Guidelines for Scheduling Space

Department of Theater and Event Support Services
Office of Space Reservations

Contact:
Cheryl D’Antonio
Space Reservations Manager
212.484.1169 or cdantonio@jjay.cuny.edu

Christine Baerga
Space Reservations Coordinator
212-237-8539 or cbaerga@jjay.cuny.edu

Updated: May 1st, 2015
PROCEDURES FOR SPACE AVAILABILITY

Event planning and space requests for John Jay College are coordinated through the Offices of Finance and Administration and the Office for the Advancement of Research. Space on Campus can be reserved through the Theater and Event Support Services Department and the Virtual Event Management System. Classroom space may also be reserved after the Registrar’s Office has completed academic scheduling for any given semester. Space that cannot be reserved includes administrative and academic conference rooms, and labs. Administrative and academic conference rooms are under the auspices of the director and/or chair of each department.

**Requesting Space:** All requests for space may now be made through the Virtual EMS system.

Internal users may request a user password and have an account created for them. We recommend only 2 to 3 users per department.

External users can log onto the system at [http://jjayems/virtualems/](http://jjayems/virtualems/) to make their requests.

When your request is submitted it will be reviewed by the appropriate person who schedules the space:

Gerald W. Lynch Theater – Johanna Whitton

Gyms (for athletic events only), Racquetball court, Dance Studio, and Pool – Catherine Alves

John Jay internal requests for conference space, lecture halls, Student Dining Halls, Jaywalk (outdoor plaza) and the gym if used for a non-athletic event. – Christine Baerga

External requests – Cheryl D’Antonio

BMW – Training rooms – Debra Hairston and Deborah Walker

**Special Events and Conferences:** If you are a John Jay Academic department and are planning an event or conference you will need to fill out the Conference Planning Form (click here) and send it to Sandra Rutherford in the office for the Advancement of Research for approval.

**Student Events:** Requests for all student organizations must be submitted to the Center for Student Involvement & Leadership via an online form [http://doitapps.jjay.cuny.edu/misc/studentspaceReq/form.php](http://doitapps.jjay.cuny.edu/misc/studentspaceReq/form.php). All requests need to be submitted at least 1 month in advance. All Audio Visual Service requests and Facilities work orders need to be submitted through a CSIL coordinator and requires 10 business days advance notice. All space requests are submitted for processing within 3-5 business days. This does not include weekends or holidays.

**Food Services:** MBJ Food Services is the preferred caterer on campus. Contact MBJ FOOD SERVICES at catering@mbjfoodservices.com or 212-484-1333. All food service requests for college events must be approved by the Vice President for that area.

**Damages:** All groups using space at the college are responsible for the proper use of the facilities, furnishings and equipment. Damages should be reported immediately. Damage to any equipment and/or
furnishings may result in reimbursement charges. Excessive cleanup after events may also incur additional charges.

**Insurance:** Events sponsored by or held for individuals or groups external to the College, other than City and State entities, require a certificate of insurance. The sponsoring organization must obtain comprehensive general liability insurance for bodily injury and property damage. John Jay College and The City University of New York must be named as the certificate holder and as additional insured. The amount is determined on a case by case basis. The certificate of Insurance must be presented to the Theater and Event Support Services, Office of Space Reservations at least seven (7) working days prior to the event or the event will be subject to cancellation. In addition, events sponsored by or held for individuals or groups external to the College, other than City and State entities, assume full responsibility for any loss, damage or claims arising out of use of the facilities and agree to indemnify, defend and hold harmless the University, the College, the Dormitory Authority of the State of New York, State of New York, the City of New York and the appropriate University related entity (where applicable), as well as their officers and employees, from any liability arising out of the actions of the user, its agents, employees and invitees, incidental to the use of the facility by the user.

**Audio Visual and Video Production:** These requests will now be included in the information that is required in the EMS system. No other order is needed for these services if you are also requesting a room. If you are not requesting a room but only looking for services then please contact Nolan O’Brien for AV and Paul Brenner for Video Production.

**Expenses:** External groups co-sponsored by a John Jay academic department or office will be charged for direct extraordinary expenses (maintenance, custodial, AV and /or public safety) incurred by the College in connection with the event.

**Facilities:** The individual reserving space is responsible for submitting an electronic work order for the room set-up prior to the event. This work order is in addition to the set-up information entered in the EMS system. All work orders should be submitted at least 3 days prior to the event. The facilities work order form is located on Inside John Jay under the resource center tab.

