

Clayton State University

STUDENT ACTIVITIES CENTER FACILITY POLICY

The Student Activities Center provides a fun, interactive, and safe environment for the university community. The Student Activities Center encompasses a number of venues and attractions that fuse the functional areas of the Department of Campus Life and the Department of Recreation and Wellness together.

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

The Student Activities Center is available to all students, student organizations, Athletics, academic, and administrative units. In some instances, the facility 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. The Student Activities Center reserves the right to amend the Student Activities Center Guidelines as deemed necessary to ensure day-to-day operations.
 2. Individuals with disabilities should be extended priority for elevator usage or seating.
 3. No weapons (i.e. assault, recreational or similar, etc.) are permitted inside of the facility per local, state, federal and Board of Regent policies.
 4. The temperature for the facility is preset; it will not change. For adjustments to a specific room or area, contact the Student Activities Center.
 5. Space heaters are not permitted inside of the facility.
 6. Clayton State University is dedicated to providing a healthy and comfortable environment for all patrons. As such, smoking or other use of tobacco products (including, but not limited to, cigarettes, pipes, cigars, snuff, chewing tobacco, electronic cigarettes, vaporizers) will not be allowed in either indoor or outdoor areas of the campus.
 7. Children under the age of 17 may not be left unattended.
 8. No events/meetings may extend beyond normal business hours. Events/meetings that extend beyond normal business hours require permission from the Student Activities Center. In addition, an hourly rate is required. Contact the Student Activities Center for additional information.
 9. The University Posting and Announcement Policy will be strictly enforced.

10. Table Tents are permitted inside of the Laker Lounge, Gaming Zone and Student Organization suite with authorization from the Department of Campus Life. Table tents are not permitted on lobby tables or inside of the fitness center.
Table tents are allowed to be displayed up to two (2) weeks prior to the scheduled date. Table tents should be monitored regularly for neatness and removed immediately following the advertised event/meeting.
11. All banners must be hung by the Student Activities Center staff. Student organizations and/or administrative units are not permitted to hang more than one (1) banner at a time. *Example of a request that would be denied: Having a general banner promoting the organization.*
12. Directional signage may only be placed in the facility by facility staff.
13. Publications and printed materials for distribution may only be left in the designated areas with authorization from the Student Activities Center.
14. Donation drive boxes and tables may only be placed in the Lobby or Laker Lounge with authorization from the Student Activities Center.
15. Pets or other animals are not permitted inside the facility. For individuals that require a service animal (i.e. service/work animal), clearance must be received from the Disability Resource Center before entering. Some rules apply. See the Student Activities Center for additional information.
16. Under no circumstances may an Exit be blocked.
17. Under no circumstances may a structure (e.g. tables, chairs, extension cords, wires, etc.) block the normal flow of students.
18. Furniture may not be moved or relocated to another floor or office.
19. Inflatables or similar structures are permitted inside of the facility. Some rules apply.
20. Mechanical and/or electric generators are not permitted inside the facility.
21. Cleats or other spiked (i.e. metal, hard plastic, etc.) shoes used for athletic purposes or similar are not permitted inside of the facility. This also includes muddy sneakers, etc.
22. Fireworks, sparklers, etc. are not permitted.
23. Fog/Smoke-inducing machines are not permitted inside the facility.
24. Noise makers are not permitted inside of the facility. Some rules apply.

Lobby

1. The Lobby is not reservable.
2. Wall postings and table tents are prohibited.

3. Music may be played at a low level and must be free of any explicit language or sexual innuendo(s).
4. Furniture may not be relocated unless authorized by Student Activities Center staff.

Laker Lounge

1. The Laker Lounge is reservable by student organizations and administrative units. A fee is required for reservations. See the Student Activities Center staff for further information.
2. Student organizations and administrative units are responsible for all damage beyond normal wear and tear due to a scheduled event/meeting.
3. Wall postings are prohibited.
4. Table tents are permitted in the Laker Lounge with authorization from the Student Activities Center.
5. Music may be played at a low level and must be free of any explicit language or sexual innuendo(s).
6. Furniture may not be relocated unless authorized by Student Activities Center staff.

Center for Student Involvement and Conference Room

1. Students may only enter the suite during normal facility operating hours.
2. Food and beverages are permitted. However, red, blue, and purple colored beverages are not permitted inside of the Conference Room. All cleaning and damage expenses due to spillage will be billed to the sponsoring person/unit.
3. Postings in the Conference Room are prohibited.
4. Table tents are permitted in the suite but not in the Conference Room with authorization from the Student Activities Center staff.
5. Music may be played at a low level and must be free of any explicit language or sexual innuendo(s).
6. Students are not permitted to save work on to the suite computers.
7. Students are not permitted to print academic assignment(s) or non-student organization work on the suite printers.
8. Students caught misusing suite equipment (including printing academic assignments) will be sanctioned by the Student Activities Center and reported to the Office of Student Conduct.
9. The Conference Room is reservable for a maximum of two (2) hour increments. Some rules apply.

10. The Conference Room is reservable for limited-events outside of meeting space.
Some rules apply.

Revised June 2017