L.A. Pittenger Student Center
Spring 2021 Operation Plan
The L. A. Student Center (Student Center) continues to provide services to the Ball State University campus. All services located in the Student Center are currently open but may be on a reduced schedule following the schedule of the University for Spring 2021. Please visit our website for more information on the available services in the Student Center.

Building

1. The hours of operation reflect the University operation calendar but are subject to change. Please visit our website for the current operating hours.

2. In compliance with University protocol, employees, students and visitors must wear a face mask in the Student Center because it is an indoor space and physical distancing is not always practicable. Disposable face masks are available at the Student Center Hotel Desk for those who need one.

3. Student Center staff are following recommended guidance for surface disinfection procedures for COVID-19 control.

4. The Student Center has posted signs for physical distancing procedures in all areas of the building including hallways, lounges, and event space maximum capacity.

5. Signs for proper hand-washing procedures are in all restroom areas in the building. Hand sanitizer stations are available at all entrances to the building, outside each restroom, and at other high-volume locations.

6. Student Center staff are following recommended guidance for electronic equipment disinfection procedures.

Reservations Office

1. The Student Center Reservations Office follows guidance set forth by the Event Management and Community Engagement Guidebook for holding events in the building.

2. We will accommodate reservations for groups according to physical distancing protocols including room and space occupancy limits.

3. Events must be approved through the Events Proposal Process before submitting a space request form to the Student Center Reservations Office. Please keep in mind that an event approval does not mean that the space requested will be available. The reservations staff will work with requestors to find an appropriate space for the approved event.

4. The Student Center reservations team has increased the amount of setup time between all events to allow for proper cleaning and sanitization of the space. Some spaces may only be able to accommodate 1 or 2 events per day.

5. Event organizers are encouraged to reserve and use outdoor spaces as much as possible and if the weather allows.

6. Indoor spaces will be prioritized for events that are approved and cannot be hosted virtually or online. Meetings should be held in a video conference or phone format whenever possible.
Ball State University Hotel

1. Hotel occupancy will be limited to 75% for the Spring 2021 semester. Hotel cleaning and sanitization follows the American Hotel & Lodging Association Guidelines for enhanced industry hotel cleaning standards in response to COVID-19.

2. Glass barriers have been installed at the hotel front desk and the campus information desk.

Cardinal Lanes

1. Cardinal Lanes will remain at 50% capacity throughout the Spring 2021 semester with the use of every other lane or an empty lane between groups.

2. Staffing has been adjusted to adequately maintain sanitization of all areas including equipment as it is used.

3. Hours of operation have been limited to allow for appropriate sanitizing and disinfecting.

4. The operation follows the guidelines set forth from the United States Bowling Congress for operations of the bowling center during COVID-19.

5. Private parties will be allowed at up to 50% capacity of the space and will be a full venue rental and not open to the public.