

LOWMAN STUDENT CENTER OPERATIONS POLICY

Sam Houston State University students, faculty, staff, alumni, and their guests are eligible to utilize the facility and services 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 of the facility 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. 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.

General Facility Policy

1. 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.
2. The LSC is not responsible for any items lost, stored, or left in the building. Items 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.
3. Loud, boisterous, profane language, disorderly conduct, or disturbing the peace is not permitted and may lead to disciplinary action. Sound levels of any event will not disrupt normal operations in the LSC.

Operational Hours

1. Lowman Student Center operation hours are posted on the website: www.shsu.edu/lsc. Hours will vary during University holidays, University closings, and semester breaks, which may affect reservations.
2. A request to host events/meetings outside of normal operating hours will be left to the discretion of the Director of the LSC. All requests for extended hours, early openings, or late closings should be submitted through the LSC reservations office.
3. Staff who are issued an exterior key are authorized to be in the LSC at times outside of the LSC operational hours.

Furnishings & Equipment

1. Improper use, moving, or altering of furniture, fixtures, or equipment is not permitted. Individuals or groups reserving LSC facilities are responsible for the behavior of their guests and any damages to LSC property.
2. Only LSC personnel are authorized to move LSC furniture and equipment. Furnishings and equipment of the LSC are not to be removed from the building for any reason.
3. All equipment owned by the LSC will be operated by LSC personnel. No outside equipment will be permitted without the approval of an Assistant Director of the LSC.
4. Nothing will be affixed to the glass on any doors as this creates a safety hazard.

5. Any unauthorized alterations or damages will be corrected at the expense of the organization or individual who reserved the facility.

Reservable Spaces and Events

1. All meetings or events must be scheduled and held in designated meeting spaces. Atriums, lobbies, and hallways are not designated meeting spaces.
2. All reservations utilizing audio/visual equipment will require a LSC technical and event services assistant.

Prohibited Items

1. Animals are NOT permitted in the LSC at any time unless approved by the Director of the LSC. This does not apply to service animals for individuals with a disability or animals used in law enforcement.
2. The use of all tobacco and vapor products are prohibited.
3. Possession or use of intoxicating beverages is not permitted at any time except as provided for in the section on Alcoholic Beverages.
4. Bicycles, skateboards, hoverboards, scooters, roller skates/blades, etc. are prohibited inside the building.
5. Children under the age of 16 must be accompanied by a parent or guardian at all times.
6. No classes, lectures, labs, or any type of "class for credit" will be scheduled unless approved by the Director of the LSC.
7. Soliciting is not permitted.
8. Sidewalk chalking is not allowed anywhere on the Sam Houston State University campus.

Posting and Signage

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.
 - a. Posted materials must conform to the student guidelines.
 - b. 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.
2. All permanent signage must be approved in advance by the Director of the LSC.
3. Nothing will be affixed to the glass on any doors as this creates a safety hazard.

Reservations Policy

The following policies establish the guidelines and means for implementing the most effective use of the LSC facilities through the reservation process. Exceptions to this policy and changes to an existing reservation can be made when, in the sole discretion of the university, the educational and operational needs of SHSU require.

Generally, Lowman Student Center room reservations (including semester 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 tier system:

- I. Registered Student Organizations
- II. University Departments
- III. Faculty, and Staff, and Student events
- IV. Off-campus groups

Priority consideration is given to reservations made by tier I and II user groups for the upcoming academic year and is accepted between the first Monday in April through April 30. Tier I and II user group reservations will be confirmed no later than May 31. After June 1, reservations from all tiers will be accepted on a first-come, first-serve basis.

Registered student organizations must complete the Student Organization Contact form before making any reservations in the LSC. The president can designate up to three additional members of the organization who can make reservations for that registered student organization, and all contacts on the form must have an active Bearkat OneCard. Only those members designated by the president of the student organization may make reservations for that group. Registered student organizations have until the 12th class day to update or submit Student Organization Contact forms.

General Reservations Policy

1. All requests for use of the 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, two (2) weeks prior to the event for the Ballroom, Theater, Kat Klub, or Art Gallery, or three (3) weeks prior for Social Events. **Rooms are not guaranteed until a confirmation has been issued.**
2. Some events may require security provided by one or more uniformed SHSU Public Safety Services (UPD) officers, as deemed necessary by the Director of the LSC, the Director of Student Activities, or UPD (or their designees). In the case that UPD cannot provide or arrange security when security is deemed necessary, the event will be canceled or denied.
3. No reservations may be held until event details are finalized with LSC Technical and Event Services staff. Space may be held tentatively upon receipt of the reservation request.
4. 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.
5. The proposed use of the LSC facilities must be appropriate and suited to the size, structure, purpose, and operational cost of the facility.

