

## LOWMAN STUDENT CENTER OPERATIONS POLICY

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### I. GENERAL

- A. Sam Houston State University students, faculty, staff, alumni, and their guests are eligible to use the facilities of the Lowman Student Center (LSC). All use must be conducted in accordance with local, state, and federal law and in accordance with applicable rules, regulations, policies and procedures of the Texas State University System and Sam Houston State University. Use will not disrupt or disturb an academic or University program and will not result in damage or defacement of any facilities of the LSC. Persons using the LSC facilities will abide by the Lowman Student Center Operations Policy and all other campus policies, procedures, rules, and regulations.
- B. Sam Houston State University students have priority over non-students in the use of all public areas of the Lowman Student Center.
- C. Regular building operational hours for the Lowman Student Center are

#### Normal Semester Hours

Monday – Thursday	7 a.m. - 10 p.m.
Friday	7 a.m. - 7 p.m.
Saturday	10 a.m. - 10 p.m.
Sunday	3 p.m. - 10 p.m.

#### Normal Summer Hours

Monday – Thursday	7 a.m. - 9 p.m.
Friday	7 a.m. - 5 p.m.
Saturday	1 p.m. - 5 p.m.
Sunday	Closed

- 1. Hours will vary during University holidays, University closings, and semester breaks.

2. A request to change the regular building hours must be submitted at least one week prior to the event and approved by the Director of the Lowman Student Center.
- D. Furnishings and equipment of the Lowman Student Center are not to be removed from the building for any reason.
  - E. Improper use of furniture, fixtures, or equipment is not permitted. Individuals or groups using Lowman Student Center facilities are responsible for the behavior of their guests and any damages to Lowman Student Center property due to their negligence or vandalism. Damage costs will be assessed to the individual or group responsible for the damage.
  - F. Individuals or groups using the Lowman Student Center facilities must leave the rooms in a condition comparable to that found at the time of occupancy.
  - G. Any physical changes to an area must be approved by the Lowman Student Center Director/Designee. Any unauthorized alterations will be corrected at the expense of the organization or individual using the facility according to the current Lowman Student Center Fee Schedule.
  - H. Animals or pets of any kind are not permitted in the Lowman Student Center at any time unless approved by the Lowman Student Center Director. An exception to this policy is guide animals for the physically challenged or animals used in law enforcement.
  - I. The use of all tobacco products is prohibited.
  - J. Gambling is prohibited.
  - K. Bicycles, skateboards, and roller skates/blades are prohibited inside the building.
  - L. Bicycles should be parked in bicycle racks outside and adjacent to the Lowman Student Center. Bicycles found attached to hand rails, parked on porches or inside the LSC are subject to impoundment and a fine assessment.
  - M. Children under the age of 12 must be accompanied by a parent or guardian at all times.
  - N. No classes, lectures, labs, or any type of “class for credit” will be scheduled unless approved by the Director of the Lowman Student Center.
  - O. All meetings must be scheduled and held in designated spaces.
  - P. Only full-time staff who are issued an exterior key are authorized to be in the Lowman Student Center at times outside of the Lowman Student Center operational hours. Staff using the building after hours must enter/exit through the second floor main

doors (S1), and log in/out at the Information Center. Only students employed by an office in the Lowman Student Center may be in the building after hours, as long as accompanied by a full-time staff member. If a student employee leaves the building after hours, a full-time staff member must accompany the student to the exit and ensure the exterior door is closed and locked.

- Q. Possession or use of intoxicating beverages is not permitted at any time except as provided for in the section on alcoholic beverages (LSC Operations Policy, Section V).
- R. The Lowman Student Center is not responsible for any articles lost in the building. Articles found in the building should be taken to the Lowman Student Center Office, Suite 311, or to the second floor Information Center for proper handling and/or forwarding to the [SHSU Public Safety Services Office](#).
- S. Storage space is extremely limited in the Lowman Student Center. Overnight storage of display materials, decorations and/or equipment is not permitted without prior approval through the Lowman Student Center Office. All items left in the Lowman Student Center will be discarded. The Lowman Student Center is not responsible for items left unattended.
- T. Organizations or individuals are not permitted to solicit funds or sell goods in any area of the Lowman Student Center without explicit permission of the Director of the Lowman Student Center. If permission is granted, a vendor table fee may be charged according to the LSC Fee Schedule.
- U. All postings and decorations must comply with all University guidelines and the sections on Posting (LSC Operations Policy, Section VI) and Decorations (LSC Operations Policy, Section III) and must be approved in advance by the Director of the Lowman Student Center.
- V. Loud, boisterous or profane language, disorderly conduct and disturbing the peace are not permitted and may lead to disciplinary action.
- W. Sound levels of events will not disrupt normal operations in the Lowman Student Center.
- X. Electrical circuits, telephone outlets or computer connections will not be altered or connected to, except through existing outlets. If special arrangements are required for a program contact the Reservations Office or the Director of the Lowman Student Center for guidance on how to make the special arrangements with Physical Plant or Computer Services.
- Y. Failure to comply with this policy or with persons enforcing this policy may result in suspension of privileges to use the Lowman Student Center and/or lead to further action under the SHSU Student Guidelines.

