



THE COLLEGE OF NEW JERSEY
OFFICE OF STUDENT LIFE

Brower Student Center Handbook

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ABOUT

The purpose of the Brower Student Center is to serve primarily the needs of students and subsequently the needs of faculty and staff, and guests by providing gathering and event spaces and services that enhance the campus experience and support student development. The Brower Student Center maintains a safe, clean, welcoming environment; provides attentive customer service, event planning assistance & management; and communicates information about the TCNJ campus.

The Brower Student Center is part of the Office of Student Life. This includes Student Involvement (Student Activities, College Union Board, Student Government), Fraternity & Sorority Life, Mascot Program & Commuter Students), Brower Student Center, & Recreation (Student Recreation, Club Sports, Intramurals, Fitness Center, RECreate Your Night).

Promoting an inclusive campus environment where all students have a personal sense of belonging and are active, engaged members who contribute to the TCNJ and greater community, Student Life serves as a center for experiential student learning and development outside of the classroom; builds and supports effective student organizations and student events; develops emerging student leaders and guides mature student leaders; and implements large-scale student entertainment programs.

Contact

Address: 2000 Pennington Road, Ewing, NJ, 08029

Phone: 609-771-2331

Email: bsc@tcnj.edu

EVENT GUIDELINES

The goal of this policy manual is to increase understanding and usage of processes to ensure a safe and successful experience.

The Brower Student Center reserves the right to assign space based on needs in order to maximize the utility of the building to all constituencies. Preference is given to events that enhance the overall student experience. The staff also reserves the right to determine the “best use” of space including how a space may be utilized, setups available, and movement of existing furnishings.

Eligibility to Reserve Rooms and Event Spaces

TCNJ Recognized Student Organizations (RSOs)

- The Brower Student Center assists Recognized Student Organizations with event planning logistics for all event spaces on campus.

- The event planning team consists of the Assistant Director of the Brower Student Center, the Student Events Coordinator and Student Schedulers.
 - Contact Information: studentevents@tcnj.edu or 609-771-2331
- Your group must be a Recognized Student Organization with the Office of Student Life to use [BookIt](#).
 - For more information, please refer to the [Recognized Student Organization Training Manual](#) on the Student Involvement website.
- Groups that are moved to inactive status or unrecognized status will lose access to BookIt and all reservations will be canceled.

TCNJ Departments/Schools

- [Conference and Event Services](#) is responsible for reserving and coordinating the use of all meeting rooms, event spaces, and vendor tables across campus for departments/schools.
- All TCNJ departments/schools event requests are made through [Book-it](#).

External Clients

- External clients are non-college organizations and individuals.
- [Conference and Event Services](#) is responsible for reserving and coordinating the use of all meeting rooms, event spaces, and vendor tables across campus for external guests.
 - For more information, please contact Conference and Event Services at 609-771-2708.

Book It Opening Dates

- Book It opens for the academic year on August 1st for all clients. This does not include annual events classified as priority bookings with Conference and Event Services or other agreements with other space administrators outside of the Brower Student Center.
- The Brower Student Center will deny any requests from internal and external departments entered before August 1st that are not on the priority event list.
- RSOs will have exclusive access to Brower Student Center spaces between July 15th-August 1st in order to prioritize student events.

Recognized Student Organization Reservations

- RSOs should use their RSO Book It login to access Book It. Individual TCNJ and RSO emails do not have Book It access.
- Submitting a request form is only a request for space. An official confirmation is needed to consider the space booked. If an event request is denied, an email with that information will be sent to the RSO email.

- RSOs must check their RSO email for any questions or clarifications from the Brower Student Center that will need to be answered before a space can be confirmed. It is the RSOs responsibility to make sure that contact information on each request form is correct and current.
- Request Time Frames
 - **Tier 0 — 48 Hour Minimum**
 - Classrooms approved for non-academic use in Academic Buildings. Classrooms come as is and no additional resources may be requested.
 - Examples: Education 113, Education 115, Science Complex P101, etc.
 - **Tier 1 — 10 Day Minimum**
 - Tier 1 event requests are smaller, low profile events that require little to no resources outside of the actual event venue. They include the following:
 - Events or Vendor Tables located in the Brower Student Center meeting and event rooms, excluding the Event Center (Room 100)
 - Events outside of the Brower Student Center that do not require any additional chairs, tables etc. or additional space administrator permission.
 - Outdoor events that do not require additional college resources (chairs, tables, electricity, signage, etc.)
 - **Tier 2 — 20 Day Minimum**
 - Tier 2 event requests are for events that require campus resources in addition to the venue being reserved. They include the following:
 - Events in spaces that require additional space administrator permission outside of Brower Student Center personnel
 - Examples: Library Auditorium, Business Building Lounge, Bliss Hall Lounge
 - Events outside of the Brower Student Center and outdoor events that do require any additional chairs, tables etc.
 - Events in larger rooms including but not limited to Education 212, Business Building Lounge, Brower Student Center Room 100 and Library Auditorium.
 - **Tier 3 — 30 Day Minimum**
 - Tier 3 event requests are for events that require extensive planning and execution. They include the following:
 - Events that require the services of more than one campus service provider (for example: additional chairs, tables, electrical needs, and/or security measures , etc).
 - Events taking place in any performing arts venue including Kendall Hall Theatre, Mildred & Ernest Mayo Concert Hall and the Don Evans Black Box Theatre.

