

# Clayton State University

## STUDENT ACTIVITIES CENTER GAME ROOM POLICY

The Student Activities Center Game Room provides a designated campus location for students to socialize, network and engage in structured competitive games. Faculty and staff are encouraged to visit the Game Room to enjoy the social atmosphere with the students.

*The following regulations are intended to protect the Game room and ensure the safety of all patrons. The Student Activities Center will enforce all regulations and notify the appropriate administrator of any infraction.*

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1. Entering the Game Room is only permitted during normal facility business hours.
  2. All Game Room patrons are required to swipe their own Clayton State University Laker Card ID to enter. If unable to swipe, all cards must be provided to the Attendant for clearance.
  3. The Game Room is available for reservation for a fee. Some rules apply. Contact the Student Activities Center for additional information.
  4. All non-Clayton State University members (guests) must be accompanied by a **currently enrolled Clayton State University** student to enter. Guests may also be accompanied by Clayton State University faculty or staff members. All guests must sign-in upon entering and out upon exiting. **All patrons that want to use Game Room equipment must be at least 15 years of age. All guests are required to leave the Game Room when the Clayton State University sponsor leaves. Faculty, staff and students may only sign in one (1) guest.**
  5. Non-Clayton State University members are not permitted to rent equipment. Some rules apply.
  6. Some of the games require a fee for use. See the Desk Attendant for additional information.
  7. Gambling, betting and/or similar activities are not permitted. This includes video games. Students caught gambling will be reported to the Office of Student Conduct.
  8. Food and beverages are not permitted. This includes snacks (i.e. chips, cookies, gum, etc.). All cleaning and damage expenses due to spillage will be billed to the sponsoring person/unit.
  9. Students are responsible for any damage to Game Room equipment (i.e. pool sticks, tables, video game consoles, games, etc.). Laker Card Ids will not be

returned until the broken equipment has been repaired or replaced.

10. Music may be played at a low level and must be free of any explicit language or sexual innuendo(s).  
Music requested to be played on the Game Room sound-system must be authorized by staff.
11. Flyers may only be posted on bulletin boards. Some rules apply.
12. Table tents may be posted on tables with authorization from the Student Activities Center.
13. Game room patrons are not permitted to lean and/or sit on any game tables (i.e. pool tables, air-hockey, etc.).
14. No one is permitted to leave the Game Room with equipment; this includes stepping out of the Game Room to make a telephone call.
15. Video game use is limited to specifically stated increments. Some rules apply.

## **GAME ROOM OPENING AND CLOSING DUTIES**

### Opening duties:

- **TURN ON THE DESK COMPUTER AND CLOCK-IN**
- Log-In the Cash Register. Unlock the register if locked to ensure the proper change is available.
- Flip the Closed Door Sign to Open.
- Turn on the lights.
- Ensure that all furniture is properly arranged (this includes pulling all necessary game equipment out of storage). Contact a Building Manager if you are unable to get into the storage closet.
- Remove the Video Game Consoles and place behind the desk for accessibility.
- Unlock all cabinets and remove all table game covers.
- Load the Excel document to review the log-in file.
- Check the Room for miscellaneous trash.
- Check the controllers to ensure it is in good condition and fully charged (if applicable).

### Closing duties:

- Flip the door sign from Open to Closed.
- Disconnect all game systems and place them in storage.
- Verify that all of the video and table top game and/or equipment have been returned.
- Check all table top games and pool sticks for damage.
- Wipe off all the sitting tables, chairs, desk and controllers with disinfectant.
- Check for lost items; place all lost items in the Information Desk Lost and Found bin.
- Cover each table top game with the correct table cover.
- Vacuum the Game Room floor.
- Count all money and complete the night deposit slip. Do not submit a deposit slip when no money is made.
- Lock all storage cabinets.
- Check the register to ensure it is locked.
- Turn off the televisions.
- Turn off the desk computer.
- Turn off the lights.

- Radio the Facility Assistant to:
  - Turn in the Game Room keys
  - Lock the Storage closet
  - Lock the Game Room
  - Walk you to the Administrative suite to deposit the funds

## **GAME ROOM PROCEDURES**

### Renting video games:

- Free rental
- Each patron is allowed to rent one (1) game at a time.
- When renting games, the patron is required to submit his/her Laker ID. **Do not accept a Driver's License.**
- The Attendant must hook up the video game unit and load the game.
- After the power is turned on and the game is running, lock the cabinet.
- Give the patron(s) controller(s).
- Each patron is allowed to play a video game for a maximum of one and a half (1.5) hours if there is another student waiting.
- After the patron finishes with the game and returns controller(s), return their Laker ID. **Do not refund their money.**
- Attendant will then put the video game system back behind the desk and the game in designated storage area.
- \*If necessary, the attendant will provide the patron with the necessary additional game controllers

### Table top games (billiards, air hockey, foosball, table tennis):

- \$2.00 rental per hour for pool.
- \$1.00 per hour for table tennis.
- Free: Foosball and Air Hockey.
- Each patron is allowed to rent one (1) game at a time.
- Each Patron is allowed to play table top game for a maximum of one (1) hour if another student is waiting.

- When renting the game, the patron is required to submit his/her Laker ID.
- The Attendant will give the patron all necessary accessories.
- After the patron finishes with the game and returns all accessories, return his/her Laker ID.
- Attendant will then put all accessories back in storage.

#### General Rules

- In the case of an emergency, contact Public Safety at (678) 466-4050 and Radio Campus Life staff.
- The Attendant should never leave the Game Room unattended.
- Game Room visitors are not permitted to use the telephone.
- Patrons are not permitted to sit at or behind the desk.
- Patrons are not permitted to post items in the Game Room without permission.