

**THE COLLEGE OF NEW JERSEY
OFFICE OF STUDENT ACTIVITIES
REGISTERED PARTY POLICY**

A Registered Party is a special event hosted by a TCNJ student organization. In order to be defined as a Registered Party, the event must meet the following criteria:

- The intention of the event is a fund raiser for the group
- Co-sponsorship is **STRONGLY** encouraged – co-sponsored events are likely to be better attended events.
- The atmosphere of the event is a dance or party
- The event takes place in the assigned Registered Party area
- The event takes place on either a Friday or Saturday night
- The event must take place between the hours of 9:00 PM and 1:00 AM
- The event must have a pre-registered guest list of all non-TCNJ guests (limited to 75 names)
- The event will not have any food or beverage other than water
- The event will not be provided with any special table or chair set up (other than entrance and DJ tables)
- The event must have the presence of the campus police/security, Registered Party staff, professional staff and the organization’s advisor

The policies and procedures outlined below have been designed to assist student organizations in planning these events and to ensure that the event will be successful and enjoyable for all parties involved.

Please Note: Brower Student Center (BSC) policies do not permit dances to be held in the building. Therefore, any event which may not meet all of the above criteria, but is essentially a dance or a party, may not be scheduled.

REGISTERED PARTY SCHEDULING PROCESS

Student organizations may apply to host a Registered Party on one of eight (8) pre-determined dates that have been scheduled by the Office of student Activities. Since there are a limited number of dates available, a lottery is held in the beginning of the academic year to determine which student organization will be granted a Registered Party date. Once the organization is granted a date, the organization’s representative should make an appointment to see the BSC Assistant Manager. This meeting must take place at least **THREE (3) WEEKS** before the event date.

ADMISSION POLICY

Everyone in attendance must be at least 18 years of age, and must present valid photo identification (specifically a college or government issued photo ID). No one will be permitted to enter without a valid photo ID. Capacity will be limited to 300, not including security personnel and DJs. All students and guests (whether members of the organization or not) will count towards the 300 capacity. The following admittance policy will be enforced:

- **TCNJ Students** must present their valid TCNJ College ID.

- **Students from other Colleges and Universities** must present their own valid school ID. Students from other colleges and universities ARE NOT required to be on the pre-registered guest list.
- **Guest who are not students** must present their valid government issued photo ID, must be on a pre-registered guest list and must be accompanied and signed in by a TCNJ student. By signing in an outside guest, the TCNJ student takes responsibility for that guest and each TCNJ student in attendance may sign in one individual (only one other student OR one other non-student guest, NOT BOTH). A clearly PRINTED or typed guest list must be completed in advance and submitted by the student organization to the BSC Assistant Manager at the Confirmation Meeting which is held at least 1 hour prior to the start of the event. The guest list is limited to 75 guests. Guest lists from internet social networks are not acceptable or permitted. **Non-college guests will not be permitted to enter the event if their names are not listed on the guest list.**
- **DJ/Music Providers** must present their valid government issued photo ID (if a non-TCNJ student) and must be identified as a DJ or musical performer on a pre-registered guest list. Please note that these individuals will NOT count against the room occupancy. DJs are allowed to bring up to 4 individuals with them (5 total)

All individuals in attendance will be provided with a colored wrist band by the BSC Assistant Manager. Wrist bands are required to enter the party and should not be removed unless the guest is leaving the party.

After 11pm, any individual who leaves the party for any reason before its conclusion will not be permitted to return inside the party and their wristbands will be cut. Anyone not cooperating with the admission procedures will not be permitted to enter the event, and will be asked to leave the premises.

ADVERTISEMENT

All off-campus advertising is strictly prohibited. Registered Parties are not to be advertised anywhere off-campus; including, but not limited to:

- 1) Posting flyers outside of the TCNJ community
- 2) Placing ads in any newspaper other than *The Signal*
- 3) Placing ads on any radio station other than *WTSR*
- 4) Website announcements (i.e. MySpace, Facebook, student organization websites, etc.) directed outside of the TCNJ Community and/or to the general public are prohibited. Facebook may be used on an invite only basis – events should not be visible to the general public or in public listings.

All on-campus advertising must comply with the College Posting Policy in the Student Handbook. If a student organization is found in violation of the advertisement policy, they will lose any future Registered Party privileges for a period of time as determined by the BSC Manager.

