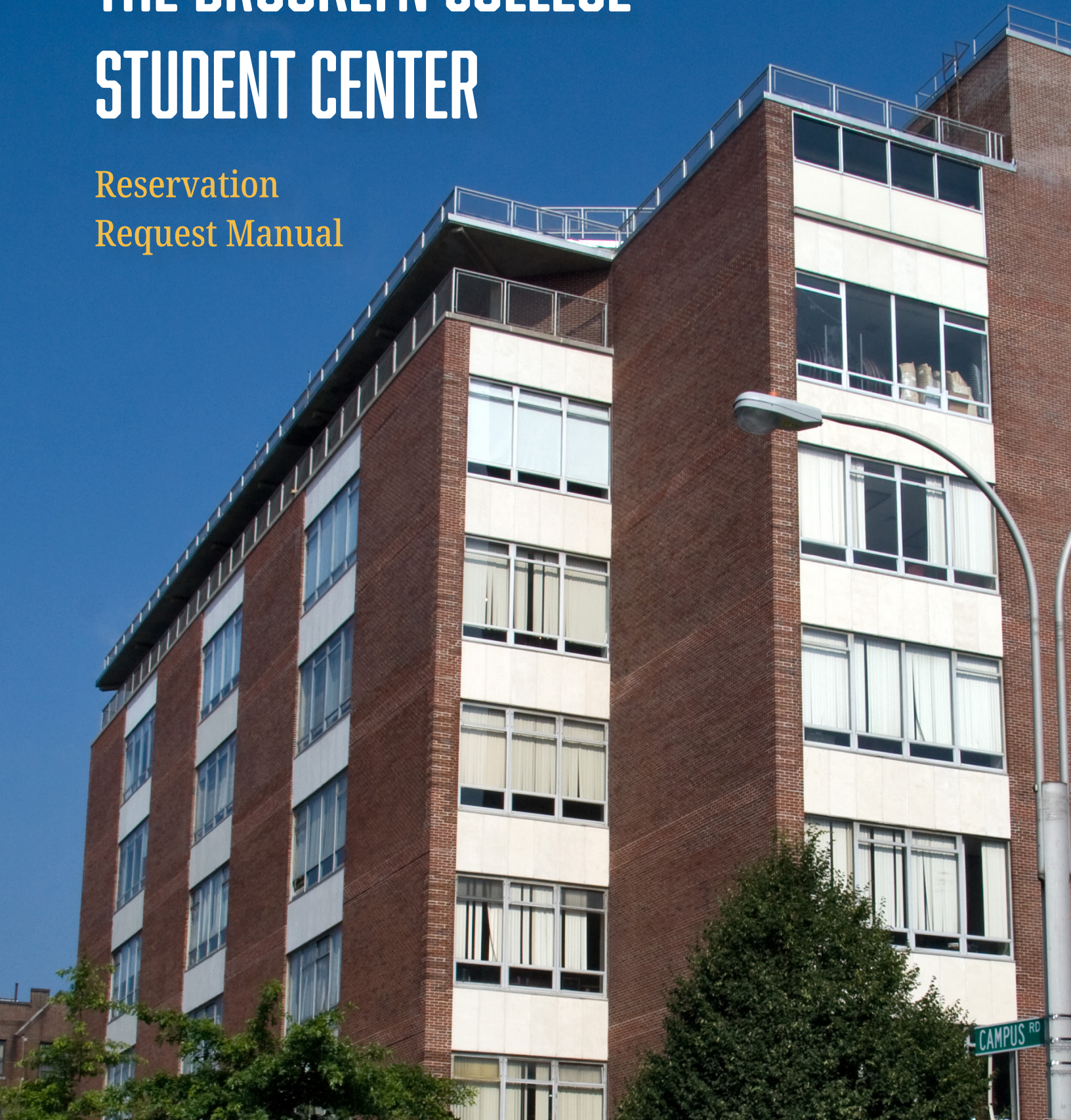


THE BROOKLYN COLLEGE STUDENT CENTER

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 in scheduling a space that meets your needs. If clarification of any of the information in this manual is needed, contact the Scheduling Office at 718.951.5528 or via email at 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 formally opened its doors in fall 1962. More than 60 years later, the Student Center still stands as a hub of student life, supporting programs that connect students both to one another and 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 myriad 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 semesters are:

Monday–Thursday	8:30 a.m.–10:30 p.m.
Friday	8:30 a.m.–4:30 p.m.
Saturday–Sunday	Closed

* During the month of January (intersession), operating hours mirror summer hours but are subject to change.

Summer* operating hours are:

