New York University School of Law

O F F I C E O F S T U D E N T A F F A I R S

Student Group Event Protocols & Guidelines

1. **PLANNING -** As soon as possible complete the Student Event Checklist and submit to Sue Anderson in Student Affairs, sue.anderson@nyu.edu

2. **SPACE** – Space is very limited so book as early as possible. Avoid having events during the quiet period before final exams and holiday weekends. Please note January and February are ideal months of the year for your events. To book space you must have your Student Group Account Number. To reserve John Sexton Lounge, Wachtell Café or Kushner Lounge or if you have questions about special event rooms (i.e. Greenberg Lounge, Lipton Hall) for your large events, contact Sue Anderson sue.anderson@nyu.edu in Student Affairs. For smaller space needs for meetings and small panels you can go directly to the Space Booking System. *https://its.law.nyu.edu/cse/sbs*

3. **ROOM CHARGES** – Due to unavoidable labor costs, the following charges will be applied: $105.00 minimum charge for special event rooms (i.e. Greenberg Lounge, Tishman Auditorium, Lipton Hall, Faculty Club, Snow Dining Room, Lester Pollack Colloquium, and Support Room 910). http://www.law.nyu.edu/specialevents/ratesexpenses/venuerates/index.htm
   a. Sexton Lounge, Golding Lounge and Wachtell Café do not incur a room charge if you take the room as is. Be sure to return the room setup to the way you found it. A $25.00 room charge is applied for weekend classroom use (per classroom/per day). There is no charge for classrooms on weekdays.
   b. There is no longer a need to pay for rooms by check, under the new room reservation system (Event Management System, EMS) you will enter your student group account number when making the reservation.

4. **STUDENT PICK–UP PROGRAM** – Utilize the newly improved Student Pick-up Program which is exclusively for NYU Law School student use. Students enjoy convenient menu items at reduced prices: http://www.law.nyu.edu/specialevents/pickupprogram1/index.htm

5. **SERVICE POLICIES -** Outside catering is only permitted in classrooms, Golding Lounge, and Wachtell Café. For Kushner Lounge and John Sexton Lounge, please contact Sue Anderson to make this reservation. A deposit of $121.50 will be required when an outside caterer is used in one of these rooms. Your student group account number must be entered when making the online reservation. If the room is clean and orderly after it has been used, the account will not be charged. If the room is not properly cleaned, the Office of Conferencing and Special Events will charge the account number provided.

   For student groups, an exception will only be made to allow outside food and beverage in the special function rooms for items ordered from the Student Pick-Up Program, Kosher events, or ethnic food that our full service kitchen cannot replicate. These events do require wait staff and have a minimum room charge of $105. The special function rooms are Tishman Auditorium, Greenberg Lounge, Snow Dining Room, Faculty Club, Lipton Hall, Lester Pollack Colloquium and Furman Hall 910.
   Weekend classroom use carries a $25.00 Room Charge (per classroom/per day).
   http://www.law.nyu.edu/specialevents/studentevents/studenteventpolicies/index.htm

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Items that will be supplied for each event at no charge when wait staff is scheduled are:
Disposable Chafing Dishes, Sternos, Ice, Disposable Serving Utensils, Plates, Cups, Napkins, Knives/Forks/Spoons, Usage of Refrigerator/Freezer/Oven, Easels, Tables, Chairs

Wait Staff charges: Each waiter is $121.50 for a minimum of 5 hours. Each half-hour after that is assessed at $13.50 per waiter. Food and beverage events other than CulinArt basket lunches for 30 people or more will require a waiter. *Please note, 2 hours are needed for set-up of an event plus the length of an event plus 1 hour to breakdown when catering is concerned.*. Please see chart below for guidelines.

Wait Staff Required According to Event Size:

# of Guests	0-50	50-125	126-200
# of Waiters Required	**1 Waiter**	**2 Waiters**	**3 Waiters**
Responsibilities of Waiter Include	-Garbage Disposal -Oven Maintenance if applicable -Room upkeep -Bartending -Placement of Table Linens/Napkins	-Garbage Disposal -Oven Maintenance if applicable -Room upkeep -Bartending -Placement of Table Linens/Napkins -Serving Food *May require (1) additional waiter*	-Garbage Disposal -Oven Maintenance if applicable -Room upkeep -Bartending -Placement of Table Linens/Napkins -Serving Food *May require (1) additional waiter*
Responsibilities of Students Include	-Serving Food -Bartending -Assisting in upkeep of room and general cleaning tasks -Placement of Table Linens/Napkins/Decor	-Serving Food -Bartending -Assisting in upkeep of room and general cleaning tasks -Placement of Table Linens/Napkins/Decor	-Serving Food -Bartending -Assisting in upkeep of room and general cleaning tasks -Placement of Table Linens/Napkins/Decor

Please note that pricing and staffing duties are not fixed and are subject to change depending upon the type of event