

Events Policies & Procedures

Alcohol and Drugs – St. John’s University is committed to an educational community that is free of illegal drug use and alcohol abuse. Therefore, the University strictly prohibits the unlawful possession, use or distribution of illicit drugs or alcohol on its property or as part of its activities. Anyone found to possess, use or distribute alcohol or controlled substances on University property, in violation of law or University policy, is subject to disciplinary action as well as possible referral for criminal prosecution. Such violations of the standards of conduct will be dealt with on a case-by-case basis, with the imposition of discipline being appropriate to the severity of the violation. Chartwell’s is the only approved server for alcohol on campus.

Ambulance – Any event that anticipates 2,000 or more attendees is required to have an ambulance on site, and the event organizer is responsible for the expense.

Frequently used companies include:

Jamaica Estates Volunteer Ambulance

207-07 Union Turnpike, Oakland Gardens, N.Y. 11364

(917) 596-9534

info@jevac.org

Flushing Community Volunteer Ambulance Corps

4316 162nd Street, Flushing, N.Y. 11358

(718) 353-4965 or (917) 453-0484

fcvac@verizon.net

Amplified Sound – Amplified sound means sound whose volume is increased by any electric, electronic, or mechanical means. Amplified sound is not permitted at outdoor events while classes are in session without the approval of the Office of Operations & Event Support Services. The approval process is facilitated through the space request process.

Event organizer should consider indoor noise conflicts when reserving space separated by a partition or air wall.

Animals – No animals, except as noted below, are permitted on University grounds or in University-owned or leased buildings.

- Animals trained to assist persons with disabilities.
- Animals used in University laboratories or classrooms for research or observation purposes.
- Fish in aquariums in residence halls.
- Common household pets in off-campus residences owned or leased by the University.

Audio-Visual Services – Audio and Visual support services are provided by St. John’s I.T. Tech Services, Facilities, Student Affairs Operations and Conference Services (summer guests only). Audio/Visual support services are “location specific”. Existing equipment in rooms is self-service, and support from I.T. Tech Services can be requested if a run-through of the existing technology is needed or if there is an issue during a class or event during regular business hours. I.T. Tech Services number is (718) 990-5845 during regular business hours, 7:30 a.m. – 8:30 p.m., when classes are in session, and from 8:30 a.m. – 4:30 p.m. when classes are not in session.

The use of classroom technology and self-service technology in rooms require a login. University employees and students will use their computer logins. A Conference Services Event Manager will make arrangements for logins for external clients.

To request audio-visual in rooms that are not self-service the Audiovisual Equipment Request Form is required to be submitted by the event organizer at least one week in advance (5 business days). A Conference Services Event Manager will complete the Audio/Visual support for external clients. External clients are responsible for associated charges when Audio/Visual support is requested.

The Audiovisual Equipment Request Form is available at:

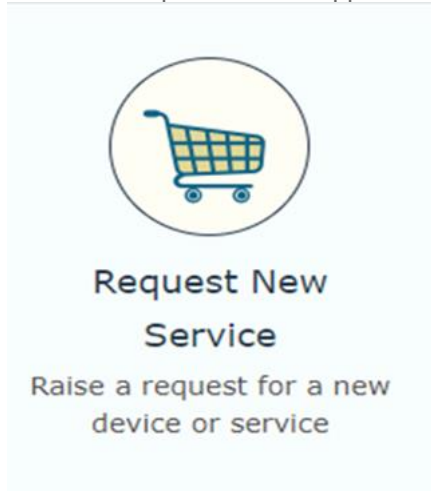
*IT Support Requests should be submitted at least two weeks prior to your event. For questions call Classroom Support at x5845. If you require **classroom support of audio and visual services**:*

1. Login to signon.stjohns.edu
2. Click on "IT Support" icon



IT Support

3. Click on "Request Event Support" icon



4. Click on "Event Support" icon



Event Support

Event Support

Audio and Visual support services and equipment for events in rooms that are not supported by St. John's I.T. Tech Services, Student Affairs Operations or Conference Services can be provided by outside vendors.

Frequently used companies include:

Shadowbox Design Management, Inc.

(516) 605-1090

<http://www.shadowboxdm.com>
john@shadowboxdm.com

DJ Zeke Entertainment

(347) 560-8020

djzeke.com

djzeke1@gmail.com

NYFF Events

(516) 822-6400

<https://www.nyffevents.com>

jamie@nyffevents.com

Balloons – Balloons are not permitted inside Carnesecca Arena, Carnesecca Little Theatre or Marillac Auditorium (Fire Safety Regulation).

Barbeque Grills –The event organizer is responsible for seeking & obtaining permission from Chartwells for use of their grills. Chartwells will deliver and pickup grills. Only propane barbeque grills are permitted on campus.

- Grill should be at least 10 feet away from any building or combustibles.
- Store and use grills on flat non-flammable surfaces. Plywood or Masonite must be placed under grills to prevent grease from damaging pavement, pavers, and stonework.
- A compatible fire extinguisher must be present, and can be provided by Public Safety upon request.
- Grills must be in proper working order at all times. They should be checked prior to each use. Grills should be cleaned regularly to avoid grease buildup.
- Never leave a grill unattended when in use and keep children away.

Campus Schedulers – there are two main space scheduling offices for the Queens campus.

Office of Conference Services - supports academic departments, operational departments and external groups. For questions, contact Wanda Gibson, Campus Room Scheduling Coordinator, at (718) 990-7300 or ROTC Building, Room 206B.

Office of Operations & Event Support Services - supports Student Government Inc. organizations and departments within the Division of Student Affairs.

Note: Law School Office of Special Events - supports School of Law departments and law student organizations space requests. For questions, contact Stephanie Pollo at (718) 990-6320 or Iris Diaz at (718) 990-1950. [Event Request Form](#)

To request space at the Queens campus, please select the appropriate request form:

Academic & Operational Departments: https://stj.formstack.com/forms/internal_room_request_form

Division of Student Affairs Departments: https://sju.formstack.com/forms/dept_event_reservation

Student Government Inc. Organizations: https://sju.formstack.com/forms/student_event_reservation

External Groups: <http://bit.ly/hostmyevent>

For questions, contact Wanda Gibson, Campus Room Scheduling Coordinator, at (718) 990-7300.