6. 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. Additional fees may apply.
7. Each registered student organization is limited to two (2) meeting room reservations per week, with each meeting not to exceed two hours. If additional rooms are available, organizations may reserve rooms no more than 2 days in advance.
8. Registered student organizations are limited to two (2) Ballroom reservations per semester.
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. Summer camps should be scheduled through the SHSU's Summer Camp Office.
11. Off-Campus guest speakers in the LSC must follow the Division of Student Affairs guidelines. For questions, please contact the Dean of Student's Office.
12. All contracts and riders 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.
13. 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.
14. All food and/or drinks served in the LSC must be provided by Classic Fare Catering.
15. Alcoholic beverages may be served in conjunction with events that have a Social Event Management Plan, and are subject to prior approval as provided for in the LSC Operations Policy on Alcoholic Beverages.
16. A limited number of blood drives will be scheduled in the LSC per semester.
 - a. One blood drive will be allowed per semester in the ballroom, and two blood drives per semester will be allowed in room 320; blood drives will not be permitted in any other spaced of the LSC.
 - b. Blood drives must not start before 8:00 am or end after 3:00 pm.
 - c. 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 and all bio-waste must be properly disposed of by blood drive staff.
17. Any space reserved in the LSC as a "Rain Location" will be approved by the Assistant Director of Event Services and Technology in conjunction with the reserving client. Rain calls will be made by LSC staff 24 hours in advance. If SHSU Public Safety Services officers are required, the reserving client is responsible for informing officers of a location change. Failure to cancel rain location events may result in additional fees.
18. Cancellation of events must occur 24 hours prior to the event start time for meeting rooms, and 48 hours prior to the event start time for the Ballroom, Theater, Kat Klub, or room 320. Cancellations can be made by contacting the LSC Office. Failure to cancel an event may result in additional fees.
19. Failure to show up for or cancel a reservation in the LSC will result in the following action:

- a. Off campus groups who fail to show up for or cancel their reservations will be responsible for paying any labor costs incurred along with forfeiture of their deposit.
- b. Registered student organizations, University departments, and individual SHSU students, faculty, and staff who fail to show up for or cancel their reservations will be subject to the following:
 - i. Meeting rooms: Reservation privileges will be revoked after 3 no-shows/failure to cancel during the following academic year.
 - ii. Ballroom, Theater, Kat Klub, and 320: the first offense will result in a fine of \$100, and the second offense will result in loss of reservation privileges for one calendar year.

Social Event Management Plans

1. Social Event Management plans may be required for Registered Student Organizational events that meet at least one of the following criteria:
 - a. Any event that concludes after 11 PM
 - b. Any event with an anticipated attendance of 450 or more persons
 - c. Any event involving the potential of high risk or safety factors
 - d. Any event that has had a risk management/safety issue within the past two years
 - e. Any event that intends to serve alcoholic beverages
 - f. Any event identified by the LSC Staff or University Police as a large format event
2. All Social Events must end prior to 11:59 PM Sunday through Wednesday.
3. Social Event Management plans and applicable forms must be made with LSC staff, and are required to be completed no later than three (3) weeks prior to the date of the event.
4. One or more uniformed SHSU Public Safety Services (UPD) officers are required to be on duty throughout the duration of an event deemed as Social Event. Arrangements for UPD security should be made by the organization reserving the facility, and security expenses will be paid to UPD.
 - a. In the case that UPD cannot provide or arrange security when security is deemed necessary, the event will be canceled or denied.
5. The Lowman Student Center and/or UPD staff reserve the right to cancel this event if any of the following situations occur:
 - a. A Social Event is deemed to be unsafe to patrons, the University community, student employees, or other applicable persons.
 - b. A Social Event Management plan violation has occurred, including but not limited to: ticketing violations, forging a signature on the Social Event Management Plan, or failure to follow any of the other policies and procedures outlined in this document.
 - c. A Social Event Management plan violation may result in a loss of privilege to host future Social Events for a period of (12) months.
6. If at any time during the course of the event a serious disruptive activity occurs, UPD and the Lowman Student Center staff reserve the right to stop the event and clear the venue to prevent further unsafe conditions from developing. These disruptions include, but are not limited to: violence; excessive sound levels (as defined by OSHA after reading has been taken from center of room); persistent disruptive behavior by the

audience and/or the artist(s) or artist's management, staff or guests; overcrowding; and electrical and other safety hazards that may become present. Attendees and/or the organization may be held accountable for any financial, legal, or SHSU Student Guidelines infractions where applicable.