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## II. RESERVATIONS

- A. Philosophy – The philosophy behind the Lowman Student Center Reservations Policy is to maximize the use of space, facilities, and services of the Lowman Student Center for the broadest number of organizations and groups. The following policies establish the guidelines and means for implementing the most effective use of Lowman Student Center facilities.
  
- B. Priority – Generally, reservations are taken and honored on a first come, first serve basis. However, in unusual circumstances, it may be necessary to alter reservations based on the following prioritization:
  1. Any organization or group that has a direct connection with the University such as a registered student organization, University department, or administrative group whose financial support is derived from state appropriated or local University funds.
  2. Any organization or group having a direct connection with some phase of University activity, but financial support is provided by outside sources.
  3. Any outside, off-campus organization or group having no direct connection with the University but is officially invited to convene here, subject to policies approved by the University President.
    - a. Off-campus organizations may use Lowman Student Center facilities subject to established Lowman Student Center Operations Policy.
    - b. Summer camps, clinics, conferences, and/or workshops may use Lowman Student Center facilities and are to be scheduled through the SHSU Office of Continuing Education.
  
- C. Fee Schedule
  1. Fees will be charged according to the current [Lowman Student Center Fee Schedule](#). All applicable fees for facility use and/or services are due five (5) business days before the event. All payments are non-refundable.
  2. Facility Rental Fees
    - a. Student Organizations and University Departments – Officially registered campus organizations (student, faculty, or staff) and University departments may reserve the Lowman Student Center facilities and services.
      - (1) Generally, use of Lowman Student Center facilities is free to campus

organizations and University departments. However, applicable auxiliary charges or service fees will be assessed (See Lowman Student Center Fee Schedule.)

(2) If a student organization or University department charges an admission fee, registration fee, or any other fee including receiving an offering resulting in income generation for the sponsoring organization or their guests, the room rental fee for Student Organization Fundraiser or University Department Fundraiser will apply. (See Lowman Student Center Fee Schedule.)

b. **Sponsored Programs: Groups unaffiliated with the University or Off-Campus Groups sponsored by a University Department or Registered Student Organization – Officially registered student organizations or University departments entering into joint sponsorship with individuals, groups, or students that are not officially registered/affiliated with the Sam Houston State University may use Lowman Student Center facilities subject to the same policies as applicable in LSC Operations Policy.**

(1) A program qualifies as a university department sponsored event when a University Department Chair/Director reserves the space, the department is actively involved in planning the event, a department representative attends the event, and payment is made from a university account.

(2) A program qualifies as a registered student organization sponsored program when a registered student organization reserves the space, the organization's faculty/staff sponsor signs the reservation form, a representative of the organization is the point of contact for all planning and execution of the event, and payment is made from the student organization account.

c. **Individual Students and University Personnel – Current SHSU students, faculty, and staff may use Lowman Student Center facilities subject to the same policies as applicable in LSC Operations Policy Section II.C.2.a.**

(1) Limited use of appropriate Lowman Student Center facilities may be extended to individual students, faculty, or staff for personal use for functions such as weddings, wedding receptions, baby showers, birthday parties and/or retirement parties.

(2) The room rental fee for Individual Students, University Personnel and Sponsored programs will apply. (See Lowman Student Center Fee Schedule.)

