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**PHILOSOPHY AND PURPOSE**

**Introduction**

A student center is more than just a building; it is also an organization and a program serving the needs of a diverse campus population. It cannot be viewed solely as a commercial or an auxiliary enterprise; nor can it function solely as a student activities center. A student center is a multi-faceted entity.

The student center is often one of the first facilities with which a visitor to campus makes contact, and in many instances the only contact. As such, it is imperative that the facility reflect quality—quality in maintenance of the physical structure, services provided, programs offered, and personnel.

**Vision Statement**

The L.A. Pittenger Student Center is the community center for the campus, serving students, faculty, staff, alumni and guests. The Center serves as a unifying force that honors each individual and values diversity. The Center fosters a sense of community that cultivates enduring loyalty to the university.

**Mission Statement**

The L.A. Pittenger Student Center is committed to developing students into productive members and leaders of the Ball State and civic communities, and providing an array of quality services to the campus community. We hold firmly to the belief that the value of college experiences lies not only in academic achievement, but also in extracurricular activities that support the holistic approach to developing students in a diverse and global world.
Philosophy

The L.A. Pittenger Student Center is a member of the Association of College Unions International (ACUI). As such, it fulfills the "Role of the College Union" which was most recently adopted by the Association's general membership in 1996. This statement is based on the original statement adopted in 1956. This philosophy is the standard by which the Student Center operates.

"Role of the College Union"

The union is the community center of the college, serving students, faculty, staff, alumni, and guests. By whatever form or name, a college union is an organization offering a variety of programs, activities, services, and facilities that, when taken together, represent a well-considered plan for the community life of the college.

The union is an integral part of the educational mission of the college.

As the center of the college community life, the union complements the academic experience through an extensive variety of cultural, educational, social, and recreational programs. These programs provide the opportunity to balance course work and free time as cooperative factors in education.

The union is a student-centered organization that values participatory decision-making. Through volunteerism, its boards, committees, and student employment, the union offers first-hand experience in citizenship and educates students in leadership, social responsibility, and values.

In all its processes, the union encourages self-directed activity, giving maximum opportunity for self-realization and for growth in individual social competency and group effectiveness.

The union's goal is the development of persons as well as intellects.

Traditionally considered the "hearthstone" or "living room" of the campus, today's union is the gathering place of the college. The union provides services and conveniences that members of the college community need in their daily lives and creates an environment for getting to know and understand others through formal and informal associations.

The union serves as a unifying force that honors each individual and values diversity. The union fosters a sense of community that cultivates enduring loyalty to the college.
**Statement of Purpose**

The L.A. Pittenger Student Center has four broad objectives to accomplish its mission with Ball State University:

1. **Support**
   Support the educational goals of Ball State University by the provision of essential services, conveniences, and amenities for students, faculty, staff, alumni, conference participants, and guests of the University.

2. **Provide**
   Provide social, cultural, entertainment, educational, and recreational programs for students, faculty, staff, and their families with primary focus on fully utilizing the Student Center.

3. **Serve**
   Serve as a laboratory for out of class learning whereby students can implement knowledge gained from formal instruction; and encourages self-directed activity by students, providing the utmost opportunity for self-realization, development of individual social skills, and effectiveness with group dynamics.

4. **Serve**
   Serve as a unifying force in campus life, cultivating an endearing regard and loyalty for Ball State University.

**Support**

In order for the L.A. Pittenger Student Center to be successful in fulfilling its Statement of Purpose, it is imperative for Ball State University to support the philosophical position, provide the necessary resources, and allow the Student Center the necessary flexibility to meet the changing needs of the campus community. To understand the operation of the Student Center, one cannot view individual operation units as profit centers or as independent program entities. The total Student Center must be evaluated in the context of its objectives and the purpose of the Student Center at Ball State University.

**GENERAL POLICIES**

These policies have been developed to assist the Student Center management in the daily operation of the facility. These policies are not all inclusive and do not limit the management from making decisions based upon unique needs and/or circumstances.

A. **Building Use**
1. Public facilities are open to students, faculty, staff, alumni and invited guests of the University.

2. Meeting/conference facilities may be reserved by University and non-University groups and individuals.

3. The Student Center reserves the right to establish policies for the use of the Student Center by various types of groups and/or individuals.

