVE REQUIREMENTS ARE NOT MET
- THOSE ORGANIZATIONS UNABLE TO PROVIDE THE APPROPRIATE INSURANCE POLICY MAY ELECT TO PURCHASE AN “EVENT” POLICY FOR THE RENTAL PERIOD. GO TO [HTTPS://TULIP.AJGRMS.COM](https://tulip.ajgrms.com) FOR MORE INFORMATION, TO RECEIVE A QUOTE AND/OR TO PURCHASE COVERAGE.

#### **INVOICING/BILLING**

- FINAL INVOICES FOR RESERVATIONS WILL BE GENERATED WITHIN FIVE (5) UNIVERSITY BUSINESS DAYS AFTER THE EVENT.
- TERMS ARE N/30 DATE OF FINAL INVOICE. FAILURE TO PAY WITHIN 30 DAYS WILL RESULT IN THE LOSS OF RESERVATION PRIVILEGES AND CANCELATION OF ANY PENDING EVENT.
- FULL PAYMENT FOR EVENTS MUST BE MADE BY THE SPONSORING ORGANIZATION/DEPARTMENT OR CLIENT.

#### **PAYMENT INFORMATION**

- UNIVERSITY DEPARTMENTS ARE REQUIRED TO PAY VIA RUTGERS INTEGRATED ADMINISTRATIVE SYSTEM (RIAS) AND MUST PROVIDE ACCURATE CONTACT INFORMATION BEFORE THE EVENT CAN BE CONFIRMED.

- RUTGERS UNIVERSITY DEPARTMENTS AND STUDENT ORGANIZATIONS PAYMENTS ARE DUE NO LATER THAN TWENTY (20) DAYS FROM DATE OF FINAL INVOICE.

#### **OCCUPANCY**

- STATE AND LOCAL FIRE CODES DICTATE THE MAXIMUM OCCUPANCY FOR ROOMS AND PROGRAM SPACES IN THE RUTGERS BUSINESS SCHOOL AT 100 ROCKAFELLER ROAD (SEE SAFETY) BASED ON SETUPS. IF THE EVENT EXCEEDS THE OCCUPANCY OF THE RESERVED ROOM, RISK MANAGEMENT HAS THE RIGHT TO SHUT DOWN THE EVENT IMMEDIATELY. RBS IS NOT RESPONSIBLE IF SUCH EVENT OCCURS.

#### **PARKING**

- USERS AND GUEST ARE RESPONSIBLE FOR SETTING UP ALL PARKING NEEDS FOR THEIR EVENT. FOR ALL PARKING NEEDS, PLEASE VISIT [HTTP://PARKTRAN.RUTGERS.EDU/EVENTS.SHTML](http://parktran.rutgers.edu/events.shtml)
- USERS AND GUESTS MUST ABIDE BY ALL UNIVERSITY PARKING AND TRAFFIC REQUIREMENTS, INCLUDING BUT NOT LIMITED TO PASSENGER AND EQUIPMENT LOADING/UNLOADING REGULATIONS, OBSERVANCE OF AUTHORIZED PARKING LOCATIONS, PAYMENT OF FEES, AND DISPLAY OF VEHICLE PARKING PERMITS.
- PAYMENTS OF CITATION(S), WHICH RESULT FROM PARKING/TRAFFIC VIOLATIONS, ARE THE SOLE RESPONSIBILITY OF THE SPONSORING ORGANIZATION/DEPARTMENT OR CLIENT AND THEIR GUESTS.
- ACCESS TO DELIVERY AREAS MUST BE COORDINATED PRIOR TO THEIR EVENT.

#### **POSTING POLICY**

- ALL POSTINGS MUST BE APPROVED AND MAY ONLY BE DISPLAYED ON APPROVED BULLETIN BOARDS.

#### **RELIGIOUS SERVICES**

- RELIGIOUS SERVICES MAY ONLY BE PERFORMED IN CHAPELS.

#### **RIGHT TO ASSIGN, REASSIGN OR TERMINATE**

- RUTGERS BUSINESS SCHOOL RESERVES THE RIGHT TO DENY, ASSIGN, REASSIGN, OR TERMINATE SPACE 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, RUTGERS

UNIVERSITY POLICE MAY CANCEL OR DELAY AN EVENT FOR SAFETY OR SECURITY REASONS, INCLUDING WHILE SUCH EVENT IS IN PROGRESS.

