DIVISION OF ADMINISTRATION & FINANCE

Policy Regarding Appearance On-Campus of Vehicles and Persons Not Directly Affiliated With the College, Such as Visitors, Vendors and Delivery Persons

Individual Registration Policy

Effective immediately, any person who is not a current employee, member of the faculty or staff, or registered student of The Richard Stockton College of New Jersey (including but not limited to a visitor, representative of a business entity or community group, vendor, solicitor, delivery person or guest artist), except those persons specifically exempted below, who seeks to be present on campus for any purpose, shall first report to the College Police Department located at College Drive (adjacent to Plant Management Building and across from the Housing IV Complex) and receive an Individual Registration Certificate.

The Individual Registration Certificate shall be issued only by the College Police Department and shall be for such duration as the Police Department shall determine. The College Police Department shall issue long-term Certificates for persons (such as, approved consultants, State and local inspectors and contractors), as appropriate.

The following persons shall be exempt from the Individual Registration Policy: emergency and police personnel; licensed bus and taxi drivers; attendees at athletic, PAC or other college-sponsored events to which the general public is invited, and persons who are invited guests of a current employee, member of the faculty or staff or guest of a recognized College organization. Students, employees, clubs or organizations who or which invite guests are encouraged to report the names of the guests to the College Police Department in advance of the guest’s appearance on College property. Persons or business entities making deliveries to the College Receiving Station located in the Plant Management Building or the Housing Maintenance Department, located just to the rear of the College Police Building, are not required to comply with this policy unless such deliveries entail the vehicle to make direct deliveries to the Main campus area other than Receiving. Note: a student and a guest of a student must comply with the guest registration policy as set forth in the Student Handbook.

The person seeking Registration shall present a photo identification card and complete a registration form at the Police Department that identifies himself or herself by name, date of birth, home or business address and describes the purpose for which he or she is visiting the College. In addition, the registration form shall set forth the date and time of the proposed visit and the name of the person or office to whom or to which he or she intends to visit.
Permission to Use College Property

In the event a person or group not directly associated with the College seeks permission to use College property for any business, social or communication purpose, he or she shall, immediately upon obtaining an Individual Registration Certificate from the College Police Department, go directly to the Office of the Executive Director of Administrative Services, Room J-208, to complete a “Request of Off-Campus Community Groups for Permission to Use College Property.” The Executive Director of Administrative Services shall review the Request, consistent with existing College policy and, if appropriate, grant the Request under the conditions set forth in the approved Request form.

Vehicular Registration for Parking

If a person or group not directly associated with the College seeks to park or use College parking areas, paths, sidewalks or similar avenues, other than identified College parking lots and roadways, he or she shall be required to obtain a specific Parking Pass for that purpose for a specific time and a specific location. The Parking Pass shall be left on the dashboard of the vehicle and shall be completely visible at all times when the vehicle is located on College property other than in identified College parking lots or roadways. Vehicles using the above-described parking areas, paths, sidewalks or similar avenues without displaying a Parking Pass shall be ticketed by the College Police and shall be subject to being towed at the owner’s expense.

The Parking Pass shall be obtained from the College Police Department at the same time the person obtains an Individual Registration Certificate, and shall be of such duration, as the Police Department shall determine. The College Police Department shall issue long-term Parking Passes for vehicles (such as those used by consultants, State and local inspectors and contractors), as appropriate.

The following vehicles shall be exempt from having to obtain a Parking Pass: emergency and police vehicles, licensed bus and taxi vehicles and College-owned vehicles.

Areas of Restricted Parking

In addition to areas specifically identified as “No Parking” areas, there shall be no parking of any vehicle on the walkway or service road surrounding the academic buildings and on Lakeside Lane unless the vehicle displays a current Parking Pass issued by the College Police Department.
Reporting of Anticipated Arrival of Vendors, Etc.

College offices, auxiliary corporations and organizations are directed to inform the College Police Department by telephone, e-mail or fax transmission of the anticipated arrival on campus of any vendor, delivery service or guest artist. The communication shall indicate the name of the individual or entity expected to be present on campus, the date and the approximate time of arrival and the location where the vendor or delivery person is expected to be present. The reporting of the anticipated arrival does not remove the obligation of the vendor or delivery person from registering with the College Police Department upon his or her arrival on campus.

To Reach College Police
Telephone number (609) 652-4390
Fax number (609) 652-4454

[See link for Campus Map: http://www2.stockton.edu/campusmap/]
Request of Off-Campus Community Groups for
Permission to use College Property

Name of Group or Organization: ________________________________

Date of Proposed Use: ________________________________

Time of Use: ______________
(Requires at least 72 hours advance approval)

Desired Campus Location: ________________________________

Local Address of Group or Organization ________________________________

National Address or Headquarters: ________________________________

Telephone #: __________________

Responsible Person in Charge: ________________________________

Address: ________________________________

Telephone #: __________________

Describe any particular needs of this program.

________________________________________________________

________________________________________________________

Describe the presentation of the program to be given on campus and specific goals of the program.

________________________________________________________

________________________________________________________

Inappropriate or threatening physical contact, malicious damage to property and/or actions that disrupt the freedom of others are prohibited and will result in removal, internal disciplinary and/or other civil or criminal process.
The group or organization agrees to comply with policies and procedures governing the use of College facilities and grounds and other applicable College requirements, including, but not limited to, police and security requirements.

In addition, the group or organization agrees not to interfere with the orderly operation of the College or intimidate, interfere or discriminate on the basis of age, sex, sexual orientation, marital status, race, color, creed, national origin, physical handicap or politician or union activity.

FOR THE GROUP OR ORGANIZATION

FOR THE COLLEGE

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Arthur A. Davis, Jr.
Executive Director of Administrative Services

Date: ________________

__________________________
Richard Hale
Vice President for Administration

Date: ________________

cc: Eileen Conran, Dean of Students
Glenn Miller, Chief of Police