4. Failure to comply with any guidelines outlined in the Policy Manual and/or requests by Student Center staff, may result in action by the staff to deny privileges and/or assess appropriate charges.

5. Academic classes may be held in the Student Center on a limited basis when approved by the Director.

6. Sponsor(s) assumes all financial responsibility for damage to facility resulting from their event; reserved space and public spaces.

7. Operating hours for the facility and units within the Center will be determined by the Director. Changes may be implemented as deemed appropriate.

B. General Reservations Philosophy

The Student Center is a service entity and as such strives to provide quality services to all of its constituents. The following policies have been derived in an attempt to serve all constituencies and balance the utilization of the facility. In general, priority for reservations is given in this order: student organizations, University departments and/or organizations, non-University organizations and/or groups, and individuals. Realizing the unique needs of each user group, this priority is adjusted from time to time and specific reservations procedures have been developed for each.

It should be noted that the Student Center can serve its clients only to the extent that it is given full information regarding needs well in advance of the scheduled event. Clients should assist this effort by providing the information as requested.

C. Eligibility to Reserve Facilities

In order to reserve the facility, or any part thereof, a client must fall under one of the following categories and will be bound by all general and specific policies, procedures, etc. for that category.

1. **Student Organizations:** Must be a recognized student organization, or a campus related organization registered with the Office of Student Life, or a student organization awaiting recognition under the regulations of that office.
2. **University Department/Organization:** Must be officially recognized by the University.

3. **Non-University Groups:** Any group which does not qualify in one of the foregoing categories.

4. **Individuals:** Those people requesting space for personal needs, with or without affiliation to the University.

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**SPECIFIC POLICIES**

These policies address concerns for specific areas. Policy for one area does not automatically apply to another area. Absence of a specific policy does not prevent Student Center management from making decisions affecting the daily operations when the need arises.

A. **Priority Scheduling**

1. **Conferences**

   Realizing the practical need to schedule these events one or more years in advance, the Conference and Special Events Office may schedule conferences as far in advance as necessary.

2. **Admissions/Orientation**

   Due to the critical nature of their program, these events may be scheduled as far in advance as necessary.

3. **Student Organizations**

   a. **Calendar Priority Dates**

   Scheduling campus-wide events is the responsibility of the Office of Student Life. Its goal is to provide an interesting and varied series of social, cultural, recreational, and educational programs for all students throughout the academic year. By coordinating the scheduling of events for student programming groups, duplication of similar events on the same date also can be avoided.

   Once the Office of Student Life has released the Priority Dates Calendar, all student organizations are free to schedule programs on a first-come-first-served basis. This applies to events held anywhere on campus and is not limited to events held in the Student Center.
b. Organizational Meetings

Recognized student organizations will have priority in scheduling space in the Student Center for meeting being held during the hours of 3:00 p.m. to 6:00 p.m. Monday - Friday during the academic year for weekly meetings under the following conditions:

- Requests for reservations may be submitted between March 1 and April 1 for the next fall semester, and between September 15 and October 15 for spring semester.
- Space will be assigned on a first come basis between March 1 and April 1 and between September 15 and October 15.
- After April 1 and October 15 space reservations will be open to any other group.
- Exceptions to this policy include annual University events such as Cardinal Preview Day.
- The Student Senate may reserve space for its weekly meeting for the entire year, but reservations must be made by April 1.
- This does not effect the scheduling of student organizations' programs such as dances, dinners, and other events which may be scheduled at anytime on a space available basis; nor does it supersede any policies regarding specific types of events that have their own established procedures.

4. University Departments/Organizations

Events to be held prior to 3:00 p.m. may be scheduled on a first come basis. Events to be held after 3:00 p.m. may not be scheduled until after April 1 for the following fall semester, and after October 15 for the following spring semester. Events during the summer may be scheduled on a first-come first-served basis.

5. Non-University Groups

May not schedule “standing reservations”.

B. Reservation and Utilization Policies

1. To preserve the condition of the facility, the Student Center staff reserves the right to determine "best use" of facilities regarding how a space may be utilized, set-ups available, movement of existing furnishings, etc.
2. Conference groups are subject to a charge for use of audio-visual equipment. Other groups are subject to charges for extensive set-ups which require additional labor.

