

STUDENT ACTIVITIES OFFICE
TERM ASSIGNMENT GUIDELINES
FALL 2010

Term Assignments are defined as meetings that occur on a regular basis (weekly, bi-weekly, etc). All organizations that would like to host a Term Assignment for an academic semester must complete and return a Term Assignment Request Form by the specified due date to the Student Activities Office.

Requests will be reviewed by the Brower Student Center (BSC) Assistant Manager who will apply their professional judgment to best meet each organization's needs. The Student Activities Office cannot guarantee that a student organization will be assigned its first choice. Organizations are encouraged to list alternate times and locations for their meetings on the Request Form.

The following consolidated time slots have been reserved specifically for student organization meetings in the Student Center:

- **Monday evenings:** **6:00pm – 10:00pm**
- **Sunday evenings:** **6:00pm – 8:00pm**
- **Wednesday afternoons:** **12:00pm – 5:00pm**

The availability of academic buildings is limited to Wednesday afternoons and weekends only.

Student organizations' meeting space and time will be emailed to the address indicated on the Term Assignment Request Form. Confirmations will be sent out before the official start of the Fall 2010 semester.

All Term Assignments will include the regular setup of the room assigned. Rooms in the Student Center have conference style arrangements, and most classrooms have tablet-arm chairs. **Any special requests must be discussed in advance with the BSC Assistant Manager.** All rooms are to be left as they were found. Any special clean up or repairs found necessary by the College will be charged to the group who has reserved the area.

Unless otherwise noted, all Term Assignments will begin September 5th-April 30th with the exception of days when school is not in session. Terms are not scheduled during exam weeks; however organizations may schedule a separate meeting by contacting the BSC Assistant Manager.

All rooms must be reserved in advance for group activities and the BSC Assistant Manager must be notified if any changes in the schedule are made. If an organization knows that they will not be using their assigned room at any time, they must notify the BSC Assistant Manger immediately. "No Shows" without prior cancellation of at least 24 hours are policy violations and will be addressed accordingly.

Food/drinks of any type may not be brought to a meeting unless it has been ordered through Sodexo Dining Services or a valid Food Waiver Form has been submitted.

The burning of candles is not permitted in any room on the campus without prior written permission of the Campus Safety Officer and the supervision of campus personnel. **Due to the seriousness of this action, violation of this policy will result in the IMMEDIATE loss of scheduling privileges for a period of 3 months.**

The privilege of a Term Assignment carries with it the responsibility of adhering to all policies and regulations of The College of New Jersey as noted in the Student Handbook. **Violations of these policies may result in the loss of scheduling privileges for the organization.**