

Building Policies

As a representative of Augusta State University and the Jaguar Student Activities Center, you have a responsibility for seeing that policies of the campus and facility are being followed. These policies are established to protect the building from abuse, as well as to protect its users. When you see someone violating a policy, you should approach him/her, politely explain the policy and ask him/her to please conform to it. If the person resists, do not create a more difficult situation by raising your voice, becoming offensive, or trying to demand "submission." In the case of physical violence or situations that you feel pose a threat to your safety or the safety of others, do not attempt to intervene. University Police and your supervisor should be notified ASAP.

1. Reservations

All reservations for the Jaguar Student Activities Center are taken on-line using a software program called RESS. At this point, no reservations are accepted from groups outside the University.

1a. Who Can Use the Space

Priority Level for Reservations

1. ASU Student Clubs and Organizations
2. Student-Service Departments
3. Academic Departments
4. ASU Partners- Alumni Association Members; Individual Student and Faculty/Staff Events are not allowed at this time
5. Non ASU/ Private Functions are not allowed at this time

The above priority level is used when two or more events are pending in RESS for the same space, time period and date. Departments and student organizations may not serve as fronts for off-campus organizations. If fronting is discovered, the Director of Student Activities will be notified and actions may result.

2a. Use of Space

Use of space/rooms that have not been requested through the Office of Student Activities is prohibited. Additionally, groups should not extend the use of the space without the approval of the Office of Student Activities. If extra time is needed, please notify the Building Manager on duty. If you encounter another activity taking place in the room assigned to you, please contact the Building Manager at once.

Groups are responsible for cleaning up after their event. After hours; this includes; but is not limited to sweeping, wiping down tables, removing decorations, asking for more garbage bags, and placing all garbage outside the door. If you do not meet these requirements, you may be charged a cleaning and an additional late hour extension fee.

3a. Space Available Ballroom

Location:

JSAC 1st Floor

Capacities:

450 Maximum Capacity Standing

300 Maximum Capacity Lecture

240 Maximum Capacity Banquet

62 Maximum Capacity Information Fair

General Features

12 ft high Multipurpose Room

Wireless Internet Connection Available

3 Wired Internet Connection Ports

1 Stage Podium

1 Floor Podium

1 Drop down Projection screen

1 Permanent Ceiling Mounted Projector

1 Internal sound system

1 Access to banquet kitchen

300 Soft Seat Chairs

40 4ft round – Brown Tables

15 8ft round – Brown Tables

5 6ft rectangle – Brown Tables

2 8ft rectangle – Brown Tables

Coffeehouse

Location:

JSAC 2nd Floor

Capacities:

Maximum Capacity Standing

90 Maximum Capacity Lecture

75 Maximum Capacity Banquet

60 Maximum Capacity Classroom

General Features

9 ft high Multipurpose Room

Wireless Internet Connection Available

Conference Call Access

1 Wired Internet Port

- 1 Stage/Floor Podium
- 1 Projection Wall
- 1 Permanent Ceiling Mounted Projector
- 1 Internal Sound System
- 2 - Wall Mounted Dry Erase Boards
- 2 Pieces of stage – Semi Permanent in room
- 75 Portable Rolling Net Back Chairs
- 7 - 4ft round Portable Tables
- 6 – 3ft round Portable Tables
- 2 – 5ft rectangle Portable Tables (Food)

North Patio

The patio is used for tabling and large events. The patio should be reserved through the RESS system. All events must adhere to Student Activities policies. Events with music will have to adhere to the ASU sound policy.

Breezeway Tables

The general circulation area for the building can be used for information tables, fundraising and special events. The Breezeway north end by the information desk is the hub of activity and is generally a high traffic area. Reserved table space is limited to 5 per day with two chairs per table at this end of the building. Tables are 5ft in length.

Breezeway Large Events

Breezeway space used for special events must be reserved at least one week in advance and can have 2 stage pieces at the south end. Also available are 22 - 4ft tables for large information sessions; i.e. What's the Scoop. These tables can not block traffic flow or block the entrance to the library.