7. The LSC reserves the right to refuse entry or ask any guest to leave at any time. Grounds for refusal/being asked to leave include but are not limited to: being under the influence of alcohol or drugs; being in possession of a controlled substances, or paraphernalia; disruptive behavior; or flagging or displaying gang signs.
8. A member of the executive board of the student organization (or an SHSU staff/faculty member if the host is not a student organization) must be present at the security checkpoint for the duration of the event to assist the Lowman Student Center in patron identification associated with Social Events.
9. All Social Events hosted by a registered student organization will require all attendees to wear wristbands for the duration of the event. All wristbands must be provided by the LSC and paid for by the hosting organization. All events will utilize labor trained and provided by the Lowman Student Center for wristband distribution.
10. The organization will be held responsible for any damages to the facility and/or equipment that occur as a result of negligent behavior by a performer or guests.
11. The following practices must be followed by all Social Events:
 - a. Patrons will no longer be admitted into the facility beginning minimum 30 minutes prior to the ending time of the event.
 - b. House lights will brighten in the venue beginning 10 minutes prior to the ending time of the event

Decorations

1. The LSC Office must approve all decoration plans and props prior to installation. Failure to comply will result in appropriate charges or loss of LSC reservation privileges.
2. 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.
3. The use of candles must be approved in advance by the Director of the LSC. 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.
4. 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 balls, fountains, etc.
5. Prohibited Items:
 - a. 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.
 - b. Flammable materials.

6. All decorations must be removed immediately following the event. Exceptions must be approved in advance by the Director of the LSC. The LSC is not responsible for any articles temporarily stored, left, or lost in the building.
7. Decorations, props, or equipment cannot block or cover doors, door view panels, exit signs, fire safety equipment, or emergency egress routes.
8. The use of helium cylinders or other compressed gases must be approved by the Director of the LSC in advance of the event.

Food

1. All catering in the LSC must be reserved and provided through Classic Fare Catering following the confirmation of your facility reservation.
2. Any exception to the food service policy must be approved in advance by the Director of the LSC in consultation with the Classic Fare Catering director.
3. Registered student organizations and university departments may provide and serve their own refreshments for their exclusive use during their meeting in small 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: coffee, tea, cookies, carbonated beverages, 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.

Alcoholic Beverages Policy

1. Organizations desiring to have alcoholic beverages served in conjunction with an event must complete the Alcohol Beverage Service Request Form at least fifteen (15) business days prior to the event.
2. The furnishing or sale of alcoholic beverages in the LSC is restricted solely to Classic Fare Catering. No individuals, groups, or associations other than Classic Fare Catering may furnish or sell alcoholic beverages on the premises of the LSC for consumption by any person.
3. Suspected violations of University policy, 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. Violations of state law will be referred to SHSU Public Safety Services personnel.
4. 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. The expense for this security will be paid by the sponsoring organization to UPD.

Fees and Payments

For information regarding LSC fees, please contact the Lowman Student Center Office, Suite 311 at lsc_www@shsu.edu or by phone at 936-294-1759.

- A. Fees will be charged according to the current LSC Fee Schedule.
- B. All payments are made in the LSC Office, Suite 311, Monday through Friday, 8:00 am – 4:00 pm.
- C. Acceptable forms of payment include cash, check, money order, and interdepartmental orders (excluding international currencies). Checks and money orders should be made out to “The Lowman Student Center.”
- D. Applicable taxes will be charged unless a valid tax exempt form is presented with payment.
- E. All payments and deposits are nonrefundable.

All confirmations including fees are estimated. Other charges may apply. Registered Student Organizations:

- A. Payments are due 2 business days prior to the event.
- B. If a registered student organization charges any fee, including receiving an offering for the sponsoring organization or their guests, the room rental fee for Registered Student Organization Fundraiser will apply.
- C. In the event that additional costs are incurred, charges will be assessed after the event and due within 5 business days after the final invoice.

Individual SHSU Students, Faculty, and Staff:

- A. Payments are due 2 business days prior to the event.
- B. In the event that additional costs are incurred, charges will be assessed after the event and due within 5 business days after the final invoice.

University Departments:

- A. 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.
- B. Payments are due within 5 business days after the final invoice.

Off Campus Groups:

- A. Any organization or group that is not a campus organization or University department will be considered an off-campus group.
- B. Nonrefundable deposits are due within 5 business days after the initial confirmation email. If payments are not received, events will be canceled.

