



## New York University School of Law

### OFFICE OF STUDENT AFFAIRS

#### Student Group Event Protocols & Guidelines

1. **PLANNING AHEAD** - As soon as possible contact Sarah Bowman ([sarah.bowman@nyu.edu](mailto:sarah.bowman@nyu.edu)) in the Office of Student Affairs to guide you in the planning of your event
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 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:  
\$110.00 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/hospitality/ratesexpenses/venuerates>
  - 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.
4. **STUDENT PICK-UP PROGRAM** – Utilize the newly improved Student Pick-up Program which is exclusively for NYU Law School student use. <http://www.law.nyu.edu/hospitality/pickupprogram1>
5. **SERVICE POLICIES** - Outside catering is only permitted in classrooms, Golding Lounge, Wachtell Café, Kushner Lounge and John Sexton Lounge.

For Kushner Lounge and John Sexton Lounge, please contact Sarah Bowman in Student Affairs 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 \$110. 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/hospitality/studentevents/studenteventpolicies>

**Dining and Service Ware:** All events requiring china are subject to a \$0.50 per person charge to cover maintenance and breakage.

All events requiring paper goods will be subject to a \$0.25 per person fee. Additional rentals or disposables will insure an additional charge.

**Wait Staff charges:** Wait Staff – \$28.00 per waiter/per hour with a 5 hour minimum (required- 2 hours for set-up and 1 hour for breakdown)



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##### Additional Items:

- House Wine - \$30.00 (5 glasses per bottle)
- Kegs of Bud and/or Bud Light - \$150.00
- China Rentals and Glassware – Minimum of \$375.00
- Reception (consisting of glassware and hors d'oeuvres plates) - \$3.00 per person
- Dinner (consisting of dinner/bread and butter plates/glassware/utensils/serving utensils/napkins) - \$18.00 per person
- Table Linens - \$8.00/each
- Food - Price dependent upon choice of menu
- Security (mandatory for Lipton Hall/Faculty Club use where outside guests are in attendance) - \$48.00 per hour with a 5 hour minimum
- Coat Check – on weekdays, (1) additional attendant is required for groups of 100 or more. On weekends no attendant is required. If requested, (1) attendant for every 100 people.  
Vanderbilt Hall, Furman Hall and D'Agostino Hall \$28.00 per hour, with a 5 hour minimum
- Floral Arrangements – Minimum order of \$50.00 required

##### 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	<ul style="list-style-type: none"> <li>-Garbage Disposal</li> <li>-Oven Maintenance if applicable</li> <li>-Room upkeep</li> <li>-Bartending</li> <li>-Placement of Table Linens/Napkins</li> </ul>	<ul style="list-style-type: none"> <li>-Garbage Disposal</li> <li>-Oven Maintenance if applicable</li> <li>-Room upkeep</li> <li>-Bartending</li> <li>-Placement of Table Linens/Napkins</li> <li>-Serving Food; <i>May require (1) additional waiter</i></li> </ul>	<ul style="list-style-type: none"> <li>-Garbage Disposal</li> <li>-Oven Maintenance if applicable</li> <li>-Room upkeep</li> <li>-Bartending</li> <li>-Placement of Table Linens/Napkins</li> <li>-Serving Food; <i>May require (1) additional waiter</i></li> </ul>
Responsibilities of Students May Include	<ul style="list-style-type: none"> <li>-Serving Food</li> <li>-Bartending</li> <li>-Assisting in upkeep of room and general cleaning tasks</li> <li>-Placement of Table Linens/Napkins/Decor</li> </ul>	<ul style="list-style-type: none"> <li>-Serving Food</li> <li>-Bartending</li> <li>-Assisting in upkeep of room and general cleaning tasks</li> <li>-Placement of Table Linens/Napkins/Decor</li> </ul>	<ul style="list-style-type: none"> <li>-Serving Food</li> <li>-Bartending</li> <li>-Assisting in upkeep of room and general cleaning tasks</li> <li>-Placement of Table Linens/Napkins/Decor</li> </ul>

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