

Clayton R. Brower Student Center General Guidelines

The Clayton R. Brower Student Center is a public facility available for use by the entire TCNJ community, guests to the campus, outside conference groups, camp participants, and the general public. Use of the building is a privilege, not a right. TCNJ Students, Staff, and Faculty are held responsible for the actions of themselves and their guests. All visitors to the building must adhere to the following policies, regulations, and building procedures as well as policies enforced by The College of New Jersey.

A. Building Hours

During the academic year, the building is open:

Sunday –Saturday 7:00am – 2:00am

During Spring, Summer, Fall & Winter Break periods, the building is open:**

Monday - Friday 8:00 am - 5:00 pm
Saturday and Sunday Closed

** During the General Summer Class Session, the hours of operation are extended on Monday through Thursday until 8:00pm.

B. Building Policies

1. Brower Student Center staff and management reserve the right to:
 - a. Enforce all policies pertaining to Brower Student Center and The College of New Jersey.
 - b. Request a valid form of identification from any visitor or student.
 - c. Ask any visitor or student to vacate the premises for disruptive or inciting behavior.
 - d. Deny usage of any area in the Student Center to any of the building's guests.
2. Vehicles (i.e. bicycles, golf carts, skateboards, and roller skates/blades) are not permitted in the Student Center unless approved in advance by the Manager of Brower Student Center and Quality Assurance (see: Exhibition Policies).
3. Animals, with the exception of guide dogs and those approved by the Manager of Brower Student Center and Quality Assurance, are not permitted in the Student Center.
4. No one may use conference rooms or vendor tables in the main lounge without having prior approval from Conference and Meeting Services and/or the Manager of Brower Student Center and Quality Assurance (See: Event Policies).
5. In accordance with TCNJ policies prohibiting solicitation, there is to be no solicitation inside or outside of the Brower Student Center. All public demonstrations must be approved by Conference and Meeting Services.
6. Playing of individual music (i.e. radios, instruments, etc.) in lounge or public areas is prohibited unless approved by Conference and Meeting Services and/or the Manager of Brower Student Center and Quality Assurance (See: Event Policies).

7. Disruptive and/or illegal behavior and actions will not be tolerated. This includes:
 - a. Abusive language, loud behavior, fighting, or intoxication.
 - b. Vandalism, theft, or destruction of property.
 - c. Throwing items.
 - d. Possession of illegal and/or controlled substances.
 - e. Gambling.

8. All visitors to the Brower Student Center are expected to leave the Student Center in the same condition that it was found:
 - a. Trashcans and recycling bins are located throughout the building.
 - b. No changes are to be made to the arrangement of furniture and/or equipment unless approved by or made by Brower Student Center staff. If rearrangement furniture/equipment is approved by or made by Brower Student Center staff, it must be reset to original setting at conclusion of use.
 - c. Purposefully leaving packages, messages, gifts, etc. without approval from BSC Staff and Management is prohibited. Items left behind will be logged into Lost and Found or discarded.
 - d. Visitors may be assessed a charge or may be banned from the building indefinitely for damages or violation of policy.

9. In accordance with New Jersey State Laws, there is no smoking permitted anywhere in the Brower Student Center.

10. There will be no burning of candles in the building without prior written permission from the Office of Occupational Safety and Environmental Services and Conference and Meeting Services (see: Event Policies).

11. All group activities must be held in a scheduled conference room (see: Event Policies) unless approved by Conference and Meeting Services and/or the Manager of Brower Student Center and Quality Assurance.

12. The Brower Student Center is a public facility. Under no circumstance should any group, guest, visitor, client, etc. deny usage of any public area (i.e. Main Lounge) to any other individual.

C. Building Alcohol Policy

In addition to restrictions limiting the serving of alcoholic beverages on Campus (see TCNJ Alcohol Policy), the following limitations apply to the Student Center:

1. No alcoholic beverages may be served without a TCNJ alcohol permit.
2. No communal sources of alcohol (i.e. kegs, party balls, etc.) are permitted.
3. No alcoholic beverages are permitted in hallways, stairwells, offices, or other public areas.
4. Catering or Dining Services personnel must serve all alcoholic beverages.

5. There is no alcohol allowed outside of the Rathskeller, except where an alcohol permit has been obtained. Alcohol will only be permitted in a previously scheduled and approved enclosed location.