ORGANIZATION RESPONSIBILITIES

The organization sponsoring the party must obtain the DJ Light Tree from the Student Finance Board (SFB) Equipment Loan Center, and this light must be on for the duration of the party.

Confirmation Meeting: This meeting must take place with the BSC Assistant Manager at least two (2) days before the event. At this meeting, the organization **MUST** hand in the **completed** Guest List. The organization must see the BSC Assistant Manager to schedule the meeting date and time.

Pre-Party Meeting: An organization representative and their advisor must meet with the Registered Party staff and Campus Police/Security at 8pm before the event to review expectations and rules. At this time, a damage inspection must take place. The organization representative will accompany the BSC Assistant Manager to inspect and confirm the condition of the Registered Party area before the start of the party. An additional inspection will take place after the party.

Surface Cleaning: All decorations must be removed at the end of the event and placed in trash receptacles.

Crowd Control: Members of the organization(s) are responsible for monitoring their own actions and the actions of their guests. They will also be responsible for coordinating with the Registered Party staff and Campus Police/Security to maintain a pleasant atmosphere throughout the evening.

Failure to abide by any directives of the Registered Party staff, BSC Assistant Manager, or Campus Police/Security may lead to the termination of the event, the forfeiture of all BSC scheduling privileges, loss of deposit and/or any appropriate disciplinary action, including restitution.

ADVISOR RESPONSIBILITIES

In order to qualify as a TCNJ advisor, the individual must be a full time TCNJ faculty or staff member. This does not include Bookstore or Sodexo employees.

In the event that a student organization's advisor is not able to attend the event, the student organization will be permitted to have an interim advisor. The organization must provide the name and contact information of any interim advisor to the BSC Assistant Manager at least two (2) days before the event.

The advisor must be present for the pre-party meeting which will take place at 8pm. The advisor has until 8:30pm to arrive for this pre-party meeting. If the advisor does not show for this pre-party meeting the event will be cancelled. The advisor must also remain at the Registered Party for the duration of the event. The event will be canceled if the advisor does not arrive, or leaves before the event ends.

During the event, the advisor must help monitor the environment of the party. This includes: assisting with guest sign-in procedure, monitoring crowd control, and/or anything else requested by the BSC Assistant Manager. The advisor's purpose is to help ensure that the organization is following all Registered Party policies and to help maintain a safe and fun environment for guests.

STUDENT ACTIVITIES PROFESSIONAL RESPONSIBILITIES

A professional staff person from the Office of Student Activities will be assigned to each event and will be present. The monitor is present to ensure adherence to the TCNJ Student Code of Conduct. This staff member has the authority to cancel or terminate the event if necessary (i.e., advisor not present, crowd becomes unruly, etc).

CAMPUS POLICE/SECURITY

The BSC Assistant Manager and Campus Police will determine the appropriate type and number of security required for each individual Registered Party event. Officers will assist in disbursing the crowd at the conclusion of the event, if necessary. Officers will be present from 8:00 PM to 2:00 AM (for normal 9:00 PM to 1:00 AM events).

All individuals entering the party (including the sponsoring group) will be wanded at time of entering the party. Individuals from the group will be required to leave the party at 9pm and re-enter for wandng. If necessary, individuals will be patted down, but this should be the second method of security check, not the first.

All doors to the building will be locked at midnight other than the one behind the box office. One security person will guard this entrance and keep people from re-entering the building.

PLEASE NOTE: IF CAMPUS POLICE IS UNABLE TO PROVIDE COVERAGE FOR YOUR REGISTERED EVENT WITHIN ONE (1) WEEK OF THE EVENT DATE, THE EVENT WILL BE CANCELED AND ALL DEPOSITS AND PAYMENTS WILL BE RETURNED TO THE SPONSORING ORGANIZATION.

CONTRACT AND PAYMENT POLICY

Student organizations must have a contract for their event. A contract and deposit must be completed no later than TWO (2) WEEKS prior to the event.

The organization must submit a \$150.00 deposit in the form of a check made payable to "The College of New Jersey" to the BSC Assistant Manager at least TWO (2) WEEKS before the event date. If the organization is Student Finance Board (SFB) funded, they may submit a copy of the completed SFB Voucher in place of a check. This deposit will be voided and returned if the facility is left in satisfactory condition and nothing has been damaged. Any damage or excessive cleaning charges will be deducted from the deposit. Any additional damage in excess of the amount of the deposit will be billed to the sponsoring organization. Failure to pay for damages or excessive cleaning may result in the organization's loss of scheduling privileges; however, payment will still be owed.