- Events taking place in Athletic facilities including Packer Hall and Student Recreation Center.

Cancellations and No-Shows

- In the event of an emergency or extenuating circumstances, the Brower Student Center reserves the right to cancel, modify, or reassign space based on the size of the group, type of program, and space available to assure the maximum and most appropriate utilization of space.
- All events will be canceled in the event that the College is closed and/or classes are canceled due to weather, natural disaster, or national emergency. In these instances, no cancellation fees will be charged.
- Recognized Student Organizations should contact studentevents@tcnj.edu to cancel reservations at least 2 business days in advance.
 - RSOs that do not show up or fail to cancel their reservation at least 2 business days prior to the scheduled event will receive a maximum of 3 warnings before cancellation of future reservations.
 - 1st is an email notification with a warning.
 - 2nd is an email notification with warning and requires a meeting with the Student Events Coordinator.
 - 3rd is an email warning and future reservations canceled.
- TCNJ departments/schools and external clients should contact their Conference and Event Services Coordinator to cancel reservations at least 2 business days in advance. As failure to properly cancel events prevents use of BSC spaces by others, failure to provide 2 business day notice will result in:
 - External clients will be charged for cancellations in accordance with Conference and Event Services policies.
 - TCNJ departments/schools will be charged full rental fees
- Event Coordinators will work with clients using the Brower Student Center as an event location to establish a mutually agreeable deadline to cancel reservation.
- Catering agreements with TCNJ Dining Services have separate cancellation requirements. For more information, please visit the [TCNJ Catering Guide](#).

Event Time Constraints

- Clients are responsible for timely and thorough communication of all set-up needs and breakdown needs. This includes communication of any time requests for access to the space prior to or following the event's start and end time. Clients may not use space outside of agreed upon times. By request, clients may pay an hourly fee for an early opening.

- Events will generally be scheduled to end 30 minutes prior to the building's closing time to help facilitate all guests leaving the building on time. All events should be planned so that organizers can complete packing of materials, general cleanup of space, and exit the building by closing time. By request, clients may pay an hourly fee for later closing time.
- Events are scheduled to include time between reservations where building staff can complete necessary setup and breakdown of equipment and cleaning.

Event Responsibility

- Clients completing the reservation request are responsible for all charges, fees and any damage resulting from anyone attending the event.

Room Capacity

- Fire safety and room capacity regulations must be adhered to at all times. Maximum room capacity will be posted in each room. Depending on the setup and nature of the event, maximum room capacity may be reduced. This information will be communicated through event confirmations.

Rentals

- Brower Student Center staff is not responsible for set-up and tear-down of any 3rd party equipment. Equipment must be dropped off, put up, and taken down by the vendor or client. Reservation time must be extended accordingly to accommodate drop off, set up/break down and pick up of 3rd party equipment, additional rental charges may apply. All 3rd party vendors must have insurance, please see Insurance on page 10.
- In some instances, Conference and Event Services Staff and/or the Brower Student Center staff may need to rent additional equipment (tables, chairs, pipe and drape, etc.) on behalf of the client at the client's expense.

Decorations

- Doorways, emergency exits and fire equipment may not be blocked or obstructed.
- Any material that is difficult to clean up or presents safety issues are not permitted including but not limited to glitter, beads, and marbles.
- Confetti, flower petals and feather boas are permitted but must be swept prior to departure by the client. Brower Student Center staff will provide a broom.
- Equipment or substances that produce a pyrotechnic explosion, fog, haze, smoke or fire are prohibited inside and around the Brower Student Center.
- Flammable materials may not be used anywhere in the Student Center.

- Nailing, tacking or taping materials to walls, sprinklers, ceilings or projectors, or fastening display materials to draperies or light fixtures is not permitted.
- Items may be taped to brick, woodwork, and windows with painter's tape but must be removed prior to departure of the client.
- If a client wishes to use candles, incense and/or anything with an open flame a [candle waiver form](#) must be completed with the Division of Operations prior to the event.
 - In the event of a candle being approved, any damages caused by wax dripping on table tops, carpeting, and/or flooring will be repaired and/or replaced at the expense of the event sponsor.

Cleaning

- All rooms should be left in the same condition in which they were set. This includes cleanliness of tables, chairs and floors, and furniture. All display materials/decorations must be removed prior to departure. Recognized Student Organizations are responsible for removal of any trash that is overflowing from trash cans and/or does not fit into trash cans.
- Items left behind in an event or meeting room will be returned to the Brower Student Center Information Desk Lost and Found. For more information on the Lost and Found, see page 22.
- Cleaning and/or damage charges may be applied for items not removed, if rooms are left messy, and any damages to walls, furniture, or other college property.

