

LOWMAN STUDENT CENTER OPERATIONS POLICY

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LOWMAN STUDENT CENTER OPERATIONS POLICY

I. GENERAL OPERATIONS

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 LSC Operations Policy and all other campus policies, procedures, rules, and regulations.

Operation Hours

Regular building operational hours for the LSC are:

Normal Semester Hours

Monday – Thursday	7:00 a.m. - 11:00 p.m.
Friday	7:00 a.m. - 7:00 p.m.
Saturday	10:00 a.m. - 10:00 p.m.
Sunday	3:00 p.m. - 10:00 p.m.

Normal Summer Hours

Monday – Thursday	7:00 a.m. - 9:00 p.m.
Friday	7:00 a.m. - 5:00 p.m.
Saturday	1:00 p.m. - 5:00 p.m.
Sunday	Closed

1. Hours will vary during University holidays, University closings, and semester breaks.
2. A request to extend the regular building hours must be submitted at least two weeks prior to the event and be approved by the Director of the LSC.
3. Building opening may not be prior to 6:00 a.m. and all activities before 7:30 a.m. must be approved by the Director of the LSC.
4. Activities must conclude 30 minutes 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 1:00 a.m. and the building must be vacated and secured by 1:30 a.m. (Exceptions may be made on a case by case basis).

Policy

Failure to comply with this policy or with persons enforcing this policy may result in suspension of privileges to use the LSC and/or lead to further action under the SHSU Student Guidelines.

- A. Furnishings and equipment of the LSC are not to be removed from the building for any reason.
- B. Improper use of furniture, fixtures, or equipment is not permitted. Individuals or groups using LSC facilities are responsible for the behavior of their guests and any damages to LSC property due to their negligence or vandalism. Damage costs will be assessed to the individual or group who reserved the facility.
- C. Individuals or groups using the LSC facilities must leave the rooms in a condition comparable to that found before the time of occupancy.
- D. Safety of guests in the facility is our number one priority. At no time may doors, fire exits, foot traffic paths, hallways or elevators be blocked or restricted by events or the set up for events.
- E. Only LSC 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 or individual using the facility.
- F. Animals or pets are NOT permitted in the LSC at any time unless approved by the Director of the LSC. An exception to this policy is service animals for individuals with a disability or animals used in law enforcement.
- G. The use of all tobacco products and e-cigarettes are prohibited.
- H. Gambling is prohibited.
- I. 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).
- J. Bicycles, skateboards, hover boards, and roller skates/blades are prohibited inside the building.
- K. Bicycles should be parked in bicycle racks outside and adjacent to the LSC. Bicycles found attached to hand rails, parked on porches or inside the LSC are subject to impoundment.
- L. Children under the age of 16 must be accompanied by a parent or guardian at all times.
- M. No classes, lectures, labs, or any type of “class for credit” will be scheduled unless approved by the Director of the LSC.
- N. All meetings must be scheduled and held in designated spaces. Atriums, lobbies, art gallery and hallways are not designated meeting spaces.
- O. Only full-time staff who are issued an exterior key are authorized to be in the LSC at times outside of the LSC operational hours. Students employed by an office in the LSC 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.

- P. The LSC is not responsible for any articles lost in the building. Articles found in the building should be taken to the LSC Office Suite 311, or to the second floor LSC Information Center for proper handling and/or forwarding to the SHSU Public Safety Services Office.
- Q. Storage space is extremely limited in the LSC. Overnight storage of display materials, decorations and/or equipment is not permitted without prior approval from the Director of the LSC. All items left in the LSC will be discarded. The LSC is not responsible for any items temporarily stored, left, or lost in the building.
- R. Organizations or individuals are not permitted to solicit funds or sell goods in any area of the LSC without written permission of the Director of the LSC. If permission is granted, a vendor table fee may be charged according to the [LSC Fee Schedule](#).
- S. 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 LSC or a designated representative of the Director.
- T. Loud, boisterous, or profane language, disorderly conduct, and disturbing the peace are not permitted and may lead to disciplinary action.
- U. Sound levels of events will not disrupt normal operations in the LSC.
- V. 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 Assistant Director or the Director of the LSC for guidance on how to make the special arrangements with SHSU Facilities Management or Information Technology.
- W. Any filming for cinematic, artistic, or school credit inside the LSC public areas must be approved by the Director of the LSC.
- X. All Ballroom reservations requiring audio/visual equipment will require a LSC technical assistant to be on duty for the duration of the event. All audiovisual equipment will be turned on and sound levels set by a member of the LSC personnel. Groups will be charged for the technical assistant per the [LSC Fee Schedule](#).
- Y. All movies, videos, video games and other copyrighted audio/visual material must be approved in advance before they can be used in the LSC. The LSC Film Policy describes the limitations and process to get approval to display copyrighted material.
- Z. All equipment owned by the LSC will be operated by LSC personnel. No outside equipment will be set up or operated by LSC personnel.
- AA. In the event that the University closes due to emergency or inclement weather, all LSC events during the closed period may be cancelled.