To request space at any of the branch campuses, please select the appropriate request form:

All Departments & Student Government Inc. Organizations:

Staten Island Campus: https://stj.formstack.com/forms/staten_island

For questions, contact Wanda Gibson, Campus Room Scheduling Coordinator, at (718) 990-7300.

Manhattan Campus: <https://stj.formstack.com/forms/manhattan>

For questions, contact Rianna Dyal, at (718) 277-5177.

Long Island Graduate Center: <https://stj.formstack.com/forms/ligc>

For questions, contact Wanda Gibson, Campus Room Scheduling Coordinator, at (718) 990-7300.

External Groups: <http://bit.ly/hostmyevent>

For questions, contact Wanda Gibson, Campus Room Scheduling Coordinator, at (718) 990-7300.

Carnesecca Arena Guests – St. John’s University is committed to providing guests a safe, comfortable, and enjoyable experience consistent with University values. To insure a safe and comfortable experience, guests are expected to adhere to the following:

Code of Conduct

- Guests will be treated in a courteous, professional, and respectful manner by all St. John’s University staff.
- Guests shall be respectful of others around them.
- Guests shall avoid blocking the view of other guests and avoid excessive standing.
- Guests shall not interfere with the event, the performers, or the athletes in any way.
- Guests shall refrain from using foul/offensive language, fighting, obscene or taunting gestures, throwing objects, and engaging in other behavior detrimental to the experience of other guests.
- Guests shall not stand on seats or any other building structure.
- Guests shall not stand in the aisles or walkways.
- Guests shall not occupy a seat or remain in an area for which they do not possess a valid ticket and shall provide their ticket upon request.
- As required by the City of New York, guests shall not smoke anywhere in our facilities.
- The distribution of promotional items, flyers, handbills or printed materials is not permitted. In addition, vending, peddling, or product sampling is not allowed.
- Public Safety utilizes walk-through metal detectors, metal detecting wands, and other security measures. All bags are subject to search prior to entry. There is no bag/coat check provided at Carnesecca Arena.
- Guests who exit the venue will not be permitted re-entry.
- Guests are encouraged to report inappropriate or offensive behavior, as well as any unsafe or suspicious activity to an Usher or Public Safety Officer.
- Guests shall comply with requests and directions from arena staff regarding arena operational and emergency procedures.

Guests in violation of the above policies are subject to ejection without refund and possible revocation of (season) ticket and/or future ticket privileges. Violations of New York State and New York City rules, regulations, and laws may result in possible arrest and prosecution.

Prohibited Items

The following is a partial list of prohibited items that are not permitted inside the venue. St. John’s University management reserves the right to prohibit other items as deemed necessary. St. John's University Public Safety can be contacted at (718) 990-6281.

- Weapons of any kind
- Backpacks, unless able to be stored under seat
- Any Bag larger than 16”X16”X8

- Signs/Flags/Banners larger than 11”X17” and any fixed poles
- Noise making devices
- Laser pens
- Fireworks
- Beach balls, Projectiles, or Balloons
- Selfie Sticks
- Video Cameras/Recording Devices, as well as mono/tripods or other professional camera equipment
- Alcohol
- Illegal drugs or substances
- Outside Food and Beverages. Guests will be permitted to bring in one, soft, plastic, factory sealed water bottle of 20 ounces or less.
- Hoverboards / Skateboards
- Strollers
- Animals (Service Animals Exempt)
- Costumes or masks

Exceptions will be made for those with medical requirements and/or special needs.

Catering – Chartwells is the campus food service provider/caterer for the Queens and Staten Island campuses.

Please see the Chartwells catering menu with pricing via the link below:

[Chartwells Catering Brochure](#) (PDF)

University Departments should visit Catertrax link to place order:

<https://stjohns.catertrax.com/>

All catering requests should include the Campus and Event Location (building and room), the order, your contact information, and budget number. Orders should be submitted at least three business days in advance. If you have any questions, please contact the respective Chartwells catering office.

Queens Catering Office

(718) 990-2976

Staten Island Catering Office

(718) 390-4376

The Director of Catering is Robert Freglette, (718) 990-2975 or [via email](#).

Without exception, the Manhattan Campus may only hire food vendors from the list of approved food vendors. [Click here](#) for the list of authorized caterers.

Use of Non-Chartwells Catering Services – This policy governs catering or food services provided by persons or entities not affiliated with Chartwells.

External Catering – When a Non-Chartwells vendor is providing catering services limited to food delivery, set-up and service, the department that hired the vendor must ensure the vendor is licensed by the New York City Department of Health to operate a Food Service Establishment. Food not considered “shelf stable” must be discarded if not served within 4 hours from the time of delivery. Non-Chartwells vendors are prohibited from selling food or beverages on University property.

External Catering / Food Prepared on Campus – When a Non-Chartwells vendor handles, prepares or cooks food on University property, the department that hired the vendor must ensure the vendor is licensed by the New York City Department of Health to operate a Temporary Food Service Establishment. Non-Chartwells vendors are prohibited from utilizing kitchen or pantry space currently operated by Chartwells.

Food Truck / Mobile Food Vending – Any department that hires a food truck or mobile food vendor must ensure the vendor has a valid permit issued by the New York City Department of Health. A valid decal must be affixed to the food truck or mobile food vendor. Public Safety must be consulted regarding parking placement of vehicles on campus and a Banner Pass must be created for food truck events.

On Campus “Do It Yourself” Food Events by Students or Staff – For “DIY” food events at the University (no commercial vendor has been hired, the public is not invited, and food is not being sold), “DIY” food must be prepared and served safely.

This means:

- Using food from a reliable commercial source (food should not be prepared or stored at home);
- Using sound sanitation practices;
- Avoiding cross contamination;
- Using safe food cooking temperatures;
- Using safe food holding temperatures;
- Using safe food holding times

Anyone involved in preparing or serving food at a “DIY” food event must be familiar with “Food Safety for the Volunteer Worker” <http://bit.ly/FoodSafetyVW> and “Barbeque Food Safety Tips” <http://bit.ly/BbqSafetyTips> as published by the New York State Department of Health.