Event Storage Space

- The Brower Student Center does not provide space for clients to store materials or equipment. If space is needed, the client must reserve extra meeting rooms for this purpose.

Copyright Information

- Internal clients (RSOs and TCNJ departments) are expected to comply with all copyright and licensing agreements and expectations (i.e., plays and movies.) TCNJ will not assume the responsibility for any copyright or licensing fees or penalties. For more information, please refer to the [Copyright Information](#) on the Student Involvement website.
- External clients should provide Conference and Event Services with written permission from the owner or a license before use of any copyrighted work.

Audiovisual Equipment Use and Technology Support

- Brower Student Center staff set up and assist with standard audiovisual equipment in meeting and event rooms, but are not available to remain for the duration of the event.

- Brower Student Center audio visual equipment will not be loaned out to be used in other buildings.
- Internal and external clients can request audiovisual event technicians through Media Technology Support Services in which charges will be assessed.
- Recognized Student Organizations should request technology equipment from the Student Finance Board for the Traditions Lounge and spaces outside of the Brower Student Center.

Insurance

- RSOs: The Student Finance Board maintains an umbrella general liability policy that covers all student organizations and the basic operations/function of the RSO.
 - If an event includes elements of risk it is recommended that RSOs work with vendors to have the organization and the college listed as additionally insured on their policy. If the vendor does not have liability insurance, they can purchase a policy through the [URMIA TULIP Insurance Program](#).
- All external clients must provide proof of Liability Insurance to cover \$1,000,000 naming The State of New Jersey, The College of New Jersey, and the New Jersey Educational Facilities Authority as additionally insured.

Internet (Wi-Fi) Access

- TCNJ offers self-registration for guests to use wireless on the campus by connecting to the Welcome-to-TCNJ wireless network. In order to obtain access, you must be able to receive either a text message or an email. For more information, refer to the [TCNJ Guest Wifi Instructions](#).

Parking

- Guest parking for the Student Center is available in Lots 5, 6 and 7. Parking permits may be acquired at Campus Police in the Administrative Services Building or requested prior by a client hosting an event by an Event Coordinator in Conference and Event Services or the Brower Student Center.

Fronting

- Recognized Student Organizations or college departments may not serve as "fronts" for non-college groups or college departments (in the case of Recognized Student Organizations) in order for these departments/groups to gain free or discounted use of the Student Center.
- Reservations made by Recognized Student Organizations or college departments must be conceptualized, planned, and managed by student members of the RSO or staff

employed by the college department and must be associated with a documented organization or department initiative. Any costs associated with reservation must be paid by the RSO or college department in which it is reserved under.

- Student Center staff will make the final determination as to whether an event is a RSO or college department event by considering the nature of the event and potential attendees, the purpose/goals of the college department or RSO and past experience with respect to similar events.
- Any RSO or college department determined to be fronting for another organization will be required to make payment of reservation charges and be forwarded to the appropriate department head or the Office of Student Conduct with a description of the violation.

Student Center Fees and Billing

TCNJ's tuition and fees include the student center fee which is collected by all full time and part time undergraduate and graduate students. This fee is dedicated exclusively to support the operations and maintenance of the Brower Student Center. This fee enables recognized student organizations to use the Brower Student Center rooms and equipment at no additional cost. In order to plan for necessary maintenance due to high use of the Brower Student Center rooms and equipment, TCNJ departments/schools and external clients are charged room and equipment rentals as outlined below.

Recognized Student Organizations

- RSOs are only charged by the Brower Student Center for additional staffing needs beyond what is normally required for an event.
- All RSOs are required to have an account with the Student Finance Board. All invoices will be submitted to the Student Finance Board in accordance with their policies.

TCNJ Departments/Schools

- College Departments and Schools are charged a discounted room rental and equipment rate and for staffing requests beyond what is normally required for an event.
- College departments and schools are expected to pay any charges via internal billing. Billing is processed by Conference and Event Services.

External Clients

- Organizations wishing tax exempt status must supply applicable tax exemption documentation.
- External clients are charged the full rate for all rooms and services utilized and expected to pay any charges as outlined in their contract. Billing is processed by Conference and Event Services.

- TCNJ students, employees, or alumni of TCNJ hosting non-college related events (e.g. weddings, private parties, etc.) will be charged full rate for all rooms and services utilized.

Security

- Campus Police may be required for events at discretion of college administration including the Brower Student Center staff. Factors that have potential to increase risk and/or safety of an event and participants, may influence this decision, these include but are not limited to attendance numbers and guest type, sales or donation collections, crowd control, or significant crowd response. Event coordinators will work directly with Campus Police on staffing requests.
- Security personnel or Campus Police presence at the event will be at the sole expense of the client.

