IT Resources Available in Licensed Premises

ROWAN UNIVERSITY POLICY

Title: IT Resources Available in Licensed Premises
Subject: Information Resources and Technology
Policy No.: IRT:2019:01
Applies: University-Wide
Issuing Authority: Senior Vice President for Information Resources and Technology and Chief Information Officer
Responsible Officer: Senior Director, Infrastructure Services
Date Adopted: 08/08/2019
Last Revision: 01/10/2020
Last Review: 01/10/2020

I. PURPOSE

This policy outlines the availability of IT resources, support and infrastructure in leased spaces from Rowan University.

II. ACCOUNTABILITY

Under the direction of the President, the Chief Information Officer and Director of Information Security shall ensure compliance with this policy. The Vice Presidents, Deans, and other members of management will implement this policy in their respective areas.

III. APPLICABILITY

This policy applies to all members of the Rowan community who rent or lease space owned by Rowan University.

IV. DEFINITIONS

Refer to the Rowan University Technology Terms and Definitions for terms and definitions that are used in this policy.

V. POLICY

1. Rowan University offers internet connections through its wired and wireless network to the Rowan University community. The university's Internet services are not to be used by Licensees of the Licensed Premises.
2. Rowan University offers telephony services to the Rowan University community. The university's telephony services are not to be used by Licensees of the Licensed Premises.
3. Licensor shall arrange and pay for the furnishing of all utilities which are used or consumed in or upon or in connection with the Licensed Premises during the term of the License Agreement, including without limitation cable, internet and telephone, power, and other utilities necessary for the operation of the Licensed Premises.
4. All Utility Service shall be obtained in or transferred to Licensee's name as of the commencement of the License Agreement Date and maintained in Licensee's name throughout the term of the License Agreement. Such payments shall be made by Licensee directly to the respective utility companies furnishing such utility services under such contract as Licensee may make.
5. Licensor shall have no responsibility to Licensee for the quality or availability of Utility Service to the Licensed Premises, or for the cost to procure Utility Service.

6. Licensor shall not be in default under this License Agreement or be liable to Licensee or any other person for any direct, indirect or consequential damage, or otherwise, for any failure in supply of any Utility Service by the provider of any Utility Service.
7. All future telephone and other communications lines which are an addition to those already present shall be installed at the expense of the Licensee. Licensee shall be responsible for providing entrance cable and facilities into the building(s) of the Licensed Premises to the extent not in place as of the commencement of the License Agreement Date to accommodate the telephone, computer and other electronic and communication needs of the Licensed Premises. Conduits of sufficient size to meet future or additional installation requirements of Licensee will be provided by Licensee. Installation of conduit and cable necessary to provide services to the leased space shall be coordinated with Information Resources & Technology.
8. All future telephone and other communications lines installed by the Licensee shall be setup and maintained in accordance with all local codes and configured to work with existing university standards and infrastructure. This includes but is not limited to:
    a. Infrastructure cabling, including telecommunications and data cabling
    b. All communication and information technology equipment installed in the Licensed Premises
9. Licensees may request access to the Rowan University Network to support one or more Remote Access Points (RAPs). Remote Access Points may be used to create a secure, encrypted tunnel from the leased space to the Licensees' private network using Rowan University's Network and Internet access as a transport for this encrypted tunnel. Requests for the use of RAPs will be evaluated by the Information Security Office (ISO) and Infrastructure Services (IS) and may not be connected to the University's network without written approval from Information Resources & Technology. RAPs are subject to standard University monitoring and controls, including bandwidth management, and are offered with no claim of suitability to task or QoS SLAs. Rowan University makes no claim to or warranty for the reliability or performance of licensor RAPs connected to the University network.

VI. POLICY COMPLIANCE

Rowan University may move to terminate a License Agreement upon written notice to the Licensee if:

1. Licensee becomes insolvent, bankrupt, goes into liquidation, or becomes unable to pay its debts as they fall due
2. Licensee is in breach of Licensee's obligations hereunder or under the License Agreement

VII. ADDITIONAL INFORMATION

1. Networking: University Cabling Standards
2. Licensees requesting consultation or coordination for access for telecommunication vendors or contacts for installation of services or cable should call the Technology Support Center at 856-256-4400.
3. Licensees requesting evaluation and approval for the installation of Remote Access Points (RAPs) should call the Technology Support Center at 856-256-4400.

By Direction of the CIO:

Mira Lalovic-Hand,
SVP and Chief Information Officer