**SAFETY/SECURITY**

- RUTGERS BUSINESS SCHOOL REQUIRES RUTGERS UNIVERSITY SECURITY PRESENCE FOR ANY EVENT ATTENDED BY MORE THAN 75 GUESTS WHEN ALCOHOL IS SERVED OR 100 GUESTS WHEN NO ALCOHOL IS SERVED (OR AT THE DISCRETION OF RUTGERS BUSINESS SCHOOL DEANS OFFICE). ALL RELATED SECURITY FEES WILL BE THE RESPONSIBILITY OF THE SPONSORING ORGANIZATION/DEPARTMENT OR CLIENT AS WELL.
- DESIGNATED FIRE EXITS MUST NEVER BE BLOCKED DURING SET UP AND DURING THE DURATION OF THE EVENT. ROOM LAYOUT AND DESIGN PER EVENT MAY BE CHANGED SUBJECT TO FIRE CODE RULES AND REGULATIONS.

**SMOKING**

- ALL RUTGERS UNIVERSITY FACILITIES INCLUDING RUTGERS BUSINESS SCHOOL ARE SMOKE FREE.
- NO SMOKING IS ALLOWED WITHIN 25 FEET OF RBS AT 100 ROCKAFELLER ROAD.
- STORAGE/SHIPPING
- SPACE IS NOT AVAILABLE IN THE RUTGERS BUSINESS SCHOOL TO STORE MATERIALS AND/OR EQUIPMENT FOR ORGANIZATIONS UTILIZING RESERVED SPACE.
- DUE TO THE LIMITED STORAGE FACILITIES, ITEMS ARE NOT TO BE SHIPPED TO THE SCHOOL WITHOUT PRIOR WRITTEN CONSENT. IF MATERIALS ARE SHIPPED WITHOUT CONSENT, THEY WILL BE REFUSED.

**STUDENT ORGANIZATIONS**

- STUDENT ORGANIZATIONS ARE REQUIRED TO HAVE A FACULTY/STAFF ADVISOR PRESENT FOR THE ENTIRE EVENT.
- THE ADVISOR ASSUMES RESPONSIBILITY FOR THE CONDITION OF THE ROOM AND ALL POLICIES AND PROCEDURES WILL BE FOLLOWED.
- THE ORGANIZATION IS RESPONSIBLE FOR CLEANING THE ROOM AND MUST RETURN IT TO THE CONDITION IN WHICH IT WAS FOUND. A CHARGE WILL BE ASSESSED FOR ANY SPECIAL CLEANING OR REPAIRS MADE NECESSARY BY A GROUP, AND WILL BE INVOICED TO THE STUDENT ORGANIZATION.

**UNIVERSITY POLICY**

- ALL GROUPS UTILIZING UNIVERSITY PROPERTY AGREE TO ABIDE BY ALL UNIVERSITY POLICIES AND REGULATIONS.
- NON UNIVERISTY GROUPS MAY NOT ADVERTISE OR ANNOUNCE AN EVENT HELD IN RUTGERS BUSINESS SCHOOL IN A MANNER THAT WOULD SUGGEST THAT THE EVENT IS ENDORSED OR SPONSORED BY RUTGERS UNIVERSITY.
- EVENTS OF COMMERCIAL, PROFIT MAKING OR FUNDRAISING NATURE ARE PROHIBITED.
- DEMONSTRATION OF PRODUCT FOR SALE OR SALE OF ANY ARTICLE FOR PRIVATE GAIN IS PROHIBITED.
- FAILURE TO MEET WRITTEN DEADLINES FOR PAYMENT OF RENTAL/SECURITY DEPOSITS WILL RESULT IN CANCELLATION OF THE EVENT. THE CONTRACT WILL SERVE AS A PERMIT; THE RENTER MUST HAVE A COPY OF THE EXECUTED CONTRACT WITH THEM TO GAIN ACCESS TO THE ROOM.
- DISTRIBUTION OF PAMPHLETS, DEMONSTRATION OF PRODUCT FOR SALE OR SALE OF ANY ARTICLE FOR PRIVATE GAIN IS PROHIBITED.
- FACILITIES MAY NOT BE USED BY ANY ORGANIZATIONS WHICH AS ONE OF ITS OBJECTIVES IS THE OVERTHROW OF THE GOVERNMENT BY FORCE, OR ANY OTHER UNLAWFUL MEANS OR BY AN INDIVIDUAL, GROUP OR ORGANIZATION DEEMED SUBVERSIVE, AS DEFINED IN THE STATE OF NEW JERSEY CODE.
- *POLICIES AND PROCEDURES SUBJECT TO CHANGE.*

