

## GENERAL RULES GOVERNING USE OF MUSIC DEPARTMENT FACILITIES

1. Permits are required for use of all facilities. Applicants should have a copy of permit with them at the event.
2. Consuming or having possession of alcoholic beverages is prohibited except in special areas with a permit for specific area and purpose.
3. Food and drink are prohibited in Nicholas Music Center including the front lobby, backstage area, and dressing rooms. Food and drink are prohibited in the Schare recital and the entire second floor of the Marryott Music Building. Event will be cancelled if food or drink is present in any of these areas.
4. If food and drink is to be consumed or provided, the Bettenbender Plaza, Rehearsal Hall 104, or the lobby of the Marryott Music Building must be rented. Also, any food or drink that is to be consumed or provided must be supplied by a licensed caterer. The caterer must provide a copy of their catering license, most recent health inspection, and a copy of the insurance two weeks prior to the event.
5. Events should be scheduled in rooms with a capacity large enough to accommodate expected audience. Fire regulations prohibit overcrowding. Event will be cancelled if attendance exceeds posted capacities.
6. Events may require the hiring of University Police. Contact Officer Jennifer Hammill, 732-932-1368. If you plan on having any security at your event, you must contact Officer Hammill first. Failure to comply will result in the cancellation of the event.
7. Parking or driving any motor vehicle in areas other than those designated is prohibited. Information on parking may be obtained from the Parking Department, 732-932-7744.
8. Glitter, confetti, and any compressed gas tanks are prohibited in all facilities.
9. Any group which abuses the privilege of using the facility or equipment will be denied future use. Breakage or damage to furniture, equipment, or facility must be paid for at a price determined by the Department of Music.
10. There shall be no distribution of pamphlets or demonstration or sale of any article for private monetary gain by an individual or organization using the facility.
11. The Department of Music or university is not responsible for accidents, injuries, or loss of property and has the right to require a certificate of insurance.
12. The Department of Music is not responsible for storage of any kind.
13. Open flames or candles are prohibited as well as any device that may produce sparks or flames. All decorations must be inherently flame-retardant or flame-retardant treated. Smoke or fog machines are prohibited.
14. No persons shall engage in any disorderly conduct or participate in any game of chance not permitted by the laws in the State of New Jersey.
15. Facilities may not be used by any organization which has as one of its objectives the overthrow of the Government by force, or by other unlawful means, or by an individual, group, or organization deemed subversive, as defined in the State of New Jersey code.
16. Events may be cancelled by the Department of Music whenever the use of facilities may interfere with the use by the university or where there has been a violation of these regulations.