- d. Off-Campus Groups – Any organization or group that is not a campus organization, University department, or University sponsored organization will be considered an off-campus group. Off-campus groups are further defined as organizations or groups having no direct connection with the University, but are officially invited to convene here subject to policies approved by the University President. These groups are subject to the same policies as applicable in LSC Operations Policy Section II.C.2.a.
    - (1) Facilities of the Lowman Student Center may be used by off-campus groups subject to the Lowman Student Center Operations Policy, rental fee schedule, and other applicable charges.
    - (2) Continuing Education has been designated as the primary office to coordinate summer events (camps, clinics, conferences, and workshops) for the University.
3. Auxiliary Charges/Service Fees
- a. Security Services – The customary ratio of security for a student organization special event is one officer for every 100 in attendance, per the SHSU Risk Management Guidelines. There will be a minimum of four (4) officers required for special events, unless waived by the [SHSU Public Safety Services Office](#). Security services must be arranged through the SHSU Public Safety Services Office. Cash payment must be received by that department at the time designated or the event will be cancelled. The doors will not be opened for the event until the University Police Officers are present. If officers are not available to work the event, the event cannot be held in the Lowman Student Center and will be cancelled.
  - b. Events that begin or continue beyond the normal building operational hours must be scheduled at least one (1) week prior to the event date and are subject to Early Opening or Late Closing Fees according to the current Lowman Student Center Fee Schedule.
    - (1) Requests for early opening, late closing or opening when the Lowman Student Center is closed must be submitted in writing to the Director of the Lowman Student Center using the Request For Extended Operational Hours form available in the Lowman Student Center Office. The request must be made at least one week prior to the scheduled event and there is a four (4) hour minimum for opening the building when the Lowman Student Center is scheduled to be closed.
    - (2) Activities must conclude one-half hour prior to the agreed late closing time to allow participants time to vacate the facility and the building to be secured. All events must conclude by 1:00am and the building must be vacated and secured by 1:30 a.m. (Exceptions may be made on a case by

case basis).

- (3) Late closings as a result of an extended program, without prior arrangements, will result in an assessed Late Closing Fee, according to the Lowman Student Center Fee Schedule.
- c. Late Cancellation Fees – Failure to use a reserved facility or cancel a reserved facility less than two (2) business days prior to scheduled time of use may result in an assessed Late Cancellation Fee in accordance with the current Lowman Student Center Fee Schedule.
- d. Room set-ups or other facility furniture or equipment may not be changed or moved by individuals or organizations. Only Lowman Student Center personnel are authorized to move equipment, tables, chairs, plants, etc. Violation of this policy may result in reservation privileges being revoked or other appropriate disciplinary action. Any unauthorized alterations will be corrected at the expense of the organization using the facility according to the current Lowman Student Center Fee Schedule.
- e. Failure of a group to exercise proper care of facilities will result in cancellation of the remaining reservations. Costs of repairs or replacement of damaged facilities, equipment or excessive housekeeping will be billed to the organization. Knowledge and understanding of all LSC policies is the responsibility of the sponsor.
- f. In cases not clearly defined or for the rental of other facilities not listed above, the Director of the Lowman Student Center will determine the appropriate fee.

#### D. Facility Reservations

##### 1. Policies

- a. All requests for use of Lowman Student Center facilities must be made through the LSC Office by completing and returning an “LSC Room Reservation Request” form to the Lowman Student Center Office at least two (2) business days in advance. Rooms are not guaranteed until a confirmation has been issued.
- b. Reservations will not be made or confirmed over the telephone. No tentative reservations will be taken.
- c. Advance reservations for registered student organizations and University departments will not be confirmed more than one year in advance of the event. Advance reservations for outside, off-campus organizations will not be confirmed more than six months in advance of the event.

- d. Proposed use of Lowman Student Center facilities must be appropriate and suited to the size, structure, purpose, and operational cost of the facility.
- e. The Reservations Office reserves the right to change a reservation to another room in order to accommodate the greatest number of organizations with the understanding that, if possible, a comparable room will be provided.
- f. Changes to the standard arrangement of furniture and equipment in a reserved space must be requested through the LSC Office at least two (2) business days prior to a scheduled event. After initial set-up, changes will be made only as time and personnel permit.
  - (1) Lowman Student Center personnel will provide, at no charge, one initial room or facility set-up as requested. A facility set-up change fee of \$50 will be charged to the group or individual requesting the change after the initial set-up.
  - (2) Individuals or groups will be required to pay for special services. Charges may include, but are not limited to, special lighting, security, projectionist, spotlight operator, or other technical assistance.
- g. Any organization wishing to use Lowman Student Center space for recruiting on campus for jobs must have authorization and a reservation made by SHSU Career Services.
- h. Commercial enterprises are not permitted to reserve or use space in the Lowman Student Center for purposes of promotion or sales, unless they are participating in Bearkat Mania, have a contract with the University, or are associated with an enterprise that has a contract with the University. A per-table Vendor Fee will be assessed according to the current Lowman Student Center Fee Schedule.
- i. Facilities reserved for events will not be used in excess of their capacity.
- j. Off-Campus Speakers in University Facilities
  - (1) No invitation by a registered student, faculty or staff organization will be issued to an outside speaker without prior written concurrence of a person or committee as may be designated by the University president for scheduling of speaker dates and assignment of campus facilities (see Student Guidelines).
  - (2) All procedures outlined in the Student Guidelines will be followed. Off campus speaker forms are available in the Lowman Student Center Office.