# **100 ROCKAFELLER ROAD ROOM RESERVATION AFFILIATIONS**

## **NON UNIVERISTY ORGANIZATIONS**

- AN ORGANIZATION WITH NO UNIVERISTY AFFILIATION. ORGANIZATIONS ARE REQUIRED TO SUBMIT A CERTIFICATE OF INSURANCE TO AMY LACORTE IN THE DEAN'S ADMINISTRATIVE OFFICE OF RBS 30 DAYS PRIOR TO THE EVENT EVIDENCING COMPREHENSIVE GENERAL LIABILITY INSURANCE WITH A MINIMUM COVERAGE OF \$2,000,000.00-SINGLE LIMIT. RUTGERS, THE STATE UNIVERSITY MUST BE LISTED AS AN ADDITIONAL "INSURED PARTY" ON THE POLICY FOR THOSE DATES OF THE EVENT. ANY EVENT MAY BE CANCELED AT ANY TIME IF THE ABOVE REQUIREMENTS ARE NOT MET.

## **RBS ACADEMIC DEPARTMENTS**

- A WORKING ACADEMIC DEPARTMENT WITHIN RUTGERS BUSINESS SCHOOLAND FUNDED BY THE DEAN'S OFFICE OF RBS.

## **RBS ALUMNI ASSOCIATION**

- ALUMNI ASSOCIATION OF RUTGERS BUSINESS SCHOOL.

## **SPONSORED ORGANIZATION**

- A SPONSORED ORGANIZATION IS A NON-UNIVERSITY GROUP DIRECTLY AFFILIATED WITH A UNIVERSITY DEPARTMENT (E.G. BETA GAMMA SIGMA, CAP & SKULLS, ETC.). ALL CONTACT MUST BE MAINTAINED THROUGH THE UNIVERSITY DEPARTMENTAL REPRESENTATIVE. A DEPARTMENTAL REPRESENTATIVE MUST BE PRESENT DURING THE ENTIRE EVENT OR MEETING. THE SPONSORED ORGANIZATION IS REQUIRED TO SUBMIT A CERTIFICATE OF INSURANCE TO RBS 30 DAYS PRIOR TO THE EVENT EVIDENCING COMPREHENSIVE GENERAL LIABILITY INSURANCE WITH A MINIMUM COVERAGE OF \$1,000,000.00-SINGLE LIMIT. RUTGERS, THE STATE UNIVERSITY MUST BE LISTED AS AN ADDITIONAL "INSURED PARTY" ON THE POLICY FOR THOSE DATES OF THE EVENT. *ANY EVENT MAY BE CANCELED AT ANY TIME IF THE ABOVE REQUIREMENTS ARE NOT MET.* THE SPONSORED ORGANIZATION OR ASSIGNED FACILITIES STAFF IS RESPONSIBLE FOR CLEANING THE ROOM AND MUST RETURN IT TO THE CONDITION IN WHICH IT WAS FOUND. A CHARGE WILL BE ASSESSED FOR ANY SPECIAL CLEANING OR REPAIRS MADE NECESSARY BY A GROUP, AND WILL BE INVOICED TO THE ORGANIZATION.

## **STUDENT ORGANIZATIONS**

- A GROUP OF STUDENTS REGISTERED AS A STUDENT ORGANIZATION (E.G. RBGA, RAMS, ASCEND, ETC.) WITH THE UNIVERSITY. THE ORGANIZATION MUST BE IN GOOD STANDING WITH RUTGERS UNIVERSITY. A FACULTY ADVISOR MUST BE PRESENT DURING

THE EVENT. FINANCING IS HANDLED THROUGH THE DEPARTMENT OF STUDENT AFFAIRS.

**UNIVERSITY DEPARTMENTS**

- A WORKING UNIT WITHIN RUTGERS UNIVERSITY WITH THE ABILITY TO MAKE PAYMENTS THROUGH THE RUTGERS INTEGRATED ADMINISTRATIVE SYSTEM (RIAS). THE UNIVERSITY DEPARTMENT/DIVISION MUST BE IN GOOD STANDING WITH RUTGERS UNIVERSITY. THE DEPARTMENT IS RESPONSIBLE FOR CLEANING THE ROOM AND MUST RETURN IT TO THE CONDITION IN WHICH IT WAS FOUND. A CHARGE WILL BE ASSESSED FOR ANY SPECIAL CLEANING OR REPAIRS MADE NECESSARY BY A GROUP, AND WILL BE INVOICED TO THE DEPARTMENT.