BROWER STUDENT CENTER MEETING AND EVENT SPACES

Room Sizes and Capacities

Room	Dimensions	Sq Ft	Lecture	Banquet	Classroom	U-Shape	Hollow Square	Conference Table	Empty/Standing
100 All (Event Center)	107' x 125' 4"	7378	480 (Facing Stadium) 504 (w/Telescopic)	304	140	-	-	-	668
100 East	58' x 84' 5"	4318	240 (Facing Stadium) 321 (w/Telescopic)	180	84	44	60	28	368
100 West	49' x 60' 11"	3060	160 (Facing Stadium) 154 (Facing ANMM)	120	60	38	48	28	300
101	31' x 22' 6"	676	32	20	18	16	20	16	45
104	37' 9" x 33' 8"	934	44	28	28	16	20 (Standard) 24 (Diagonal)	16 (Standard) 20 (Diagonal)	49
221	12' 4" x 17' 5"	219	-	-	-	-	-	10	15
222	22' 2" x 35' 9"	806	42	24	30	20	24	16	49
223	12' 4" x 17' 5"	221	-	-	-	-	-	10	15
224	22' 2" x 35' 9"	809	42	24	30	20	24	16	49
225 All	93' 4" x 65' 6"	4668	268	200	100	-	-	-	312
225 East	46' 8" x 47' 9"	2338	162	112	60	32	44	24	156
225 West	46' 8" x 47' 9"	2330	162	112	60	32	44	24	156

IMPORTANT NOTE

Capacity estimates are approximate and do not factor in space requirements for event functions such as catering, entertainment setups, staging, dance floors, or other specialty equipment. Consult with Brower Student Center professional staff for more information.

Room Equipment, Furniture, and Audio Visual

Room	Staging	Projector(s)	Microphone(s)	Mounted TV Display	BSC Event Chairs	BSC 6 ft Rectangle Tables	BSC 5 ft Round Tables	BSC Rolling 5 ft Rectangle Table	BSC Rolling Chair
100 All (Event Center)	✓	✓	✓		✓	✓			
100 East	✓	✓	✓		✓	✓			
100 West	✓	✓	✓		✓	✓			
101		✓						✓	✓
104		✓						✓	✓
221				✓					
222		✓						✓	✓
223				✓					
224		✓						✓	✓
225 All	✓	✓	✓		✓	✓	✓		
225 East	✓	✓	✓		✓	✓	✓		
225 West	✓	✓	✓		✓	✓	✓		

Traditions

- Traditions is an on campus restaurant operated by Sodexo with a full service kitchen, bar area with beer and wine service, and seated table service.
- The Traditions Lounge is a sectioned off area within the space that has its own entrance with soft seating and a stage equipped with lighting and amplified sound.
 - Clients are required to hire a Student Sound Technician through the Student Finance Board in order to use the sound and lighting equipment associated with the stage. Fees for Sound Technicians are set by the Student Finance Board. For more information, please contact sfboard@tcnj.edu.
- All event related requests to use Traditions Restaurant or Lounge must be made through Book-it.
- For additional information on reservation parameters and rental fees, please contact Conference and Event Services or the Student Events Coordinator.

Outdoor Spaces

- The BSC 100 Patio may be reserved in conjunction with a reservation in BSC 100. The Brower Student Center will set up tables and chairs requested in Book It for the patio.
 - Clients with events taking place on the Sundial Lawn must also reserve BSC 100 if they wish to use the BSC 100 Patio.
- The BSC North Terrace facing the Social Sciences Building may be reserved for events and vendor tables. Tables and chairs should be requested from Facilities through Book It. The solar tables on the North Terrace are not reservable, for more information see page 23.
- The BSC Traditions Patio is connected to the Traditions Restaurant. For additional information on reservation parameters and rental fees, please contact Conference and Event Services or the Student Events Coordinator.

Vendor Tables

Vendor Tables

- There are 5 Vendor Tables available on the first floor in the Brower Student Center. All have access to electrical outlets. Amplified sound is permitted in accordance with parameters set under “Amplified Sound in Public Spaces” on page 18.

General Information

- The space made available during a Vendor Table reservation will be a 6' table with 2 chairs or the TCNJ branded kiosk. The TCNJ branded kiosk is 69' wide, 31' deep, and 88' tall with a canopy and adjustable display holders.
- No solicitation beyond the area of the assigned table. Vendor Table hosts are expected to remain at or next to their tables.
- Materials displayed should not damage the furniture or building. Painter's tape may be used on wooden panels behind Vendor Tables. Advertising materials must be in compliance with the Posting Policy. Excess materials must be placed on top of or underneath the vendor table.
- Vendor Tables with food must abide by Student Involvement's RSO [Food Guidelines](#) on the Student Involvement website.
- Vendor Table reservation times include set up and break down time; Vendor Table hosts will need to reserve additional time if necessary.

External Users:

- Conference and Event Services is responsible for reserving and coordinating the use of Vendor Tables for external clients.
- Vendor Tables are \$75.00+tax per half day (4 hours) or \$100.00+tax per full day (over 4 hours).
- All external clients must provide proof of Liability Insurance to cover \$1,000,000 naming The State of New Jersey, The College of New Jersey, and the New Jersey Educational Facilities Authority as additionally insured before being able to reserve table space.
- Federal Tax ID numbers are required for each vendor. Please be prepared with this information at the time of scheduling. Vendors will not be permitted to schedule unless this number is registered with our office. If your organization is tax exempt, please submit a copy of the tax exempt form at the time of scheduling.
- Vendor Table hosts may not provide their own tables. Materials displayed should not damage the furniture or building. Painter's tape may be used on wooden panels behind vendor tables. Advertising materials must be in compliance with the Posting Policy. Excess materials must be placed on top of or underneath the vendor table.
- TCNJ is not responsible for any items left unattended. If you believe your property has been stolen, you should contact TCNJ Campus Police immediately by calling 609-771-2345.
- Vendors must provide accurate contact information. TCNJ assumes no liability or responsibility for the merchandise or services being sold. The vendor is responsible for the quality and workmanship of the goods being sold.

