

John Jay College  
**EVENTS HANDBOOK**

(7/12/2017)

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## 1.0 Introduction

John Jay College is a community of motivated and intellectually committed individuals who explore justice in its many dimensions. The college's liberal arts curriculum equips students to pursue advanced study and meaningful, rewarding careers in the public, private, and non-profit sectors. Our professional programs introduce students to foundational and newly emerging fields and prepare them for advancement within their chosen professions. As a public university with public purposes, John Jay (JJAY) also seeks to contribute to the cultural, social, and economic life of New York.

### 1.1 Event and Space Use Guidelines

Event and Space Use Guidelines have been developed to streamline the reservation process and promote effective communication in the planning, execution, and evaluation of events taking place at the college. Any group wishing to schedule an event on campus other than an academic course must submit a request through the Virtual Event Management System (VEMS).

A completed event request must be entered into VEMS or submitted to the appropriate office no later than 15 business days before the proposed date of the event or we cannot guarantee the event request will be processed. Event requests are available from the offices listed below:

#### a) John Jay College Applicants

##### i. Students

Student generated requests, such as student club and organization meetings, social events, cultural events, fundraising events, and lectures, must be directed to the Center for Student Involvement and Leadership (CSIL) at 524 West 59<sup>th</sup> Street, New York, NY 10019

##### ii. Faculty/Staff

Faculty and staff members wishing to hold an event, such as a union meeting, award ceremony, conference, reception, memorial service, or lecture, must be directed to space reservationist Christine Baerga at [cbaerga@jjay.cuny.edu](mailto:cbaerga@jjay.cuny.edu) or space reservation manager Cheryl D'Antonio at [cdantonio@jjay.cuny.edu](mailto:cdantonio@jjay.cuny.edu). If applicable some requests may be redirected to the Office for the Advancement of Research (OAR).

#### b) External and Community Applicants

Groups external to the college may obtain an event request application from the Office of Theater and Event Support Services or contact Cheryl D'Antonio at [cdantonio@jjay.cuny.edu](mailto:cdantonio@jjay.cuny.edu).

#### c) University Interest and Regulations

There should be significant JJAY interest in hosting the proposed event and it must be one that aligns with John Jay College's mission, goals, and ideals. The organization must also agree to comply with all of the JJAY rules and regulations. JJAY reserves the right of approval of all facility-use requests and may impose restriction and limitation of use, in addition to any restrictions consistent with the operation of JJAY.

**d) Sponsoring Organizations**

A non-affiliated individual/organization may be sponsored by a JJAY academic department or administrative office. The sponsoring department must assume financial responsibility for the costs of the event and must also have a presence at the actual event. If the sponsoring department seeks a partnership discount on rental rates a written justification must be submitted to the Vice President of Finance and Administration.

**e) Athletic Facilities**

Athletic facilities include the Main Gymnasium, Auxiliary Gymnasium, Tennis Courts, Swimming Pool, Weight Room, Locker Rooms, and Showers. Visit [JJAYathletics.com](http://JJAYathletics.com) for more information. Organizations (affiliated or non-affiliated) interested in using any of the athletic facilities must contact:

**i. Catherine Alves**

Assistant to the Athletic Director

Phone: (212) 237-8395

[calves@jjay.cuny.edu](mailto:calves@jjay.cuny.edu)

**f) Gerald W. Lynch Theater**

Individuals/Organizations (affiliated and non-affiliated) interested in using the Gerald W. Lynch Theater must contact:

**i. Joshua Redfearn**

General Manager

Phone: (212) 237-800 ext. 2156

[jredfearn@jjay.cuny.edu](mailto:jredfearn@jjay.cuny.edu)

**1.2 Purpose of the Guidelines**

Public assembly space on campus is at a premium. We have a wide range of users from the college, from CUNY, and from outside organizations that rent our lecture halls, gymnasium, student dining hall, Moot Court and other spaces on campus. The purpose of our guidelines is to strike the best balance among space assignments for student clubs and organizations, faculty and staff, priority local uses; events that seek audiences beyond the campus community, such as conferences, workshops and lectures, and rentals to outside constituencies. The guidelines also seek to ensure that facilities costs are transparent, well understood, and fully covered across the totality of space assignments.

**1.3 Event Review Committee**

In order to ensure the best and highest use of space on campus, approval by Theater and Event Support Services is required. Criteria for approval can be found in the Events Handbook and is based on several factors including but not limited to attendance, activity, timeframe, expense, and revenue potential. In order to maximize our space usage, a request for a specific space may be denied in favor of a more appropriate location. For example; a 250-seat lecture hall, reserved for an anticipated attendance number of 30 guests, may be redirected to a classroom or smaller, more appropriate space. Theater and Event Support Services will consult with representatives of the Events Review Committee, chaired by the VP of Finance and Administration, and consisting of one representative from each division of the college, two student representatives (selected by the Student Council), and two faculty representatives (selected by the Strategic Planning Sub-Committee). Members of the committee would be approved by the President, and meet twice annually to review and revise room use policies based on 6 month metrics.

The day-to-day operation of space reservations would continue to be managed by staff, and the Events Review Committee would be consulted on an as needed basis. Substantial changes requiring updates and amendments to the Events Handbook, as brought forward by the Events Review Committee and reviewed by the Strategic Planning Sub-Committee (SPS), will be forwarded to the President for approval and adoption.

## 1.4 Event Request

The following guidelines apply to most if not all user groups and details the general practices required in preparing an event request for review. Internal user groups partnering with external organization where admission fees are being charged should pay special attention.

### a) Identify an appropriate location for your proposed event

Once you have created an event program and have a clear understanding as to when it will take place, it is now time to consider what facilities on campus would suit your program best. If you are unsure as to what facilities the campus has available, contact our Space Reservations Manager Cheryl D'Antonio at [cdantonio@jjay.cuny.edu](mailto:cdantonio@jjay.cuny.edu). As space is limited on campus, we recommend having flexibility with the requested dates of your event.

### b) Prepare the Event Request

The event request is the formal request for space. Attention will only be given to requests that have been filled out in their entirety. JJAY requests (Faculty & Staff) must submit their requests a minimum of 15 business days in advance. Groups external to the college must submit their requests 20 business days in advance of planned events. Meeting the above timelines does not ensure or guarantee the approval of the request.

On your event request, please give a detailed description of your event. Make sure to include maximum number of guests and, if possible, please include a diagram of your desired set-up. Indicate on the request if you would need audio/visual services and other auxiliary equipment so that we can accommodate – please be aware that certain fees may apply. Events held by outside groups will require a Certificate of Insurance. Be sure to review your request as incomplete forms may be rejected or held until the proper information is obtained and may significantly delay the review process.

### c) Request Submission & Review Process

Once your request is reviewed by the appropriate office or department, should any conflicts or concerns remain Space Reservations Manager Cheryl D'Antonio, in consultation with members of the Events Review Committee, will determine the best course of action in remedying the situation.

### d) Event Approval and Payment

Once the review process is complete final approval will be given by the Vice President of Finance and Administration. If applicable, the client will also be provided with necessary contact information, instructions, and invoiced fees (i.e. staffing and other site services). Sponsors and/or event organizers may be requested to meet with a designated JJAY

representative to provide additional information pertaining to the event. If necessary, this will be done prior to the approval of the event request.

