



TRUSTEE'S PAVILION ROOM USAGE POLICY

In order to better serve those who schedule events in the Trustee's Pavilion, the following room use guidelines have been established. It is important that anyone hosting an event in the Pavilion pays particular attention to this information.

If anyone has any questions about this policy, please contact Gene Ritchie, Associate Director of the Trustee's Pavilion at 201-684-7664(voicemail), or via e-mail: gritchie@ramapo.edu.

- On the light blue or beige panels in the middle third of the rooms' walls, "push pins", thumbtacks, or staples are permitted to temporarily mount postings. All postings and fasteners must be removed at the end of the event. Please do not write on the panels or mount newsprint or any other paper and then, using a marker, write on the panels. Marker ink may well bleed through and mar the finish on the panels. It is not permitted to attach anything to the top third, gray speckled painted area) and bottom third (light blue corded patterned fabric.) They are special finishes, not designed for such attachments. (College Events and Conferences can make arrangements to have flipcharts (with paper) made available for such needs.)
- No tape, staples, pushpins or any other means of attaching handbills is permitted on the walls inside the meeting rooms and absolutely nothing is permitted to be mounted on the fabric-covered partitions.
- Nothing is permitted to be mounted on the ceiling, light fixtures, walls, doors, fire alarm pull stations lecterns, projection screens or any or the "multi-media" equipment.
- Only those decorations that can be held in place by a weight (usually sand covered with gift wrap) or another weighted means that causes no permanent damage - will be permitted on tabletops.
- While food and drink are permitted in the rooms and lobby, it is expected that care will be taken to minimize spills. In the event of an accidental spill, it is expected that Housekeeping Services (ext. 7289) will be notified immediately so that the problem can be taken care of while still fresh so as to prevent permanent damage.
- Clean up after an event will be the sole responsibility of the group sponsoring the event(s). A meeting held between College Events and Conferences, Housekeeping Services and the group sponsoring the event is expected to occur well enough in advance of the actual date, so that all logistics, need etc., can be discussed and addressed and otherwise planned for with all necessity Housekeeping support services scheduled and in place. Final decisions regarding Housekeeping support services will rest solely with that department.
- Lecterns may only be moved by Housekeeping Services. Once set in place, as per the specifications outlined into the "set up" sheets' they may not be moved, unless the request to do so is received in advance, so that Housekeeping Services may respond accordingly.
- Staging is assembled and dissembled by Housekeeping Services. No one other than Housekeeping employees is permitted to operate the staging.
- Partitions are motorized and may not be moved by anyone other than Ramapo College Housekeepers. Personal injury or damage to the partitions could result from someone attempting to move them who has not been trained in those procedures.
- Fire exit doors located in rooms 1 and 3 must not be propped open for any reason. These are emergency exits and are not to be used for access. The only authorized access is via the main entrance doors or side door immediately off the main dining room lobby.

- **Extreme care must be taken for anything transported through the room doors, so that the woodwork is not damaged.**
- **No candles are permitted anywhere within the confines of the Trustee's Pavilion. Barbecues may only be used in full accordance with the College's policy on barbecue use. No propane powered grills are permitted, inside or outside the Pavilion.**
- **Exit signs must remain on at all times. The NJ Fire Code prohibits our turning off any such life/safety device. Emergency exits may not be blocked under any circumstances. Free and easy access to those exits must be maintained at all times.**
- **Maximum occupancies: Entire room: 147 - individual room: 49**
- **Smoking is prohibited anywhere inside the Pavilion and within 25 feet of its entrance.**
- **Automatic doors may not be propped open. If automatic doors need to be left in the wide open mode in order to facilitated an event - please contact the Security Office for those services. In most cases, this is only necessary when mobbing items in or out of the Pavilion.**
- **No tape or staples or any other means of attaching handbills is permitted on the lobby walls. Housekeeping has two message boards which can be used for general information purposes. Please contact Gene Ritchie in advance of your event. A full listing of Pavilion furnishings is also by contacting him.**
- **No furnishings are to be taken outside the Pavilion.**
- **An ABC fire extinguisher must be in the room and readily available in the event food is being heated on chaffing dishes with "Sterno".**
- **Access to storage is restricted to authorized personnel (ie., "Housekeeping") and access is absolutely denied to others. Unauthorized access to storage for the purpose of obtaining additional tables, chairs, etc., will not be permitted should anyone contact the Security Office to unlock those doors.**
- **Anyone needing "AV" or "media type" equipment (overhead projectors, public address systems, PowerPoint, music, etc.) must make those arrangements with Media Center, in accordance to their policy and procedures. Access to that equipment is prohibited to anyone other than members of the Media Center staff. Please contact Media Center for any and all such needs.**
- **Room(s) will be inspected at the end of each event and if problems are found, group sponsoring the event(s) will be back-charged accordingly for any damages or extra-effort clean ups. Groups found to be repeated offenders will lose future privileges to use the Pavilion.**
- **NO extension cords are permitted, and all users must comply with the Facilities "electric use policy."**
- **If group's sponsor wishes to use any special effect theatrical-type equipment (strobe lights, smoke or fog making machines, etc) -- these need must be presented at planning meeting (cited above) and the final decision for permission to use any of that equipment will rest solely upon consultation with the Director of Health and Safety, the Director of Facilities or his designee and selected senior administrators.**
- **The baby grand piano (on loan to the College) is only to be used when scheduled through Events and Conferences. No food or beverages are to be placed directly on the ebony finish or on the cover. Cover is to remain in place whenever piano is not being used. Piano is not to be moved without the knowledge and permission of Events and Conferences.**
- **Facilities reserves the right to modify these policies at any time.**