3. The Student Center staff reserves the right to limit the room set-up based on past attendance history or charge for the additional set-up.

4. For events that require additional staffing or unique services, the Student Center staff reserves the right to assess the additional cost to the client. This also applies to a client whose event requires additional staffing due to a previously scheduled event utilizing normally available staff. Notification of charges will be made at time of confirming the reservation.

5. Reservation requests should be submitted at least 24 hours in advance and by 12 noon on Thursday for weekend events. Requests that do not meet these deadlines may be denied, or assigned rooms "as is" with nothing additional provided. In these instances, set-ups may not be altered. Requests submitted on weekends will be processed the following business day.

6. Set-up information should be provided at least two weeks prior to event. Major changes will not be accepted without at least 24 hour notice, or by 12 noon on Thursday for weekend events. Excessive number of changes may result in a charge being assessed or loss of scheduling privileges.

7. Cancellations by groups not paying a rental charge must be received at least 24 hours before the event is scheduled to begin and no later than 12 noon on Friday for weekend events. Failure to adhere to deadline may result in an assessment equal to one-half the normal charge for non-University groups and possible loss of scheduling privileges that will not exceed one academic term.

For groups paying a rental charge, written cancellations must be received 30 days in advance of the event. Failure to meet this deadline will result in forfeiture of deposit as outlined in the Financial Policy and/or being assessed one-half the rental charge.

8. Assignment of space will be made as requested whenever possible. However, the Student Center staff reserves the right to assign space based on needs, rather than preference, and move groups from previously confirmed space in order to accommodate other requests. Advance notice will be given to the extent possible.

9. Meals and refreshments are covered by the Food Policy. Refer to page 8.

10. These policies may be waived by the Director or his/her designee when compelling reasons justify the waiver.

11. A waiver of any of the provisions in these policy statements for one group or organization does not constitute a waiver for any other group or organization.
12. Every person, group, or organization making use of the Student Center facilities will be deemed to have read these policy statements.

13. These policy statements shall be made available in the Student Center Administrative Office to any and all persons, groups, or organizations desiring to use the facilities. The complete policy manual is available at: http://cms.bsu.edu/about/administrativeoffices/studentcenter/policies-and-procedures

14. Failure to abide by any of the policies may result in forfeiture of reservation privileges.

15. Event sponsor is financially responsible for all equipment placed in room and any damages resulting from use of the room. Sponsor is also responsible for any damages to other areas of facility as a direct result of event.

C. Food Service Policy

1. University Catering (UC) is the exclusive catering service for the Student Center. Organizations and/or University departments providing any type of refreshment(s), and/or meal, for their event/meeting in the facility are required to utilize UC. Using any other catering service, or bringing in their own food/drink, is prohibited and could result in loss of privileges.

2. Campus organizations may have through-line service for meals in rooms with the following exceptions: Cardinal Hall, Ballroom, Forum Room, Music Lounge, Terrace Dining, and the Founders Room.

3. Through-line service is defined as having an organization's members go through the lines at the food court and taking their purchases to their meeting room.

4. The food court will not be able to deliver food and/or drinks in the Student Center.

5. This policy applies to meeting rooms, lounges and other public spaces.

D. Dance Policy

1. Dances are covered by specific policies established by the Office of Student Life. Organizations should contact that office before scheduling a dance.

2. All other policies of the Student Center and Office of Student Life apply.

E. Unaccompanied Minors

Ball State University’s campus is generally not an appropriate environment for minors unless they are enrolled students or enrolled in a program specifically designed for children and appropriately supervised by adults with the proper training and credentials.

1. Burris students: are allowed access to the facility only during lunch time and for specific events/programs as authorized by Burris personnel. All students are to remain on the first floor in the dining area.
   a. High School students: first time violators will be told to leave and the Burris administration will be notified for appropriate disciplinary action. Subsequent violations will result in a call to Ball State University Police.
   b. All other Burris students: first time violators will be brought to the Student Center Administrative Office and the parent(s) will be notified to immediately pick up their child/children. Subsequent violations will result in a phone call to Ball State University Police and/or a call to Indiana Department of Child Services.
   c. After school groups may be accompanied by a credentialed Burris Staff, Faculty or Volunteer. The group must come to the Student Center together, remain together, stay on the first floor in the dining area and leave as a group.

