



## UNIVERSITY POLICY

**SUBJECT:** ADMINISTRATION

**TITLE:** PUBLIC EVENTS: EXTERNAL ORGANIZATIONS

**CODING:** 00-01-10-70:00

**ADOPTED:** 07/30/92

**AMENDED:**

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**As of February 2, 2007  
this policy has been Suspended  
while undergoing review**

FOR ANY RELATED QUESTIONS, PLEASE CONTACT:  
THE OFFICE OF FACILITIES PLANNING, MANAGEMENT  
AND CONSTRUCTION

973-972-4600



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I. PURPOSE

To establish a policy on the approval and use of University facilities (owned or leased) and services by External organizations for a variety of special events or meetings.

II. ACCOUNTABILITY

Under the direction of the President and the Senior Vice President for Academic Affairs, the Deans and Vice Presidents shall ensure compliance and shall implement this policy.

III. APPLICABILITY

This policy applies to the use of UMDNJ facilities and services for special events or meetings sponsored by External organizations.

IV. DEFINITIONS

- A. **External** - Any person, organization, community organization, institution, firm, partnership or corporation other than UMDNJ or a unit thereof, including but not limited to: affiliates, lessees, tenants, assignees, etc.
- B. **Internal Sponsor** - An individual, designated by the Dean or Vice President, who screens incoming requests from External organizations for appropriateness and who is responsible and accountable for the event from UMDNJ's standpoint (EXHIBIT I).
- C. **Facility Coordinator** - An individual, designated by the Dean or Vice President, who coordinates and plans an event or meeting in a UMDNJ facility (EXHIBIT II).

V. REFERENCES

- A. Alcohol Regulations                      [00-01-10-16:00](#)
- B. Facility Use: UMDNJ Organizations      [00-01-10-70:05](#)
- C. Private Sector Fund Raising              [00-01-20-45:00](#)
- D. University Services to Others              [00-01-50-30:00](#)
- E. Use of University Name and Symbol      [00-01-10-95:00](#)
- F. Special Events and Press Conferences    [00-01-10-115:00](#)

## VI. POLICY

### A. Requirements:

UMDNJ's facilities may be made available for a variety of special events or meetings, upon request by governmental agencies, professional or educational groups, community organizations, or corporations, whenever these requests are in keeping with the University's mission, do not interfere with the academic schedule and are in conformance with the procedures and requirements set forth below. UMDNJ is committed to preserving and fostering an environment of free speech, free inquiry and academic freedom. Although the University condemns hate speech, use of epithets, and use of racial, ethnic, sexual and religious slurs, the content of speech or other expression of individuals or groups on its campuses is not by itself a basis for censorship or prevention of the exercise of free speech on University premises.

1. With the exception of those events sponsored or co-sponsored by UMDNJ, or the New Jersey State Departments and agencies, and so verified by the cognizant Dean or Vice President, or designee, all External organizations shall be charged a fee for the use of facilities and services.
2. UMDNJ facilities may be used by not-for-profit External organizations or:
  - a. Book Fairs to be conducted solely to expose UMDNJ students, faculty or staff members to current professional publications where no monetary exchange or solicitation may take place;
  - b. Art and Crafts Exhibits that are organized by New Jersey based groups or groups that include a New Jersey component;
  - c. Private sector fund raising.
3. UMDNJ facilities shall not be used by External organizations for
  - a. Solicitation by any person, or group, for personal financial gain, such as: flea markets, church or community fairs;
  - b. An event which would disrupt or interfere with University activities or services;
  - c. An event where the sole purpose is to socialize;
  - d. Partisan political purposes;
  - e. Commercial, business, trade or manufacturing purposes except for certain pharmaceutical/medical product displays sponsored by the UMDNJ faculty or staff, and housing/urban development expositions in keeping with University Heights and sponsored by the Department of Urban Planning and Community Relations, and approved under the policy provisions outlined below.
4. External organizations who wish to hold an event at a University facility shall be referred by faculty or staff to the appropriate Internal Sponsor (EXHIBIT I). The External organization is required to contact the Internal Sponsor no later than eight (8) weeks prior to the proposed event.
5. The Internal Sponsor shall screen the request for potentially controversial issues, verify whether the proposed event is consistent with UMDNJ's mission, and determine where the event is to be held on University premises.