- Conference and Event Services will issue a parking permit for Vendor Table hosts. Loading permits in non-designated parking areas may be issued upon request.
- External clients are limited to 2 vendor tables per month based on the availability.

BROWER STUDENT CENTER OPERATING POLICIES

The Brower Student Center is managed by a team of professional and student staff. Outlined in this section are policies to ensure the smooth and safe operation of the building.

These policies are not all-inclusive and the management team may make decisions or establish additional policies based on unique circumstances and needs. All policies were created with the intent to provide for the long-term care and maintenance of the facility. No policy in this manual will supersede College policy.

Failure to comply with any policy or guideline outlined in this manual and/or any verbal or written directives from the Brower Student Center management team may result in action by the staff to deny privileges, refer to proper authorities, and/or assess appropriate charges.

Requests for exceptions to any of the Student Center policies should be referred to the Associate Director of the Brower Student Center or designee.

Access and Use

- The purpose of the Brower Student Center is to serve primarily the needs of students and subsequently the needs of faculty and staff, and guests. TCNJ reserves the right to request that users produce a valid form of identification in areas that are reserved for students, faculty or staff.
- All users are advised that the use of space including the use of meeting rooms, Game Room, lounges, dining, restrooms, tables, chairs, and the like, within the Student Center, shall be confined to the purpose(s) for which the space and property are designed and equipped and for which they are suitable.
- Users are prohibited from engaging in disruptive behavior or other behavior and activities that substantially interfere with the enjoyment and operations in the Brower Student Center including offices, meeting and event spaces, or disrupts other guests from a pleasant and reasonable environment.
- Common spaces are for all users unless reserved. However, only authorized users and their guests are permitted in meeting and office spaces.
- Users shall comply with all campus policies and procedures, including, without limitation, policies prohibiting weapons.
- Unattended property will be subject to confiscation.
- Individuals who violate use will be asked to promptly comply or leave the premises.
- Failure to comply with a request to leave the Student Center and/or college property may subject such individuals to arrest and criminal prosecution under provisions of applicable state, county, and city laws. In the case of students, faculty, and staff who violate use, TCNJ reserves the right to pursue disciplinary action in accordance with applicable rules, including the Student Conduct Code and any HR employment policies.

Alcohol

- Alcohol is not permitted in the Student Center, except when in compliance with the TCNJ Dining Services alcohol permit.

Amplified Sound in Public Spaces

- The use of music or amplified sound is permitted in public spaces (i.e. Game Room, Vendor Tables) as long as it does not infringe on other operations in the Student Center and including offices, meeting and event spaces, or disrupts other guests adjacent to the table from a pleasant and reasonable environment.
- If noise complaints are received, individuals will be required to reduce the noise level. Failure to comply may result in being asked to vacate the building. Recognized Student Organizations may additionally be referred to the Office of Student Conduct as per the Student Organization Conduct Code.
- Air Horns are not permitted.

Animals

- Pets are not permitted in the Brower Student Center. Service animals are permitted. Service animals should have clear identification on them. Animal handlers must be able to produce official documentation upon request.
- Requests for therapy animals for events in the Brower Student Center are considered on a case by case basis. Therapy animals approved for the event are only permitted in the reserved room during the reservation times, not in public spaces unless leaving or entering the building.
 - Clients bringing therapy animals for events are required to follow insurance guidelines on 10 8 and have guests complete an [Activity Release Form](#) on the Student Involvement website prior to entering.

Art or Display Installations

- Any TCNJ student, student organization, or class is eligible to submit a request for temporary art or project displays in the Brower Student Center. The request must be student created. Guidance and assistance from faculty, staff, or outside artists is permitted as long as it is demonstrated that the art is primarily student created.
- Requests are limited to those able to be hung on walls with standard hanging materials (screws, nails, hooks, etc.) available within Facilities. Requests that must hang from the ceiling, set on the ground, set on tables, etc. are unable to be accommodated. All installations must follow fire safety regulations. The art or display must be completed prior to installation and transported to and from the Brower Student Center by the requesters. Requests will not be accepted for display in restrooms or meeting rooms.

- Approved art or project displays will be displayed for a minimum of 30 days and a maximum of 90 days.
- Requests should be submitted to the Associate Director of Student Life at least 60 days in advance. The Office of Student Life, Division of Student Affairs, and student representatives may be involved in final decisions.

