

Student Center Operations

Original Implementation: 1966

Last Revision: February 1, 2022

Purpose

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 success.

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 comply 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 of reservations and conferences.
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 are made through the coordinator of 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 student center suspended.
9. Only food and beverages prepared by the university's contracted food service provider will be served in the Grand Ballroom, Twilight Ballroom, Regent's Suite, President's Suite, First-Ladies Room, Multimedia Room, Tiered Classroom, and the Theater in the student center. A catering guide with menus and student center charges is available in the coordinator of reservations and conferences office and on the catering website. Outside food and beverages up to \$150, on a per order basis, are permitted in small meeting rooms, individual offices and office suites.
10. The furnishing or sale of alcoholic beverages in the student center is restricted solely to the university's contracted food service provider and upon proper university authorization. No individuals, groups, or associations other the university's contracted food service provider may furnish or sell alcoholic beverages on the premises of the student center for consumption by any person.
11. Only registered university organizations may reserve tables adjacent to the lounge areas in the student center.
12. Events that will continue after 9 p.m. must be scheduled at least two (2) weeks prior to the event.
13. 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 cost for room rental. Additional costs for technology, lighting, or furnishings may be applied based on event and group needs.
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 of reservations and conferences. Series meetings may be scheduled, but 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 an university police officer(s). A fee will be assessed for any university police department service in addition to a student center late charge.

Facility Usage by Off-Campus Groups

1. Off-campus groups that are sponsored by a university department may use student center facilities at a discounted rate to be determined based on space and event needs, not to exceed 50% of listed room rates and fees for event support.
2. Off-campus groups without a university department sponsor shall be permitted to use the facilities of the student center subject to availability, 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 of reservations and conferences.
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.

Charges

The price list for student center services is available from the coordinator of reservations and conferences and online on the student center 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 of Student Affairs

Contact for Revision: Executive Director of Campus Living, Dining and Auxiliary Enterprises, Director of the Student Center

Forms: None

Board Committee Assignment: Building and Grounds Committee

Revision History: January 29, 2019
July 29, 2014
October 22, 2012
October 12, 2009