

UNIVERSITY CENTER POLICIES & PROCEDURES MANUAL

UNIVERSITY CENTER MISSION STATEMENT

The University Center is the living room of our campus community. As such, the facility serves to unify all campus constituents; students, faculty, staff and our guests to the university. As the center for community building, the University Center serves as the nucleus for student programming activity, self-directed activities, and programs that support the academic activities of the university. The physical and programmatic environments help to strengthen the overall St. Mary's community.
(Updated 12/08)

GENERAL GUIDELINES

- Only St. Mary's University students, faculty, staff, alumni and guests are permitted to use the University Center. Children under the age of seventeen (17) will be allowed to use the facility only when attending a sponsored event and they are accompanied by a student, faculty member, staff member or alumnus of the University.
- St. Mary's University has adopted a policy which prohibits smoking inside any University building. Therefore, the University Center is a smoke-free building. Respecting the rights of smokers, several outdoor patios are conveniently accessible for those who choose to smoke.
- In keeping with the spirit of the University Center, students will have first priority in reservation of Center space. Priority following students, will be 1) Marianists, Faculty, and Staff; 2) Trustees; 3) Alumni; and 4) Outside users. Every effort will be made to accommodate all requests for space. When the University Center Director determines a re-assignment of space is necessary, proper notification will be given to all parties so as not to disrupt any group's meeting or event.
- Equipment and furnishings of the University Center may not be removed from the facility.
- Groups and individuals using the University Center are responsible for ANY damage to University property. Repair or replacement cost will be charged immediately upon determination of such cost.
- Alcoholic beverages may be served at scheduled events in the University Center only when properly authorized according to University policy.
- The University, University Center and University Center staff is not responsible for the belongings of its users. Items found will be taken to the Information Desk on the first floor and then forwarded to University Police.
- Only University Center employees are permitted behind the Information Desk.
- Animals of all kinds, with the exception of service animals, are prohibited from the University Center.
- Persons using the University Center are required to dress appropriately, including wearing a shirt and shoes.
- Food service items such as trays, cutlery, dishes, etc. should not be removed from the dining room.
- Users may not rearrange furniture in the meeting rooms unless it is placed back in its original location upon completion of the program or meeting.

- Persons using the University Center are required to be considerate of other users and refrain from boisterous or loud behavior. University Center management reserves the right to monitor and respond to behavior that may be disruptive.
- Bicycles, roller skates, in line skates, scooters and skate boards are strictly prohibited.
- **Care and maintenance of office areas:** As tenants of the University Center, all individuals, students, and staff have a responsibility to maintain the facility. Any damages to floors, walls, windows, etc. should be reported as soon as possible to the University Center Director (436-3714). Spills of any kind should be reported immediately to the University Center staff (213-1713) or the Student Life Office (436-3714). Student organizations and staff are expected to be diligent relative to the maintenance of their offices. This includes taking measures to protect floors, walls, and permanent installations such as shelving and countertops. The University Center Director will make periodic maintenance tours to determine upkeep needs. All housekeeping, maintenance, and operational needs should be conveyed to the University Center Director for coordination with the appropriate campus departments.

HOURS OF OPERATION

Fall and Spring semesters

University Center Hours:

Monday — Friday: 7:00 a.m. to 10:00 p.m.
 Saturday and Sunday: 10:00 a.m. to 10:00 p.m.

University Bookstore Hours:

Monday, Thursday, and Friday: 8:00 a.m. to 5:00 p.m.
 Tuesday and Wednesday: 8:00 a.m. to 7:00 p.m.

Diamondback Café:

Monday — Friday: 7:00 a.m. to 10:00 p.m.
 Saturday and Sunday: 10:00 a.m. to 10:00 p.m.

Summer

University Center Hours:

Monday — Friday: 7:00 a.m. to 8:00 p.m.
 Saturday and Sunday: 10:00 a.m. to 8:00 p.m.

University Bookstore Hours:

Monday—Friday: 8:00 a.m. to 4:00 p.m.

