

### **XXXV. STUDENT CENTER FACILITY USE**

In addition to standard CSU Facilities Use Policies, the following criteria will be applied to events scheduled in the Student Center to place emphasis on events intended for CSU students while providing programming opportunities to University departments and community organizations. For purposes of these criteria, an “event” is not a meeting, but a gathering to which members of the sponsoring organization or department as well as others are encouraged to attend through publicity or invitation.

All requests for use of Student Center event space will be considered on a first come, first served basis. Requests for use of the entire Ballroom may be given preference over requests using a portion of the Ballroom.

#### **A. Facility Reservations**

- 1. Campus Wide Events:** Student organizations and University departments may schedule an event up to eighteen (18) months in advance of the proposed event date through the standard space reservation process, if the event is determined in conjunction by the Dean of Students or his/her designee and the Director of Conference Services or his/her designee, to have the potential of impacting the entire University community (e.g. Commencement, Convocation, President’s Picnic, Welcome Week, Alumni programs).
- 2. Student Organization Events:** Student organizations may schedule space for events up to twelve (12) months in advance of the proposed event date through the standard space reservation process.
- 3. University Department Events:** University departments may request space for events up to twelve (12) months in advance of the proposed event date through the standard space reservation process.
- 4. External Organization Events:** External organizations acting independently or in partnership with a University department or student organization may reserve space up to six (6) months in advance of the proposed event date through the standard space reservation process.
- 5. External Organizations:** May reserve space up to twenty four (24) months in advance of the proposed event date through the standard space reservation process for events held during summer semester and/or during fall/spring breaks in the academic schedule.

#### **B. Amplified Sound**

- 1.** The University by and through Conference Services reserves the right to establish acceptable decibel levels for amplified sound in Student Center event spaces.
- 2.** The Atrium is limited to having one amplified sound event at a time.

#### **C. Atrium events must accommodate pedestrian traffic throughout the event, may not impede access to Bar Uno and will generally be open to all and free of charge. There may be limitations related to furnishings and equipment in the Atrium area as the lounge furniture must remain in the space.**

#### **D. Posting Policies**

- 1.** Electronic versions of postings may be sent to [studentcenter@csuohio.edu](mailto:studentcenter@csuohio.edu) for digital display purposes
- 2.** No paper (or like) postings shall be hung on any window, door, or finished surface in or on the Student Center. The University by and through Conference Services reserves the right to remove all postings from any surface.
- 3.** University organizations will lose posting privileges for improperly posted materials. The organization will be responsible for incurred costs if additional labor is required for removal of postings or for necessary repairs to damaged surfaces.

**E. Banners**

- 1.** The Department of Student Life reserves the right to review and approve all banners. It is recommended that a design be submitted to the Department of Student Life, prior to printing, to prevent the additional costs of remaking nonconforming banners. Designs may be submitted to [studentcenter@csuohio.edu](mailto:studentcenter@csuohio.edu). Banners that do not conform to the all requirements will not be hung or will be removed. All banners must be submitted with completely dried ink, grommets every 36 inches along the top length, and shall not exceed 12 feet in length and 4.5 feet in height. No tape, wire or string will be permitted for hanging banners. Only designated Student Center Staff shall hang banners in the Student Center.
- 2.** Banners are not to be hung on any railing or wall in the Student Center unless done so by appropriate Student Center Staff. All banners must be dropped off to the Department of Student Life at least 2 business days prior to posting. Banners for a single event may be hung for no longer than 14 days. Banners will be held at the Information Desk in the Student Center for 2 business days after the event before being discarded. Only one banner per event may be approved.
- 3.** Banner space may be reserved through Conference Services on a first come, first served basis.

**F. Student Center Advisory Council**

The Student Center Advisory Council is an advisory committee working in conjunction with Student Life and Conference Services to design best practice strategies for Student Center programs, services, facilities, policies, and planning processes. The purpose of the SCAC is to advise and support successful programs that will facilitate social, cultural, educational, and recreational activities for all members of the CSU community.