1. **Approval of Minutes for April 19, 2017.** Proposed minutes are attached.
2. **John Jay’s Financial Position and Budget.** VP Titan and AVP Flower will review the presentation attached here.
3. **Event and Space Use Handbook.** Events Handbook and FAQ are attached.
Joint Meeting: SPS – FPS
Minutes
May 30, 2017

Present: Jane Bowers, Steven Titan (FPS Chair), Ned Benton, Jeffrey Brown, Kinya Chandler, Angela Crossman, Cheryl D’Antonio, Dana Davies, Mark Flower, Jay Hamilton, Karen Kaplowitz, Tom Kucharski, Anne Lopes, Virginia Moreno, Raj Singh, Doug Salane, Chinua Thomas, Fatime Uruci, and Alison Orlando (Recorder)

1. Approval of Minutes from April 19, 2017. Minutes were approved as proposed.

2. John Jay’s Financial Position and Budget. Steve T. started by reviewing John Jay’s financial position. He explained that for FY 2017 we are projected to end with a $136,000 surplus. This is in a large part due to our partnership with the Department of Corrections (DOC) in North Hall. Steve T. then talked about the FY 2017 actual compared to the plan as there was a large variance between the two. The major changes in FY 2017 that account for this variance include the collective bargaining agreements being settled, the deal with the DOC, and the administrative staffing reduction plan not being realized due to a lower attrition rate. Steve T. then explained that in FY 2018 we are projected to have an almost $4 million dollar deficit. This is due to the collective bargaining increase not being fully covered by the tuition increase, a 1% allocation reduction from CUNY, and a loss of revenue from the DOC deal that expires on 12/31/2017. On the positive side, the size of the freshmen class was increased from the plan of 1,500 to 1,800+, which results in an additional $1.7 million in revenue. He explained that there will be issues that will need to be addressed due to the increased freshman class, such as classroom space and faculty coverage. There has also been an investment made in math lecturers at the undergraduate level. Karen K. asked if the students in the incoming freshmen class are math proficient. Jane B. explained that these students are math proficient but some of the students if they applied last year wouldn’t have been. We have not lowered our admissions standards; however CUNY made lower cut scores for math. Doug S. expressed his concern; he explained that math is an indicator of performance, and this population could be less likely to stay in enrolled. Anne L. acknowledged his concern, and explained that the Undergraduate Dean is working on plans to address this population. Tom K. explained that this could either have a small or dramatic impact on faculty, which he hopes will be measured. Doug S. said another issue is that resources will go to this population that needs special attention instead of going to other programs. Karen K. said that this variable may have changed the standards, and should be brought to the standards committee. Jane B. said she doesn’t disagree with what is being said but we don’t know what the impact will be; we will be studying these students. Steve T. then continued with the presentation. He spoke about ways to overcome the FY 2018 deficit. This includes the DOC extending their contract in North Hall, increasing the incoming freshmen class size to 1,900, reducing temporary services, reducing administrative positions through attrition, and improving collection rates. Ned B. said that the professional studies and online initiatives could address the deficit and should be included on this list. Ned B. then inquired about the large increases in administrative staffing costs and asked to see a list of positions that are filled now compared to two years ago. Steve T. said that they can pull this information together, and have an answer to this question. Karen K. asked if the cost of the Excelsior Scholarship was included in this plan. Dana D. explained that this can be looked at several different ways, and that because of several circumstances it is believed that the scholarship will impact few of our students. Mark F. explained that how CUNY handles the Excelsior Scholarship gap is still a question.
3. **Event and Space Use Handbook.** Raj S. asked if there were comments or feedback on the Events Handbook. Ned B. asked about the processes when a space is booked next to a classroom, such as informing those in the classrooms that the space is booked and working to mitigate the effect on the classroom. He then asked about external partnerships in regards to reserving space, and the process of who qualifies for a partnership and who makes the final decision of who is a partner. It was explained that the Dean, Chair, or Vice President of the department submits a brief paragraph justifying the benefit of the partnership to the college; it is then sent to the Vice President of Finance for final approval. Ned B. was concerned because there can be intangible reasons why a partnership is beneficial to the college. It was explained that it is recognized that there are intangible benefits to a partnership and that the wording in the manual can be relaxed. Cheryl D. explained that most academic partnerships come through OAR but the manual is referring to the ones that don’t come through OAR, which is a small amount. Ned B. asked if that can be made that clear in the manual. Tom K. spoke about how there is still a space issue at the college, and we need to move forward on how to utilize the space in line with our priorities. Steve T. explained that we are still looking at our space issues. Ned B. said that if the FAQ’s are consistent with the handbook that this committee doesn’t need to approve the FAQ’s. Raj S. asked that the committee send any comments back to him by mid-June concerning the handbook. He will then revise the handbook, and send it back to the committee.
Review of John Jay’s Financial Position

