

n order to better serve those who schedule events in the Trustee's Pavilion the following room use guidelines have been established t is important that anyone hosting an event in the Pavilion pays particular attention to this information

f anyone has any questions about this policy please contact ene Ritchie ssociate i rector of the Trustees Pavilion at voicemail or via e mail gritchie ramapo edu

- n 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—Il 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—arker ink may well bleed through and mar the finish on the panels—t 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—ollege—vents and—onferences can make arrangements to have flipcharts—with paper—made available for such needs
- o 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
- othing 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
- nly 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 ousekeeping Services ext
 will be notified immediately so that the problem can be taken care of while still fresh so as to
 prevent permanent damage
- lean up after an event will be the sole resp Tobillity arker ipW ml g can stelyection screens or any or the r

- xtreme care must be taken for anything transported through the room doors so that the woodwork is not damaged
- o candles are permitted anywhere within the confines of the Trustee's Pavilion arbecues may only be used in full accordance with the ollege's policy on barbecue use o propane powered grills are permitted inside or outside the Pavilion
- xit signs must remain on at all times. The ire ode prohibits our turning off any such life safety device mergency exits may not be blocked under any circumstances ree and easy access to those exits must be maintained at all times.
- aximum occupancies ntire room individual room
- Smoking is prohibited anywhere inside the Pavilion and within feet of its entrance
- utomatic doors may not be propped open f automatic doors need to be left in the wide open mode
 in order to facilitated an event please contact the Security ffice for those services n most cases
 this is only necessary when mobbing items in or out of the Pavilion
- o tape or staples or any other means of attaching handbills is permitted on the lobby walls
 ousek eeping has two message boards which can be used for general information purposes. Please
 contact ene Ritchie in advance of your event full listing of Pavilion furnishings is also by
 contacting him.
- o furnishings are to be taken outside the Pavilion
- n fire extinguisher must be in the room and readily available in the event food is being heated on chaffing dishes with Sterno
- ccess to storage is restricted to authorized personnel ie ousekeeping and access is absolutely
 denied to others. Unauthorized access to storage for the purpose of obtaining additional tables
 chairs etc. will not be permitted should anyone contact the Security.
- nyone needing V or media type equipment overhead projectors public address systems
 Power Point music etc must make those arrangements with edia enter in accordance to their
 policy and procedures ccess to that equipment is prohibited to anyone other than members of the
 edia enter staff Please contact edia enter for any and all such needs
- Room s will be inspected at the end of each event and if problems are found group sponsoring the event s will be back charged accordingly for any damages or extra effort clean ups roups found to be repeated offenders will lose future privileges to use the Pavilion
- extension cords are permitted and all users must comply with the acilities electric use policy
- f group s sponsor wishes to use any special effect theatrical type equipment strobe lights smoke or
 fog making machines etc these need must be presented at planning meeting cited above and the
 final decision for permission to use any of that equipment will rest solely upon consultation with the
 irector of ealth and Safety the irector of acilities or his designee and selected senior
 administrators
- The baby grand piano on loan to the ollege is only to be used when scheduled through vents and
 onferences o food or beverages are to be placed directly on the ebony finish or on the cover
 over is to remain in place whenever piano is not being used Piano is not to be moved without the
 knowledge and permission of vents and onferences
- acilities reserves the right to modify these policies at any time