



UNIVERSITY POLICY

SUBJECT: ADMINISTRATION

TITLE: UMDNJ EVENTS: INTERNAL ORGANIZATIONS

CODING: 00-01-10-70:05

ADOPTED: 11/20/92

AMENDED: 07/01/97

I. PURPOSE

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

II. ACCOUNTABILITY

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

III. APPLICABILITY

This policy applies to the use of University facilities by UMDNJ schools, units, trustees, faculty, staff, and students for a variety of special events that involve services provided by one or more University departments.

IV. DEFINITIONS

UMDNJ Event - Any activity that is outside the normal course of University business to which the general public may be invited and/or at which media coverage may take place. An event is classified as an "UMDNJ Event" only if it is sponsored or co-sponsored by either the University as a whole, or a school, unit, department, recognized/established group or organization within the University (such as a student organization). An event sponsored by an external organization in which a member of the University is functioning in a non-UMDNJ capacity does not qualify as an UMDNJ Event.

Facility Coordinator - An individual, designated by the Dean or Vice President, who coordinates and plans an event in an UMDNJ facility.

V. REFERENCES

Alcohol Regulations [00-01-10-16:00](#)

Public Events: External Organizations [00-01-10-70:00](#)

Private Sector Fund Raising [00-01-20-45:00](#)

Parking [00-01-10-145:00](#)

Use of University Name and Symbol [00-01-10-95:00](#)

VI. POLICY

A. Requirements:

UMDNJ facilities and services are available for use by the schools, units, trustees, faculty, staff, and students for a variety of special events that are in keeping with the University's mission, and are consistent 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. University personnel who wish to hold an UMDNJ event are required to send the completed Facility Reservation Form (can be obtained from University Marketing Communications) (Internal Organizations) to the designated Facility Coordinator (EXHIBIT B) no later than four (4) weeks in advance of the proposed event. For large events involving several University departments, it is recommended that requestors should send their completed forms at least 8 - 10 weeks prior to the event to ensure adequate time for planning and coordinating services.
2. Upon receiving the completed Facility Reservation Form (Internal Organizations) from the requestor, the Facility Coordinator shall screen the request for potentially controversial issues and verify whether the proposed event is consistent with UMDNJ's mission. The Facility Coordinator shall forward the form, with a recommendation to approve or decline, to the appropriate Dean or Vice President for authorization.
3. The Facility Coordinator shall notify the requester no later than two (2) weeks of receipt of the request, whether the event has been approved or declined. If approved, the Facility Coordinator will advise the requester concerning the Internal Service Providers (EXHIBIT C) that need to be contacted, and if Risk and Claims Management or Public Safety need to be notified of the event.
4. It is the responsibility of the requester to contact the appropriate Internal Service Providers at least 2 (two) weeks before the proposed event to engage the required services, and if necessary, notify Risk and Claims Management. Risk and Claims Management and Public Safety shall be notified of all events where alcoholic beverages may be served, possessed, sold, used or consumed on University premises (Alcohol Regulations policy), as well as other events where there may be a special risk or liability concerns.
5. When appropriate, or as directed by Risk and Claims Management, the requester shall provide the necessary proof of insurance in an amount to fully cover the associated liability and will, by written agreement, indemnify and hold the university harmless against any claims arising from possible injury and damage to the facility and goods. Appropriate release documents shall be signed to effectuate these provisions.

6. 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. Similarly, any group or individuals who wish to use the display cases on the first, second, and third floors in the Martland Building, Newark Campus, shall be referred to the Administrative Coordinator, Office of the Dean, School of Health Related Professions.
7. In reserving facility space, first priority shall be given to scheduled classes over any other event or meeting.
8. All public events at the University are also open to students.
9. There shall be no fee charged to UMDNJ schools, units, or personnel for the use of facilities. However, the charge for services will be determined according to established work-order and interdepartmental charge back procedures. Any parking fees shall be determined in accordance with the parking policy.
10. UMDNJ facilities shall not be used for: Solicitation by any person, or group, for personal financial gain, such as: flea markets, church or community fairs; Partisan political purposes; Commercial, business, trade, or manufacturing purposes except for certain pharmaceutical/medical product displays or vendors sponsored by UMDNJ faculty or staff.
11. Any policy issues not directly addressed in the text above, shall be decided solely in the best interests of the University by the Senior Vice President for Academic Affairs and the Vice President for Administration.

B. Responsibilities:

1. The requester is responsible for:
 - a. sending a completed Facility Reservation Form (Internal Organizations) to the Facility Coordinator no later than four (4) weeks in advance of the event;
 - b. contacting the Internal Service Providers at least two weeks before the event to secure any necessary services, notifying Risk and Claims Management and, if appropriate, providing the appropriate documentation to show proof of insurance, and contacting Government and Public Affairs to include the event on the University Events Calendar; and
 - c. abiding by the requirements of this policy.
2. Deans and Vice Presidents are responsible for:
 - a. designating a Facility Coordinator, identified in EXHIBIT B, to coordinate requests to hold events;
 - b. reviewing recommendations of the Facility Coordinator concerning the use of facilities by internal organizations, and authorizing the event;
 - c. bringing to the attention of the President and/or Senior Vice President for Academic Affairs and/or Vice President for Administration as appropriate, any issues of a potentially controversial, inflammatory, or sensitive nature; and

