

## **Ellison Campus Center Policies**

The George H. Ellison Campus Center helps to serve the University community through a variety of cultural, social, educational and recreational activities and programs. If you really want to find out what is going on, the Campus Center is the place to go.

### **Campus Center Building Regulations**

1. Alcoholic beverages are allowed in the Campus Center only in accordance with current campus policy. .
2. No gambling is allowed in the Campus Center.
3. Decorations to be used in any part of the Campus Center must be approved in advance by the Student Life Operations Director's Office and/or building supervisor and must comply with the fire laws. They shall be put up and removed promptly by the responsible organizations or individuals who shall be liable for any damages involved.
4. Selling, sampling or advertising shall conform to University regulations. All requests for this type of activity must be approved by the Director or designee.
5. Notices and posters placed in the Campus Center shall be limited to designated bulletin boards and approved in advance by a staff member. All notices and posters must conform to current regulations on the use of bulletin boards as described in the University's Bulletin Board Regulations.
6. Campus Center equipment shall be loaned for outside use, only when specifically authorized by the Director, designee, or as determined by the Campus Center Policy Committee. 7. The serving and consumption of food and beverages shall be allowed on the ground floor and in the meeting rooms, and in all other areas where permission has been granted by the Director.
8. The following order of priority shall be observed in the scheduling of events in the Campus Center:
  - A. Program Council, LEAD, Student organizations
  - B. Faculty and alumni organizations
  - C. University functions
  - D. Outside organizations
9. All requests for use of the Campus Center for radio or television broadcasting shall require approval by the Director or designee, or Campus Center Policy Committee with the advice and counsel of the Instructional Media Department.
10. Misconduct in the Campus Center shall be reported through official disciplinary channels whenever the Director deems such a report advisable. The Director is authorized to eject and bar any student from the Campus Center for misconduct pending any disciplinary action.
11. The Campus Center is authorized to bill any student or organization for any damages to the building or equipment.
12. Custodial charges shall be made for meeting rooms for student or faculty groups as determined by the Director in view of special needs.
13. The Campus Center shall remain open each week as follows:

Weekdays 7:30 am – 10:00 pm

The building shall be open all days when the university is in session. Building hours shall be extended where events indicate.

14. No University classes except physical education classes, as they relate directly to the recreational area of the Campus Center, may be held in this building.
15. The Recreation Area is for the exclusive use of the University community and guests.
16. Studying is permitted in the Center but does not take priority from activities or from the use of rooms designated for specific purposes.
17. All groups must make specific requests in writing 24 hours prior to their expected use, if the building hours are to be extended.
18. Scheduling of rooms:

All groups wishing to schedule rooms in the Campus Center shall complete the request on 25Live. Registrations, including major campus programs, shall be subject to clearance of the event according to current policies established by the Policy Committee.
19. Food Service:
  - A. All requests involving food in the Center shall be formally registered with the Student Life Operations Director's Office subject to confirmation with the Food Service Manager. Appropriate forms are available.
  - B. Designated rooms in the Center may be scheduled for banquets, luncheons, dinners by all members of the community. A 48-hour notice must be given. Final commitment of numbers to be served shall be binding on all parties 24 hours in advance of the function.
  - C. The contracting for catered food service by other than the current concessionaire must be cleared with the Food Service Manager.
20. These regulations may be amended or repealed by a 2/3 vote of the membership of the Campus Center Policy Committee.