Special Facilities and Services

Art Gallery

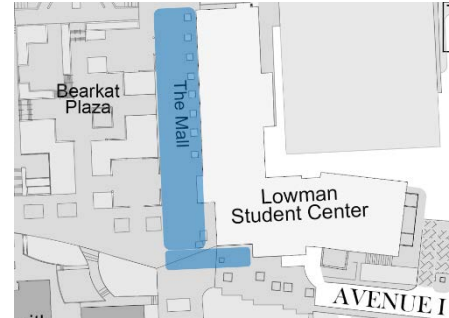
1. The LSC is not responsible for any damage or theft of artwork during installation, exhibition or removal. The LSC provides no insurance nor assumes any liability for the work.
2. Exhibitors may elect to secure or open the gallery. If secured, the public may view through the glass wall. If opened, a viewer may approach each piece.
3. Artists are responsible for installing and removing all exhibits.
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 The Americans with Disability Act guidelines. Artwork may not be suspended from the ceiling without prior approval from the Director of the LSC.
5. No modifications may be made to the exhibit space. If assistance is needed with lighting adjustment, contact the LSC Office to set an appointment to adjust lighting.
6. The LSC will not act as an intermediary or representative for any sales from the gallery. Any work sold is to remain in the exhibit until the exhibit is scheduled to be removed.
7. The LSC reserves the right to deny any work or concepts without justification.

The Kat Klub

1. Reservations for the Kat Klub will not be accepted within the first three (3) weeks of each semester.
2. Reservations seeking exclusive use of the Kat Klub must be outside regular operating hours. Any reservation seeking use of the Kat Klub during regular operating hours will be reviewed individually.
3. No leaning, laying, standing, or sitting on billiard tables.
4. No food or drinks are permitted on billiard tables.
5. All equipment rentals require a valid Bearkat ID or government issued ID per user.
6. Equipment issues should be reported immediately to Kat Klub Staff.
7. Guests must remain in designated public areas of the Kat Klub.
8. Rates for students and non-students to play will be posted inside the Kat Klub.

LSC Mall Area

The LSC Mall Area is the area situated on the south side of the LSC between the Lowman Student Center and the Bearkat Plaza, as depicted below. 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.



1. Registered 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 Social Events (see Social Event Management Plan section), food event, raffles, or sales. These requests can be made at the LSC Information Center.
2. Harassment, loud, and/or boisterous activity is not allowed.
3. All equipment must be set up on the LSC side of the Mall Area.
4. 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.
5. There are 6 tent spots available for pop up tents, 4 of which are numbered. The spots will be reserved on a first come, first serve basis with the exemption of the numbered spots. The LSC does not provide pop up tents. Tents should not block the path of egress or constrict traffic flow.
6. 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).
7. 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 Classic Fare Catering. Only homemade goods are allowed for food events.
9. All mall events using amplified sound in the LSC mall are required to use the LSC sound system. Only one amplified sound event per day will be permitted.
 - a. Organizations are allowed one amplified sound event per week.
 - b. No personal speakers or sound amplifiers (manual or electronic) will be permitted.
 - c. 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.
 - d. All sound levels will be controlled by the LSC and are not to disrupt the mission of the University.

10. Check out equipment—tables and chairs for use in the mall area may be checked out at the Information Center. 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.

Banners

The LSC offers a banner hanging space for student organizations and University departments to utilize, which is located between brick columns of LSC adjacent to Mall Area.

- 1) Banner requests can be made through the LSC office, suite 311 or at lsc_www@shsu.edu at least two (2) business days prior to the start date.
- 2) Banners will be installed and removed by LSC staff only.
- 3) Banners must be delivered to the LSC no later than 2 days prior to display and 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.
- 4) The LSC reserves the right to deny any banner request without justification.

Digital Signage

- 1) A request for digital signage posting can be made through the LSC office at lsc_www@shsu.edu at least two (2) business days prior to the start date for the advertising and include digital files with submission.
 - a) Digital files should be 640x480 jpeg images.
 - b) Ads must identify the sponsoring registered student organization and the name, date and time of the event.
 - c) Ads will not contain obscene words or promote unlawful activity.
- 2) A one-page advertisement or notice may run for five (5) business days prior to the event.
- 3) The LSC reserves the right to deny any digital signage request without justification.

These policies were reviewed and approved by the Lowman Student Center, the Vice President for Student Affairs, and the LSC Advisory Board 8/2017.