**e) Payment**

Make checks or money orders payable to:

John Jay College Auxiliary Services Corporation, Inc.  
Attn: Mr. Gerald Garvey, Bursar  
Room L.70.03 NB  
John Jay College of Criminal Justice  
524 West 59<sup>th</sup> Street,  
New York NY 10019

## **1.5 Administrative Fees and Rental Rates**

External organizations wishing to use JJAY facilities will be charged an administrative fee in addition to the rental rate. While registered JJAY student clubs, departments, and organizations will not be charged administrative fees or rental rates, charges for support services may apply. Rental rates and fees are set by the Department of Theater and Event Support Services in consultation with the Vice President of Finance and Administration. Substantial changes to rental rates and fees requiring updates and amendments to the Events Handbook will require review by the Strategic Planning Sub-Committee (SPS) and forwarded to the President for approval and adoption. Please refer to Appendix “A” for rental rates and administrative fees.

## **1.6 Support Services (event staffing)**

Certain events may require the presence of public safety, custodial, or other auxiliary staff. While the Event review process considers the type of the event, location, number of guests, and other factors it does not determine if additional Public Safety, Facilities Management Services or other support staff will be needed. These departments will be consulted individually as to the need for those services. If there is a change for additional staff assignments, a revised invoice will be issued reflecting the change.

## **1.7 Audio/Visual Services and Equipment**

Faculty and Staff requiring audio and/or visual support for their event (except the GLWT) should contact Chinua Thomas at [chthomas@jjay.cuny.edu](mailto:chthomas@jjay.cuny.edu). Student organizations should contact the Center for Student Involvement and Leadership (CSIL). Non-affiliated individuals/organizations should arrange for audio equipment with Space Reservations Manager Cheryl D’Antonio at [cdantonio@jjay.cuny.edu](mailto:cdantonio@jjay.cuny.edu).

## **1.8 Work Orders**

Reserving your space is just the first step in the process. If your reservation requires your space to be provided with chairs, tables, heat, etc. a “work order” must be submitted to Facilities Management. Please refer to Appendix “B” to view a facilities work order.

## **1.9 Catering**

JJAY’s food service vendor, MBJ, can provide catering services to any individual/organization hosting an event on campus. For more information call 212-484-1335.

## 2.0 Process for Reserving Space

A completed request must be submitted in VEMS no less than 15 business days before the proposed date for internal events and 20 business days for external events or we cannot guarantee the request will be processed. Meeting this timeline does not ensure or guarantee the approval of the request.

All space requests must be made by a department representative trained to use VEMS by Space Reservations. All requests must be sponsored by a department or organization. Please note: In order for support services (Facilities/Custodial, Audio Visual, etc.) to properly coordinate setups and breakdowns for the numerous events taking place on campus, event times must be limited to between 9:00 AM and 9:00 PM.

### a) Student Clubs & Organizations

Prior to the beginning of each semester, student clubs must submit a calendar of events to the Center for Student Involvement and Leadership (CSIL). Representatives may contact CSIL at [csilspacerequest@jjay.cuny.edu](mailto:csilspacerequest@jjay.cuny.edu) to provide details of their requests for the upcoming semester. Once the calendar has been approved, the secretary of the club completes the following process:

- i. **Step 1:** Fill out a Student Events Space Request Form. The application will be reviewed in 5-7 business days following which the club will receive an email detailing the request as submitted. Please refer to Appendix "C" to view a Student Events Space Request.
- ii. **Step 2:** The club secretary (along with other representatives if necessary) will need to make an appointment to attend an Events Planning Meeting (held twice a week) to review the request and get final details confirmed before final approval. A planning meeting for an event can take place no later than 30 days before the event date.
- iii. **Step 3:** Following final approval, the student club meets with their Club Coordinator to assist in reserving space in VEMS.

### b) Faculty/staff seeking to host an event

Faculty and staff seeking to host an event must first obtain approval from their department Chair, Dean or Vice President. A departmental representative trained in VEMS must enter a reservation request no less than 15 business days before the event date. **Caution: Do not** advertise or pay speaker fees for your event until your space request has been confirmed.

### c) Faculty/staff seeking to book a conference

Faculty and academic staff members looking to partner with an outside organization to host a conference at JJAY must first submit their request to the Office for the Advancement of Research (OAR). Once OAR approves the request, an Event Application form must be completed and reviewed prior to final approval. OAR will then determine what costs will be applied to the event should it be approved.

### d) Partnerships

External organizations may seek to partner with JJAY in hosting their event. Rental rate reductions are available for qualifying partnerships but labor costs are always billed at 100%. All partnership must align with the college's mission and goals and be approved by the VP of

Finance and Administration. Academic partnerships should benefit the academic mission, academic programs, and student services of the college and all requests for partnerships must be accompanied by written justification detailing the benefit to the college.

**e) Sponsored Organizations**

A non-affiliated organization may be fully sponsored by a JJAY academic department or administrative office. The sponsoring department however must assume complete financial responsibility for the costs of the event and must also have a presence at the actual event. The ultimate decision on approving the event and requested space will lie with the President or his and or her representative, after which, fees will be assessed as appropriate.

**f) CUNY and External Clients**

CUNY and External Clients seeking to host an event should contact Space Reservations Manager, Cheryl D'Antonio for assistance with their reservation request. She can be contacted at [cdantonio@jjay.cuny.edu](mailto:cdantonio@jjay.cuny.edu).

## 2.1 Weekend Events

Weekends are popular times for events and conferences – both internal and external – due to the lighter class load, reduced traffic and availability of space. However, events requesting space on weekends do impact staffing and resources required during weekdays and for that reason may not be approved. If that proves to be the case a commitment from the hosting department or organization to cover the costs of weekend event support services may be required to gain approval.

## 2.2 Final Examination Week

In order to promote a beneficial study environment for our students, event and/or space requests may be denied during the final examination period. This period is defined as the end of regular classes through the end of the last final exam scheduled. Departmental meetings and other private end-of-semester activities will be reviewed on a case-by-case basis.

## 2.3 Custom Room Setups

If your intended furniture setup does not fit one of the standards offered in VEMS, a detailed description (including a sketch of the layout) of what you're requesting must be attached to the reservation in the system. Approval of a custom setup is subject to the logistics involved (setup and breakdown times, other events being scheduled using a standard setup in the same space, etc.). Please refer to Appendix "D" to view a sample Custom Room Setup diagram.

## 2.4 Signage, Marketing, and Promotion

All event signage and marketing material must be approved by Space Reservations before going to print. This is to ensure that the information communicated is accurate and complete. Placement and installation of signage will be directed and supervised by Space Reservations. To protect wall and glass surfaces only blue painter's tape is permitted. Event organizers are responsible for removing all signage immediately following the event and are responsible for any damage incurred. No publicizing of the event should take place before the request has received final approval. A draft of the event flier and/or promotional materials, if there are any, should be attached to the event request. All postings on campus



should be limited to authorized areas. Printed materials (flyers, postcards, etc.), MUST be approved by Space Reservations prior to being distributed.

## **2.5 Tabling**

Table space on campus requires regulation to ensure entrances, hallways, and various passageways remain unencumbered and compliant with building code and safety regulations. Please refer to Appendix “E” to view pre-approved locations for table set-ups.

