

Campus Life

Activities and Events

Procedures for the Use of the Brooklyn College Quad(s) and other Campus Spaces Division of Student Affairs Brooklyn College

The Quad is Brooklyn College's most characteristic and widely-recognized feature. It is the place where members of the College community gather to talk, interact, and enjoy each other's company – and where the College traditionally holds its annual commencement.

In keeping with the College's educational mission and the goals of the Division of Student Affairs, the use of the Quad on either side of Bedford Avenue is generally reserved for college-wide student events that promote inter-group interaction and good campus relations*. Requests for multi-sponsored college-wide events will have priority over those for singly-sponsored events. Such requests should be forwarded to the Assistant Dean for Student Development in 302 Student Center. Activities on the Quad will generally be restricted to the paved sidewalk areas. They should not be scheduled on the lawn or near the plantings so as to protect those areas from harm. No equipment may be brought on the Quad without prior approval.

For safety reasons, various recreational and leisure time activities [e.g. bicycle riding, skateboarding, rollerblading, Frisbee, ball playing, etc] are not permitted on the Quad. Campus and Community Safety Officers will make a determination as to the advisability of other sports activities not listed. Nor will food be permitted except under special circumstances as authorized by the College. Photography on the College grounds is allowed only for non-commercial purposes unless the College has granted a waiver.

Requests for placing **banners** around the campus should be submitted to the Assistant Dean for Student Development in 302 SC. Banners will generally be placed on the balcony of Ingersoll for special campus wide student events (e.g., athletic events) and/or announcements (e.g., Volunteer!)

Tabling requests should be submitted to the Student Center, 1st Fl (student organizations will make their requests through their Student Development Liaisons). Tabling requests will be granted for events directly related to the mission and goals of Brooklyn College as an educational institution. Tabling permissions, once granted, must be presented to College personnel if requested.

Requests for professional **filming** on campus may include the quad and other campus spaces. Such requests will be reviewed by a designee of the Vice President for Finance and Administration who will consult with Student Affairs and other appropriate offices on the campus. Requests from enrolled students for filming for class projects are made through the academic department and are subject to review by Office of the Dean of Student Affairs and campus security.

Other campus spaces at B.C./Club Activities/Events

Rooms in the Student Center, specially designated rooms in the BC Library, and some classrooms may be made available for special programs. Student clubs and organizations should contact their Student Development Liaisons (302 SC) and club advisors for more information regarding planning for such events. Faculty and staff should contact the Student Center (1st floor) and/or Library directly.

The Boylan Cafeteria, college gyms, Library Café Terrace, Lily Pond Gardens, the West End Building (WEB) Student Office Complex, and the new West Quad Building are not normally scheduled for campus programs

and student club/organization events. However, special requests regarding the use of these areas may be communicated to the Dean of Student Affairs for consideration.

Requests for all spaces will be reviewed on a case-by-case basis. The initial request must be made in writing at least four weeks in advance to the Assistant Dean for Student Development at vgreen@brooklyn.cuny.edu and copied to the Dean of Student Affairs at studentaffairs@brooklyn.cuny.edu.

Club/Organization Meeting Spaces

While various buildings house student club offices, the college prioritizes space for academic programs. Club and organization space is extremely limited. Questions may be referred to the Assistant Dean for Student Development in 302 SC.

*The West Quad, once completed, is subject to the same policies and procedures. Other large assembly areas on the campus that departments or student organizations wish to use for events are subject to the same policies and procedures as well.

**Prepared by Division of Student Affairs
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