NOTE: Hours are subject to change during campus holidays and between semesters.

ROOM RESERVATION INFORMATION

Reservation Guidelines:

- The University Center staff wishes to maximize its service to all users. To facilitate the best possible service, complete and accurate information must be provided when reservations and set-up information are submitted. Last minute changes and additions will be accommodated only as possible.
- All spaces in the University Center must be reserved through the Center's Scheduling Managers (431-8087) at least 3 working days prior to the event. Space for large events with complex set ups should be reserved at least 10 working days prior to the event. Catering services should also be arranged at least 10 working days prior to event. *Please note:* Same day and last minute reservations will be accommodated only as space and staffing permit.

- Available spaces include: Conference Rooms A, B, C, D, Alumni Room, Goelz Room, Foyer Area, Atrium, Dining Facilities, Second Floor Bridge (for banners), North Patio, and West Landing.
- Reservations are usually not made for any regularly scheduled academic class.
- Reservable spaces outside the University Center include: Chaminade Field, Java City Amphitheater, Quad, Treadaway Courtyard, Treadaway Seminar B, Treadaway Seminar C, Treadaway Auditorium, St. Louis Hall Fountain, University Bell Tower and Pecan Grove. All reservations for classroom space must be made through the Registrar's Office. Athletic and intramural spaces must be reserved through the Athletic Department and Campus Recreation, respectively.
- **Availability:** Reserved meeting rooms are made available at the time indicated on the reservation as the "Start time."
- **Room Condition:** The organization and/or individual making the reservation is responsible for leaving the room in the same condition as when the event began. Misuse or abuse of rooms may result in future loss of reservation privileges and/or charges for cleaning and resetting of the room. Groups are responsible for notifying University Center staff when they vacate a facility if there is University equipment in the room.
- **Cancellation:** When cancellation of a non-catered event is necessary, please notify the Scheduling Manager (431-8087) as soon as possible. For catering cancellations, please notify ARAMARK (436-3609) directly. Notifications are necessary to adjust staffing schedules and keep accurate records on the use of our facilities. Failure to provide notification of cancellation for events on a repetitive basis may result in room charges being assessed.
- **Room rental fees:** Room rental charges will be levied in accordance with the University Facilities Fee Schedule. Deposits are due at the time the reservation form is submitted. Rental fees are due at the time of the final walk-through for the event. Events scheduled for hours other than normal operating hours are subject to approval by the University Center Director and early/late access fees.

Types of Reservations:

- **Series Reservations:** These are scheduled meetings that occur on a regular basis in the same room. Examples include a student organization meeting or a University committee meeting.
- **University Sponsored Events:** These are events that are for the benefit of the entire University, not just one primary organization or department. Examples include a dance, the presentation of a lecture, a talent show, or a film series.
- **University Organization/Department:** These include "Invitation Only" events that are not open to the public. Examples are a private meeting of an organization or a social event for "members only."
- **Alumni Events:** These include meetings held by alumni on campus. Examples include meetings of the Alumni Executive Committee or an alumni reception.
- **Conference Services Event:** These are events sponsored by a member of the University community for the primary benefit of outside users.
- **Outside User Events:** These include any event hosted by individuals who are not members of the St. Mary's University Community.

Room and Audio Visual Fee Schedule:

(Fees subject to change without notice)

RATE GROUP I

ST. MARY'S UNIVERSITY COMMUNITY MEMBERS

There will be no charge for faculty/staff /student use for any event where:

- all participants are members of the University community (i.e. students, faculty, staff, alumni, Marianists)
- equipment/set-up used is part of the UC inventory
- the event is held during regular University Center hours of operation (for early/late access, a \$25.00 per hour staffing/utilities fee will be assessed).

In the event that food and drinks are needed, the sponsoring group/person is responsible for incurring those costs and working with ARAMARK directly.

In consideration of subsequent users, the sponsoring group must return any reserved room to the set-up that was present when they enter the room.