## **2.6 Parking**

We regret that at this time there is no parking we can offer the public on campus. Please refer to Appendix “F” to view public parking garages near John Jay College.

## **2.7 Special Rules for Special Spaces**

There are several open spaces on campus that require special approval before use (The Kroll Atrium, Hound Square, The Jay Walk, etc.) These spaces carry restrictions based on legal limitations relating to attendance, furniture setup, activity, potential noise disturbances, and other factors that need to be considered before approving reservations. Please refer to Appendix “G” to view guidelines for booking special spaces on campus.

## **2.8 Booking Conference Rooms, Classrooms, and Lecture Halls**

The use of conference rooms, classrooms, and lecture halls is coordinated by several different groups within the college and each has a different workflow. Because of this, access to classrooms and lecture halls is generally not available in VEMS. A select number of classrooms will be made available for use during community hour and must be reserved in VEMS. While food in classrooms is generally prohibited, it will be allowed during community hour only in these pre-selected classrooms.

Administrative conference rooms will not be available in VEMS until approximately two weeks into each semester to allow each administrative conference room coordinator the time necessary to pre-populate the calendar with their internal needs.

The offices of the Provost, Registrar, Chairs and Program Directors have developed collaborative procedures designed to achieve fair and efficient assignment of classrooms consistent with college policy in class size and class selection cancellations. In the event an academic or student conference room is needed, information related to academic and student conference rooms, including location, capacity, contact information (email & phone) of the Department Chair and/or conference room coordinator can be found in Appendix “H”.

## **2.9 Rental Activity & Rates**

Over the past few years the college has become host to a wide range of rental activity. This includes large conferences and conventions, theater productions, film and television production and more. This activity has proven to be a vital revenue stream for the college, especially in the current financial climate. There are several classifications for user groups and a tier of rental rates based on those classifications. Please refer to Appendix “I” to view classifications, rental rates and applicable discounts.

### 3.0 Partnership Justification

Any event organizer – internal or external – seeking a discount on rental rates must make such a request in writing with an explanation of the benefit to the college. The benefit to the college should correlate in value to the discount received and meet the following criteria:

- a) Activity must be related to the Department goals, vision, and curriculum.
- b) Activity must be planned, produced, and executed by a JJAY Department or faculty person(s).
- c) Activity must have the written approval from the Department's Director and/or Chairperson.

To avoid incurring negative costs for the college, all labor costs must be reimbursed in full.

**NOTE:** Final approval for Partnership rates are by the President or VP of Finance and Administration.

### 3.1 Bumping

Once scheduled, event sponsors should feel secure in their reservations. Urgent needs may occasionally arise, however, requiring that an event be relocated or rescheduled. Bumping will never be undertaken lightly or without consultation with the event sponsor and may be authorized only by the President, the Provost, or the Vice President for Administration and Finance.

### 3.2 Campus Notifications

Notifications to the John Jay College community will be sent via “general” and/or “important” campus announcements in an effort to alert the campus community of any potential space use conflict and the remedies put in place to mitigate the inconvenience; such as redirecting pedestrian traffic. Faculty members should contact space reservation manager Cheryl D’Antonio at [cdantonio@jjay.cuny.edu](mailto:cdantonio@jjay.cuny.edu) should a situation occur where instruction is being disrupted.

### 3.3 Fire Safety

These guidelines are for all John Jay personnel as well as all outside contractors and visitors who handle or use solid fuel (Sterno) on John Jay property and are intended to provide precautions to prevent the ignition of combustible material and ensure the safety of all occupants which might result from misuse of solid fuel (Sterno). Please refer to Appendix “J” to access detailed Fire Safety information regarding the use of solid fuel (Sterno) on campus.

### 3.4 Special Restrictions

Helium balloons and confetti are not allowed on campus for fire and safety reasons. Anything taped to the walls can prove damaging to both painted and glass surfaces. The only tape allowed on campus for this purpose is painter’s tape which has low adhesive qualities which help to mitigate damage to wall and glass surfaces. Any damage to wall and/or glass surfaces will be the responsibility of the user group.

### 3.5 Insurance

JJAY requires all external and community groups, organizations, and individuals who are utilizing space at JJAY to provide insurance documentations. A complete list of JJAY’s insurance requirements is available online or by contacting space reservation manager Cheryl D’Antonio at [cdantonio@jjay.cuny.edu](mailto:cdantonio@jjay.cuny.edu). Please refer to Appendix “K” for additional insurance requirements.

### **3.6 Fire Guards**

Certain areas of the college are designated as Public Assembly Spaces. These specially designated spaces hold large numbers of people and are treated differently than non-designated spaces. Designated Public Assembly Spaces include the Gerald W. Lynch Theater and the gymnasium among others.

To ensure the safety of people attending public events the New York City Department of Buildings in conjunction with the New York City Fire Department established a specially designated civilian title called Fire Guard. Fire Guards are certified by the New York City Fire Department and are required by law to be present at events taking place in Public Assembly Spaces.

The primary function of a Fire Guard is to direct the evacuation of people from an area in the event of an emergency. The number and placement of the Fire Guards depend on the location and nature of the event and is determined by the Office of Public Safety.

### **3.7 Appendixes**

# Appendix "A"

## Site Usage Fees (Room Rental Rates)

<b>JOHN JAY COLLEGE</b>				
Room Rental Rates proposed for 2017/2018				
		For 4 hours		
Room Name	Room Number	Full Price	Nonprofit rate 30% off	City /State rate 50% off
<b>NEW BUILDING</b>				
Anya and Andrew Shiva Gallery	L3.64	3,000	2,100	1,500
Conference Center	L.61	1,500	1,050	750
Conference Center Kitchen/Storage	L.61.1	300	210	150
9th Floor Conference Room	9.64	2,200	1,540	1,100
Moot Court/6th floor conference room	6.68	3,200	2,240	1,600
250 seat lecture hall	L.63	2,000	1,400	1,000
120 seat lecture hall	L2.84	900	630	450
120 seat lecture hall	L2.85	900	630	450
74 seat lecture hall	L.76	750	525	375
Classroom		440	308	220
Black box Theater	L2.83	2,500	1,750	1,250
Student Dining Hall	2.64	2,800	1,960	1,400
Student Dining Hall West	2.64W	2,200	1,540	1,100
Student Dining Hall East	2.64 east	1,700	1,190	850
Student Lounge North	1.111	400	280	200
1st floor lobby (Hound's Square)		2,000	1,400	1,000
2nd floor Green Room	2.65	300	210	150
The Plaza (the jaywalk)*		10,000	14,000	10,000
Faculty & Staff Dining Room	2.61	1,700	1,190	850
West Mezzanine		400	420	300
East Mezzanine		600	700	500
Lynn & Jules Kroll Atrium	L.75	2,000	1,400	1,000
Tabling space in atrium or 1st floor		40	28	20

<b>HAAREN HALL</b>				
90 person Conference Room	630 H	800	560	400
President's Conference Room	610 H	500	350	250
Small Conference Room	531 H	300	210	150
Small Conference Room	431 H	300	210	150
Main Gym	400 H	1200	840	600
Auxiliary Gym	401 H	800	560	400
Double Classroom	206/207 H	300	210	150
<p>*For rental prices for sections of the Jay walk see attachment A - Plan with price list.  The above are room rental rates only and do not include labor or custodial fees.  The above rooms have a 4 hour minimum. Charged hourly after that.  Regular sized classrooms (45 and under) can be rented by the hour.  Haaren Hall \$75 per hour. New Building \$110 per hour.</p>				

# Appendix “B”

## Sample Work Order

### Contact Information

Requested by: DANTONIO, CHERYL

Telephone: 1169

E-mail  
Address: cdantonio@jjay.cuny.edu

Location: Haaren Hall Building

Room:

### Work Request Location:

\* Please use the select buttons to add location information in these fields.