Steven Titan
Vice President for Finance & Administration
## Projected FY 2017 Year End Balance

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue</td>
<td>$119,958,000</td>
</tr>
<tr>
<td>Expenditures</td>
<td>$119,822,000</td>
</tr>
<tr>
<td>Surplus (Deficit)</td>
<td>$136,000</td>
</tr>
</tbody>
</table>
# Review of Actual Against Plan

## Revenue

<table>
<thead>
<tr>
<th>BUDGET ALLOCATION AND REVENUE</th>
<th>FY17 Plan Approved By BPC</th>
<th>FY2017 Projection Updated</th>
<th>5/19/2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUNY Revenue Target</td>
<td>$85,844,000</td>
<td>$85,595,000</td>
<td></td>
</tr>
<tr>
<td>Avg Enrollment (Fall + Spring)/2</td>
<td>10,794</td>
<td>10,993</td>
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</tr>
<tr>
<td>Base Allocation:</td>
<td>$88,153,158</td>
<td>$86,732,237</td>
<td></td>
</tr>
<tr>
<td>Lump Sum Allocations</td>
<td>$2,516,987</td>
<td>$652,663</td>
<td></td>
</tr>
<tr>
<td>Additional Allocations</td>
<td>$4,588,474</td>
<td>$11,498,409</td>
<td></td>
</tr>
<tr>
<td>NYC Budget Initiatives</td>
<td>$1,405,000</td>
<td>$3,417,500</td>
<td></td>
</tr>
<tr>
<td>NYS Retro &amp; Ratification Bonus</td>
<td>$13,621,285</td>
<td>$13,621,285</td>
<td></td>
</tr>
<tr>
<td>Jan Apr Collective Bargaining Increase</td>
<td>$3,092,185</td>
<td>$3,092,185</td>
<td></td>
</tr>
<tr>
<td>Labor Reserve Allocation</td>
<td>$2,906,460</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current Year Gross Tuition Revenue</td>
<td>($3,870,041)</td>
<td>($1,125,000)</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL BASE BUDGET ALLOCATION**  $95,700,038 $118,089,279

**TOTAL ADDITIONAL REVENUES**  $1,717,875 $2,068,540

**TOTAL BUDGET ALLOCATION**  $97,417,913 $119,957,819

## Expenditures

<table>
<thead>
<tr>
<th>EXPENDITURES</th>
<th>FY17 Plan Approved By BPC</th>
<th>FY2017 Projection Updated</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Personnel Services (PS):</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Faculty</td>
<td>$70,778,662</td>
<td>$90,573,453</td>
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<tr>
<td>Administrative Staff</td>
<td>$36,410,518</td>
<td>$37,084,480</td>
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<tr>
<td>ECP</td>
<td>$30,648,206</td>
<td>$34,649,753</td>
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<tr>
<td>Retro &amp; Ratification Bonus</td>
<td>$3,719,938</td>
<td>$3,721,795</td>
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<tr>
<td><strong>Adjuncts:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Teaching Adjuncts / CLTs</td>
<td>$11,770,649</td>
<td>$16,326,640</td>
</tr>
<tr>
<td>CETs</td>
<td>$287,680</td>
<td>$478,531</td>
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<tr>
<td>Retro &amp; Ratification Bonus</td>
<td>$2,939,109</td>
<td>$2,939,109</td>
</tr>
<tr>
<td><strong>Temp Services:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>College Assistants</td>
<td>$4,625,616</td>
<td>$4,568,512</td>
</tr>
<tr>
<td>Non-Teaching Adjuncts</td>
<td>$902,602</td>
<td>$765,492</td>
</tr>
<tr>
<td>Retro &amp; Ratification Bonus</td>
<td>$1,377,671</td>
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</tr>
<tr>
<td><strong>Projected Collective Bargaining Increase</strong></td>
<td>$2,906,460</td>
<td>$113,611,768</td>
</tr>
<tr>
<td><strong>TOTAL PS</strong></td>
<td>$90,983,989</td>
<td>$113,611,768</td>
</tr>
<tr>
<td><strong>OTAL OTPS</strong></td>
<td>$6,416,498</td>
<td>$6,210,408</td>
</tr>
<tr>
<td><strong>TOTAL FINANCIAL PLAN EXPENDITURES</strong></td>
<td>$97,400,487</td>
<td>$119,822,176</td>
</tr>
</tbody>
</table>

**YEAR END BALANCE**  $17,426 $135,642
Major Changes in FY 2017

• Collective Bargaining Agreements Settled
  • Cost of Retro and signing bonus covered by New York State
  • Total Cost $19.5M
  • Total increase of CBA = 10.41%

• Department of Corrections rental and training to supplement DOC Academy generated an additional $2.7M for FY17

