

**CONFERENCE AND MEETING SERVICES (CMS)
RATHSKELLER GUIDELINES**

“So you’re having an event in the RAT!”

The guidelines and rules outlined below have been designed to assist you in the planning of your event so you can be certain to have a successful and enjoyable experience.

What To Do - “Check List At A Glance”

- NOTE: These guidelines have been revised as of November 13, 2002.

Please read them carefully.

SETTING UP YOUR EVENT:

3 WEEKS (at least) prior to your event:

Fill out a Rathskeller Request form, obtain all required signatures, and return the form to your Conference Coordinator who will set up your contract.

2 WEEKS (at least) prior to your event:

- Return the signed contract to the CMS office.

1 WEEK (at least) prior to your event:

- Submit payment (check or money order) as determined for your event (for police officers, staffing, etc.)

NIGHT OF THE EVENT:

- Meet with the Rathskeller staff and Campus police at **15 minutes before the event starts** for a pre-party meeting.

- Accompany the Rathskeller Manager on the pre and post party inspections.

- Assist Rathskeller Staff with signing in your guests, as needed.

- Assist the Rathskeller Staff in monitoring your guests and the party in general.

Be responsible, and HAVE FUN!

HOW and WHEN DO I SCHEDULE MY EVENT?

Requests to reserve dates must be made with the Conference Coordinator via email, phone or by appointment. Remember to identify all of the details for your event when you leave a message, including the following: Your name and phone number, the date of the event, the time of the event, any special needs for the event.

What TIME is the Rathskeller available?

The Rathskeller Hours of Operation are as follows:

Monday – Friday - 11AM to 10 PM

- On Mondays when there is “Monday Night Football” The RAT will stay open until the game is over, provided there are still patrons in the room.
- On Tuesdays when there is a band scheduled, The RAT will stay open until the band is finished, provided there are still patrons in the room.

Saturday & Sunday – 12 Noon to 5 PM

The Rathskeller may be scheduled for use during off-hours as well, at the discretion of the Rathskeller Manager. These Private Parties can be scheduled ONLY after business hours. These private parties may be either Wet or Dry – no mixed groups*. Additionally, for private parties, a College Alcohol Permit must be obtained. If the party is Wet, the RAT staff will check IDs before serving alcohol.

* An exception to this rule will be made for Homecoming Weekend, but this must be approved by the Dean of Student Life Office.

How many people can fit in the Rathskeller?

The Rathskeller Occupancy is 135 with tables and chairs in the room, 200 with NO tables or chairs in the room. To help monitor the number of people in the room, the sponsoring organization may be asked to use wristbands to be placed on party guests as they enter the room. In this case, no one without a wristband will be permitted entrance.

Can we ADVERTISE the event?

ALL OFF-CAMPUS ADVERTISING IS STRICTLY PROHIBITED! Rathskeller events are NOT to be advertised anywhere off-campus; including, but not limited to: 1) Posting flyers or leaflets, 2) Placing ads in local newspapers, 3) college newspapers (other than The Signal) 4) Web-Site announcements to off-campus people, or 5) on any radio stations (Other than WTSR). All on-campus advertising must comply with the College Posting Policy in the Student Handbook.

What is the ADMISSION Policy for

SPECIAL EVENTS/ ENTERTAINMENT?

Events may be scheduled between the hours of 4 PM to 8 PM, or at the discretion of the Rathskeller Manager. BEFORE 8:00 PM, THE RESTAURANT IS OPEN FOR NORMAL BUSINESS - (18 TO ENTER, 21 TO DRINK).

The restaurant will remain open to mixed aged crowds as long as there is no entertainment on the stage. If an event is scheduled after 8:00 PM and includes entertainment, the sponsoring group must determine if the program will be wet or dry. If dry, all patrons may remain in The RAT. If wet, patrons under 21 who are in the room prior to 8 PM will be asked to leave.

All Wet Night Events scheduled after 8:00 PM, MUST abide by the following:

- ALL PATRONS MUST BE 21 YEARS OR OLDER.
- TWO FORMS OF PROPER IDENTIFICATION ARE REQUIRED-
All TCNJ students must present their TCNJ ID and a valid driver's license or photo ID with social security number.
All non-TCNJ students must present a valid driver's license and photo ID with social security number.
- TCNJ STUDENTS must sign in their guests. The policy is ONE GUEST PER STUDENT PER NIGHT. A maximum of 25 GUESTS per event will be admitted at the discretion of the Rathskeller Manager.
- PATRONS may be given WRIST BANDS to ID them as part of the event.

NOTE: DRY-NIGHT EVENTS may be requested, and will be scheduled at the discretion of the Rathskeller Manager. However NO DRY EVENTS will be scheduled ON A FRIDAY NIGHT.

Anyone not cooperating with the admission procedures will not be permitted to enter the event, and will be asked to leave the premises.

What are my ORGANIZATION'S RESPONSIBILITIES at the party?

A representative from your organization must meet with The Rathskeller staff 15 minutes before the event to review expectations and rules.

This representative will accompany The Rathskeller Manager on the pre and post party damage inspections and sign his/her name to the form.

Your group is responsible for the surface cleaning of the facility. All decorations must be removed at the end of the event and placed in trash receptacles. REMEMBER: Tape is not permitted in the Student Center.