II. RESERVATIONS

Philosophy

The philosophy behind LSC reservations is to maximize the use of space, facilities, and services of the LSC for the broadest number of organizations and groups. The following policies establish the guidelines and means for implementing the most effective use of LSC facilities.

Before a registered student organization can make a reservation request for any of the areas reserved by the LSC, the president of the organization must complete the [Student Organization Contact Form](#). The president can designate up to three additional members of the organization who can make reservations for that student organization. Only those members designated by the president of the student organization may make reservations for that group. All students making reservations in the LSC must have an active Bearkat One Card.

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. Reservation requests for registered student organizations and University departments will not be accepted more than one year in advance of the event.
2. Any organization or group having a direct connection with some phase of University activity, but financial support is provided by outside sources will be considered a "Sponsored Program." Reservation requests for these organizations will not be accepted more than one year in advance of the event.
3. Individual students and university personnel may make reservations. Reservation requests for these individuals will not be accepted more than six months in advance of the event.
4. 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. Reservation requests for off campus groups will not be accepted more than three months in advance of the event.
 - a) Off-campus organizations may use LSC facilities subject to established LSC Operations Policy.
 - b) Summer camps may use LSC facilities and are to be scheduled through the [SHSU Office of Enrollment Management](#).

Fee Information

Fees will be charged according to the current [LSC Fee Schedule](#). Payment for the facility use and/or services must be made prior to the event.

Facility Rental Fees

Student Organizations and University Departments:

Officially registered campus organizations (student, faculty, or staff) and University departments may reserve the LSC facilities and services.

- 1) Generally, use of LSC facilities is free to campus organizations and University departments. However, applicable auxiliary charges or service fees will be assessed (see [LSC Fee Schedule](#)):
 - a) If a student organization charges an admission fee, registration fee, or any other fee including receiving an offering for the sponsoring organization or their guests, the room rental fee for Student Organization Fundraiser will apply (see [LSC Fee Schedule](#)). Student organizations can pay with cash or a check from the organization's account at least 2 days prior to the event.
 - b) If a University department charges an admission fee, registration fee, or any other fee, including receiving an offering for the sponsoring organization or their guests, the room rental fee for University Department Fundraiser will apply (see [LSC Fee Schedule](#)). University departments will pay using an interdepartmental transfer within 5 business days of the event's end date.
 - c) All payments to the LSC are non-refundable.

Sponsored Programs:

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 LSC 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 using an interdepartmental transfer from the sponsoring department within 5 business days of the event's end date. All payments to the LSC are nonrefundable.
- 2) A program qualifies as a registered student organization sponsored program when a registered student organization reserves the space, 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.

Individual Students and University Personnel:

Current SHSU students, faculty, and staff may use LSC facilities subject to the same policies as applicable in LSC Operations Policy.

- 1) Limited use of appropriate LSC 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.
 - a) The room rental fee for Individual Students, University Personnel and Sponsored programs will apply (see [LSC Fee Schedule](#)).
 - b) Individual students and university personnel must pay using cash or a check at least 2 days prior to the event. All payments to the LSC are nonrefundable.

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.

- 1) Facilities of the LSC may be used by off-campus groups subject to the LSC Operations Policy, rental fee schedule, and other applicable charges.
- 2) Off campus groups will make final payment by check or cash at least 2 days prior to the event. All payments to the LSC are nonrefundable.
- 3) Enrollment Management has been designated as the primary office to coordinate summer camps for the University.

Auxiliary Charges/Service Fees

Individuals or groups will be required to pay for special services. Charges may include, but are not limited to: technical assistance, extended building hours, or other applicable charges.