6. The Internal Sponsor and Facility Coordinator shall use the procedure outlined in this policy, (Section VII), to obtain final approval, plan, and schedule the event.
7. The Facility Coordinator shall contact the appropriate Business Manager (EXHIBIT IV) to get an estimate for the cost of using the facility, and New Jersey sales tax compliance issues. The Controller's Office shall provide the Business Managers with an updated estimate including depreciation, operation and maintenance costs on an annual basis. The Business Manager shall determine whether additional factors warrant adjustments in determining the appropriate rate for use of the facility.
8. For all events, the External organization shall be required to furnish the University with the proof of comprehensive general liability insurance with policy limits of not less than \$500,000 per person and \$1,000,000 per occurrence for bodily injury and property damage liability. The University shall be included as an additional insured under this policy and a certificate of insurance evidencing this coverage shall be provided.

The External organization shall by written agreement, indemnify and hold harmless the University against any claims arising from possible personal injury and damages to the facility and goods. Appropriate release documents shall be signed to effectuate these provisions. The Facility Coordinator shall coordinate these efforts.

Risk and Claims Management and Public Safety shall be notified of all events where alcoholic beverages will be served, possessed, sold, used or consumed on University premises (Alcohol Regulations policy).
9. All sales of items on University premises must be individual transactions between the vendor and purchaser. At no time shall UMDNJ or any of its agents be involved, nor can any commission be charged or included in such private sales. The terms of any arrangement or agreement permitting the sale of items on University premises shall include a requirement that all sales are subject to the laws of the State of New Jersey, including applicable sales tax.
10. Any group or individuals who wish to use the display cases on the B-Level of the Medical Science Building on the Newark Campus for displays or exhibits are to be referred to the Office of the Associate Dean for Education, NJMS, and shall be subject to the provisions of this policy.
11. Any group whose activities are disruptive to the University environment shall be asked to leave the facilities with no consideration given to refunds.
12. In reserving facility space, first priority shall be given to scheduled classes over any other event or meeting.
13. All public events at the University are also open to students.
14. By permitting External organizations to use UMDNJ facilities, UMDNJ does not thereby approve of, endorse or promote any of the ideas or opinions advanced by those organizations.
15. Any policy issues not directly addressed in the provisions above, shall be decided solely in the best interests of the University by the Senior Vice President for Academic Affairs and/or Vice President for Administration or President.

B. Responsibilities

1. The External organization is responsible for:

- a. contacting the Internal Sponsor no later than eight (8) weeks prior to the proposed event;
  - b. sending the completed Facility Reservation Form (External Organizations) (EXHIBIT III) to the Internal Sponsor no later than seven (7) weeks before the proposed event;
  - c. providing the appropriate documentation to show proof of insurance;
  - d. paying for the use of the University facility and services twelve days before the proposed event; and
  - e. abiding by the requirements of this policy.
2. Deans and Vice Presidents (including the Vice President for Urban and Community Development and the Director of University Marketing Communications, where appropriate) are responsible for:
- a. designating an Internal Sponsor (EXHIBIT I) for their unit or school who will assume internal responsibility for an event held by an External organization;
  - b. designating a Facility Coordinator, identified in EXHIBIT II, to interface with internal service providers on behalf of External organizations for securing internal services;
  - c. reviewing recommendations of the Internal Sponsor concerning the use of facilities by External organizations;
  - d. bringing to the attention of the President and Senior Vice President for Academic Affairs, any issues of a potentially controversial, inflammatory, or sensitive nature; and
  - e. in addition to the above individuals, in the event of potentially controversial, contentious, offensive or disruptive speakers, providing advance notice to the Vice President for Legal Management, the Director of Public Safety, and representatives of the faculty and student body of the affected school.
3. The Internal Sponsor is responsible for:
- a. screening the request for potentially controversial issues and consistency with UMDNJ's mission;
  - b. determining which facility is to be used for the event;
  - c. obtaining written approval for the event from the appropriate Dean or Vice President, the Vice President for Urban and Community Development, and the Director of University Marketing Communications;
  - d. bringing to the attention of the appropriate Dean or Vice President any issues of a potentially sensitive or controversial nature;
  - e. assuming internal responsibility for the event; and
  - f. working with the Facility Coordinator in resolving any operational issues.

