

William Paterson University of New Jersey
Office of Campus Activities, Service & Leadership

Student Organization Event Scheduling Information

Event Scheduling:

The University requires student clubs, organizations and other groups to use 25Live Room Reservation System for all events. [https://25live.collegenet.com/wpunj/#home_my25live\[0\]](https://25live.collegenet.com/wpunj/#home_my25live[0])

- Campus Activities, Service & Leadership must approve all scheduled events prior to moving forward in planning.
- Student groups must have a confirmed room contract from Events Scheduling in order to proceed with planning their event. *The student organization representative is responsible for reviewing and responding to all event correspondence in a timely way.*
- A meeting must be scheduled with the Office of Campus Activities, Service & Leadership to discuss all arrangements for any proposed event. At this meeting, the CASL staff will determine what type of event is taking place, the need for security and room set-up needs.
- *All events must adhere to the descriptions provided during the room reservation process. Should the nature of an event need to be changed, the organization must cancel the room reservation and resubmit a new one based on the new details of the event. These changes must still adhere to the SGA timeline for approval. (For example, if a group requests a lecture and then wants to change the event to a Karaoke night, the room reservation needs to be resubmitted to account for the increase in noise for other programs in the area and the need for a different room set-up.)*
- Campus Activities, Service and Leadership has established programming “block-out” dates in which student organizations may not sponsor an event. The “block-out” dates usually occur when the university is closed, during the last week of each semester, and during the final exam periods.

Although space can be reserved for a group, if the meeting and all required documentation are not approved by CASL by the required timeline, the reservation may be cancelled and the group may forfeit the secured space to another recognized student group.

Pioneer Life Requirements:

All student organization events must be fully approved in the Pioneer Life system in order to take place on campus.

- Events must have a fully completed event form with a flier indicating the details of the event: date, start/end time, location, sponsoring organization(s), cost and itinerary for the evening.
- All events that have a financial component must also fill out the finance form in Pioneer Life and have it fully approved by the predetermined deadline as outlined in the SGA Financial guidelines. Please refer to the SGA Financial Guidelines at <http://www.wpunj.edu/sga/resources.dot>.
- Event forms must be approved no later than two weeks prior to the date of the event and/or by the SGA Financial Timeline. Mega, Large Scale and events requiring extensive funding will require an additional approval time-line.
- Failure to meet with a CASL staff member to have an event approved will result in the forfeiting of the room reservation and the cancelation of the organization's event. If a group holds an unapproved event, they may face sanctions by SGA, Campus Activities, Service & Leadership and/or the Office of Campus Life.

Facility Capacities and Requirements:

Fire code limitations exist and will be strictly enforced which may influence the type of event, set-up needs, and the total number of attendees permitted entrance. Therefore, for safety and security reasons, the Office of Campus Activities, Service & Leadership in consultation with the University Police and the facility Director will determine attendance limitations for events at each facility. Each event will be reviewed individually and decisions made at the security meeting (see section: Event Security and Scheduling). Please also refer to the specific policies and procedures for each event space.

Ballrooms:

- For student organization events, stage shows will be limited to **400** people and must include seating for all attendees.
- Dinner-Dances will be limited to **350** people and must include a set-up for tables and chairs to accommodate two-thirds of the expected attendance.
- Maximum capacity of the Ballroom is **800** people (lecture style, all three sections, without large stage).

- University Commons / Hospitality Services Policies and Procedures:
<http://www.wpunj.edu/hospitality/> and
<https://www.wpunj.edu/hospitality/REDBOOK2014-2015.pdf>

Multi-Purpose Room:

- The Multi-Purpose Room (MPR) capacity is limited to **200** with either open floor or lecture style seating.
- University Commons / Hospitality Services Policies and Procedures:
<http://www.wpunj.edu/hospitality/> and
<https://www.wpunj.edu/hospitality/REDBOOK2014-2015.pdf>

Outdoor Locations:

- These include events held on Zanfino Plaza, Caldwell Plaza, athletic fields, or other designated outdoor spaces on campus.
- Capacity for the outdoor event will be determined with consultation by Campus Activities, Service and Leadership and University Police.
- For all student organization events on the Athletic Fields, approval by the Director of Athletics (or designee) is required to ensure proper adherence to the rules and regulations pertaining to field use.
- University Commons / Hospitality Services Policies and Procedures:
<http://www.wpunj.edu/hospitality/> and
<https://www.wpunj.edu/hospitality/REDBOOK2014-2015.pdf>

Recreation Center:

For all student organization events at the Recreation Center, approval by the Director of Recreational Services is required to ensure proper adherence to the rules and regulations pertaining to the Recreation Center.

- Events may be permitted to a maximum of 700 people.
- Requests for deviations from the Recreation Center policies and procedures must be discussed and approved by the Directors of Recreational Services and Campus Activities, Service and Leadership (or designee), and University Police.
- Additional charges may be incurred for staff to apply tarps to protect the floor, additional building and security staff, etc.
- Recreation Services: <http://www.wpunj.edu/reccenter/policies--procedures.dot>

Shea Center for Performing Arts:

For all student organization events at the Shea Center, approval by the Executive Director of Performing Arts (or designee) is required to ensure proper adherence to the rules and regulations pertaining to the theater.

- Events may not exceed a maximum of **800** people.

- Requests for deviations from the Shea Center procedures must be discussed and approved by the Executive Director of Performing Arts, Campus Activities, Service and Leadership, and University Police.
- Additional charges may be incurred for technical support (lighting / sound), ushers, box office, building and security staff.
- Shea Center for Performing Arts:
<http://www.wpunj.edu/wppresents/visitor-info/shea-center.dot>

Wightman Gym:

For all student organization events at Wightman Gym, approval by the Chairperson of the Department of Kinesiology (or designee) is required to ensure proper adherence to the policies and procedures pertaining to use of the gym.

- Due to the special nature of the Gym floor, only those wearing sneakers are permitted on the Gym floor area. Tarps are not available to cover and protect the gym floor, therefore some events may be denied access to this space.
- Only recreation and sports activities are permitted in Wightman Gym.
- Only the bleachers will be used for the event seating area.
- Additional furniture is not permitted on the gym floor without special permission from the Chairperson of the Department of Kinesiology (or designee).
- Furniture cannot be moved and/or removed from classrooms.
- Additional fees may be charged for damages and failure to return equipment (i.e. bleacher remote).
- Mega and Large Scale Events (i.e. dances, concerts, etc.) cannot occur in Wightman Gym.