- 1) Security Services – Security services must be arranged through the SHSU Public Safety Services Office. The customary ratio of security for a student organization special event is one officer for every 100 in attendance, unless waived by the SHSU Public Safety Services Office. 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 LSC and will be cancelled.
- 2) Events beyond normal hours – Events that begin or continue beyond the normal building operational hours must be scheduled at least two (2) weeks prior to the event date and are subject to Early Opening or Late Closing Fees according to the current [LSC Fee Schedule](#).
 - a) Requests for early opening, late closing or opening when the LSC is closed must be submitted to the Director of the LSC using the [Extended Operational Hours Request](#) form. The request must be made at least two weeks prior to the scheduled event and there is a four (4) hour minimum for opening the building when the LSC is scheduled to be closed.
 - b) Building opening may not be prior to 6:00 a.m. and all activities before 7:30 a.m. must be approved by the Director of the LSC.
 - c) 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 1:00 a.m. and the building must be vacated and secured by 1:30 a.m. (Exceptions may be made on a case by case basis).
 - d) Late closings as a result of an extended program, without prior arrangements, will result in an assessed Extended Hours Fee.
- 3) Late Cancellation Fees – Failure to use or to cancel a reserved meeting room less than two (2) business days prior to scheduled time of use may result in an assessed Late Cancellation Fee. Failure to use or to cancel a Ballroom or Theater reservation less than two (2) weeks prior to the scheduled date of the event may result in a Late Cancellation Fee.

- 4) Failure of a group to exercise proper care of facilities will result in cancellation of that group's 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 all groups using the facility.
- 5) A facility set-up change fee of \$50 will be charged to the group or individual requesting the change after the initial room set-up is completed.
- 6) In cases not clearly defined, or for the rental of other facilities not listed above, the Director of the LSC will determine the appropriate fee.

Facility Reservations

Reservation Policies

- 1) All requests for use of LSC facilities must be made through the LSC Office by completing the appropriate form and submitting it to the LSC Office at least two (2) business days prior to the meeting for meeting rooms, or three (3) weeks prior to the event for the Ballroom, Theater, or Kat Klub. Rooms are not guaranteed until a confirmation has been issued.
- 2) All required and applicable forms must be completed and turned in to the LSC office before a reservation will be confirmed.
- 3) Reservations will not be made or confirmed over the telephone. No requests for tentative reservations will be taken.
- 4) Reservation requests for registered student organizations and University departments will not be accepted more than one year in advance of the event. Reservation requests for individual students or university personnel will not be accepted more than six months in advance of the event. Reservation requests for off campus groups will not be accepted more than three months in advance of the event.
- 5) Student organizations must have a current Student Organization Contact form on file with the LSC each semester.
- 6) Proposed use of LSC facilities must be appropriate and suited to the size, structure, purpose, and operational cost of the facility.
- 7) The LSC 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.
- 8) 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 room set-up, changes will be made only as time and personnel permit.
- 9) Any organization wishing to use LSC space for recruiting on campus for jobs must have authorization and a reservation made by [SHSU Career Services](#).
- 10) Commercial enterprises are not permitted to reserve or use space in the LSC for purposes of promotion or sales, unless they are participating in Bearkat Mania (a University sponsored event), have a contract with the University, or are associated with an enterprise that has a contract with the University. A Vendor Table Fee will be assessed according to the current [LSC Fee Schedule](#).

- 11) Facilities reserved for events will not be used in excess of their maximum occupant capacity.
- 12) Off-Campus Speakers in University Facilities:
 - a) No invitation by a registered student 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](#)).
 - b) All procedures outlined in the Student Guidelines will be followed.
 - c) To reserve a room in the LSC, for an off-campus speaker, a copy of the written University approval to have an outside speaker must be submitted to the LSC at the time the reservation is made. Off Campus Speaker forms are available in the LSC Office.
- 13) All contracts related to an event in the LSC, including contracts between user and performers, event decorators, speakers, sub-contractors, managers, and others, must be reviewed by the Director of the LSC to ensure the facility is appropriate for the requested event.
- 14) Groups and individuals with an outstanding bill or debt owed to the LSC will have their reservation privileges in the facility suspended until the debt is paid in full.
- 15) Mobile Media Signage – Monitors are available to display schedules or advertisements of special events.
 - a) All artwork, slides, and information must be submitted to the LSC no later than 2 days prior to the program.
 - b) Monitors may not be moved once the LSC personnel has set-up signage for an event.
 - c) Digital files should be 1920 x 1080 pixels JPEG images.