\* Building:

\* Floor:

\* Room:

Event Date:

Reservation #:

For all non-event related work requests, requests are processed based on priority and manpower

### Work Request Details:

\* Type:

Description:

Please describe your request in detail. Include contact name and number, work to be done and approximate date to be performed.

Please allow minimum 48 hours to process your request if the request is submitted before 2PM. Requests submitted after 2PM or on weekends will require a minimum of 72 hours to process.

Work Requests will be processed based on priority and man power.

All communications regarding your work requests (status, sketches, changes, etc) should be emailed to [facilitiesmanagement@jjay.cuny.edu](mailto:facilitiesmanagement@jjay.cuny.edu)

Upon submission you will receive an e-mail stating we have received your request and will process it in 48 hours.

# Appendix “C”

## **Student Events Space Request Form**

This form is currently being revised. Thank you for your patience.

# Appendix “D”

## **Custom Room Set-up Forms**

This form is currently being revised. Thank you for your patience.



# Appendix “E”

## Tabling Policy @ John Jay College

John Jay College is a vibrant state-of-the-art CUNY campus located in the heart of mid-town Manhattan. In an effort to better serve and inform students, faculty, staff, and visiting guests of the wide-ranging and ever-changing activities on campus, John Jay College has installed digital display monitors in strategic locations throughout the campus. An eco-friendly by-product to using digital displays for promotional purposes is the significant reduction in printing costs to the college. An aesthetic by-product to using the digital displays is the elimination of unauthorized and unsupervised tabling around campus.

**PLEASE NOTE:** There is no tabling permitted in Memorial Hall. The guidelines for tabling @ John Jay College are as follows:

*You are welcome* to reserve a table for distribution of printed material, registration, exams, or serving food for various “day-of-the-event” activities. The table should be attended at all times and placement is to be pre-approved by Theater and Event Support Services management.

### ***The following are prohibited when tabling:***

- any activity that comes into contact with the mirrored-wall artwork in front of L.63 (minimum distance: 2 feet) including table-top or floor displays that block the view
- any activity that comes into contact with the 2<sup>nd</sup> floor media wall in front of the cafeteria including tabling or floor displays that block the view
- use of platforms or staging
- amplified music or announcements that are above the approved decibel levels
- use of easels (other poster displays are available)
- use of tape on building surfaces
- use of helium balloons
- obstructing entrances, corridors, and exits

The above guidelines were developed to help curb the proliferation of unauthorized tabling on campus. To learn more on how to get the word out for your upcoming event using John Jay’s digital Media Wall and other electronic displays found on campus please contact the following:

- 2<sup>nd</sup> Floor Media Wall
  - Department: Student Affairs
    - Rosann Santos-Elliott: [mediawall@jjay.cuny.edu](mailto:mediawall@jjay.cuny.edu)
    - Johnny Taveras
- Elevator monitors
  - Department: Information Technology
    - Johnny Taveras
- All other monitors
  - Department: Marketing and Development
    - Johnny Taveras

Organizations that would like to table at John Jay College in order to recruit students for employment or internship opportunities should work with the Center for Career & Professional Development at (212) 237-8754 or [recruit@jjay.cuny.edu](mailto:recruit@jjay.cuny.edu).

# Appendix “F”

## Nearby Parking Structures

### Alliance Element Parking, LLC

555 W 59th St (btwn 10/11<sup>th</sup> Ave)

\*Rates:

up to 1 hr	\$8.45
up to 2 hrs	\$10.14
up to 12 hrs	\$16.05

### MPG Worthy Parking

841 10th Ave (btwn 55/56<sup>th</sup> St)

\*Rates:

up to 30 mins	\$6.76
up to 1 hr	\$9.29
up to 2 hrs	\$10.14

### Icon Effective Parking

435 W 57th St (btwn 9/10<sup>th</sup> Ave)

\*Rates:

up to 1 hr	\$10.14
up to 2 hrs	\$13.52

\*To confirm rental rates please contact parking structure management.

# Appendix “G”

## **The Jay Walk Use Policy @ John Jay College**

The Jay Walk is a unique roof-top outdoor environment perched high above the City streets that also serves as another connection between Haaren Hall and the New Building. This park-like setting was designed to enhance the feeling of community throughout the College and is an integral part of the campus. The space is primarily for rest and relaxation although at times special events will be scheduled there. The Jay Walk can be accessed through doors on 2<sup>nd</sup> floor of the New Building, Student Dining Hall and Faculty/Staff Dining Room and through doors at Haaren Hall’s second floor. The Jay Walk features wireless access, patios, decks, benches, lawn areas, chairs and tables for dining.

For the enjoyment of all those using the space, use of the Jay Walk comes with guidelines and limitations.

### ***You are welcome...***

- to enjoy the space, including the great lawn with friends and colleagues
- to enjoy your lunch, snack and refreshments on the lawn on the seating provided
- to enjoy the gardens without entering the raised flowerbeds or picking flowers
- to enjoy the vegetable garden without entering the garden or picking vegetables
- to use a chair or one seat on a bench designed for sharing
- to deposit waste in trash or recycling receptacles
- to smell flowers, not smoke (call 311 for help to quit)

### ***The Following are Prohibited on The Jay Walk:***

- alcohol use, except by approval or permission
- shade structures or umbrellas (except for an approved event)
- posting of advertising for events
- sitting or standing on banisters or railings
- feeding birds
- amplified music that disturbs others
- performances, except by approval or permission
- obstructing entrances and exits
- bicycle riding and parking, skateboarding, or rollerblading
- motor driven toys
- nudity
- sports or sport-like activities (e.g. Frisbee)
- rough housing
- tobacco use (no smoking; no use of any type of tobacco product)
- open flame

**Note: Glass blocks (lights) and concrete paving blocks are randomly embedded in the turf which may cause injury if aggressive play takes place.**

Please be respectful of others who are also enjoying the space.

The hours of operation are:

**Monday through Thursday 7:45AM to 10:00PM**  
**Friday 7:45AM to 9:00PM**  
**Saturday 7:45 AM to 6:00PM**  
**Sunday 9:00AM to 3:15PM**

The Jay Walk may be closed by the College during special events, windstorms, thunderstorms, or other inclement weather or unforeseen conditions. Every effort will be made to notify the community in advance.

## The Kroll Atrium Use Policy @ John Jay College

The Lynn and Jules Kroll Atrium is a vibrant indoor environment located at the 59<sup>th</sup> street entrance to John Jay College. Its primary function is to serve as a welcoming foyer for visitors to the campus. It is also a major pedestrian thoroughfare for students, faculty, staff, and visitors passing from Haaren Hall to the New Building. Because it is a major pedestrian thoroughfare the Kroll Atrium has become an information distribution hub for a variety of campus activities and services. In addition, the Kroll Atrium is frequently used as a lobby for events held in nearby venues such as L.61, L.63, and the Gerald W. Lynch Theater, and is used for egress of those venues. Because the Atrium is a shared space it is different than other campus venues, and therefore a policy on how the space is utilized is necessary to ensure its best and highest use and to avoid issues with noise and proper circulation.

