

**Brooklyn College Student Services Corporation
Student Center & Conference Center
Policies and Procedures
July 1, 2009**

Founded in 1962, the Brooklyn College Student Center is a hub of student life on campus. Under the collaborative leadership of staff and students, the Center serves as the preferred venue for special events and meetings that are consonant with the College's mission. Space at the Center gives students opportunity to demonstrate commitment to service, international and community programming, leadership development, model citizenship, community partnering, and professionalism.

The Student Center is an important resource for our college community. Given an ever-growing demand for space, policies have been adopted over the years to govern space utilization and operations. The policies below were developed by Student Center staff in consultation with the Student Center Advisory Board and approved for implementation on May 18, 2009 by the Brooklyn College Student Services Corporation Board, the Student Center's governing body comprised of college administration and students:

1. *Space Usage*¹ - The Student Center reserves the right to assign rooms for events based on time, place, and manner of the event. Space utilization must be consonant with the Corporation's mission and goals and in harmony with the College's mission and goals.

2. *Responsibilities*² - Any items damaged or destroyed during the period an organization has scheduled/utilized a room shall be billed to the individual/organization at cost.
 - Damage or defacing of walls, doors, or paintings is prohibited and subject to disciplinary action.
 - Table skirts (skirts located along the sides of the tables) shall not be torn, marked, damaged or taken off the tables.
 - No items in any of the rooms shall be removed without authorization. Items removed with authorization must be returned to the Student Center. No audiovisual equipment or furniture shall be removed from the room at any time.
 - Lighted candles are prohibited, whether inside the rooms or outside.
 - Posters, signs, or any paraphernalia may not be hung or taped on the walls inside or outside of rooms. (For assistance, contact the Student Center Administration, 718-951-5528 and/or your club liaison)

3. *Openings and Closings*³ - The Student Center is generally not available in January (Intersession) for booking student club events.

4. *Day of Event Room Set-Up⁴ (administrative, off-campus, and club use)*- The set-up staff must follow the information listed on the reservation. On the day of the event, no additions or changes in the set-up shall be made to any room(s) unless authorized by the Student Center Director or designee/liasion.
5. *Tablecloth Requests⁵*- Requests for tablecloths for events at the Student Center must be placed with the Center two weeks (14 business days) in advance.
6. *Flyers/Advertisement for events within the Student Center⁶*- Events may be open to all Brooklyn College students and to the campus community. Flyers/ads/postings that say “free and open to the public” are prohibited unless authorization has been given by the Student Center and the Department of Public Safety.
7. *Recurring Events⁷*- Due to limited space at the Student Center and limitations on other campus venues, requests for recurring bookings at the Center will be made and/or reviewed on a weekly basis and are subject to availability and the needs of the Center.
8. *Consecutive Room Usage by Student Clubs⁸*- Requests for utilization of rooms for more than one day must be submitted to the Student Center liaison in the form of a detailed written proposal from the club officer(s) one month in advance of the proposed use. The Student Center liaison shall submit all requests to the Student Center Director for approval.
9. *Student Club Room Set-Up⁹*- All student club and organization events/meetings will be set up in classroom style unless prior arrangements have been made with the student club/organization liaison.
10. *Event cancellations via student club or administrative department¹⁰*- A twenty-five dollar fee (\$25.00) will be assessed to any department or student club that cancels an event on the day it is scheduled.
11. *Student club collaboration* with departments, administrative offices and off-campus groups¹¹*- Student clubs are permitted to collaborate with department and administrative offices when facilitating and/or delivering events. In order to finalize the reservation the following steps must be followed:
 - a) A student club (registered with CD and with student officers currently enrolled) must submit a letter from the department/administrative office via e-mail setting out the nature of the collaboration together with a brief description of the event (title, purpose, dates), a contact name, and the e-mail address and phone number of the department/administrative representative.

b) A student club representative on the eboard must be designated to serve as the contact for any event including co-sponsored events with administration, faculty, or other organization. Any changes and revisions must come through this representative. A special back-up may be designated in the event of an emergency.

c) All room/event details must be finalized within 72 hours/3 business days prior to the event. The Student Center administrator, in consultation with club liaison, has the authority to cancel any event that is missing pertinent event information, including but not limited to table set-up, audio-visual set-up, and schematics. Any such cancellations will be made in writing.

d) In addition to the original “contact” student, a liaison or staff/faculty adviser must be present at the event. In case a liaison/adviser is not available, a designated member of the organization in question may be appointed. Such a substitution must be communicated in writing to: the organization, the affected parties, the Student Center, and the club liaison.

e) Any co-sponsorship must be listed in the reservation (list the event title with the corresponding information naming co-sponsoring parties, guest speakers, room set-up information, etc.) Copies of this information must be available in the Student Center.

