

**OFFICE OF  
EVENTS AND CONFERENCES**

**SCHEDULING  
PROCEDURES  
INFORMATION  
2007-2008**

### *Policy Statement*

The following policy statement was adapted from one endorsed by the National Association of College and University Business Officers' Facilities Planning and Management committee. It was adopted for use at Ramapo in 1995.

The facilities of Ramapo College are educational resources, planned and designed to enhance and enrich the learning experience. The facilities are to be used for purposes related to the mission of the College. They are available for selected restricted use for other purposes. However, the College requires that organizations using college facilities abide by policies and procedures established by the College President and the Board of Trustees.

“..Ramapo College rents college facilities and grounds to outside organization and groups on a space available basis as a community service. Facilities and grounds may be available for educational, cultural and recreational purposes. Ramapo College reserves the right to refuse rental to any outside organization or group whose activity or event interferes with or is outside of the scope of the mission of the College and its instructional programs, and those who intend to use the facilities and grounds for the purpose of fund-raising...”

*Adopted by RCNJ Board of Trustees, May, 1995*

## **SCHEDULING ROOMS**

Rooms can be reserved:

- Through RESSOnline (see details in section below)
- By contacting the Office of Events and Conferences in D104, x7590
- By e-mailing Monterasia Brown at [mobrown@ramapo.edu](mailto:mobrown@ramapo.edu)

\*Student clubs/organizations must follow the reservations procedures outlined in the current Student Activities Policies and Procedures Manual.

### **\*\*Exceptions:**

- J. Lee's must be reserved through <http://phobos.ramapo.edu/~osd/sc/jlees/>
- Residence Hall Lounges must first be reserved through the individual hall offices.

### **General Reservation Information**

When requesting a reservation, it is important to provide as much detail as possible, including times and set-up requirements. That information may impact on reservations prior to or following the event. The RESS scheduling program prohibits duplicate reservations ("double booking"). When requested space is not available, alternate space will be reserved, if it is available. It is important to review the reservation form when it is received to note any substitutions to your space request, particularly if you requested a series of events.

### **Alternative Facilities Policy**

If for any reason the College facility reserved by the internal or external User is not available for the event, the College may make a substitution, and the User agrees to accept another College facility of comparable quality.

### **Deadlines for Ramapo Users**

Note to Student Clubs/Orgs:

Student organizations should refer to the current Student Activities Policies and Procedures Manual for a list of deadlines for meetings, special, and major events. These established deadlines take into account funding, support services, and necessary approvals. The Policies and Procedures Manual can be found on the Ramapo Web site under "Student Affairs Publications." Student clubs may also contact Student Activities at 201-684-7593.

## **EVENT CLASSIFICATIONS**

### ***Meetings/General Events:***

*General events may be defined as including one or a combination of these criteria:*

- Identified as a meeting
- Occurring in a classroom or small meeting room
- On-campus participants only
- No admission charge
- Perceived as uncontroversial/low risk
- Less than 50 participants anticipated

Although there is not a specific timeline required to reserve a space, meetings and *general events* should be reserved 2 weeks in advance when possible, and no less than 2 business days prior.

***Special Events:***

*Special Events may include, but are not limited to, one or a combination of these criteria.*

- Large indoor or outdoor spaces
- Involve physical elements
- May be perceived as high risk/controversial (refer to Risk Analysis for College Events)
- Involve multiple clubs/organizations or departments
- Admission charge
- Incident at a recent event sponsored by the requesting organization
- Previous incident at events of this type
- Off-campus promotions
- 50+ participants anticipated
- Involve multiple rooms or complex set-ups

Four-six weeks is the recommended guideline for scheduling a Special event. Some events will need Security, EMS and other services that need lead time to schedule. Organizers will need to attend the Student Events Meeting. Organizers may also be required to attend the Major Events Planning and Review Committee Meeting.

***Major Events:***

*Major Events may include, but are not limited to, one or a combination of these criteria.*

- Is being held in an area not usually reserved for this type of event, or in the Arena or Auxiliary Gym
- Multiple clubs/organizations or departments involved
- Campus-wide event
- Admission charge
- May be perceived as high risk/controversial (refer to Risk Analysis for College Events)
- Promotions off-campus
- Over 200 participants anticipated
- Non-Ramapo organizations involved
- Event Series or theme week/month
- Involve a high profile talent (lecturer, comedian, musician, etc.)
- Alcohol will be served
- Technical contract has unusual or complex requirements
- Off-campus promotions
- Non-Ramapo attendees anticipated

Six-eight weeks is the recommended guideline for scheduling a major event. These events involve complex set-ups, high profile speakers, or need support from various services at the College. Representatives for these events will likely need to attend a Major Events Meeting, held monthly by the Office of Events and Conferences.