**For large scale events, it may be necessary for the user to rent more tables and chairs. Linens are not provided by John Jay, the user may provide them or they can be rented through the caterer.**

Items (including signs) may only be posted on the display stands approved by the College. No easels, music stands or other free standing equipment are allowed. No items can be fastened / taped to walls, doors, glass and ceilings. Candles, open flames or other hazardous materials are prohibited.

External groups should provide a description regarding the nature of their organization. All groups are required to comply with all university and college rules and policies, and applicable local, state, and federal laws.
## Space/Room Inventory

<table>
<thead>
<tr>
<th>North Hall - 445 West 59th St.</th>
<th>Type of Room</th>
<th>Square Footage/Seating Capacity</th>
<th>Rental Rate (4 hour minimum)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1311N (Fixed Seating)</td>
<td>Lecture Hall</td>
<td>2,378 Sq. ft./ 195</td>
<td>$800.00 for 4 hours $200.00 for each hour after</td>
</tr>
<tr>
<td>4302N (Fixed Seating)</td>
<td>Lecture Hall</td>
<td>2,144 Sq. ft./ 168</td>
<td>$800.00 for 4 hours $200.00 for each hour after</td>
</tr>
<tr>
<td>Student Dining Room – 2nd Fl. (2204N)</td>
<td>Special Events</td>
<td>5,324 Sq. ft./ 240-290</td>
<td>$1,500.00 for 4 hours $375.00 for each hour after</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Haaren Hall - 899 Tenth Ave.</th>
<th>Type of Room</th>
<th>Square Footage/Seating Capacity</th>
<th>Rental Rate (4 hour minimum)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dance Studio – C Level</td>
<td>Classroom</td>
<td>892 Sq. ft./ 60-77</td>
<td>$240.00 for 4 hours $60.00 for each hour after</td>
</tr>
<tr>
<td>*Gymnasia- 4th Fl.</td>
<td>Academic</td>
<td>13,771 Sq. ft./ 144 to 1150</td>
<td>$1,800.00 for 4 hours $450.00 for each hour after</td>
</tr>
<tr>
<td>Main Gymnasium</td>
<td>Academic</td>
<td>9,553 Sq. ft./ 62-800</td>
<td>$1,200.00 for 4 hours $300.00 for each hour after</td>
</tr>
<tr>
<td>Auxiliary Gym</td>
<td>Academic</td>
<td>4,218 Sq. ft./ 82-350</td>
<td>$800.00 for four hours $200.00 for each hour after</td>
</tr>
<tr>
<td>*206/207H</td>
<td>Double Classroom</td>
<td>1505/ 65</td>
<td>$300.00 for 4 hours $75.00 for each hour after</td>
</tr>
<tr>
<td>531H</td>
<td>Conference Room</td>
<td>454 Sq. ft./ 14</td>
<td>$300.00 for 4 hours $75.00 for each hour after</td>
</tr>
<tr>
<td>610H (Equipped with Telephone jack, projector &amp; screen)</td>
<td>Conference Room</td>
<td>731 Sq. ft./ 36</td>
<td>$450.00 for 4 hours $112.50 for each hour after</td>
</tr>
<tr>
<td>630H (Equipped with Telephone jack, projector and screen, and kitchen facilities (sink, microwave, range top, storage cabinets).</td>
<td>Conference Room</td>
<td>1,329 Sq. ft./ 24-82</td>
<td>$700.00 for 4 hours $175.00 for each hour after</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>New Building 524 West 59th Street</th>
<th>Type of Room</th>
<th>Square Footage/Seating Capacity</th>
<th>Rental Rate (4 hour minimum)</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Anya and Andre Shiva Gallery L3.64.00NB</td>
<td>Special Events</td>
<td>4,050 Sq. ft./224-408</td>
<td>$2,800.00 for 4 hours $700.00 for each hour after</td>
</tr>
<tr>
<td>Black Box Theater - L2.83.00NB</td>
<td>Special Events</td>
<td>1,337 Sq. ft./ 36-99</td>
<td>$2,500.00 for 4 hours $625.00 for each hour after</td>
</tr>
<tr>
<td>L2.84.00NB (112 Fixed Seating)</td>
<td>Classroom</td>
<td>1,695 Sq. ft. / 120</td>
<td>$800.00 for 4 hours $200.00 for each hour after</td>
</tr>
<tr>
<td>L2.85.00NB (115 Fixed Seating)</td>
<td>Classroom</td>
<td>1,714 Sq. ft. / 120</td>
<td>$800.00 for 4 hours $200.00 for each hour after</td>
</tr>
<tr>
<td>Location</td>
<td>Type</td>
<td>Square Footage</td>
<td>Rate for 4 hours</td>
</tr>
<tr>
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</tr>
<tr>
<td>Conference Center L.61.00NB</td>
<td>Conference Room</td>
<td>1,484 Sq. ft. / 34-110</td>
<td>$1,500.00</td>
</tr>
<tr>
<td>Lynn &amp; Jules Kroll Atrium, Lobby -L.75.00NB</td>
<td>Special Events</td>
<td>4,245 Sq. ft. / 187-200</td>
<td>$4,000.00</td>
</tr>
<tr>
<td>L.76.00NB (76 Fixed Seating) Smart Classroom</td>
<td>Classroom</td>
<td>1,305 Sq. ft. / 70</td>
<td>$700.00 for 4 hours</td>
</tr>
<tr>
<td>L.63.00NB (250 Fixed Seating) Smart Classroom</td>
<td>Lecture Hall</td>
<td>3,047 Sq. ft. / 250</td>
<td>$1,500.00 for 4 hours</td>
</tr>
<tr>
<td>**Faculty &amp; Staff Dining Room - 02.61.00NB</td>
<td>Dining Room</td>
<td>1,688 Sq. ft. / 84</td>
<td>$1,600.00 for 4 hours</td>
</tr>
<tr>
<td>**Faculty &amp; Staff Lounge - 02.65.00NB</td>
<td>Dining Room</td>
<td>312 Sq. ft. / 22</td>
<td>$600.00 for 4 hours</td>
</tr>
<tr>
<td>Moot Court - 06.68.00NB Fixed Seating</td>
<td>Court</td>
<td>1,800 Sq. ft. / 137</td>
<td>$4,000.00 for 4 hours</td>
</tr>
<tr>
<td>Conference Room - 09.64.00NB</td>
<td>Conference Room</td>
<td>1,568 Sq. ft. / 36-64</td>
<td>$2,000.00 for 4 hours</td>
</tr>
<tr>
<td>The Plaza (J-walk) Outdoor Location</td>
<td>Rooftop Plaza</td>
<td>60,000 Sq. ft. / 500</td>
<td>$20,000.00 for 4 hours</td>
</tr>
</tbody>
</table>

