

Student Center Operations

Original Implementation: 1966

Last Revision: July 29, 2014

GENERAL OPERATIONS

1. Reservations in the student center (SC) are made through the coordinator of university reservations and conferences (coordinator).
2. 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. Lounges are primarily intended for general use by the university community. Limited use of the areas for active programming will be allowed upon approval of the director of the student center. Approval will depend upon several variables that will include time, size and type of program.
4. Animals or pets of any kind, excluding service animals, shall not be permitted in the building at any time.
5. 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.
6. Failure to comply with the operations policy 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.
7. Disorderly conduct and disturbing the peace shall not be permitted in the student center and may lead to disciplinary action.
8. Card playing or table games may be played only in rooms reserved for such purposes. No such games will be played in any food service areas or lounge areas. Gambling in the building is prohibited.
9. No classes, lectures, laboratories, tests or any type of class for credit shall be scheduled in the student center, except under extenuating circumstances.
10. The student center will not be responsible for any articles lost in the building.
11. Electrical circuits shall not be altered nor connected to, except through outlets provided and with the approval of the coordinator.
12. Equipment and furnishings assigned to the student center shall not be removed from the immediate vicinity of the student center for any reason, except upon permission from the director of the student center.
13. Skates, skateboards, and bikes of any kind may not be ridden inside the student center.

DISTRIBUTION OF PROMOTIONAL MATERIALS

1. Only university organizations, including academic departments, registered student organizations, faculty and staff organizations, other organizations and entities officially associated with the university and the alumni association may display or distribute promotional materials in the student center after following established procedures. Promotional materials include literature, publications and posters.
 - a. The promotion of commercial enterprises is prohibited.
 - b. Posters and banners must be registered by the coordinator.
 - c. Posters shall not exceed 14 inches by 22 inches.
 - d. Banners shall not exceed nine (9) feet long by three (3) feet tall.
 - e. Posters may be put up within five (5) days prior to the event or earlier if the space is available and shall be limited to two (2) posters per event in the student center at any one time. Any exceptions must be reviewed and approved by the director of the student center. Posters will not be displayed for longer than two weeks.
 - f. No posters or decorations will be placed on the building proper, including posts, porches, terraces, doors, walks, walls, fountains, planters, floors, or draperies.
 - g. Banners may be hung in designated areas of the student center.
2. After reservation, any materials to be displayed on the tables in food service areas must be taken to supervisory personnel of the respective dining areas for distribution instructions. Material may not be distributed in cafeterias during dining hours.

POLITICAL CAMPAIGN POLICY

1. Only campaign posters for student elections may be posted in the student center.
2. Campaign literature of student candidates, with permission of the cafeteria manager, may be placed on the tables in the cafeterias if the literature does not include fund or membership solicitation.
3. Posters or flyers announcing political events, registered for campus, may be posted in the student center or distributed on cafeteria table tops in conformance with student center policy. Only the name of the candidate, the date, time, place and sponsoring organization may be on posters or flyers announcing a political event.
4. Candidates for political office, both student and non-student, may casually visit with students, personnel or other patrons in the student center to solicit votes. Distributing campaign literature or cards is prohibited in the student center.
5. Political candidates may reserve rooms for meetings following all student center policies and subject to all applicable 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.

BUILDING HOURS

1. The main portion of the student center will be open daily as supported by student traffic when classes are in session for fall and spring semesters. There will be a late charge, for those who reserve rooms, for each additional hour after 10 p.m. The student center may stay open late without charge for a university-sponsored event. The post office area will be open 24 hours daily. Food service areas will be open according to posted schedules.
2. All events in the student center will conclude by midnight, Sunday through Thursday and by 1 a.m. Friday and Saturday. All patrons of the facilities are to vacate the center immediately after that time. No student, faculty or staff member, except by permission of the director of the student center, shall remain in the student center after it is officially closed.
3. Hours of operations of the various areas, and closing of the building between semesters, on holidays and during summer semesters, shall be at the discretion of the director of the student center.