Special Events

- 1) The [Special Event Request](#) form will be completed and turned in to the LSC office at least three (3) weeks 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 Request form.
- 2) The number in the “Estimated Attendance” line of the form will include everyone in the room. This includes but is not limited to: the spectators, performers, staff, organization members, and so forth.
- 3) Security requirements will be determined by University Police Department (UPD) and will be guided by the total number of “Estimated Attendance” and the Sam Houston State University Risk Management Guidelines.
- 4) 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. Organizers, performers, group members and other guests will not be allowed into the event until UPD arrives. The time of the event indicated on the form and the time officers are required must meet this requirement.
- 5) The LSC personnel will provide and deliver wristbands based on the number in the “Estimated

Attendance” line for the event. The wristbands will be given to the student organization’s “person in charge” once UPD arrives. Before the doors are opened for the event, the LSC personnel will inform the UPD security staff of the color/type wristbands issued for the event.

- 6) 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 personnel 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 personnel will stop or shut down the event until only people with the proper wristbands are in the room.

Facilities

Ballroom

- 1) Ballroom events are limited to 750 people and room capacity will change based on room set up and furniture arrangement.
- 2) All Ballroom events must conclude 30 minutes prior to building closing.
- 3) 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 three (3) weeks prior to the event.
- 4) All food and/or drinks served in the Ballroom must be provided by the University Catering Service.
- 5) Alcoholic beverages may be served in conjunction with special events held in the LSC Ballroom, and are subject to prior approval as provided for in the section on alcoholic beverages (see LSC Operations Policy [Section V Alcoholic Beverages](#)).
- 6) Arrangements for set-ups in the Ballroom must be made with the Assistant Director of the LSC at least 2 weeks prior to the event.
- 7) All decorations in the Ballroom must comply with the decorations policy (see LSC Operations Policy [Section III Decorations](#)). The Assistant Director of the LSC must receive in writing and approve all decoration plans prior to installation.
- 8) Violation of any of the above policies may result in cancellation of future reservations and/or other appropriate disciplinary action.
- 9) All Ballroom reservations requiring audio/visual equipment will require a LSC Technical Assistant to be on duty for the duration of the event. All audiovisual equipment will be turned on and sound levels set by a member of the LSC personnel. Groups will be charged for the technical assistant per the [LSC Fee Schedule](#).
- 10) The Ballroom is in high demand, therefore it will be limited to only one blood drive per semester. Events planning to have a blood drive must sign and agree to the terms of the Blood Drive Acknowledgement.

Meeting Rooms

- 1) All meetings should conclude fifteen minutes prior to the LSC closing time in order to provide time for participants to exit the building.
- 2) If two meetings are missed without following proper cancellation procedures, future reservations may be cancelled.
- 3) Nothing will be affixed to the glass on any doors, as this creates a safety hazard.
- 4) Registered student organizations that want to schedule regular meetings throughout the semester must complete and submit a [Semester Reservation Request](#) to the LSC Office. Semester Reservations are available for reoccurring weekly or biweekly meetings.
 - a) Advance semester reservation requests for registered student organizations will be accepted starting November 1st for Spring reservations and April 1st for Fall reservations.
 - b) Each registered student organization is limited to two (2) meetings per week, with each meeting not to exceed two hours. If additional rooms are available, organizations may reserve rooms 2 days in advance.

Theater

- 1) The Theater should be used for activities that require Theater accommodations.
- 2) No food or beverage is allowed in the Theater.
- 3) Theater events will conclude 30 minutes prior to the building closing.
- 4) Any reservations showing a movie or film must follow the LSC Film Policy.

Art Gallery

- 1) 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.
- 2) The LSC 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.
- 3) 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 without prior approval from the Director of the LSC.
- 4) Multimedia displays utilizing television monitors must be provided by the artist.

- 5) No modifications may be made to the exhibit space, including floors, walls or ceiling. This includes painting, drilling, etc. If assistance is needed with lighting adjustment, contact the LSC Office, and a time will be coordinated for the LSC personnel and artist to set the lighting.
- 6) The LSC does not provide any equipment for exhibit installation (i.e.: hammers, nails, hooks, wires, etc.). Artists are responsible for installing and removing all exhibits.
- 7) All receptions must be catered through the University Catering Service.
- 8) The LSC 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.
- 9) Any audio/visual materials used in the art gallery must not interfere with other activities in the LSC.
- 10) The LSC will not exhibit work of bizarre, dangerous, or scandalous content. The LSC reserves the right to reject all work or concepts without justification.
- 11) The Art Gallery is equipped with a sound system that will allow the artist to utilize the LSC music player, or connect their own audio input device to play music for the duration of the exhibit.