Please note the following guidelines for the use of the Lynn and Jules Kroll Atrium:

### *You are welcome...*

- to reserve a table for distribution of printed material, registration for events, exams or serving food for various activities. Table placement to be pre-approved by Theater and Event Support Services management
- to enjoy the space, including cascade seating and benches, with friends and colleagues
- to enjoy your food and refreshments on the seating provided
- to deposit waste in trash or recycling receptacles
- to reserve space for special community announcements and music at a pre-determined non-disruptive decibel level with the necessary equipment for the event. Decibel levels and set up to be approved by Theater and Events Support Services management

### *The Following are prohibited in the Lynn and Jules Kroll Atrium:*

- any activity that comes into contact with the mirrored-wall artwork in front of L.63 (minimum distance: 2 feet) including table-top or floor displays that block the view
- use of platforms or staging\*
- events requiring dining room set-ups or lecture style seating\*
- amplified music or announcements that are above the approved decibel levels\*
- unauthorized posting or advertising of events
- use of easels (other poster displays are available)
- use of tape on building surfaces
- use of helium balloons
- sitting or standing on banisters or railings
- obstructing entrances, corridors, and exits
- bicycle riding and parking, skateboarding, or rollerblading
- motor driven toys
- sports or sport-like activities (e.g. Frisbee)
- tobacco use (no smoking or use of any type of tobacco product)

\*The above restrictions are in place because the Lynn and Jules Kroll Atrium is not classified as an event space. For use as an event space a **Temporary Place of Assembly** permit must be obtained from the New York City Department of Buildings. All costs associated with obtaining the permit, including additional fire watch and public safety personnel, will be the responsibility of the user group. Final plans submitted to and approved by the DOB must allow for sufficient college circulation around the event.

## 'Hound Square Use Policy @ John Jay College

'Hound Square is a vibrant indoor environment located near the center of the New Building complex between JJ's Café and the game room. Its primary function is to serve as a major pedestrian thoroughfare for students, faculty, staff, and visitors. Because it is a major pedestrian thoroughfare 'Hound Square has become a hub for a variety of campus activities and services. In addition, 'Hound Square is outfitted with a number of chairs and tables which are frequently used for dining and study. It is also a point of egress for nearby classrooms. Because 'Hound Square is a shared space it is different than other campus venues, and therefore a policy on how the space is utilized is necessary to ensure its best and highest use and to avoid issues with noise and proper circulation.

Please note the following guidelines for the use of 'Hound Square:

### ***You are welcome...***

- to reserve a table for distribution of printed material, registration for events, exams or serving food for various activities. Table placement to be pre-approved by theater and event support services management
- to enjoy the space, including cascade seating and benches, with friends and colleagues
- to enjoy your food and refreshments on the seating provided
- to deposit waste in trash or recycling receptacles
- to reserve space for special community announcements and music at a pre-determined non-disruptive decibel level with the necessary equipment for the event. Decibel levels and set up to be approved by theater and events support services management

### ***The Following are prohibited on Hound-Square:***

- any activity that disrupts the natural flow of traffic
- use of platforms or staging\*
- events requiring dining room set-ups (other than the pre-approved set up in place)\*
- events requiring lecture style seating\*
- amplified music or announcements that are above the approved decibel levels
- unauthorized posting or advertising of events
- use of easels (other poster displays are available)
- use of tape on building surfaces
- use of helium balloons
- sitting or standing on banisters or railings
- obstructing entrances, corridors, and exits
- bicycle riding and parking, skateboarding, or rollerblading
- motor driven toys
- sports or sport-like activities (e.g. Frisbee)
- tobacco use (no smoking or use of any type of tobacco product)

\*The above restrictions are in place because 'Hound Square is not classified as an event space. For use as an event space a **Temporary Place of Assembly** permit must be obtained from the New York City Department of Buildings. All costs associated with obtaining the permit, including additional fire watch and public safety personnel, will be the responsibility of the user group. Final plans submitted to and approved by the DOB must allow for sufficient college circulation around the event.

## **Second Floor Lobby Use Policy @ John Jay College**

The Second Floor Lobby is located in the New Building near the entrance to MBJ's Food Serveries. Its primary function is to serve as a pedestrian landing for students, faculty, staff, and visitors arriving by escalator or elevator to access the Food Serveries, Faculty Staff Dining Room, Student Dining Hall, or Jay Walk. Because it is a major point of convergence it has become a hub for a variety of campus activities and services and has been outfitted with a digital media wall. For Student Dining Hall events requiring registration, the Second Floor Lobby can be set up with a limited number of tables, chairs, and mobile display stands for event or directional signage. The Second Floor Lobby is a unique space requiring a policy on how the space is utilized to ensure its best and highest use and to avoid issues with noise and/or proper circulation.

Please note the following guidelines for the use of the Second Floor Lobby:

### ***You are welcome...***

- to reserve a table for event registration or other related activities. Table use and placement to be pre-approved by the management of Theater and Event Support Services.
- to enjoy the space with friends and colleagues
- to enjoy your food and refreshments on the bench seating provided
- to deposit waste in trash or recycling receptacles

### ***The Following are prohibited on the Second Floor Lobby:***

- any activity that disrupts the natural flow of traffic
- any table use and/or set-up that blocks the view of the media wall
- no permanent displays or unattended tables left or right of the digital display
- use of platforms or staging\*
- events requiring dining room set-ups\*
- events requiring lecture style seating\*
- amplified music or announcements that are above the approved decibel levels
- unauthorized posting or advertising of events
- use of easels (other poster displays are available)
- use of tape on building surfaces
- use of helium balloons
- sitting or standing on banisters or railings
- obstructing entrances, corridors, and exits
- bicycle riding and parking, skateboarding, or rollerblading
- motor driven toys
- sports or sport-like activities (e.g. Frisbee)
- tobacco use (no smoking or use of any type of tobacco product)

\*The above restrictions are in place because the Second Floor Lobby is not classified as an event space. For use as an event space a **Temporary Place of Assembly** permit must be obtained from the New York City Department of Buildings. All costs associated with obtaining the permit, including additional fire watch and public safety personnel, will be the responsibility of the user group. Final plans submitted to and approved by the DOB must allow for sufficient college circulation around the event.

