

# The Brooklyn College Student Center

## Reservation Request Manual

# **The Brooklyn College Student Center**

To Student Center Clientele:

Welcome to the Brooklyn College Student Center. We are pleased that you have chosen to utilize our facility and hope that your experience here is a pleasant one.

In our efforts to better serve you, we have developed this manual in order to share our policies and procedures with you. Reviewing and becoming familiar with this manual prior to requesting space in the Student Center will assist you and our staff in scheduling a space that meets your needs. If clarification on any of the information contained in this manual is needed, please contact the scheduling office at 718 951 5528 or via email at [bcstudentcenter@brooklyn.cuny.edu](mailto:bcstudentcenter@brooklyn.cuny.edu)

We appreciate your cooperation and look forward to working with you on the implementation of your program.

## **OUR MISSION**

The Brooklyn College Student Center, as the hub of student life, is committed to serving the college and surrounding community through the co-creation of opportunities that foster student development and empower students to demonstrate model citizenship.

## **OUR HISTORY**

Located on Campus Road between East 27th Street and Amersfort Place, the Brooklyn College Student Center stands on what used to be the old Ditmas Homestead. Preserved from the homestead is the copper beech tree, which spreads its branches located at the East Gate entrance (closest to Amersfort Place).

As plans for the Student Center building were under way, the Student Union Building Organization (affectionately known as SUBO), a college committee, was formed. The Student Center, established at the request of the student body during that time, was financed by a portion of student activity fees and formerly opened its doors in the fall 1962. More than 50 years later, the StudentCenter still stands as a hub of student life, supporting programs that connect students to one another and students to faculty and administration.

In addition, the Student Center serves as a community connection, providing conference space for external organizations and administrative events and programs. The center is a place to build community, learn about, and get involved with social responsibility projects, and discover leadership opportunities. It is the host site for a myriad of diverse student-centered activities and programs.

All members of the Brooklyn College community are welcome. Come and visit the Student Center. You may make a connection that will last a lifetime!

# Student Center Building Hours

## Normal Operating Hours for the Fall and Spring semester are:

Monday- Thursday	8:30 am- 10:30 pm
Friday	8:30 am- 4:30 pm
Saturday	Closed
Sunday	Closed

## Summer Operating Hours are:

Monday- Thursday	8:30 am- 7:30pm
Friday	Closed
Saturday*	Closed
Sunday*	Closed

## Note:

- ❖ Weekend hours *may* be available upon request (A staffing/overtime charge will be assessed, if approved).
- ❖ During the month of January (Inter-session) operating hours mirror summer hours but are subject to change.

# Scheduling a Room

- ❖ All rooms must be reserved in advance through the scheduling office.
- ❖ External clients (non- Brooklyn College) must reserve space 4 weeks prior to the event date. A contract, certificate of liability form and other documents will be needed. During the academic semester, external clients may not request rooms on days that common hour/club hours have been set.
- ❖ External clients consist of an organization/business etc. Personal/private events are prohibited. Specific information regarding event dates/availability etc. for external clients is generally given via email only utilizing the [bcstudentcenter@brooklyn.cuny.edu](mailto:bcstudentcenter@brooklyn.cuny.edu) Similarly, the Student Center will not provide any event information to an email that is not associated with an actual organization/company. External clients are billed upon time entering the building and at least 1 hour after the event has ended.
- ❖ Events requested outside of “normal building operating hours” must be billed at 4 hour minimum.
- ❖ All materials and/or equipment not belonging to the Student Center must be removed at the close of event.
- ❖ The Student Center is not responsible for any material, any equipment, including books or clothing left in the building overnight or during breaks.
- ❖ It is essential that all meetings/activities start and end at the scheduled timeframe.
- ❖ Clients (administrative/external) will be held financially liable for the cost of replacement and/or repair for any Student Center equipment or property damaged during your event/meeting.
- ❖ Clients (administrative/external) groups will be held financially liable for “no-shows” or cancellations at a cost of \$50.00 or more. No-shows are scheduled events/meetings in which the client does not show therefore the room/space is not utilized. External clients will be held liable for at least 20% of the amount noted on the contract. Administrative groups must notify the Scheduling office 24 hours before the event to avoid a fee.

# MAKING RESERVATIONS

All administrative clients must complete an Event Request Form (link to form below)

<https://employees.brooklyn.edu/base/student-center-event-request-form/>

Reservations are made on a first come- first served basis.

External clients must contact us via email initially, at [bcstudentcenter@brooklyn.cuny.edu](mailto:bcstudentcenter@brooklyn.cuny.edu) to review the proposed event. If it is deemed that the external event can be hosted at the Center, a link for external client requests will be provided to the client.

All clients are asked to be specific with equipment and set-up needs at the time the reservation is made. Room selections are based on attendance, equipment needed and room set-up desired. Please let the Administrative Office/Scheduling Office know of any special needs, guest speakers, elected officials, dignitaries, and media etc. Additional safety measures may need to be undertaken; these safety measures may be at an additional fee.

