Center for Environmental and Life Sciences (CELS) Use and Rental Policy

PURPOSE AND AVAILABILITY:

The facilities in CELS are intended for educational and co-curricular activities conducted or sponsored by the College of Science and Mathematics (CSAM) and that support the University’s core academic mission.

When classes are not in session the CELS Atrium/Patio, Rooms 110 and 120, and second floor common areas may be made available to other MSU and recognized MSU-affiliate and relevant external organizations for purposes that enhance the mission of the CSAM and the MSU academic community. CSAM reserves the right and holds the authority to define and determine the appropriateness of all requests to use the facility, and to determine if the event may disturb university business in adjacent areas.

The purpose of this document is to provide an understanding of the policies for the use and rental of the CELS Atrium/Patio and lecture rooms use via advance reservation and confirmation.

REQUEST FOR USE:

Check the availability of the desired room using 25Live prior to submitting a request for use. External organizations please contact Mr. Andrew Wiese at wiesea@montclair.edu to check room availability.

**MSU departments and divisions** must complete the room reservation request through 25Live. All requests must be submitted by the University department that is sponsoring the event. The sponsoring University department must explain how it will be involved in the event development, provide a support and management plant for the event, and must identify itself as the sponsor of the event on all publicity materials. A request does not imply confirmation. A follow-up message from the CSAM Dean’s Office will be sent to approve or deny the request.

**Organizations external to MSU** must submit their request to Andrew Wiese by email, wiesea@montclair.edu **three weeks in advance** to allow time for the CSAM Dean’s office to review the request. A request does not imply confirmation. A follow-up message from the CSAM Dean’s Office will be sent to approve or deny the request.

External organizations whose activities enhance the core mission of the College may rent spaces available in CELS according to guidelines below. External organizations will not have access to these rentals for purposes of non-official, non-academic, or non-STEM related functions. The facility will not be used by external organizations for social, political, or religious functions.
Multiple requests received within a 48 hour period will be prioritized as follows:

1. CSAM instructional, educational, or scholarship activities
2. CSAM events, conferences, and symposia
3. CSAM hosted meetings or other relevant CSAM gatherings
4. MSU instructional, educational, or scholarship activities.
5. Other internal MSU Department, College, School events
6. MSU affiliated/sponsored events in partnership with external organization
7. External organizations

GUIDELINES FOR USE:

The Atrium/Patio and lecture rooms may be used only when approval is granted by the CSAM Dean’s Office for purposes within the guidelines of this policy. The use of facilities by non-CSAM and external organizations, such as organized civic, cultural, industrial, educational, service or professional organizations and associations, may be authorized provided that:

1) Within time frame outlined above (priorities) CSAM use of all CELS facilities shall have priority over all other groups.

2) A rental charge for the use of facilities will be paid to CSAM according to the Schedule of Charges, with the following exception. State agencies are not charged rental fees, but are responsible for all other costs associated with delivering the event including food, set-up and clean up, any special arrangements, security, custodial support outside of normal business hours, parking, etc. A damage deposit may also be required after the CSAM Dean’s Office reviews the reservation request.

3) The external organization agrees to take all responsibility and all necessary precautions to assure the physical safety of participants and MSU property, and to release Montclair State University and its employees from any liability or responsibility in conjunction with the use of the facility.

4) Final agreements may be modified or amended only by a written agreement signed by the parties including a designated representative of the Dean of the College of Science and Mathematics.

5) CSAM shall have no responsibility whatsoever for any liability, claims, injuries, or damages for the use of the facility during the event and it’s set up and clean up, and until such time as the facility is restored to its' original status prior to the event. The external organization renting the facility shall be solely responsible for, and shall protect, indemnify and hold Montclair State University and its employees harmless from and against any claims, liabilities, loss, damage, cost or expense (including reasonable attorney fees) arising from, relating to, or caused by the event, including but not limited to any bodily or property damage sustained by any individual or by MSU including damage, theft or damage to any part of the facility, or any other claims, demands, damages or liabilities of any type or nature.
6) There shall be no modifications to CSAM facilities without permission from the CSAM Dean’s Office.

7) External organizations may either bring in food and beverages or make arrangements through MSU catering services (973-655-4224 or 973-655-7707). In the former situation, the external organization is responsible for the set-up and removal of all food and beverages and restoring the facility to the pre-event condition.