Chalk – The use of chalk is permitted only on campus sidewalks & roadways in areas in which chalk will be washed away by rain. Chalk may not be used underneath overhangs. Please indicate the use of chalk on your event request. The use of chalk must be noted on the Banner Pass Comments Area. If chalk is used in a prohibited area, a clean up fee will be assessed to the organization or department.

Common Hour – Common Hour is Monday & Thursday between 1:50pm-3:15pm.

Concessions for Sporting Events – Concession stands will open for sporting events with more than 200 guests, upon request to Chartwell’s. Guaranteed sales minimums may be required for concessions participation. Please direct questions to Bill Varcoe at Chartwells at (718) 990-7367.

Conference Services Guest Code of Conduct – is available online at: <https://www.stjohns.edu/about/leadership-and-administration/administrative-offices/conference-services/conference-services-policies-procedures>

Confetti – The clean-up of confetti is difficult, and requires additional staff and time to properly clean-up. However, the use of confetti is permitted as long as the intended use is indicated on your event request and is included on the Banner Pass Comments Area. This will allow our cleaning vendor to staff appropriately. If confetti is used without indication on the Pass, a clean-up fee will be assessed to the organization or department.

Decorations – Decorations cannot be taped, glued, puttied, stapled or attached in any way to painted surfaces, walls, floor, glass, furniture, stage, or trees. The use of non-stick blue putty or tape is not permitted due to the stain left behind and damage to surfaces. The organization or department may be held responsible for damages or clean-up fees related to removal of decorations.

Demonstration – This policy was approved by the University Senate on May 23, 1969, adopted by the Board of Trustees on June 4, 1969 and filed with the New York State Department of Education in July 1969. It has been updated effective November 27, 2018. This policy may be reviewed and revised by the University as deemed necessary by the President or designee.

St. John's University supports the right of all members of the University community (persons who are students, faculty, staff or administrators of the university) as individuals or as organizations to examine, to discuss and to advocate any issue and to express any opinion, both publicly and privately, within constitutionally valid limitations, set by local, state or federal law. In particular, all substantive issues relating to university policy are to be considered open to full discussion and debate by the University community, whether through open forum or some other procedure. Members of the University community, whether individuals or campus organizations, are free to support causes by orderly means. A rational and orderly examination of issues—whether local, national, or international—is fundamental to the academic process and is to be encouraged rather than repressed.

To this end members of the University community are permitted to conduct orderly demonstrations which do not disrupt the educational process or working environment taking place at the University or interfere with the rights of any member of the University community.

Approval Process:

In an effort to ensure that demonstrations are conducted by members of the University community and are in compliance with safety expectations, all demonstrations must be registered with the University. All demonstrations must have a University-affiliated Organizer, which can be one or more enrolled students or the authorized members of a recognized student organization.

Members of the community wishing to hold a demonstration must complete the Demonstration Registration Form and submit it to the Dean of Students office no less than three (3) business days prior to the event. The Dean of Students or designee will review all submissions and meet with Organizers to discuss responsibilities, any safety or security requirements and to evaluate any special needs or provisions to ensure that the academic mission of the University is not disrupted.

Reservation of campus space for any approved event is contingent upon availability. The Organizer of the event is responsible for all costs associated with the event (including security if deemed necessary by the University). The Organizer is responsible for taking reasonable steps to ensure compliance with these requirements by all participants, and may be held accountable for violations of such requirements by any persons involved in the demonstration.

[Demonstration Request Form](#)

The broadest possible exercise of freedom can be carried out only in conjunction with responsibility. Members of the University community and all other persons on University property assume the obligation to conduct themselves in a manner compatible with the University's function as an educational institution. To this end, the following acts and/or conduct are prohibited:

1. Persons who are NOT members of the University community are not permitted to demonstrate.
2. Conducting a demonstration at a time or place other than the time and place previously approved by the Dean of Students or designee;

3. Conducting a demonstration for topics/issues other than the those explicitly outlined in the Demonstration Request and approved by the Dean of Students;
4. Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other university activities on University owned or controlled property, including its grounds, campus, buildings, and/or other facilities (hereinafter collectively referred to as "University property");
5. Obstruction of entry and exit points of buildings;
6. Physical or verbal abuse of any person on university property or at University sponsored or supervised functions or conduct which threatens or endangers the health or safety of any such person;
7. Threats of harm;
8. Theft or damage to property of the University or of a member of the University or campus visitor;
9. Unauthorized entry to or use of University property, including maintaining an unauthorized presence in buildings;
10. Disorderly conduct or lewd, indecent, or obscene conduct, language, or expression on university property or at University sponsored or supervised functions;
11. Failure to comply with directives of University officials acting in the performance of their duties.
12. Any other violations of civil law and/or University regulations;
13. In addition to the foregoing specific prohibitions, which are not exclusive, members of the University community and other persons on the property of the university shall conduct themselves at all times in a manner which does not disrupt the University community or infringe upon the rights of others, and faculty and non-faculty staff shall conduct themselves in a manner not inconsistent with the duties and responsibilities of their positions.

The President or his designee is directed to protect the rights of all members of the University community by maintaining order and enforcing the provisions referred to above.

Violations of any of the foregoing prohibitions shall be dealt with as follows:

In the case of students: The student shall be requested to cease and desist from such prohibited conduct; and if he/she fails to do so, necessary and appropriate action will be taken to ensure the safety and order of the University community. In addition, the incident will be documented and referred to the Office of Student Conduct to address potential [Code of Conduct](#) violations.

In the case of any individual who is not a member of the University community:

The authority of such individual to remain on University property will immediately be revoked; and if the individual thereafter refuses to leave University property, necessary and appropriate action will be taken to eject such person therefrom.

In the case of a non-faculty staff member or administrator:

The staff member or administrator shall be requested to cease and desist from such prohibited conduct; and if he/she fails to do so, necessary and appropriate action will be taken to eject such staff member from University property. In addition:

a) In the case of a non-academic professional staff member or administrator, disciplinary action shall be taken against such staff member or administrator by the President or his designee;

b) In the case of any other staff member, disciplinary action shall be taken against such staff member by appropriate representatives of the university, subject to the procedures in the [Corrective Action policy](#)

As a result of such disciplinary action, any staff member or administrator may be suspended, discharged or otherwise disciplined.

