

Auditorium

This multi-purpose, self service auditorium provides a location for campus and community cultural events, including film viewings, poetry/book readings and chamber music performances; meetings, symposiums and forums.



This state-of-the art facility contains multi-media equipment, high-tech lighting, and a high-quality sound system, including recording capability and a high-quality projection system, both computer-based and VHS.

Scheduling Procedures

Reserving the Auditorium

Use of the Library Auditorium is reserved through the *Book It @ TCNJ* scheduling system. For information on how to request this venue, please visit [Campus Space Management Services](#). All TCNJ Administrative or Academic Departments, Student Organizations, and guests of TCNJ should submit inquiries using [Book It! @ TCNJ](#).

If the space is available, a CSMS coordinator will place the room on a *hold* status. The *Requestor* will then receive an email with further instructions for the *Presenter* to contact the Library Program Assistant to set up a planning meeting.

Definitions

The term ***Requestor*** is defined as TCNJ Faculty, Staff, or Student Organization, or TCNJ Guest whose name is listed as the Contact Person on the *Book It! @ TCNJ* form. This individual may or may not also be the *Presenter*. The term ***Presenter*** is defined as the individual representing TCNJ Faculty, Staff, Student Organization or TCNJ Guests. The *Presenter* is responsible for following the policies, regulations, and procedures contained herein and passing along all pertinent information to staff, participants, performers, and audience members.

Planning Meeting

All Library auditorium Presenters are required to meet with the Library Program Assistant prior to the event. This brief meeting is essential to determine if the Library Auditorium meets the technical and scheduling requirements of the anticipated event. The Library Auditorium also follows strict policy and procedures which are discussed during the meeting. When all terms are accepted, the Presenter will sign a separate library agreement, and the Program Assistant will notify CSMS to change the *hold* status to *approve*.

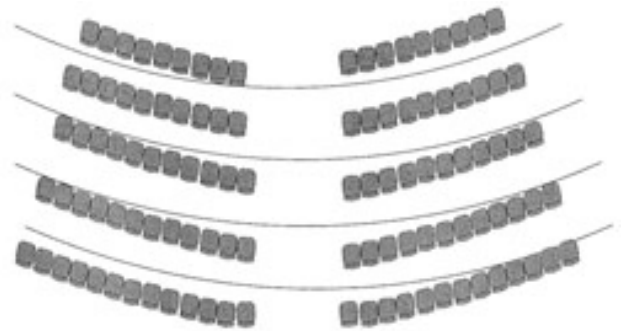
Advertisement and Promotion of Event

Advertisement and promotion of the event should occur only after the event has been approved by the Library Program Assistant.

Room Details

Library Auditorium Layout

Total square footage is 2,250, with a sloped-floor audience area to seat 105 people.



Room Capacity

The Library Auditorium has a maximum occupancy of 143, including members on the stage and in audience.

Stage

The stage is a non-sprung, hard floor with a vinyl, laminate covering

Lighting

Preset Lighting scenes are available for most events. The Library Program Assistant will go over the lighting scenarios with the Presenter. Specific needs will be discussed during the planning meeting. All Presenters are responsible for operating the lighting system during their events.

Piano

A piano is typically stored on stage. Please notify the CSMS coordinator in advance if the piano will be used during the event so that it is listed in the contract. Presenters are responsible for paying the piano tuning fee if a tuning is needed for the event.

Multimedia Equipment

- Epson Powerlite 6100 Projector
- Epson Powerlite 7900 Projector
- Crestron Control System with Touch Screen Interface
- Dell Windows 7 PC
- VGA, Audio and Network Interface For Laptops
- VHS / DVD Combination Player
- CD Player
- Wolfvision Document Camera
- Podium Mounted and Wireless Microphone
- Closed Caption Enabled
- Lapel Microphone, table Microphones available upon request



The use of the multimedia system requires a Multimedia Key #002. All Presenters are responsible for obtaining this key for their events. All TCNJ equipment and supplies must be returned to the location and status as when found, including speakers, microphones, communications equipment, cables and accessories.