# Appendix “H”

## Contact information for Academic and Student Conference Room use

<b>CONFERENCE ROOM</b>	<b>CONTACT</b>	<b>LOCATION</b>	<b>PHONE</b>
Student Government	Danielle Officer	NB L2.69	212-237-8185
Student Life	Dominique Mendez-Rose	L2.70.03/L2.70.13	212-237-8739
Math Dept	Barbara Goodman	NB 6th Floor	212-237-8920
Africana Studies	Samantha Lauren	NB 9th Floor	212-237-8764
Psychology	Anila Duro	NB 10th Floor	212-484-1188
Science	Azinia Brooks	NB 5th Floor	212-237-8892
Interdisciplinary Studies	Priscial Acuna	NB 6th Floor	212-237-8460
English	Alicia Kelly	NB 7th Floor	646-557-4630
History	Melania Clavell	NB 8th Floor	212-237-8827
Latin American Studies	Jacqueline Nieves	NB 8th Floor	212-237-8749
Philosophy	Erica Plass	NB 8th Floor	212-237-8325
Political Science	Esperanza Lopez-Herrera	NB 9th Floor	212-237-8187
Anthropology	Joanie Ward	NB 9th Floor	212-237-8286



# Appendix “I”

## Rental Guidelines and Rates

### **RENTAL RATES**

<u>Classification</u>	<u>Rental Rate</u>	<u>Example</u>
Corporate/Private:	Full Rate	\$1,000
Alumni/Faculty/Staff:	20% discount	\$ 800
Non-profit/Board Member/Trustee/Donor:	30% discount	\$ 700
State & City Agency:	50% discount	\$ 500

### **PARTNERSHIP RATES**

<u>Classification</u>	<u>Partnership Rate</u>	<u>Example</u>
Corporate/Private:	50% of the above rate	\$ 500
Alumni/Faculty/Staff:	50% of the above rate	\$ 400
Non-profit/Board Member/Trustee/Donor:	50% of the above rate	\$ 350
State & City Agency:	50% of the above rate	\$ 250

Note:

- 1) Rental rates refer only to the use of space. All labor charges are to be reimbursed by the user group. No exceptions. Labor charges may include, but not be restricted to, facility set-up and tear down, custodial services, public safety staffing, and audio visual services.
- 2) To qualify for the partnership rate a description of the anticipated in-kind benefit to the College is needed and requires the approval of the hosting department’s Dean or Vice President. Prior to committing to the use of space at the partnership rate, the hosting department is required to submit their written justification to Senior Vice President Pignatello for final approval.
- 3) Additional fees may apply to weekend and/or holiday rentals.

# Appendix “J”

## **Requirements for the Use of Solid Alcohol (Sterno) for Food Warming**

(Last Updated: 11/9/2016)

Issued by: Department of Public Safety

### **A. Purpose**

This Procedure establishes requirements for use Solid Alcohol Fuel (Sterno) for warming prepared food at John Jay College and recognizes the requirements of FDNY Fire Code Sec. 308.01 (*available here*) and that a permit is required from FDNY for use of Open Flames in any Public Assembly Area.

### **B. Applicability/Scope**

These guidelines are intended to provide precautions to prevent the ignition of combustible material and ensure the safety of all occupants which might result from misuse of solid fuel. These guidelines are for all John Jay personnel as well as all outside contractors and visitors who handle or use solid fuel (Sterno) on John Jay property.

### **C. Definitions**

Solid Fuel (Sterno) – cans of denatured and gel alcohol fuel used for the purposes of warming food.

### **D. Procedures**

Solid alcohol heating of food is permitted provided that the following precautions are taken to prevent ignition of combustible material and ensure the safety of occupants.

1. Solid Alcohol use is permitted in designated public spaces, (i.e. Public Assembly Space, meeting rooms, etc.) only; it is not permitted in private office space, amphitheaters, sleeping areas, or other non-public space. Where a Public Assembly Permit has been issued, the space must also have a current Open Flame Permit issued by the New York City Fire Department if Sterno is to be used in the space.
2. Outside food vendors shall be allowed to utilize Sterno heating devices provided that they comply with the Solid Alcohol Use Guidelines of John Jay College. Vendors shall be provided a copy of this policy and upon request shall provide written certification that their employees are properly trained in the lighting and handling of Sterno as well as the knowledge of how to operate a fire extinguisher.
3. Solid alcohol use shall be attended at all times by a member of the catering staff who has been trained in Sterno use and fire safety. If it is a non-catered event, an organizer must be designated as a “Firewatch” to monitor the Sterno while it is lit and to ensure this policy is being complied with.
4. A 10 pound ABC dry chemical extinguisher, or Type K extinguisher, shall be available within ten (10) feet of the serving table or tables where solid alcohol is being used for food warming.
5. Where solid alcohol food warmers are used on top of a serving table, paper or plastic table coverings are not permitted. A flame retardant tablecloth that covers the entire tabletop shall be used. Table decorations must be flame resistant. Combustible material such as plates, napkins,

plastic utensils, cups and similar products shall be separated by a minimum of three feet from Sterno. Flame retardant and flame resistant items are searchable online.

6. Solid alcohol must be placed on top of a metal tray designed to contain the contents of a full container of heating fuel as much as possible. Do not use Sterno holders that do not use a tray.

## EXAMPLES



7. Sterno shall be placed under food or beverage tray before lighting. Sterno shall only be lit by means of a long handled lighter or match. Do NOT carry lit cans or chafing dishes or beverage urns with lit cans. Food warmers shall not be removed from a dining or serving table while the candle or heating fuel is lit. The flame from the Sterno fuel can be difficult to see. Use caution.

8. Proper tools must be available for the smothering of the flame, i.e., snuffer paddle. Use of a Sterno fuel holder with an attached snuffer paddle is recommended.

9. Sterno must be immediately extinguished when the food tray is empty or no longer used. When the event is over, all Sterno must be extinguished, immediately capped and allowed to cool before being disposed of as hazardous waste through Environmental Health and Safety. Contact [safety@jjay.cuny.edu](mailto:safety@jjay.cuny.edu) or phone x4117 or x4625 to arrange a pickup. If the solid fuel is used up, the can does not need to be disposed of through Environmental Health and Safety; allow for it to cool and dispose of in the trash.

10. If wheeled or other portable serving table(s) is used, its design must be so that it prevents the heating fuel from being dislodged while the server is in motion. No more than two (2) levels of food warmers may be used on a wheeled or other portable serving table.

11. Wheeled or other portable serving tables shall not be allowed to obstruct aisles or other means of egress.

12. In the event of a fire, immediately pull the nearest fire alarm, notify John Jay Public Safety Department by dialing (212) 237-8888 or call 911

## Appendix “K”

### Insurance

A. At least 7 days prior to the Event and throughout the period of this Agreement, Licensee shall procure and maintain commercial general liability and property damage insurance (hereinafter collectively “insurance”) through a carrier authorized to do business in New York State, as well as any other applicable insurance, and provide Licensor with a certificate evidencing that such insurance is in place and a copy of the receipt for the paid premiums. Insurance shall be in at least the following amounts:

Combined Single Limit	\$ 1,000,000
Aggregate	\$ 2,000,000

B. All policies shall insure Licensor and/or name it and The City University of New York, the State of New York and the City of New York as additional insureds thereunder.

C. To the extent not covered by insurance, Licensee shall be solely responsible for the following:

1. All taxes and remittances to proper authorities;
2. All Licensee fees;
3. Compensation, workers’ compensation, and disability insurance of all persons performing services in connection with the Event, except for Licensor’s personnel;
4. Refunds for advance ticket sales;

# Appendix “L”

## FAQ’s for Space Utilization

John Jay College launched its Virtual Event Management System (VEMS) in 2014 to assist event organizers and user groups in the reservation and scheduling of campus space. After 3 years of data collection and observing how the college community utilizes campus space for events, and following President Travis’s listening tour where space utilization was a frequent topic of discussion, a Space Utilization Task Force was assembled to address the need for better coordination on the utilization of college space for college purposes. Additional feedback was solicited from the John Jay community in preparation of these guidelines. The following document was developed to better serve the John Jay community in maximizing the highest and best use of college assets (as it pertains to both space and staffing) and to illuminate user groups as to the rationale behind the process. The FAQs are a supplement to the Events Handbook and are not intended to replace or create new requirements or policies not contained in the Handbook. In sum and substance, substantial changes to the FAQs will only reflect substantial changes made to the Events Handbook.