**\*\*NOTE:** Guest lists (non CUNY) are required to be forwarded to the Administrative office no later than 2-3 days prior to the event date for **all** clients(administrative/external). Guest lists will entail those who are NOT members of Brooklyn College or a part of CUNY. Guests must present picture ID (government/state issued such as driver's license) and sign in at our East Gate entrance. The East Gate entrance is located on Campus Road, closest to Amersfort Place.

\*Note minors (those under age 18) are generally not allowed in the building without parent or guardian.

## ROOM CHANGES

The Administrative Office/Scheduling staff reserves the right to relocate your event to an alternate/comparable room as needed based on availability and the Center's needs.

## ROOMS ON HOLD

Due to a high demand for space, rooms will not remain on hold longer than five (5) business days for administrative/external clients. All reservation forms, and contract if needed, must

be completed before the space is considered reserved. If no one contacts the scheduling Office after the 5<sup>th</sup> business day and *after* the initial conversation, the room (s) will be taken off hold for other groups to reserve.

## CATERING/FOOD POLICY

\*Presently, the college does not have an on campus food caterer. Food items that are being dropped off by a vendor/food catering establishment do not require a certificate of liability insurance. However, if the caterer will be prepping/serving/staying for the event-a certificate of liability is required and must be provided at least 1 week prior to the event date. Further information in regards to a certificate of liability can be garnered by contacting the Administrative/Scheduling Office at 718 951 5528 or via email at [bcstudentcenter@brooklyn.cuny.edu](mailto:bcstudentcenter@brooklyn.cuny.edu)

## ROOM SET-UPS

With each reservation request, set-up time must be considered. Set-up changes (attendance, equipment, etc.) must be finalized at least 48 hours prior to the scheduled event. Room set-ups changes submitted on the day of may be subject to a staff fee- assuming availability of same. Similarly, room changes on the day of may not be honored due to limited staffing, equipment and resources.

If a room set-up is not specified, within a day prior to the Event, the scheduling staff (based on an assessment of the event information given prior), will provide a set-up for the event. The set-up cannot and will not be changed thereafter.

**NOTE: Under no circumstances should furniture or equipment be moved or removed by anyone other than Student Center staff.**

\*Information on the college caterer will be provided/updated when received.

# EQUIPMENT

Audio-visual equipment, easels with or without pads, podiums, pianos and other equipment are available for events scheduled in the Student Center at a cost.

**Please review the fee schedule below:**

<https://www.brooklyn.edu/wp-content/uploads/Student-Center-Fee-Schedule.pdf>

**NOTE:** We may not be able to honor ‘last minute’ equipment requests due to limited staffing and other scheduled events.

- ❖ Clients (administrative/external) will be held financially liable for the cost of replacement and/or repair for any Student Center equipment or property damaged during your event/meeting.

# DECORATIONS

All decorations used in the room (s) must be requested, reviewed, and approved at the time the reservation is made. All signs, posters and decorations must be removed at the conclusion of the event by the client/group. Failure to comply with this regulation may result in a charge.

**NOTE:** There may be rooms that cannot have any decorations due to the type of wall and or glass material. If you need to hang or post an item, please contact the Administrative Office at 718 951 5528 at least 2-3 days prior to your event.

# ALCOHOL

The Student Center **does not** hold a liquor license. If alcohol is desired at an event, the request must be forwarded to the Administrative Office for review and approval at least six (6) weeks prior to the



event date. Further information regarding the requirements concerning alcohol can be found in the link below. Alcohol, assuming approval received, must be arranged with a caterer in conjunction with authorization from the State Liquor Authority.

[http://www.brooklyn.cuny.edu/web/off\\_dosa/Procedure\\_regarding\\_alcohol\\_requests.pdf](http://www.brooklyn.cuny.edu/web/off_dosa/Procedure_regarding_alcohol_requests.pdf)

## ROOMS DESCRIPTIONS

All room descriptions and room photos can be found on our website at:

<http://www.brooklyn.cuny.edu/web/about/offices/studentaffairs/administrative-services/studentcenter/room-descriptions.php>

## Wifi/Internet access

The college provides wifi access to currently enrolled students and administrative staff. When requesting a laptop for an event, staff member or student should utilize their login information given via the college.

Internet access will not be given to non Brooklyn College entities or persons at will. If you have a guest speaker or an event that entails/requires wifi, it is strongly recommended that the speaker(s) bring/utilize their own personal hotspots. The Student Center cannot provide wifi for events or otherwise to those who are not members of the college. [https://www.cuny.edu/wp-content/uploads/sites/4/page-assets/about/administration/offices/cis/information-security/security-policies-procedures/IT-Security-Procedures-Open-Access-Technology-Facility-Policy\\_March-24-2021.pdf](https://www.cuny.edu/wp-content/uploads/sites/4/page-assets/about/administration/offices/cis/information-security/security-policies-procedures/IT-Security-Procedures-Open-Access-Technology-Facility-Policy_March-24-2021.pdf)

## CONTACT INFORMATION

**Administrative Office..... 718-951-5528**

**Student Center Email..... [bcstudentcenter@brooklyn.cuny.edu](mailto:bcstudentcenter@brooklyn.cuny.edu)**