RATE GROUP II

UNIVERSITY SPONSORED EVENT WITH OUTSIDE ATTENDANTS AND/OR ADMISSION CHARGED

When an event is sponsored by a University department or organization, and a registration or admission fee is charged, and/or the attendees are not primarily members of the University community, a \$5.00 per day, per registered individual fee will apply, with a maximum of (\$1000). When a waiver of fees is approved by the appropriate Vice President, that waiver applies to the *per individual* fee ONLY. The sponsoring group will still be responsible for the \$50 per day set-up and maintenance fee for up to two rooms. Audio Visual fees are not subject to waiver. Waiver forms and guidelines are available from the Director of the University Center.

RESERVABLE SPACE	Rate Group 2
Conference Room A	\$5 per day/person (max \$1000)
Conference Room B	\$5 per day/person (max \$250)
Conference Room C	\$5 per day/person (max \$125)
Conference Room D	\$5 per day/person (max \$175)
Alumni Conference Room	\$5 per day/person (max \$125)
President's Dining Room (exceptions only)	\$5 per day/person (max \$175)
Goelz Conference Room	\$5 per day/person (max \$100)
Foyer	\$5 per day/person (max \$125)
Rattler Den (exceptions only)	\$5 per day/person (max \$250)
Student Lounge (exceptions only)	\$5 per day/person (max \$250)
Pecan Grove	\$150
Atrium Table	\$75 day
EQUIPMENT	
Dance Floor	\$50
Staging with Skirting/Stairs	\$250
72" Round Table	\$10
Conference Table	\$6
Serpentine Table	\$9

Chairs	\$1
Chair Covers	\$2
Chair Sash	\$1
Chair Cover w/Sash	\$2.50
Projector	\$30
TV/VCR/DVD	\$30
Portable Screen	\$25
Microphone (Conf. A only)	\$20
Wireless Microphone or Lavalier	\$30
Lectern w/Mic (Conf. A only)	\$30
Portable Lectern w/built in Mic	\$40
Table Top Lectern	N/C
Portable Partition	\$40
2 sided dry erase/blackboard (3'x6')	\$15
Easel (dry-erase)	\$5
ADDITIONAL SERVICES	
Early/Late Access	\$25 hr.
Technical Support	\$15 hr./2 hr. min
Facility Management Fee	\$75
Security	\$27 hr. per Officer

**RATE GROUP III
UNIVERSITY MEMBERS AND ALUMNI ASSOCIATION MEMBERS USING FACILITY FOR
PRIVATE USE**

RESERVABLE SPACE	Rate Group 3
Conference Room A	\$1200 day or \$600 < four hrs.
Conference Room B	\$300 day or \$150 < four hrs.
Conference Room C	\$175 day or \$85 < four hrs.
Conference Room D	\$200 day or \$100 < four hrs.
Alumni Conference Room	\$175 day or \$85 < four hrs.
President's Dining Room (exceptions only)	\$200 day or \$100 < four hrs.
Goelz Conference Room	\$125 day or \$60 < four hrs.
Foyer	\$175 day or \$85 < four hrs.
Rattler Den (exceptions only)	\$300 day or \$150 < four hrs.
Student Lounge (exceptions only)	\$300 day or \$150 < four hrs.
Pecan Grove	\$200
Atrium Table	\$75 day
EQUIPMENT	
Dance Floor	\$50
Staging with Skirting/Stairs	\$250
72" Round Table	\$10
Conference Table	\$6
Serpentine Table	\$9
Chairs	\$1
Chair Covers	\$2
Chair Sash	\$1
Chair Cover w/Sash	\$2.50
Projector	\$30

TV/VCR/DVD	\$30
Portable Screen	\$25
Microphone (Conf. A only)	\$20
Wireless Microphone or Lavalier	\$30
Lectern w/Mic (Conf. A only)	\$30
Portable Lectern w/built in Mic	\$40
Table Top Lectern	N/C
Portable Partition	\$40
2 sided dry erase/blackboard (3'x6')	\$15
Easel (dry-erase)	\$5
ADDITIONAL SERVICES	
Early/Late Access	\$25 hr.
Technical Support	\$20 hr./2 hr. min
Facility Management Fee	\$100
Security	\$27 hr. per Officer