• Administrative staffing reduction plan not realized due to lower than expected attrition.
# FY 2018 Projection

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue</td>
<td>$106,090,000</td>
</tr>
<tr>
<td>Expenditures</td>
<td>$110,062,000</td>
</tr>
<tr>
<td>Surplus (Deficit)</td>
<td>($3,972,000)</td>
</tr>
</tbody>
</table>
FY 2018 Major Factors Impacting Budget

• Loss of $2.2M in Revenue for DOC for rental and training in North Hall, current contract expires 12/31/2017
• CUNY will implement a 1% allocation reduction for FY18 = $900K
• Not all of the cost of the 10.41% collective bargaining increase is covered by the $200 per year tuition increase
  • Total collective bargaining increase = $10M
  • Total amount covered by tuition increase and banked CUNY labor Reserve $8.6M
  • Collective bargaining net impact = $1.4M
• John Jay’s aggressive advertising campaign and enhanced recruiting efforts has increased the size of the freshman class from an original plan of 1,500 to 1,800+, resulting in $1.7M in additional revenue.
## Review of FY 2018 Projected Plan

### Revenue

<table>
<thead>
<tr>
<th>BUDGET ALLOCATION AND REVENUE</th>
<th>FY 2107 Projection Updated</th>
<th>FY 2018 with $200 Tuition Increase, 10.41% Collective Bargaining Increase, 1800 Freshman, 1% Reduction in Base Allocation</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUNY Revenue Target</td>
<td>$85,595,000</td>
<td>$86,741,973</td>
</tr>
<tr>
<td>Avg Enrollment ((Fall + Spring)/2)</td>
<td>10,993</td>
<td>11,196</td>
</tr>
<tr>
<td>Base Allocation</td>
<td>$86,732,237</td>
<td>$91,619,705</td>
</tr>
<tr>
<td>Lump Sum Allocations</td>
<td>$652,663</td>
<td>$652,663</td>
</tr>
<tr>
<td>Additional Allocations</td>
<td>$11,698,409</td>
<td>$6,323,180</td>
</tr>
<tr>
<td>NYC Budget Initiatives</td>
<td>$3,417,500</td>
<td>$3,506,700</td>
</tr>
<tr>
<td>NYS Retro &amp; Ratification Bonus</td>
<td>$13,621,285</td>
<td>$15,117,425</td>
</tr>
<tr>
<td>Jan-Apr Collective Bargaining Increase</td>
<td>$3,092,185</td>
<td>$3,092,185</td>
</tr>
<tr>
<td>Labor Reserve Allocation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current Year Gross Tuition Revenue above CUNY Target</td>
<td>($1,125,000)</td>
<td>$1,033,538</td>
</tr>
<tr>
<td>COMPACT FUNDING</td>
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<td>$2,818,421</td>
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<tr>
<td>TOTAL BASE BUDGET ALLOCATION</td>
<td>$118,089,279</td>
<td>$105,954,207</td>
</tr>
<tr>
<td>Prior Year Cutra Balance</td>
<td>$2,068,540</td>
<td>$135,642</td>
</tr>
<tr>
<td>TOTAL ADDITIONAL REVENUES</td>
<td>$2,068,540</td>
<td>$135,642</td>
</tr>
<tr>
<td>TOTAL BUDGET ALLOCATION</td>
<td>$120,157,819</td>
<td>$106,089,850</td>
</tr>
</tbody>
</table>

### Expenditures

<table>
<thead>
<tr>
<th>EXPENDITURES</th>
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<tr>
<td>Personnel Services (PS) :</td>
<td></td>
<td>$90,573,453 $81,723,476</td>
</tr>
<tr>
<td>Faculty</td>
<td>$37,084,480</td>
<td>$39,105,949</td>
</tr>
<tr>
<td>Administrative Staff</td>
<td>$34,649,753</td>
<td>$38,572,459</td>
</tr>
<tr>
<td>ECP</td>
<td>$3,721,795</td>
<td>$4,045,068</td>
</tr>
<tr>
<td>Retro &amp; Ratification Bonus</td>
<td>$15,117,425</td>
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</tr>
<tr>
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<td>$16,326,640</td>
<td>$15,012,763</td>
</tr>
<tr>
<td>Teaching Adjuncts / CLTs</td>
<td>$12,909,000</td>
<td>$14,241,078</td>
</tr>
<tr>
<td>CETs</td>
<td>$478,531</td>
<td>$771,684</td>
</tr>
<tr>
<td>Retro &amp; Ratification Bonus</td>
<td>$2,939,109</td>
<td>$2,939,109</td>
</tr>
<tr>
<td>Temp Services:</td>
<td></td>
<td>$6,711,675 $5,729,424</td>
</tr>
<tr>
<td>College Assistants</td>
<td>$4,568,512</td>
<td>$4,901,286</td>
</tr>
<tr>
<td>Non-Teaching Adjuncts</td>
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<td>$828,138</td>
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<tr>
<td>Retro &amp; Ratification Bonus</td>
<td>$1,377,671</td>
<td>$1,377,671</td>
</tr>
<tr>
<td>Projected Collective Bargaining Increase</td>
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<td>0</td>
</tr>
<tr>
<td>TOTAL PS</td>
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<tr>
<td>OTPS</td>
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<tr>
<td>Strategic Investments Initiative</td>
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<td>$243,213</td>
</tr>
<tr>
<td>TOTAL OTPS</td>
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<td>$7,596,239</td>
</tr>
<tr>
<td>TOTAL FINANCIAL PLAN EXPENDITURES</td>
<td>$119,822,176</td>
<td>$110,061,901</td>
</tr>
<tr>
<td>YEAR END BALANCE</td>
<td>$335,642</td>
<td>($3,972,051)</td>
</tr>
</tbody>
</table>
Overcoming the FY 2018 Deficit