2. Academy students are allowed access to the facility provided their utilization does not prevent utilization by Ball State University students and as authorized by Academy administration.
   a. If a problem occurs, student(s) will be asked to leave and reported to Academy administration for appropriate disciplinary action.

3. All other minors under the age of 18 (unless enrolled as a current BSU student with appropriate ID) must be accompanied by an adult.
   a. First time violators will be asked to leave and informed they may not return without an adult.
   b. Subsequent violations will be reported to Ball State University Police and/or Indiana Department of Child Services.
F. Guest Policy

The Student Center is intended for the use of Ball State University students, faculty, staff, alumni, guests, or individuals conducting University related business. Ball State persons must accompany their guests.

Individuals 18 years of age or older, may use the commercial services in the facility or attend events open to the public. Access to such services and programs may be limited further if it is determined to interfere with usage by Ball State students.

Loitering is not permitted. Student Center personnel reserve the right to request to see an official Ball State I.D. or to request the individual(s) to leave the building.

G. Key Policy

1. Student Organizations
   a. Key requests are initiated through the Office of Student Life.
   b. Each organization may submit a written request for office keys to be issued to their respective officers.
   c. A written request for access to the building “after hours” may be submitted for unique circumstances. Request requires approval from the Assistant VP for Student Affairs and Director of Student Life.
   d. Lost key(s) will result in the organization being charged the total cost of re-coring and re-keying as required. This applies to all affected areas, not just the office door.
   e. Keys will be issued to related work area only.
   f. Keys are **NOT** to be loaned to anyone.
   g. Office of Student Life will provide access lists for offices controlled by card access.
   h. All keys are to be returned to the Office of Student Life at the time of officer transition, or upon leaving the organization and/or the University.
   i. Violation of Student Center and or Student Life policies may result in the revocation of key privilege.

2. University Department Offices
a. Department heads may submit a written request to the Student Center Administrative Office with justification for why each person needs the requested key(s).

b. Lost keys will result in the department being charged the total cost of re-coring and re-keying as required.

c. Keys will be issued only to related work areas.

d. Access to the facility beyond normal hours will be restricted to those individuals that have an on-going and regular need to enter the building when it is closed.

e. Keys are NOT to be loaned to anyone.

f. All keys are to be returned to the Student Center Administrative Office when the employee leaves the University.

H. Financial Policy

The Student Center is an auxiliary service and as such is expected to generate its own financial resources. Ball State University students support the Student Center through the payment of student activity fees. Due to this significant financial support, they are provided certain priorities and privileges. As an auxiliary service, no state funds are received to cover operating expenses. Therefore, certain charges must be assessed for various rentals and services provided.

1. Facility Rental

   a. For the purpose of establishing rental rates, the following categories of “Sponsors” have been established:

   Student Organizations: organizations recognized, or in the process of being recognized, by the Office of Student Life.

   1) Free events limited to BSU students with minimal guests: no charge.

   2) Events with an admission charge and designed to have participation by non-BSU students/faculty/staff:
      • Full rental rate applies.

   3) Student organizations may be charged the established set-up fee for any events that are “no shows”.

   11
University Departments and/or Organizations: an official department of the University or a University organization recognized by the University such as: Employee Activity Committee; Staff Council; etc. Written verification of department’s/organization’s official sponsorship of event may be requested.

1) Events limited to BSU students/faculty/staff with minimal guests: no charge.

2) Events with approximately 50%, or more, participation by non-BSU students, faculty, and/or staff: 50% of full rental rate applies.

3) Events with registration fee: full rental rate unless documentation provided to establish registration fee will only cover direct costs of event.

4) Events with an admission charge: full rental rate unless documentation provided to establish admission charge will only cover direct costs of event.

Charitable Organizations: full rental rate applies.

Non-For Profit Organizations: full rental rate applies.

Other Organizations: full rental rate applies.

