

EVENTS 101: FACILITIES

POLICIES & PROCEDURES

CLAYTON STATE UNIVERSITY



LEGEND

- CURB CUTS
- ADA PARKING
- AUTOMATIC DOORS
- A-L** PARKING LOTS
- ELECTRIC CAR CHARGING STATION
- BICYCLE RACKS



CLAYTON STATE UNIVERSITY CAMPUS

- | | |
|-------------------------------------|--|
| 1 ATHLETICS CENTER** | 13 LAKER HALL** |
| 2 AMPHITHEATER | 14 LAKEVIEW DISCOVERY & SCIENCE CENTER |
| 3 ARBOR HALL | 15 LECTURE HALL |
| 4 ARTS & SCIENCES | 16 LIBRARY |
| 5 CLAYTON HALL | 17 MAGNOLIA HALL |
| 6 COLLEGE OF BUSINESS | 18 CARNES HALL FOR MUSIC** |
| 7 EDGEWATER HALL | 19 SECURITY STATION & VISITOR INFORMATION CENTER |
| 8 FACILITIES MANAGEMENT | 20 SPIVEY HALL** |
| 9 FACULTY HALL | 21 STUDENT ACTIVITIES CENTER |
| 10 HARRY S. DOWNS CENTER** | 22 WOODLANDS HALL |
| 11 JAMES M. BAKER UNIVERSITY CENTER | 23 100-5000 LAKER VILLAGE |
| 12 LABORATORY ANNEX BUILDING | |

** Requires site/facility manager's approval; may take longer to approve

RESERVABLE OUTDOOR SPACES

- | | |
|------------------------------------|----------------------------------|
| A The Green* | G UC Quad |
| B SAC Big Deal Hill ¹ | H Library Lawn |
| C SAC Tennis Court 1 | I UC Plaza 1 |
| D Soccer Fields** | J UC Plaza 2 |
| E Laker Hall Pavilion** | K Lakeview Discovery Center Lawn |
| F Laker Village Clock Tower Lawn** | |

* Listed under SAC

THE SAC

- ❖ The Ballrooms
- ❖ The Gaming Zone
- ❖ Laker Lounge
- ❖ 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.

BALLROOMS

- ❖ Student organizations are not permitted to use the hallway behind the ballroom as an entrance/egress as a part of their event. It is a service hallway, not an access hallway. Access is prohibited.
- ❖ Coordinate helium balloons with Laker 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.

LAKER LOUNGE

- ❖ Helium-filled balloons are not allowed in the Laker Lounge
- ❖ 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

LAKER LOUNGE

- ❖ Please do not attach anything to the walls, windows or doors.
- ❖ Please do not block the main entrance doors.
- ❖ Please do not rearrange the furniture, this is a commuter students lounge.
- ❖ Clean up area after use.

THE GAMING ZONE

- ❖ Reservable during operating hours with no fee but the organization cannot prevent others from entering (i.e.: Chess Club hosts a Game Night)
- ❖ Do not remove gaming equipment from the Gaming Zone (We are accepting recommendations for video games/big games/gaming tables/equipment).
- ❖ There is no gambling on the Clayton State University grounds.

THE GAMING ZONE

- ❖ Please do not sit on the gaming tables (pool, foosball, ping pong/table tennis, air hockey) as this tends to unbalance the tables leaving their respective games unplayable.
- ❖ Students are responsible for broken or damaged equipment beyond normal wear and tear.

THE GREEN

- ❖ Available during posted SAC hours of operation, which change with semester breaks, over the summer, and during holidays.
- ❖ Limited power available for use during activities.
- ❖ Any water needs must be discussed with Laker Life in advance of your event, so that we can plan to accommodate your needs. We will not turn water back on.

THE GREEN

- ❖ Coordinate with Laker Life Staff if you will be using inflatables (additionally think about power needs) or tents that need to be spiked into the ground because of the buried irrigation/sprinkler system.
- ❖ Do not take interior facility furnishing outside, it's not designed for use outside and may become damaged.
- ❖ Return outside furniture to appropriate location after use.
- ❖ Clean up area after use.