Markert Conference Room:

Location:

JSAC 1st Floor

Capacities:

10 Maximum Capacity Conference Table Seating

General Features

Wireless Internet Connection Available

Room setup can not be altered

1 – Conference Table

10 - Conference Chairs

Skinner Formal Conference Room:

Location:

JSAC 2nd Floor

Capacities:

20 Maximum Capacity Conference Table Seating

16 Maximum Capacity Luncheons

General Features

Wireless Internet Connection Available

Room setup can not be altered

Conference Call Access

- 1 Dry Erase Board / Projection Wall
- 1 Permanent Ceiling Mounted Projector
- 1 Permanent Side Board
- 1 – Conference Table
- 20 - Conference Chairs

Hardy Meeting Room

Location:

JSAC 2nd Floor

Capacities:

- 45 Maximum Capacity Lecture Seating
- 24 Maximum Capacity Classroom
- 24 Maximum Capacity Conference Square

General Features

- Wireless Internet Connection Available
- Sink
- 2 Wall Mounted Dry Erase Boards
- 14 White Rectangle Tables
- 51 White Plastic Chairs
- Storage Cabinets for Student Organizations

4a. How to Reserve Space

Campus Departments should reserve space through the RESS System on the Student Activities website. Please specify if you need linen or china in the system, however, you will request these items from Sodexho.

Student Organizations should also reserve this space through the RESS System. All Greek organizations should also get written approval for their events from the Associate Director before submitting an event in the RESS System. Non-Greek organizations should notify the Associate Director of their events; however, all events for the Patio, Ballroom and Coffeehouse will be forwarded to the Associate Director for final event approval via the RESS System. Please specify if you need linen or china, however, you will request these items from Sodexho. Please remember that RESS reservations only approves the space, not the actual event.

5a. Late Hour Extension/Early Open

Any organization wishing to extend the Student Center hours beyond that of normal opening/closing time must arrange it at least five business days prior to the date of the event with the Director of Student Activities. The fee will be \$15.00 per hour for any part of an hour before and/or after the normal opening and closing hour. There will be at least one Building Manager assigned to each extended hour. It is at the discretion of the Operations Manager if more than one Building Manager will be needed for that evening's events. If the request was not arranged one week in advance, then the request will not be approved. If there is more than one event on the same night extending the same JSAC hours, all parties split the cost. Groups may not have after hour access until the Director of Student Activities has approved the request. Access cannot exceed past 12am midnight and/or two consecutive days. **ALL EVENTS MUST END AT 11:30 P.M. AND BE COMPLETELY CLEANED UP AND VACATED BY 12:00 A.M.**

You are responsible for leaving the room in the same condition you found it. You are required to collect your own garbage for this after hour event. After hours; this includes; but is not limited to sweeping, wiping down tables, removing decorations, asking for more garbage bags, and placing all garbage outside the door. If you do not meet these requirements, you may be charged a cleaning and an additional late hour extension fee. Forms can be found at the Student Activities Office or online at the Student Activities website.

Any organization wishing to have an opening beyond that of normal open times must have it approved. The building will be opened by a building manager and will not be opened by Public Safety or other ASU personnel. Building Managers will report all unauthorized persons in the building to Student Activities Office.

Most times, access will be only granted through one door. Please let the staff on duty know if you need more.

6a. Security

The reserving group is responsible and liable for the use, care, and condition of the room/area and its contents. The reserving group incurs responsibility for security measures and arrangements relative to its proposed event. He/she thereby assumes full responsibility for any damages, theft or vandalism resulting from either the use of space and/or equipment, or failure to notify the Building Manager so that rooms and equipment can be secured. For those activities that require the hiring of Public Safety, the Director of Student Activities will determine if your event needs Public Safety. Public Safety will be notified and confirmed by the Office of Student Activities. During an event, the Building Manager should be immediately consulted by the reserving group regarding any situations that may require the attention of Public Safety. If Public Safety enters the building for any incident the Operations Coordinator should be notified ASAP by the Building Manager.

