



**BALL STATE
UNIVERSITY**

L.A. Pittenger Student Center

POLICY MANUAL

L.A. PITTENGER STUDENT CENTER

BALL STATE UNIVERSITY

August 2022

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PHILOSOPHY AND PURPOSE

Introduction

A student center is more than just a building; it is also an organization and a program serving the needs of a diverse campus population. It cannot be viewed solely as a commercial or an auxiliary enterprise; nor can it function solely as a student activities center. A student center is a multi-faceted entity.

The student center is often one of the first facilities with which a visitor to campus makes contact with the University, and in many instances the only contact. As such, it is imperative that the facility reflect quality--quality in maintenance of the physical structure, services provided, programs offered, and personnel.

Vision Statement

The L.A. Pittenger Student Center is the community center for the campus, serving students, faculty, staff, alumni and guests. The Center serves as a unifying force that honors each individual and values diversity. The Center fosters a sense of community that cultivates enduring loyalty to the university.

Mission Statement

The L.A. Pittenger Student Center is committed to developing students into productive members and leaders of the Ball State and civic communities, and providing an array of quality services to the campus community. We hold firmly to the belief that the value of college experiences lies not only in academic achievement, but also in extracurricular activities that support the holistic approach to developing students in a diverse and global world.

Philosophy

The L.A. Pittenger Student Center is a member of the Association of College Unions International (ACUI). As such, it fulfills the "Role of the College Union" which was most recently adopted by the Association's general membership in 1996. This statement is based on the original statement adopted in 1956. This philosophy is the standard by which the Student Center operates.

"Role of the College Union"

The college union advances a sense of community, unifying the institution by embracing the diversity of students, faculty, staff, alumni, and guests. We bolster the educational mission of the institution and the development of students as lifelong learners by delivering an array of cultural, educational, social, and recreational programs, services, and facilities.

By any form or name, we serve as the heart of the campus community and create a welcoming environment by:

- Operating as a student-centered organization that engages in shared decision making and holistic development through employment and involvement.
- Advocating for inclusivity and equity, fostering respect, and affirming the identities of all individuals.
- Educating students in leadership and social responsibility and offering firsthand experiences in global citizenship.
- Providing gathering spaces to encourage formal and informal community interactions that build meaningful relationships.

Traditionally considered the living room, the college union enhances the student experience and cultivates an enduring connection to the institution.

Taken from ACUI Role of a College Union Statement 2018 <https://www.acui.org/rolestatement>

Statement of Purpose

The L.A. Pittenger Student Center has four broad objectives to accomplish its mission with Ball State University:

1. Support the educational goals of Ball State University by the provision of essential services, conveniences, and amenities for students, faculty, staff, alumni, conference participants, and guests of the University.
2. Provide social, cultural, entertainment, educational, and recreational programs for students, faculty, staff, and their families with primary focus on fully utilizing the Student Center.
3. Serve as a laboratory for out of class learning whereby students can implement knowledge gained from formal instruction; and encourage self-directed activity by students, providing the utmost opportunity for self-realization, development of individual social skills, and effectiveness with group dynamics.
4. Serve as a unifying force in campus life, cultivating an endearing regard and loyalty for Ball State University.

GENERAL POLICIES

These policies have been developed to assist the Student Center management in the daily operation of the facility. These policies are not all inclusive and do not limit the management from making decisions based upon unique needs and/or circumstances.

A. Building Use

1. Public facilities within the Student Center are open to students, faculty, staff, alumni and guests of the University subject to the University's policies on [Non-Commercial Expressive Activity and Assembly on University Property](#) and [Commercial Activity on University Property](#).
2. Meeting/conference facilities may be reserved by University and non-University groups and individuals.
3. The Student Center reserves the right to establish policies for the use of the Student Center by various groups and/or individuals.
4. Failure to comply with any guidelines outlined in the Policy Manual and/or requests by Student Center staff may result in appropriate action by the staff including but

not limited to denial of use of the property and/or referral to university conduct processes.

