

Rutgers Business School – 1 Washington Park & 100 Rockefeller

ROOM REQUEST RULES & GUIDELINES

Please be advised that Rutgers Business School classes have priority over rooms. When scheduling conflicts exist, priority will be given to Rutgers Business School classes. If conflict exists, preference will be on a first come first serve basis. The events coordinator or authorized designee can grant approval within this policy and on proper application, permission 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 mailings, or fundraising.

ABANDONED PROPERTY

Any property not removed and/or claimed within 48 hours following the conclusion of an event/meeting will be conserved abandoned by the sponsoring organization/department or client, user or its 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.

ATTENDANCE OF MINORS

Please read the Rutgers University Protection of Minors Policy at <http://protectminors.rutgers.edu/>, complete the Protection of Minors Form (required), and submit along with the Event Request Form. As the contracting organization you are responsible for reading, understanding and ensuring compliance with The University policy regarding The Protection of Minors.

ALCOHOL POLICY

Organizations or departments serving alcohol must file a request with Rutgers Business School - Office of the Dean at the time of the reservation or 30 days prior to the event, whichever is greater, by submitted 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.

Possession, consumption, or being under the influence of alcohol, controlled substances (with prescription from a doctor), or illegal drugs (ie – Marijuana) is prohibited at all events and activities sponsored, co-sponsored or hosted by a Rutgers University registered student organization, where student fees are paying for all or part of the event.

Alcohol use must follow all University and State laws. Alcoholic beverages may be served only to those of legal drinking age. Submitting a request does not guarantee approval.

The following policies apply to all student organizations, University Units and departments in regards to events:

- No intoxicated individuals will be permitted in the building. Disorderly persons will be barred and evicted from Rutgers Business School in accordance with the normal operating procedures of the Rutgers University Police Department.

- The required certificate of insurance (see CERTIFICATE OF INSURANCES) evidencing general liability coverage must also include evidence of coverage for liquor liability
- Sponsoring organization/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.

Alcohol beverages may only be served with advanced 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.
- For large catered events or events attended by students, it is recommended the approved Rutgers Liquor Caterer is used (Olive Branch/NYS Inc.). 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 65 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 the attending guest.
- Alcohol may not be sold at any function.

CERTIFICATE OF INSURANCES

Insurance Requirements, known as 'Incoming COI' shall apply to any non-university organization staging an event at Rutgers University. This includes events that are co-hosted by Rutgers Business School. Clients shall provide certificates of insurance evidencing the following:

General Liability - Minimum limits \$1,000,000 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 at minimum \$500K/500K/500K

Automotive Liability – Minimum Limits \$1,000,000 CSL

This stipulated minimum must be part of a general liability policy covering the event. "RUTGERS, THE STATE UNIVERSITY OF NEW JERSEY" IS TO BE NAMED AS AN "ADDITIONAL INSURED" ON THE POLICY FOR THE COVERAGE TO BE ACCEPTABLE. If the sponsoring group already has a policy in these amounts, Rutgers must be added as an "Additional Insured" for those dates the event will be on campus. In addition, "RUTGERS, THE STATE UNIVERSITY OF NEW JERSEY" MUST BE NAMED UNDER THE "CERTIFICATE HOLDER" PORTION OF THE DOCUMENT.

The Certificate of Insurance can cover an entire year or at minimum must reference the specific event and date of the event.

Certification must be submitted no later than one month prior to the date of the event. All incoming COIS must be approved by the Department of Risk Management & Insurance. For questions or assistance please contact Bill Troy at 848-932-3015.

Insurance coverage is a condition of use of University facilities. The University will at its option cancel all functions not meeting the insurance requirement one-month prior to the function. Said Certificate shall

provide that the insurance may not be cancelled except upon prior notice to the University. In the event of a cancellation, and at the option of the University, this agreement may be terminated as of the effective date of the cancellation.

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> for more information, to receive a quote and/or to purchase coverage.

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.

All COI for 1WP must be addressed to: *Rutgers University 1 Washington Street Newark, NJ 07102*

All COI for 100 Rock must be addressed to: *Rutgers University 100 Rockefeller Road, NJ 08854*

CANCELLATIONS

RBS Facilities are in high demand with limited space. Late cancellations prevent other organizations from using the space. The cancellation fee will be issued for reservations not cancelled within a reasonable period of time. The cancellation fee schedule is as follows:

- 2 – 14 days– 50% of the Rental Fee
- 1 Day or No-Show – Billed at Full Amount of Rental Fee*
- *No-Show for RBS Units/departments - \$100 Fee

To cancel a reservation, you must contact Rutgers Business School – Office of the Dean in writing.