SAC GENERAL POLICIES

- ❖ Please do not move the furniture.
- ❖ Please do not bring anything to decorate that is smaller than a dime (i.e., confetti or glitter).
- ❖ Please do not tape anything to the walls, doors, or windows.
- ❖ The SAC Lobby, Ballroom, Laker Lounge, Fitness Center, & Green are only available during operating hours.
- ❖ Laker Life staff (or an authorized representative) will hang all banners upon request.

SAC GENERAL POLICIES

- ❖ Donation boxes may be placed in the Laker Lounge, near the SAC Front Desk, or near the main entrance with permission from Laker Life staff and with a submitted and approved fundraiser (donation drive) form.
- ❖ No pets allowed in the building.
- ❖ Cleats are not allowed on the stained concrete as it will likely damage the floor.
- ❖ No helium-filled balloons allowed in the SAC (or UC). This is not up for negotiation.

THE UC

The James M. Baker University Center



- ❖ Main Street
- ❖ The Loft
- ❖ Classrooms
- ❖ The Quad
- ❖ UC Plaza



The CLASSROOMS

- ❖ Scheduled classes always have priority.
 - ❖ You cannot kick out a class.
 - ❖ However, if a professor kicks you out of a classroom, get their name and course then report it to Laker Life, and we will follow up accordingly.
- ❖ Music may be played at low levels
- ❖ Please clean up after your meeting or event.

UC - THE LOFT

- ❖ Do not tape anything to the walls or railing.
- ❖ 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 the area after your event.

MAIN STREET

- ❖ Each standard set-up is one 6-foot table & two chairs. Do not borrow/take someone else's chairs or table.
 - ❖ If you need additional tables/chairs, those arrangement should be made in advance of your event with Laker Life.
- ❖ Please do not play amplified sound or yell at people walking by, as it disturbs classes.
- ❖ Please do not tape anything to the walls, doors, or windows.
- ❖ Please do not move the tables without permission.

UC QUAD & PLAZAS

- ❖ The Quad refers to the outdoor area adjacent to the University Center's 2nd Floor Entrance, the Lecture Hall, & Magnolia Hall.
- ❖ There is limited power available in this area, arrangements will need to be made with Laker Life in advance.
- ❖ No amplified sound permitted in this area as it may interfere with classes.
 - ❖ Clean up the area after your event.

UC QUAD & PLAZAS

- ❖ The UC Plazas refer to the spaces outside the UC's Main 1st Floor entrance and Commons adjacent entrances.
 - ❖ Plaza 1 (Main Entrance side) is the area near the stairs on the James M. Baker side of the stone outcropping.
 - ❖ Plaza 2 (Common's side) is the area closer to the lake on the back side of the stone outcropping.
 - ❖ Amplified Sound is allowed in these areas.

UC GENERAL POLICIES

- ❖ Please do not tape anything to the doors, windows, or walls.
- ❖ Please be mindful of classes and their need for quiet.
- ❖ Please do not move the furniture.
- ❖ Please do not move chairs from one classroom to another.
- ❖ Information Desk Staff will hang all banners and place your flyers in the exterior kiosks.

UC POLICIES

- ❖ Helium-filled balloons are not allowed in the University Center (or SAC).
- ❖ Donation bins are allowed in Showcase 1 (the space near the 1st Floor entrance), with a submitted and approved fundraiser (donation drive) form and permission from Laker Life.
- ❖ If you have any immediate problems in the University Center, please report them to the Information Desk staff and follow-up with Laker Life.

CSU EAST ARBOR HALL

- ❖ The Theatre
- ❖ The Atrium



CSU EAST: WHAT IS OVER THERE?

- ❖ 1 Theatre: Performances
- ❖ Atrium area: Receptions
- ❖ Loft Area



CSU EAST POLICIES

- ❖ Minimal Set-ups available. Microphones, tables, & chairs needed to requested in advance of your event. Projectors available, but no additional A/V.
- ❖ Be mindful Business Operations has offices in this building.
- ❖ Do not tape anything to the walls, windows, or doors.
- ❖ Please clean up after your event.
- ❖ Call Public Safety after your event (evenings) & wait until they lock up the building (678) 466-4050.