### Why do we need procedures to use space on campus? – I see empty rooms all the time – Why can’t I just use them?

There’s been enormous growth in the number of organizations on campus and with that a significant increase in events requiring space. Add to that growth the loss of North Hall and the demand for space is even further compounded. To accommodate as many events as possible, a robust scheduling system was needed. If with this system in place to be fair and equitable to all user groups each request needs to be evaluated on a case-by-case basis, prior to confirmation. This is to ensure the best and highest use of space, avoid conflicts, and verify that we have sufficient staff on hand to service the space being requested.

### What do you mean “service the space being requested?”

In preparation for the use of any space on campus; either prior to, during, or following an event, several departments may be involved. If an event needs tables, chairs, audio visual equipment, catering or just cleaning the various departments need to sign off on those aspects of the request. This is required to make sure we have the staff, inventory, and time needed to service the space that’s being requested.

### Okay, I get it. Where do I go to reserve my space?

The Virtual Event Management System (VEMS) can be found in the Compendium of the John Jay website. Below are the steps for accessing the system:

- 1) Select the tab “**Inside JJ**” and enter your username and password.
- 2) Select “**Resource Center.**”

- 3) Under “Work Orders / Facility and Space Request” select “**Virtual Event Management Room Request System – VEMS.**”

You are now on the home page of VEMS. Follow the instruction for access to the system.

I can't log into "Inside John Jay," I'm a student and I've been told I can't access the system. Is that true?

Yes. No. Only partially so. Students can access VEMS for browsing purposes only by going to <http://jjayems.jjay.cuny.edu/virtualems/>

I followed your directions, browsed the available rooms, and wasn't able to reserve the space. What did I do wrong?

Only those trained on the system are able to reserve space. More than likely someone in your department has already been trained on the system and can assist you in making your reservation. If there is not someone in your department who has been trained or to be trained on the system please contact Space Reservationist Christine Baerga at [cbaerga@jjay.cuny.edu](mailto:cbaerga@jjay.cuny.edu).

Okay. So let's say I'm trained on the system. What are the correct procedures and why are some spaces already booked before I have access to the calendar?

Before space can be made available for reservation, the college governance meetings (College Council, Town Hall, Faculty Senate, Academic Meetings, etc.) must be scheduled. In addition, some events are major in nature and are planned years in advance, others are recurring events that roll over from year-to-year and therefore can be anticipated. These major and/or recurring events take priority when scheduling simply because of the advanced timeline and pre-planning required in bringing the event to fruition.

What qualifies as a "major" and/or "recurring" event? – My event is major to me!

Examples of this type of event might include:

- 1) OAR Conferences
- 2) CUNY IT Conference
- 3) Convocation
- 4) Open House
- 5) Commencement
- 6) Justice Awards
- 7) Award Dinners

I need one room. Maybe two. Surely these “major” events aren’t using every room on campus?

Releasing even smaller spaces prior to setting major events in the annual calendar can cause major conflicts; requiring staff to spend precious time moving events and having to renege on prior approvals.

So when do I get a chance to schedule the space I need?

After major and recurring events are scheduled (usually just prior to the beginning of each semester) the calendar is opened to the general college community for reserving space.

How will I know when the calendar is being opened to the general college community? I want to be first in line and online to reserve my space.

The Department of Theater and Event Support Services will send out general announcements prior to opening the calendar.

I’m a student. Once the calendar is opened to the general college community can I just go online and reserve my space?

No. Space requests for student organizations are submitted through the Center for Student Involvement & Leadership (CSIL). If you represent a student club or organization and are interested in reserving space please contact [csilspacerequest@jjay.cuny.edu](mailto:csilspacerequest@jjay.cuny.edu).

That doesn’t seem fair. What if there’s no space available for me or the club I belong too? I’m a student, I pay tuition. Why don’t I have equal access to space on campus?

We agree. And our analysis over the last 3 years has revealed that the demand for space for students is greatest during community hour (1:40pm – 2:55pm) and after 5:00pm Monday through Thursday. In response to that need, and **prior** to opening the calendar to the general community, a considerable amount of space will be blocked out for this purpose. This will ensure that the student groups that don’t assemble until the semester is largely underway are not negatively impacted by this delay and will have access to space(s) required to conduct their events/business.

I’m not a student and I waited patiently for the calendar to be opened to the general college community; and yet...I still can’t get approval – what’s up?

The simple fact may be that there isn’t any space available at the time you’re requesting. But if that’s not the case, then on occasion, some event requests may not be approved based on either scheduling conflicts or not having the available staff or resources to setup and service the event. While we understand that every event is important this may also mean that some events require special approval before being allowed to move forward.

I just want a conference room for an hour or so. Are you telling me there aren’t any conference rooms available for my use? – This doesn’t seem to be an efficient use of space to me.



Glad you asked. The Space Utilization Task Force has looked into shared use of conference rooms and developed a method by which administrative conference rooms are made available in EMS once each department has had sufficient time to reserve them for their own purposes. Also, we suggest you keep in mind that many of these conference rooms adjoin offices and the type of meeting, and/or the noise generated by that meeting, should always be considered.

Are there rental fees or labor charges for using campus space?

No. Typically there is no rental fee or labor charge to internal users. There are however rental fees and labor charges that apply to external clients.

I've heard that CUNY gets to use our spaces for free – is that true?

CUNY does frequently ask to use space on its college campuses. If space is available we try to accommodate their request. However, as is with all user groups, labor fees are to be fully reimbursed.

Why are we renting space to external clients?

Renting space to external clients has become a major revenue steam for colleges across the country. These rentals provide John Jay College with considerable new financial resources that we are able to use to support the institution. This is especially relevant during years of financial austerity.

How is this money accounted for? It might sound crass but will I see any of it as a student?

It's not crass to expect accountability and transparency. Rental fees are collected and distributed through the College's Auxiliary Services Corporation; a non-profit corporation created to support educational, social, cultural, and recreational activities for students, faculty and staff.

That answers half of my question. But who decides how the funds get distributed?

Currently, there is an 11-member Board of Directors for the Corporation. The Board meets at least once per semester. Pursuant to CUNY Guidelines, the governing board is comprised of the College President or his/her designee, plus an additional number of students and the same combined number of faculty and administrative members.

And who appoints the board members?

Administrative members are appointed by the President. Faculty members are appointed by the President from a panel whose size is twice the number of seats to be filled. Faculty nominations are made by the Faculty Senate.

Can you give me an example of how the funds might be used?

Sure. The funds are used to provide scholarships to students and to support major student events such as Open House, Orientation, and Commencement.

Okay, I get it. Enough about the benefits of renting space to external clients. What can you tell me about labor charges?

Labor charges refer to the services required to support an event. They may include fees from the following departments and are typically applied to external users only:

- 1) Facilities (for set-up and removal of furniture and custodial services).
- 2) Audio Visual Services (for providing audio visual needs such as microphones, music playback, and projection capabilities).
- 3) Public Safety (for providing event security when required).