Monday–Thursday	8:30 a.m.–7:30 p.m.
Friday	Closed
Saturday–Sunday**	Closed

** Weekend hours may be available upon request. (Staffing/overtime charge will be assessed, if approved).



Scheduling a Room

- All rooms must be reserved in advance.
 - External (non-Brooklyn College) clients must reserve space four weeks prior to the event date. A contract, certificate of liability, and other documents will be needed. The signed contract, certificate of liability, and payment must be received no later than two weeks prior to the event date. During the academic semester, external clients may not request rooms on days that common hour/club hours have been set.
 - External clients consist of organizations, businesses, etc. Personal/private events are prohibited. Specific information regarding event dates, availability, etc. for external clients is generally given via email from 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 one hour after the event has ended.
 - Events requested outside of “normal building operating hours” must be billed at a four-hour minimum.
 - All materials/equipment not belonging to the Student Center must be removed at the close of the event.
 - The Student Center is not responsible for any material or equipment, including books and clothing, left in the building overnight or during breaks.
 - It is essential that all meetings/activities start and end at the scheduled timeframe.
 - All clients (administrative/external/clubs) will be held financially liable for the cost of replacement/repair for any Student Center equipment or property damaged during your event/meeting.
 - Client groups (administrative/clubs) will be held financially liable for “no-shows” or cancellations at a cost of \$50 or more. No-shows are scheduled events/meetings in which the client does not show, and, 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.
 - External clients will be charged a custodian fee for the removal of garbage and cleaning of room after their event has concluded. The fee may vary depending on the size of the event.
- Note: Individual students and students who are not on the executive board of a current registered student club may not request to rent or utilize rooms.**



Making Reservations

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

- Administrative clients must complete an Event Request Form at <https://employees.brooklyn.edu/base/student-center-event-request-form/>.
- External clients must initially contact us via email (bcstudentcenter@brooklyn.cuny.edu) to review the proposed event. If it is deemed that the event can be hosted at the center, a link will be provided to the client.
- Student clubs must utilize their Bulldog Connection login information to request rooms.

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 desired room set-up. Let the Administrative Office/ Scheduling Office know of any special needs, guest speakers, elected officials, dignitaries, media, etc.

An additional cost for public safety may be needed depending on the size/nature of the event. If determined by the Student Center director, the client (administrative/ external/clubs) will be notified and must pay the requisite cost of Public Safety personnel deemed necessary to be at the event.

Entrance Policy

BROOKLYN COLLEGE STUDENTS, STAFF, AND FACULTY

All students, staff, and faculty are required to present a valid Brooklyn College ID upon entering the Student Center.

ALL OTHER GUESTS

Anyone who is not a Brooklyn college student or staff or faculty member must be on a guest list to gain entry into the Student Center.

A list of invited guests/non-Brooklyn College attendees for all clients (administrative/external/clubs) must be submitted by the host no later than three business days prior to the event date to the SEMT email, if not already listed on the Event Request Form. All guests must sign in and present a valid state ID (e.g., driver's license, non-driver ID). Guests who are excluded from entering the campus will not be allowed to attend the event, even if included on the guest list.

Alumni are considered guest(s) and are required to be put on a guest list by the host for the respective scheduled event only.

Guests at the college must adhere to the following procedures to gain entry into the Student Center:

- Must be on the guest list.
- Must enter at the East Gate on Campus Road and Amersfort Place.
- Must present a valid picture ID. Acceptable ID is a government-issued photo ID. Other forms of picture ID may be acceptable as determined by the administration of the Student Center or Office of Public Safety. A screenshot or photo of an ID is not acceptable.

MINORS

Minors (under age 18) are not allowed in the Student Center without parental/guardian supervision. Minors must remain with parent/guardian at all times. Related college departments/entities such as BCA, STAR, and College Now students are under age 18 and are not allowed in the Student Center without authorized staff from respective organization(s).



Security

Metal detection may be used at the discretion of the Office of Public Safety. The Student Center will determine staffing levels and gate entry as needed, based on the number of events scheduled.

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. The Student Center/Brooklyn College determines the time, place, and manner of all activities and will provide notice of same no later than 24 hours prior to the event date.

Rooms on Hold

Due to a high demand for space, rooms will not remain on hold longer than five

business days for administrative/external clients only. 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 fifth business day or after the initial conversation, the room(s) will be taken off hold for other groups to reserve.

Catering/Food Policy

Food items that are being dropped off by a vendor/caterer 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 seven to 10 business days 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.



Room Descriptions

All room descriptions and room photos can be found on our website at <https://www.brooklyn.edu/dosa/administrative-services/student-center/room-descriptions/>.

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-up changes submitted on the day of the event may be subject to a staff fee, assuming availability of same. Additionally, room changes on the day of the event may not be honored due to limited staffing, equipment, and resources for that day.

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; thereafter, there cannot be any changes.

Under no circumstances should furniture or equipment be moved or removed by anyone inside the scheduled room or from another room or location other than Student Center staff.

Equipment

Audiovisual equipment, easels with or without pads, podiums, pianos, and other equipment are available for events

in the Student Center at a cost for administrative and external clients. All clients (administrative/external/clubs) will be held financially liable for the cost of replacement/repair for any Student Center equipment or property damaged during your event/meeting.

Linen cloths are available at cost for all clients (administrative/external/clubs).

The fee schedule is available at <https://www.brooklyn.edu/wp-content/uploads/Student-Center-Fee-Schedule.pdf>.





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/glass material. If you need to hang or post an item, contact the Administrative Office at 718.951.5528 at least three days prior to your event.

Alcohol

The Student Center does not hold a liquor license. Alcohol is prohibited at any CUNY-sponsored activities on or off campus. The policy is available at <https://www.cuny.edu/wp-content/uploads/sites/4/page-assets/about/administration/offices/student-affairs/policies/drug-alcohol2011.pdf>.

WiFi/Internet Access

The college provides WiFi access to currently enrolled students and

administrative staff. When requesting a laptop for an event, students or staff members 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. The policy is available at 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

718.951.5528
bcstudentcenter@brooklyn.cuny.edu