



TRUSTEE'S PAVILION ROOM USAGE POLICY

In order to better serve those who schedule events in the Trustee's Pavilion, the following room use guidelines have been established. It is important that anyone hosting an event in the Pavilion pays particular attention to this information.

If anyone has any questions about this policy, please contact Gene Ritchie, Associate Director of the Trustee's Pavilion at 201-684-7664(voicemail), or via e-mail: gritchie@ramapo.edu.

- On the light blue or beige panels in the middle third of the rooms' walls, "push pins", thumbtacks, or staples are permitted to temporarily mount postings. All postings and fasteners must be removed at the end of the event. Please do not write on the panels or mount newsprint or any other paper and then, using a marker, write on the panels. Marker ink may well bleed through and mar the finish on the panels. It is not permitted to attach anything to the top third, gray speckled painted area) and bottom third (light blue corded patterned fabric.) They are special finishes, not designed for such attachments. (College Events and Conferences can make arrangements to have flipcharts (with paper) made available for such needs.)
- No tape, staples, pushpins or any other means of attaching handbills is permitted on the walls inside the meeting rooms and absolutely nothing is permitted to be mounted on the fabric-covered partitions.
- Nothing is permitted to be mounted on the ceiling, light fixtures, walls, doors, fire alarm pull stations lecterns, projection screens or any or the "multi-media" equipment.
- Only those decorations that can be held in place by a weight (usually sand covered with gift wrap) or another weighted means that causes no permanent damage - will be permitted on tabletops.
- While food and drink are permitted in the rooms and lobby, it is expected that care will be taken to minimize spills. In the event of an accidental spill, it is expected that Housekeeping Services (ext. 7289) will be notified immediately so that the problem can be taken care of while still fresh so as to prevent permanent damage.
- Clean up after an event will be the sole resp ETcbillityMarker ipW 06mlM g can stelyection screens or any or the "r

- **Extreme care must be taken for anything transported through the room doors, so that the woodwork is not damaged.**
- **No candles are permitted anywhere within the confines of the Trustee's Pavilion. Barbecues may only be used in full accordance with the College's policy on barbecue use. No propane powered grills are permitted, inside or outside the Pavilion.**
- **Exit signs must remain on at all times. The NJ Fire Code prohibits our turning off any such life/safety device. Emergency exits may not be blocked under any circumstances. Free and easy**