1st Floor Commons

* Moveable divider
** Limited Availability

All indoor locations have Wireless Internet Access, unless otherwise indicated.

**Smart Classroom** - A "smart classroom" contains the following equipment:
1. A podium with the following:
   - Dell computer with a flat panel monitor mounted on an ergonomic monitor arm
   - a separate DVD/VHS combination player, an amplifier for sound projection
   - a switch (used so that the image can be seen on the computer monitor and projected simultaneously)
2. A ceiling mounted Epson projector
3. A manually operated wall-mounted screen, wall-mounted speaker system

Note: The fixed rental rates listed above will be in effect even if the number of hours that the facility is utilized is less than the 4 hour minimum. Additional cost (including Public Safety, Facilities services, Audio Visual, etc.) not included.

Non-Profit Organizations receive a 30% discount on the standard rental rates. City/State Organizations receive a 50% discount on the standard rental rate.

*Labor Rates are not included in Rental rates.
Room Descriptions

Room 1311N (Lecture Hall) – North Hall

1. Maximum seating of 195 persons.

2. Configuration is as follows:
   - Fixed seating tablet arm chairs.
   - Small stage.
   - Wheel chairs accessibility for 6 persons.

3. Lecture Hall is reserved by the Space Reservations department Monday through Sunday during normal building hours (7:00 a.m. to 11:00 p.m.) and only after academic courses are scheduled.

4. This room is equipped with an E-Podium.
Room 4302N (Lecture Hall) – North Hall

1. Maximum seating of 168 persons (including area for wheel chairs).

2. Configuration is as follows:
   - Fixed seating of tablet arm chairs.
   - Room for 4 wheel chairs.

3. This Lecture Hall is scheduled by the Office of the Registrar (1253N, ext 8109) and used as a classroom Monday through Thursday.

