

**THE COLLEGE OF NEW JERSEY
STUDENT ORGANIZATION GUIDELINES
FOR SCHEDULING THE STUDENT CENTER LOBBY**

1. The back area of the Student Center lobby (the “L”) is available for student organizations to reserve for programs free of charge.

2.
 - a. Student organizations must request use of the “L” area at least three weeks in advance by making an appointment with the Program Assistant in Conference and Meeting Services.

 - b. At this time, if the space is available, a hold will be placed on it for one week. The hold will only become a **confirmed reservation** upon receipt of a written memo detailing the particulars of the program. Please note, if a memo is not submitted within one week of making the request, the organization will lose the hold on the space.

3. Student organizations can reserve the entire Student Center Lobby (this includes the “L” area and the front vendor area) for large programs at no charge. The entire lobby may only be reserved for one event per month and reservations will be taken in writing only, on a first come first serve basis, the semester before the program. Please include with your request a detailed description of your program. Student organizations may only reserve the entire lobby once per academic year unless the Program Assistant gives approval.

4. In the event, the Student Organization wishes to sponsor “outside vendors” as part of their program:
 - a. Conference and Meeting Services will need the student organization to complete a form detailing:
 1. Name, address and phone number of vendor
 2. Type of merchandise being sold
 3. A copy of a payment contract/agreement signed by the vendor stating that the organization will receive either a flat fee or a percentage of the daily profits in exchange for the use of their table space.
 4. A tax ID number if applicable

 - b. Conference and Meeting Services reserves the right to decline any vendor that is selling items similar to those of an outside vendor already scheduled on that particular date.

 - c. The Student Organization and all sponsored vendors must abide by the guidelines outlined in “The College of New Jersey Student Organization Scheduling Guidelines for Table Space in the Student Center”.

5. **Signing your contract will signify your agreement to adhere to these guidelines. Failure to do so may result in revocation of your organizations scheduling privileges at The College of New Jersey.**

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