Individuals: full rental rate applies.

b. Weddings, Rehearsal Dinners: full rental rate applies; additional labor charges may apply.

c. Any group reserving space through the Conference and Special Events Office must adhere to that office’s policies regarding payment for services rendered. Full rental rate applies.

d. Non-University groups or individuals reserving space must submit a deposit of 50 percent of the rental charge at the time of submitting a reservation. Complete payment must be received at least 30 days in advance, or at time of reservation. Failure to do so will automatically cancel the reservation(s).

e. Full refunds will be given for written cancellations received 30 days in advance of the event date. Cancellations received in writing 14 days in
advance of the event date will be given a 50 percent refund. No refunds will be given for cancellations with less than 14 days written notice.

f. Those groups desiring to establish credit with the Student Center for the privilege of being billed for meeting room rentals may submit a written request to the Student Center Administration Office after paying in full for the first event held at the Student Center. Current accounts need not apply.

g. Any group or individual with an account 60 days or more in arrears will be denied access to Student Center facilities until all outstanding charges are paid in full, regardless of age of debt. All current reservations will be canceled. These accounts will lose credit privileges for a period of twelve months starting on the day final payment is received.

h. The Student Center reserves the right to waive any action when deemed in the best interest of the University.

2. Hotel Rooms

a. Any group reserving Student Center hotel rooms through the Conference and Special Events Office must adhere to that office's policies regarding payment of services.

b. University departments may request direct billing. Guaranteed payment may be required for large groups and/or at certain times of the year.

c. All other patrons of the hotel will be asked about method of payment at the time of check-in or when they make advance reservations. The hotel will accept cash, Visa, Mastercard, American Express, Discover and personal checks guaranteed by an American Express credit card.

d. All reservations must be guaranteed. Reservations not canceled by 4:00 p.m. day prior to arrival, will be charged for one night.

e. Event organizers may block out rooms for their group members to reserve. The block of rooms will be held until thirty calendar days prior to the first date of the block reservation. Group members must state they are requesting a room held in a specific block. Any rooms not guaranteed with either a credit card or BSU department account number will automatically be released thirty calendar days prior to the first date of the reservation. Upon release of any non-guaranteed rooms, standard rates will apply.

H. Decorations Policy
In an effort to conform strictly to all University fire and safety regulations and prevent damage to the Student Center, the following policy has been developed. Organizations are expected to strictly adhere to this policy. Failure to do so may jeopardize privilege to schedule future events and result in cancellation of any confirmed events. Event sponsors shall review decoration plans with the Facilities Assignment Coordinator (FAC) at least two weeks prior to event, or at time of reservation. Any exceptions to the policy below must be in writing (Decorations Agreement Form).

The following restrictions apply to all events. All decorations are prohibited unless expressly stated in the policy as being permitted. To use any decoration, a Decorations Agreement Form must be completed and approved.

1. Sponsoring organization will be charged cost of repairs resulting from use of any decorations.

2. Decorations/displays must be free standing. Nothing may be affixed in any manner to any surface. Expressly prohibited are: nailing, tacking and/or taping materials to painted surfaces, floors, or woodwork; fastening display materials to draperies, light fixtures, and/or ceiling.

3. Doorways, halls, and stairs must remain unobstructed by decorations.

4. Any decorations not made of flameproof material must be approved by FAC.

5. Candles are strictly forbidden.

6. Absolutely no attaching of any material to fire sprinklers.

7. Any painting and/or construction of decorations/displays in the Student Center must be approved in advance and be specifically listed in the Decorations Agreement Form. Limited assembly may be permitted if approved in advance on the Decorations Agreement Form.

8. Arrangements for lighting effects must be approved in advance with the FAC.

9. All light bulbs over 60 watts must be at least five inches away from any surface. Special decorative collars are not allowed at the neck of a bulb in any electrical socket as they present a fire hazard.

10. Water fountains or pools are not permitted.

11. All decorations/display material must be removed immediately after the event. Failure to do so will result in disposal of all items left behind and a labor charge assessed to the sponsoring organization.
12. It is the sponsoring organizations responsibility to review any items/questions with the FAC that are not directly addressed above.

13. Holiday decorations must comply with University policy. Contact Health and Environmental Safety Office.

I. Posting/Display Policies

The Student Center provides several options for the posting of printed materials and display of banners for University organizations and departments, and is restricted to these groups.