- d. providing advance notice to the Vice President for Legal Management, Director of University Marketing Communications, the Director of Public Safety, and representatives of the faculty and student body of the affected school in the event of potentially controversial, contentious, offensive or disruptive speakers.
3. The Facility Coordinator is responsible for:
 - a. reviewing and screening the request for potentially controversial issues and consistency with UMDNJ's mission;
 - b. determining which facility is to be used for the event and sending the completed Facility Reservation Form (Internal Organizations) to the appropriate Dean or Vice President with a recommendation for final approval;
 - c. obtaining written approval for the event from the appropriate Dean or Vice President;
 - d. bringing to the attention of the appropriate Dean or Vice President any issues of a potentially sensitive or controversial nature;
 - e. notifying the requester of the final decision no later than two weeks of receipt of the request;
 - f. advising the requester, on approval of the request, regarding the internal services to be procured (including all security requirements), appropriate alcohol regulation procedures, and whether the requester has to notify Risk and Claims Management; and
 - g. forwarding copies of the approved Facility Reservation Form (Internal Organizations) to the appropriate Internal Service Providers, and to University Marketing Communications for central file-keeping.
4. The Director of University Marketing Communications and Director of University News Service are responsible for:
 - a. incorporating the event on 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 internal organizations for tracking purposes.
5. 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 News Service to prepare for and provide media access to the event;
- d. approving all security plans for events on University property, whether owned or leased; and
- e. protecting the safety, welfare and property of University students, faculty, staff and patients.

VII. PROCEDURES

Performed By:

Action Taken:

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| Requester | 1. Sends a completed Facility Reservation Form (Internal Organizations)(EXHIBIT A) to the designated Facility Coordinator (EXHIBIT B) no later than four weeks before the proposed event. |
| Facility Coordinator | 2. Reviews and screens request for potentially controversial issues. Forwards completed Facility Reservation Form (Internal Organizations) to appropriate Dean or Vice President with a recommendation for approval. |
| Dean/Vice President or designee | 3. Reviews request and advises Facility Coordinator within five days whether request should be granted or denied.

4. Brings to the attention of the President and/or appropriate Vice President for Academic Affairs and/or Vice President for Administration any event of a potentially sensitive or controversial nature. Also notifies the Vice President for Legal Management, Director of University Marketing Communications, Director of Public Safety, and representatives of the faculty and of the student body of the affected school. |
| Director of University News Service | 5. As appropriate, prepares a press release and identifies a spokesperson in advance of an event with potentially controversial, inflammatory or sensitive content. |
| Facility Coordinator | 6. Notifies requester of final decision within two weeks of receipt of request. Advises requester regarding the securing of internal services, (including security arrangements), alcohol regulations, insurance requirements, etc. Sends copy of approved Facility Reservation Form (Internal Organizations) to the appropriate Internal Service Providers.

7. Forwards a copy of the approved Facility Reservation Form (Internal Organizations) to University Marketing Communications for central file keeping. |
| Requester | 8. Contacts Internal Service Providers (EXHIBIT C) to secure any necessary services, Risk and Claims Management (if necessary), and University Marketing Communications to put the event on the University Events Calendar. |

Performed By:

Action Taken:

Director of University
Marketing Communications

9. Puts the event on the University Events Calendar and maintains the form for central file keeping.

VIII. EXHIBITS

- A. Facility Reservation Form can be obtained from University Marketing Communications (Internal Organizations)
- B. List of Facility Coordinators
- C. List of Internal Service Providers

By Direction of the President

Vice President for Administration

EXHIBIT A
FACILITY RESERVATION FORM (INTERNAL ORGANIZATIONS)
Can be obtained from University Marketing Communications

**EXHIBIT B
LIST OF FACILITY COORDINATORS**

CAMPUS/UNIT/BUILDING	FACILITY COORDINATOR	TELEPHONE NUMBER
NEWARK:		
NJMS - Medical Science Bldg	Bernard Sarrel	(973) 972-4795
NJMS - Display Cases	Elizabeth Alger	(973) 972-5436
University Hospital	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
Martland Building - Display Cases	Kathy Mintz	(973) 972-6507
Doctors Office Center	Fran Esposito	(973) 972-2126
PISCATAWAY/NEW BRUNSWICK:		
RWJMS		
Piscataway	Sheila Thomas	(732) 235-5377
New Brunswick	Joe Bernasz	(732) 235-6212
UBHC	Peggie Czachowski	(732) 235-6800
CAMDEN:		
RWJMS		
Education & Research Bldg	Rosalind Stewart	(856) 757-7718
SHRP	Connie Weikel	(856) 964-2690
Conference Room	Thomas Jones	(856) 338-1705
STRATFORD:		
SOM	Edward Small Mary Louise Bianco	(856) 566-6002 (856) 566-6149

EXHIBIT C

LIST OF INTERNAL SERVICE PROVIDERS

SERVICE	DEPARTMENT	TELEPHONE NO.	CAMPUS
University Events Calendar	University Marketing Communications	(973) 972-7524	Newark
Housekeeping	Environmental Services	(973) 972-6180 (856) 566-6121	Newark Cam/Strat
Security	Public Safety	(973) 972-4491 (732) 235-9363 (856) 566-6061 (856) 757-7725	Newark Pisc/NB Camden Stratford
Parking	Public Safety	(973) 972-5489 (732) 235-9363 (856) 566-6159	Newark Pisc/NB Cam/Strat
Insurance	Risk and Claims Management	(973) 972-6277	Newark
Audio Visual	Audio Visual Center Media Resources Library Media Resources	(973) 972-4340 (732) 235-4515 (856) 757-7740 (856) 566-7120	Newark Pisc/NB Camden Stratford
University Hospital Cafeteria Space	Dept. of Food and Nutrition	(973) 972-4025	Newark
Seating	Dept. of Environmental Services	(973) 972-6701	Newark