DECORATIONS

1. Organizations or individuals conducting activities in the student center may request assistance with decorating. Arrangements for decorations will be made with the coordinator.
2. There is no charge for using the table decorations from the existing inventory, for catered meals and receptions. Groups and individuals reserving rooms are responsible for safekeeping of arrangements and will be charged for loss or damage. If SC linen tablecloths

are used, no crepe paper may be used due to fading. There will be charges for the use of SC linen on non-food tables.

3. Delivery of decorator items from the student center to other buildings is prohibited except as approved by the director of the student center and with appropriate charges.
4. The student center will not store items overnight for patrons. All items, including balloons, brought into the center for decorating purposes must be removed immediately following the event. Trash bags may be supplied by the SC custodial service for balloon and trash removal.
5. The student center shall not be responsible for any articles left in the building.
6. Decorations will be attached only to self-supporting scaffolding and/or attachments provided for decorating purposes. Standards, easels, room dividers or tack boards are available and may be requested through the coordinator.
7. Excessive decorating requests such as hanging and removing items from the ceiling or sides of the room above the existing wires and activities requiring the use of scaffolding, ladders and electrical hookups will be charged a maintenance fee. (See charges.)
8. The use of adhesive tape, glues including spray glue and hot glue, tacky tape, thumb tacks, masking tape or nails on doors, posts, ceilings, walls, floors or fixtures is prohibited.
9. The use of hay or other flammable materials will not be permitted in the SC without prior approval.
10. Decorations must be constructed by the organization outside the facility. Sawing, painting or hammering, other than joining complete sections, must be done outside the building.
11. In case of special decorating needs, check with the coordinator. A time may be established for entry into the facility for the purposes of decorating with appropriate charges.
12. Services and equipment provided at no charge are subject to availability and working conditions.
13. Glitter is not permitted for any event in the SC.

RESERVATIONS

1. Reservation books are opened the first working day of the new calendar year for the following calendar year. The general policy is to honor reservations on a first-come, first-served basis. Regular summer camps and special university functions will automatically be scheduled for the corresponding dates each year.
2. 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. Reservations will not be accepted the day of the event.
4. 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.

5. 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.
6. 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.
7. 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.
8. Changes in physical set-up of reserved space must be arranged with the coordinator or, after office hours, with the student center night manager. Requested changes will be accommodated only as time permits and will be subject to charges.
9. 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.
10. Groups and individuals with outstanding bills or debts owed to the student center will have their reservation privileges in the SC suspended.
11. 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.
12. Only registered university organizations may reserve tables adjacent to the lounge areas in the student center.
13. Events that will continue after 9 p.m. must be scheduled at least two (2) weeks prior to the event.
14. 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.

TECHNICAL SERVICES

1. The student center will provide technical equipment if available. The coordinator can provide a list of available equipment and prices. The equipment and price list is also available on-line on the student center website. Reservations for any needed technical equipment should be made with the coordinator at least two weeks before the event. Late additions of technical equipment to the order must be made at least 72 hours prior to the event and a late charge may be assessed (See charges).
2. Only student center personnel will be permitted in the technical service booth above the Grand Ballroom and the movie theatre.
3. Student center technical equipment may be taken from the student center only by student center personnel unless approved by the director of the student center. Appropriate charges will apply.

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. Any dance or show sponsored by a registered student organization must have prior approval from the dean of students or designee before room reservations will be made. These events are limited to one (1) per month per organization.
3. Registered student organizations will be allowed to reserve up to two (2) hours per week for series meetings. No series meetings may be scheduled during university holiday periods unless approved by the coordinator. Series meetings are scheduled by e-mail on a first come, first served basis. Once the series is confirmed and the reservation is processed, changes will not be made without a fee. In order to make space available to as many groups as possible, series reservations will be canceled if two weekly series meetings are missed.
4. 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.

CATERING

Detailed information about catering is available in the catering booklet available from the coordinator and [on the catering website](#) .

The service of alcohol at catered functions is governed by the Alcohol Service policy (13.7).

CAMPUS LOST AND FOUND

The student center shall maintain a campus Lost and Found Department at the Information Desk. (See Disposition of Abandoned Personal Property policy (13.6) for more information)

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)

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