

Eastern Connecticut State University

Student Center

Operating Policies & Procedures

2017-2018

Contents

Mission Statement	4
General Building Policies.....	4
Offices/Services in the Student Center	4
Operating Policies	6
Access/Keys.....	6
Animals.....	6
Banners	6
Building Hours.....	6
Candles.....	7
Damage, Theft, Vandalism	7
Display Boards (located outside the Student Center donated by The Class Of 2007)	7
Emergencies.....	7
Facilities Protocol.....	7
Fireplace.....	7
Fitness Center	8
Food Sales/Fundraisers.....	8
Furniture	8
Lights	8
Loading Dock.....	8
Lost and Found.....	8
Movies.....	9
Parking for Visitors.....	9
Posting Policy	9

Recreational Equipment	10
Responsibility for Personal Property	10
Recycling	10
Shoes and Shirt requirement	10
Smoking.....	10
TVs.....	10
Vendors	10
Weapons and Explosives.....	11
Windows, Walls, Ceilings and Floors	11
Wireless Internet	11
General Guidelines for Space Reservations	11
Reservation Guidelines	11
Reserving Space for an Event or Meeting.....	12
Changes in reservation requests.....	12
Cancellation Policy	12
Event End Time	13
Event Security	13
Audio-Visual Equipment Support.....	13
Decorations.....	13
Food/Catering Guidelines	13
Storage	13
Emergency Evacuation Protocol	13
Policy Exceptions.....	14

Mission Statement

The Student Center/Student Activities Office within the Division of Student Affairs is responsible for the management of the Student Center facility. The Student Center is a campus community center, serving students, faculty, administration, staff, alumni, and guests. It is a unifying force that brings together the University community, provides a forum for divergent viewpoints, and creates an environment where all feel welcome. The Student Center represents a building, an organization, and a program. It provides services, facilities, and educational, cultural, and recreational programs that enhance the quality of college life.

The Student Center provides numerous educationally purposeful activities outside the classroom that are key to enhancing learning and personal development. Over the last twenty-five years its mission has concentrated on building community, emphasizing the University's co-curricular mission, and promoting student development and leadership. The Student Center contributes to the education of the student body by encouraging self-directed activity and providing maximum opportunity for self-realization and recreation.

The Student Center also educates the students involved in governance and program boards that it employs by supplying and encouraging participatory decision-making. Through student employment opportunities, the Student Center offers first-hand experience in citizenship and educates students in leadership, social responsibility, and values. These models of Student Center governance foster student/staff partnerships that form the foundation for student development and leadership training.

General Building Policies

The Student Center is a public facility open to students, faculty, staff, alumni, and guests of the University. The Student Center staff reserves the right to establish policies for use of the Student Center by various types of groups and/or individuals. General authority for the establishment of policies is the responsibility of the Director in consultation with members of the President's extended staff.

Ultimate review and approval is vested in the Office of the Vice-President for Student Affairs. Failure to comply with any policies or guidelines outlined in this Policy Manual and/or any requests by Student Center staff may result in action by the staff to deny privileges, refer to proper authorities, and/or assess appropriate charges.

Offices/Services in the Student Center

Amenities available for each programming space is available on the website <http://www.easternct.edu/ecs/stuctr/facilities.htm>

Upper Level

Atrium Lobby: A place to sit and relax in between classes. Seating includes couches, tables and chairs for dining. The lobby provides wireless Internet access.

Betty Tipton Room: Serving as the Student Center's ballroom, this space can seat up to 400 people and can be used for a variety of events, including banquets, receptions, speakers, and performances.

CAFÉ: This lounge includes flat screen TVs and pool tables. It also includes a working fireplace and a scenic view of campus.

Information Desk: The Information Desk is staffed by students and provides direction and information to all patrons of the Student Center.

Food Court: The Food Court is operated by Chartwells and features food options ranging from individually prepared meals to a grab and go section.

Meeting Rooms: Four meeting rooms are available and can be reserved in the Student Activities Office, Room 224.

Reservations: Located in the Student Activities Office, Room 224.

Student Activities Office: Room 224.

Theatre: The 150-seat theatre is available for special event programs, Room 155.

Tickets: The Information Desk sells tickets for CAB-sponsored and other University programs and events.

TVs: Are located in the Atrium Lounge, Café and operate during normal building operating hours.

Lower Level

Arthur Johnson Unity Wing: Houses the Intercultural Center, the Women's Center & the Pride Center.

CAB Office: The office where the student workforce plans and implements the many student events and activities that occur in the building and across campus, Room 106.

Fitness Center: A 4,000-square-foot facility with more than 60 pieces of exercise equipment.

Intercultural Center: The office assists international, multicultural, and commuter students with transition, retention/persistence and intervention issues, while providing unity and exposure to diversity, Room 114.