CATEGORY IV
OUTSIDE USERS

RESERVABLE SPACE	Rate Group 4
Conference Room A	\$1600 day or \$200/hr. < four hrs.
Conference Room B	\$350 day or \$60/hr. < four hrs.
Conference Room C	\$225 day or \$35/hr. < four hrs.
Conference Room D	\$250 day or \$40/hr. < four hrs.
Alumni Conference Room	\$225 day or \$35/hr. < four hrs.
President's Dining Room (exceptions only)	\$250 day or \$40/hr. < four hrs.
Goelz Conference Room	\$150 day or \$25/hr. < four hrs.
Foyer	\$225 day or \$35/hr. < four hrs.
Rattler Den (exceptions only)	\$350 day or \$60/hr. < four hrs.
Student Lounge (exceptions only)	\$350 day or \$60/hr. < four hrs.
Pecan Grove	\$250
Atrium Table	\$75 day
EQUIPMENT	
Dance Floor	\$50
Staging with Skirting/Stairs	\$250
72" Round Table	\$10
Conference Table	\$6
Serpentine Table	\$9
Chairs	\$1
Chair Covers	\$2
Chair Sash	\$1
Chair Cover w/Sash	\$2.50
Projector	\$30
TV/VCR/DVD	\$30
Portable Screen	\$25
Microphone (Conf. A only)	\$20
Wireless Microphone or Lavalier	\$30
Lectern w/Mic (Conf. A only)	\$30
Portable Lectern w/built in Mic	\$40

Table Top Lectern	N/C
Portable Partition	\$40
2 sided dry erase/blackboard (3'x6')	\$15
Easel (dry-erase)	\$5
ADDITIONAL SERVICES	
Early/Late Access	\$25 hr.
Technical Support	\$25 hr./2 hr. min
Facility Management Fee	\$250
Security	\$27 hr. per Officer

DEPOSITS FOR CATEGORIES III & IV

1/3 of the final bill will be due with the reservation request.
 Deposits are non-refundable and are applied to the final bill
Please note: AV, security and damages fees may also apply

Security:

University Police are required at any function where circumstances may call for security intervention or where alcoholic beverages are served, or when the University Center staff request security. The ratio of one (1) officer per 100 expected in attendance is required and a two (2) hour minimum per officer is required. Security must be contracted with the University Police Department only. Additionally, a minimum of two officers are required for all events in Conference Room A that are considered social gathering and/or extend beyond regular operation hours. Financial arrangements and payment must be made with University Police before the reservation will be confirmed. The fee for security services is \$27.00 per hour per officer. University Police requires a seventy-two (72) hour notice for cancellation or a minimum charge of two (2) hours will be assessed. The contracted officer on duty, in conjunction with the sponsor of the event, has the authority to discontinue an event before the scheduled termination time, if in their judgment, the circumstances warrant it. This police officer will terminate any event at which property is being abused or destroyed. As a general rule, security will be required at all social events whether or not alcohol is served.

Security may be waived only by the University Executive Officer (President or Vice President) in whose area of responsibility the group using the facilities falls. Such waiver is not readily given except for small receptions, luncheons, or dinners. Security waiver request must be submitted in writing to the Dean of Students for final approval seven (7) days prior to event date.

Food and Beverages:

ARAMARK Food Services must cater all meals in the University Center. Exceptions must be approved by ARAMARK Food Services. Alcoholic beverages must be purchased, served, and/or sold by ARAMARK Food Services. Sponsors and guests are not permitted to bring in or take out any alcoholic beverages. Bring Your Own Bottle (BYOB) is specifically prohibited.