Atrium Usage

- The Brower Student Center Atrium serves as the primary seating location for the Lion's Den food court and may only be reserved outside its operating hours.
- All dining and lounge furniture must remain in the atrium. Minor rearrangement of furniture may be performed by Brower Student Center Staff based on an agreed upon diagram.

Bicycles and Scooters

- Bicycles, hoverboards, roller blades, skateboards, and other such devices are not permitted in the Brower Student Center.

Building Hours

- The Brower Student Center operates seven days a week during the Fall and Spring semesters. Hours may vary during Winter, Spring, and Summer Breaks. For the most up to date building hours, please visit the [Brower Student Center website](#).
- Special accommodations (e.g. opening early, closing later, opening on special weekends) may be made based on event needs. Clients will be charged an hourly fee for extended operating and staffing costs.
- Due to inclement weather or other emergencies, the Brower Student Center may be closed or have limited hours of operation/services. These hours and services will be determined on a case by case basis. For the most up to date building hours, please visit the Office of Student Life or Brower Student Center website.

Credit Card Solicitation

- In accordance with the Credit Card Solicitation Act, credit card issuers must annually register with New Jersey Institutions of higher education before engaging in any on campus solicitation of students. For more information, please contact [Finance and Business Services](#).

Donation Boxes

- Recognized Student Organizations and TCNJ departments/schools that would like to collect items such as clothing and books for donation to a charitable organization must request a donation box location through Book-it@TCNJ.
- Only 2 donation boxes will be approved at any given time. Donation boxes will only be approved for a maximum of 7 days.
- The RSO or TCNJ department/school is responsible for providing, setting up, and monitoring their donation box. Items must be picked up once per week during the duration of their reservation and maintain the appearance of their donation box. The Brower Student Center assumes no responsibility.
- Donation boxes must be marked with the items to be collected, the name of the charitable organization or cause, and the name of the RSO or TCNJ department/school.
- Donation boxes must be picked up within one business day of the conclusion of your reservation. Any boxes left beyond that time may be subject to disposal.
- No external donation boxes.

Damage, Theft, and Vandalism

- The Brower Student Center is not responsible for damage, theft or vandalism of personal items. Contact Campus Police at 609-771-2345 to report any of the above.
- Clients hosting events will be held responsible for the actions of all their guests.
- Clients hosting events are responsible for the condition of the premises during the tenure of their reservation. Repairs for damages will be charged to the client at the current rate.
- Individuals responsible for any acts of damage and/or vandalism to the Brower Student Center, or any unauthorized removal of items (including furniture and equipment) from the facility will be referred to appropriate authorities and may be charged restitution fees to repair or replace the items.

Demonstrations and Protests

- The College recognizes and supports the exercise of free expression and has issued the [Use of Campus Property](#) policy to assist both college and non-college users in how to utilize campus property for the purposes of expression such as protests, vigils, rallies, and other forms of expression. There are locations outlined in the policy that do not require prior approval for student use, but also some locations that must be reserved prior to an event.
- The [Guide to Freedom of Expression at TCNJ](#) was created to assist students at The College of New Jersey while navigating policies and issues around freedom of

expression, staging events, and engaging in meaningful dialogue while preserving the rights of others.

Digital Signage

- The Office of Student Life manages the Outside BSC Digital Wall and 10 TV Displays located throughout the Brower Student Center (AIMM Entrance, BSC 100 Pre-function area, Traditions Restaurant Lobby, SSB Entrance, Lions Den, and 2nd Floor Student Organization lounge)
- All content for BSC Wall & TV Displays must be submitted through the Posting Request Form to the staff in the Office of Student Life. More information on Posting of Publicity Materials is on page 23.

Elevators

- There is one public elevator located in the Brower Student Center, which can be used to reach each level of the building.

Food Guidelines

- RSOs should refer to Student Involvement's RSO [Food Guidelines](#) for details on food options.
- Catering through Sodexo can be reserved directly through Book-It. For information on catering options, visit the [TCNJ Catering Guide](#).

Furniture

- Furniture from common areas may not be moved into meeting rooms or vice versa without express permission from Brower Student Center staff.

Gambling and Games of Chance

- Gambling/Raffles Raffles, 50/50's and other games of chance requiring a monetary investment are not permitted under NJ State Gambling Laws. Games of skill (ex: basketball tournament, free throw contest, etc.) are permitted. For more information, please refer to the [New Jersey Gambling Laws](#).

Game Room

The following guidelines have been established in an effort to protect the game room equipment and ensure a safe, enjoyable atmosphere in the Brower Student Center Game Room.

- TCNJ students, faculty, and staff are required to submit a current TCNJ ID to use any equipment. The TCNJ ID will be kept until the equipment is returned. The photo on the TCNJ ID must match the person who is providing the TCNJ ID.

- TCNJ members are responsible for any damage to Game Room equipment. TCNJ ID information will be recorded with the damage, unreturned, or lost equipment.
- All guests must be accompanied by a TCNJ student, faculty, or staff. They must share the equipment that the TCNJ member checks out and is responsible for the actions of their guest including any damage fees for equipment.
 - Special accommodations for Family & Parent Weekend, Homecoming, and Alumni Weekend will be made at the discretion of the Associate Director of the Brower Student Center.
- No food or drinks are permitted on the game tables or units.
- No sitting, leaning, or lounging on the game tables or units.