In addition to the foregoing, the University reaffirms all of its rights to utilize and seek the aid of public authorities and such judicial, civil and criminal process and proceedings as may, in the discretion of the University, be necessary or appropriate. (Human Resource Policy Manual / Policy 1008)

Drones – The use of drones on campus requires prior approval from Public Safety.

Electronic Campus Signs (CNS Screens) – Electronic campus signs (digital signage) promote University activities, events, deadlines, and educational opportunities by providing information to internal audiences. The goal is to increase awareness and attendance, along with overall support for the University's brand.

There are 15 e-boards available for posting on the Queens campus, three on the Staten Island campus, and three on the Manhattan campus. E-boards measure 1920 pixels high by 1080 pixels wide. Images should be 72 dpi. Orientation is horizontal. Each announcement will appear on the screen for eight seconds. Please allow the Office of Marketing & Communications three to five days for design and posting. Please include the date range during which you want the post to run and on which e-board the post should appear (i.e., Queens only, Staten Island only, Manhattan only, or all three). Time-sensitive events may receive priority posting.

E-boards in D'Angelo Center & Montgoris Dining Hall

The Office of Operations & Event Support Services handles posting of announcements on e-boards in the D'Angelo Center & select screens in Montgoris Dining Hall.

For Student Organizations recognized by Student Government Inc. announcements should be submitted through the Event Agreement and will be posted with the approval of Student Life Advisors. Event Agreement submissions after the 10 business day deadline will not be posted.

For Departments within the Division of Student Affairs, announcements can be submitted through the Event Agreement, or sent to jeannotj@stjohns.edu when an Event Agreement is not applicable. For all other Departments, please contact jeannotj@stjohns.edu.

E-boards in Carnesecca Arena Lobby

The Department of Athletics handles the 2 e-boards in the Carnesecca Arena lobby. Please contact dombross@stjohns.edu for more information.

E-boards in the Law School

The Law Marketing and Communications team handles the 2 e-boards in the Law School. Please use the following link to submit request: https://sjuit.formstack.com/forms/marketing_project_request

Best Practices for E-boards Content:

- **Simple** – Messages should be clear and direct and follow University editorial and brand guidelines.
- **Succinct** – Too much text and too many images will decrease readability. Remember, the slide is only visible for eight seconds at a time. Only include relevant details.
- **Timely** – E-board messages are posted for a maximum of two weeks prior to an event (exceptions may apply at times).

Submit a Request

To submit a request, please provide information to the marketing liaison designated for your office or college. The liaison will contact the appropriate account director in Marketing and Communications. Marketing and Communications makes the final decisions about what content is posted on the e-boards.

E-mail Communications – The Office of Marketing and Communications is responsible for sending internal communications (emails) to the St. John’s University community. To ensure that internal communications are effective and efficient, the University must be strategic regarding both the content and frequency. [Policies and Forms | St. John's University](#)

Internal Communications

- Submit requests directly to your account director via the college/department marketing liaison or the dean/vice president.
- All copy is subject to review and editing by the Office of Marketing and Communications.
- When multiple requests for internal communications are received concurrently, order and time of release is determined by MarComm.

This policy assures that St. John's internal community is notified of significant events and situations in a timely fashion. Other campus activities, although important to promote, are better suited for the University EDU Events calendar and newsfeeds and Today@St. John's. We appreciate your understanding and cooperation.

Required E-Mail Content to Submit with your Request:

- **From:** Name and title of the person. For e-mails to all employees, this must be a vice president, academic dean, or higher.
- **To/Audience:** State which group should receive the e-mail: administrators, staff, faculty, full-time faculty, adjuncts, or all. Groups can also be segmented by campus. For e-mail to students, please contact Scott A. Wallick, Content Manager, Division of Student Affairs, at wallicks@stjohns.edu.
- **Subject:** Should summarize the e-mail clearly in 50 or less characters.
- **Body:** Provided in a Word document.
- **Photos:** Optional and should be relevant to the e-mail content.

External Communications

The Office of Marketing and Communications disseminates external communications to share important and/or critical information to those who do not have University e-mail addresses.

Required E-Mail Content to Submit with your Request:

- **From:** A name and e-mail address.
- **Reply-to:** A name and e-mail address. This is where the e-mail will be sent if someone replies. This can be the same or different than the name and e-mail address listed in the “From” line.
- **To/Audience:** Must be provided in Excel format in columns. If personalizing the e-mail (“Dear *John*,”), names must be in the adjacent column. For e-mail to alumni, please contact Scott VanDeusen, Director of Development, at vandeuss@stjohns.edu.
- **Subject:** Should summarize the e-mail clearly and be fewer than 50 characters.
- **Header image:** Marketing will determine how to proceed based on the type of e-mail being sent (newsletter vs. event). Must be 700px wide.
- **Body:** Provide in a Word document.
- **Photos:** Should be relevant to the e-mail content. They are optional but recommended.

If a registration form is required, please provide the necessary fields (first name, last name, e-mail address, phone number, etc.). Web forms cannot accept online payments.

General E-mail Best Practices

To ensure recipients continue to read e-mails and avoid issues related to spam:

- Individuals should receive a maximum of one e-mail per week from the same recipient.
 - E-mail resends should be sent no more than once every two weeks.
 - An identical e-mail can only be sent twice, after which the e-mail must be redesigned with updated text, message, and/or images.
 - If the e-mail involves registration, the mailing list must have previously registered users removed for the next mailing.
- **Timing:** The optimal time to send an e-mail is Monday through Thursday from 9 a.m. to 3 p.m. and Friday from 9 a.m. to 1 p.m. to ensure prompt viewing.
 - **Distribution List:** Your e-mail is only as good as your list. Scrub lists for incomplete addresses, unsubscribed users, misspellings, etc. Always add your own e-mail address to the list so you have a copy of what people received.
 - **Content:** Avoid using excessive exclamation points and all capital letters. The e-mail must include text to ensure recipients can still read it if images don't load. Keep your e-mail short, as many people now access it on their phone. You can always link back to stjohs.edu for additional information.