Meeting Rooms: Four meeting rooms are available and can be reserved in the Student Activities Office, Room 224.

Pride Center: The Pride Center provides an enriched, empowering, and accepting environment for all students, faculty, staff, and community members. Through educational, social, and community programming and initiatives, the Pride Center looks to create a culture of knowledge, advocacy, and inclusivity across campus. Room 106B.

Student Government Association: Located in the Student Organization Suite, SGA and its sub-committees will be working to fund and organize Eastern's student organizations, Room 106.

Student Organization Suite: The suite is open during normal building operating hours during the fall and spring semesters and is a resource for Eastern's numerous student organizations. The Campus Lantern also has an office in the suite, Room 106.

Women's Center: The office provides resources for students and promotes gender equality by critically examining cultural ideals of gender and gender relations, Room 116.

Operating Policies

Access/Keys

Only Student Center staff are allowed to possess keys. Please see the Student Center Information Desk to gain access to offices or other meeting space.

Animals

Animals are not permitted in the Student Center, with the exception of service animals.

Banners

Registered student organizations and University departments may reserve a banner space, located outside at the corner of the building by the Bookstore. Banner space is available to advertise an event or program; users must specify the sponsoring organization and must be 4' tall x 6' wide in size.

Banner space must be reserved through the office of Student Activities. Banners should be dropped off at the Student Activities Office and will be hung by a Facilities staff member. Banners will be displayed for a maximum of 5 days and will be limited to 1 banner per organization per semester.

Banners are not to be hung inside the Student Center or from any overhead structure. Self-standing banners may be used for an event on the day of the event.

Building Hours

The Student Center will establish building hours that consider the needs of the University community. Standard hours will be established for times when classes are in session. Hours may vary for holidays, break periods, and the summer.

Fall and spring semester operating hours are:

Monday – Wednesday	7:30 a.m. – 11 p.m.
Thursday	7:30 a.m. – 12 a.m.
Friday	7:30 a.m. – 11 p.m.
Saturday & Sunday	10 a.m. – 10 p.m.

Candles

Candles and incense are not permitted in the Student Center; however candles may be used for centerpieces if they are contained within glass. Candles used for induction ceremonies must be approved prior to the event.

Damage, Theft, Vandalism

Persons responsible for any acts of damage, vandalism to the premises, or removal of items from the Student Center will be referred to the appropriate authorities and will be held accountable for their actions.

Display Boards (located outside the Student Center)

Posting is limited to publicity for social events that are open to the entire campus and are being held in the Student Center. Preference will be given to the Campus Activity Board and the Senior Class Committee. No club meetings or retreats will be posted in the kiosk. The Student Center staff will post fliers on a first-come, first-serve basis.

Emergencies

The Student Center is committed to the safety and security of all persons in the building and has developed appropriate emergency procedures. In the case of an emergency (e.g. fire, inclement weather or critical incident), persons in the building are asked to follow the directives of Campus Police or Student Center Staff. The Student Center follows all local, state, and federal emergency regulations.

Facilities Protocol

The Student Activities Office is responsible for reporting any facilities-related issues. These include, but are not limited to, heating and cooling, plumbing, electrical and minor maintenance problems.

Student Activities will refer all problems to the appropriate department to remedy the problem.

Fireplace

Located in the Café, the fireplace will be lit during building hours. The fireplace can be turned on by the Student Center staff for special events.

Fitness Center

The Fitness Center is for use by Students, Staff and Faculty. All **alumni** who would like to use the workout facilities should be referred to the Alumni Affairs Office in the Gelsi-Young Administration Building to obtain a valid Alumni ID Card.

- Coats and bags must be stored in the closet located behind the desk
- Workout clothing only, no jeans
- Appropriate sneakers are required. Do not wear open-toed shoes or sandals, or boots of any kind when using the machines.
- TVs will be controlled by the Fitness Center Staff only. If you would like a different channel on the TV near your machine, ask the staff.
- Wipe down all machines with wipes provided after each use.
- Manuals for all machines are available at the Fitness Center Desk.
- Do not bang the weight plates on machines.
- No food allowed.
- Do not move machines. All machines should remain in their current location at all times.

Food Sales/Fundraisers

Food sales are limited to those items that have been prepared in advance (i.e. bake/candy sales) and must be in accordance with University Food Service guidelines. Space is available on a first-come first-served basis through the Student Activities Office.

Furniture

The furniture and fixtures in any of the spaces in the Student Center may not be moved or removed without the permission of the Director. Notification of furnishings being brought into the building is required.

Lights

For the safety and security of all patrons, lights are required to be on in all areas. Light levels can be adjusted in consultation with the building staff.

Loading Dock

The Student Center loading dock is located on Charter Oak Road. The loading dock is intended for the use of persons or companies delivering or picking up items in the Student Center only. Parking is not permitted in the loading dock area. Vehicles should be moved to a designated University parking location away from the loading dock when the loading or unloading is complete.