Failure to pay a No-Show charge will result in cancellation of other existing reservations and suspension of reservation privileges.

Rutgers Business School will not be responsible for any damages or costs result from the cancelation of meetings due to the University closing for weather or other emergencies. Rutgers Business School retains the right to cancel a reservation for a meeting room to accommodate operations. If cancellation is necessary, Rutgers Business School Office of the Dean will notify the group for whom the room has 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 the use of meeting rooms.

DISABILITY SERVICES

For disability services, please visit: <https://ods.rutgers.edu/contact-ods>.

FOOD AND CATERING POLICY

Food and beverages are not permitted in computer cabs and classrooms in Academic Buildings.

Food and drinks is only permitted in designated areas with advanced notice.

The arrangements for food and delivery are solely the responsibility of the organization/department or client. All catering materials must be removed from the reserved space immediately following the event (chaffers, coffee pots, wire racks, etc.). All unclaimed catering materials found will be discarded immediately.

The organization/department or client is required to use Rutgers University Dining Services or an approved caterer for events and meetings that are held within the building. Below is a list of the approved vendors associated with each building:

- 1WP Approved Caterers:

- Gourmet Dining Services (973-353-5997 or 973-353-5763)
- Custodi Caterers (email@custodicaterers.com)
- Giuliano's (GiulianosCater@aol.com or 973-884-8744)
- David Ellis (<http://davidellisevents.com/>) or 973-539-3000
- Food Architects (<http://thefoodarchitectsnj.com/> or 732-572-1110)
- Encore Catering (973-515-8000)
- Bites & Bowls (732-339-8028)
- Vonda's Kitchen (973-732-4532)

***Food vendors that provide delivery services that do not require formal setup are welcomed. (Commonly used local vendors: Robert's Pizzeria, Panera Bread, Jimmy John's, The Green Chicpea, etc.)*

- 100 Rock Approved Caterers:

- Gourmet Dining Services (848-932-8044)
- Food Architects (<http://thefoodarchitectsnj.com/> or 732-572-1110)
- Twin Oaks (<https://twinoakscaterers.com/> or 732 238-4600)
- 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)

- **COOKOUTS, BBQS, AND PICNICS** – Cooking is not prohibited and the use of open flames is prohibited. Food Preparation will only be permitted by University approved caterers or by Rutgers University Dining Services.

- **FOR 1WP**-The 3rd floor Rooftop Garden of Rutgers Business School 1 Washington Park is considered indoor space and is not available for such events.

- **HOMEMADE FOODS** – Homemade foods are not allowed to be served at meetings or functions at University Facilities because they pose a risk to the health safety of the community. Homemade foods that have been prepared (ie – food that needs to be temperature controlled, sandwich fixings that are not from approved or on-campus caterers) are not permitted at any programs, events, lectures, or meetings. **Bake sales** are the only instance during which the use of homemade food items is permitted and are subject to specific guidelines and procedures.

- **DONATED FOODS** – All donated foods must come from an approved food provider who sanitation and liability insurance is approved by your advisor or University venue. In some cases, this would mean they should be recognized and registered by the Rutgers University Sanitarian (John Nason).

- **FOOD AT STUDENT CLUB GENERAL MEETINGS**

- Q: When is it appropriate for student organizations to have food at meetings? A: *When the meeting is a recruitment meeting/program (ie- first meeting of the semester/year, celebratory meeting (end of the semester/end of the year), during trainings/retreats*
 - Student Organizations must meet with their advisor to gain appropriate documentation in order for donated food to be approved.
 - Funding for food for general student organization meetings must come from generated revenue or organizational maintenance.
 - Food items must either be prepackaged or be catered by Rutgers Dining Services. Food at meetings must be approved in advanced by the advisor. No contractual catering requests for meetings will be permitted unless there are circumstances approved by your advisors.
 - Prepackaged items may be provided by the student organization. This usually includes party size snacks (ie – large bag of chips, cookies, pretzels)
 - Individually packaged snacks are preferred for safety reasons, party size are allowed on a case-by-case basis provided a meeting with your advisor and strict adherence to food safety standards (gloves, tongs, serving utensils utilized at all times as necessary).
 - Prepackaged items requiring temperature control (heating or cooling) are not permitted.
 - Food and beverages are not permitted in classrooms and academic buildings.
- **POTLUCK** – potluck meals that required temperature control (heating or cooling) are not permitted and unsanitary food preparation conditions.
 - **PREPACKAGED REFRESHMENTS** – pre-packaged items may be provided by the sponsoring organization/department or client. This usually includes party snacks (ie – large bag of chips, cookies, pretzels, etc) sealed by the manufacturer. Pre-packaged items requiring temperature control (heating or cooling) are not permitted.
 - **BEVERAGES** – all cold beverages must be Coca Cola products
 - Sponsoring organizations/departments or clients having an event where **ALCOHOL** (SEE ALCOHOL POLICY) will be served are responsible for compliance with Rutgers Business School, Rutgers University, and State regulations governing the use of alcoholic beverages.

