

STEPHEN F. AUSTIN
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Student Center Operations

Policy Number: 16.26

Is this policy new, being reviewed/revised, or deleted? Review/Revise

Date of last revision, if applicable: 1/29/2019

Unit(s) Responsible for Policy Implementation: Vice President of Student Affairs

Purpose of Policy (what does it do): Regulate and designate usage of the student center, including room reservation process, policy and facility usage criteria

Reason for the addition, revision, or deletion (check all that apply):

Scheduled Review Change in law Response to audit finding

Internal Review Other, please explain:

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: Assessing space use fees for off-campus groups and agencies sponsored by a university department. Revision of the catering policy and exclusivity clause based on change in the university's contracted service provider and of the contract terms.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Carrie Charley, Executive Director, Campus Living, Dining and Auxiliary Enterprises
Andrew Dies, Assistant Vice President/Dean of Students
Brandon Frye, Vice President of Student Affairs
Damon Derrick, General Counsel

Student Center Operations

Original Implementation: 1966

Last Revision: ~~January 29, 2019~~ 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 ~~learning and development~~ *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 ~~are in compliance~~ *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 ~~university-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 (~~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 *student center* SC suspended.
9. Only food and beverages prepared by the *university's contracted student center food service provider* will be served in the ~~meeting and dining rooms of~~ *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 ~~booklet~~-guide with menus and student center charges is available in the *coordinator of reservations and conferences's* 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.*
- 9.10. *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 u*~~University's contracted food service provider~~ *may furnish or sell alcoholic beverages on the premises of the student center for consumption by any person.*
- ~~10.11.~~ Only registered university organizations may reserve tables adjacent to the lounge areas in the student center.
- ~~11.12.~~ Events that will continue after 9 p.m. must be scheduled at least two (2) weeks prior to the event.
- ~~12.13.~~ 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 at no charge.~~ *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 ~~are~~-may be scheduled, ~~-but -in~~-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* ~~UPD~~ service in addition to ~~the SCA student center~~ 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- *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.* ~~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 *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 university-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.
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 of reservations.~~

Charges

The price list for student center services is available from the coordinator *of university-reservations and conferences* and online on the ~~SC~~—*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~~ *University-Student Affairs*

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

Forms: None

Board Committee Assignment: Building and Grounds