

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 Campus Life and Recreation, Assistant Director, or designee, 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 Campus Life and Recreation 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 Campus Life and Recreation 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 Campus Life and Recreation Director, designee.
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 Campus Life and Recreation Director, or designee.
8. The following order of priority shall be observed in the scheduling of events in the Campus Center:
 - A. Campus Life and Recreation, 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 Campus Life and Recreation Director or designee.
10. Misconduct in the Campus Center shall be reported through official disciplinary channels whenever the Campus Life and Recreation Director deems such a report advisable. The Campus Life and Recreation Director is authorized to eject and bar any person from the Campus Center for misconduct pending any disciplinary action. This may also result in the inability to make future bookings in the space.

11. The Campus Center is authorized to bill any department, student or organization for any damages to the building or equipment. This may also result in the inability to make future bookings in the space.

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 8:30 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. During breaks, winter, summer, and spring break building hours are 8:30 am -5:00 pm.

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 at the time of reservation booking, 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 Campus Center shall be formally registered with the Campus Life and Recreation 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. This should be done when booking the space in 25Live.

C. The contracting for catered food service by other than the current concessionaire must be cleared with the University Food Service Manager.