5. Academic classes may be held in the Student Center on a limited basis when approved by the Director, or designee.
6. Sponsor(s) assumes all financial responsibility for damage to facility resulting from their event; reserved space and public spaces.
7. Operating hours for the facility and units within the Center will be determined by the Director, or designee. Changes may be implemented as deemed appropriate.

B. General Reservations Philosophy

The Student Center is a service entity and as such strives to provide quality services to all of its constituents. The following policies have been derived in an attempt to serve all constituencies and balance the utilization of the facility. In general, priority for reservations is given in this order: student organizations, University departments and/or organizations, non-University organizations and/or groups, and individuals. Realizing the unique needs of each user group, this priority may be reconsidered and specific reservations procedures have been developed for each.

It should be noted that the Student Center can serve its clients only to the extent that it is given full information regarding needs well in advance of the scheduled event. Clients should assist this effort by providing the information as requested, adhering to all related timelines.

C. Eligibility to Reserve Facilities

In order to reserve the facility, or any part thereof, a client must fall under one of the following categories and will be bound by all general and specific policies, procedures, etc. for that category.

1. Student Organizations: Must be a recognized student organization, or a campus related organization registered with the Office of Student Life, or a student organization awaiting recognition under the regulations of that office.
2. University Department/Organization: Must be officially recognized by the University.
3. Non-University Groups: Any group which does not qualify in one of the foregoing categories.
4. Individuals: Those people requesting space for personal needs, with or without affiliation to the University.

SPECIFIC POLICIES

These policies address concerns for specific areas. Policy for one area does not automatically apply to another area. Absence of a specific policy does not prevent Student Center management from making decisions affecting the daily operations when the need arises.

A. Priority Scheduling

1. Conferences

Realizing the practical need to schedule these events one or more years in advance, the Conference and Special Events Office may schedule conferences as far as 2 years in advance. Exceptions to this may be granted at the discretion of the Director for Student Center and Programs.

2. Admissions/Orientation

Due to the nature of Admissions and Orientation programs and the critical recruitment events related to university enrollment, these events may be scheduled as far in advance as necessary.

3. Student Organizations

a. Calendar Priority Dates

The Office of Student Life is responsible for working with student organizations to schedule campus-wide events. The goal is to provide student organizations with an administrative process to coordinate social, cultural, recreational, and educational programs for all students throughout the academic year. Coordinating the scheduling of events for student programming groups helps organizations to maximize the use of spaces and minimize duplication of events on the same date.

See the Office of Student Life website for more information about the Priority Dates process.

b. Organizational Meetings

Student Organizations recognized as active and current by the Office of Student Life may schedule meetings and events located in and around the Student Center, in most academic classrooms, and in most outdoor spaces with the Student Center Reservations Office.

4. University Departments/Organizations

University Departments may schedule meetings and events located in and around the Student Center with the Student Center Reservations Office.

5. Non-University Groups

May not schedule “standing reservations”.

B. Reservation and Utilization Policies

1. To preserve the condition of the facility, the Student Center staff reserves the right to determine "best use" of facilities regarding how a space may be utilized, set-ups available, movement of existing furnishings, etc.
2. Conference groups are subject to a charge for use of audio-visual equipment. Other groups are subject to charges for extensive set-ups which require additional staff to meet the requested setup.
3. The Student Center staff reserves the right to limit the room set-up based on past attendance history or charge for the additional set-up.
4. For events that require additional staffing or unique services, the Student Center staff reserves the right to assess the additional cost to the client. This also applies to a client whose event requires additional staffing due to a previously scheduled event utilizing normally available staff. Notification of charges will be made at time of confirming the reservation.
5. Reservation requests should be submitted at least 48 hours in advance and by 12 noon on Thursday for weekend events. Requests that do not meet these deadlines may be denied or assigned rooms "as is" with no additional setup provided. In these instances, set-ups may not be altered by the client. Requests submitted on weekends will be processed the following business day.
6. Set-up information should be provided at least two weeks prior to event. Major changes will not be accepted without at least 24 hours' notice, or by 12 noon on Thursday for weekend events. Excessive number of changes may result in a charge being assessed or loss of scheduling privileges.
7. Cancellations by groups not paying a rental charge must be received at least 24 hours before the event is scheduled to begin and no later than 12 noon on Friday for weekend events. Failure to adhere to deadline may result in an assessed charge equal to one-half the normal charge for non-University groups and possible loss of scheduling privileges that will not exceed one academic term.