Lost and Found

Found items are turned over to Campus Police which maintains the University's Lost and Found service.

Movies

In accordance with the Federal Copyright laws, institutions, organizations, and individuals wishing to engage in non-home showings of videos and DVDs in the Student Center must secure licenses to do so, regardless of whether or not an admission or other fee is charged.

Parking for Visitors

There is limited short-term visitor parking located in the Student Center lot. Visitors should stop by Campus Police to obtain a visitor parking pass. Visitors can also obtain a parking pass sent electronically by the Student Center Staff in advance of the event.

Posting Policy

The Student Center will designate bulletin board locations for the posting of publicity materials to advertise registered events for the University community. The following procedures have been developed in order to establish a universal posting policy for clubs and organizations and will be enforced in the Student Center (and all University buildings) as well as all outdoor University property.

- Table Tents may not be used in the Food Court area
- Sandwich boards are only permitted in the Patio area
- Posters, flyers, banners and other materials to be used for the expressed purpose of publicizing an event may not be posted more than ten days before the event date (or before the Event Registration Form has been approved) and must be taken down 24 hours after the event date.
- Each poster, flyer, banner and other material must be preapproved and stamped “approved for posting”. The stamp of approval will indicate the period of time it is allowed to be in place and the date it is to be taken down. Approval will be given at the Student Center Information Desk.
- Posters, flyers, banners, and other materials may be posted **only** on locations approved for posting and as indicated below:
 - Only sidewalks in the following locations may be chalked and/or taped with flyers. It is the responsibility of the sponsoring organization to remove the chalk and flyers the day of the event after the event has occurred. Chalking must be preapproved by the Director of Student Activities.
 - Student Center Courtyard Sidewalk
 - Hurley Hall Cafeteria Entrance
 - Residence Hall Entrances
 - Sports Center Entrance
 - Materials placed on campus by off-campus groups must be preapproved as above by the Director of Student Activities.
 - **NOTHING MAY BE ATTACHED TO THE UNIVERSITY SIGNS THROUGHOUT THE BUILDING.**

Recreational Equipment

Wheeled vehicles (with the exception of wheelchairs and motorized accessibility equipment), including, but not limited to, skateboards, in-line skates and bicycles, are not permitted in the Student Center or on the Student Center patios.

Responsibility for Personal Property

The Student Center is not responsible for loss, theft, or damage of personal property. Guests of the Student Center should take appropriate care of such items.

Recycling

The Student Center supports the University's recycling efforts. Throughout the building you will find appropriate receptacles for items. We encourage guests to use the appropriate containers as needed.

Shoes and Shirt requirement

For health and safety reasons, all persons entering the Student Center must wear proper attire, which includes shirts and shoes. Persons not wearing proper attire will be asked to leave the premises.

Smoking

There is no smoking permitted in any location inside the Student Center or 40 feet from an entrance in accordance with the Connecticut General Statutes.

TVs

The channels and volume levels may be changed by asking the Student Assistants working at the Information Desk.

Vendors

Vendor space for non-University entities is available for a fee of \$20 or 10 percent of product sales and is limited to 3 (three) bookings per semester and may be reserved through Student Activities. One six-foot table and 2 (two) chairs are provided by the Student Center. The table must remain in the location identified at the time of set-up and chairs must remain behind the table at all times. All materials, i.e. flyers, boxes must be stored under the table. No overnight storage is allowed.

Signs and merchandise may be attached to the front of a vending table. Posting on walls or other structures and the use of additional display structures (including sandwich boards) is prohibited.

Vendors or their representatives must staff the table at all times. Aggressive marketing is not permitted. Representatives must remain behind the table at all times and may not call out to passers-by. Customers must be allowed to self-select to participate at the table.

"Giveaways" must be available without condition of participation in the promotion or business activity.

No audio is permitted at the vendor table.

Credit card/cell phone and travel agency vendors are not permitted.

Weapons and Explosives

Weapons are not permitted in the Student Center. This includes, but is not limited to firearms, knives, clubs, bows/arrows, martial arts weapons, stun guns, etc. No fireworks or other incendiary devices are permitted. Campus Police officials are excluded from this policy.

Windows, Walls, Ceilings and Floors

Nothing may be affixed to the windows, walls, ceilings, or floors in the Student Center without authorization. This includes paint, posters, signage, stickers, flyers, and other items.

Wireless Internet

Wireless Internet is available in the building. An instruction sheet with log in information is available at the Information Desk.

General Guidelines for Space Reservations

Requests for space can be made in the Student Activities Office, room 224. The Student Activities staff is responsible for reserving and coordinating the use of the Student Center. Reservations can be made in person Monday through Friday, 8:00 a.m. – 5:00 p.m.