• Extend Department of Corrections contract for use and training in North Hall. ($2.2M)
• Increase incoming freshman class from 1,800 to 1,900. ($611K net)
• Reduce Temporary Services ($750K)
• Reduce Administrative Positions through attrition ($500K)
• Improve Collection Rates
TABLE OF CONTENTS

1.0 Introduction
1.1 Event and Space Use Guidelines
   a. John Jay College Event Request Process
      i. Students
      ii. Faculty/Staff
   b. External and Community Event Request Process
   c. University Interest and Regulations
   d. Sponsoring Organizations
   e. Athletic Facilities
   f. Gerald W. Lynch Theater
1.2 Purpose of the Guidelines
1.3 Events Review Committee
1.4 Event Request
   a. Student Clubs and Organizations
   b. Faculty/Staff seeking to host an event
   c. Faculty/Staff seeking to book a conference
   d. CUNY seeking to book a space
   e. CUNY seeking to book a conference
   f. External Clients seeking to book a space
   g. Partnerships
   h. Sponsored Organizations
1.5 Site Usage Fee
1.6 Support Services
1.7 Audio Visual
1.8 Work Orders
1.9 Catering
2.0 Process for Reserving Space
2.1 Weekend Events
2.2 Final Exam Week
2.3 Custom Room Setups
2.4 Signage, Marketing, and Publicity
2.5 Tabling
2.6 Parking
2.7 Special Rules for Special Places
2.8 Booking Conference Rooms & Classrooms/Lecture Halls
2.9 Rental Activity & Rates
3.0 Partnership Justification
3.1 Bumping
3.2 Fire Safety
3.3 Special Restrictions
3.4 Insurance
3.5 Fire Guards
3.6 Frequently Asked Questions (FAQs)
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 59th 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 or space reservation manager Cheryl D’Antonio at 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.

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 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

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

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 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 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.
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. 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.
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 administrative fees can be found by clicking here (insert link “a”).

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. 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.

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. To submit work orders please visit the following link by clicking here (insert link “b”).

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 by 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 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 by clicking here (insert link “c”). The application will be reviewed in 5-7 business days following which the club will receive an email detailing the request as submitted.

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.

d) **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%. Any partnership must align with the college’s mission and goals. A partnership must be submitted to a specific academic or administrative department for approval at the Vice President level. All requests for partnerships must be accompanied by written justification detailing the benefit to the college. The benefit value to the college should equal or surpass the value received by the cost reduction in rental rates.

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.
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.

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.). Blank diagrams of each event space can be found online by clicking here (insert link “d”).

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. Locations approved for table set-ups can be found in VEMS or by clicking here (insert link “e”).

2.6 Parking

We regret that at this time there is no parking we can offer the public on campus. A list of public parking garages near JJAY is available by clicking here (insert link “f”).
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. Guidelines for booking special spaces can be found by clicking here (insert link “g”).

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 by clicking here (insert link “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. You may review rental rates by clicking here (insert link “i”).

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 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 click here (insert link “j”) to access detailed Fire Safety information regarding the use of solid fuel (Sterno) on campus.

3.3 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.

3.4 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. For additional insurance requirements please click here (insert link “k”).

3.5 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.

3.6 Frequently Asked Questions (FAQs)
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 assemble 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. 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) a list of Frequently Asked Questions was compiled to illuminate user groups and help explain the rationale behind the process. To access our FAQs about VEMS and reserving space on campus please click here (insert link “l”).
Frequently Asked Questions
Procedures and 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.

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.

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.

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 stream 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 and 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 or Christine Baerga at 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 or Christine Baerga at 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 or Christine Baerga at cbaerga@jjay.cuny.edu.