The Kat Klub Entertainment Center

- 1) All persons using The Kat Klub are subject to the LSC Operations Policy.
- 2) Students with valid SHSU ID cards have first priority.
- 3) Rates for play for students and non-students will be posted.
- 4) Any person issued equipment must show a valid SHSU ID card, photo identification or provide a \$5 deposit.
- 5) All posted rules pertaining to proper and safe use of the facility and equipment are strictly enforced.
- 6) In the case of lost or damaged equipment, the responsible party must pay the assessed charges.
- 7) Tampering with equipment or games, other than normal control adjustment is prohibited. The Kat Klub personnel should be contacted to make adjustments or to report a machine out of order.
- 8) The Kat Klub can be reserved for private parties (see [LSC Fee Schedule](#)).
- 9) Children under the age of 16 must be accompanied by a parent or guardian at all times.

President's Dining Room (LSC Room 310)

- 1) The President's dining room is reserved through the President's Office using the [Meeting Room Reservation Request](#) form. The completed form must be sent to the President's Events Office for approval before the room will be scheduled and confirmed by the LSC personnel.

Mall Area

- 1) The LSC Mall Area is the area situated on the south side of the LSC between the Student Center and the Bearkat Plaza. It extends in length from the east end of the LSC to the Alumni Garden area. It is available for use by all student and University organizations for programs and activities. Bearkat Plaza is a separate space from the LSC Mall. Events in the LSC Mall are not to infringe upon Bearkat Plaza space.
- 2) Student organizations are allowed two Mall reservations per week, submitted at least two days in advance. Failure to show up on reserved dates may result in loss of table space and reservation privileges.
 - a) Reservations requests less than two days in advance will be considered on a first come, first serve basis based on availability, except for special events, food event, raffles, or sales. These requests can be made at the LSC Information Center.
- 3) Harassment and loud and/or boisterous activity is not allowed.
- 4) All equipment must be set up on the LSC side of the Mall Area.
- 5) All reservations in the mall area must use the LSC equipment. Special requests will be considered by LSC staff on a case by case basis.
- 6) There are 6 tent spots available for pop up tents. The spots will be reserved on a first come, first serve basis. The LSC does not provide pop up tents. Tents should not block the path of egress or constrict traffic flow.
- 7) Fundraising activities— all forms of fundraising must be pre-approved by completing a Campus Reservation Request form and Guidelines for Campus Solicitation form in compliance with University regulations (see Student Guidelines).
 - a) All raffles must comply with the SHSU Raffle Policy. All t-shirt sales must be approved by the Department of Student Activities.
- 8) Food Events— all requests to sell or give away food in the Mall must be approved by the Classic Fare Catering Director or the Resident District Manager of Dining Services/Aramark. Only homemade goods are allowed for food events.
- 9) Amplified Sound— all reservations using amplified sound in the LSC mall are required to use the LSC sound system. When using the system, organizations will plug in external audio devices into the XLR jack mounted in the second column to west of the LSC main entrance. Adapters are available for checkout at the LSC Information Center.

- a) Organizations are allowed one amplified sound event per week.
 - b) Amplified sound in the LSC Mall area is limited to the hours of 10:00 a.m. to 2:00 p.m. and 8:00 pm until midnight on class days.
 - c) To ensure the sound does not interfere with the academic environment the sound output will be kept at a 75db level when measured across the Mall walkway directly in front of the sound event. This level will be set by LSC personnel.
 - d) All music or lyrics must meet public/community standards. This means using the “clean and edited” radio version cuts, restricting profane and obscene language. If in doubt do not use the cut. It is the responsibility of the reserving organization to assure the standard of content.
- 10) All student groups that have Mall reservations that start or end after 5:00 p.m. will need to complete the [Special Event Request](#) form and attach it to the [Campus Reservation Request](#) form before the request can be confirmed.