Room Set-Ups:

STANDARD SET-UP DEFINED AS FOLLOWS:

CONFERENCE ROOM A

NO STANDARD SET-UP

(Room Size 50' x 80' or 4000 Sq. Ft.)

CONFERENCE ROOM D

AS IS

(Classroom Style for 39)

(Fixed tables and chairs)

ALUMNI ROOM

AS IS

(Conference Style for 16)

(Room Size 30' x 16' or 480 Sq. Ft.)

GOELZ ROOM

AS IS

(Conference Style for 12)

(Room Size 20' x 14' or 280 Sq. Ft.)

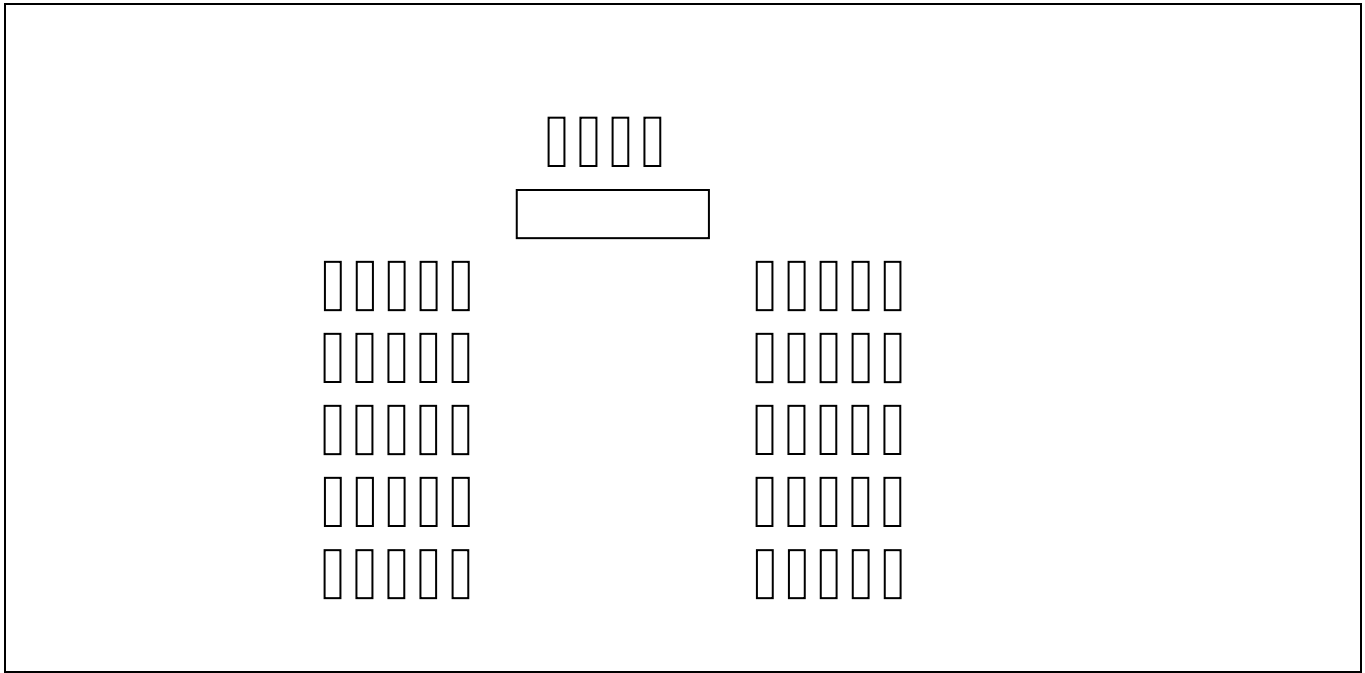
(Conference table is non-removable)