- (3) To reserve a room in the Lowman Student Center, for an off-campus speaker, a copy of the written University approval to have an outside speaker must be submitted to the Lowman Student Center at the time the reservation is made.
- k. All contracts related to the presentation of an event in the Lowman Student Center, including contracts between user and performers, speakers, sub-contractors, managers, and others, are subject to review by the Director of the Lowman Student Center.
  - l. Groups and individuals with an outstanding bill or debt owed to the Lowman Student Center will have their reservation privileges in the facility suspended until the debt is paid in full.
  - n. Special Events
    - (1) Special events that are fundraisers sponsored by student groups that attract off-campus attendees are limited to 750 people, depending on the event and location.
    - (2) The LSC Student Organization Special Event Request Form will be completed and turned in to the LSC office at least 5 working days prior to the event. Once the form is turned in to the LSC office, any changes to the event may require completion of a new Special Event form.
    - (3) The number in the “Anticipated Attendance” line of the Special Event Form will include everyone in the room. This includes but is not limited to the spectators, performers, staff, organization members, and so forth.
    - (4) Security requirements will be determined by University Police Department (UPD) and will be guided by the total number of “Anticipated Attendance” and the Sam Houston State University Risk Management Guidelines.
    - (5) UPD will be requested to be on site at the time the group wants the “doors open” for the event and will remain on site until 30 minutes after the event ends. The “Time of Event” line on the Special Event Form and the “Time Officers Required” line must meet this requirement.
    - (6) The LSC staff will provide wristbands based on the number in the “Anticipated Attendance” line for the event. The LSC staff will deliver the wristbands for the event. The wristbands will be given to the student organization’s “person in charge” no earlier than two hours prior to the doors opening or at a mutually agreed time. Before the doors are opened for the event, the LSC staff will inform the UPD security staff of the color/type wristbands issued for the event.

(7) UPD and the “person in charge” of the event will ensure that no one enters the event unless they have the correct wristband on and it is easily visible. If at any time people enter the event without the appropriate wristband, the LSC staff will ask the “person in charge” to stop the event to make an announcement for those people without wristbands to leave. If there are still people in the room without the proper wristbands, the LSC staff will turn off the sound and turn on the lights until only people with the proper wristbands are in the room.

## 2. Facilities

a. Ballroom - The Ballroom is a multi-purpose room used for banquets, luncheons, receptions, dances, concerts, conventions, and other appropriate events.

(1) Student organizations are limited to two (2) Ballroom reservations per semester. In the event the Ballroom is available, organizations may request additional Ballroom reservations no more than two (2) weeks prior to the event.

(2) Any food and/or drinks served in the Ballroom must be provided by the University catering service.

(3) Alcoholic beverages may be served in conjunction with special events held in the Lowman Student Center Ballroom subject to prior approval as provided for in the section on alcoholic beverages (see LSC Operations Policy Section V).

(4) Arrangements for special set-ups in the Ballroom must be made with the LSC office at least two (2) business days prior to the event.

(5) All decorations in the Ballroom must comply with the decorations policy (see LSC Operations Policy Section III).

(6) Flagrant violation of any of the above policies may result in cancellation of future reservations and/or other appropriate disciplinary action.

b. Conference Rooms - Sixteen conference rooms in various sizes can accommodate groups ranging from approximately 12 to 120 people.

(1) Advance semester reservations for registered student and University organizations will be accepted November 1<sup>st</sup>–15<sup>th</sup> for spring reservations and April 1<sup>st</sup>–15<sup>th</sup> for fall reservations. Registered student organizations that want to schedule regular meetings throughout the semester must complete and submit a “Request for Semester Reservations” form to the Lowman Student Center Office.