4. The Facility Coordinator is responsible for:
  - a. reserving the facility for use by the External organization;
  - b. planning and scheduling the event, including contacting the appropriate Business Manager (EXHIBIT IV) to get an estimate for the cost of using the facility, and New Jersey sales tax compliance issues;
  - c. coordinating services for the event with internal service providers; and
  - d. notifying External organizations who will be exhibiting art and crafts that they are solely responsible for hanging, placing and removing art and crafts.
5. The Director of University Marketing Communications and the Director of University News Service are responsible for:
  - a. incorporating the event in the University Events calendar;
  - b. apprising, as appropriate the President and the Senior Vice President concerning special events;
  - c. preparing a press release in advance of an event, as appropriate;
  - d. designating a chief spokesperson for the University, should the need arise, to deal with internal and external constituencies, including University trustees, students, staff, alumni, parents, donors, legislators, the community and the media; and
  - e. maintaining copies of all facility reservation requests from External organizations for tracking purposes.
6. The Vice President for Urban and Community Development is responsible for:
  - a. apprising, as appropriate the President and the Senior Vice President concerning special events.
7. The Director of Public Safety is responsible for:
  - a. developing operational plans to monitor and control crowds and traffic; maintain order; and police any demonstrations;
  - b. working with the speaker's own security personnel, if any;
  - c. assisting University Marketing Communications to prepare for and provide media access to the event; and
  - d. approving all security plans for events on University property, whether owned or leased.

## VII. PROCEDURES

### **Performed By**

### **Action Taken**

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| Faculty or staff member  | 1. Refers the External organization wishing to use a UMDNJ facility to the appropriate Internal Sponsor.   |
| External Organization  | 2. Contacts the Internal Sponsor no later than eight (8) weeks before the proposed event.  |
| Internal Sponsor   | 3. Preliminarily screens the request. If request is appropriate, forwards a Facility Reservation Form (External Organizations) to the External organization (EXHIBIT III).   |
| External Organization  | 4. Completes the form and returns it to the Internal Sponsor no later than seven (7) weeks before the proposed event.  |
| Internal Sponsor   | 5. Reviews the details of the request to either approve or decline. If approved, requests endorsement from the appropriate Dean or Vice President, Vice President for Urban and Community Development and Director of University Marketing Communications within ten (10) days. At this time, also brings any potentially controversial issues to their attention. |
| Dean/Vice President, Vice President for Urban & Community Development, Director of University Marketing Communications | 6. Reviews the request to advise the Internal Sponsor within ten (10) days whether the request should be granted or denied.  |
|  | 7. Brings to the attention of the President and Senior Vice President for Academic Affairs, any event of a potentially sensitive or controversial nature. Also notifies the Vice President for Legal Management, Director of Public Safety, and representatives of the faculty and of the student body of the affected school.                                     |
| Director of University News Service  | 8. As appropriate, prepares a press release and identifies a spokesperson in advance of an event with potentially controversial, inflammatory or sensitive content.  |
| Director of University Marketing Communications  | 9. Puts the event on the University Events calendar.   |
| Internal Sponsor   | 10. Notifies the External organization of the final decision within two weeks of receipt of completed form. Provides the External organization with the name of the appropriate Facility Coordinator who will interface with the External organization in securing appropriate internal services for the event Facility Coordinator.                               |