CONFERENCE B

Standard Set-Up

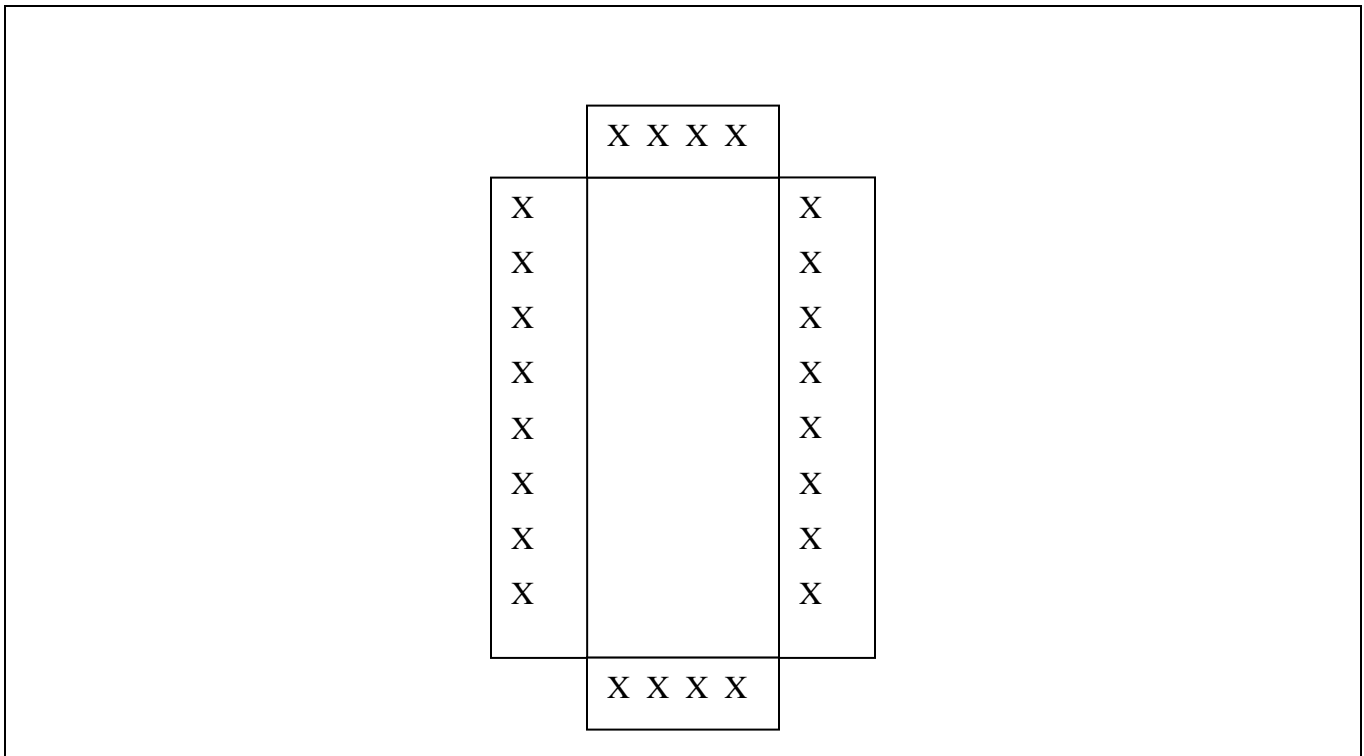
(Lecture Style 60)

(Room Size 24' x 36' or 864 Sq. Ft.)



20 extra chairs
Total of 80 chairs

CONFERENCE C
 Standard Set-Up
 (Conference Style for 24)
 (Room Size 30' x 16' or 480 Sq. Ft.)



10 extra chairs
 Total of 34 chairs

ST. MARY'S UNIVERSITY ALCOHOL POLICY
(APPROVED BY THE EXECUTIVE COUNCIL 5/18/99)

In accordance with Texas State Law, St. Mary's University does not permit the purchase, possession nor consumption of alcohol by persons under 21 years of age. Alcohol must be served by either ARAMARK Food Services or a third party vendor, which must be licensed and pre-approved by the Dean of Students. Both the University and ARAMARK Food Services hold beer and wine licenses for the campus. Neither organization's license permits the sale or distribution of any kind of alcoholic beverage.

