

Shepherd University
Student Center Room Usage Policies

All persons reserving a facility in the Student Center agree to the following guidelines for themselves and the members of their club/organization:

1. All registered student organizations/clubs must follow the guidelines outlined in the Student Handbook and the Student Organization Handbook.
2. The consumption of alcoholic beverages and/or the use/possession of illegal drugs are not permitted.
3. The Director or the Assistant Director of the Student Center reserves the right to override a specific room request, based upon the size of the group and the specific needs for the use of the space; however, in most cases requests will be made on a first-come first -served basis.
4. As a courtesy to others using the facilities, all persons/groups/organizations/clubs are asked not to exceed their reservation times.
5. All registered student clubs/organizations, have a one-hour time limit for regular meetings before 9pm Monday through Thursday. Registered Student clubs/organizations are limited to one weekly meeting per week. Exceptions may be made by the Director or Assistant Director of the Student Center.
6. The Storer Ballroom is used for groups of 50 or more unless an exception is made by the Director or Assistant Director of the Student Center.
7. Open flame devices (votive candles, Sterno for catering, and birthday candles on a cake) are permitted only in attended areas. All tapered candles are prohibited, due to wax dripping on carpeted areas.
8. All furniture and chairs in the rooms are to be put back in place after the meeting or a charge will be assessed to the group.
9. Groups or individuals providing food at their event are expected to clean-up all surfaces and take all food, utensils, and dishes with them at the end of the event. Failure to do so will either jeopardize future reservations and or/result in charges for clean-up.

11. Special room setups must be requested ten working days in advance if the Student Center Staff is to meet your needs. A set up fee will be charged for events that require extensive setups. If a set up request has not been received, the room will be provided "As Is".

12. All individuals or groups failing to cancel a room reservation 24 hours in advance could result in the cancellation of existing future reservations. The cancellation must be received during Information Center operating hours which are listed on our website: or by calling 304-876-5497. Voicemail cancellation messages received outside the Information Center's operating hours are not acceptable. A \$10 fee will be assessed for all rooms not cancelled in advance.

13. The use of tape or tacks on the walls or ceiling is prohibited. Easels can be requested from the Information Center for items which need to be posted. If you wish to extensively decorate a room, please request a copy of our Decoration Guidelines.

14. Parking for off campus groups is difficult from August 15 through May 2 weekdays from 7am to 4:30pm. If you have scheduled an event during those hours please contact our University Police Department, 304-876-5374 and they can provide free parking passes for H-Lot. H-Lot is located on the West Campus, so this involves a 15 minute walk or 30-45 minutes if using the campus shuttle. The H-Lot shuttle stop is located near Dunlop Hall.

15. Parking Notes: Parking decals are required from August 15 to May 15. A-, F-, G- and H-Lots, and the area of campus on N. King Street, are open to all vehicles for parking from 4:30 p.m. to 6:00 a.m. and weekends. Blue campus parking meters are not enforced during these times, but reserved Admissions Office spaces at Ikenberry Hall are enforced all day, 365 days a year. B-Lot will be available to any classification of student during evenings whenever the entrance gates to B-Lot are left raised. B-Lot will generally be made available from 4:30 p.m. Friday until 12:01 a.m., Saturday night/Sunday morning [tickets will be issued on Sunday afternoons], but those lots will be closed for football game days and other major events. *May 15 through August 15 the blue meters on campus do not require payment. All meters on and south of high street are town meters and you must follow the regulations printed on those meters regarding payment 365 days/year.*

10/28/15