

# Clayton State University

## STUDENT ACTIVITIES CENTER FACILITY POLICY

The Student Activities Center provides a fun, interactive, and safe environment for the university community. The Student Activities Center encompasses a number of venues and attractions that fuse the functional areas of the Department of Campus Life and the Department of Recreation and Wellness together.

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

**The Student Activities Center is available to all students, student organizations, Athletics, academic, and administrative units. In some instances, the facility will be made available to non-University affiliated entities. All facility violations will be reported and sanctioned accordingly. For questions, comments or concerns, contact the Student Activities Center at (678) 466 – 5433.**

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1. The Student Activities Center reserves the right to amend the Student Activities Center Guidelines as deemed necessary to ensure day-to-day operations.
  2. Individuals with disabilities should be extended priority for elevator usage or seating.
  3. No weapons (i.e. assault, recreational or similar, etc.) are permitted inside of the facility per local, state, federal and Board of Regent policies.
  4. The temperature for the facility is preset; it will not change. For adjustments to a specific room or area, contact the Student Activities Center.
  5. Space heaters are not permitted inside of the facility.
  6. No smoking permitted within 30 feet of any facility entrance/exit door-ways.
  7. Children under the age of 17 may not be left unattended.
  8. No events/meetings may extend beyond normal business hours. Events/meetings that extend beyond normal business hours require permission from the Student Activities Center. In addition, an hourly rate is required. Contact the Student Activities Center for additional information.
  9. The University Posting and Announcement Policy will be strictly enforced.
  10. Table Tents are permitted inside of the Café, Game Room and Student Organization suite with authorization from the Department of Campus Life. Table tents are not permitted on lobby tables or inside of the fitness center. Table tents are allowed to be displayed up to two (2) weeks prior to the

scheduled date. Table tents should be monitored regularly for neatness and removed immediately following the advertised event/meeting.

11. All banners must be hung by the Student Activities Center staff. Student organizations and/or administrative units are not permitted to hang more than one (1) banner at a time. *Example of a request that would be denied: Having a general banner promoting the organization and a banner promoting an activity, event or program.*
12. Directional signage may only be placed in the facility by facility staff.
13. Publications and printed materials for distribution may only be left in the Lobby and Café area with authorization from the Student Activities Center.
14. Donation drive boxes and tables may only be placed in the Lobby or Café with authorization from the Student Activities Center.
15. Pets or other animals are not permitted inside of the facility. For individuals that require a service animal (i.e. service/work animal), clearance must be received from the Disability Resource Center before entering. Some rules apply. See the Student Activities Center for additional information.
16. Under no circumstances may an Exit be blocked.
17. Under no circumstances may a structure (e.g. tables, chairs, extension cords, wires, etc.) block the normal flow of students.
18. Furniture may not be moved or relocated to another floor or office.
19. Inflatables or similar structures are permitted inside of the facility. Some rules apply.
20. Mechanical and/or electric generators are not permitted.
21. Cleats or other spiked (i.e. metal, hard plastic, etc.) shoes used for athletic purposes or similar are not permitted inside of the facility. This also includes muddy sneakers, etc.
22. Fireworks, sparklers, etc. are not permitted.
23. Fog Machines are not permitted inside of the facility.
24. Noise makers are not permitted inside of the facility. Some rules apply.

## **Lobby**

1. The Lobby is not reservable.
2. Wall postings and table tents are prohibited.
3. Music may be played at a low level and must be free of any explicit language or sexual innuendo(s).

4. Furniture may not be relocated unless authorized by Department of Campus Life staff.

### **Café**

1. The Café is reservable by student organizations and administrative units. A fee is required for reservation. No set-ups are permitted in the Café. See the Student Activities Center staff for further information.
2. Student organizations and administrative units are responsible for all damage beyond normal wear and tear due to a scheduled event/meeting.
3. Wall postings are prohibited.
4. Table tents are permitted in the Café with authorization from the Student Activities Center.
5. Music may be played at a low level and must be free of any explicit language or sexual innuendo(s).
6. Furniture may not be relocated unless authorized by Student Activities Center staff.

### **Student Organization Suite and Conference Room**

1. Students may only enter the suite during normal facility business hours.
2. Food and beverages are permitted. However, red and purple colored beverages are not permitted inside of the Conference. All cleaning and damage expenses due to spillage will be billed to the sponsoring person/unit.

The use of glitter, spray paint, dye(s), and other potentially staining and/or damaging items are strictly prohibited inside of the Student Organization Suite.

**Note: All facility and equipment damages will warrant fines issued to the Individual or the appropriate Student Organization. Some rules apply.**

3. Postings in the Conference Room are prohibited. Student Organizations are strictly prohibited from posting items, flyers, posters, signs, etc. in undesignated areas such as Student Organization Suite walls, doors, or windows, etc.
4. Table tents are permitted in the suite but not in the Conference Room with authorization from the Department of Campus Life.
5. Music may be played at a low level and must be free of any explicit language or sexual innuendo(s).
6. Students are not permitted to save work on to the suite computers.

7. Students are not permitted to print academic assignment(s) or non-student organization work on the suite printers.
8. Students caught misusing suite equipment (includes printing academic assignments) will be sanctioned by the Student Activities Center and reported to the Office of Student Conduct.
9. Storage lockers will be awarded annually via the lottery process. Contact the Department of Campus Life for additional information.
10. Students that are assigned office keys are not permitted to loan their office key to another student or non-Clayton State University community member. Students caught lending their office key to another student or non-Clayton State University community member will have their office key confiscated. In addition, the student will be sanctioned by the Student Activities Center and reported to the Office of Student Conduct.

The Student Activities Center reserves the right to refuse an office key assignment. The Student Activities Center also reserves the right to request an office key returned at any point in time. Students will be fined \$10.00 for the loss of an office key.

11. Each student organization with an assigned office space is expected although not required to utilize their space daily. Failure to use the assigned office may warrant removal of the office from the student organization.
12. Individuals and Student Organization are responsible for any items brought into the Student Organization Suite. The Department of Campus Life is not responsible for any lost or stolen items. In the event of a loss or theft, notify the Student Activities Center Director and file a report with the Department of Public Safety.
13. The Student Organization Suite is an open area. Aside from the individual offices, all tables, computers and other applicable resources area available for all student organization members. **Note: This includes large conference table.**
14. Individuals and organizations should not engage in any sports and/or similar activities in the Student Organization Suite. In instances in which the aforementioned activities have occurred, the individual or Student will be responsible for all damages.
15. The Conference Room is reservable for a maximum of two (2) hour increments. Some rules apply.
16. The Conference Room is not reservable for events (i.e. receptions, programs, etc.). The room is to be used a meeting space. Some rules apply.

### **Violation Sanctioning**

Failure to adhere to the Student Organization Suite policy will warrant sanctioning. Please note that the Department of Campus Life reserves the right to issue additional sanctioning stipulations not listed below.

1. **1<sup>st</sup> Violation** Written Warning
2. **2<sup>nd</sup> Violation** Verbal Warning
3. **3<sup>rd</sup> Violation** Loss of space reservation privileges.
4. **4<sup>th</sup> Violation** Loss and/or removal of funding for the current or future year.

Revised August 2009