

# **SRSU UNIVERSITY CENTER GUIDELINES**

## **EFFECTIVE Spring 2005**

The University Center (UC) is an integral part of the educational mission of Sul Ross State University and serves as the center of activities for all members of the University community, including students, faculty, staff, alumni, guests and visitors. The building is a state of the art facility with 51,719 square feet of space housing a myriad of programs, services and amenities. The University Center is more than a building; it is a collaborative endeavor, representing a well-considered plan for the community life of all University constituencies.

Located in the University Center are meeting room(s), indoor and outdoor dining facilities, Game Room, Student Government office, Alumni Affairs office, Post Office, Student Health Services, Campus Activities office and work room, Bookstore, UC Services, Career Services and Testing, and Student Life offices. Sul Ross State University is committed to providing and maintaining a comfortable and convenient setting for formal and informal interaction.

Opportunities for personal involvement and professional development are available to students through the programs and activities presented in the University Center. Speakers, performing artists, cultural events, and many other activities provide co-curricular and informal educational experiences. These programs make out-of-class activities a supportive factor in the education of each individual student.

The UC's primary focus is serving the SRSU Community with the highest level of professional services available, in a comfortable environment serving to unify all areas of University life.

UC operations will comply with the Use of University Property and Facilities Policies and Procedures stipulated in the Administrative Policy Manual (Section 2.02). A copy of the Facilities Use Policy is available in the Campus Activities Office, UC 108, and should be reviewed prior to any use of UC facilities. Policies and procedures specific to the UC are delineated below.

### **HOURS OF OPERATION**

The University Center building is open 7 am through 11 pm each day, except break times between semesters when most other campus offices are closed. University Center Services offices are generally staffed Monday through Friday, 8 am to 5 pm. UC staff are not on duty on Saturday and Sunday unless prior arrangements are made. The Game Room hours will be posted each semester and are subject to change.

### **GENERAL GUIDELINES**

1. Furnishings and equipment of the UC are not to be removed from the building without advance approval from the Executive Committee.
2. Gambling in the building is prohibited except for authorized programs sponsored by Sully Productions or the Game Room.
3. Bicycles, skateboards, or roller skates are prohibited inside the building. Bicycles should be parked outside of the UC in designated places. Bicycles found parked on porches or inside the building may be impounded.

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4. A parent, guardian or sponsor must accompany children under age 12 at all times while in the UC.
5. No classes, lectures, laboratories, or any type of class for credit shall be regularly scheduled in the UC. Occasional academic use is permitted when the UC schedule allows.
6. Anyone not employed in a UC-housed department remaining in the UC after official closing time must have advance permission from the UC Services Coordinator. This does not include the public area of the Post Office, the Student Government Office, or Campus Activities work room.
7. The University shall not be responsible for articles lost in the building. Articles found should be taken to the UC Services Coordinator for proper handling and/or forwarding to University Department of Public Safety.
8. Overnight storage of display materials and/or equipment is not permitted without prior approval of the UC Services Coordinator. All items left in the UC are subject to being discarded.
9. Postings and decorations in the UC must comply with all University guidelines and the UC Decoration Policy or be approved in advance by the UC Services Coordinator.
10. Loud, boisterous or profane language, disorderly conduct and disturbing the peace shall not be permitted in the UC and may lead to disciplinary action.
11. Electrical circuits shall not be altered nor connected to, except through outlets provided or by special arrangements through the UC Services Coordinator.

### ALCOHOLIC BEVERAGES

Alcoholic beverages are not permitted in the UC without the prior written approval of the President as stipulated in the Administrative Policy Manual (see 2.04) All such beverages must be served by the University's contracted food service provider unless an exception has been granted by the President.

### DECORATIONS

1. Activities with extensive decorations (fencing, hay, wall posters, etc.) will require a \$100 deposit, separate from the facility charge, that may be applied to cost of damages, clean-up and/or extended storage. The deposit will be returned or applied to the facility charge following the event.
2. Arrangements for all temporary storage must be made in advance with the UC Services Coordinator. Extended storage may result in forfeiture of deposit.
3. Decorations for any area of the UC should be discussed with the UC Services Coordinator at least three business days prior to the activity. All decorations require the approval of the UC Services Coordinator.
4. To preserve the finishes on the walls, wood, and furniture, tape, glue, thumb tacks, push pins, etc., may not be used on ceilings, walls, floors, furniture, or other building fixtures.
5. One inch finishing nails can be used inside the Espino Conference Center, **only** on the carpeted portions of the walls and all nails must be removed following the event. Nails found in other surfaces will result in a \$100 fine.

