THE SAC

- The Ballrooms
- The Café
- The Game Room
- The Green
BALLROOMS

- We reserve the right to amend a reservation in order to manage space
- Food and beverages are okay but do not bring red or purple liquids
- Do not attach anything to the walls or doors
- No confetti, glitter, rice, colored sand, or similar decorative items. Rule of thumb: If it is smaller than a dime, I shouldn’t use it.
- No fog machines
- Coordinate balloons with Campus Life staff in advance because they cannot come through the building
- Fines or fees may be assessed if the event runs past operating hours or something is broken
- Clean up area after use
THE CAFÉ

- Balloons are not allowed in the Café
- No confetti, glitter, rice, colored sand, or similar decorative items. Rule of thumb: If it is smaller than a dime, I shouldn’t use it.
- No fog machines
- Please do not attach anything to the walls, windows or doors
- Please do not block the main entrance doors
- Clean up area after use
THE GAME ROOM

- Reservable during operating hours with no fee but the organization cannot prevent others from entering (Chess Club hosts a Game Night)
- Reservable during non-operating hours for a fee. You have to pay for the student worker.
- Do not remove games from the game room (We are accepting recommendations and donations)
- There is no gambling in the Game Room
- Please do not sit on the gaming tables (pool, foosball, table tennis)
- Students are responsible for broken or damaged equipment
THE GREEN

- Available during posted SAC facility hours
- Limited power
- Any water needs must be met in advance of event. We will not turn water back on
- Grill must be cleaned after use
- Coordinate with Campus Life Staff if you will be using inflatables or tents that need to be spiked into the ground because of irrigation system
- Do not take facility furniture outside
- Return outside furniture to appropriate location after use
- Clean up area after use
SAC POLICIES

- Please do not move the furniture.
- Please do not bring anything to decorate that is smaller than a dime.
- Please do not tape anything to the walls, doors, or windows.
- Only available during operating hours.
- Campus Life Staff will hang banners.
- Donation boxes may be placed in the Café area near the Information Desk with permission from SAC Staff.
- No pets allowed in the building.
- Cleats are not allowed on the stained concrete.
- Balloons...
THE UC

- Main Street
- The Loft
- Classrooms
- The Quad
THE CLASSROOMS

- Scheduled classes have priority. You cannot kick out a class. If a professor kicks you out, get their name and course then report it to the SAC and we will follow up accordingly.
- Music may be played at low levels
- Please clean up after your meeting or event
THE LOFT

- Do not tape anything to the walls
- Please do not decorate with confetti, glitter, sand, or similar. Rule of thumb: Do not use anything smaller than a dime.
- Music may be played at a low volume
- Please clean up after your event
MAIN STREET

- Each standard set-up is one table and two chairs. Do not borrow or steal someone else’s chairs or table
- Please do not play amplified sound or yell at people walking by
- Please do not tape anything to the walls, doors, or windows
- Please do not move the tables
THE QUAD

- No amplified sound
- Clean up after your event
UC POLICIES

- Please do not tape anything to the doors, windows, or walls.
- Please be mindful of classes
- Please do not move the furniture
- Please do not move chairs from one classroom to another
- Campus Life Staff will hang all banners
- Balloons are not allowed in the UC
- Donation bins are allowed in Showcase 1, with permission from Campus Life
- If you have any problems, please report them to the Information Desk
CSU EAST

- The Theatre
- The Atrium
- Classrooms
CSU EAST: WHAT IS OVER THERE?

- 4 Classrooms: Meetings
- 1 Theatre: Performances
- Atrium area: Receptions
CSU EAST POLICIES

- Minimal Set-ups (Tables, Chairs) No A/V
- Be mindful Human Resources is in this building
- Do not tape anything to the walls, windows, or doors
- Please clean up after your event or meeting
- Call Public Safety after your event and wait for them to come lock up the building