

# Clayton State University

## STUDENT ACTIVITIES CENTER BALLROOM AND PRE-FUNCTION AREA POLICY

The Student Activities Center Ballroom and Pre-Function Area provides a formal on-campus location to host events and programs, promote campus life and involvement, and engage students in socially meaningful activities.

*The following regulations are intended to protect the Student Activities Center Ballroom and Pre-Function space and ensure the safety of all patrons. The Student Activities Center will enforce all regulations and notify the appropriate administrator of any infraction.*

**The Ballroom and Pre-Function space is available to all students, student organizations, Athletics, academic and administrative units. In some instances, the Ballroom and Pre-Function space will be made available to non-University affiliated entities. All facility violations will be reported and sanctioned accordingly. For questions, comments or concerns, contact the Student Activities Center at (678) 466 – 5433.**

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1. Student organizations reserve priority reservation for the Ballroom and Pre-Function space. Some rules apply.
2. The Student Activities Center reserves the right to amend a reservation in order to manage space and/or meet a University priority.
3. The Student Activities Center reserves the right to alter an event/meeting set-up in order to limit risk, ensure safety and meet any all applicable state, federal, University and Board of Regents policies.
4. The Pre-Function space is reservable only in conjunction with Ballroom events.
5. Reservations that exceed the stated patron capacity limit will be ended.
6. Sponsoring units may acquire access for scheduled meetings thirty (30) minutes prior to the meeting start time. If more time is required for decorations or set-up, the sponsoring unit may request it during the walk-through. See Student Activities Center staff for additional information.
7. Academic courses are not permitted to be held in the Ballroom.
8. Sponsoring units are responsible for all damages beyond normal wear and tear.
9. Sponsoring Units are responsible for all expenses beyond normal maintenance cleaning due to an event/meeting.

10. Food and beverages are permitted. However, red and purple colored beverages are not permitted inside of the Ballroom. All cleaning and damage expenses due to spillage will be billed to the sponsoring person/unit.
11. Sponsoring units are responsible for removing all items following an event/meeting. All abandoned items will be discarded. The Student Activities Center will not keep any abandoned items.
12. Affixing any postings to the walls is not permitted.
13. Free standing or table top banners or decorations are permitted.
14. Table tents may only be placed during on a table during an event/meeting.
15. Confetti, glitter, rice, colored sand, stars and other similar decorative items are not permitted. This includes table top decorations that are spread across the tables. See Student Activities Center staff for more information.
16. Candles are permitted. Some rules apply. Contact the Student Activities Center for additional information.
17. Fog machines are not permitted inside of the facility.
18. Fireworks, sparklers, or similar etc. are not permitted.
19. All music must be free of explicit language and/or sexual innuendo(s).
20. All videos and or images displayed on the projector screens must be in good taste. Some rules apply. Contact the Student Activities Center for additional information.

Revised July 2009