Facilities are reserved in the order in which requests are received. The Student Activities Office reserves the right to determine the appropriate use of space to assure the maximum and most appropriate utilization of space.

Reservation Guidelines

The Student Center offers services and facilities to accommodate meetings, conferences, and programs.

The Student Center reserves the right to reassign space to meet campus needs; however, such changes are made in collaboration with the users and only in extraordinary situations. Events may include, but are not limited to: weekly meetings; lectures; movies; concerts; comedy shows; dances; luncheons and banquets.

Meeting rooms can accommodate groups of varying sizes with a variety of seating arrangements and full catering services. Complete audio visual services, public address systems, Internet and telephone capability and special room setups are available. Please contact the Student Activities Office for additional detailed information.

Weekly, monthly, or quarterly meeting reservations are made one academic year at a time. The Student Center reserves the right to determine the appropriate use of all facilities. The Student Center reserves the right to cancel a reservation if it conflicts with the general university policies or in the event of a campus emergency.

Reserving Space for an Event or Meeting

Requests for facilities are handled by completion of a Facilities Request Form. No action can be taken on a request unless the form has been filled out with complete information including a contact name and number. A confirmation of space will be sent once the request has been entered.

Student organizations are required to fill out an Event Registration Form before the Facilities request form can be confirmed.

Priority is given to registered student organizations and University Departments. Non-affiliated groups may request space through the Office of Continuing Education at (860) 461-5125.

Any party using space in the Student Center will be expected to:

- Comply with pertinent local, state, and federal laws, and University policies.
- Implement crowd-control procedures, including security and admissions procedures.
- Comply with room capacities and fire codes.
- Take steps to guard against personal injury and property damage.
- Cooperate fully with facility or event supervisors, University police and other University staff.

No event will be permitted on University property that:

- Is unlawful.
- Disrupts academic activities, other scheduled events, University functions, or other normal pursuits that take place in the area.
- Is for personal gain.

Changes in reservation requests

Changes must be made at least two business days in advance of the meeting. Reservation changes that involve equipment, setups, or staffing must be made five business days in advance.

Cancellation Policy

The Student Activities Office should be notified of any reservation cancellation no later than 24 hours in advance, or by noon on Friday for a weekend or Monday meeting/event.

An organization or University Department that fails to use the room for a scheduled meeting or event and does not notify the Student Activities Office twice during a semester may lose its ability to reserve and use space.

Event End Time

Events may last no later than 2 a.m. on Fridays and Saturdays and 11 p.m. Sunday – Thursday or as indicated by Student Center staff.

Parties/dances must adhere to the policy governing student events open to the public as outlined in the Student Handbook. In addition, a no re-entry policy will be enforced at all events.

Event Security

Late night events, DJ dances, and concerts require approval from the Student Activities Office and Campus Police. All security details must be confirmed at least ten (10) business days in advance.

Audio-Visual Equipment Support

The Student Center provides audio-visual equipment in most meeting and program facilities. If Student Center equipment is lost or damaged, charges for the cost of replacement or repair will be billed to the sponsoring organization or department.

The setup, operation, and breakdown of all non-Student Center equipment are the responsibility of the event sponsor. In-house systems cannot be accessed by customers providing their own equipment.

Decorations

All materials used must be fireproof or fire retardant; glitter and confetti may not be used. No decorations can be placed in hallways, aisles, stairwells, or exit routes. All exits must be free of barricades. Exit signs, fire extinguishers, smoke detectors, fire pull alarms, and emergency lights cannot be decorated, covered, or obstructed in any way.

Food/Catering Guidelines

Customers are required to use the University's contracted Food Service/Catering department for food and beverage services at meetings and events. Food Service/Catering maintains the right of first refusal for any event in the Student Center. If Food Service/Catering consents, an external food source may be used.

Storage

The Student Center is not responsible for items left in the building and storage space is not available for materials or equipment used in association with an event. Such items are the sole responsibility of the student organization, University department or user of the facility.

Emergency Evacuation Protocol

All individuals must follow the evacuation directions provided by the Student Center staff and Campus Police.

- At any time of day or night, when you hear the fire alarm sounding/flushing, evacuate the building.
- If there are any handicapped people in your building, help them to evacuate, or assist them to a designated Area of Refuge.
- **Do not attempt to use the elevator** during a fire alarm as it will automatically be sent to a pre-selected (lower) floor for use by the Fire Department.
- All employees should report to the outside of the building, so a count can be made, to determine if anyone may have been left in the building. Report missing persons to the Fire Officer in charge.
- Building Re-Entry: The Fire Department ranking officer at the scene will be the Incident Commander and he/she will notify the ranking Eastern Police Officer when it is appropriate to re-enter the building.

Policy Exceptions

Requests for exceptions to any of the Student Center policies should be directed to the Director of the Student Center/Student Activities.