STUDENT CENTER POLICIES & PROCEDURES
General Building Policies

Standard Hours of Operation:

Monday-Friday 7 A.M. to 12 A.M.
Saturday-Sunday 9 A.M. to 12 A.M.

- Shoes and shirts must be worn in the Student Center at all times.
- In accordance with Sonoma State University Policies and Procedures, the use of roller skates/blades, skateboards and bicycles are prohibited inside the Student Center, as well as in the dismount zones.
- Service Animals, including on duty law enforcement dogs are the only animals permitted into the building. Contact Conference and Event Services (664-4091) to approve any additional animals to be used in lectures, demonstrations, etc.
- Sonoma State University is committed to providing an environment free from harassment and other forms of discrimination based upon race, age, color, religion, national origin, gender, sexual orientation, veteran status and/or disability.
- Any behavior exhibited in the Student Center that violates the law will not be tolerated and may result in prosecution.

University Smoking Policy

It is the policy of Sonoma State University that smoking and other uses of tobacco products are prohibited on campus as well as at off campus sites under University ownership or control, and in vehicles owned, leased, or rented by the University.

Emergency Evacuation

When an evacuation takes place, all occupants of the Student Center are to leave the building immediately and orderly, exiting out of the nearest designated exit and meet at the designated evacuation area and safe zone. Trained staff members will direct students, staff, faculty and visitors to the nearest designated exit, as well as informing them of the safe zones. Do not use the elevator during an evacuation.

Any evacuation of disabled persons will be given high priority in all emergencies. Disabled persons will be evacuated in accordance with the Student Center’s evacuation plan.

Evacuation of all or part of campus may be deemed necessary due to an earthquake, significant power outage, fire, hazardous material spill, explosion, or similar type of event. If total evacuation from the campus is necessary, EOC personnel will consult with civic authorities and provide specific instructions for safe evacuation.

Lost & Found

The Student Center is not responsible for lost, found or damaged items belonging to individuals and/or organizations using the building or our campus.
Items found on campus will be sent to Seawolf Services the following business day. To claim an item, individuals must present current photo ID and a physical description of the item.

**Tabling Guidelines**

The Tabling Guidelines have been developed to promote organized and efficient use of campus facilities and to ensure that recognized clubs and organizations have equitable allocation of campus space for tabling.

**Procedures**

An organization may only check out one table at a time during a selected time slot. Organizations may sign up for more than one time slot in a single day.

A student I.D. from one of the organization's members is required at the time of the reservation and will be held at the Information + Tickets desk for the remainder of the reservation.

Tables must be placed in the Approved Tabling Areas. Note table must be 20 feet away from all door entrances (see map).

Only one organization during a time slot is permitted to use amplified music in Seawolf Plaza. Please check existing reservations for availability.

Use of any of the plaza furniture during tabling is prohibited. There is no tabling in front of the plaza furniture.

Organizations are responsible for any damages, loss, or failure to return the table borrowed from the Student Center.

Failure to check out a table during the reserved time for more than 3 occurrences will result in the organizations loss of the privilege of reserving and the use of a table at the Student Center for the remainder of the semester.
LEGEND

- NO TABLING ZONES
- PERMANENT OUTDOOR FURNITURE
- APPROVED TABLING ZONES
General Reservation Policies

Before you advertise your event, be sure to reserve your space. Reservations will need to be completed through the Conference and Event Services (CES) department within the Student Center.

To begin the reservation process, a Request for Use of Facilities and Services form (RUFUS) is needed and can be found online through the Sonoma State website.

Once CES has confirmed the organization’s space, an event coordinator will assist and/or direct the client to obtain the correct services for the specific event.

Reserve Student Center Spaces

Ballroom Spaces

Spanning nearly 12,000 square feet, the Grand Ballroom is the largest of its kind in Sonoma County and can accommodate over 1,200 attendees.

The ballroom also has the ability to be separated into four smaller rooms, providing 3 individual spaces for up to 130 and a fourth for up to 600. A large pre-function area is created as part of this configuration.

Meeting Spaces

The second floor houses another 6 meeting spaces. These “Valley” meeting rooms, named after our local valleys, provide another 4,000 square feet of space for smaller meetings and gatherings.

Each meeting room features data projectors, live internet jacks, wireless connectivity, DVD players and more.

Priority System

Scheduling Priorities:

1. Student Groups and Departments in Student Center
2. Departments on campus (excluding classes)
3. Off-Campus Clients

Timelines for Academic Year:

Group 1: Priority when space is open for scheduling
Group 2: 6 months prior to event start date
Group 3: 4 months prior to event start date
Summer Priorities and Timelines:

First come, first served -- across the board

The Student Center reserves the right to move a group to another space.

The Student Center reserves the right to deny services to any individual or organization which has a prior history of violating Student Center policies.