Check Out Equipment

- 1) Tables and chairs for use in the Mall area only are available to registered student organizations and University departments to assist in promoting their activities. The tables and chairs are to be picked up and returned to the LSC Information Center.
- 2) A \$15 per day per item late fee will be assessed for failure to return equipment as agreed. A fee equal to replacement cost may be assessed for equipment not returned, lost, or damaged beyond repair.
- 3) Tables are not designed to support heavy loads and should not be overloaded with books or other heavy objects.

Farrington Pit

- 1) Student groups reserving Farrington Pit must follow the procedures and policies as outlined in the Sam Houston State University Student Guidelines.
- 2) All student groups that have events that start or end after 5:00 p.m. will need to complete the [Special Event Request](#) form and attach it to the [Campus Reservation Request](#) form before the request can be confirmed.
- 3) Prior to confirming a request for Farrington Pit, the LSC Office must clear the request through the President’s Office. Approval from the President’s Office may take some time so requests for Farrington Pit should be submitted at least one week in advance of the requested event date.
- 4) Groups are required to remove all trash and leave the venue clean after their event.

Bearkat Plaza

- 1) The Bearkat Plaza is the open, outdoor space situated between the LSC 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.

- 2) 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.
- 3) All requests to utilize the Bearkat Plaza for special University events must be submitted at least three (3) weeks in advance of the requested event date to the Director of the LSC using the [Campus Reservation Request](#) form. The Director of the LSC 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 designee.
- 4) Signs are not allowed in the Bearkat Plaza except in conjunction with an approved plaza event. All signs will be removed from Bearkat Plaza at the end of the event. Chalking is not allowed at any time in Bearkat Plaza or at any other location on campus.

Banner Spaces

Mall Banner Spaces (Exterior)

- 1) Banners must be delivered to the LSC no later than 2 days prior to display.
- 2) Banners will be installed and removed by LSC Office personnel.
- 3) All banners must be constructed of reinforced, weather-resistant material with brass grommets spaced on two (2) foot centers, top, bottom, and edges hemmed.
- 4) 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.
- 5) Banners may be displayed for a period not to exceed two (2) weeks per semester or until conclusion of the advertised event, whichever occurs first. Exceptions will be made on a case by case basis.
- 6) Banner space is located between brick columns of LSC adjacent to Mall Area. Banners will not exceed 4 feet high by 10 feet wide horizontal. No vertical banners allowed.
- 7) Banners must be picked up within one week of the reservation’s expiration date. If a banner is not picked up the banner will be discarded.

Atrium Banner Spaces (Interior)

- 1) 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.

- 2) Banners may be displayed for a period not to exceed two (2) weeks or until conclusion of the advertised event, whichever occurs first. Banners will be installed and removed by the LSC personnel.
- 3) Banners are restricted to a maximum size of 3 feet by 10 feet, vertically. There will be no horizontal banners allowed in the LSC Atrium.

Sidewalk Chalking

- 1) Sidewalk chalking is not allowed anywhere on the Sam Houston State University campus.

Monitor System

- 1) The monitor system is available to advertise events being held in the LSC.
- 2) A [Monitor Posting Request](#) form must be submitted in writing to the LSC Office at least two (2) business days prior to the start date for the advertising and include digital files with submission.
- 3) Digital files should be 640x480 jpeg images.
- 4) A one-page advertisement or notice may run for five (5) business days prior to the event.
- 5) No more than five (5) advertising screens will run each day.
- 6) Ads must identify campus affiliate, sponsoring registered student organization, and the name, date and time of event.
- 7) Ads will not contain obscene words or promote unlawful activity.

III. DECORATIONS

- 1) The LSC Office must receive in writing and approve all decoration plans and props prior to installation. Failure to comply will result in appropriate charges, loss of deposit and/or penalty or loss of use of the LSC in the future.
- 2) Activities with extensive decorations will require a deposit to be applied toward damages, clean-up and/or extended storage, if necessary.
- 3) The LSC is not responsible for any injuries that may occur while an individual or group is decorating for an event or while removing decorations.