1. Posters and Flyers

a. All materials must be brought to the Student Center Administrative Office to be approved and stamped.

b. Student Center personnel will post materials in approved areas. All other postings are subject to immediate removal and discarding.

c. Limit of three items per event/announcement.

d. Size shall not exceed 14" x 22".

e. Materials may be posted for up to seven consecutive days based upon space availability and on a first-come, first-serve basis. Student Center reserves the right to reduce the time frame to make space available to other groups.

f. All printed materials must have the name of sponsoring organization prominently displayed.

g. Materials must either be in English or accompanied by an English translation.

h. No prior censorship will be exercised, however it must comply with University policy. Should a complaint be registered about the content, an immediate decision regarding the materials will be made by the Student Center Director or his/her designee.

i. The Student Center is not responsible for security and will not save materials after approved posting date has expired.

j. Failure to comply with these policies may result in the revocation of posting privileges.
2. **Banners**
   a. All banners must be brought to the Student Center Administrative Office to be approved.
   b. Student Center personnel will hang all banners. All others are subject to immediate removal and discarding.
   c. Tally
      1) Maximum size: 40” H x 10’ L.
      2) Must have grommets on top edge for hanging
      3) Maximum of four at any one time
      4) Space may be reserved for maximum of seven consecutive days
   d. Outside
      1) Must fit on existing hanging points.
      2) Must have sufficient number of grommets to hang securely
      3) Must be professionally made & appropriate for outdoor use.
      4) Space may be reserved for maximum of seven consecutive days
   e. All banners must have the name of sponsoring organization prominently displayed.
   f. Banners must either be in English or accompanied by an English translation.
   g. No prior censorship will be exercised, however banner must comply with all University policies. Should a complaint be registered about the content, an immediate decision regarding banner will be made by the Student Center Director or his/her designee.
   h. The Student Center is not responsible for security and will not save banner for more than three days after removal. Student Center will not remind sponsor to pick up banner.
   i. Failure to comply with these policies may result in the revocation of privileges.

3. **Electronic Sign - University Avenue**
   a. Use of the sign is limited to events held within the Student Center, or all campus events at the request of Strategic Marketing.
   b. Space may be reserved up to three consecutive days through the Student Center Administrative Office.
c. Requests for space should be submitted at least three (3) days in advance.

4. Use and Placement of Table Tents

Use of table tents is restricted to the Publicity Designs Office of the Student Center. Campus organizations should contact that office for information regarding advertising with table tents.

5. Use of Digital Displays

The Student Center has eight digital displays throughout the facility offering advertising space. For complete information, contact the Publicity Designs Office of the Student Center.

J. Collection Boxes

Student and University organizations may set up collection boxes for philanthropic projects. Space is limited and must be reserved with the Reservations Office.

1. All containers must be approved by Reservations Office.
2. Purpose of collection and sponsoring organization must be prominently displayed.
3. Space may be reserved for a period of up to 14 days.
4. Consecutive reservations may not be made by the same organization in advance.
5. Locations and number of boxes are limited to:
   a. Information Desk (north of hallway doors): 1 box
   b. Tally Entrance (across from cell phone charging station): 1 box
   c. Student Life Lobby (my entrance to 133): 1 box

J. Alcohol Policy

Alcohol service may only be provided by University Catering. The Request for Service of Alcoholic Beverages form must be completed and approved for all events in order for alcohol to be served. Student Center reserves the right to require security provided by University Police.

K. Political Rallies/Activities

The Student Center may not be utilized by a student organization for the benefit or support of any partisan political candidate or party. For said purposes the facility may be rented at the current established rates.

L. Liability
The Student Center is not responsible for damage, loss, or theft of any items brought into the building. This includes personal items, merchandise for sale, or display items.

M. Tobacco Policy

Ball State University is a tobacco free campus. Please refer to University policy for additional information: http://www.bsu.edu/tobaccofree.

N. Distribution, Solicitation, Fund Raising, Sales or Commercial Activity Policy

1. These activities are governed by the Policy Concerning Campus Use.

2. Student Center space for these types of activities are limited to:
   a. Front Lawn:
      i. Student Organizations and University Departments may reserve space for up to seven calendar days per event.
      ii. Non-affiliated persons or groups are governed by the Campus Use Policy. Rental charges will apply.
   b. Tally
      i. Student Organizations and University Departments may reserve space up to five calendar days per event.
      ii. Available space is limited to the west wall.
      iii. Each group is limited to one (1) eight foot table in assigned space.
      iv. Each group is limited to four members behind the table.