For groups paying a rental charge, written cancellations must be received 30 days in advance of the event. Failure to meet this deadline will result in forfeiture of deposit as outlined in the Financial Policy and/or an assessed charge of one-half the rental charge.

Groups that do not show up for their scheduled event without 24 hours' prior notice, or notice by 12 noon on Thursday for weekend events, to the Student Center Reservations Office could be assessed a charge for the reservation or loss of scheduling privileges.

8. Assignment of space will be made as requested whenever possible. However, the Student Center staff reserves the right to assign space based on needs, rather than preference, and move groups from previously confirmed space in order to accommodate other requests. Advance notice of any changes will be sent via e-mail to the event organizer.
9. Meals and refreshments are covered by the Food Policy. Refer to the bottom of page 8.
10. Every person, group, or organization making use of the Student Center facilities is responsible for reading and abiding by the policies associated with the use of the facilities.
11. Failure to abide by any of the policies may result in forfeiture of reservation privileges.
12. Event sponsors are financially responsible for any damage to any equipment furnished as part of the reservation and/or damages resulting from use of the room. The event sponsor is also responsible for any damages to other areas of the facility, which is the direct result of event and/or event attendees.

C. Food Service Policy

1. University Catering (UC) is the exclusive catering service for the Student Center. Organizations and/or University departments providing any type of refreshment(s), and/or meal, for their event/meeting in the facility are required to utilize UC. Using any other catering service, or bringing in their own food/drink, is prohibited and could result in loss of privileges.

2. Campus organizations may have through-line service for meals in rooms with the following exceptions: Cardinal Hall, Ballroom, Forum Room, Music Lounge, Terrace Dining, Founders Room, and Cardinal Lanes.
3. Through-line service is defined as having an organization's members go through the lines at the food court and taking their purchases to their meeting room.
4. The food court will not be able to deliver food and/or drinks in the Student Center.
5. This policy applies to meeting rooms, lounges and other public spaces.

D. Unaccompanied Minors

The food court located on the first floor of the L.A. Pittenger Student Center (“Student Center”) is open to the public, however, individuals under the age of 14 must be accompanied by and remain under the supervision of a parent or guardian at all times. Students who are participating in a school function or program will be required to be accompanied by a credentialed school staff member, faculty member or volunteer.

Any individual who is disruptive, interferes with the operations of the Student Center, refuses to follow established COVID-19 health and safety protocols, or otherwise fails to follow this policy will be asked to leave the Student Center. Student Center staff may contact the parent or guardian of minors who are asked to leave due to failure to follow this policy.

COVID-19 health and safety protocols may include, but are not limited to: wearing a face mask, maintaining appropriate physical distancing, and practicing recommended personal hygiene. Exceptions to the general policy regarding unaccompanied minors are listed below:

1. Burris students: Burris students are allowed access to the first floor food court area of the Student Center during designated lunch periods. All students are to remain on the first floor in the dining area. Any student who is disruptive, interferes with the operations of the Student Center, refuses to follow established COVID-19 health and safety protocols, or otherwise fails to follow this policy will be asked to leave the Student Center. Student Center staff will report such incidents to Burris administration.
2. Indiana Academy (Academy) students: Academy students are allowed access to the first floor food court area of the Student Center during designated meal periods. All students are to remain on the first floor in the dining area. Any student who is disruptive, interferes with the operations of the Student Center, refuses to follow established COVID-19 health and safety protocols, or otherwise fails to follow this policy will be asked to leave the Student Center. Student Center staff will report such incidents to Academy administration.

Last Updated 8-1-22

E. Guest Policy

The Student Center is intended for the use of Ball State University students, faculty, staff, alumni, guests, or individuals conducting University related business. Ball State persons must accompany their guests.