**Performed By**

**Action Taken**

Facility Coordinator

11. Sends a copy of the approved Facility Reservation Form to the appropriate Internal Service Providers (EXHIBIT V) and coordinates with them to provide the necessary internal services.
12. Forwards other forms if necessary and notifies the External organization of the appropriate parking arrangements.
13. Contacts the appropriate Business Manager (EXHIBIT IV) to obtain a rate schedule for the use of the facility, and to assess any issues concerning NJ sales tax compliance, if applicable (see VI.A.8.).
14. Forwards a copy of the approved Facility Reservation Form to University Marketing Communications for central file keeping.
15. Notifies the Director of Labor Relations, appropriate Human Resources Director, or Academic Administration if the organization is a union or collective bargaining group.
16. Informs the External organization of the requisite fees and any other requirements.
17. Contacts the appropriate Business Manager to obtain an invoice.
18. Forwards the invoice to the External organization at least four (4) weeks prior to the scheduled event.

External Organization

19. Pays the University by either a cashier's check or a money order. Payment of all invoices must be sent to the attention of the Facility Coordinator twelve (12) days in advance of the scheduled event.

NOTE: Payment not received within the specified time shall automatically result in the cancellation of the event.

Facility Coordinator

20. Provides appropriate documents to show proof of insurance.
21. Receives the check and forwards it to the Business Manager. Forwards the proof of insurance documentation to Risk and Claims.

Business Manager

22. Deposits the check and disperses funds through interdepartmental transfers.

VIII. EXHIBITS

- A. List of Internal Sponsors
- B. List of Facility Coordinators
- C. Facility Reservation Form (External Organizations) (Form Can Be Obtained From University Marketing Communications)
- D. List of Business Managers
- E. List of Internal Service Providers

By Direction of the President:

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Vice President for Administration

SUSPENDED

**EXHIBIT A**  
**LIST OF INTERNAL SPONSORS**

<b>SCHOOL/UNIT</b>	<b>INTERNAL SPONSOR</b>	<b>TELEPHONE NUMBER</b>
Academic Affairs	Karen Putterman, M.D.	(973) 972-4380
Affirmative Action	Phyllis Stevenson	(973) 972-4855
UBHC- Piscataway	Peggie Czachowski	(732) 235-6800
UBHC - Newark	Dana L. Williams, Ph.D.	(973) 972-4348
University Marketing Community	Viola Bowman	(973) 972-7524
GSBS - Newark	Patricia Downing	(973) 972-5332
GSBS - Piscataway	Marianne Petralia	(732) 235-5016
Legal Management	Wanda Smith	(973) 972-4705
NJ Grad. Pgm Public Health	Tina Greco	(732) 445-0179
NJDS	George McLaughlin, D.M.D.	(973) 972-4694
NJMS	John Giraud	(973) 972-3469
RWJMS - Camden	Gordon Benson, M.D.	(856) 757-7877
RWJMS - Piscataway/New Brunswick	Gloria Covino	(732) 235-6306
SHRP -	Mildred Blocker	(973) 972-4495
SN	Jeanne M. Downs, Ph.D., R.N.	(201) 529-7746
SOM	Mary Louise Bianco	(856) 566-6149
Planning	Wonder J. Henderson	(973) 972-3814
UH	Robin Preisler	(973) 972-6273
University Programs	Robert D'Augustine	(732) 235-9423
Urban and Community Development	Doris Ortiz	(973) 972-6309