Game Room Reservations

- Recognized Student Organizations are permitted to reserve the Game Room once a semester.
 - Game Room reservation requests must be made 30 business days in advance minimum to Brower Student Center Staff.
 - RSOs must meet with the BSC Manager for Event Operations and Guest Relations at least 3 weeks in advance to the requested date.
- Reservations for the Game Room will be limited to two events per month on a first come first serve basis.
- There will be a replacement fee at cost value of equipment damaged or lost.
- TCNJ departments/schools and external clients may request to reserve the Game Room during academic break periods in which charges will be applied. Approval is required from the Associate Director of Student Life.

Gender Neutral Restrooms

- These bathrooms are ADA compliant, single occupancy, and gender neutral. They are also equipped to be used by individuals with small children.

Lost and Found

- The Brower Student Center will work with Campus Police to contact the owner of any item that has identifying information for pick-up.
- TCNJ Campus Police will be contacted immediately to retrieve high value items and government issued identification.
- TCNJ IDs will be collected and submitted to Student Accounts on a weekly basis.
- TCNJ Keys will be submitted to Access Control Services.

- All other items turned into the Brower Student Center will be held for a minimum of two business days to allow for owner pick-up. Any materials still in Brower Student Center possession after this time may be subject to disposal or donation.
- The following Items are either not accepted or will be subject to immediate disposal by the Brower Student Center
 - Apparel that is soiled and/or unsanitary
 - Food (including water bottles)
 - Items of no apparent value (pens, pencils, school supplies)
- If you believe your property has been stolen, you should contact TCNJ Campus Police immediately by calling 609-771-2345.

Minors

- Minors (individuals under the age of 18) are not permitted to use the facility unless they are accompanied by a supervising adult, are currently enrolled at TCNJ, or are actively attending a specific event held in the Student Center. In addition, minor children of students, faculty and staff may not be left unattended in the Game Room.
- Clients that are expecting attendance of minors at their event are required to provide the [TCNJ Minor Waiver](#) to guardians or designated chaperones to sign. Completed forms must be collected and returned to the appropriate Event Coordinator to keep on file.

Posting of Publicity Materials

- All advertising materials must be in compliance with the TCNJ [Posting Policy](#).
- Materials may not be affixed to windows, walls, or doors of the Brower Student Center. All materials must be on approved bulletin boards or submitted for display on digital signage.
- The Brower Student Center will remove and discard any expired or inappropriately placed materials. Damage to the Brower Student Center as a result of inappropriately placed materials (example: paint pulled off walls) will be the responsibility of RSO, TCNJ department/school, or individual that placed the material. Additional charges will be applied to external clients invoices for any damages during events.

Solar Tables

- There are 6 Solar Power Doks from Enerfusion Inc. located on the North Terrace facing the Social Sciences Building. Each table is constructed from poly-recycled plastic materials with seating for 8. Two of the tables are ADA accessible. Each table has 4

GFCI outlets, 4 USB type A power outlets, and 4 wireless charging locations. These tables are not reservable.

Staff Using the Student Center Outside Normal Hours

- TCNJ Staff with offices in the Brower Student Center are permitted to use their offices outside of building hours using the employee entrance north entrance (social sciences entrance).
- Security cameras are not monitored on a continuous basis. In order to ensure personal safety, check that building entry doors are latched and locked and office doors and suits remain locked while working.
- TCNJ staff should be aware of their surroundings at all times. Safety concerns should be reported to TCNJ Police at 609-771-2345 or 911 for immediate assistance.

Recognized Student Organization Office Space

- A select number of RSOs have office space in the Brower Student Center on the 2nd floor in rooms 203-208, 210, 212, 214.
- This privilege is granted for a period up to one academic year and RSOs must reapply with the Office of Student Life. These RSOs are obligated to follow specific policies and guidelines outlined in an annual occupancy agreement.

Recognized Student Organization Storage Space

- The Brower Student Center has a limited number of storage spaces for RSOs.
 - Second Floor Cabinets: 36"w x 38"h x 28"d each.
 - Basement Square Cages: 48"w x 48"h x 48"d each
 - Basement Vertical Cages: 48"w x 96"h x 24"d each
- Storage space is granted for a period up to one academic year and RSOs must reapply with the Office of Student Life. These RSOs are obligated to follow specific policies and guidelines outlined in an annual occupancy agreement.

Vehicles

- TCNJ limits the traffic of all college owned, personal, and external vendor vehicles on interior campus walkways to enhance pedestrian safety. If vehicles are required to be driven on walkways for the delivery of materials and services, vehicles are required to use designated routes/walkways only. For more information on designated routes/walkway and to obtain a walkway permit, please contact TCNJ Campus Police.
- Non-Sodexo deliveries needing to utilize the Brower Student Center loading dock must be coordinated with the Associate Director of Student Life and a representative from Sodexo to prevent congestion.