7a. After Events

The reserving party is responsible for ensuring that the reserved space is cleaned after an event. This includes sweeping and in some instances mopping the area used, collecting trash and putting all tables, chairs and risers where they belong. The space must be left clean enough for the next event. This is particularly important after 3:00pm and on weekends when there is no regular maintenance of the building. Building Managers should ensure that this is done.

8a. Decorations

The purpose of this policy is to protect individuals as well as the building and its furnishings and fixtures. If there are questions, they should be addressed to the Operations Coordinator, with final approval from the Director of Student Activities.

1. Decorations must be removed immediately after an event.

2. The University does not accept responsibility for decorations/belongings left after an event.

3. Furniture may not be moved without JSAC approval.

4. Tacks, nails, adhesive tape, masking tape, duct tape, etc., may not be used on walls, windows, doors, brick, or any other part of the building. "Scotch" or clear tape may be used on non-tinted windows. Exterior windows and doors may not have any signs posted on them without consent. "Plasti-Tak" or some other form of non-residue adhesive may be used on any surface, except on brick and fabric panels.

5. Decorations must be ready to display before they are moved into the building. Large articles must be brought in through the loading dock behind the Ballroom.

6. Heavy articles may be hung only with permission of the Student Activities staff. Nothing may be hung from ceiling or lights.

7. Ladders may be used to decorate if available. Standing on table tops/chairs is not permitted.

8. Helium balloons must be tied/anchored down when used in the Breezeway, Ballroom and Food Court. If balloons float to the ceiling, they may set off a fire alarm resulting in evacuation of the JSAC and Library.

9. The use of hay, straw, corn-stalks, dry tinder, or any highly flammable materials is discouraged.

10. The University does not permit the use of liquid-fueled table decorations in the JSAC. The burning of candles in the JSAC is not permitted. Groups may use electrical devices that closely simulate candles.

11. Glitter and confetti are not to be used as decorations.

12. Decorations should not be posted on fabric panels

13. Activities involving the use of “messy” materials, such as pumpkin carving, etc., require the use of group provided protective table and floor coverings.

2. Damage

Any damage to the JSAC facility, equipment or furnishings will be the responsibility of the individual or group leaving the damage. The responsible party will be held accountable. All damages should be immediately reported to the Manager on duty, the Manager will then report it to the Operations Coordinator. Any employee who damages the building or equipment should report it immediately to the Operations Coordinator. Excessive damages found to be happening by the part of the employee due to carelessness will result in action taken by the Director of Student Activities.

3. Removal of Equipment

Equipment owned by the Department of Student Activities is not to be removed from the JSAC without permission of the Director. Equipment must also stay within its designated area. Game Room and Fitness Center equipment must remain in its designated location. Equipment that is removed will be considered stolen.

4. Hazardous Materials

Pyrotechnics or other hazardous materials such as dry ice, fog machines, etc. used for special effects within the JSAC must have the approval of the Director. Flammable liquids as well as open flames are not allowed in the JSAC.

5. Common Areas

The common areas are for informal student use. There is no designated 'quiet study' space in the JSAC. No formal organized meetings may take place in the common areas. However, informal groups should not be disruptive outside conference and meeting rooms.

6. Lost and Found

The staff at the Information Desk should be contacted to inquire about lost clothing and equipment. A separate lost and found box is located in the main office. All lost and found items will be logged in. JagCards lost in the building will be turned in to the main office, where they will remain for 48 hours. After 48 hours, they should be given to the Jag Card Office in the JSAC. Any electronics, wallets, jewelry or anything of value should be reported to the Operations Coordinator or the Senior Administrative Secretary. These items should also be logged into the lost and found and then given to Public Safety as soon as possible or stored in the bottom left hand drawer of the Operations Coordinator if after normal office hours.

