



Student Organization Event Campus Service Provider Cost Guide

This document was created to serve as a guide for budgeting and pre-planning for student organization events on campus. If your student organization has any additional questions regarding event services fees, please contact either the Brower Student Center (stureq@tcnj.edu) or the Office of Student Involvement (involvement@tcnj.edu).

Athletic Spaces

The Department of Athletics and Recreation and Wellness determines scheduling priority of TCNJ Athletic facilities. Sports teams/clubs, intramurals, and recreation and wellness events take priority over general student organization events. Student organizations should request the use of Athletics spaces online through the Bookit system.

Use of athletic spaces may require hiring additional staffing, dependent upon the nature of your event. There is no rental fee for use of any of the TCNJ Athletic facilities. Staffing is at the discretion of Liz Masucci, Assistant Athletic Director of Facilities Event Planning masuccie@tcnj.edu.

Outdoor Athletic Fields: Use of Athletic Fields may require additional staffing. Student staff are hired at the rate of \$10/hr/person, minimum 2 people, throughout the duration of your event. Staffing is at the discretion of Liz Masucci, Assistant Athletic Director of Facilities Event Planning.

Packer Aquatic Center: Student organizations will be responsible for hiring lifeguards for their events. Lifeguards are hired at the rate of \$12/hr/guard and should be hired to be on-site throughout the duration of your event.

Student Recreation Center: Use of the Recreation Center may require additional staffing. Student staff are hired at the rate of \$11/hr/person, minimum 2 people, throughout the duration of your event. Staffing is at the discretion of Liz Masucci, Assistant Athletic Director of Facilities Event Planning.

BBQ Permits

Recognized Student Organizations may work with the College to have events where grilling is permitted by completing the [TCNJ BBQ Permit Application Form](#). The cost for a BBQ permit is \$56.30 (\$54.00 for the permit; \$2.30 processing fee), and should be paid using the SFB Chartfield. For assistance with BBQ Permits, contact Brian Deitch, Occupational Security Specialist deitchb@tcnj.edu.

Brower Student Center/Decker Social Space

There is no room charge for reserving space in the Brower Student Center or Decker Social Space for student organization events. All tables, chairs, staging, in-house A/V equipment are provided at no cost to student organizations.

If your event requires a more complex sound system, and a trained sound technician, those services will need to be requested through the Student Finance Board and a fee will be associated with its use.

Student organizations are responsible for storing the grills, gas tanks, and charcoal off campus. Personal grills are not permitted in any campus buildings, including residence halls. Guidelines for BBQ Permits and use can be found on the [Student Involvement Website under the Resources tab](#).

Campus Service Providers

Building Services, Electric Shop, and Grounds are free for student organization events. There will be no overtime charges assessed for these events, even if they occur outside of 8:30am-4:30pm business hours.

Tables and chairs, staging, garbage cans/recycling bins, and cleaning services from TCNJ Service Providers are provided at no cost to student organizations; including setup and teardown.

Campus Police

The average cost for campus police is \$60/per hour/per officer. There is a minimum requirement of 2 officers for 2 hours. It is generally advisable to have officers on site at least 30 minutes prior to the start of your event, and 30 minutes after the conclusion of your event.

The minimum expected cost for police would be:

$\$60 \times 2 \text{ officers} \times 2 \text{ hours} = \240

In the instance that Campus Police deem that New Jersey State Patrol is required for an event, the rate for officers is \$100/per hour/per officer. Advanced notice will be given to the student organizations of this requirement.

For more information on Campus Police and the guidelines for determining officers at events, please refer to the [Campus Police Risk Guidelines](#).

Center for the Arts

The Center for the Arts determines scheduling priority of the CFA performance venues. Entities within the School or Arts and Communication events take priority over general student organization events. Student organizations should request the use of Center for the Arts spaces online through the Bookit system.

The use of CFA performance venues requires several student and sometimes professional staff members to be on-site. The below chart should help you determine the appropriate staffing model for your event.