Policies and Practices of Auditorium

The purpose of this section is to summarize the major policies and practices about the Library Auditorium. However, a complete document is given to Presenters during the Planning Meeting.

Room Use

The Library Auditorium is a self-service room. During the scheduled event, the Presenter is responsible for the following:

- Knowing how to operate the media equipment, sound and lighting
- Ordering any chairs, tables (including tables for catering)
- Having ushers present during the event

Food and Drink

Food and beverages are strictly prohibited in all performance venues, including the audience, the stage, and the backstage areas of the Library Auditorium. It shall be the responsibility of the Presenters to communicate and enforce this to its performers, ushers, staff and audience for rehearsals, performances and all other events.

Emergency Egress

Aisles, stairs, hallways, and pathways to all emergency exits must remain clear and unrestricted at all times. All security and fire doors must be kept closed. Signs indicating emergency exits may not be covered or otherwise obscured.

Lobby

This Lobby is a shared space that also serves as access to the Library Instruction Labs and Bound Periodicals. It also serves as an ideal *meet and greet* location for guests. This space can also be configured for light refreshments before or after an event. Please see Campus Space Management Services for restrictions on catering in the Library Lobby. There are also rest rooms located on this level.

Request for Tables and Chairs or Refreshments

Requests for tables, chairs and refreshments are all booked through the CSMS Coordinator and must be submitted two weeks prior to the event. Using items from other areas of the Library is strictly prohibited.

All Presenters will be working directly with [The College of New Jersey Dining Services](#) to place catering orders.

Loading Access

Access to the Loading Dock requires prior contact with Campus Police. If use of the Loading Dock is necessary, please let see Campus Space Management Services know when requesting the space.

Room Capacity

The Library Auditorium has a maximum occupancy of 143, but an audience seating capacity of only 105. The combined occupancies of the stage, audience chamber, and any other spaces used may not be exceeded the maximum occupancy at any time. All seating arrangements should be discussed at the Planning meeting.

Ushers Responsibilities

A detailed document is given to Presenters during the planning meeting. Here are just some of the major responsibilities:

- Ushers are required for every event, regardless if food or beverages will be served in the Lobby. Generally, an event is staffed with one usher to every 25 audience members. Ushers will monitor the seating, and the NO FOOD OR DRINK policy.
- The Library and other facilities must be left in the same condition in which they were presented prior to your event.
- Trash cans and/or cleaning materials can be provided by TCNJ Library in advance, during, or after the event. Please contact Conference and Meeting Services or the Library staff.
- No changes are to be made to the arrangement of furniture and/or equipment unless approved by or made by Conference and Meeting Services and/or Library staff. If

rearrangement of furniture/equipment is approved it must be reset to original setting at conclusion of use.

Signage

All decorations, advertising, etc., for events must be approved prior to the event by Conference Space Management Services and/or the Dean of TCNJ Library.

Request for Media Equipment and Support

Use of the media equipment requires a 002 key. Please contact the Information Technology Help Desk at ext. 2660 prior to the event to reserve and pick up the key. Student Organizations can get this key from the organization's advisor.

For media assistance with your events, please contact the Information Technology Help Desk at ext. 2660. The Library staff does not unlock or operate the multi-media equipment. Instructions and contact information for technical assistance are posted near the equipment. *Please note that there is limited assistance available during evening hours and none available on weekends. The Presenter is responsible for knowing how to operate the media equipment, sound, and lighting.*

Safety

All Faculty, Staff and Student Organizations, and Guests of TCNJ are responsible for monitoring their own events and ensuring that all aspects of the event are in complete accordance with federal, state, and local statutes, as well as college policies and regulations. This includes:

- Fire safety and room capacity regulations. (NOTE: Maximum Capacity numbers are posted in each location.)
- Ensuring that all policies and regulations of TCNJ Library and the College are being followed.
- Monitoring the security of the event. (NOTE: In some case, assistance from Campus Police and/or Campus Security may be required. Conference and Meeting Services will determine if this presence is required prior to the event.)
- Excessively loud events or activities in public areas must receive prior approval from the Conference and Meeting Services and the Dean of TCNJ Library.
- Only authorized personnel are permitted in the Green Room.