***student collaboration of events with other clubs must adhere to all steps with the exception of step (a), i.e. written letter.**

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POLICY RATIONALE

¹ Considering the growing demand for space in the Student Center, these policies will help to track space use. The procedures that flow from these policies allow us to provide better service to students and the community at large. The goal is to aid scheduling administrators by providing adequate and appropriate space to as many of the duly registered clubs and organizations as possible and to accommodate groups in formation.

² The goal is to preserve an important college resource and sustain its quality for future generations of students. Significant monies have been invested to create a Conference Center and improve meeting spaces for the Brooklyn College community and greater community. In order to maintain the integrity of the space and the art in the space, it is essential that all occupants treat the space respectfully.

³ During the month of January, housekeeping and operations staff are reduced as a cost-saving measure because the need is correspondingly reduced. In accordance with college policy, student activity fees traditionally are not collected during January (Intersession) and the Student Center therefore does not have necessary income to sustain events during that period.

⁴ Student Center set-up staff report to work between 6:00 a.m. and 7:30 a.m. to prepare the rooms needed during the day. The number of student aides reporting to work depends on the daily/weekly workload. A deviation from the agreed set-up on the day of the event requested by a student club leader, Brooklyn College faculty or Brooklyn College staff leads to increased inefficiency in the following areas:

- Decreases the time to set-up for other events occurring within building
- Creates additional workload
- Creates confusion by the involvement of staff from various areas

In several instances, room set-ups have been changed without the knowledge of the Student Center Director, liaison or designated coordinator of event. Requests from organizations for room set-up changes should be directed to the Student Center Club liaison, designated coordinator of event not to set-up staff directly.

⁵ Tablecloths are not stored in-house but must be ordered through a off-campus linen company. To ensure timely delivery, we require a two-week notice in advance of the event. There is a nominal fee for each table cloth.

⁶ The meeting spaces within the Student Center follow a maximum occupancy rule in accordance with the New York City Fire Department and Brooklyn College's Office of Public Safety. Once a room is filled to capacity, no other persons will be allowed to enter

the room. In accordance with Brooklyn College Public Safety policies non-CUNY guests/attendees at an event must show ID and sign in to gain access to the Student Center via the East Gate entrance.

If a group of non-CUNY guests/attendees are expected to attend an event, a guest list must be provided to the Brooklyn College Office of Public Safety and to the Student Center administration prior to the event. In the case of external non-CUNY guests/attendees, all security procedures mandated by Brooklyn College Public Safety policies must be followed.

⁷ The policy allows us to better serve students and the community at large, and increases opportunities for staff to interact with student clubs/organizations interested in scheduling recurring events and to engage additional students in campus activities.

⁸ The Student Center Director determines the time, place, and manner for all events within the Center. The Student Center is comprised of seven floors with a total of 20 rooms. The Center has the capability to accommodate food, audio-visual equipment, and multiple events. As such, the Student Center is the only viable meeting space for all registered clubs (of which, including Greek Letter organizations, there are over 100 who utilize the building). Revenue-generating events must be promoted and held in order to subsidize the Student Center budget. Off-campus organizations utilize the Student Center as well. In an effort to maximize space utilization for all groups, requests for space utilization longer than one day must be carefully reviewed in relation to other event requests and staffing.

⁹ Student Organizations requesting rooms for meetings and not a special event will get a standard set-up. The standard set-up (CS) is called a “classroom set,” which means six- or eight-foot tables with 3-4 chairs at each table. This set-up is comparable to that at other student centers where student clubs utilize rooms for meetings. Several hours of staff labor are often lost because Student Center club liaisons must track down students via phone or e-mail to confirm a basic set-up for a regular meeting. Student Center Operations/Set-up staff use both student aides and full-time staff to set up rooms. They typically set up one room three to four times a day.

¹⁰ The Student Center functions as a multi-purpose meeting space for the entire campus as well as for the local community. Reservations are therefore booked on a first-come first-serve basis and rooms are in use between three and four times a day by various groups. A cancellation on the day of the event undermines work efficiency that is wasteful of manpower, resources, staff time, etc. Rooms are set up with equipment that could have been used in another room by another group. Mobilization of equipment and room preparation consumes resources. It is a “direct cost” because use of equipment does not factor in customer costs but is based on delivery of services.

¹¹ Information received/noted about particular events, whether administrative, off campus, or student-related must be shared and communicated to all staff to ensure optimal efficiency.