Individuals 18 years of age or older may use the commercial services in the facility or attend events open to the public. Access to such services and programs may be limited further if it is determined to interfere with usage by Ball State students.

F. Key Policy

1. Student Organizations

- a. Key requests are initiated through the Office of Student Life.
- b. Each organization may submit a written request for office keys to be issued to their respective officers.
- c. A written request for access to the building “after hours” maybe submitted for unique circumstances. Requests require approval from the Director of Student Center and Programs or designee.
- d. Lost key(s) will result in the organization being charged the total cost of re-coring and re-keying as required. This applies to all affected areas, not just the office door.
- e. Keys will be issued to related work area only.
- f. Keys are **NOT** to be loaned to anyone.
- g. Office of Student Life will provide access lists to the Student Center Administration Office for offices controlled by card access.
- h. All keys are to be returned to the Office of Student Life at the time of officer transition or upon leaving the organization and/or the University.
- i. Violation of Student Center and or Student Life policies may result in the revocation of key privilege.
- j. Duplication of University issued keys is prohibited.

2. University Department Offices

- a. Department heads may submit a written request to the Student Center Administrative Office with justification for why each person needs the requested key(s).
- b. Lost keys will result in the department being charged the total cost of re-coring and re-keying as required.
- c. Keys will be issued only to related work areas.
- d. Access to the facility beyond normal hours will be restricted to those individuals that have an on-going and regular need to enter the building when it is closed. Access will be granted only to the main building area, and individuals will need a police escort to access other areas because they will be locked down.
- e. Keys are **NOT** to be loaned to anyone.
- f. All keys are to be returned to the Student Center Administrative Office when the employee leaves the University.
- g. Duplication of University issued keys is prohibited.

G. Financial Policy

The Student Center is an auxiliary service and as such is expected to generate its own financial resources through assessed charges for rentals and services. Ball State University students support the Student Center through the payment of student activity fees. Due to this significant financial support, they are provided certain priorities and privileges. As an auxiliary service, no state funds are received to cover operating expenses.

1. Facility Rental

- a. For the purpose of establishing rental rates, the following categories of “Sponsors” have been established:

Student Organizations: organizations recognized, or in the process of being recognized, by the Office of Student Life.

- 1) Free events limited to BSU students with minimal guests: no charge.
- 2) Events with an admission charge and designed to have participation by non-BSU students/faculty/staff:
 - Full rental rate applies.
- 3) Student organizations may be charged the established set-up fee for any

events that are “no shows”.

University Departments and/or Organizations: an official department of the University or a University organization recognized by the University such as: Employee Activity Committee; Staff Council; etc. Written verification of department’s/organization’s official sponsorship of event may be requested.

- 1) Events limited to BSU students/faculty/staff with minimal guests: no charge.
- 2) Events with approximately 50%, or more, participation by non-BSU students, faculty, and/or staff: 50% of full rental rate applies.
- 3) Events with registration fee: full rental rate unless documentation provided to establish registration fee will only cover direct costs of event.
- 4) Events with an admission charge: full rental rate unless documentation provided to establish admission charge will only cover direct costs of event.

Outside Organizations: full rental rate applies.

Individuals: full rental rate applies.

- b. Weddings, Rehearsal Dinners: full rental rate applies; additional labor charges may apply.
- c. Any group reserving space through the Conference and Special Events Office must adhere to that office's policies regarding payment for services rendered. Full rental rate applies.
- d. Non-University groups or individuals reserving space must submit a deposit of 50 percent of the rental charge at the time of submitting a reservation. Complete payment must be received at least 30 days in advance, or at time of reservation. Failure to do so will automatically cancel the reservation(s).
- e. Full refunds will be given for written cancellations received 30 days in advance of the event date. Cancellations received in writing 14 days in advance of the event date will be given a 50 percent refund. No refunds will be given for cancellations with less than 14 days written notice.

- f. Those groups desiring to establish credit with the Student Center for the privilege of being billed for meeting room rentals may submit a written request to the Student Center Administration Office after paying in full for the first event held at the Student Center. Current accounts need not apply.
- g. Any group or individual with an account 60 days or more in arrears will be denied access to Student Center facilities until all outstanding charges are paid in full, regardless of age of debt. All current reservations will be canceled. These accounts will lose credit privileges for a period of twelve months starting on the day final payment is received.
- h. The Student Center reserves the right to waive these policies for events co-sponsored by the University.