8) The use of facilities is limited to those activities that do not conflict with the general aims and purposes of the University, do not disrupt classes or university business in adjacent areas, and do not violate University regulations or local, state or federal laws (e.g. health and safety standards, use of alcoholic beverages).

9) The activity must be suitable for the CELS facilities available, as determined by the CSAM Dean’s Office.

10) Approval to use facilities does not imply MSU approval of the aims and purposes of either the sponsoring organization or the event being planned. The Montclair State University name, logos or seals should not be used on promotional materials in a manner that conveys endorsement or sponsorship of the event.

11) Facilities are not available for the conduct of regular religious services or campaign-related political events.

12) The serving of alcoholic beverages must be done in accordance with University policies. Special permission to serve alcoholic beverages in CELS must be requested through the Office of the President, and if granted, and a copy of the permit must be provided to the CSAM Dean’s Office at least one week in advance of the event.

13) Smoking is prohibited in MSU buildings and outside of designated areas around campus.

14) Minors in CELS require adult supervision at all times. The CSAM Dean’s office reserves the right to terminate an event if sufficient adult supervision is not present. Excessive noise or other activities that hold the potential to disrupt the prime mission of the building are prohibited.

15) Damages caused by outside groups will result in an additional charges levied on that group.

16) Event participants are not permitted to access other parts of CELS without prior permission from the CSAM Dean’s Office. Access to other parts of CELS requires the escort of CSAM Student Ambassadors or other MSU staff/faculty/administrator holding an official role within CSAM.
Fees:

Groups are responsible for all costs associated with preparing for, hosting, and recovering from their event, and reimbursing CSAM for any expenditures that the College may make during the course of event planning and execution. This may include, but is not limited to, rental fees, technical support, custodial support outside normal hours, security, maintenance and/or other personnel required by specifics of the event. The CSAM Dean’s office, in correspondence with the responsible party, shall determine the number and type of personnel necessary to support the requested event.

All MSU departments must provide a valid fund, department, and account number to be debited to cover anticipated expenses. These expenses cover the CSAM Student Ambassador fees.

MSU-affiliate and external groups must pay all anticipated costs in advance of the event. The group may be billed for additional personnel not included in the agreement if additional personnel are determined by the CSAM Dean’s Office to be necessary or needed during the course of the event, or billed if the event results in damages to CSAM facilities.

MSU-Affiliate and external organizations agree to pay applicable fees by certified check or money order made payable to “MSU- College of Science and Mathematics.”

Equipment:

Groups wishing to use their own equipment must request and receive approval from the CSAM Dean’s office. The use of large audio speakers that may disrupt university business, instructional or research activities in adjacent areas is prohibited. Use of Atrium large format monitor can be arranged for an additional $50.00 fee.

Food Service:

All food services and associated logistics for events are to be arranged by the users. MSU catering services: 973-655-4224 or 973-655-7707.

Parking:

There is a per car parking fee charge. Groups should contact MSU parking services for parking logistics and to purchase parking vouchers by phone: 973-655-7580, or Email: parking@mail.montclair.edu.
### FEE SCHEDULE:

| Rental Fee: Between 8 am and 5 pm M-F when classes are in session (plus ½ hr prior to and ½ hr after the conclusion of the event) | $50.00/hour |
| Rental Fee: Between 8 am and 5 pm M-F when classes are not in session (plus ½ hr prior to and ½ hr after the conclusion of the event) |  |
| Rental Fee: After 5pm M-F and Saturdays/Sundays when classes are in session (plus ½ hr prior to and ½ hr after the conclusion of the event) | $75.00/hour |
| After 5pm M-F when school is not in session (plus ½ hr prior to and ½ hr after the conclusion of the event) |  |
| Student Ambassadors, including ½ hr prior to and ½ hr after the conclusion of the event. (Minimum two students for two hours are required for all organizations.) | $25.00/student/hour |
| Large format monitor rental | $50.00 |
| Technical Support: all users are required to have CSAM technical support on-hand for any use of media projectors, atrium monitors, etc. (plus ½ hr prior to and ½ hr after the conclusion of the event) | $50.00/hour |

Failure to comply will result in the inability of the group to use CSAM facilities in future. Please visit [https://25live.collegenet.com/montclair/](https://25live.collegenet.com/montclair/) if you are affiliated with the University, or contact Andrew Wiese, wiesea@montclair.edu, to complete a reservation request for the Center for Environmental and Life Sciences Atrium, Patio, room 110, or room