

POLICIES REGARDING THE USE OF GRADUATE CENTER FACILITIES

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Space Use Fees and Additional Charges

Space Use Fees: Weekdays

When the event is the primary effort of one or more Graduate Center entities—doctoral and master's programs, centers and institutes, Doctoral Students' Council, chartered doctoral student organizations—there are no Space Use Fees on weekdays. Space Use Fees are charged on weekdays for all outside groups and for groups of which The Graduate Center or a Graduate Center entity is only one of several outside participants or cosponsors.

Space Use Fees: Saturdays

Charges will be assessed for Saturday usage. Please contact the Room Reservations office at roomres@gc.cuny.edu for further information.

Space Use Fees: Sundays and Holidays

Special events cannot be scheduled on Sundays and holidays. This limitation does not affect Sunday Library hours nor access to offices during hours when the building is open.

Additional Charges

The waiver of Space Use Fees during weekday events for Graduate Center groups does not preclude possible charges for extra audio-visual staff and equipment, facilities staff, unusual security costs, and early openings/late closings incurred during an event, even if the event is solely sponsored by a GC entity.

How To Reserve Space (if you're not a student)

Email The Graduate Center's Room Reservations Office
Roomres@gc.cuny.edu.

How To Reserve Student Meeting Space

Student meeting space is available in the Robert E. Gilleece Student Center through arrangement with the Doctoral Students' Council, Room 5495; 1,212.817.7888 or by email at DSC@gc.cuny.edu.

Cancellation Policy

Because demand to use The Graduate Center's large public spaces is so high, it is

extremely important that groups and offices cancel bookings for those spaces as soon as they become aware that their events will not be held. The Room Reservations Office should be notified **via email (RoomRes@gc.cuny.edu) at least one (1) week prior to the cancellation of a scheduled event, especially for those planned for large public spaces.** Failure to do so may jeopardize repeat violators' ability to reserve space in the future. In addition, planned Saturday events that are not canceled at least one week in advance will be charged for any staff services that were required and were booked for that event.

Posting of Literature

The posting of signs, leaflets, and flyers is permitted on easels located in the elevator lobby of each floor, and on a bulletin board in the staff lounge, Room 8313. On the ground floor, the easels are located adjacent to the elevator lobby. The posting of materials on walls, windows, doors, equipment, kiosks, elevators, and restrooms is prohibited. Posted literature must identify the issuing person or organization. Because of space limitations, outdated literature or duplicate postings on the same easel will be removed regularly.

Distribution and Sale of Literature and Merchandise from Tables

Institutions of higher education need places where students and other members of the institution can publicly present information about programs, activities, and issues. Normally, this kind of “tabling” might take place in a centrally located student center or other similar location. While The Graduate Center provides a variety of public spaces within its programs, the only visible, central location at which information tables can be set up for the whole community is the front lobby, through which all community members must pass to get into the building. However, the ability to “table” in the front lobby is significantly restricted by safety considerations related to the need to access safe passage in and out of the building according to specified fire and building regulations.

We have therefore developed the following policy that must be followed by Graduate Center academic programs, centers and institutes, chartered DSC organizations, projects, programs, and registered staff or faculty organizations who wish to “table” in the lobby.

- Only one table will be allowed in the lobby at a time. To facilitate free passage through the lobby, the only approved location for that table is parallel to the wall directly to the left of the entrance to the Mina Rees Library.
- The table to be used will be provided by The Graduate Center and will be of a size selected by The Graduate Center. The size will be based on safety considerations.
- The tabling entity must specifically be an approved Graduate Center academic program, center, or institute, a chartered DSC organization, project, or program, or a registered staff or faculty organization. Graduate Center entities may not reserve a table for use by a non-Graduate Center entity.
- Applications for tabling must be made by email to Laura Ciavarella-Sanchez, Director of External Programs (lcivarella-sanchez@gc.cuny.edu) or Stephen Brier, Vice President for Information Technology and External Programs (sbrier@gc.cuny.edu). Every effort will be made to accommodate table requests. Early requests are encouraged. The applicant

should list the name of The Graduate Center entity making the request; the name of a person who is specifically responsible for the request and a phone number where this person can be reached; and the specific purpose of the table request (e.g. DSC referendum, health awareness campaign, etc.). That individual will be responsible for the maintenance of the table and the removal of any debris which results from tabling.

- The Graduate Center reserves the right to limit the number of hours of tabling on a specific day based on the expected traffic in the lobby area that day.
- The Graduate Center may need to cancel a previously confirmed reservation based on safety or other logistical considerations.
- The Director of Security and/or highest ranking safety officer present has the authority to ask tabling to be concluded based on their assessment of health and safety considerations, e.g., crowding in the lobby.
- The only space that can be used by the tabling party is the table top itself. A sign may be placed on an easel behind the table but not affixed to the wall.
- A table must be staffed at all times by an individual. The lobby table cannot be used simply for placing unattended literature.
- Only Graduate Center faculty, staff, or students may serve as the responsible party or parties at a lobby table.

Other opportunities for handing out flyers and leaflets include the Student Center, outside the Dining Commons, and in conjunction with Graduate Center events.

Persons wishing to distribute literature in the Robert E. Gilleece Student Center should contact the Doctoral Students' Council (the graduate student government), Room 5495; 212-817-7888 (telephone); 212-817-1592 (fax); DSC@gc.cuny.edu.

Demonstrations/Picketing

Picketing in an orderly manner is permitted in front of the building, subject to New York City rules and regulations, which provide that there may not be interference with pedestrian traffic or with access to and egress from the building through all entrances. New York City regulations for picketing and demonstrations also provide that hand-held signs may not be mounted on wooden or metal sticks or other hard objects.

Amplification Devices

The use of sound amplification devices such as loudspeakers and “bullhorns” is not permitted inside or adjacent to The Graduate Center, because their use would interfere with instructional and other Graduate Center activities.

Signs

Persons holding banners, signs, or other objects may not block the view of other audience members at an event.

Security and Public Safety Measures

The following measures are some of the means employed by The Graduate Center's Office of Security and Public Safety in striving to provide a safe and secure environment for The Graduate Center community and its visitors while protecting and respecting the rights of the individual, including free speech rights:

- Enforcement of public assembly space occupancy limits;
- Requiring the presentation of personal identification;
- Assignment of additional security personnel;
- The searching of bags, packages, and other containers;
- Requiring that coats, outerwear, bags, packages, and containers be put in a checkroom before entrance to events;
- The use of magnetometers (metal detectors); and
- Requesting the presence of outside law enforcement agencies.

Application for Tabling in the Lobby at the CUNY Graduate Center

1. Name of Graduate Center academic program, center or institute, administrative office, chartered DSC organization, project, or program, or registered staff or faculty organization.

2. Responsible individual from entity listed in #1.

Name _____

Address _____

Graduate Center phone extension _____

Home phone number _____

Email Address _____

3. Date(s) requested for tabling _____

(Each application can be made for no more than three days)

4. Purpose of tabling and general description of information to be displayed.

5. Names of all individuals who will be tabling _____
