

## **Reserving University Facilities**

All club-sponsored events are open to the entire University community must be reported to the Office of Student Activities, Organizations & Leadership so they may be listed on the master calendar of activities.

### **Facilities Reservations**

You must make a request for any area you wish to reserve through Facilities Reservations. Their web site has the form necessary for you to complete for room availability. <http://www.salisbury.edu/admin/reserve/>

#### **Events in the University Center**

1. Schedule a meeting with the Day Manager of the Guerrieri University Center at least two (2) weeks in advance to assist with room set up if the event is anything other than a standard meeting.
2. If the event is expected to have a large attendance (as determined by the Student Activities Office), the organization must arrange for a public safety officer at the organization's expense. This should be arranged two (2) weeks in advance. Check with University Police for cost per hour per officer.
3. IF the event will be loud, (i.e. band, amplified performance), this must be cleared with the Facilities Reservations Office to make sure that other events in the building will not be disturbed.
4. If your organization needs to use the room's sound or lighting system, contact Event Services (x84597) at least two (2) weeks in advance and fill out an Event Services Worksheet.

#### **Events in the University Commons**

1. Check online for availability to secure your room reservation.
2. Contact University Dining Services regarding room set up.
3. Submit a work order and Dining Services Internal Worksheet for food services for the event.
4. Facilities in the Commons will be scheduled for those events, which require food, primarily events of a small-scale meeting nature (see breakdown of Commons room capacities).

### **Events in Caruthers Auditorium**

1. Contact Campus Recreation and Facilities Reservations to reserve a room.
2. Submit work orders to Maintenance two (2) weeks in advance.
3. If the event is expected to have large attendance (as determined by the Student Activities Office), the organization must arrange for a public safety officer at the organizations expense. Check with University Police for cost per hour per officer.
4. The organization is responsible for getting a work order to the Campus Recreation office to make sure that tarps are put on the floor and housekeeping coverage is arranged. This must be done two (2) weeks in advance.
5. The organization will be charged for overtime work of the building manager or will be charged for an extra building manager on duty during the event.

### **Events in Holloway Hall**

1. Submit work orders to Maintenance two (2) weeks in advance.
2. If the event is expected to have large attendance (as determined by the Student Activities Office), the organization must arrange for a public safety officer at the organizations expense. Check with University Police for cost per hour per officer.
3. If your organization needs to use the room's sound or lighting system, contact Event Services (x84597) at least two (2) weeks in advance and fill out and Event Services Worksheet.
4. For band performances, the organization **MUST OBTAIN SPECIAL PERMISSION** from the Director of Student Activities, Organizations & Leadership and the Director of the University Center.

### **Notes on Facility Reservations**

- These guidelines pertain to events that are only open to SU students and their guests (2-3 guests per student, unless otherwise deemed by the Organization). The student is responsible for the guest(s). A high school student may only attend as the guest of an SU student. If your organization is interested in sponsoring an

Office of Student Activities, Organizations & Leadership

event open to the public, please see the Director of Student Activities for the procedure.

- A faculty/staff advisor must be at the event the entire time.
- A member of the student organization must be at the door to collect admission charge and/or check ID's.
- Most events run until midnight. If your organization wants to go any later in any building, you must make arrangements when making your reservations. It is imperative that you do this, even if you aren't sure if your event will run later or not.
- Since organizations will be billed for any damage done to the facility, a representative from the organization should walk through the room with the building manager prior to the event.
- Advertisement for these events must remain on campus.
- If the event is a dance, advertisement must include opening and closing times.
- It is in the organization's best interest to follow up on work orders two days before the event.

## Residence Hall Quad

### Policy Regarding Space on the Residence Hall Quad:

Because the Quad area is immediately contiguous to the living/sleeping/studying environments of five (5) residence halls housing 675 students, special considerations must be followed for groups wishing to reserve its space.

1. The space is available only for student groups registered through Student Activities.
  2. The space is available for use on:
    - Friday 3:00 p.m. - 8:00 p.m.
    - Saturday 11:00 a.m.- 8:00 p.m.
    - Sunday 11:00 a.m.- 8:00 p.m.Note: Residence Life reserves the right to use the space outside these designated times.
- On any given weekend, only two (2) of the three (3) available times may be reserved.
  - The Quad may not be reserved:

The weekend (Friday/Saturday/Sunday) preceding the week before Spring Break.

1. In conjunction with the dates and times defined as Quiet Hours, which traditionally begin the weekend before exams start.
  2. Over the course of a semester the Quad may be reserved a total of six (6) times by student groups outside Residence Life.
- Residence Life will post other group's requests as they are received to encourage coordination rather than competition for the Quad.
  - Organizations must receive approval from the Assistant Director of Housing and Residence Life.
  - A contact person from the requesting group needs to contact the Area Director/Resident Director on duty the date of the activity to share logistical information.
  - Groups using the space must be willing, upon request of the AD/RD on duty, to moderate their activity if it creates problems for the residents living in the halls

Office of Student Activities, Organizations & Leadership

surrounding the Quad.