D. Event Policies

In addition to all policies concerning the Brower Student Center and The College of New Jersey, the following policies specific to organized events in the Student Center (i.e. individuals convened in a space while conducting an organized activity) must be followed:

1. The Brower Student Center offers several different locations that may be scheduled for an organized event. All areas **must** be scheduled or approved in advance by Conference and Meeting Services and/or the Manager of Brower Student Center. These areas include:
 - a. Conference rooms.
 - b. Lounges.
 - c. The Food Court.
 - d. The Rathskeller.
 - e. Vendor table space
 - f. Patio and perimeter areas of the building.
2. Events must conclude by 12:00 a.m. Sunday through Saturday unless otherwise arranged. Events will not be permitted to extend beyond their scheduled time slots without prior arrangements.
3. Every group or organization will be required to pay fees for the services of Student Center staff and management for any event scheduled prior to or beyond scheduled building hours or as deemed necessary by the Manager of Brower Student Center and Quality Assurance.
4. Food at events should be purchased from and served by the Catering Service at The College of New Jersey. Orders must be placed in the Conference and Meeting Services Office **at least two weeks** in advance. Food can be purchased from an outside food vendor only with approval from Conference and Meeting Services.
5. Frequent wear and tear caused by events similar to dances and parties would cause excessive deterioration of Student Center facilities. It is for this reason that restrictions are placed on the types of events that may be scheduled in the Student Center. Please refer to the “Social Space Guidelines” or contact Conference and Meeting Services for further information regarding large events.
6. Student Center Management reserves the right to deny usage to a group or event if it is in conflict with college policy or regulations, or if it is operationally and/or programmatically impossible to accommodate the group or event.
7. Decorations and other exhibits, etc. for events must be approved prior to the event by the Manager of Brower Student Center and Quality Assurance (See: Exhibition Policy).
8. Any group scheduling space in the Student Center is expected to leave the facility in the same condition as it was found:
 - a. No changes are to be made to the arrangement of furniture and/or equipment unless approved by or made by Brower Student Center staff. If rearrangement

- furniture/equipment is approved by or made by Brower Student Center staff, it must be reset to original setting at conclusion of use.
- b. Groups may be assessed a charge, may be banned from the building indefinitely, or may lose scheduling privileges for damages, excessive mess, or violation of policy.
 - c. Trashcans and/or cleaning materials can be provided by Brower Student Center in advance, during, or after the party. Please contact Conference and Meeting Services or Student Center staff.
9. Organizations utilizing the Student Center are responsible for monitoring their own events and ensuring that all aspects of the event are in complete accordance with federal, state, and local statutes, as well as college policies and regulations. This includes:
 - a. Fire safety and room capacity regulations (NOTE: Maximum Capacity numbers are posted in each conference room).
 - b. Ensuring that all policies and regulations of the Student Center and the college are being met.
 - c. Monitoring the security of the event. (NOTE: In some case, assistance from Campus Police and/or Campus Security may be required. Conference and Meeting Services and/or the Manager of Brower Student Center and Quality Assurance will determine if this presence is required prior to the event.)
 10. Excessively loud events or activities in public areas must receive prior approval from the Conference and Meeting Services and the Manager of Brower Student Center and Quality Assurance.
 11. If a scheduled event must be cancelled, the client MUST contact Conference and Meeting Services at 609-771-2264 with at least a 2 hour notice (NOTE: if after business hours, please contact Brower Student Center at 609-771-2903). If appropriate notice is not given, the client may be assessed a cancellation fee and/or may lose scheduling privileges indefinitely.

E. Exhibition Guidelines

To maintain the overall professional, comfortable, and welcoming atmosphere of the Brower Student Center, the following exhibition regulations are in effect:

1. All fliers, postings, signs, posters, advertisements, etc. must be approved by the Office of Campus Life. Please note that ALL approved postings must be placed on appropriate bulletin boards. Any postings found on doors, walls, windows, bathroom stalls, etc. will be removed and discarded.
2. All decorations for scheduled events, activities, dinners, ceremonies, etc. must be approved in advance by the Manager of Brower Student Center and Quality Assurance. Violators may lose scheduling privileges indefinitely for any violation. Please note the following limitations:
 - a. Confetti, glitter, snow spray, or any loose decoration is prohibited.
 - b. Items can only be taped to brick walls (NOTE: Tape may not be used on any other surface).
 - c. Bubble, fog, or snow machines are prohibited.
 - d. Items suspended from the ceiling must not weigh more than two (2) pounds and must be suspended with fishing/piano wire.
 - e. All light decorations must be "UL Approved."
 - f. Dried or decorative plants are prohibited.

3. Banners hung from the 2nd Floor Balcony must be approved by the Office of Campus Life. All banners must be hung with string, rope, ribbon, etc. Under no condition is tape or any other adhesive permitted. Banners found hung inappropriately will be removed immediately.
4. Student Organization and National Flags must be submitted to the Office of Campus Life for approval. Once approval has been received, the Manager of Brower Student Center and Quality Assurance will make arrangements to have the flag or banner hung. All banners/flags are hung during TCNJ "Break Periods" (i.e. Summer, Spring, Winter, etc.).
5. Under no circumstance should public areas be decorated for any occasion. If any area is found decorated, the decorations will be removed immediately and discarded.
6. Items for display (i.e. science projects, art, etc.) or drop boxes for donations must be approved by the Manager of Brower Student Center and Quality Assurance.
7. Brower Student Center will not be held liable for damages or theft incurred to any approved or unapproved decoration, poster, or exhibit, nor will it be held liable for the storage of said items.

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