Members of your organization(s) are responsible for monitoring their own actions as well as those of their guests, to ensure that the rules of the Rathskeller are not violated. As needed and/or requested, you will assist the Rathskeller Staff at the entrance, and in controlling the party in general.

REMEMBER: Failure to comply with Rathskeller rules, Student Center Policies, or directives of either Rathskeller Staff, Professional Staff, or Campus Police may lead to 1) termination of the event, 2) forfeiture of all college scheduling privileges and 3) other appropriate disciplinary action, including restitution.

What is the CONTRACT and PAYMENT POLICY?

YOU MUST HAVE A CONTRACT FOR YOUR EVENT!

Your contract and necessary payments must be handed in no later than 1 WEEK prior to the event.

All checks should be made out to “The College of New Jersey”. (If your organization is SFB funded, you must inform the Conference Coordinator about which line to be charged, and you should submit a completed SFB Voucher to SFB).

**FAILURE TO PAY BY THE DESIGNATED DATE WILL RESULT IN
CANCELLATION OF YOUR EVENT!!**

What are the CHARGES for an event in the RATHSKELLER?

Staffing Charges:

Staffing fees are determined based on the time of your event. For any event going past normal business hours, or one which requires additional staffing, the fee is \$13.65 per hour per staff member needed to run the event.*

*At the time when the original room request is made, the Rathskeller Manager will determine if the RAT will have a Full Menu, Bar Menu, or Beverage Menu being served during the event. The number of staff needed for the event will be based on the type of service being requested for the program.

Furniture Removal:

Furniture will be removed by the Dining Services Staff at no charge to the group. Group must make arrangements with the Rathskeller Manager regarding any furniture removal at the time that the room reservation request form is completed.

Extending the Alcohol License to the SC Patio:

In order to extend your event to the Student Center patio, an Alcohol License Extension must be obtained. The cost for this license extension is \$75.00, and the request **MUST** be submitted *no less than 1 month* prior to the event. **LATE REQUESTS WILL NOT BE PROCESSED.**

Damages and Excessive Cleaning:

As deemed necessary by either the Student Center Manager or the Rathskeller manager, an excessive cleaning charge or damage charge will be assessed to the sponsoring organization. Failure to pay for damages or excessive cleaning will result in the organization's loss of scheduling privileges.

Student Center extended hours staffing:

A fee of **\$16.50** per hour will be assessed for every event that runs later than 1 AM.

Rathskeller Sound Technician:

In order to use the sound and lighting equipment in the RAT, the organization must hire an approved technician. A Rathskeller Sound Technician Contract must be completed.

College/Student Finance Board pay rates are in effect when hiring a student sound technician: DJ = \$25, vocalist/band = \$50, 2 vocalists/bands = \$75, etc.

The Sound technician shall be paid by check only, not cash, immediately following the event.

Please see Sound Technician contract for details.

Campus Police:

If Campus Police are needed for your event, a student rate of \$40.00 per officer per hour will be assessed.

Room Fees:

Outside Organizations will be charged a room rental fee similar to the fee for BSC 210.

What's the scoop on CAMPUS POLICE for my event?

For the safety of everyone involved, police officers may be required at Rathskeller event at the discretion of the Conference Coordinator and the Rathskeller Manager, and in conjunction with the Director of Campus Life.

At events where Campus Police are present, an officer shall be stationed at the main entrance throughout the evening and shall insure that the stated admission policy is enforced. The Officer(s) will also assist in disbursing the crowd at the conclusion of the event, if necessary.

Is there anything else I should know?

ALL STUDENT CENTER POLICIES APPLY TO YOUR EVENT.

Nothing may be hung from the curtains, rods, ceiling, etc., nor may anything be nailed or screwed into the walls, ceiling or pillars.

Tables may be used for your event, however if damage occurs to tables as a result of their use, your organization will be charged for the damages.

Groups are responsible for determining the electrical requirements that the hired band or DJ may need. To ensure the proper amount of outlets and AMPS are available for your event, you must discuss your electricity needs with the Conference Coordinator at the time of scheduling.

The Rathskeller is a SMOKE FREE environment. All smokers must go to designated smoking areas outside the building.

NOTE: As needed, this guideline will be amended as changes occur at TCNJ.

ADDITIONAL INFORMATION FOR CMS AND DINING SERVICES REGARDING RAT POLICIES/HISTORY

CAMPUS POLICE:

For certain events, the following police requirement policy will be followed:

1. CUB will request two officers for the first Friday of each semester, and on the first Friday after Spring Break. Payment for the police on these dates will be split between Dining Services and CUB.
2. The Rathskeller Manager will have the discretion to request police presence at events he feels might require police. In this case, Dining Services will make the request for police for these dates, and will pay for the police requested.
3. CUB will request police for any band that they feel will draw a big crowd to the RAT. In this case, CUB will pay for the police.

Please note:

- a. **All requests for police must be submitted to CMS at least two weeks before the event is to take place.**
- b. The cost for police for these events will be billed at \$40.00 per hour.
- c. Two officers are required for each shift.
- d. The officers will NOT enter the Rathskeller unless they are called in by the manager. (It is illegal for the officers to work inside of the RAT unless they are called in to maintain order or to remove someone from the premises.)