

# The Brooklyn College Student Center

## Reservation Request Manual

# **The Brooklyn College Student Center**

To Student Center Clientele:

Welcome to the Brooklyn College Student Center. We are pleased that you have chosen to utilize our facility and hope that your experience here is a pleasant one.

In our efforts to better serve you, we have developed this manual in order to share our policies and procedures with you. Reviewing and becoming familiar with this manual prior to requesting space in the Student Center will assist you and our staff in scheduling a space that meets your needs. If clarification on any of the information contained in this manual is needed, please contact the scheduling office at 718 951 5528 or via email at [bcstudentcenter@brooklyn.cuny.edu](mailto:bcstudentcenter@brooklyn.cuny.edu)

We appreciate your cooperation and look forward to working with you on the implementation of your program.

## OUR MISSION

The Brooklyn College Student Center, as the hub of student life, is committed to serving the college and surrounding community through the co-creation of opportunities that foster student development and empower students to demonstrate model citizenship.

## OUR HISTORY

Located on Campus Road between East 27th Street and Amersfort Place, the Brooklyn College Student Center stands on what used to be the old Ditmas Homestead. Preserved from the homestead is the copper beech tree, which spreads its branches located at the East Gate entrance (closest to Amersfort Place).

As plans for the Student Center building were under way, the Student Union Building Organization (affectionately known as SUBO), a college committee, was formed. The Student Center, established at the request of the student body during that time, was financed by student activity fees and formerly opened its doors in the fall 1962. More than 50 years later, the Student Center still stands as a hub of student life, supporting programs that connect students to one another and students to faculty and administration.

In addition, the Student Center serves as a community connection, providing conference space for external organizations and administrative events and programs. The center is a place to build community, learn about, and get involved with social responsibility projects, and discover leadership opportunities. It is the host site for a myriad of diverse student-centered activities and programs.

All members of the Brooklyn College community are welcome. Come and visit the Student Center. You may make a connection that will last a lifetime!

# Student Center Building Hours

## Normal Operating Hours for the Fall and Spring semester are:

Monday- Thursday	8:30 am- 10:30 pm
Friday	8:30 am- 4:30 pm
Saturday*	Closed
Sunday*	Closed

## Summer Operating Hours are:

Monday- Thursday	8:30 am- 8:00 pm
Friday	Closed
Saturday*	Closed
Sunday*	Closed

## Note:

- ❖ Weekend hours are available upon request (A staffing/overtime charge will be assessed).
- ❖ During the month of January (Intersession) operating hours mirror summer hours but are subject to change.

# Scheduling a Room

- ❖ All rooms must be reserved in advance through the scheduling office.
- ❖ External clients (non- Brooklyn College) must reserve space 4 weeks prior to the event date as a contract, certificate of liability, tax id, list of attendees expected etc. will be needed.
- ❖ All materials and/or equipment not belonging to the Student Center must be removed at the close of event.
- ❖ The Student Center is not responsible for any material, any equipment, including books or clothing left in the building overnight or during breaks.
- ❖ It is essential that all meetings start and end at the scheduled timeframe.
- ❖ Clients (administrative/external/clubs) will be held financially liable for the cost of replacement and/or repair for any Student Center equipment or property damaged during your event/meeting.
- ❖ Clients (administrative/clubs) groups will be held financially liable for “no-shows” or cancellations at a cost of \$50.00 or more. No-shows are scheduled events/meetings/tablings in which the client does not show and the room/space is not utilized. External clients will be held liable for at least 20% of the amount noted on the contract.

## MAKING RESERVATIONS

All clients (external and administrative) must complete an Event Request Form (link to form below)

<http://www.brooklyn.cuny.edu/web/about/offices/studentaffairs/administrative-services/studentcenter/services/reservations/form.php>

Reservations are made on a first come- first served basis.

All clients are asked to be specific with equipment and set-up needs at the time the reservation is made. Room selections are based on attendance, equipment needed and room set-up desired. Please let the Administrative Office/Scheduling Office know of any special

needs such as guest speakers, elected officials, dignitaries, and media etc. Additional safety measures may need to be undertaken; these safety measures may be an additional fee for the client.

The Administrative Office accepts requests Mondays through Fridays 9:00am - 4:30pm. The Administrative Office is located on the first floor of the Student Center.

External clients must complete an Event Request Form too but the reservation request must be no less than 4 (four) weeks prior to the event date. In addition, for external clients only, there is a contractual process which entails a certificate of liability, in addition to payment, a list of attendees expected, tax id and other related items.

**\*\*NOTE:** Guest lists are required no later than 2-3 days prior to the event date for **all** clients (administrative/external/clubs). Guest lists are those who are NOT members of Brooklyn College. Guests must present picture ID (government/state issued such as driver's license) and sign in at our East Gate entrance. The East Gate entrance is located on Campus Road, closest to Amersfort Place.