Changes to the preview e-mail must be included in an e-mail or Word document. Please do not modify the HTML file.
 - **Tracking:** E-mails sent to external e-mail addresses will be tracked for the number of opened e-mails, unsubscribes, bounce backs, and links clicked. This information can be used to strengthen your future e-mail content and distribution strategy.

Ethical Business Practices – is available online at: <https://www.stjohs.edu/about/leadership-and-administration/administrative-offices/conference-services/conference-services-policies-procedures>

Event Time Definitions

- **Preset Time**
 - Time used by Facilities the night before to perform a setup.
- **Setup Time**
 - Time used by Facilities on the date of event to perform a setup.
 - For multipurpose spaces, allow a minimum of 1-2 hours for setup
 - For Taffner Field House & Carnesecca Arena, allow at least 4 hours to install carpet tiles and setup furniture. Allow an additional 2 hours for installing a stage.
- **Setup Completion Time**
 - The time Facilities will have the setup completed and the time the event organizer can access the space.
 - Stipulate on Banner Pass Comments Area whenever setup completion time for catering tables is needed earlier than furniture for the main event.
- **Event Start Time / Event End Time**
 - Time the program actually starts & ends
- **Doors Open Time / Doors Close Time**
 - The times the doors open and close for the event
- **Takedown Time**
 - The time Facilities will perform breakdown and clean following the event.
 - For multipurpose spaces, allow 1 hour for takedown for each programming space.

External Groups Use of Campus Space – All external organization use of campus facilities requires a duly signed agreement, insurance and facility rental fee. **To request space at any of our campuses please complete a request form:** <http://bit.ly/hostmyevent>

Faculty Club – Hours of operation during the academic year are: Monday/Tuesday/Thursday, 11:30am-2:30pm, Wednesday/Friday, 11:30am-2pm. Morning Coffee is served Monday through Friday starting at at 8am. Events setups cannot start until after 3:30pm weekdays.

Food in Classrooms – Food is not permitted in classrooms, Marillac Auditorium or the Little Theatre.

Furniture – Fixed and lounge furniture is intended to remain in place. Furniture can be moved to the perimeter of the space. Requests to move furniture must be approved by Facilities Design & Construction.

Furniture Inventory – Event furniture is available on a first requested, first assigned basis. Please request furniture at the time of your space request. Furniture resources are “location-specific” for the majority of spaces on campus. Once the furniture inventory is exhausted, the department or organization will be responsible for the expenses to rent furniture. For department events the Office of Conference Services will inform the event organizer. For Student Organization Inc. or within the Division of Student Affairs events Conference Services will inform the Office of Operations & Event Support Services. Details for furniture rentals logistics should be reflected on the Banner Pass Comments Area and in Social Tables diagram or Set-up memo. Include date/time for furniture delivery and pick up. When furniture rental details are provided on the Banner Pass Comments Area Conference Services will coordinate delivery & pick up logistics with the rental vendor.

Glitter – The use of glitter is not permitted.

Golf Carts / Utility Vehicles – The University Fleet Maintenance and Safety Policies and Procedures Manual documents the policies and procedures governing the use, maintenance and repair of all University owned and leased vehicles that are assigned to University Departments, including, but not limited to cars, carts, trucks and vans. Individual departments may elect to establish more stringent guidelines in addition to the policies and procedures contained in the University Fleet Maintenance and Safety Policies and Procedures Manual. Employees, students and volunteers who receive authorization to drive, must become familiar with and comply with all policies and procedures prior to driving any University owned or leased vehicle to ensure vehicles are driven and maintained in a safe manner and to minimize the potential for accidents and losses. The management of the Fleet Maintenance and Safety Program is assigned to the Office of Business Affairs. To obtain the most up to date University Fleet Maintenance and Safety Policies and Procedures Manual department heads may contact Business Affairs at (718) 990-6357.

Graduation Ceremonies – The following is a partial list of **prohibited items** that are not permitted inside the venue. St. John’s University Management reserves the right to prohibit other items as deemed necessary.

- Weapons of any kind
- Backpacks
- Any bag larger than 16”x16”x8”
- Signs, flags, or banners
- Noise making devices
- Laser pens
- Fireworks
- Beach balls, projectiles, or balloons
- Selfie sticks

- Mono/Tripods or other professional camera equipment
- Drones
- Alcohol
- Illegal drugs or substances
- Outside food and beverages. Guests will be permitted to bring one (1), soft, plastic, factory sealed water bottle of 20 ounces or less.
- Hoverboards, skateboards
- Strollers
- Masks or costumes
- Animals (service animals are exempt)
- Personal folding chairs
- Exceptions may be made for those with medical requirements and/or special needs.

Parking – Please arrive at least forty-five (45) minutes prior to the start of the event, and enter the parking lot for Carnesecca Arena through Gate #3 located on Utopia Parkway or through Gate #4 located on Union Turnpike. Public Safety officers will direct traffic upon entering & exiting the lot.

Handicap Access – For guests using a wheelchair or walker, please notify us in advance. We will assist individuals entering and exiting the venue, along with guest to accompany them in a designated area (limited seating available).

Inclement Weather – In the event of inclement weather please call (718) 990-2000 for information regarding a possible University closing or delayed opening.

Food & Beverage – No outside food or beverage is permitted in the venue, however, guests will be permitted to bring one (1), soft, plastic, factory sealed water bottle of 20 ounces or less. The concessions stand will be open for attendees to purchase beverages and light snacks.

Personal Belongings – St. John’s University is not responsible for items left in the venue. Any lost items that are recovered during the ceremony will be brought to the security desk in the lobby until the end of the ceremony. All graduation materials (caps, gowns, programs, decorations, etc.) will be disposed after the event.

Inflatables – Inflatable structures are permitted for use by both Student Organizations recognized by Student Government Inc. and any campus Department. If the inflatable structure is to be setup by a vendor, the vendor is responsible for providing weights appropriate for the size of the inflatable. Additionally, inflatables must be secured using weights only; stakes into the grass or pavement are not permitted.