Event Type	Kendall Main Stage	Cost/Hr	Evans Black Box	Cost/Hr	Mayo Concert Hall	Cost/Hr
Simple: Lecture	1 Prof, 2 Tech, 1 House Manager, 4 Ushers* \$25 Supplies Fee	\$84 FLAT	1 Tech, 1 House Manager* \$25 Supplies Fee	\$24 FLAT	1 Prof, 1 Tech, 1 House Manager* \$25 Supplies Fee	\$24 FLAT
Moderate: Conference	1 Prof, 3 Tech 1 House Manager, 4 Ushers* \$25 Supplies Fee	\$96 FLAT	1 Prof, 2 Tech, 1 House Manager* \$25 Supplies Fee	\$36 FLAT	1 Prof, 2 Techs, 1 House Manager* \$25 Supplies Fee	\$36 FLAT
Advanced: Performance VIP	1-2 Prof, 4-5 Techs, 1 House Manager, 4 Ushers* \$25 Supplies Fee	\$108 / \$120 FLAT	1 Prof, 3 Techs, 1 House Manager* \$25 Supplies Fee	\$48 FLAT	1 Prof, 4 Techs, 1 House Manager* \$25 Supplies Fee	\$60 FLAT

- Generally, Student Technicians are required to be on site 1 hour prior to your organization needing access to the facility, and 1 hour after the conclusion of your event. Student House Managers and Student Ushers are generally required to be on site at least 30 minutes prior to the “door” time for your event, and 30 minutes after the conclusion of your event.
- It is important to get a preliminary (planning) and confirmed timeline for each event we support. Specifically, we need:
 - Client arrival time
 - Venue open to the audience time
 - Event Start time
 - Event End time
 - Venue lock up time
- The rates above are hourly estimates for public events with an audience present. Rehearsals, load-in and other activities will likely have reduced rates. For example, no Front of House staffing is needed unless it is an Open Rehearsal with an audience.
- Please be aware that we do not charge internal TCNJ clients for Professional Staff.
- Ticketing, cleaning, catering, security and other service fees as may be required are NOT included above.

**These staffing models assume that the client will provide the required number of volunteer ushers. Additional ushers can be hired for an additional \$12 each per hour for each venue, with notice, pending student availability.*

Library Auditorium

There is no room charge for reserving the Library Auditorium for student organization events, however student organizations are required to hire a House Manager to oversee their event. House Managers cost \$9.25/hour; and are required to be on site 30 minutes prior to the start of your event, and 30 minutes after the conclusion of your event.

Movie/TV Licensing

If you plan on showing a movie on campus, you will need to purchase the rights to the film. Proof of purchase of the rights are required for an event to be approved by the Office of Student Involvement.

The two major film licensing companies in the United States are:

[Swank Motion Pictures](http://www.swank.com): 1-800-876-5577

[Criterion Pictures USA](http://www.criterion.com): 1-800-890-9494

Important Rules and Frequently Asked Questions can be downloaded from the [Student Involvement website under the Resources Tab](#).

Residence Hall Lounges

The Department of Residential Education and Housing determine scheduling priority of TCNJ Residence Hall Lounges. Residential community, RHA, and Departmental events take priority over general student organization events. There is no rental fee for use of any of the TCNJ Residence Hall Lounges.

[Residence Hall Lounge Policy](#)

TCNJ Emergency Medical Services (EMS)

The College of New Jersey EMS is a student-run, quick response, emergency medical service that serves the TCNJ community on weeknights (Sunday-Thursday) from 8:00pm - 7:00am and 24 hours on weekends (8:00pm Friday - 8:00 pm Sunday). We also provide standby coverage to large events on campus. You must request TCNJ EMS Service via their online [Standby Request Form](#).

All requests must be submitted at least two (2) weeks in advance to allow for ample time to process the request. TCNJ EMS considers many factors when allocating resources for campus events. Criteria considered includes the following:

- A) A large attendance is expected at the event
- B) Event involves activities that may pose a danger to participants or bystanders
- C) Availability of emergency resources both on and off campus

Once a request is received, the Deputy Chief will review the event and contact you to coordinate any remaining details for the standby. They may ask you to provide resources for the event based on the details you provided in your request (ex. tables, chairs, garbage can, ice, etc.).

A pricing model for TCNJ EMS services is still under development, however for planning and budgeting purposes, questions or concerns can be directed to the Deputy Chief at tcnjems@tcnj.edu.