2. Hotel Rooms

- a. Any group reserving Student Center hotel rooms through the Conference and Special Events Office must adhere to that office's policies regarding payment of services.
- b. University departments may request direct billing. Guaranteed payment may be required for large groups and/or at certain times of the year.
- c. All other patrons of the hotel will be asked about method of payment at the time of check-in or when they make advance reservations. The hotel will accept cash, Visa, Mastercard, American Express, Discover.
- d. All reservations must be guaranteed. Reservations not canceled by 4:00 p.m. day prior to arrival, will be charged for one night.
- e. Event organizers may block out rooms for their group members to reserve. The block of rooms will be held until thirty calendar days prior to the first date of the block reservation. Group members must state they are requesting a room held in a specific block. Any rooms not guaranteed with either a credit card or BSU department account number will automatically be released thirty calendar days prior to the first date of the reservation. Upon release of any non-guaranteed rooms, standard rates will apply.

H. Decorations Policy

Safety is a priority for the Student Center. As such, all decorations must comply with all University fire and safety regulations. To prevent damage to the Student Center patrons of the facilities are expected to abide with the defined decorations policy. Failure to do so may result in scheduling restrictions for future events and/or cancellation of any confirmed events.

Event sponsors will be required to review decoration plans with the Facilities Assignment Coordinator at least two weeks prior to event, or at the time of the reservation. Any exceptions to the policy below must be submitted in writing (Decorations Agreement Form).

The following restrictions apply to all events. All decorations are prohibited unless expressly stated in the policy as being permitted. To use any decoration, a Decorations Agreement Form must be completed and approved.

1. The sponsoring organization/department or patron will be charged cost of repairs resulting from use of any decorations.
2. Decorations/displays must be free standing. Nothing may be affixed in any manner to any surface. Expressly prohibited are: nailing, tacking and/or taping materials to painted surfaces, floors, or woodwork; fastening display materials to draperies, light fixtures, and/or ceiling. Any exceptions must be requested in writing and submitted to the reservations office (reserve@bsu.edu). The Reservations Office will notify you via e-mail if your request has been granted or denied.
3. Doorways, halls, and stairs must remain unobstructed by decorations.
4. Any decorations not made of flameproof material must be approved by Facilities Assignment Coordinator.
5. Candles are strictly forbidden, with the exception of University Catering as approved by Student Center Administration per event.
6. Absolutely no attaching of any material to or near fire sprinklers.
7. Any painting and/or construction of decorations/displays in the Student Center must be approved in advance and be specifically listed in the Decorations Agreement Form. Limited assembly may be permitted if approved in advance on the Decorations Agreement Form.
8. Arrangements for lighting effects must be approved in advance with the Facilities Assignment Coordinator.
9. All light bulbs over 60 watts must be at least five inches away from any surface. Special decorative collars are not allowed at the neck of a bulb in any electrical socket as they present a fire hazard.
10. Water fountains or pools are not permitted.
11. All decorations/display material must be removed immediately after the event. Failure to do so will result in disposal of all items left behind and a labor charge assessed to the sponsoring organization.

12. It is the sponsoring organization's responsibility to review any items/questions with the Facilities Assignment Coordinator that are not directly addressed above.

I. Student Center Posting/Display Policies

The Student Center provides several options for the posting of printed materials and display of banners for University organizations and departments, and is restricted to these groups.