SFB will pay all Campus Police/Security and Registered staffing charges. The organization will be responsible for any staffing charges resulting from any extra time the Registered Party staff must work to clear the building.

Failure to pay the deposit by the designated date will result in event cancelation.

ADDITIONAL INFORMATION

- ALL STUDENT CENTER POLICIES APPLY TO THE EVENT.
- Student organizations granted a Registered Party date may begin setting up their event at 7pm on the day of the event. At 1am, the lights in the Registered Party venue will be turned on and participants are expected to leave the event and outside area in a timely and orderly fashion.
- At 1:30am, the room must be clear of all participants. All decorations must be completely removed and cleared from the room. If your organization cannot clear the room before 1:30am, you will be charged for the extra time the security staff is required to stay (based on an hourly rate).
- By agreeing to conduct a Registered Party, the organization is agreeing to conduct the event at their own risk and in accordance to all policies and regulations pertaining to The College of New Jersey as well as all federal, state, and local statutes.
- Nothing may be hung from the curtains, rods, ceiling, etc., nor may anything be nailed or screwed into the walls, ceiling or pillars.
- DJ Tables may be used for the event, however if damage occurs to tables as a result of their use, the organization will be charged for the damages.
- The organization is responsible for determining the technical needs of their DJ or band. These needs should be discussed with the BSC Assistant Manager at time of scheduling.

*NOTE: As needed, this guideline will be amended as changes occur at TCNJ.
Last Update September 2009.*

Your event request will not be processed until this form has been signed and returned to the BSC Assistant Manager.

Date of Event: _____

Sponsoring Student Organization: _____

Student Organizer's Name: _____

Phone Number: _____ Email: _____

Name of Student Organization Advisor: _____

I have read the Registered Party Guidelines and understand my responsibilities for holding this event.

Student Organizer's Signature _____ Date _____

NOTE:

INTERNAL USE ONLY:

Date Guideline Returned	_____	
Deposit received	_____	Date _____
Payment for Police	_____	Date _____
Damages charged	_____	Date _____
Other charges	_____	Date _____
Deposit returned	_____	Date _____

**REGISTERED PARTY
RESPONSIBILITIES OF STUDENT GROUP ADVISOR**

Thank you for volunteering your time as an advisor for the Registered Party event to be held on _____. Below you will find an outline of your responsibilities.

All sponsored Student Organizations must have a College of New Jersey advisor present at their Registered Party event. You must be in attendance at 8pm for the pre-party meeting with the Registered Party staff, Campus Police/Security, the professional staff monitor and the student group on the day of the event. You will have until 8:30pm to arrive to this meeting. If you do not arrive, the event will be cancelled. You must remain at the event until it ends and until all persons have left the area. The event will be canceled if you fail to arrive or if you leave before the event ends.

If you are unable to attend, arrangements must be made to have an interim advisor present for the duration of the event. These arrangements must be communicated at least two (2) days in advance to the BSC Assistant Manager. In order to qualify as an interim student organization advisor, a person must be a full-time staff or faculty member at TCNJ. Bookstore and Sodexo employees do not qualify as advisors.

During the event, you are responsible for monitoring the environment of the party. This includes: assisting with guest sign in procedure, monitoring crowd control, and/or anything else requested by the BSC Manager or Assistant Manager. You are present to help ensure that the student organization follows all of the Registered Party rules as outlined in these guidelines, as well as to help maintain a safe and fun environment for the guests.

Please carefully read the Registered Party Guidelines to make sure that these rules are fully understood. It is important to ensure that your group adheres to these rules, as violations may result in the loss of scheduling privileges for the student organization.

If your schedule permits, it would be helpful for you to attend the Confirmation Meeting which will be held two days before the party in the BSC Assistant Manager's office. Please speak to your student to find out the exact time of the scheduled meeting.

If you have any questions or concerns, please feel free to contact the BSC Assistant Manager at x2466. By signing below you are indicating that you understand and agree to abide by Registered Party policy and the guidelines provided above.

Advisor's Signature: _____

Date: _____

Department:

Phone Number:

Email: