SECOND FLOOR LOBBY USE POLICY @ JOHN JAY COLLEGE

Policy Id:
TES.004 – Second Floor Lobby Use Policy @ John Jay College

Contact:
Cheryl B. D'Antonio
212-484-1169
cdantonio@jjay.cuny.edu

Last Modified:
June 2015
**Second Floor Lobby Use Policy @ John Jay College**

The Second Floor Lobby is located in the New Building near the entrance to MBJ’s Food Servery. Its primary function is to serve as a pedestrian landing for students, faculty, staff, and visitors arriving by escalator or elevator to access the Food Servery, Faculty Staff Dining Room, Student Dining Hall, or Jay Walk. Because it is a major point of convergence it has become a hub for a variety of campus activities and services and has been outfitted with a digital media wall. For Student Dining Hall events requiring registration, the Second Floor Lobby can be set up with a limited number of tables, chairs, and mobile display stands for event or directional signage. The Second Floor Lobby is a unique space requiring a policy on how the space is utilized to ensure its best and highest use and to avoid issues with noise and/or proper circulation.

Please note the following guidelines for the use of the Second Floor Lobby:

**You are welcome...**

- To reserve a table for distribution of printed material, event registration, or other related activities. Table use and placement to be pre-approved by the management of Theater and Event Support Services
- To enjoy the space with friends and colleagues
- To enjoy your food and refreshments on the bench seating provided
- To deposit waste in trash or recycling receptacles

**The Following are prohibited on the Second Floor Lobby:**

- Any activity that disrupts the natural flow of traffic
- Any table use and/or set-up that blocks the view of the media wall
- Use of platforms or staging*
- Events requiring dining room set-ups*
- Events requiring lecture style seating*
- Amplified music or announcements that are above the approved decibel levels
- Unauthorized posting or advertising of events
- Use of easels (other poster displays are available)
- Use of tape on building surfaces
- Use of helium balloons
- Sitting or standing on banisters or railings
- Obstructing entrances, corridors, and exits
- Bicycle riding and parking, skateboarding, or rollerblading
- Motor driven toys
- Sports or sport-like activities (e.g. Frisbee)
- Tobacco use (no smoking or use of any type of tobacco product)

*The above restrictions are in place because the Second Floor Lobby is not classified as an event space. For use as an event space a **Temporary Place of Assembly** permit must be obtained from the New York City Department of Buildings. All costs associated with obtaining the permit, including additional fire watch and public safety personnel, will be the responsibility of the user group. Final plans submitted to and approved by the DOB must allow for sufficient college circulation around the event.