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6. Mild adhesive masking tape (such as painter's tape) may be used on floors, glass, vinyl, or other non-painted surfaces. Command temporary adhesive hooks are strongly recommended for hanging items on the non-carpeted walls. All hooks and adhesive tabs must be removed during the event clean up.
7. The following items may be used only with the written permission of the UC Services Coordinator:
  1. Hay or other flammable materials.
  2. Glitter.
  3. Large confetti.
  4. Special effects machines such as smoke machines, bubble machines, fog machines, etc.
8. Decorations must be ready to be placed when brought into the building. No hammering, sawing, nailing, painting, etc. will be permitted inside the building other than joining of sections.
9. Decorative props must be self-supported or may be posted at designated areas designed for that purpose.
10. All decorations must be removed immediately following the event.
11. All decorating materials not being retained by the client must be properly disposed of in University trash dumpsters. It is the client's responsibility to remove such items from the UC.
12. Arrangements for any temporary storage must be made in advance with the UC Services Coordinator and may result in a storage fee. Such storage will be subject to space availability.
13. The University is not responsible for articles temporarily stored, left, or lost in the building.
14. Time scheduled for decoration and removal will be determined by the availability of the facility. These times may result in an additional day's use fee if they are outside the 24-hour period scheduled.
15. The University is not responsible for injuries that may occur while decorating for an event.
16. Special arrangements and approval must be granted by the UC Services Coordinator prior to installation and use of any special effects equipment such as mirror ball, fountain, etc.

### **POSTING**

These policies are specific to the University Center and do not affect other areas covered in the general posting policy for the campus. Students, officially registered campus organizations, and non-University groups and individuals may post printed materials on UC bulletin boards with stamped approval of the Campus Activities Coordinator.

1. Printed materials may not exceed an overall size of 11"x17".
2. Materials may generally be posted for a period not to exceed two weeks or until the conclusion of the event (whichever occurs first). Each student or campus organization is responsible for removing its materials as soon as the event is over. Failure to properly remove outdated materials may result in denial of future posting privileges.
3. All posted materials must be affixed on all four corners.

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4. Posted materials must not cover prior posted materials or extend beyond the edges of the bulletin board.
5. Defaced material is subject to removal.
6. All posted material must identify campus affiliate, sponsoring organization, or individual student.
7. Materials posted in violation of printed policies are subject to removal and sanctions by the University.
8. No postings will be allowed on doors and walls.
9. Special printed materials such as banners, spirit posters, special activity posters, etc., may be posted in designated places with approval from the UC Services Coordinator.
10. Balcony banners must be first approved by the Campus Activities Coordinator before permission for display is requested from the UC Services Coordinator. The time frame is the same as for other postings in the UC.

### **ROOM USE**

1. University Center use fees are provided for in the Facilities Use Policy included in the Administrative Policy Manual, Section 2.02.
2. The UC has meeting rooms in various sizes to accommodate groups up to 300 people. Specific requirements will be discussed with each user to determine the space, set-up, and equipment needed for each use. Available equipment is indicated on the floor plan provided clients for their set-up request.
3. UC personnel will provide, at no additional charge, one initial room or facility set-up as requested. Changes after the initial set-up has been completed should be coordinated through the UC Services Coordinator and may result in a charge for each change thereafter, depending on the extent of the change.
4. Sponsoring organizations will be required to pay for special services or facilities the UC does not provide as part of regular services and operations. Charges may be assessed for such items as early opening/late closing, set-up changes during a multi-day activity, set-ups outside the set-up crew's regularly scheduled work times, special lighting, electricians, police, projectionist, spotlight operator, etc.
5. Any physical changes to a room must be approved through the UC Services Coordinator, i.e., decorations, equipment, or furniture. Any unauthorized adjustments will be corrected at the expense of the organization using the facility.
6. Organization personnel using a meeting room are not permitted to change meeting room set-up or rearrange any other UC facility furniture or equipment. Only UC Services employees are authorized to move room equipment such as tables, chairs, plants, etc. Unauthorized adjustments in the UC will be corrected at the expense of the organization using the facility.
7. All meetings or events should generally conclude by 10:30 p.m. to provide time for participants to exit the building prior to UC closing at 11:00 p.m.
8. Events that begin before or continue beyond the normal building operational hours must be scheduled at least one (1) week prior to the event and may be subject to early opening and/or late closing fees.

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### **AUXILIARY CHARGES/SERVICE FEES**

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|----|-------------------------------|--|
| 1. | Technical Assistance          | \$30.00 per hour or portion thereof  |
| 2. | Security Services             | \$20.00 per hour or portion thereof,<br>(minimum fee \$50.00, arrange with UDPS) |
| 3. | Early Opening or Late Closing | \$15.00 per hour or portion thereof  |
| 4. | Opening on Holidays           | \$25.00 per hour or portion thereof  |

### **GAME ROOM**

1. All persons using the Game Room area are subject to the general rules and regulations established for current use of the UC.
2. Specific use rules are posted in the Game Room.
3. Hours of operation will be posted at the Game Room.
4. Use of tobacco products is prohibited in the UC.
5. Food and drinks are not allowed in the UC Game Room.

### **STUDENT LOUNGE**

The UC Student Lounge is equipped with a large screen television, movable chairs, tables and trash receptacles.

1. The choice of channel is established on a first come, first served basis or majority preference if more than five viewers are present. The UC Services Coordinator will resolve any disagreement.
2. If damage results to the television and/or other room furnishings, the person/s responsible will be held accountable.
3. Tampering with the television, other than normal control adjustment, is prohibited. If the unit is out of order or needs internal adjustment, it is to be reported to UC Services Coordinator.
4. If furniture is rearranged, the client is responsible for returning it to the proper arrangement.

**Failure to comply with these policies or with persons enforcing policies may result in suspension of privileges to use the UC and may lead to disciplinary action.**