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Policies

Student Centers and Activities Policies

Student Centers and Activities is responsible for managing six Student Centers at Rutgers University—New Brunswick.

The Centers are the Busch Student Center (BSC), College Ave Student Center (CASC), Cook Student Center (CSC), Douglass Student Center (DSC), Livingston Student Center (LSC), and the Student Activities Center (SAC). The Student Centers are intended for the use of students, faculty, staff, guests of the university, and participants in authorized on-campus activities.

The following policies are intended to facilitate the fair allocation and efficient use of its facilities. It is our goal to provide uniform and consistent administration of facility usage.

[Abandoned Property](#)

[Academic Space](#)

[Advertising Events](#)

[Alcohol](#)

[Animals](#)

[Annual Events](#)

Banner Policy

Bicycles/Rollerblades/Scooters/Skateboards

Business Services

Cancellations/No Shows

Cleaning and Trash Removal

Damage, Theft and Vandalism

Decorations

Display Cases

Donation/Collection Boxes

Equipment

Facility Use Policy

Food

Fronting

Gambling and Games of Chance

Guests

Hazardous Materials and Equipment

Hours of Operation

Insurance

Intoxication

Invoicing/Billing

Large Events

The Rutgers University—New Brunswick Division of Student Affairs defines large events as programs with many complex variables regarding event type, attendance size, and facility limitations and use.

Factors considered in implementing Large Event policies include:

- Type of Event (concert, dance, fashion show, talent show, party, etc.);
- Day and time of event, as well as university calendar (e.g. Alumni weekend, home football games, Halloween, and other major holidays, etc.);
- Location and event setup;
- History of sponsoring group and performers or act;
- Number of attendees;
- Attendance open or closed to non-university community.

Depending on the scope of the event, the following policies may apply:

Cash Handling Policy:

- Cash collections at the door exceeding \$250 require at least one police or security officer. All cash collected must be deposited with the Student Centers, whereupon the student organization will be either issued a check or the amount will be deposited into the student organization's account.

Guest Policy:

- Rutgers University students, faculty, and staff are limited to one guest and are responsible for their behavior and actions. This responsibility extends to the areas immediately surrounding the event location, both during and after the event. All hosts must register their guests in advance. Guests and hosts must arrive at the event together, present valid ID for admittance, and depart the event together. All guest names are recorded along with the names of Rutgers University hosts.

Metal Detector Policy:

- Metal detectors will be used for large events as deemed appropriate by the scope of the event criteria as assessed by Student Centers' staff and Rutgers University Police Department.

Security Policy:

- The Student Centers, in consultation with Rutgers University Police Department, determine security for large events. Depending on event scope, determined by the event factors listed above, security may include one police or security officer for cash collections, one police or security

officer per 100 attendees, and additional security for metal detectors. Student Center staff may also be required. The sponsoring organization/department or client is responsible for the cost of police and other staff required for security. Student organizations are required to provide event monitors as specified by the facility. Wristbands or another tracking system may be required.

Ticket Sale Policy:

- Student organizations are encouraged to have advanced ticket sales through SABO (/campus-involvement/student-organizations/student-organization-officers/student-organization#ticket-sales) (Student Activities Business Office) or contact tables available at all Student Centers. Depending on the scope of the event, ticket sales may not be permitted.

Outside Events for Student Organizations:

- Large, outside events need prior permission from your Advisor and other appropriate entities before any planning of the event is to take place. Large, outside events are approved on a case-by-case basis.

Lost and Found

Movies and Television

Newspaper Distribution

Occupancy

Parking/Loading Dock

Posting Policy

Privacy Act/Confidentiality

Public Forum

Reservations

Right to Assign, Reassign, or Terminate

Safety/Security

Smoking

Solicitation

Storage/Shipping

Student Organization, Department, or Client

Tabling

Transferring Reservations

Weapons

Weather

Rutgers University Student Centers and Activities' Facility Policies Glossary

Student Centers and Activities


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