**EXHIBIT B**  
LIST OF FACILITY COORDINATORS

<b>CAMPUS/UNIT/BUILDING</b>	<b>FACILITY COORDINATOR</b>	<b>TELEPHONE NUMBER</b>
<b>NEWARK:</b>		
NJMS - Medical Science Bldg	Bernard Sarrel	(973) 972-4795
NJMS - Display Cases	Elizabeth Alger	(973) 972-5436
UH	Lois Hull	(973) 972-6410
NJDS - Dental School Bldg.	Regina Jackson	(973) 972-4634
UBHC	Cordell Trotman	(732) 235-5900
George F. Smith Library	Judith Cohn	(973) 972-5498
Administration Complex	Viola Bowman	(973) 972-7524
DOC	Fran Esposito	(973) 972-2126
<b>PISCATAWAY/NEW BRUNSWICK:</b>		
RWJMS Piscataway	Sheila Thomas	(732) 235-5379
New Brunswick	Joe Bernasz	(732) 235-6212
UBHC	Peggie Czachowski	(732) 235-6800
<b>CAMDEN:</b>		
RWJMS Education & Research Bldg.	Rosalind Stewart	(856) 757-7718
SHRP	Connie Weikel	(856) 964-2690
Conference Room	Thomas Jones	(856) 338-1705
<b>STRATFORD:</b>		
SOM	Edward Small	(856) 566-6002
	Mary Louise Bianco	(856) 566-6149

**EXHIBIT C**

**FACILITY RESERVATION FORM (EXTERNAL ORGANIZATIONS)**

FORM CAN BE OBTAINED FROM UNIVERSITY MARKETING COMMUNICATIONS

SUSPENDED

**EXHIBIT D**  
**LIST OF BUSINESS MANAGERS**

<b>UNIT</b>	<b>BUSINESS MANAGER</b>	<b>TELEPHONE NUMBER</b>
Central Support	Ron Jenkins	(732) 235-9176
UBHC	Ann Scharp	(732) 235-5940
UBHC - Piscataway	Patrice Greaney	(732) 235-5940
UBHC - Newark	Gregory Adams	(973) 972-4570
University Programs	Ron Jenkins	(732) 235-9176
GSBS	Ron Jenkins	(732) 235-9176
SN	Ron Jenkins	(732) 235-9176
SHRP	Ron Jenkins	(732) 235-9176
NJMS	Jim Trotter	(973) 972-4398
NJDS	Joe Konowich	(973) 972-4624
RWJMS	Jim D'Aloia	(732) 235-4517
SOM	Tom Walsh Sharon Bushelli	(856) 566-6993 (856) 770-5729
UH	Denise Weeks	(973) 972-6845

**EXHIBIT E**

**LIST OF INTERNAL SERVICE PROVIDERS**

<b>SERVICE</b>	<b>DEPARTMENT</b>	<b>TELEPHONE NO.</b>	<b>CAMPUS</b>
University Events Listing	University Marketing Communications	(973) 972-7524	Newark
Housekeeping	General Services	(973) 972-6180 (732) 235-4213 (856) 566-6121	Newark Piscataway/New Brunswick Camden/Stratford
Security	Public Safety	(973) 972-4491 (732) 235-9363 (856) 566-6061	Newark New Brunswick Camden/Stratford
Parking	Public Safety	(973) 972-4502 (732) 235-4537 (856) 566-6158	Newark Piscataway/New Brunswick Camden/Stratford
Insurance	Risk and Claims Management	(973) 972-6277	Newark
Billing Payments Disbursement	Business Manager	(See EXHIBIT D)	
Fee Schedule	(Controller's Office)	(732) 235-9100	Newark
Audio Visual	Audio Visual Center Media Resources Library Media Resources	(973) 972-4340 (732) 235-4514 (856) 757-7740 (609) 566-7120	Newark Piscataway/New Brunswick Camden Stratford
University Hospital:			
Cafeteria Space	Dept. of Food and Nutrition	(973) 972-4026	Newark
Seating	Dept. of Environmental Services	(973) 972-6701	Newark