1. Posters and Flyers

- a. All materials must be brought to the Student Center Administrative Office to be approved and stamped. Due to limited space, only materials submitted by the University, University-Affiliated Persons, a University Department, or a Recognized Student Organization (as those terms are defined in the University's policy on Non-Commercial Expressive Activity and Assembly on University Property) may be posted in the Student Center.
- b. Student Center personnel will post materials in approved areas. All other postings are subject to immediate removal and discarding.
- c. Limit of three items per event/announcement.
- d. Size shall not exceed 14" x 22".
- e. Materials may be posted for up to seven consecutive days based upon space availability and on a first-come, first-serve basis. Student Center reserves the right to reduce the time frame to make space available to other groups.
- f. All printed materials must have the name of sponsoring organization prominently displayed.
- g. The Student Center is not responsible for security and will not save materials after approved posting date has expired.
- h. Failure to comply with these policies may result in the revocation of posting privileges.

2. Banners

- a. All banners must be brought to the Student Center Administrative Office to be approved. Due to limited space, only materials submitted by the University, University-Affiliated Persons, a University Department, or a Recognized Student Organization (as those terms are defined in the

University's policy on [Non-Commercial Expressive Activity and Assembly on University Property](#)) may be posted in the Student Center.

- b. Student Center personnel will hang all banners. All others are subject to immediate removal and discarding.
 - c. Tally
 - 1) Maximum size: 40" H x 10' L.
 - 2) Must have grommets on top edge for hanging
 - 3) Maximum of four at any one time
 - 4) Space may be reserved for maximum of seven consecutive days
 - d. Outside
 - 1) Must fit on existing hanging points.
 - 2) Must have sufficient number of grommets to hang securely
 - 3) Must be professionally made & appropriate for outdoor use.
 - 4) Space may be reserved for maximum of seven consecutive days
 - 5) Outside space may be reserved March 1st through October 31st, banners will not be changed during winter months.
 - e. All banners must have the name of sponsoring organization prominently displayed.
 - f. The Student Center is not responsible for security and will not save banner for more than three days after removal. Student Center will not remind sponsor to pick up banner.
 - g. Failure to comply with these policies may result in the revocation of privileges.
3. Electronic Sign - University Avenue
- a. Use of the sign is limited to events held within the Student Center, or all campus events at the request of Marketing and Communications.
 - b. Events will be advertised up to three consecutive days through the Student Center Administrative Office.
 - c. Requests for the Student Center to advertise a particular event should be submitted at least three (3) days in advance.
 - d. The electronic sign is not a public forum but is instead reserved for the Student Center's own messaging regarding campus events.

4. Use and Placement of Table Tents

Use of table tents is restricted to the Publicity Designs Office of the Student Center. Campus organizations should contact that office for information regarding advertising with table tents.

5. Use of Digital Displays

The Student Center has eight digital displays throughout the facility offering advertising space. For complete information, contact the Publicity Designs Office of the Student Center.

J. Collection Boxes

Student and University organizations may set up collection boxes for philanthropic projects. Space is limited and must be reserved with the Reservations Office.

1. All containers must be approved by Reservations Office consistent with the requirements in this subsection.
2. Purpose of collection and sponsoring organization must be prominently displayed.
3. Space may be reserved for a period of up to 14 days.
4. Consecutive reservations may not be made by the same organization in advance.
5. Locations and number of boxes are limited to:
 - a. Information Desk (north of hallway doors): 1 box
 - b. Tally Entrance (across from cell phone charging station): 1 box
 - c. Student Life Lobby (my entrance to 133): 1 box

K. Alcohol Policy

Alcohol service may only be provided by University Catering. The Request for Service of Alcoholic Beverages form must be completed and approved by the Risk Management office for all events in order for alcohol service.

[Risk Management Guidelines for Special Events: Alcohol Service](#)

L. Political Rallies/Activities

Please see the University's policy on [Non-Commercial Expressive Activity and Assembly on University Property](#).

M. Liability

The Student Center is not responsible for damage, loss, or theft of any items brought into the building. This includes personal items, merchandise for sale, or display items.

N. Drug, Alcohol and Tobacco Policies

Ball State has multiple policies restricting or prohibiting the use of drugs, alcohol, and tobacco on campus or at university-sponsored events.

The university does this both to comply with state and federal laws, as well as to encourage a healthy and safe atmosphere on campus.

Violating these policies can result in fines, notifications to parents or guardians, or criminal charges, depending on the offense.