- (2) Once the semester reservation is confirmed, changes may incur a processing fee.
  - (3) In order to equitably accommodate requests for conference rooms, each registered student and University organization is limited to two (2) two-hour meetings per week.
  - (4) All meetings should conclude fifteen minutes prior to the Lowman Student Center closing time in order to provide time for participants to exit the building.
  - (5) If a conference room is to be used for any purpose or activity other than a meeting, the LSC Office must be informed prior to the event.
  - (6) Refreshments provided and served by registered student organizations and University departments may be served in third floor conference rooms only. The LSC Food Policy Exception form must be completed and turned in to the LSC Office in advance. Cleanup is the responsibility of the sponsoring organization or department (see LSC Operations Policy Section IV for full details).
  - (7) If two weekly meetings are missed without following proper cancellation procedures, the semester reservation will be cancelled.
- c. Theater - The Theater is a multi-purpose facility designed and equipped to accommodate special needs for events such as lectures, films, seminars, conferences, meetings, educational and entertainment programs.
- (1) The Theater should be used for activities that require theater accommodations.
  - (2) Audio/visual equipment must be operated by a trained Lowman Student Center technician. Technical support fees or audio/visual equipment rental fees may apply (see Lowman Student Center Fee Schedule).
  - (3) No food or beverage is allowed in the Theater.
- d. Art Gallery - The Art Gallery is a special purpose facility designed for display of various art works. SHSU students majoring in art or photography will be given first priority in scheduling exhibits.
- (1) Exhibits are limited to two weeks.
  - (2) Exhibitors may elect to secure or open the gallery. If secured, the public may view through the glass wall. If opened, a viewer may approach each

piece.

- (3) The Lowman Student Center is not responsible for any damage or theft of artwork during installation, exhibition or removal. The LSC provides no insurance nor assumes any liability for the work.
  - (4) Work may hang from the walls, be placed on sculpture stands, or be positioned on the floor as long as adequate space remains to meet Americans with Disability Act guidelines. Art work may not be suspended from the ceiling.
  - (5) No modifications may be made to the exhibit space-including floors, walls or ceiling. This includes painting, drilling, etc. The LSC staff will adjust lighting after the exhibit is installed in the gallery.
  - (6) No food or beverage is allowed in the art gallery except in conjunction with an approved reception coordinated through the university catering service.
  - (7) The Lowman Student Center will not act as an intermediary or representative for any sales from the gallery. Sales must be handled by the artist. Any work sold is to remain in the exhibit until the exhibit is scheduled to come down.
  - (8) Any audio/visual materials used in the art gallery must not interfere with other activities in the Lowman Student Center.
  - (9) The Lowman Student Center will not exhibit work of bizarre, dangerous, or scandalous content. The LSC reserves the right to reject all work or concepts without justification.
- e. The [Kat Klub Entertainment Center](#) – The Kat Klub is an entertainment center with up-to-date games including video games, billiards, table tennis and foosball, televisions, and a lounge area.
- (1) All persons using The Kat Klub Entertainment Center are subject to the Lowman Student Center Operations Policy.
  - (2) Students with valid SHSU ID cards have first priority.
  - (3) Hours of operation may vary during University holidays, University closings, summers and semester breaks.
  - (4) Rates for play for students and non-students will be posted.
  - (5) Everyone issued equipment must show a valid SHSU ID card, photo identification or provide a \$5 deposit.

- (6) All posted rules pertaining to proper and safe use of the facility and equipment are strictly enforced.
  - (7) In the case of lost or damaged equipment, the responsible party must pay the assessed charges.
  - (8) Tampering with equipment or games, other than normal control adjustment is prohibited. The Kat Klub staff should be contacted to make adjustments or to report a machine out of order.
  - (9) The Kat Klub can be reserved for private parties (see Lowman Student Center Fee Schedule).
- f. President's Private Dining Room (LSC Room 310) – The President's Private Dining Room is reserved for exclusive use by the President of the University or his designee.
3. Mall Area – Requests for use of the Mall Area must be made through the Lowman Student Center Office by completing the Campus Reservation Request form. The LSC Mall Area is the area situated on the south side of the Lowman Student Center between the Center and the Bearkat Plaza. It extends in length from the east end of the Lowman Student Center to the Alumni Garden area. It is available for use by all student and University organizations for programs and activities.
- a. Bearkat Plaza is not a part of the LSC Mall and events must be contained within the boundaries of the LSC Mall.
  - b. Harassment or loud and/or boisterous activity is not allowed.
  - c. Promotional materials, posters, etc. are limited to a table or bulletin boards, poster stands, or other approved support equipment. Posters are not to be taped to any painted surface.
  - d. Fundraising activities in any form must be pre-approved by completion of a “Campus Reservation Request” form and a "Guidelines for Campus Solicitation" form in compliance with University regulations (see Student Guidelines).
  - e. Failure to show up on reserved dates may result in loss of table space and reservation.
  - f. An authorized representative of the University catering service must sign off on any request for food in the Mall Area. Organizations in the Mall with food events will be limited to the west (fountain) end of the Mall or to the Lee/Drain mall area.



- i. Tables must be manned by a representative of the sponsoring organization at all times.
- j. Materials must be removed from unattended tables.
- k. All table activity must be limited to the confines of the table so as not to restrict traffic flow or interfere with the rights of others operating tables.