CHECK-IN SECURITY REQUIREMENTS (1WP ONLY)

A list of attendees for any meeting/event must be submitted 24 – 72 hours prior to your confirmed event date. Please email 1 Washington Park Front Desk Security at rbs_guest@ipo.rutgers.edu .

The main entrance to Rutgers Business School faces Broad Street on the corner of Washington Street. No other port of entry (inclusive of the 1 Park Bistro) is permitted. Any other means of access violates our check-in procedures. Failure to comply will result in cancellation of other existing reservations and suspension of reservation privileges.

All guests are required to wear name badges at all times for the duration they are on Rutgers Business School – 1 Washington Park property. The sponsoring organization/department or client is responsible for providing the name badges for their own events. Badges must state name, date, and company/group name. For groups with minors in attendance, uniform T-shirts and/or bags that would easily identify a minor as part of group are acceptable alternatives to badges.

- 1 Washington Park Fidelco building IDs are not required to wear name badges, but should properly display building IDs where they are visible at all times while on Rutgers Business School property.

- All Fidelco 1WP tenant and card holders must formally enter 1WP space through our Front Door located on Broad Street.

CLEAN UP AND TRASH REMOVAL

Based on the event needs, custodial services may be required. This will always be scheduled by the Dean's Office and billed directly through University Facilities. All charges are not negotiable and must be paid on time.

At the conclusion of all events, it is the responsibility of the sponsoring organization/department or client to thoroughly clean all rooms used. This includes decorations, signage, trash, food, catering material, boxes, bulk packaging materials, or any other material used during the event. If the location is not cleaned, an assigned facilities staff will clean the room and return it to the condition in which it was found for a charge. The sponsoring organization will be invoiced by facilities.

Sufficient time for cleanup (teardown time) should be planned in advance so that the next client scheduled in the space is not delayed.

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 and/or replacement will be charged to the sponsoring organization/department or client at the current rate. Some events may require a refundable damage deposit.

DIRECTIONS:

Please visit the link below for directions to the Rutgers Business School located at 1 Washington Park.
<http://www.business.rutgers.edu/about-rbs/visit/newark>

Please visit the link below for directions to the Rutgers Business School located at 1 Rockefeller Road.
<https://www.business.rutgers.edu/visit/livingston>

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 & ADDITIONAL SECURITY

Requests have the facilities available outside the established operating hours must be submitted at the time the reservation is made and additional fees will apply.

The sponsoring organization will be invoiced by RBS – Office of the Dean. **Rates and minimum hire are handled by our University Police Department.*

Additional fees are also incurred when VIP/highly profiled guests are involved.

Additional security fees are also incurred when more than 50 people are in attendance of event where alcohol is present (see ALCOHOL POLICY).

FIRE CODE REGULATIONS

Events should be scheduled in rooms with a capacity large enough to accommodate expected audience. Fire regulations prohibit overcrowding. Event will be cancelled if attendance exceeds posted capacities.

Any group which abuses the privilege of using the facility, or equipment will be denied future use. Breakage or damage to furniture, equipment or facility must be paid for at a price determined by the University.

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, PHOTOGRAPHY, AND VIDEOGRAPHY GUIDELINES

Outside production companies, photographers, filmmakers and others who want to use Rutgers University buildings and property in print, 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>

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.

GAMBLING AND GAMES OF CHANCE

No gambling or games of chance is 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.

All persons in attendance at any event taking place at Rutgers Business School – 1 Washington Park or 100 Rockefeller should be informed of their responsibilities regarding proper use of Rutgers Business School space, including security check-in requirements.

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 Rutgers Business School that are not potentially dangerous to persons and/or property or incompatible with the structure, systems or furnishings determined by Rutgers Business School Staff and University Policy.

MUSIC

Music is not permitted in areas surrounded by academic classes during normal business hours.

OCCUPANCY

State and local fire codes dictate the maximum occupancy for rooms and program spaces in the Rutgers Business School (See Safety) based on setups. Failure to comply will result in cancellation of the event and forfeiture of any payments.