7. Posting Signs

The Student Activities Office must approve all posting in the JSAC. Posting will be allowed for two weeks from the time of posting and will be taken down when the date has expired.

JSAC Posting Policy

All bulletin boards within the JSAC are mounted in the hallways and breezeway. Bulletins, announcements, and flyers may only be posted on marked bulletin boards.

Only Chartered Student Organizations, Functional Areas within Student Activities, and University Offices may be assigned a bulletin board; only the group assigned to the bulletin board may post on that particular bulletin board. The group assigned to the bulletin board is responsible for the content and information on the bulletin board.

General boards are available for groups or individuals not assigned to a bulletin board. Posting of all notices and flyers must receive prior approval from the Student Activities Office. Banners may only be hung over the second floor rail in the breezeway. Like all other postings, the Student Activities office must approve banners.

NO glitter is allowed on any publicity hung on the boards. All items must be tacked to the board; no glue, tape or staples is permissible. All tacks MUST also be removed along with the information after the approval stamp has expired. Specifically prohibited is campaign literature (exceptions may be made for an organization's Homecoming candidate(s)), commercial advertising and personal ads or personal communications. Materials deemed to be generally offensive to JSAC users such as pornographic or libelous items are also to be excluded. Items too large for appropriate placement will be removed. Groups and persons found in violation of these regulations will receive one (1) warning letter. The second offense will result in the loss of bulletin board privileges.

There may be one (1) oversized advertisement for campus events only, limited to 4ft. x 7 ft., hung in the Breezeway of the Student Center. (A twin size bed sheet.)

8. Guest Computers and Internet Access

Several computer stations and connections available to students are available in the Breezeway along the wall facing the library. Security-enabled wireless Internet access is available throughout the building for those that have laptops with wireless adapters. Media Services offers laptops for checkout with a valid ASU ID. Guests may use the Internet only if they are part of a legitimate reservation in the building at the time of Internet need. The user name is always asu_guest. The password is changed every day and IT should be called to get the daily password.

9. Disability Access

The JSAC provides accommodation for persons with disabilities. Persons needing assistance should ask the Information Desk attendant or the Student Activities office.

10. Food

Registered student organizations, ASU department and off-campus groups are required to use authorized catering vendors for all meetings or events in the JSAC. Any questions regarding catering should be directed to the Student Activities Office. When reserving space in the JSAC notify them of what type of food you will have. This will help ensure proper setup of room. Due to splatter and unforeseen hazards food tables should be placed at least 3 feet from walls.

11. Key Policy

Keys may be issued to persons with a legitimate reason for being in the building or an office. Persons may be issued a key for parts or all of the building. These keys are the property of the Student Activities Office and must be returned at the end of employment or residence. You must fill out a key contract in order to receive a key. Persons with keys will not enter after hours unless they have permission at least 48 hours in advance from the Director of Student Activities. Any violation of JSAC policies will result in the keys turned back over to the Office of Student Activities. Keys are to remain in the under the key holders control at all time. When the key holders tenure, residence or employment is over the key/s must be returned ASAP. Failure to do so or if the keys are lost, key holder will pay a \$35.00 replacement fee per key. Fees can be placed on student accounts as a hold until payment is made in full. Keys are not transferable. Transferred keys are considered lost. Keys must be turned back in at the end of each semester.

12. After Hours Access for Student Publications

After-hours access to the JSAC is limited. All student organizations should be encouraged to keep their event within the building hours. Members of student publications, whose offices are in the JSAC, are allowed to stay late (up until midnight on Fridays and Saturdays only. There must be at least two members of these student publications staying late and they must inform the Student Activities Office and Public Safety. Prior approval is needed from the Director of Student Activities before permission will be granted.

13. Penalties for Abuse of Facilities or Failure to Abide by Policies and Procedures

Individuals who damage the facilities or equipment will be responsible for the full repair or cost of replacement. Individuals who abuse or damage the facilities, or fail to follow established procedures may forfeit their right to use the facility.