

# 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 several venues & attractions as a functional area of the Department of Laker Life.

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. Beginning July 17, 2017, HB 280 allows any individual 21 or older who possesses a Georgia concealed carry license may, as well as licenses issued by other states recognized in Georgia, carry a concealed weapon on a public college or university campus in Georgia. Concealed weapons are prohibited in university housing, athletic events (includes stadiums, gymnasiums, and similar facilities), Greek housing, faculty/staff offices, areas where K-12 education occurs, and disciplinary hearings. For more information, <https://www.usg.edu/weaponscarry/guidance>.
  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 staff.
  5. Space heaters are not permitted inside of the facility.
  6. Children under the age of 17 may not be left unattended.
  7. No events/meetings may extend beyond normal facility operating hours. Events/meetings that extend beyond normal facility operating hours require prior permission from the Student Activities Center. In addition, an hourly rate is required for extending beyond regular facility operating hours. Contact the Student Activities Center for as it varies.
  8. The University Posting and Announcement Policy will be strictly enforced.

9. Table Tents are permitted in the Gaming Zone and Student Organization suite with authorization from the Department of Laker Life. Table tents are not permitted on lobby tables or inside 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 the following day or next available business day after the advertised event/meeting.

10. 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 and a banner promoting an activity, event, or program.*
11. Directional signage may only be placed in the facility by a facility staff member.
12. Publications and printed materials for distribution may only be left in designated areas such as bulletin boards, unused window pockets, and literature boards in the Lobby, Gaming Zone, and Student Organization Suite with authorization from the Student Activities Center. No materials may be taped on walls, windows, or furniture.
13. Donation drive boxes and tables may only be placed in designated areas with authorization from the Student Activities Center staff. Boxes and tables must be retrieved twenty-four (24) hours after the donation drive.
14. Pets or other animals are not permitted inside of the facility. For individuals that require a service/support animal, clearance must be received from the Disability Services before entering. Individuals requiring an emotional support animal must follow guidelines outlined by the Disability Services. See the guidelines for [Disability Services Animal Policy](#) for more information.
15. Under no circumstances may an EXIT be blocked.
16. Under no circumstances may a structure (e.g. tables, chairs, extension cords, wires, etc.) block the normal flow of students.
17. Furniture may not be moved or relocated to another floor or office.
18. Inflatables or similar structures are permitted inside of the facility. Please contact Student Activities Center Staff to coordinate the placement, setup, and breakdown of these inflatables.
19. Mechanical and/or electric generators are not permitted inside the facility.
20. 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.
21. Fireworks, sparklers, etc. are not permitted inside or outside the facility.
22. Fog or smoke machines are not permitted inside the facility.

23. Noise makers use must be approved by the Student Activities Center staff.

### **Lobby**

1. The Lobby is not reservable but can be utilized for event hosting.
2. Wall postings 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 by departments and external clients. See [Events & Venue Management](#) for more information.
2. Hosting organizations or individuals are responsible for all damage beyond normal wear and tear as a result of their 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.

### **Student Organization Suite**

1. Students may only access the suite during normal facility operating hours.
2. Food and beverages are permitted. All cleaning and damage expenses due to spillage will be billed to the sponsoring person/unit.
3. Posting in the following rooms are prohibited: resource, meeting, and study rooms.
4. Meeting and study rooms are reservable by visiting the Student Activities Center administration suites. The student reserving the space must have their Laker ID.
5. Table tents are permitted in the suite with authorization from the Student Activities Center staff.
6. Music may be played at a low level and must be free of any explicit language or sexual innuendo(s).

7. Students are not permitted to save work on to suite computers.
8. Students are not permitted to print academic assignment(s) or non-student organization work on the suite printer.
9. Students who are caught misusing suite equipment (including printing academic assignments) will be sanctioned by the Student Activities Center and reported to the Office of Student Conduct.
10. The Conference Room is reservable for a maximum of two (2) hour increments. Some rules apply.
11. The Conference Room is not reservable for events (i.e. receptions, programs, etc.). The room is to be used as a meeting space. Some rules apply.