

## **Campus Life Activities and Events**

### **Use of the Brooklyn College Quads and other Campus Spaces Division of Student Affairs Brooklyn College**

*The purpose of the Brooklyn College Quads and other Campus Spaces policy is to provide students and student clubs and organizations at Brooklyn College with the proper protocol to aid in planning and implementing programs and activities at the college. The CUNY Facilities Use Policy is included as a point of reference should individuals or groups not affiliated with the University express interest in utilizing space at Brooklyn College.*

#### **CUNY Facilities Use Policy\***

The principal function of the facilities of The City University of New York is to provide a setting to enable the University to carry out its primary mission of education and research. These facilities should not be put to any use that may conflict with or impede this mission. However, in recognition of its role as an urban public university, the University takes upon itself a special responsibility to permit responsible individuals and groups not affiliated with the University the use of its facilities, at such times as they are not in use for the University's primary education and research mission, within the parameters of this policy. In making available its space to non-affiliated users, the University in no way takes responsibility for the contents of any program or any controversy engendered by any program presented at its facilities by such users. The University has the right to deny use of college facilities, and use of college facilities may be subject to reasonable time, place and manner restrictions.

\*For more information regarding CUNY's Facilities Use Policy go to

[http://policy.cuny.edu/manual\\_of\\_general\\_policy/article\\_iv/policy\\_4.02/text/#Navigation\\_Location](http://policy.cuny.edu/manual_of_general_policy/article_iv/policy_4.02/text/#Navigation_Location).

#### **Brooklyn College Quads**

The East Quad is Brooklyn College's most characteristic and widely-recognized feature, and is used for quiet relaxation and limited events. 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. The West Quad opens up the campus inviting students, faculty and staff to spend some time outdoors on the grass and converse with their friends and colleagues. Light recreational activity is allowed on the West Quad.

In keeping with the College's educational mission and the goals of the Division of Student Affairs, the use of the East and West Quads is generally reserved for college-wide student events that promote interaction among the diverse College community and good campus relations. Requests for college-wide events will have priority over those for single-sponsored events. Activities on the East Quad will generally be restricted to the paved sidewalk areas. No equipment may be brought on either Quad without prior approval.

#### Quad Activities

For safety reasons, various recreational and leisure time activities [e.g. bicycle riding, skateboarding, rollerblading, etc.] are not permitted. The Campus and Community Safety Office will make a

determination as to the advisability of other sports activities not listed. Materials that may cause damage to College property such as paint or chalk are not permitted.

### How to Reserve Space

All student club/organization requests should be made through the club/organization's assigned Liaison (Division of Student Affairs staff member). The Liaison will be responsible for submitting the request to the Dean of Students at [studentaffairs@brooklyn.cuny.edu](mailto:studentaffairs@brooklyn.cuny.edu) and copied to the Director of the Student Center in a timely manner. All requests must be made in writing. All requests will be reviewed by the Dean of Students. Student Affairs staff will be present as appropriate at all approved events.

- **Events**  
Events are defined as pre-planned activities. All requests must be made in writing at least four (4) weeks in advance. An alternate rain date location can also be scheduled. Student clubs/organizations are permitted two Quad events per semester. Additional events may be approved with special permission based on availability. Requests for the Quads will require a meeting with designated College administrator(s) representing various offices to determine the feasibility of the request. A representative of the Division of Student Affairs will be present at approved events.
- **Banners**  
Student clubs/organizations are not allowed to place banners around the campus without prior approval. Special requests for placing banners around the campus will be reviewed by the Assistant Vice President of Communications and Marketing, the Assistant Vice President for Facilities, and the Dean of Students. Final approval will be granted by the President of the College. Approved banners will generally be placed on the balcony of Ingersoll Hall for special campus wide events (e.g., athletic events). No banners will be placed on the Brooklyn College Library of Boylan Hall. All banners should be consistent with College specifications and fabrication. College specifications and fabrication guidelines may be obtained by contacting the Office of Communications and Marketing located in 2110 Boylan Hall or calling 718.951.5882.
- **Demonstrations**  
Demonstrations are defined as a public gathering or march by a group or collection of groups of people in support of or in opposition to something. If there is a planned demonstration, a quad request should be submitted to the Dean of Students no less than five (5) business days in advance of the event. The College maintains the right to define a reasonable time, place and manner of such activities on campus. Approved on campus demonstrations must follow College guidelines as outlined in the Student Event Planning and Implementation (EPI) Handbook and in all relevant CUNY policies and procedures. Demonstrations occurring off campus are governed by the policies and procedures established by the New York Police Department. For information about off campus demonstrations, contact your local precinct's Community Affairs Officer(s).
- **Filming**

Requests from enrolled students for filming for class projects are made through the academic department and reviewed by the Office of the Vice President of Student Affairs and campus security.

- **Music/Amplification**  
Use of music or amplification must be requested and approved in advance according to the Student Event Planning and Implementation procedures and timelines. Events involving music and/or amplification are generally restricted to the West Quad. Decibel level will be monitored by assigned staff to ensure there is not disturbance to classes that may be in session.
- **News Media**  
Student requests for news media at events must be coordinated with the Assistant Vice President of Communications and Marketing as per the EPI.
- **Tabling**  
Tabling is provided for the purpose of advertising events, distributing information and for bake and other sales. Student clubs/organizations requesting table space should submit the request to the assigned liaison as per the EPI. Activities directly related to the mission and goals of Brooklyn College as an educational institution will be considered. Student clubs/organizations are limited to three (3) tabling requests per semester, but additional time slots may be considered based on availability. Up to three (3) tables may be provided per request. Tabling permission forms will be provided for approved requests, and must be prominently displayed. Tables may not be moved from their designated location.

### **Other Campus Spaces at Brooklyn College/Club Activities/Events**

Rooms in the Student Center, specially designated study rooms in the Brooklyn College Library, some classrooms and some athletic facilities may be made available for special programs. Student clubs and organizations should contact their club/organization Liaison for more information before making a request.

### Club/Organization Meeting Spaces

Student club offices may be housed in other areas of the college, but their locations are subject to the approval of the Division of Student Affairs. It is important to note that the College prioritizes space for academic programs. Designated club and organization space is extremely limited. Questions regarding meeting spaces for clubs and organizations should be directed to the Dean of Students at [studentaffairs@brooklyn.cuny.edu](mailto:studentaffairs@brooklyn.cuny.edu).

**Prepared by Division of Student Affairs**

**Approved by the Office of the President/Executive Committee: Spring 2009**

**Updated: September 8, 2015**