

SPECIAL EVENTS

Policy

-Institute facilities shall be made available to students, faculty, staff of NJIT and to outside groups provided that all users agree to conform to Institute policies and regulations.

-First preference for facilities use shall be given to NJIT students and groups directly involved with the Institute.

-Institute facilities shall not be made available for profit making events unless income is specifically directed to non-profit agencies or to charitable or humanitarian purposes; in any case where a fee is charged, permission to use Institute facilities must be granted in writing by the President or his designee.

-Requests for use of Institute facilities by all groups must be made in writing and an individual responsible for conformance to established procedures shall be designated.

-Fees associated with the use of Institute facilities shall be paid to New Jersey Institute of Technology; waiver of any fees shall require the approval of the President or his designee.

-A written statement on the purpose of facilities use shall accompany all requests; all use must be in conformance with existing Federal, State and City laws and in agreement with Institute rules and regulations.

-The Institute reserves the right to deny the use of its facilities to any internal or external group when, in the judgment of the administration, such use is not in accordance with the mission of the Institute and its instructional, research and public service enterprises.

-Institute facilities shall not be substituted for commercial facilities for outside groups.

Guidelines

-Initial contact shall be with the Associate Director of Public & Institute Relations-Special Events, who shall maintain a central calendar of facilities usage.

-The Associate Director-Special Events shall offer advice and counsel regarding procedural steps in effect.

-Facilities Reservation forms, Food Service forms, and any other required forms shall be made available by the Associate Director-Special Events upon request; individuals initiating the request shall have the responsibility for completing any and all request forms and for obtaining proper approval(s).

-All groups using Institute facilities shall conform to established policy regarding the serving of alcoholic beverages on campus.

-Outside groups may be required to obtain a certificate of liability insurance or a hold harmless agreement unless other agreement is reached.

-Only authorized employees of NJIT may operate Institute owned equipment or provide food, security or custodial services.