Lawn Areas & Outdoor Spaces – The protection of grassy areas on campus is important. Tents, inflatables, games and rides are allowed, but must be weighted instead of securing with stakes. Vehicle access by vendors for delivery, setup and takedown requires prior approval and coordination through Public Safety.

Great Lawn & St. Vincent’s Lawn

- Church bathrooms cannot be used for attendees of outdoor events.
- Amplified sound is not permitted at outdoor events while classes are in session without the approval of Office of Operations & Event Support Services. The approval process is facilitated through the space request process.

Residence Village Basketball Court & Montgoris Patio

- Available for a maximum of 2 weekday events per week, Mondays through Fridays from 4pm – 7pm. The approval process is facilitated through the space request process.
- Available weekends from 12pm – 7pm.
- Amplified sound is not permitted at outdoor events while classes are in session during midterm exams, final exams, and during University break periods without the approval of Office of Operations & Event Support Services. The approval process is facilitated through the space request process.

Loading & Unloading Equipment – Loading and unloading equipment may only be done at designated loading docks and via freight elevators where available. Loading docks are present at D’Angelo, Law School, Marillac, Montgoris, and Tobin. Carnesecca Arena & Taffner Field House do not have loading docks. Use the rear entrance at Carnesecca and the west-side doors at Taffner for loading and unloading equipment.

Lost and Found – Public Safety is the central repository for items lost and found on all of our campuses. If you find a lost item, turn it in to a uniformed SJU Public Safety Officer or bring the item directly to our Command Center.

Queens Campus – ROTC Building, 168-10 Goethals Avenue, (718) 990-6281

Staten Island Campus – Spellman Hall, Room 116, (718) 390-4487

Manhattan Campus – Public Safety Desk, (212) 277-5155

Long Island Graduate Center – Public Safety Desk, (718) 990-7778

Marillac Terrace

Terrace A

For events held during the academic year

- May be booked for weekday event with a start time of 5:00pm
- May close no earlier than 3:00pm for setup for a weekday event starting at 5:00pm.
- Request for weekday event with a start time earlier than 5:00pm or a setup time earlier than 3:00pm requires approval of Office of Operations & Event Support Services. The approval process is facilitated through the space request process.

For all timeframes

- If Terrace A is booked for an event, Terrace B may not be booked for another event.

Terrace B

For events held during the academic year

- May be booked for weekday event with a start time of 7:00pm.
- May close no earlier than 5:00pm for setup for a weekday event starting at 7:00pm.
- Request for weekday event with a start time earlier than 7:00pm or a setup time earlier than 5:00pm requires approval of Office of Operations & Event Support Services. The approval process is facilitated through the space request process.
- Use of amplified sound should be limited before 7:00pm.
- Access to Veterans Center must be maintained throughout the event.

For all timeframes

- If Terrace B is booked for an event, Terrace A may not be booked for another event.

Terrace A & B

For events held during the academic year

- When both spaces are used together, the earliest a weekday event may start is 7:00pm.
- Terrace A, may close no earlier than 3:00pm for setup for a weekday event.
- Terrace B may close no earlier than 5:00pm for setup for weekday event starting at 7:00pm.

- Request for weekday event with a start time earlier than 7:00pm or a setup time earlier than 5:00pm requires approval of Office of Operations & Event Support Services. The approval process is facilitated through the space request process.
- Use of amplified sound should be limited before 7:00pm.
- Access to Veterans Center must be maintained throughout the event.

Serveries Area

- The Servary area is a bookable space.
- Events permitted upon approval outside of food service hours.
- Request for use of the space in conjunction with an event in Marillac Terrace requires approval. The approval process is facilitated through the space request process.

Mission Statement – The University Mission Statement is located online at:

<https://www.stjohns.edu/about/history-and-facts/our-mission>

Moving – The Set-up Team only moves event furniture. They do not move boxes, supplies, non-event furniture, or equipment. Requests for moving boxes, supplies, non-event furniture, or equipment must be made in advance to the Facilities Call Center at x6254 for creation of a work ticket.

Paint – The use of paint for decorating windows, doors, sidewalks, walkways, roadways, etc. is not permitted. The use of oil based paint and aerosol paint is not permitted indoors or outdoors. The use of water based and washable paints for instructional painting events, tie dye events, etc. is permitted provided that plastic table cloths are used to protect tables and drop cloths or tarps are used to protect flooring, walls and furniture. The event organizer is responsible for providing protective materials. The organization or department may be held responsible for damages and clean-up fees.

Parking on Campus

Visitor Parking – visitors are required to obtain and display a valid parking permit. Visitor permits are valid from the date of issuance to the date of expiration indicated on the permit. At the Queens campus, visitor permits can be obtained at the Information Booth at Gate 1 or at the Public Safety Office located in the ROTC Building at 168-10 Goethals Avenue, Queens, N.Y. 11432

Vendor Parking – vendors hired to support events should follow parking instructions provided by the event organizer. The event organizer must contact Public Safety at least 5 business days prior to event date to coordinate campus access & parking logistics for vendors. Event organizer is required to communicate confirmed logistics to their Campus Scheduler. The Campus Scheduler will include campus access and parking logistics for vendors in the Banner Pass comments.

Event Parking – guests attending ticketed & non-ticketed events should follow parking instructions provided by the event organizer.

Summer Conference Overnight Parking – Conference Services event managers support client requests for overnight parking permits. Permits are valid from the date of issuance to the date of expiration indicated on the permit. Summer Conference guests can park in the parking garage that is accessible from Gate 6.

Piano Usage – Pianos are located in the following locations: Marillac Auditorium stage (baby grand), D'Angelo Living Room (baby grand), and Carnesecca Little Theatre (upright). For department events, the piano will be unlocked and locked by the Set-up Team. Requests to move a piano from any of these locations will require 2 week notice to hire professional moving & tuning services. Costs to rent, move or tune a piano will be the responsibility of the requester.