Respect is the foundation upon which the University bases its Alcohol Policy as outlined in the following areas:

a. Respect for Oneself

Those who are of legal age and choose to drink must never do so in a manner that puts them at personal risk.

b. Respect for Others

Intoxication is inappropriate behavior and it does not excuse an individual from personal responsibility. Anyone choosing to drink must not drink to a level or in a situation where the rights and well being of others might be endangered.

c. Respect for Property

Research indicates that most campus vandalism and destruction is directly related to alcohol consumption. Each individual will be held responsible for any damage done while under the influence.

Personal and University Liability

When alcohol is served as a part of any University function, both the University and the individual serving the alcohol are placed in a position of liability. This is important to remember as you plan University related activities on and off the campus. Alcohol may never be served to minors, distribution should be carefully monitored, and designated drivers are recommended. Classes and student organizations cannot be required to meet in establishments that serve alcohol.

Policies for Events where Alcohol is Served:

1. St. Mary's University police officers are required at all events where alcohol is served. Officer coverage is determined in consultation with the Student Life Office and University Police and is based on the size and nature of the event. Officers scheduled for events have the authority to call in extra officers at the cost of the department if crowd size merits.
2. ARAMARK Food Services has exclusive right to catering for all campus events. All alcoholic beverages sold or served on campus must be sold and served by ARAMARK Food Services or by another approved vendor. Bring Your Own Bottle (BYOB) is not permitted. University Police will confiscate any alcoholic beverages brought on to campus.
3. A valid state identification card, when applicable, is required by all guests/participants of the event and specifically for those who purchase/consume alcohol. University police are required to verify the age of all persons consuming alcohol by examining a state issued identification card. Presenting a false or altered identification is a serious offense.
4. Non-alcoholic beverages (served in clear plastic cups) and free food must be available for the duration of the event when alcohol is served. If the food or non-alcoholic beverages run-out, servers must stop serving alcohol until more food and non-alcoholic beverages arrive. Event sponsors are encouraged to provide unsalted food to avoid promoting increased alcohol consumption. The cost of food and non-alcoholic beverages is the responsibility of the sponsoring department.
5. No alcoholic beverages may be brought into the designated event area and persons may not leave the event with alcoholic beverages.
6. Alcohol may not be distributed before 4 p.m. Monday through Friday or before 12 noon on Saturday or Sunday. Alcoholic distribution must end by 11:30 p.m. Sunday through Thursday, and by 12:30 a.m. for Friday and Saturday events or one half hour before the end of the scheduled event, whichever is first.
7. Alcohol may not be distributed until the event coordinator and university police officer(s) are present and the non-alcoholic beverages and food are readily accessible to the attendees.
8. All event sponsors are cautioned that the condition of the facility/area used is their sole responsibility. Sponsors will be assessed the cost of cleaning and/or repairing all damages that occur during the event unless the responsible person(s) can be identified.
9. Failure to comply with these or any other St. Mary's University regulations or policies may result in cancellation or termination of the event.

10. Request for exceptions to any part of this policy must be made, in writing, to the Vice President for your respective division or to the President for persons or groups not directly supervised by a Vice President. Requests for exception will be forwarded to the Dean of Students for final approval.
11. Members of the University community are reminded that alcohol must never be served to minors.

All requirements are subject to revision in compliance with Texas Alcohol Beverage Commission (TABC) regulations.

DECORATIONS & POSTING

- The University Center staff and St. Mary's University are not responsible for injuries that may occur to users while an individual or group is installing or removing decorations for an event. Individuals may not stand on tables or chairs to put up or take down decorations.
- Decorations must be removed immediately following an event. The time required to set-up and remove decorations must be included in the set-up time and the end/clean-up time on the *Facilities Reservation Request Form*.
- St. Mary's University and the University Center staff are not responsible for theft or damage to decorations or other personal property.
- All decoration materials must be acceptable according to standard fire codes.
- Prohibited decoration materials include:
 - tacks
 - nails
 - staples or other fasteners that damage the walls or furnishing
 - foam
 - sticker tape
 - transparent packing tape
 - double sided tape
 - rice, birdseed, potpourri and other materials used to shower departing newlyweds or to decorate tables
 - loose hay and hay bales
 - confetti, glitter, icicles and other similar metallic materials
 - Candles may be used ONLY if placed in a glass container such as a hurricane lamp or ivy bowl.
 - Duct tape