5. Farrington Pit and Colony Park

- a. Requests for use of these outside venues must be made through the Lowman Student Center Office by completing a Campus Reservation Request form. Groups must also follow the procedures and policies as outlined in the Student Guidelines.
- b. Signatures from the [SHSU Public Safety Services Office](#) and from the Physical Plant Maintenance & Grounds Office may be required for these reservations.
- c. Reservation requests for Farrington Pit must be cleared through the President's Office.
- d. Maximum sound decibel levels will be set by a Lowman Student Center Office representative and/or SHSU Public Safety Services officer.
- e. Organizations are required to remove all trash and leave the area clean for the next group.

6. Bearkat Plaza

- a. The Bearkat Plaza is the open, outdoor space situated between the Lowman Student Center Mall Area and the Lee Drain Academic Building. It extends to the east in the direction of the College of Business Administration and to the west in the direction of the clock tower. The Plaza is designed to provide an open, peaceful, and aesthetically appealing environment to enhance the college experience at Sam Houston State University. Therefore, it may be reserved only for special University programs.
- b. Use of each facility is governed by the rules set forth in Chapter VII, "General Provisions for Campus Activities," of the Rules and Regulations of The Texas State University System, which shall be adhered to in every instance. The Code of Student Conduct and the SHSU Student Guidelines are also applicable to the Bearkat Plaza.
- c. All requests to utilize the Bearkat Plaza for special University events must be

submitted at least three weeks in advance of the requested event date to the Director of the Lowman Student Center. The LSC Director will forward appropriate program requests to the Vice President for Student Services. The Vice President for Student Services will forward appropriate program requests to the President's office for final consideration and approval. Programs will not be permitted in the Bearkat Plaza unless approved in advance by the President's Office.

#### 7. Mall Banner Spaces (Exterior)

- a. Requests and approval for use of the banner space(s) outside and adjacent to the Lowman Student Center must be made on a form provided in the Lowman Student Center Office. Banner space is available on a first come, first serve basis. Banners must be approved for posting in advance by the Department of Student Activities.
- b. Banner(s) to be hung must be delivered to the Lowman Student Center at least one (1) day prior to display.
- c. Banners must be installed and removed by Lowman Student Center Office personnel.
- d. All banners must be constructed of reinforced, weather-resistant material with brass grommets spaced on two (2) foot centers, top and bottom and edges hemmed.
- e. Banners must carry the name of the sponsoring organization in writing large enough to be readable by the average viewer. The information on the banner must be limited to the promotion of the activities of the organization.
- f. Banners may be displayed for a period not to exceed two (2) weeks or until conclusion of the advertised event, whichever occurs first.
- g. Banner space is located between brick columns of Lowman Student Center adjacent to Mall Area. Banners should not exceed 19 feet in length.

#### 8. Atrium Banner Spaces (Interior)

- a. Requests and approval for use of atrium banner space(s) inside the Lowman Student Center must be made on a form provided in the Lowman Student Center Office. Banner space available on a first-come, first-serve basis. Banners must be approved for posting in advance by the Department of Student Activities.
- b. Banners are to advertise special events and programs open to the entire University community. Banners must include the following information:

sponsor(s), event title, time, date, location, and admission fee, if any. Banner use is not considered appropriate for the advertisement of regularly scheduled meetings.

- c. Banners may be displayed for a period not to exceed one (1) week or until conclusion of the advertised event, whichever occurs first. Banners will be installed and removed by the LSC personnel.
  - d. Banners are restricted to a maximum size of 3 feet by 10 feet, vertically. There will be no horizontal banners.
9. Window Painting Spaces: The Lowman Student Center and [Department of Student Activities](#) have exclusive rights to window painting in the LSC.

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### **III.DECORATIONS**

- A. The Lowman Student Center Reservations Office must receive in writing and approve all decoration plans prior to installation. Failure to comply will result in appropriate charges, loss of deposit and/or penalty or loss of use of the Lowman Student Center in the future.
- B. Activities with extensive decorations will require a \$100 deposit to be applied toward damages, clean-up and/or extended storage, if necessary.
- C. Appropriate time for decorating and decoration removal will be determined by the availability of the facility reserved and coordinated in advance with the LSC Office. The reserved facility will generally be available three (3) hours prior to the start of the event.
- D. The Lowman Student Center is not responsible for any injuries that may occur while an individual or group is decorating for an event or while removing decorations.
- E. The use of candles is only permitted in the Ballroom and must be approved in advance by the Director of the Lowman Student Center. Candles may only be placed on tables. They must be securely supported on substantial, noncombustible bases, and each candle flame must be protected. A cleaning fee will be assessed for removal of wax from Lowman Student Center property.
- F. The use of helium cylinders must be approved by the Director of the Lowman Student Center in writing in advance of the event. In addition, the use of helium cylinders must follow these safety guidelines:
  - 1. Use only in well-ventilated areas.
  - 2. Secure cylinders to prevent tipping over.
  - 3. Use only cylinders with check valves.