### ***Conferences:***

Conferences or events using multiple spaces on campus should reserve space at least 6 months in advance. Faculty will need to consult with their department, Dean, and the Office of the Provost to obtain approvals (refer to Academic Conferences Policy).

### ***Table Space:***

There are limited spaces available for display, recruiting, promotions, and fundraising tables. Scheduling in advance is recommended, and may NOT occur less than 2 business days in advance. Since there is limited availability, tables may only be reserved by internal groups (clubs/orgs, departments/offices) on a first come, first served basis.

Two tables may be located on the 2<sup>nd</sup> floor of the Student Center, one in the B/C core , and four in the Fishbowl (lounge on the 2<sup>nd</sup> floor of C Wing).

### **Important Meetings in the Reservation Process:**

The following meetings bring together support units from the campus to determine what services are needed for an event.

- Student Events Meetings – held on Tuesdays at 1pm for student clubs/orgs. Appointment is scheduled at the time of the reservation. See the Student Activities Policies and Procedures Manual for details on preparing for this meeting.
- Major Events Planning and Review Meeting – held once a month to review events, internal and external, that are large scale, high profile, controversial, complex in terms of set-up or multiple spaces, or involve significant external audiences.

### **RESS and RESSOnline**

RESS (Room and Event Scheduling System) is a scheduling software program used by the Office of Events and Conferences to reserve campus space, manage set-up needs and details, and track room use, among other features.

### **On-Line Reservations and Viewing**

RESSOnline is a Web page accessible to Ramapo staff, faculty and students. You can use the Web page in two ways:

1. to view the availability of indoor and outdoor campus facilities (in “real time”)
2. to request a facility reservation

### **To find an event location or time:**

1. Go to [my.ramapo.edu](http://my.ramapo.edu) (Luminis) and click on Today's Events - RESSOnline (under Resources, left column) OR  
Go to <http://guide.ramapo.edu/> and click on RESSOnline (under Campus Announcements)
2. Click on the calendar for the date you want to check. The details include event titles, rooms, and buildings.

3. You can narrow down your search by:
  - a. sorting the views by type (banquet, ceremony, lecture, meeting, etc.)
  - b. sorting the views by building location
4. There is an option to print “Today’s Report” (a listing of the next 3 days reservations). This is a “real time” calendar; therefore we suggest you only print a day at a time since changes to the schedule are continual.

**To request a reservation on-line\*\***

First you will need to e-mail [mobrown@ramapo.edu](mailto:mobrown@ramapo.edu) to request a password if you do not already have one. Within 48 hours you will have a password, and your name will appear under your office/department in a drop-down menu. Please note that student clubs/organizations will receive one password for the organization.

Once you have a password,

1. Enter RESSOnline one of the two ways listed above.
2. Click on “Request a Reservation” (in the upper right hand corner)
3. Follow the instructions to make a request. The form will walk you through all the details, from times needed to set-up and equipment needs.
4. As with telephone and in-person requests for scheduling facilities, requests via the on/line system are subject to approval by the Office of Events and Conferences. Monterasia Brown will send you an e-mail indicating whether your request has been approved.

\*\* Requests continue to be accepted in person or by telephone (x7590).

**To Learn more about RESSOnline**

You can request a brief workshop by contacting Monterasia Brown at x7590, or emailing [mobrown@ramapo.edu](mailto:mobrown@ramapo.edu).

## **EVENTS AND CONFERENCES RELATED POLICIES/INFORMATION**

**BUILDING MANAGER GUIDELINES (STUDENT CENTER, BERRIE CENTER, BRADLEY CENTER):** The Director of the facility determines whether a building manager will be needed after reviewing the contract or reservation. This decision will be made a minimum of ten (10) days before the event. The contract will reflect whether a building manager has been assigned to the function. Costs for building managers will be billed to the sponsoring organization.

**CAMPUS ELECTRICIAN:** A campus electrician is required for all hook ups to campus electrical transformers and disconnects. Absolutely NO electrical connections are to be completed by a non-facilities electrician.

**DECORATIONS:** Decorating of rooms is permitted with certain stipulations and must be approved in advance. A non-inclusive list of prohibited decorations are nails, tape, glue, thumb tacks, and adhesive on the walls, ceilings, glass, floors, door frames, railings, or columns. Fog machines, bubble machines, and glitter are prohibited. If decorations are not removed following an event, a cleaning fee will be assessed. Balloons are not permitted in the Bradley Center Arena.