- Group organizers must assume responsibility for the behavior of the participants and provide whatever controls are necessary. If the AD/RD on duty determines that the activity had gotten out-of-control, he/she will consult Public Safety; the event staff advisor and student coordinator to determine if closing down the activity immediately is warranted.
- If weather conditions are such that the Quad has become very muddy due to prolonged or heavy rain, the Horticulture Director will advise Housing as to whether recreational activity is viable.
- Trash/debris must be collected and deposited in appropriate receptacles.
- Chairs and tables must be accounted for through work orders by then end of the day.
- The University's alcohol policy remains in effect during any Quad activity when used by any group.

## The Pergola

**Note: The Pergola is the "Great White Walkway" between the University Center and Devilbiss Science Hall.**

### POLICY

Use of this space must be scheduled through the Facilities Reservations Office as any other space on campus.

- University policy prohibits the attachment of decorations, signs, posters, etc. on walls, doors, windows, building exteriors, light posts, etc. Therefore, the Pergola should be free of external attachments.
- Alterations to the Pergola to avoid inclement weather conditions will not be permitted. **A rain location must be scheduled at the same time this location is scheduled.**
- Electrical receptacles are in place at various locations along the walkway. Maximum wattage is 1500 and maximum amperage is 20 amps, 110 volts.
- Ice sculptures or serving tables containing large volumes of liquids must be located in areas, which do not create a danger (grass area, location not directly adjacent to electrical fixtures).
- The brick areas are not designed for heavy vehicular traffic. Passenger vehicles or small pick-ups may be used if absolutely necessary for delivery, set up or service to the area. This type of use should only occur when no other access is possible.
- Responsibility for control of an event continues to rest with the sponsor of the event. Variables of control required depends on the nature of the event. Both activities and plans to manage it should be reviewed with the Facilities Reservations Manager.
- Birdseed must be used for weddings, tributes, etc., where rice would normally be thrown.
- Music-this requires judgment in relation to the time of the year, time of day, type of activity, type of music, etc. This must be coordinated with the Facilities Reservations Office.  
If alcohol is to be served, all guidelines established by the alcohol policy must be addressed and applied.
- Avoid set ups and/or events which would damage plantings and/or physical structure of the Pergola.
- Housekeeping needs and details will be handled by the Director of Building Services depending upon the nature of the activity, number of participants, etc. Work orders are required and issued by the originator with the copies to the Facilities Reservations Office.

## Instructions for Additional Services

### Audio Visual Support:

Contact [Classroom Technology](#) at 3-6463.

### Catering:

Contact the [Catering Manager](#) at 8-4799 or the [Catering Secretary](#) at 3-6173. All Specific or non-standard room setups for the Commons should be coordinated with the [Catering Manager](#) or the [Catering Secretary](#). Work orders should be sent directly to University Dining.

### Event Services:

For technical services including but not limited to Caruthers Hall, the Commons, the Great Hall, Holloway Hall Auditorium, the Wicomico Room (located in the Guerrieri University Center) as well as outdoor locations call [Event Services](#) at (410) 548-4597. Work orders should be sent directly to Event Services located in the Guerrieri University Center.

### Horticulture:

For plant requests, a "Horticulture Plant request Form" is available through the Facilities Reservations Office or from the Horticulture Department.

## Scarborough Student Leadership Center

The mission of the Scarborough Student Leadership Center (SSLC) is to engage students in developing a personal philosophy of leadership that includes understanding self, others and community. The leadership development program is multifaceted; the goals are to recognize every member of the community as a potential leader, to provide students opportunities to practice leadership, and to empower students to understand and realize their civic responsibilities.

### Facilities

The offices of the Greek social and Greek honorary organizations are housed in the SSLC. The center also houses the office of the Director of the Office of Student Activities, Organizations & Leadership. The 8,300 square foot facility includes a ritual room, board room, the Hargreaves Leadership Library, catering kitchen, conference room and meeting room.

### Room Reservations

Contact the office staff at 410-677-5303 to make room reservations for the SSLC. First preference for reservations is given to Greek social and Greek honorary organizations and leadership programs. You can also fill out the Room Request Form below.

### Hours

The building hours during the academic year are:

Monday & Wednesday	8 a.m.-11p.m.
Tuesday & Thursday	8 a.m. - 10 p.m.
Friday	8 a.m. - 5 p.m.
Saturday	12 p.m – 5p.m.(as needed)
Sunday	4 p.m. – 11 p.m.

To request a room in SSLC, access the form on the SSLC web page.