**Damages & Loss**

The sponsoring group is responsible for any and all damages and cleaning beyond the normal wear and tear. The Student Center reserves the right to inspect and review all functions. Any organization that shows disregard for our facilities and equipment may be charged additional fees, be denied further use of Student Center space, and/or be referred to the appropriate authority for disciplinary action. The Student Center will not assume responsibility for the damage to, or loss of, any merchandise or personal property.

**Loading Dock**

Any vehicle requiring the use of the loading dock must request in advance for permission through Conference and Event Services (664-2475). Loading dock parking is for loading and unloading purposes only, any vehicle parked out of the allotted times will be held to standard university parking services policies.
Reservation Details

Room Set Up

Student Center staff can assist in planning the physical set-up for all events. Set-up and equipment needs should be requested at the time of reservations. We will make every effort to honor late requests; however, this is not always possible due to equipment, staff and time limitations. If equipment is not available, the customer will be notified.

Room Condition

If you need additional time on either end of your event for your own set-up or clean-up, please include that in the times you are requesting for your reservation. Persons and organizations using the space they reserved are held responsible for leaving the room in the same condition in which it was found. Any need for adjustments in room arrangements, food orders, etc. must be made through Conference and Event Services. During evenings and weekends, the Building Lead or Operations Specialists can assist you with any adjustments you need.

Police Services

In an effort to provide a secure environment for guests and patrons, certain events held at the Student Center may require security. SSU Police Services is responsible for securing campus events.

The Police & Parking Services Event Staffing Form must be submitted for any event that CES has deemed necessary.

Technical Services & Support

The Student Center’s Operations Department is responsible for providing technical support for events throughout the Student Center and the entire Sonoma State University campus. Clients will work with CES on the technical needs of each event, from basic microphone and projection to more advanced packages that involve music and lighting.

Extended Building Hours

The Student Center reservations are scheduled during posted hours of operation. Hours of the building may change based on campus holidays/breaks. Reservations which require access to the building beyond the posted hours of operation require a request two weeks prior to the event. If the event can be accommodated, additional fees will apply.
Decorations

Doorways, hallways, corridors, staircases and fire exits cannot be locked, blocked, or obstructed in any way.

Candles are not allowed in any meeting rooms. Only flameproof material should be used for decorations. The use of rubber cement, cellophane tape, nails, paint, duct tape, or other material that might damage building surfaces is prohibited.

At the end of the event, the room must be returned to its original condition to avoid any additional charges.

Ballroom and Meeting Room Guidelines:

The following guidelines must be followed for all events scheduled in the Ballroom or Meeting Rooms. We thank you for your cooperation. Contact Conference and Event Services (CES) at 664-4091 with any questions.

1. All set-up requests and decorations should be discussed in detail with an Operations Coordinator prior to the event date.
2. No display materials of any sort may be affixed to the walls, doors, windows, room partitions, curtains, or floors in the ballroom or meeting rooms without direct consent from Student Center Operations.
3. No tape (including duct, masking, and clear tape) is permitted in the ballroom or meeting rooms. All electrical cords, cables, etc. must be covered.
4. Any food or beverage spills on the floor must be cleaned up immediately. If assistance is needed with a spill, please contact a Building Lead, Operation Specialist or Catering staff.
5. The Student Center assumes no responsibility for any items left in the ballroom or meeting rooms. Please remove all of your items by the end of the event.
6. It is your responsibility to return the ballroom or meeting rooms to their original set-up condition after the event. All trash must be discarded in waste receptacles. All decorations must be removed or discarded. Please let Operations staff know if you need additional trash receptacles. If the room is in not left in its original condition, your organization will be charged a cleaning, trash removal, and possible damage fee depending on the condition of the ballroom.
7. All decorations must meet minimum safety standards as interpreted by Environmental Health and Safety. All balloons must be secured within the facility.
8. The use of nails, screws, or thumbtacks is prohibited in the building. Please discuss with an Operations Coordinator the option of special rigging for hanging items.
9. The use of glitter, paint, glue or aerosol spray products is not permitted in the Student Center.
10. All smoke, fog, bubble machines and light show projectors using any type of liquid or dry ice are prohibited in the ballroom. Any special effects need to be approved by the Operations Coordinator before the event.
11. Partition divider walls in the Main Ballroom must be opened and closed by Student Center staff only.
12. Student Center staff will regulate light and sound controls. Please submit all detailed light and sound requirements when submitting set-up plans two weeks prior to your event. Additional equipment and trained staff are available to support your event with a two-week notice and an additional fee.

Failure to adhere to any of guidelines will result in additional fees to the organization. These fees include but are not limited to:

- Extra cleaning or set-up costs (labor charge)
- Cost of repairs to facility (cost and labor)
- Cost from loss or theft of equipment (replacement cost and labor charge)
- Fire Department response for failing to follow the above guidelines.