

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 includes venues and attractions that fuse the functional areas of the Department of Campus Life and the Department of Recreation and Wellness.

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.
 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 business hours. Events/meetings that extend beyond normal business hours require permission from the Student Activities Center. In addition, an hourly rate is required. Contact the Student Activities Center for additional information.
 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 Campus Life. Table tents are not permitted on lobby tables or inside of 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 immediately following 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 the Lobby and Gaming Zone with authorization from the Student Activities Center.
13. Donation drive boxes and tables may only be placed in designated area 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 animal, clearance must be received from the Disability Resource Center before entering. Some rules apply. Individuals requiring an emotional support animal must follow guidelines outlined by the Disability Resource Center. See the Student Activities Center for additional 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. Some rules apply.
19. Mechanical and/or electric generators are not permitted.
20. Cleats or other spiked (i.e., metal, durable 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 Machines are not permitted inside of the facility.
23. Noise makers use must be approved by the Student Activities Center staff.

Lobby

1. The Lobby is not reservable.

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 Life staff.

Laker Lounge

1. The Laker Lounge is reservable by student organizations and administrative units. A fee is required for reservation. See the Student Activities Center staff for further information.
2. Student organizations and administrative units are responsible for all damage beyond normal wear and tear due to a 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 enter the suite during normal facility business 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. Student Organization Suite is open during Student Activities Center business hours.
5. Meeting and study rooms are reservable by visiting the Student Activities Center administration suites. The student reserving the space must have their Laker ID.
6. Table tents are permitted in the suite but not in the Conference Room with authorization from the Student Activities Center staff.
7. Music may be played at a low level and must be free of any explicit language or sexual innuendo(s).
8. Students are not permitted to save work on to the suite computers.

9. Students are not permitted to print academic assignment(s) or non-student organization work on the suite printers.
10. Students caught misusing suite equipment (including printing academic assignments) will be sanctioned by the Student Activities Center and reported to the Office of Student Conduct.

Revised July 2023