Posting Flyers & Advertisements – Bulletin boards located in classroom buildings are intended for St. John’s University community use only. All posters, flyers, and table tents must be stamped “Approved for Posting”. Only recognized organizations and authorized departments can have their flyers posted on bulletin boards. The Office of Operations & Event Support Services are responsible for posting, removal and disposal of material at the conclusion of the event. Visit the Campus Activities Office in D’Angelo Center, Room 121 to obtain stamp of approval. Any postings found “not in compliance” will be removed and disposed.

Rain & Inclement Weather Decisions – Decision regarding the postponement or cancellation of an outdoor or indoor event due to inclement weather should be made 2 business days prior to the event by the event organizer. The event organizer should notify their Campus Scheduler, caterer, Tech Services, furniture rental vendor, and others vendors based on arrangements. Setup support services may not set A/V equipment, stage, or other equipment if inclement weather is forecasted before, during, or after the event. The Campus Scheduler will Revise the Banner Pass upon notification of postponement or cancellation.

Requests for Space by Departments – Requests for space **by Departments** is coordinated by Conference Services. Requests can be accepted up to one year in advance through our online request form only located at: https://stj.formstack.com/forms/internal_room_request_form
Space requests should be made as soon as possible. Requests for event space or updates made inside 3 business days may not be accommodated. Event setup coverage is finalized one week in advance.

Approvals from Space Holders – Approval for spaces is coordinated by Conference Services through the online space request form process.

Revisions – Event space revisions should be made as soon as possible. Revisions to event spaces set-ups made inside 3 business days may not be accommodated. Submit last minute revisions to Wanda Gibson at csevents@stjohns.edu.

Cancellations – Event space cancellations should be made as soon as possible. Cancellations made inside 3 business days and “no shows” are subject to staff set up charges for work completed. Submit cancellations to Wanda Gibson at csevents@stjohns.edu.

Rain Date / Rain Location – It is recommended that an alternate date and/or a location be booked for outdoor events. Campus Schedulers should release the rain date/location when the original date/location is used.

Space Holds & Verbal Space Requests – Campus Schedulers do not accept requests to save dates or put holds on spaces.

Requests for Space by Student Organizations – Requests for space **by Student Organizations recognized by Student Government Inc.** can be accepted only within the current academic school year. Space requests must be submitted at least 20 business days prior to the event date. Virtual Event Requests must be submitted at least 15 business days prior to the event date. Any request after the submission due date will not be accepted. Standard Event Request Form: https://sju.formstack.com/forms/student_event_reservation
Virtual Event Request Form: https://sju.formstack.com/forms/student_virtual_event_request_form

Standard Agreement – Student Organizations recognized by Student Government Inc. are required to complete an Event Agreement for all in person events with the exception of meetings in a classroom or at designated tabling locations that do not require the support for attendance tracking and/or the collection of funds. Standard Event Agreements must be submitted at least 10 business days prior to the event date. ***Failure to submit an Event Agreement by the 10 business day deadline may result in the cancellation of the event.*** In person events must comply with the Engagement Etiquette Policy, click [here](#).

Standard Event Agreement: https://sju.formstack.com/forms/student_event_agreement

Virtual Event Agreement – must be submitted at least 5 business days prior to the event dates. Events that are held virtually must comply with the Engagement Etiquette Policy, [click here](#).

Virtual Event Agreement: https://sju.formstack.com/forms/virtual_event_agreement

Guest Policies – Student Organizations recognized by Student Government Inc. have the option of 4 event guest policies.

1. **SJU Only** – Only active St. John’s University students, staff, administrators and/or faculty may be in attendance. No advisor approval is needed.
2. **1:1 Guest Policy** – Active St. John’s University students, staff, administrators, and/or faculty are permitted one non-SJU guest. Require a guest list to be submitted to Public Safety. The list of non-SJU guests must include first name, last name, DOB, and address on state ID. Approval from organization advisor is needed.
3. **1:2 Guest Policy** – Active St. John’s University students, staff, administrators, and/or faculty are permitted two non-SJU guests. Require a guest list to be submitted to Public Safety. The list of non-SJU guests must include first name, last name, DOB, and address on state ID. Approval from organization advisor is needed.
4. **Open Community** – Events that are approved to host any St. John’s University students, staff, administrators, and/or faculty in addition to any number non-SJU guests. Approval from Public Safety is required.

Under Aged Guests - All guests under 18 are required to have a parent consent form.

Exits - All exits are final from Taffner Field House, Little Theatre, and Carnessecca Arena.

Food - No food is permitted inside the Little Theatre, Marillac Auditorium or classrooms.

Equipment & Furniture - To prevent damage or injury to participants, event equipment and furniture is not to be moved, modified, or adjusted. If equipment/furniture needs to be adjusted, contact the event support team.

Requests for Space within the Division of Student Affairs – Requests for space **by Departments within the Division of Student Affairs** can be accepted up to a full academic year in advance. Space requests must be submitted at least 20 business days prior to the event date. Virtual Event Requests must be submitted at least 15 business days prior to the event date. Any request after the submission due date will be accepted, however reduced or no event day support may be provided.

Student Affairs Event Request Form: https://sju.formstack.com/forms/dept_event_reservation

Standard Agreement – To receive event day support services such as the setup of special event equipment, attendance tracking (Swiping Services), and/or the collection of funds, the completion of an Event Agreement is required. Standard Event Agreements must be submitted at least 10 business days prior to the event date. **Failure to submit an Event Agreement by the 10 business day deadline may result reduced or no event day support.**

Student Affairs Event Agreement:

https://sju.formstack.com/forms/internal_department_event_agreement

Virtual Event Agreement – must be submitted at least 5 business days prior to the event dates. Events that are held virtually must comply with the Engagement Etiquette Policy, [click here](#).

Guest Policies – Departments within the Division of Student Affairs have the option of 4 event guest policies.

1. **SJU Only** – Only active St. John’s University students, staff, administrators and/or faculty may be in attendance. No advisor approval is needed.
2. **1:1 Guest Policy** – Active St. John’s University students, staff, administrators, and/or faculty are permitted one non-SJU guest. Require a guest list to be submitted to Public Safety. The list of non-SJU guests must include first name, last name, DOB, and address on state ID. Approval from organization advisor is needed.
3. **1:2 Guest Policy** – Active St. John’s University students, staff, administrators, and/or faculty are permitted two non-SJU guests. Require a guest list to be submitted to Public Safety. The list of non-SJU guests must include first name, last name, DOB, and address on state ID. Approval from organization advisor is needed.
4. **Open Community** – Events that are approved to host any St. John’s University students, staff, administrators, and/or faculty in addition to any number non-SJU guests. Approval from Public Safety is required.