PARKING

Parking arrangements are the responsibility of requesting department/organization.

PAYMENT/INVOICE/BILLING

Non-University clients must return the signed form/contract at the time of the event request. Balance (any additional charges) will be due 30 days from the date of the final invoice.

Final invoices for reservations will be generated within (5) university business days after the event. Net Terms are N/30 date of final invoice. Failure to pay within 30 days will result in loss of reservation privileges and cancelation of any pending event. Full payment for events must be made by the sponsoring organization/department or client.

UNIVERSITY PAYMENT - University departments are required to pay via Rutgers Financial Management and must provide accurate contact information before the event can be confirmed.

ELECTRONIC PAYMENT – Should a non-university wish to pay via direct deposit, please state method of payment at the time of the event request.

PLEASE MAKE CHECK PAYMENT TO: Rutgers University
65 Davidson Road
Piscataway, NJ 08854
(W-9 form available upon request)

For 1 Washington Park – You may submit your payment to the attention of:
Rutgers Business School
c/o: Jennifer Diaz
1 Washington Park
Office of the Dean
Newark, NJ 07102

For 100 Rockefeller Road- You may submit your payment to the attention of:
Rutgers Business School
c/o: Nancy Kiley

PRICING

Room	Price per full day (External Client Rate)
Digital Technology Rooms	\$650 - 900
Classroom 1095 (400 capacity) – NB Only	\$1800
Classrooms (95 -120 capacity)	\$350 - 850
Flex Rooms – NB Only	\$900
Lounge Areas	\$650 - 900
Team Rooms (6 – 15 capacity)	\$200 - 400
Standard Classroom (30 – 75 capacity)	\$400 - 600
Conference Rooms	\$400 – \$750.00

Pricing does not reflect additional charges for added security, facilities staff hire, and/or IT support. Half day rate (4 hours or less) are available for most rooms.

Due to unforeseen changes in market conditions at the time of your event, prices may increase. We will communicate these increases to you in advance. We will require written confirmation that you agree to pay these increased prices. Alternatively, we, at our option, may in such events make reasonable substitutions and you agree to accept such substitutions.

POSTING POLICY

All postings must be approved and may only be displaying on approved bulletin boards.

RELIGIOUS SERVICES

Religious services may only be performed in chapels.

RESOURCES, SETUP, AND TEARDOWN

University Facilities will conduct all layout arrangements for events. All special setups must be submitted to the Dean's Office at last 2 weeks prior. Guest are not allowed to move any furniture. Doing so that causes any damage to the building will result in a charge that can meet or exceed \$500.

Individuals are responsible for any additional resources, setup of space as desired, use of technology, and teardown and cleanup. All items in the room before the start of your event must be returned to its original state/location at the conclusion of the event. Individuals are responsible for supplying event materials, i.e. Tablecloths, utensils, signs, name cards, extra chairs/tables, etc.

All rooms will be checked by the event manager upon completion of the event. Additional charges will be incurred if rooms/space are not cleaned properly.

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.

SIGNAGE/ MARKETING

Signage and other marketing materials may not be hung on the walls in or outside of the classroom.

A non-university group shall not advertise or announce an event held in University Facilities in any manner that would suggest that the event is endorsed or sponsored by the University unless approved.

BANNERS – Rutgers Business School reserves the right to refuse or remove a banner.

EASELS - These easels are commonly used to inform participants and to direct students and guests to the location of the event. Exact location of the easels will be determined by Office of the Dean. Due safety requirements and high volume of events held and at Rutgers Business School, easels are not typically available to advertise events in advance of the event date. Exceptions may be made for annual University and Campus-wide events.

SMOKING

All Rutgers University facilities including Rutgers Business School are smoke free.

No smoking is allowed within 20 feet of Rutgers Business School.

STORAGE/SHIPPING

Space is not available in Rutgers Business School to store materials and/or equipment for organizations utilizing reserved space.

STUDENT ORGANIZATIONS

Student organizations are required to have an RBS faculty/staff advisor sponsor all events. The RBS faculty/staff advisor must be present at the event or in the building during the time of the reservation.

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-University 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, or profit making nature are prohibited.

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 objective 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.

WIRELESS CONNECTIVITY

External guests who are looking to connect to our building wireless sign up for a temporary account at the following website: <https://ruwireless.rutgers.edu/ruwireless-guest>

* POLICIES AN PROCEDURES ARE SUBJECT TO CHANGE

By submitting this form, you accept and acknowledge the Terms and Conditions as outlined in this agreement.

NAME

TITLE

SIGNATURE

DATE