
Feliciano School of Business (FSoB)
Use and Rental Policy

PURPOSE:

MSU's primary mission is to provide educational services and facilities to support its core academic mission and to enhance student life. The facilities in FSoB are primarily intended for educational and co-curricular activities conducted or sponsored by the Feliciano School of Business (FSoB).

When classes are not in session, FSoB Lecture Hall 101, James Merli Conference Center Room 140, Graduate Lounge 255 and the 4th Floor Outdoor Patio may be made available to other MSU and recognized MSU-affiliate and relevant external organizations for purposes that are consistent with, or enhance the mission of, the University and are in the interest of the FSoB and academic community. FSoB reserves the right and holds the authority to define and determine the appropriateness of all requests to use the facility.

The purpose of this document is to provide an understanding of the policies for the use/rental of the FSoB rooms and spaces use via advanced reservation and confirmation.

AVAILABILITY:

Select rooms and spaces in FSoB may be reserved for special events by FSoB departments, MSU departments/divisions, MSU-affiliated organizations or relevant external organizations. Lecture Hall 101, James Merli Conference Center Room 140, Graduate Lounge 255 and the 4th Floor Outdoor Patio are available for uses external to the FSoB and outside the core mission of the University with appropriate facility use charges as outlined in this document.

Availability of the select FSoB spaces are made available by contacting the FSoB Technology Support Services office at 973-655-7769.

REQUEST FOR USE:

Room requests are made by contacting the FSoB Technology Support Services department at 973-655-5491 or emailing sbustech@montclair.edu. Requests must be made at least two weeks prior to the date of the event. A request does not imply confirmation in the cases of the SBUS 101, SBUS 140, SBUS 255 and SBUS Patio. Requests for a reservation is only confirmed with an approval receipt from the University's Center Schedule system, 25Live.

A request for use of the facility by an organization that is directly affiliated with a University department must be submitted by the sponsoring University department. The sponsoring University department must demonstrate their link with the organization and how they will be involved in development, support and management of the event and must receive substantial credit as a co-sponsor of the event on all publicity materials. The facility will not be used for any social activity not directly related to FSoB or the University.

Off campus agencies or organizations that are relevant to the core mission of the University may rent spaces available in FSoB according to guidelines below. External organizations will not have access to these rentals for purposes of non-official or non-academic functions. The facility will not be used by external organizations for social, political, or religious functions. External requests can be made by contacting the FSoB Technology Support Services at 973-655-5491 or sbustech@montclair.edu.

Multiple requests received within a 48 hour period will be prioritized as follows:

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

GUIDELINES FOR USE:

SBUS 101, SBUS 140, SBUS 255 and SBUS Patio may be used when approval is granted within the guidelines of this policy. The use of facilities by non-FSoB and external organizations, such as organized civic, cultural, industrial, public and private school, service or professional organizations and associations, may be authorized provided that:

- 1) Within time frame outlined above (priorities) FSoB use of all FSoB facilities shall have priority over other groups.
- 2) A rental charge for the use of facilities will be made by FSoB according to the Schedule of Charges with the exception that State agencies are not charged rental fees, but are responsible for other costs associated with the event including food, special arrangements, parking, etc.
- 3) The group agrees to take all precautions to assure the physical safety of participants and MSU property and to release the University from any liability or responsibility in conjunction with the use of the facility. A damage deposit may also be required.
- 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 Feliciano School of Business.

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- 5) FSoB shall have no responsibility whatsoever for any liability, claims, or damages for the use of the facility during the event and until such time as the facility is restored to its' original status prior to the event. User shall be solely responsible for, and shall protect, indemnify and hold MSU 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) No modifications to FSoB facilities without permission.
 - 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, 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 suited for the FSoB facilities available.
 - 10) Approval to use facilities does not imply approval of the aims and purposes of either the sponsoring organization or the event being planned.
 - 11) Facilities are not available for the conduct of regular religious services or campaign-related political events.
 - 12) The servicing of alcoholic beverages must be done in accordance with University policies. FSoB is not listed as an alcohol accessible building. Special permission must be gained through the Office of the President.
 - 13) Smoking is not permitted within 20 ft. of the building.
 - 14) Use of facilities where minors are participants requires adult supervision. The FSoB Dean's office reserves the right to terminate an event if sufficient adult supervision is not present. FSoB is an academic facility with serious ongoing scholarship. Major disruptions though excess noise or other activities that hold the potential to disrupt the prime mission of the building are prohibited.
 - 15) Fees are based on prudent use of facilities. Damages caused by outside groups will result in an additional charge being levied on that group.

16) Event participants are not permitted to access other parts of FSoB without prior permission and the escort of FSoB Student Ambassadors or other staff/faculty/administrator holding an official role within the FSoB.

Fees:

Groups are responsible for compensating FSoB for the appropriate costs associated with preparing for, hosting, and recovering from their event. This could include, but 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 FSoB Technology Support Services office, in correspondence with the responsible party, shall determine the number and type of personnel necessary to support a requested event.

All MSU departments must provide a valid account number to be debited to cover anticipated expenses. These expenses cover the Student Assistant fees.

MSU-affiliate and external groups must pay 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 FSoB Technology Support Services office to be necessary or needed during the course of the event.

MSU-Affiliate and external organizations agree to pay applicable fees by certified check or money order made payable to “MSU- Feliciano School of Business.”

Equipment:

Groups wishing to use their own equipment must request and receive approval from the Technology Support Services office. 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 school is in session \$50.00/hour
(plus ½ hr prior to and ½ hr after the conclusion of the event)
Between 8 am and 5 pm M-R when school is 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 school is in session \$75.00/hour
(plus ½ hr prior to and ½ hr after the conclusion of the event)
After 5pm M-R when school is not in session
(plus ½ hr prior to and ½ hr after the conclusion of the event)

Student Technician, including ½ hr prior to and ½ hr \$25.00/student/hr
after the conclusion of the event.
(Minimum one student for two hours are required for all organizations.)

Large format monitor rental \$50.00

Technical Support: all users are required to have FSoB technical support \$50.00/hr
on-hand for any use of audio-visual equipment, particular equipment
beyond the standard facility installation.
(plus ½ hr prior to and ½ hr after the conclusion of the event)

Failure to comply will result in the inability of the group to use the facility again in the future.