4. Use a suitable hand truck to move.
  5. Do not drag, roll or slide cylinders.
- G. Decorations must be constructed or prefabricated outside the Lowman Student Center and be ready to be attached or placed when brought into the building. No hammering, sawing, nailing, painting, gluing, etc. is permitted inside or adjacent to the building.
- H. Decorations must be self-supported or hung from eyehooks provided in the ceiling and walls of the Ballroom. No decorations will be hung above 12 feet.
- I. Prohibited Items
1. Clear or transparent tape, duct tape, glue, thumbtacks, or nails on doors, posts, ceilings, walls, floors, windows, furniture, or other building fixtures.
  2. Flammable materials.
  3. Glitter, confetti, rice, sand, hay, metallic sprinkles and/or similar materials.
  4. Because of the possibility of stain damage and potential fire hazard, crepe paper is prohibited.
  5. Lights, ribbons and/or decorations that are attached to stage curtains, drapes, artificial plants or other building fabrics.
  6. Special effects equipment such as smoke machines, bubble machines, fog machines, etc. Special arrangements and approval by the Director of the Lowman Student Center must be granted prior to installation and use of any special effects equipment such as mirror ball, fountain, etc.
- J. All decorations must be removed immediately following the event. Exceptions must be approved in advance by the Lowman Student Center Reservations Office to avoid forfeiture of deposit. Extended storage may result in forfeiture of deposit. The Lowman Student Center is not responsible for any articles temporarily stored, left, or lost in the building.
- K. All large wooden, metal, plastic, cardboard, or other decoration materials will not be discarded in Lowman Student Center or University trash containers or dumpsters. It is the responsibility of the individual or group reserving the facility to properly remove such items from campus.
- L. Decorations cannot block or cover doors, exit signs, fire safety equipment, or view panels on doors.

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## **IV. FOOD**

- A. All food service in the Lowman Student Center must be provided through the University catering service. Food service is defined as any type of meal and includes the service of refreshments such as soft drinks and cookies. Exceptions are as follows:
1. Officially registered student organizations and University departments may provide and serve their own refreshments for their exclusive use in third floor meeting rooms only. Refreshments may only be provided for the number in attendance not to exceed the maximum room occupancy. Refreshments are defined as coffee, tea, punch (red-colored punch is not permitted in the LSC), carbonated beverages, cookies, cake, donuts and chips/dips. The LSC Office must be notified and approve at least one (1) business day in advance of the service of refreshments. Clean up is the responsibility of the sponsoring organization or department. All food and trash must be removed and placed in the trash containers in the halls.
  2. Failure to comply with the above policy may result in the denial or cancellation of future reservations.
- B. Any other variation or exception to the Food service policy must be approved in advance by the Director of the Lowman Student Center in consultation with the University catering services director.
- C. The Lowman Student Center provides facilities for a variety of catered events. Facility reservations must be scheduled through the Lowman Student Center Office. Following confirmation of available space, the menu and type of food service must be made through the University catering service. Reservations for major events utilizing catering service should be made no later than two (2) weeks prior to the event.
- D. Food and beverage are not permitted in the Art Gallery except in conjunction with an approved reception coordinated through the University catering service.
- E. No red-colored punch is allowed in the Lowman Student Center.

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## **V. ALCOHOLIC BEVERAGES**

- A. The following policy applies to alcoholic beverage service in the Lowman Student Center.
1. Organizations desiring to have alcoholic beverages served in conjunction with an event scheduled in the Lowman Student Center must complete and return to the Lowman Student Center Office a “Request for Alcoholic Beverage Service” form. The form must be completed and returned to the Lowman Student Center Office (LSC 311) at least fifteen (15) business days prior to the event. The request requires the approval signatures of several University administrators including the

President of the University.