- 4) The use of candles must be approved in advance by the Director of the LSC. 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 LSC property.
- 5) Decorations must be constructed or prefabricated outside the LSC and be ready to be attached or placed when brought into the building. No hammering, sawing, nailing, painting, gluing, ironing, etc. is permitted inside or adjacent to the building.
- 6) Decorations must be self-supported or hung from eyehooks provided in the ceiling and walls of the Ballroom.
- 7) Special arrangements and approval by the Director of the LSC must be granted prior to installation and use of any special effects equipment such as mirror ball, fountain, etc.
- 8) Prohibited Items:**
 - a) Glitter, confetti, rice, sand, hay, metallic sprinkles and/or similar materials.
 - b) Clear or transparent tape, duct tape, glue, hot glue guns, irons, thumbtacks, or nails on doors, posts, ceilings, walls, floors, windows, furniture, or other building fixtures.
 - c) Special effects equipment such as smoke machines, bubble machines, fog machines, etc.
 - d) Flammable materials, including crepe paper.
 - e) Lights, ribbons and/or decorations that are attached to stage curtains, drapes, artificial plants or other building fabrics.
- 9) All decorations must be removed immediately following the event. Exceptions must be approved in advance by the Director of the LSC to avoid forfeiture of deposit. Extended storage may result in forfeiture of deposit. The LSC is not responsible for any articles temporarily stored, left, or lost in the building.
- 10) All large wooden, metal, plastic, cardboard, or other decoration materials will not be discarded in LSC 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.
- 11) Decorations cannot block or cover doors, door view panels, exit signs, fire safety equipment, or emergency egress routes.
- 12) The use of helium cylinders must be approved by the Director of the LSC in writing in advance of the event.

IV. FOOD

- 1) All food service in the LSC 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.

- 2) The LSC provides facilities for a variety of catered events. Facility reservations must be scheduled through the LSC 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.
- 3) Any other variation or exception to the food service policy must be approved in advance by the Director of the LSC in consultation with the University Catering Services director.
- 4) Officially registered student organizations and university departments may provide and serve their own refreshments for their exclusive use during their meeting in 3rd floor meeting rooms only. Refreshments may only be provided for the number of people less than or equal to the maximum room occupancy. Refreshments are not to include items that may serve as a full meal.
 - a) The following is a list of the only items allowed as refreshments for third floor meeting: coffee, cookies, tea, carbonated beverages, punch (no red colored punch), cookies, cake, donuts, chips & dips, fruit or vegetable trays, and popcorn.
 - b) Groups must turn in the [Food Service Exemption Request](#) form at least two (2) business days prior to their meeting and receive approval from the LSC Office before bringing in the refreshments for their meeting.
- 5) Clean-up is the responsibility of the group reserving the venue. All food and trash must be removed from the room and placed in the trash containers in the halls.
- 6) No red-colored beverages are allowed to be served in the LSC.
- 7) Failure to comply with the food policy may result in the denial or cancellation of future reservations.

V. ALCOHOLIC BEVERAGES

- 1) Organizations desiring to have alcoholic beverages served in conjunction with an event scheduled in the LSC must complete and return to the LSC Office an [Alcoholic Beverage Service Request](#) form. The form must be completed and returned to the LSC Office (LSC suite 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 LSC is 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 LSC for consumption by any person.
- 3) Keg beer is not allowed in the LSC.
- 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 LSC.

Alcoholic beverage sales/service in the LSC is divided into two categories: Catered Events or University-Sanctioned Events.

Catered Events

- 1) Catered events are closed, private, controlled-access events.
- 2) The sponsoring organization is responsible for controlling access to the event and individual access to alcoholic beverages to assure compliance with state law.

University-Sanctioned Events

- 1) University-sanctioned events are those functions that are permitted in the LSC and are open to the public and/or for which there is a door charge, but where specific invitations have not been issued.
- 2) The responsible party for University-sanctioned events is the University entity reserving the facility and completing an Alcoholic Beverage Service Request form.

Violations

- 1) Suspected violations of University policy, but not state law, may be referred to the Dean of Students. The Dean of Students will review the violations and may refer the violation for review to the proper authority for adjudication.
- 2) Violations of state law will be referred to SHSU Public Safety Services personnel.

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.

VI. POSTING AND SIGNAGE

Posting

- 1) Registered student organizations and University departments may post printed materials on LSC 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.
- 2) Posted materials must conform to the following general rules:

- a) May not exceed an overall size of 14" x 22"
- b) 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.
- c) Must not cover prior posted materials or extend beyond the edges of the bulletin board.
- d) Defaced material is subject to removal.
- e) Must identify campus affiliate, sponsoring registered student organization, and the name, date and time of event.
- f) Materials posted in violation of printed policies are subject to removal and sanctions by the University.
- g) Posted materials for co-sponsored activities will not emphasize the off-campus sponsor. The emphasis should be on the sponsoring registered student organization.
- h) Posted materials advertising alcohol-related functions must conform to University regulations pertaining to advertising alcohol-related functions on campus advertisements.
- i) Posted materials will not contain obscene words or promote unlawful activity.
- j) Special printed materials such as banners, spirit posters, special activity posters, etc. may be posted in designated places.
- k) 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.