## **ROOM CHANGES**

The Administrative Office/Scheduling staff reserves the right to make substitutions in rooms or move group(s) to another area based on availability and needs of the Student Center.

## **ROOMS ON HOLD**

Due to a high demand for space, rooms will not remain on hold longer than five (5) business days for administrative/external clients. All reservation forms, and contract if needed, must be completed before the space is considered reserved. If no one contacts the scheduling Office after the 5<sup>th</sup> business day and *after* the initial conversation, the room (s) will be taken off hold for other groups to reserve.

# CATERING/FOOD POLICY

The respective caterer chosen for your event must submit a certificate of liability insurance adding the additional insureds and certificate holder that the Student Center and Brooklyn College requires. Further information in regards to catering and the certificate of liability can be garnered by contacting the Administrative/Scheduling Office at 718 951 5528 or via email at [bcstudentcenter@brooklyn.cuny.edu](mailto:bcstudentcenter@brooklyn.cuny.edu)

## ROOM SET-UPS

With each reservation request, set-up time must be considered. If a set-up other than the standard auditorium is needed, please inform the scheduling staff at the time the reservation is made. Set-up changes (attendance, equipment, etc.) must be finalized at least 24 hours prior to the scheduled event. Room set-ups changes submitted on the day of may be subject to a staff fee. Similarly, room changes on the day of may not be honored due to staffing, equipment and resources available.

**NOTE: Under no circumstances should furniture or equipment be moved or removed by anyone other than Student Center staff.**

If a room set-up is not specified, within a day prior to the Event, the scheduling staff (based on an assessment of the event information given prior), will provide a set-up for the event. The set-up cannot and will not be changed thereafter.

# EQUIPMENT

Audio-visual equipment, easels with or without pads, podiums, pianos and other equipment are available for events scheduled in the Student Center at a cost.

**Please review the fee schedule below:**

**[http://www.brooklyn.cuny.edu/web/off\\_dosa/170726\\_sc\\_fee\\_schedule.pdf](http://www.brooklyn.cuny.edu/web/off_dosa/170726_sc_fee_schedule.pdf)**

**NOTE:** We may not be able to honor ‘last minute’ requests due to staffing and other scheduled events.

- ❖ Clients (administrative/external/clubs) will be held financially liable for the cost of replacement and/or repair for any Student Center equipment or property damaged during your event/meeting.

# DECORATIONS

All decorations used in the room (s) must be requested, reviewed, and approved at the time the reservation is made. All signs, posters and decorations must be removed at the conclusion of the event by the client/group. Failure to comply with this regulation may result in a charge.

**NOTE:** There may be certain types of decorations that rooms cannot accommodate and there may be rooms that cannot have any decorations due to the type of wall and or glass material. If you need to hang or post an item, please contact the Administrative Office at 718 951 5528 at least 2-3 days prior to your event.

# ALCOHOL

The Student Center **does not** hold a liquor license. If alcohol is desired at an event, the request must be forwarded to the Administrative Office for review and approval at least four (4) weeks prior to the



Event date. Further information regarding the requirements concerning alcohol can be found in the link below.

[http://www.brooklyn.cuny.edu/web/off\\_dosa/Procedure\\_regarding\\_alcohol\\_requests.pdf](http://www.brooklyn.cuny.edu/web/off_dosa/Procedure_regarding_alcohol_requests.pdf)

## CANCELLATIONS OF EVENTS/MEETINGS

A department/administrative event/meeting scheduled during the week (normal hours of operation) may be canceled without penalty one (1) full day prior to the event. Failure to notify the Administrative/Scheduling Office at least 1 full/business day prior may result in a \$50.00 cancellation fee.

For external clients, a 20% cancellation fee will be applied for cancellations as per the contract. Cancellations must be received 7 business days prior to the event.

**Please note that a no-show is considered cancellation.**

## ROOMS DESCRIPTIONS

All room descriptions and room photos can be found on our website at:

<http://www.brooklyn.cuny.edu/web/about/offices/studentaffairs/administrative-services/studentcenter/room-descriptions.php>

**Beverage Requests**—**this service has been temporarily suspended. Please contact the [bcsstudentcenter@brooklyn.cuny.edu](mailto:bcsstudentcenter@brooklyn.cuny.edu) for updates.**

The Student Center provides non-alcoholic beverage services at a cost. If beverages are desired at your event, please send a request to [bcsbeverage@brooklyn.cuny.edu](mailto:bcsbeverage@brooklyn.cuny.edu)

**NOTE:** Beverage requests must be received at least 1 week prior to your event date.

## **CONTACT INFORMATION**

**Administrative Office..... 718-951-5528/5842**

**Student Center Email..... [bcstudentcenter@brooklyn.cuny.edu](mailto:bcstudentcenter@brooklyn.cuny.edu)**