2. The furnishing or sale of alcoholic beverages in the Lowman Student Center is to be restricted solely to the alcoholic beverage license holder for SHSU. No individuals, groups, or associations other than the SHSU alcoholic beverage license holder may furnish or sell alcoholic beverages on the premises of the Lowman Student Center for consumption by any person.
  3. Keg beer is not allowed in the Lowman Student Center.
  4. The SHSU alcoholic beverage license holder may dispense the full range of alcoholic beverages as approved for special events.
  5. The consumption and possession of alcoholic beverages is limited to the room in which the catered event occurs.
  6. Alcoholic beverages are not permitted in any public area of the Lowman Student Center.
- B. Alcoholic beverage sales/service in the Lowman Student Center is divided into two categories, Catered Events or University-Sanctioned Events.
1. Catered Events
    - a. Catered events are closed, private, controlled-access events.
    - b. The sponsoring organization is responsible for controlling access to the event and individual access to alcoholic beverages to assure compliance with state law.
  2. University-Sanctioned Events
    - a. University-sanctioned events are those functions that are permitted in the Lowman Student Center and are open to the public and/or for which there is a door charge, but where specific invitations have not been issued.
    - b. The responsible party for University-sanctioned events is the University entity reserving the facility and completing the "Request for Alcoholic Beverage Service" form.
- C. Violations
1. Suspected violations of University or Lowman Student Center policy, but not state law, will be referred to the Dean of Students. The Dean of Students will review the violations and may refer the violation review to the proper authority for adjudication.

2. Violations of state law will be referred to SHSU Public Safety Services personnel.

#### D. Security

1. One or more uniformed SHSU Public Safety Services officers are required to be on duty throughout the duration of an event where alcoholic beverages are served. Expense for this security will be paid by the sponsoring organization.
2. Payment for security must be made to the SHSU Public Safety Services at the time designated by that department for the event or as required by that office.

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## VI. POSTING

- A. Registered student organizations and University departments may post printed materials on Lowman Student Center bulletin boards once the material receives the stamped approval of an authorized representative of the [Department of Student Activities](#). Bulletin boards in the LSC are located next to the Kat Klub, on the first floor, and on the landings of the center stairs between the first and third floors.
- B. Posted materials must conform to the following general rules:
  1. May not exceed an overall size of 14" x 22".
  2. May be posted for a period not to exceed two (2) weeks or until the conclusion of the event, whichever occurs first. Each student or campus organization is responsible for removing its materials as soon as the event is over. Failure to properly remove outdated materials may result in denial of future posting privileges.
  3. Must not cover prior posted materials or extend beyond the edges of the bulletin board.
  4. Defaced material is subject to removal.
  5. Must identify campus affiliate, sponsoring registered student organization, and the name, date and time of event.
  6. Materials posted in violation of printed policies are subject to removal and sanctions by the University.
  7. Posted materials for co-sponsored activities will not emphasize the off-campus sponsor. The emphasis should be on the sponsoring registered student organization.

8. Posted materials advertising alcohol-related functions must conform to University regulations pertaining to advertising alcohol-related functions on campus advertisements.
9. Posted materials will not contain obscene words or promote unlawful activity.
10. Special printed materials such as banners, spirit posters, special activity posters, etc. may be posted in designated places.
11. Off-campus flyers or posters, including commercial advertising, may be posted on general bulletin boards as designated. All general boards will be cleared at the beginning of each month.

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## **VII. SIGNAGE**

Signs designating retail operation areas or offices or any permanent signage must be approved in advance by the Director of the Lowman Student Center.

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## **VIII. MISCELLANEOUS**

- A. Rental Lockers - Coin-operated lockers are located in the LSC outside The Kat Klub on the first floor.
  1. If key is lost or not properly returned, a replacement charge of \$10 per key will be assessed.
  2. Contents of all lockers will be purged during semester breaks for routine service and maintenance.
  3. Loss or damage to locker contents is limited to refund of rental fee.
- B. ATM – A Higher One ATM is located on the first floor of the LSC for the convenience of the University community and guests.
- C. Vending – Food and beverage vending machines are located on the first and third floors of the LSC.
- D. Schedule Monitor System – Monitors are located on all of the LSC floors.
  1. The monitor system is available to advertise events being held in the Lowman Student Center.

2. A one-page advertisement or notice may run for five (5) business days prior to the event.
  3. No more than five (5) advertising screens will run each day.
  4. A Monitor Posting Request Form must be submitted in writing to the Lowman Student Center Office at least two (2) business days prior to the start date for the advertising.
  5. Ads must identify campus affiliate, sponsoring registered student organization, and the name, date and time of event.
  6. Ads will not contain obscene words or promote unlawful activity.
- E. Copy Machine – A self-service, coin-operated copy machine is located on the first floor in the Lowman Student Center for the convenience of the University community and guests.

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Reviewed by: Frank Parker, Vice President for Student Services, June 2008  
Next Review: June 2009