### **EDELMAN CLIMBING WALL:**

Belayers whose qualifications have been reviewed and accepted by Athletics staff are required in the use of the climbing wall. The number of belayers necessary for a group will be determined by an Athletics staff member.

**FACILITIES USE AND RESERVATIONS POLICY:** All campus facilities must be reserved through the Office of Events and Conferences. All persons using campus facilities must adhere to the guidelines in this manual, and any other relevant policies set forth by the College. Failure to follow policies may result in a fine and/or loss of facility usage.

1. Ramapo College's buildings and grounds may be used only for activities that conform to the laws of the federal, state, and local governments, and to Ramapo College's policies and procedures. Fire, traffic, parking, and public safety requirements must be observed.
2. A representative from the sponsoring organization, group or club must be present at the sponsored event(s). The representative will be responsible, as stated in the contract, for the proper use of all facilities, furnishings and equipment by guests, spectators or participants attending the function.
3. All Human Resources i.e. Security, grounds, housekeeping, and media, are scheduled by the College. Payment for such services is the responsibility of the user. Extra charges will be assessed for damages to the facility, furnishings, or equipment.
4. Food and beverages can be provided by Dining Services, however, outside catering is permitted, provided procedures are followed (i.e., sterno registration).
5. Any signage placed on campus (in buildings or in external areas) must be removed within 24 hours from the end of the event. Should the signage not be removed, clean-up costs will be assessed to the group.
6. The user is responsible to the State of New Jersey for sales taxes collected during events subject to state sales taxes at which a fee is charged.

7. Ramapo facilities are smoke-free environments.
8. All minors must be supervised by an adult.
9. Arrangements for parking must be made in advance, and parking lot fees may apply.
10. An insurance certificate is required for external groups, and may also be required for certain events held for students, faculty and staff.
11. Any organization or groups sponsoring events requiring tables, chairs, or any other equipment in excess of Ramapo College's inventory must absorb the additional cost.
12. External organizations and groups shall not state or imply that Ramapo College is a sponsor of their scheduled event.
13. Any and all equipment, furniture, or other possessions brought onto the premises of Ramapo College facilities by the user shall be the sole responsibility of the user. Ramapo College shall have no obligation to insure the user entity against loss of equipment, furniture, or other chattels.
14. RCNJ is not responsible for loss or damaged personal items.
15. Classrooms are scheduled through the Registrar's Office for all class-related room needs. Classrooms may be scheduled for non-academic use (i.e., meetings, programs) through Events and Conferences after the Drop/Add period.
16. Users must comply with all College, State and Federal Health and Safety Policies and acquire any required permits, licenses or certificates. Permits are required for the following. In these or any other instances where there is a question, consult with the RCNJ Fire Marshall.
  - a. Using a room for the sale of merchandise (Mercantile Permit)
  - b. Using a room overnight (limited availability)
  - c. Cooking with grease or oils that produce grease laden vapors, other than cooking in the cafeterias.
  - d. Using an LP gas/propane on campus
  - e. Carnivals and circuses that use mobile structures
  - f. Using any open flame or flame producing devices at public gatherings.

**POLICY ADHERENCE:** Independent contractors, vendors, performers and all other parties engaging in a business relationship with Ramapo College of New Jersey are expected to adhere to the College's Policy Prohibiting Discrimination, or Hostile Environment in the Workplace; Violence in the Workplace Policy, Ethics Policy; Drug Free Policy; Americans with Disabilities Act (ADA), and any other applicable policies. Ramapo College and its administrators reserve the right to cancel or discontinue any camp or conference which fails to adhere to the policies outlined in this contract.

**SIGNAGE:** Any signage placed on campus (in buildings or in external areas) must be removed within 24 hours from the end of the event. Should the signage not be removed, clean-up costs will be assessed to the group.

**SMOKING:** Smoking is prohibited in all campus facilities. Further, smokers must be at least 25 feet from the entrance to any campus building when smoking.

**SUPERVISION:** Adult (21 and over) supervision of minors is expected at all times during an event.

**SWIMMING POOL LIFEGUARD REGULATIONS:** One certified lifeguard is required for every 30 persons in the pool.

**UNAUTHORIZED ROOM USE:** Only rooms properly reserved through Events and Conferences may be used. Entering an unreserved space may result in facilities use fees and clean-up charges, or loss of future use.

**VEHICLES:** The College strictly prohibits all unauthorized vehicles from driving on the sidewalks or lawns. Violators will be responsible for any damage which occurs.