3. The Student Center does not provide space for the distribution of non-BSU publications.

4. Questions/Appeals

Any questions concerning the interpretation or application of this policy should be submitted initially to the Student Center Director, or his/her designee, for resolution. The Director’s decision may be appealed to the Vice President for Business Affairs, or his/her designee, to determine whether the ruling is consistent with the University's “Policy Concerning Campus Use”.
POLICIES FOR SPECIFIC AREAS

These policies address specific areas. Provisions of one policy does not necessarily apply to another. Absence of a specific policy does not prevent Student Center management from making decisions affecting the daily operations when the need arises.

A. Student Organization Office Space

1. Philosophy

Office space is available in the Student Center to provide student organizations the opportunity to interact more frequently, develop cooperative programming, and share ideas and resources which in turn enhances the quality of programs and services provided to the student body.

2. Who May Apply

Any recognized student organization, as defined by the Office of Student Life, which is in good standing with the University, may apply for office space. This does not include organizations on temporary status, as defined by the Office of Student Life. Student organizations currently holding office space will be given first priority on keep their current spaces.

3. Office Access

Members will have access to their office whenever the Student Center is open. Arrangements to remain in the office after hours can be made for special circumstances. Arrangements can be made through the Student Center Administrative Office, SC Room 224.

4. Assignment and Review of Allocation

The Student Office Space Allocation Committee (SOSAC) determines the allocation of space for student organizations. The SOSAC consists of the, Assistant Vice President for Student Affairs and Director of Student Life or his/her designee, Director of Student Center and Programs or his/her designee, two representatives from Student Government Association, three students-at-large, two faculty/staff members (appointed by the Assistant Vice President for Student Affairs and Director of Student Life and Director of Student Center and Programs).

The process will begin in March in order to award space for the next academic year. However, space allocations may be reviewed at any time deemed necessary as indicated by vacancies or space allocation audits. If space is vacated for any
reason, the SOSAC will refer to the prioritized waiting list and will award space on a temporary basis.

SOSAC will determine all terms and conditions of the Student Center Office Space Agreement. A copy of this agreement is available in the Office of Student Life, room SC 133.

5. Office Space Determination Process

a. The decision to award office space will be based on the following criteria:

1. Provide programs/activities/services for a broad segment of the student population, or provide a significant number of programs/activities/services for a specific segment of the student population.

2. Proposed number of office hours to be maintained by the organization's members.

3. Previous year's activities and programs.

4. Goals for the coming year in which space would be allocated.

5. Confirmation that the organization is in good standing, financial and conduct, with the University.


7. The type and size of space requested/needed.

8. Adhering to application deadline.

b. Inability to obtain office space assignment will be explained in one of the following manners:

1. Incomplete and/or late application.

2. Renewal denied based upon organizations' failure to comply with Student Center Office Space Agreement and/or Ball State University policies.

3. More applicants than available space and subsequent ranking in priority listing.

c. The decision of the Assistant Vice President for Student Affairs and Director of Student Life is final.
d. Each organization will be notified in writing regarding the decision of the Director of Student Life. Groups receiving space will be sent a copy of the signed agreement.

e. Office space will be awarded on an annual basis. Student organizations not assigned space, are encouraged to reapply the following year.

B. Hotel

1. Should a complaint be received about a guest(s) making too much noise, staff will contact the source of the problem upon receiving the first complaint. Upon a second complaint, the police will be contacted to escort the source of the complaint out of the building. There shall be no refunds.

2. Pets are NOT allowed.

3. Smoking is not permitted. Violation will result in cleaning charge being assessed.

C. Computer Lab

This lab is designed for Ball State students, faculty, and staff. Proper identification is required. Burris and Academy students are not allowed to use the lab.

D. Cardinal Lanes

Cardinal Lanes is designed to provide recreational opportunities for Ball State University students, faculty and staff. Other individuals/organizations may use the space when not used by Ball State University students. Waiting lists based upon priority of users will be utilized when necessary.

1. Billiard Room:
   a. Priority for use is as follows: BSU students, faculty, staff; Academy/Burris students; and the general public.
   b. General public must be 18 years of age or accompanied by an adult.