Signage

- 1) All permanent signage must be approved in advance by the Director of the LSC.
- 2) Temporary signs, flyers, announcements, etc. will not be taped, pinned or placed anywhere in the LSC without the prior approval of the Director of the LSC.
- 3) Nothing will be affixed to the glass on any doors, as this creates a safety hazard.

VII. MISCELLANEOUS

Rental Lockers

- 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.

ATM

A Higher One ATM is located on the first floor of the LSC next to the Kat Klub.

Vending

Food and beverage vending machines are located on the first and third floors of the LSC. In the event there is a problem with a vending machine contact the SHSU Vending Office at 936-294-1824.

VIII. MOVIES

1. All Lowman Student Center patrons wanting to show a movie or portion of a movie must be able to provide documentation showing that they have been granted the 'rights' to the movie 10 days prior to the event.
2. To obtain the Rights to show the movie, contact the distributor of the film. Common distributors include:
 - a) SWANK Motion Pictures-www.swank.com or (800) 876-5577 (There is a list of movies they distribute on their website)
 - b) Criterion-www.criterionpic.com or (800) 890-9494
 - c) If you are unsure of who distributes the movie you want to show you may call the Reference Library of the Motion Picture Academy (310) 247-3020.
3. The Distributor may charge your organization a fee for showing the movie. Some common reasons for charging a fee would be if you organization is charging to view the movie, you expect a large number of attendees, you will be getting a copy of the movie from the distributor, or you will be showing the movie multiple times.
4. In order to show a movie in the LSC, your organization must provide one of the following to our office 10 days prior to the event:
 - a) Copy of the movie contract with the company
 - b) Permission to "rights" stated on company letterhead
 - c) Proof of creating and ownership of personal movie/video.
5. If complaints are received or clients, sponsors, guests, or participants are observed to be in violation of any of these policies, the Director of the LSC may take any necessary action up to and including event shut-down. Furthermore, future requests by the individual or organization to use the LSC may be denied for a minimum of one semester.

IX. BLOOD DRIVE

1. The only room that is suitable for a blood drive is the LSC ballroom. Since the ballroom is in high demand, only one blood drive per semester will be scheduled in the LSC.
2. The blood drive set up must be confirmed two business days prior to the blood drive date.
3. After the set up is confirmed and set, the furniture for the blood drive will not be moved or reset without contacting the LSC operations staff.
4. All posters, flyers and advertisements will be posted in accordance with the University Posting Policy outlined in the Student Guidelines. In the LSC the only location to post flyers is on the designated bulletin boards.
5. The LSC ballroom will only be opened for the blood drive if the reserving group representative is in place and ready for the blood drive group to start their set up.
6. Before the blood drive staff begins their set up, the reserving group representative and an LSC staff member will check the ballroom.
7. The blood drive staff may offload their equipment and supplies through the service hall entrance or front entrance of the ballroom. Once the equipment is off loaded, their vehicles must be moved to an appropriate parking area.
8. From the time the blood drive staff starts offloading their supplies until the blood drive is completed, a representative from the reserving group must be in the ballroom with the blood drive. The reserving group will provide the LSC Office with the schedule for their representatives before the blood drive commences. If a group rep is not present during the blood drive, the event will be shut down.
9. All food and beverages served in the ballroom must be purchased through Aramark catering. Blood drive staff cannot bring in their own food and refreshments.
10. Due to the nature of the waste associated with blood drives, the blood drive staff will provide their own trash containers. All trash/waste must be removed from the ballroom.
11. When the blood drive is complete, the reserving group's representative will contact the LSC Office, during normal working hours, or the LSC Supervisor after hours. The LSC representative will check the ballroom and confirm the blood drive group left the facility in the same condition it was set and that there are not any bio-waste materials left behind.

Revisions to policy made August 2016.

Reviewed by: Frank Parker, Vice President for Student Services, Mar 2016. Next Review: Mar 2017.