[Drug Policy](#)

[Alcohol Policy](#)

[Tobacco Policy](#)

O. Distribution, Solicitation, Fund Raising, Sales or Commercial Activity Policy

1. These activities are governed by the University's policies on [Non-Commercial Expressive Activity and Assembly on University Property](#) and [Commercial Activity on University Property](#).
2. The Student Center is intended to provide space for students to relax, work on homework, and quietly socialize. All patrons are expected to follow all [Code of Student Rights and Responsibilities](#) while in the Student Center.

POLICIES FOR SPECIFIC AREAS

These policies address specific areas. Provisions of one policy do not necessarily apply to another. Absence of a specific policy does not prevent Student Center management from making decisions affecting the daily operations when the need arises.

A. Student Organization Office Space

1. Please see Office of Student Life page and the [Student Organization Handbook](#) for how to apply for one of the designated office, or cubical spaces.

B. Hotel

1. Should a complaint be received about a guest(s) making too much noise, staff will contact the source of the problem upon receiving the first complaint. Upon a second complaint, the police will be contacted to escort the source of the complaint out of the building. There shall be no refunds.
2. Pets are NOT allowed.

3. Smoking is not permitted. Violation will result in cleaning charge being assessed.

C. Computer Lab

This lab is designed for Ball State students, faculty, and staff. Proper identification is required. Burriss and Academy students are not allowed to use the lab.

D. Tally

1. Tally may be reserved only for events co-sponsored by the University.

E. North Patio

Use of this space is subject to the University's policies on [Non-Commercial Expressive Activity and Assembly on University Property](#) and [Commercial Activity on University Property](#).

F. Front Lawn

1. Non-affiliated groups or persons ("vendors") may engage in distribution, solicitation, fund raising, sales or commercial activity only to the extent permitted in the University policies on [Non-Commercial Expressive Activity and Assembly on University Property](#) and [Commercial Activity on University Property](#). The following regulations also apply to non-affiliated groups or persons using this space:

- a. Each "vendor space" shall be limited to 10'x 10' and will include one 3'x8' table with two chairs.
- b. Each "vendor" is responsible for all applicable permits required by the City of Muncie.
- c. Established rental rates will apply.
- d. Requests should be submitted at least two weeks in advance to allow approval of contract.
- e. A limited number of spaces are available.

G. Lounges

These areas are intended to be public areas to promote casual interaction between members of the University community and offer a place for people to relax. As such, they may be scheduled for receptions, registration, and break areas only.

1. Alumni Lounge: Furniture may be rearranged to accommodate scheduled events; however, it may not be removed. House P.A. system will remain on unless requested to be off for a scheduled event.
2. Browsing Lounge: House P.A. system will remain on unless requested to be off for a scheduled event. Existing furniture will remain as is for all events. Plants may not be moved.
3. Music Lounge: May be scheduled for catered meals accommodating no more than 42 people. House P.A. system will remain off unless requested for a scheduled event. Existing furniture will remain as is for all events. Plants may not be moved.
4. Terrace Lounge: House P.A. system will remain on unless requested for a scheduled event. Furniture may be removed. Patio doors will remain unlocked when building is open.
5. Vivian Conley Memorial Lounge: This lounge may not be reserved for any purpose. The TV shall remain on "public play" (not scheduled). Furniture may not be removed.
6. Lower Level TV Lounge: This lounge may not be reserved.

H. Pineshelf Room

"Tray lunch" meetings may be held in this room.

I. Orr Room

"Tray lunch" meetings may be held in this room. Furniture may not be added or removed. AV equipment will not be added.

J. Art Gallery

The gallery space leading to the Office of Student Life suite is used to display the most recently purchased student art for display within the Student Center. After display in the gallery, the artwork is moved to another location within the facility. The space is not available to be scheduled for any other display of artwork.

This space may not be reserved for organizational meetings; however, it may be reserved for special events as approved by the Student Center Director or designee.

In addition to our own policies the L.A. Pittenger Student Center administration and staff adhere to all University Policies, including those outlined in the [Code of Student Rights and Responsibilities](#), and hold our students, faculty, staff and guests to these policies.

END OF DOCUMENT