- All vehicles are prohibited from driving on the BSC 100 Patio and BSC North Terrace.

BROWER STUDENT CENTER EMERGENCY ACTION PLAN

Purpose

- The purpose of the Brower Student Center Emergency Action Plan (EAP) is to protect employees, students, and guests from serious injury, property loss, or loss of life, in the event of an actual or potential major disaster; and to assist TCNJ employees, students, and guests in responding to any emergency incident which requires the evacuation of the building or finding shelter inside the building.

In the event of a major disaster, this Emergency Action Plan describes the initial responsibilities and actions to be taken to protect all employees, students, and guests until the Campus Emergency Response Team takes over.

While these policies do not cover every conceivable situation, it does supply the basic guidelines necessary to respond and cope with the most common campus emergencies. In addition to procedures and responsibilities, all employees must know the locations of the emergency exits; fire alarm pulls stations, and (Automated Electronic Defibrillator) AED units.

Building Managers will assist in most emergencies listed. Definition of a Building Manager is any BSC Full Time staff member or Student Manager who is in charge of the facility throughout the day, night and weekends.

Guest Evacuation and Procedures for Fire Alarm

- When the alarm sounds, immediately begin to evacuate. The following should be used as Assembly Point locations:
 - Green Hall Lawn
 - Sundial Lawn
- Do not use the elevators. Individuals requiring special assistance during an evacuation should move near the stairwell and wait for assistance.
- The last person to leave any room should close doors to prevent the spread of smoke and fire, in case of a fire. Do not lock the doors.
- After exiting the building, wait until the "all clear" which is the silencing of the building fire alarm system and permission by the Campus Emergency Response Team.

Staff Evacuation and Procedures for Fire Alarm

- When the alarm sounds, immediately begin to evacuate your assigned area. While moving towards your pre planned evacuation route, ensure that you check all meeting rooms, restrooms, dining areas, office spaces, and public areas in your assigned area.

- Do not use the elevators. Individuals requiring special assistance during an evacuation should move near the stairwell and wait for assistance.
- The last person to leave any room should close doors to prevent the spread of smoke and fire, in case of a fire. Do not lock the doors.
- Staff should discourage anyone from entering the building during the evacuation.
- If you observe a person with a disability having difficulty evacuating, remember to ask if assistance is needed before taking action. Inquire how best to assist the individual and whether any precautionary measures need to be taken or items need to accompany the person. Consider the following suggestions when assisting individuals with disabilities in an emergency:
 - Explain where the person needs to go to get to a safe evacuation route. Move the impaired individual near the stairwell and if possible, wait for assistance.
 - Assist them in walking down the stairwell and outside to the pre-planned assembly area.
 - Guide them to the nearest Evacuation Assembly area of the building.
- If a person refuses to leave the building, do not try to attempt to remove this person. Report to the Building Manager or TCNJ Campus Police that someone is still in the building and the person's location.
- Upon exiting, Brower Student Center Staff will be assigned to stay near specific exterior exits to prevent re-entry into the building. If there are not enough staff members present, exits should be prioritized as follows:
 - North and West main entrances (1 staff member each)
 - Side entrance near Packer Hall
 - Any other exterior entrances to building
- One representative from the BSC Professional Staff, Lion's Den/Traditions Staff, and Sodexo Catering should proceed to Green Lawn to confer with TCNJ Campus Police and the Campus Emergency Response Team.
- After exiting the building, wait at your assigned area until the "all clear" which is the silencing of the building fire alarm system and permission by Campus Emergency Response Team.
- All Brower Student Center student and professional staff receive on board training and yearly training.
- Any drills will be conducted in conjunction with the Campus Emergency Response Team.

Severe Weather and Shelter in Place

- In the event of severe weather, TCNJ alerts will notify the campus community with appropriate instructions.
- If instructed, a shelter-in-place focuses on courses of action when users are required to remain indoors, potentially for an extended period of time, because it is safer inside than outside. Users in the Brower Student Center should move to the most interior portion of the building. Depending on the threat or hazard, users may be required to move to rooms that can be sealed (such as in the event of a chemical or biological hazard) or are without windows (such as in the event of a tornado). Suggested spaces in the Brower Student Center are the basement, BSC 225, and the stairwells adjacent to the Lion's Den and elevator.
- If someone is injured or there is damage caused by weather, contact TCNJ Campus Police.
- After severe weather clears, do not tour damaged areas.

Active Shooter Safety Resources

- Call the TCNJ PD at 609-771-2345 or 911. If it is safe to do so, stay on the phone with the police dispatcher.
- To better prepare and protect the TCNJ community, the three tactics you can use to keep yourself and others safe during an active shooter attack—run, hide, and fight.
 - Run - If there is an accessible escape path, attempt to evacuate the premises.
 - Hide - If evacuation is not possible, find a place to hide where the active shooter is less likely to find.
 - Fight - As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter.
- For more information on active shooter safety, please visit the [TCNJ Emergency Response Guide](#) on page 11.
- All Brower Student Center student and professional staff receive Active Shooter Training on board training and yearly training from TCNJ Campus PD.