ADVERTISING AND PROMOTION

Advertising and promotion within the St. Mary's University Center is primarily for the purpose of advertising events sponsored by St. Mary's organizations and departments. Persons wishing to post advertising or conduct promotions must adhere to the University posting policy. Click [here](#) for a copy of the posting policy or go to http://www.stmarytx.edu/studorgs/pdf/posting_policy.pdf. The posting policy is also available in the Student Life Office.

Banners on Second Floor Bridge

Space to hang banners can be reserved through the UC scheduling manager. The following guidelines apply:

- Banner must be a vinyl, professionally made banner.
- Banner must have grommets to allow for hanging.
- Banners should be delivered to the UC Information Desk for hanging.
- To reserve the space, the sponsoring party should submit a reservation for approval.
- There is a two week limit per banner.
- The University Center Director may limit the number of banners displayed on the bridge depending on their size.

Display Cases:

Display Case Reservation Forms are available in the Student Life Office and must be completed and submitted for approval at least five (5) business days prior to the set-up date.

- Each recognized organization or department may reserve each of the two display cases available, once each semester, for a total of one (1) week per display case. Reservations are processed on a first-come, first-served basis.
- The display cases must be returned to their original condition, i.e., staples, tacks, and all paper removed and disposed of, by the end of take down time. Removal of materials by the Student Life Office may result in one or more of the following 1) a written warning, 2) a \$15.00 charge, and 3) loss of future privileges.
- ALL displays must be approved by the Student Life Office.
- All existing policies and regulations of St. Mary's University and the University Center will be in effect for any group utilizing the display cases.

SALES AND FUND-RAISERS

Student organizations may conduct fundraisers by offering the sale of goods and/or services. All fundraisers must be approved by the Student Life Office. Space for such fundraisers may be reserved in the University Center Atrium and Quad. The following guidelines apply:

- No more than one group per day will be allowed at any one location.
- Sales and distributions should be conducted during UC hours of operation.
- Space is reserved on a first-come, first-served basis. Maximum time limit will be five (5) days on any of the available spaces.

LOCKERS

Lockers on the first floor are provided as a service to students only. Two types of locker service are available.

Rental by the semester:

- Lockers are available for \$15.00 per semester to all St. Mary's students.
- Assignment of lockers will be on a first-come, first-served basis beginning on the third business day before classes begin.
- Security will be the responsibility of the user.
- All contents must be removed and each locker checked out with University Center staff no later than five (5) days after final exams.

Persons wishing to rent lockers for the semester must adhere to the following guidelines.

- Users **MAY NOT** drill or permanently attach any item to the inside or outside of their locker.
- Use of tapes, glues, or any product that will in any way mar the finish of the locker is prohibited.
- **NOTHING** may be hung on the outside of the locker door.
- The University Center reserves the right to open and remove locker contents if the locker is beyond rent period as stated or if there is reason to believe that the locker contains prohibited items (i.e. firearms, illegal substances, etc.).
- Charges for damage to lockers will be assessed according to reparability or replacement as warranted.
- St. Mary's University is not responsible for the belongings of the users of the student lockers.

STAFF CONTACTS

Karlos Ramirez, Director, University Center & Conference Services	436-3714
Susie Chavarria, Operations Assistant	431-5095
Scheduling Desk	431-8087
Lori Borrego, UC Operations Staff	213-1713
Pilar Resendez, UC Operations Staff	213-1713
Rudy Tovar, UC Operations Staff	213-1713
ARAMARK Food Services	436-3609
Audio Visual	436-3501
University Police	436-3472