Under Aged Guests - All guests under 18 are required to have a parent consent form.

Exits - All exits are final from Taffner Field House, Little Theatre, and Carnessecca Arena.

Food - No food is permitted inside the Little Theatre, Marillac Auditorium or classrooms.

Equipment & Furniture - To prevent damage or injury to participants, event equipment and furniture is not to be moved, modified, or adjusted. If equipment/furniture needs to be adjusted, contact the event support team.

Room Capacities Charts – Room Capacities Charts are designed as a guide for planning events. Capacities charts can be found on the Conference Services web page at: www.stjohns.edu/conferenceservices

Room Diagrams (Social Tables Software) – Room diagrams are needed for events with complex set-ups. Diagrams are created using Social Tables Software. Requests for diagrams should be submitted with your space request form or at least 5 business days prior to the event date. Once the diagram is created, it will be shared with the event organizer. Requests to Revise a Social Tables diagram may be updated until 3 business days prior to the event date.

Room Occupancy Codes – The Public Safety Fire Safety Director determines room occupancy codes. Posted capacities are to be strictly enforced at all times.

Smoke / Fog Machines – The use of smoke or fog machines requires prior approval from the Public Safety Fire Safety Director.

Smoking – Smoking and the use of electronic cigarettes is not permitted inside or within 30 feet of any campus building.

Tabling Activities – Requests for tables is coordinated through the space request process.

- Table locations are listed below. Campus Schedulers should book one hour of setup time for tabling activities.

Building Name	Building Code	Room Code	Location/Description
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D'Angelo	DAC	TAB1	First Floor – Game Room
D'Angelo	DAC	TAB2	First Floor – Game Room
D'Angelo	DAC	TAB3	First Floor – Game Room
D'Angelo	DAC	TABF1	Second Floor - Foyer
D'Angelo	DAC	TABF2	Second Floor - Foyer
D'Angelo	DAC	TABLVR	Second Floor – Living Room – underneath stair
D'Angelo	DAC	TABCSS1	Second Floor – Center for Student Success
D'Angelo	DAC	TABCSS2	Second Floor – Center for Student Success
D'Angelo	DAC	TABCSS3	Second Floor – Center for Student Success
D'Angelo	DAC	TABCSS4	Second Floor – Center for Student Success
D'Angelo	DAC	TABCSS5	Second Floor – Center for Student Success
D'Angelo	DAC	TABCSS6	Second Floor – Center for Student Success
D'Angelo	DAC	TAB314	Third Floor – Coffee House – facing Starbucks
D'Angelo	DAC	TAB314B	Third Floor – Coffee House – facing Starbucks
Marillac	MAR	TAB1	Marillac Terrace B
Marillac	MAR	TAB2	Marillac Terrace B
Marillac	MAR	TAB3	Marillac Terrace B
Marillac	MAR	TAB4	Marillac Terrace B
St. Albert	STAL	LOBBYTAB	Lobby (max of 1 table/2 chairs permitted)
Sullivan	SUL	LOBBYTAB	Lobby of Sullivan (max of 1 table/2 chairs permitted)

Taffner Field House Recreation Court

- Requests must be submitted at least 20 business days prior to the requested date(s)
- Please consider minimizing room request times to reduce service interruptions to Campus Recreation programming.
- Allow at least 3-4 hours for the Set-up Team to perform setup and 3-4 hours to break down.
- No music or entertainment permitted during normal business hours. Events requiring music or entertainment may only begin after 5pm.
- Details for furniture rentals logistics should be reflected in the Banner Pass Comments Area and in Social Tables diagram or Set-up memo. Include date/time for furniture delivery and pick up.
- Banners and decorations may not to be secured to padding, walls, or railings.

Tailgating for Sporting Events – The term tailgating applies to a social gathering at a designated outdoor parking lot.

General Tailgating Regulations

- No indoor space or rain location will be provided. To secure an indoor space, the visiting school will enter into a rental agreement and must provide acceptable insurance documentation. To submit a request for indoor space, please complete our online request form at least 14 days prior to the event - <http://bit.ly/hostmyevent>
- Each vehicle is permitted one parking space and the area directly behind the vehicle for tailgating. Blocking ramps, roads, or sidewalks is prohibited.
- No furniture will be provided to any groups for tailgating (i.e. tables, chairs, tents, extension cords, etc.).
- Tailgating is limited to two hours before and one hour after the game. There will be no tailgating after night games that begin at 5:00 p.m. or later.
- Tailgating will close fifteen minutes prior to the start of the game. **Ticket holders will be asked to move into the game facility. Non-ticket holders will be asked to leave the premises.** Tailgating is NOT allowed during the game.
- Alcohol is prohibited.
- Ball playing and other games are not allowed in tailgate areas.

- No bands, large speakers or amplified music will be permitted.
- Grills using charcoal are prohibited on the campus of St. John's University. Use of propane grills must be approved by the Athletic Department in conjunction with Public Safety guidelines.
- All groups and individuals participating in tailgating are responsible for the proper collection and disposal of trash.

Fan Code of Conduct

Individuals participating in tailgating at St. John's University are expected to conduct themselves in a manner respectful of the nature and character of the University; including, following the directives of event management staff and public safety officials. Tailgating hosts may be held responsible for the behavior and actions of guests in the permitted tail gate area.

St. John's University is not responsible for any damage to personal property or injury sustained by individuals participating in tailgating. Tailgating is a privilege- not a right- and the university reserves the right to close down any tailgating for violations of this policy or at the discretion of St. John's University Public Safety. Public Safety can be contacted at (718) 990-6281.

To arrange a tailgate at St. John's University for an athletic event contact David Salomon or Arianna McMillon at (718) 990-6091 or salomond@stjohns.edu