

STOCKTON UNIVERSITY

PROCEDURE

Use7

Student Affairs

Priority N.J.S.A. 18A:64-8

Effective Date: February 18, 2018; October 8, 2019; June 23, 2022; August 26, 2024

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maintain a safe or non-disruptive environment may result in University officials closing the event or activity and/or removing disruptive individuals. Priority use of University Property will be given to individuals or organizations who received approval of their event from the University.

5. Scheduling Priorities

The use of University Property for University operations is managed by the Division of Facilities and Operations. Additional use of University Property will be assigned to activities on the basis of importance to the academic mission of the University. The use of University Property by Unaffiliated Persons shall be pursuant to a written agreement, executed by an authorized signatory for the University, that sets forth the terms and conditions of the proposed use. The following priorities govern allocation of University Property:

- A. provision of essential University services;
- B. academic needs specified in the “master schedule of academic classes” and related academic scheduling needs;
- C. institutional programs complementing the academic and co-curricular mission of the institution;
- D. programs or activities sponsored by Student Organizations and
- E. programs or activities sponsored by Unaffiliated Persons.

6. Security/Risk Assessment: Purpose, Process, Assessment,

Team (DART) and the sponsoring organization throughout the assessment process. For unplanned or spontaneous demonstrations or activities, the Stockton University Police Department will perform an expedited safety and security assessment of the event and implement security measures deemed necessary or appropriate to minimize risks to the health and safety of participants, attendees and the University community.

C. Assessment Factors

Factors considered in this assessment include, but are not limited to: proposed location of the event; procedures for admission to the event; number of expected attendees; the time of day and the duration of the event; the date and day of the week of the event; marketing and popularity of the event; the resources required to secure the event and the University Property; special requests of the sponsor(s); presence of personal security; the type of event or activity; the concurrent University schedule of events; the collection and custody of monies for the event; the presence of food services for the event; any ongoing University construction/renovation projects; fire permits approved for the event.

University representatives to discuss revised recommendations.

5. The event organizers may be required to pay or reimburse the University for costs of necessary and reasonable event security provided by the Stockton University Police Department. Necessary and reasonable event security consists of Police Department presence and related costs required to carry out an event in the absence of any expected disturbance. Security fees will be based on standard rates.
6. If the University requires additional security, the University will bear all costs associated with that additional security, and event sponsors may be required to reimburse the University for all of the costs of such additional security, as permitted by law. Determinations regarding the need for

Use of amplified sound on University Property requires advance approval by the Office of Event Services and Campus Center Operations. Amplified sound will be approved based on time, place, and manner considerations so as to not interfere with the academic mission and normal operations of the University.

The maximum room capacity for all facilities on University Property is established by the New Jersey Division of Fire Safety. The University may reduce capacity further in accordance with staff availability and other safety considerations.

All use of University Property is subject to the New Jersey Uniform Fire Code and the regulations of the New Jersey Division of Fire Safety.

Unless otherwise approved by the Office of Event Services and Campus Center Operations, the Chief of the Stockton University Police Department and the New Jersey Division of Fire Safety or otherwise permitted by University procedures, open flame, open flame devices and open burning are prohibited on University Property. Open flame and open flame devices shall include but are not limited to candles, tiki torches and oil lanterns. Open burning means the burning of materials wherein products of combustion are emitted directly into the ambient air without passing through a stack or chimney from an enclosed chamber. Examples of open burning include but are not limited to campfires, bon fires and fire pits.

H. Unauthorized Use

Unauthorized entry onto or occupation of University Property in violation of this procedure is prohibited. Any person who violates this procedure may be removed and/or prosecuted for trespass, disorderly conduct, or other offenses under New Jersey law.

I. Rent, Fees, and Insurance

The University may charge for the use of University Property in accordance with established fee schedules. Information concerning the fee schedules may be obtained from the Office of Event Services and Campus Center Operations. All fees must be paid in accordance with the dates established in the contract for use of University Property. Failure to pay necessary fees by the determined deadlines may subject the activity or event to cancellation.

All persons who are approved to use University Property assume responsibility for costs associated with the use of and for damage to University Property. The University will require the sponsor to provide a Certificate of General Liability Insurance naming "Stockton University" and the "State of New Jersey" as an Additional Insured. The event cannot proceed unless the Certificate is provided to the University at least five business days in advance of the date of use of the University Property. In certain limited circumstances, the University may waive certain insurance requirements. Requests for a waiver must be received by the Office of Risk Management at least five business days prior to the date of use of the University Property.