Now I'm confused. Could you clarify for me the difference between an internal user and an external client?

If you are a student, faculty member, staff member, alumni or college department at John Jay and are engaged in school sanctioned and approved activities more than likely you're an internal user. If you represent a for-profit corporation or private entity; a non-profit entity; or an agency of the federal, state, or local government; or if you're a student, faculty member, staff member, alumni or college department using space for private purposes then you're probably an external client.

Sounds simple.

It's not. If you are a student, faculty member, staff member, alumni or college department sponsoring an event that might include external clients as a component to your event, then your event may be considered a "partnership" and therefore rental fees and/or labor costs may apply.

Sounds complicated.

It doesn't have to be. If you're an internal user with no affiliation with an external group then there should be no charge. If you're an internal user partnering with an external organization you can refer to the Space Rental Rate Sheet to view the various rental rates available. There are substantial discounts even when partnering with an external group or affiliation.

Do I need approval to use space when an external group is involved?

Yes. And you're required to provide written justification detailing the benefit to the college that should roughly offset the reduction in rent provided by the partnership. Offsets can be achieved through various ways. Below are just a few:

- 1) Waiving of registration fees for student participation in various workshops/seminars/conferences.
- 2) Free or reduced ticket prices to theater cultural events such as concerts or plays.

3) Co-branding of John Jay in advertising and promotional material.

The justification requires approval from a Dean, or the Vice President of the sponsoring department. Final approval from the VP of Finance and Administration is required before any ticketing or marketing of the event takes place.

How far in advance can I reserve my space?

This is complicated. There are certain rooms that can be reserved years in advance and other that can't be reserved until the governance meetings (College Council, Town Hall, Faculty Senate, etc.) are in the calendar. And then there are lecture halls and classrooms that can't be reserved until they're released by the Registrar once the semester schedules are finalized. So if you're planning a large event that can't wait until the general release date or "Space Day," please contact Cheryl D'Antonio at [cdantonio@jjay.cuny.edu](mailto:cdantonio@jjay.cuny.edu) or Christine Baerga at [cbaerga@jjay.cuny.edu](mailto:cbaerga@jjay.cuny.edu).

What is "Space Day?" This is the first time I've heard this term.

"Space Day" is a new term used to describe the day when we open our space reservation calendar to student clubs and organizations, faculty, and staff to reserve space not previously allocated to governance meetings and major and/or recurring events. The more prepared you are as an individual or representative of a group on "Space Day" the more likely you'll find the space you're looking to reserve.

Does it increase my chances of having my reservation approved if my event doesn't require AVS or Facilities services and I'm willing to use the space "as is?"

The simple answer is yes. If you're not requesting a specific room set-up or other services provided by AVS or Facilities then your chances of being approved is greatly increased because the approval no longer hinges on available equipment or personnel needing to be available to perform those services. Using the room "as is" is simply stating that however the room was left by the previous user you and or your group are willing to work with that set up or change it around on your own.

Are there any other approvals I need to get before reserving space?

No. But now that you mention it you should be aware of existing guidelines for using some of our spaces on campus like: 'Hound Square, Kroll Atrium, Jay Walk, Faculty/Staff Dining Room, just to name a few. Guideline for those spaces and others can be found in the John Jay compendium. And don't forget to submit a work order to the Facilities Department for your event.

Are you kidding me? What's a "work order" and why isn't this captured when I'm making a reservation?

Good question. Reserving your space is just the first step in the process. If you are reserving a space that doesn't need chairs, tables, heat, air conditioning, or unlocking, then I guess you don't need to submit a work order. But if you will need any of those

things then it's probably a good idea to do so and that requires a work order. Steps to submitting a work order can be found in the "inside JJAY" compendium but if you're a student this will need to be arranged through the Center for Student Involvement and Leadership.

What if I want a classroom? Are classrooms in the VEMS system?

No. Currently classrooms are not in the VEMS system. However, we are working with the Registrar on methods whereby classrooms will be made available on EMS for use during community hour (1:40pm – 2:55pm). Until then requests for academic space are to be directed to Cheryl D'Antonio at [cdantonio@jjay.cuny.edu](mailto:cdantonio@jjay.cuny.edu) or Christine Baerga at [cbaerga@jjay.cuny.edu](mailto:cbaerga@jjay.cuny.edu).

What if I want to reserve the Gerald W. Lynch Theater?

Use of the theater comes with its own unique set of challenges, not the least of which is the expense associated with staffing each event. It is a 600 seat, fully-functioning, Broadway-style theater requiring a staff of ushers and Union stagehands to operate. Like most Broadway stages it has an elevator pit and a counter-weighted fly system that is dangerous to operate without proper training and supervision. Therefore use of the Theater is reserved for events requiring seating in excess of 250 people and needing the technical support only offered by a performing arts venue. If the above criteria is met the question as to who pays for the labor costs must then be resolved. This will require approval from the Vice President of Finance and Administration.

That's a pretty high hurdle to get over just to use the Theater, especially if I end up having to pay the labor costs. What if I just want to set up a table in the lobby? Don't tell me I have to reserve table space as well.

Okay, I won't. But you do. Table space on campus must be reserved to prevent the proliferation of tabling and to ensure entrances, hallways, and various passageways remain unencumbered and compliant with building and safety codes. Locations approved for table set-ups can be found in VEMS.

Next thing you're going to tell me is that I have to reserve space for my poster display unit.

No, not so. But poster display units have been popping up all around campus in very large numbers and in an effort to control the proliferation and to ensure the posters placed in each display unit are up-to-date we are requesting that all display units be collected by their respective departments at the end of each week. So please collect your poster display units and return them to your department by end of day each Friday.

What about general hours of operation on campus? How late can my event go and can I reserve my space for weekend use?

Yes. You can reserve your event space for weekend use but if your event requires AVS and/or Facilities support it will be subject to available personnel and costs.

And what about the three-day weekends I've heard so much about? Does that really happen?

Yes. This is a real thing. The college is closed on Friday, Saturday, and Sunday beginning the last week in June through the first week in August. Do not schedule your event over the three-day summer weekends.

I just want to decorate my event with helium balloons, confetti, and other normal party things that get taped to the wall or hung from the ceiling. Is this a problem?

Is it ever. Helium balloons and confetti are not allowed on campus for fire and safety reasons, and anything taped to the walls can prove damaging to both paint and glass surfaces. The only tape allowed on campus for this purpose is painter's tape which has low adhesive qualities and will mitigate any damage to wall and glass surfaces. Any damage to wall and/or glass surfaces will be the responsibility of the user group.

Anything else I need to know about?

Yes. Tons. Please refer to the handbook on Space Use Guidelines regarding Insurance Requirements, Event Sponsorship Opportunities, Ticketing and Marketing Materials, Onsite Collection Policy, Signage, Fire Guards, Magnetometers (Metal Detectors), Tobacco, Drugs, Alcohol, Food Handling, and Sterno.

Okay, after all that...who do I contact if I'm still having trouble with my request?

For questions regarding reserving space for events, please contact Cheryl D'Antonio at [cdantonio@jjay.cuny.edu](mailto:cdantonio@jjay.cuny.edu) or Christine Baerga at [cbaerga@jjay.cuny.edu](mailto:cbaerga@jjay.cuny.edu).