2. Bowling Lanes:
   a. Priority for use is as follows: BSU students, faculty, staff; Academy/Burris students; and the general public.
   b. General public must be 18 years of age or accompanied by an adult.

E. Tally
1. During meal times this room may be scheduled for entertainment events that would be of interest to the general campus community. Due to the heavy demand on dining space, the type & size of events may be limited.

2. Other programs may be scheduled between the hours of 2:00 p.m. - 4:00 p.m. and 8:00 p.m. - closing.

3. Due to the open space concept, only events that are “open to the public” may be scheduled.

4. Use of the Tally will be restricted to those events which are best suited for this facility. It will not be scheduled only because other space is unavailable. The Tally is not intended to be a meeting room.

5. Sponsors are responsible for all permits and licenses necessary for the production of their programs.

6. Maximum capacity for a dance is 150. Sponsors are not permitted to rearrange the furniture. See Dance Policy on page 8.


9. The Student Center staff will be responsible for moving all furniture and Student Center equipment.

F. North Patio

Use of this space is limited to student organizations and non-profit groups as described in the Policy Concerning Campus Use. See page 17.

G. Front Lawn

1. Non-affiliated groups or persons (“vendors”) may engage in distribution, solicitation, fund raising, sales or commercial activity. These activities are governed by the Policy Concerning Campus Use.

   a. Each “vendor space” shall be limited to 10’x 10’ and will include one 3’x8’ table with two chairs.

   b. Each “vendor” is responsible for all applicable permits required by the City of Muncie.

   c. Established rental rates will apply.
d. Requests should be submitted at least two weeks in advance to allow approval of contract.

e. A limited number of spaces are available.

H. Founders Room

This facility is designed for limited use to accommodate events appropriate for a facility with the type of furnishings, equipment, and decor characterizing the room. The room will be scheduled for events which are consistent with the intended use of the facility and with the following guidelines:

1. Meetings involving no more than 18 persons which are formal "board type" business sessions.
2. No meetings involving initiation ceremonies.
3. Academic classes are prohibited.
4. Social events are prohibited.
5. Food and beverages are not permitted unless provided by University Catering.
6. Audio-visual equipment, other than that which is installed in the room, will not be furnished.
7. Additional furniture will not be provided; existing furniture will not be rearranged.
8. The protective covering on the table shall not be removed by the user.
9. Failure to abide by these policies will result in the forfeiture of scheduling privileges for a period of at least one academic term.
10. The Office of the President has priority for the use of the room. Previously scheduled meetings may be moved, or canceled, to accommodate needs of the Office of the President.

I. Lounges

These areas are intended to be public areas to promote casual interaction between members of the University community and offer a place for people to relax. As such, they may be scheduled for receptions, registration, and break areas only.

1. **Alumni Lounge**: Furniture may be rearranged to accommodate scheduled events; however, it may not be removed. House P.A. system will remain on unless requested to be off for a scheduled event.
2. **Browsing Lounge**: House P.A. system will remain on unless requested to be off for a scheduled event. Existing furniture will remain as is for all events. Plants may not be moved.

3. **Music Lounge**: May be scheduled for catered meals accommodating no more than 42 people. House P.A. system will remain off unless requested for a scheduled event. Existing furniture will remain as is for all events. Plants may not be moved.

4. **Terrace Lounge**: House P.A. system will remain on unless requested for a scheduled event. Furniture may be removed. Patio doors will remain unlocked when building is open.

5. **Vivian Conley Memorial Lounge**: This lounge may not be reserved for any purpose. The TV shall remain on "public play" (not scheduled). Furniture may not be removed.

6. **Lower Level TV Lounge**: This lounge may not be reserved.

J. Pineshef Room

"Tray lunch" meetings may be held in this room.

K. Orr Room

"Tray lunch" meetings may be held in this room. Furniture may not be added or removed. AV equipment will not be added.

L. Art Gallery

The gallery space in the Student Life office complex is used to display the most recently purchased student art for display within the Student Center. After display in the gallery, the artwork is moved to another location within the facility. The space is not available to be scheduled for any other display of artwork.

This space may not be reserved for organizational meetings; however it may be reserved for special events.

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