4. Lecture Hall is reserved by the Office of Space Planning & Capital Projects on Friday and Saturday after academic courses are schedule during normal building hours (7:00 a.m. to 11:00 p.m.).

5. Lecture Hall is equipped with an E-Podium.
Student Dining Room - 2nd Floor - North Hall

1. For maximum seating capacity please see furniture layouts.

2. See below for different configurations:
   
   - For round tables with stage setup see layouts 1 and 2.
   - For theater style set up see layout 3

3. Used for receptions, conferences and student functions.
1. All academic scheduling for Dance Studio is under the responsibility of the Physical Education Department. Contact Danielle Rosario, Assistant to the Director of Facilities, 421H ext. 8396.
1. For maximum seating capacity please see furniture layouts.

Main Gym
See below for different configurations
- For rectangular tables setup see layouts 1 and 2.
- For round tables setup see layout 3.
- For theater style setup with stage see layouts 4 and 5.

Auxiliary Gym
See below for different configurations
- For rectangular tables setup see layout 1.

For round tables setup
- View layouts 2 through 6.
- For theater style setup with stage see layout 7.

2. All in-house and outside client requests for the use of either gymnasium for non-academic events must be submitted to the Athletics Department for availability and approval.

3. Scheduling of Academic classes are the responsibility of the Physical Education Department. Professor Davidson Umeh, room 421H ext. 8397. Scheduling of sporting events for the gymnasium are the responsibility of the Athletic Department, Dan Polumbo, Director of Facilities, room 421H at ext. 8299
John Jay College of Criminal Justice
900 Thirteenth Avenue
New York, NY 10019
Tel: 212-557-6000
City University of New York

HAAREN HALL
John Jay College

Drawing: FURNITURE LAYOUT #2
AUX. GYM ROOM 401

Scale: NOT TO SCALE
Release Version: 06/11/07
Drawing No. 401.2
Drawing File No. J01-401
Classroom 206/207H - Haaren - Building (899 Tenth Ave.)

1. Maximum seating of 65 persons.

2. Configuration is as follows:
   - This room is a double classroom with seating of 65 tablet arm chairs.

3. Classroom is reserved for academic classes by the Office of the Registrar Monday through Thursday.
Room 531H- Haaren- Building (899 Tenth Ave.)

1. Maximum seating of 14 persons.

2. Configuration is as follows:
   - 4 rectangular tables with 14 seats.

3. Used for general meetings.
1. **Room 610H- Haaren-Building (899 Tenth Ave.)**

1. Maximum seating of 36 persons.

2. Configuration is as follows:
   - Round table with 16 seats and additional seating (20 seats) around the perimeter of the room and room for refreshments.

3. Used for Presidential cabinet meetings, P&B meetings, and general meeting requests.

4. Room is equipped with telephone jack, wireless internet access and smart equipment.
1. For maximum seating capacity please see furniture layouts.

2. See below for different configurations:
   - For rectangular tables setup see layouts 1 and 2.
   - For round tables setup see layout 3.
   - For theater style setup see layouts 4 and 5.

3. Room has telephone jack, wireless internet access, pre-installed projector and screen, and kitchen facilities (sink, microwave, ice machine, range top, storage cabinets).
John Jay College of Criminal Justice

HAAREN HALL
John Jay College

Drawing: FURNITURE LAYOUT #4
ROOM 630

Scale: NOT TO SCALE
Release Version: 06/11/07
Drawing No. 630.4
Drawing File No. JJO1-630
The Anya and Andrew Shiva Gallery– Floor L3 – New Building L3.64.00NB

1. For maximum seating capacity please see furniture layouts
2. Click below for different configurations:
   . Primary Layout - seats 357; 1 Table (7'-0"x28")
   . Alternate Layout #1 - seats 408
   . Alternate Layout #2 - seats 224; 28 (5’) round tables
4. Used for art exhibits, luncheons, breakfast meeting, town meetings, conferences, and receptions
Black Box Theater – Floor L2 – New Building L2.83.00

1. For maximum seating capacity please see layouts.
2. Click below for different configurations:
   - Primary Layout - 99 fixed seats; handicap seats 4
   - Alternate Layout #1 – 78 fixed seats; handicap seats 4
   - Alternate Layout #2 – 36 fixed seats; handicap seats 4 and 36 Movable seats.
3. Used for performances, town meetings, conference and receptions.
BLACK BOX
L2.83.00

