

# **Student Center Operations**

**Original Implementation:** 1966

**Last Revision:** January 29, 2019

## **GENERAL OPERATIONS**

The purpose of the student center is to provide a place that brings together students, faculty, staff, alumni and guests, providing space to build community, support programs, provide services and maintain facilities that promote student learning and development.

Specific rules governing the use of the facilities are maintained in the student center administrative offices and may be reviewed upon request.

## **GENERAL OPERATIONS**

1. Because the student center is intended as a non-academic space, no classes, lectures, laboratories, tests or any type of class for credit shall be scheduled in the student center, except under extenuating circumstances.
2. For any events presented in the student center, it is the responsibility of the sponsoring agency to ensure that the programs, related activities and printed material are accessible to persons with disabilities. The university does not accept responsibility for ensuring that the programs or activities of the group are in compliance with the provisions of the Americans with Disabilities Act. Questions regarding accessibility of facilities for a specific program being held in the student center should be directed to the coordinator.
3. Animals or pets of any kind, excluding service animals, shall not be permitted in the building at any time.
4. Individuals or groups reserving space in the student center shall be responsible for the behavior of their members and guests and also shall be responsible for any damage caused by their guest or members.
5. Failure to comply with the operations policy, procedures or with requests of the persons enforcing this policy may result in suspension of privileges to use the student center and/or lead to action under the university disciplinary code.
6. Disorderly conduct and disturbing the peace shall not be permitted in the student center and may lead to disciplinary action.

## **RESERVATIONS**

1. Reservations in the student center (SC) are made through the coordinator of university reservations and conferences.
2. Reservations for the next calendar year begin on the first working day of the new calendar year and assigned on a first-come, first-served basis. Reservation contracts must be confirmed and

the reservations document signed or confirmed by e-mail by the reserving person two weeks prior to each event. Unconfirmed reservations after this time will automatically be canceled.

3. The scheduling of activities, facilities or equipment for recognized university clubs and organizations must be made by a group officer or the sponsor of the organization.
4. Failure to use or release a student center facility 48 hours prior to the event may result in the group paying the regular room rates.
5. Groups scheduling activities with an expected attendance of 300 or more are required to confirm the presence of a university police officer at the event. This confirmation must occur no later than 14 days prior to the event.
6. Commercial enterprises are normally not permitted to reserve or use space in the student center for purposes of promotion or selling. The director of the student center may approve a commercial enterprise entering into an agreement with the student center for solicitation within the center, provided the activity has cultural or educational value.
7. Off campus groups or individuals may be required to make a prepayment of three- fourths of the expected total bill two weeks before the event.
8. Groups and individuals with outstanding bills or debts owed to the student center may have their reservation privileges in the SC suspended.
9. Only food and beverage prepared by the student center food service will be served in the meeting and dining rooms of the student center. A catering booklet with menus and student center charges is available in the coordinator's office and on the catering website.
10. Only registered university organizations may reserve tables adjacent to the lounge areas in the student center.
11. Events that will continue after 9 p.m. must be scheduled at least two (2) weeks prior to the event.
12. Use of university facilities or services is subject to be changed or canceled based upon priority needs of the university as determined by the director of the student center.

## **FACILITY USAGE BY APPROVED STUDENT ORGANIZATIONS AND UNIVERSITY DEPARTMENTS**

1. Approved student organizations and university departments will be permitted to use student center facilities for non-catered events at no charge.
2. Registered student organizations will be allowed to reserve up to two (2) hours per week for recurring meetings. No recurring meetings may be scheduled during university holiday periods unless approved by the coordinator. Series meetings are scheduled In order to make space available to as many groups as possible, series reservations will be canceled if two weekly series meetings are missed.
3. An activity scheduled to continue past midnight must be supervised by a university police officer(s). A fee will be assessed for UPD service in addition to the SC late charge.

## **FACILITY USAGE BY OFF-CAMPUS GROUPS**

1. Off-campus groups that are sponsored by a university department may use the student center facilities without room charges.
2. Off-campus groups without a university department sponsor shall be permitted to use the facilities of the student center subject to guidelines and charges.

## **SOLICITATION**

1. Selling, canvassing, petitioning, fund raising, surveying and membership drives by approved student organizations will be permitted in the student center after registration with the director of the student center. University departments, faculty and staff organizations, the alumni association, and other organizations and entities officially associated with the university must seek approval from the director of the student center. Reservations for tables and space in the student center must then be made with the coordinator.
2. No group, except for university departments and the alumni association with approval, shall act as an agent for a commercial company.
3. Fund raising or charitable solicitation and the sale of products or services by community organizations or businesses are prohibited in the student center. This regulation shall not apply to university functions as defined in the university solicitation policy.
4. Solicitation for newspaper delivery may be conducted in the student center on days designated by the director of the student center in areas assigned by the coordinator. All newspaper solicitors will have equal space.
5. Commercial cable service providers under contract with Stephen F. Austin State University may conduct solicitation in the student center on days designated by the director of the student center in areas assigned by the student center coordinator.

## **CHARGES**

The price list for student center services is available from the coordinator and online on the SC website.

**Cross References:** Alcohol Service (13.7); Illicit Drugs and Alcohol Abuse (13.11); Use of University Facilities (16.33)

**Responsible for Implementation:** Vice President for University Affairs

**Contact for Revision:** Director of Student Services/Director of Student Center

**Forms:** None

**Board Committee Assignment:** Building and Grounds