PRIMARY LAYOUT
# OF FIXED SEATS: 99
# OF HC SEATS: 4
STAGE: 4
DRESSING ROOMS: 4
TOTAL OCCUPANTS: 110

JOHN JAY COLLEGE OF CRIMINAL JUSTICE
524 West 59th Street New York, NY 10019

EXPANSION PROJECT
JOHN JAY COLLEGE

DRAWING
PRIMARY LAYOUT RM L2.83.00 - FLOOR L2
SCALE: NOT TO SCALE
DATE: 10/13/11
DRAWING No.: A-102-A
DRAWING FILE No.: JJC00-L2.83.00

38
BLACK BOX
L2.83.00

ALTERNATE LAYOUT # 1
# OF MOVABLE SEATS: 78
# OF HC SEATS: 4
STAGE: 3
DRESSING ROOMS: 4
TOTAL OCCUPANTS: 89

JOHN JAY COLLEGE OF CRIMINAL JUSTICE
524 West 59th Street New York, NY 10019

EXPANSION PROJECT
JOHN JAY COLLEGE

DRAWING: ALTERNATE LAYOUT # 1 RM L2.83.00 - FLOOR L2
SCALE: NOT TO SCALE
DATE: 10/13/11
DRAWING No.: A-102-A
DRAWING FILE No.: JJC00-L2.83.00
ALTERNATE LAYOUT #2

# OF FIXED SEATS: 36
# OF MOVABLE SEATS: 36
# OF HC SEATS: 4
STAGE: 4
DRESSING ROOMS: 4
TOTAL OCCUPANTS: 84
L2.84.OONB Classroom

Maximum seating capacity is 112.
See below for primary furniture layout.
**L2.85.00 NB Classroom**

1. Maximum seating capacity is 115.
2. See below for furniture plan.
Conference Center – Floor L – New Building L.61.00

1. Maximum seating capacity is 110.
2. Click below for different configurations:
   - See Primary Layout - seats 34; 14 tables (72”x30”)
   - Alternate Layout #1 - seats 28; 13 tables (72”x30”)
   - Alternate Layout #2 - seats 78; 3 tables (72”x30”); 9 round tables (5’)
   - Alternate Layout #3 - seats 90; 1 table (72”x30”)
   - Alternate Layout #4 - 110 seats; 1 table (72”x30”)
3. Used for breakfast meeting, luncheons, town meetings, conferences, and receptions.
Lynn & Jules Kroll Atrium - Floor L - New Building – L.75.00

Used with minimal furniture for open receptions.
74 Seat Classrooms - Floor L - New Building – L.76.00

1. Maximum seating capacity is 70 fixed seats; ADA seats 4.
2. See layout below.
3. Used for lectures, seminars and conferences.
250 Seat Lecture Hall – Floor L – New Building – L.63.00

1. Maximum seating capacity is 250.

2. See layout below.

3. Used for lectures, seminars and conferences.
Faculty & Staff Dining Room - Floor 02- New Building – 02.61.00

1. For maximum seating capacity please see furniture layout.
2. See below for configuration:
   Used for faculty and staff luncheons Monday through Thursday
Faculty & Staff Lounge Floor 02- New Building – 02.65.00

1. For maximum seating capacity please see furniture layout.
2. Click below for configuration:
   - See Primary Layout - seats 22; 2 benches
3. Used for faculty and staff as a lounge Monday through Thursday.
4. Limited Availability.
Moot Court - Floor 06- New Building – 06.68.00

1. For maximum seating capacity please see furniture layout.
2. Click below for configuration:
   - See primary Layout; seats 137 Max
Conference Room – Floor 09 – New Building 09.64.00

1. Maximum seating capacity is 74.
2. Click below for different configurations:
   - Alternate Layout #1; seats 42
   - Alternate Layout #2; seats 60
   - Alternate Layout #3; seats 64

3. Used for breakfast meeting, luncheons, town meetings, conferences, and receptions.
CONFERENCE ROOM
09.64.00

ALTERNATE LAYOUT #2
# OF SEATS 30
# OF (4 ft) TABLES: 6

CURTAIN LOCATION

3'-0"

5'-2"

3'-0"
THE PLAZA (J-WALK) 2ND FLOOR OUTDOOR LOCATION

1. Rooftop Plaza
2. Maximum Capacity is 616.
3. See configuration below.