

MISSOURI SOUTHERN STATE UNIVERSITY POLICY

Policy #:		Effective:	July 2017*	Category:	Student Policies
Name:	Use of Leon C. Billingsly Student Center Policy and Procedures				

1.0 PURPOSE

The Leon C. Billingsly Student Center (the "Student Center") is resource that is open and accessible to members of the University community and others consistent with this Policy and the procedures set forth below for reserving space.

General hours of operation for the Student Center are:

During fall and spring semesters:

Monday - Friday: 6 a.m. to 10 p.m.

Saturday: 8 a.m. to 8 p.m.

Sunday: 12 noon to 10 p.m.

During semester breaks:

Monday – Friday: 8 a.m. to 5 p.m.

BSC hours may vary

Bookstore hours:

Monday – Thursday: 7:30 a.m. to 6:30 p.m.

Friday: 7:30 a.m. to 5 p.m.

2.0 SCOPE

This Policy applies to all members of the University community and non-University organizations interested in using Student Center facilities.

3.0 POLICY

Section I.

Eligibility and Policy Statement of Priority

A. The following are eligible to use the facilities of the Student Center:

- Missouri Southern State University students
- Missouri Southern State University faculty members
- Missouri Southern State University staff members
- Missouri Southern State University Alumni Association members
- Guests of the above or of the University

B. Persons who use the Student Center facilities are expected to abide by the House Rules and other University Policies, rules and regulations.

C. Children will not be permitted in any area of the Student Center unless they are accompanied by and remain with a parent or guardian.

Section II.

Student Center House Rules

- A. All spaces except the bookstore are under the supervision of the Dean of Students.
- B. The Student Center lounge areas are for use by students, faculty, staff, and alumni or their guests, unless reserved through the Reservations Office, BSC 241 for other purposes.
- C. No classes, lectures, labs or any type of class for credit shall be scheduled in the Student Center unless approved by the Dean of Students.
- D. Voting boxes for student approved campus elections may be placed only in those areas of the Student Center approved by the Dean of Students.
- E. Selling tickets to approved campus events by proper reservation for off-campus groups by special permission from the Director of Student Activities may be permitted in the Student Center.
- F. Unapproved animals are not permitted in the building at any time.
- G. Equipment and furnishings assigned to the Student Center shall not be removed for any reason except upon written permission of the Dean of Students.
- H. The Student Center shall not be responsible for any articles lost in the building. Articles found in the building should be brought to the Student Activities Office for proper handling (Room 210).
- I. Any damage to Student Center or equipment will be charged to the group using it at the time damage occurs unless individual responsibility can be established.
- J. No persons, except authorized personnel, shall remain in the Student Center after official closing time.
- K. Gambling is prohibited in the Student Center.
- L. Failure to cooperate with persons employed to enforce this Policy and the rules and regulations may result in disciplinary action.
- M. Student Center facilities are not to be used for promoting off-campus activities for a commercial nature by a sponsoring student organization.

Section III.

A. Priority:

Events sponsored by the Campus Activities Board and Campus Recreation shall be given priority in the use of the facilities of the Student Center. Priority will next be given to recognized campus organizations and University committees, then to other groups on a first-come, first-serve basis.

B. General Procedures:

1. Reservations of space and equipment for all events must be made with the Student Activities Office by an officer or authorized member of the sponsoring organization.
2. After assignment of space has been made, arrangements must be made with the Dining Services General Manager for all food and refreshments desired for an event held in the Student Center. All food and beverages used in the Student Center must be provided or approved by University Dining Services, subject to requirements of that service. This includes food and drinks that have been donated or prepared elsewhere.
3. Any group that has reserved rooms and failed to use them, or has shown disregard for equipment in the Student Center may be charged a room rental fee or denied further use of rooms, or both. Failure to notify the Student Activities Office of a cancellation 24 hours in advance of the event will result in a charge, where applicable, for the cost incurred for the event scheduled, custodial overtime accumulated, or equipment prepared.
4. All reservations must be made using the University's Billingsly Student Center Facility Request Form available here: <https://www.mssu.edu/student-affairs/rent-a-facility/Event%20Request%20Form.pdf>

C. Deadlines for Reservations:

The Student Center may be reserved up to one semester in advance for both campus and off-campus functions. Large-scale social functions requiring extensive setup or equipment require no less than two weeks advance notice, and smaller functions require at least two full working days' notice in order for proper preparations to be made. Seating arrangements for meeting and/or dining should be specified with the request for space. Final

attendance counts and equipment needs must be confirmed with the Student Activities Office no later than noon two working days prior to the event.

D. Decorating:

1. Arrangements for setting up decorations must be made with the Student Activities Office, as available time will vary.
2. Decorations must be self-supporting. No pins, nails or tape may be used to attach any type of decorations to the walls or ceiling. Items may be hung from the ceiling in certain areas with fishing line or string, with prior notice.
3. All decorations not provided for in the above section must be approved by the Director of Student Activities.
4. All decorations and equipment not to be destroyed must be removed by the following morning, unless an earlier deadline is specified by the Student Activities Office. Groups leaving decorations and equipment to be disposed of will be billed for the time it takes the University Staff to clean up after the event.

E. Facility Fees

Charges for the use of Student Center rooms and equipment may be obtained from the Student Activities Office at the time the reservation is made. Additional charges for custodial overtime and temperature control will be approximated at that time, but the actual charges will depend entirely on the amount of time the group uses the facility and the amount of clean-up required.

F. Non-University Groups

Requests for the use of Student Center facilities by a non-University group or organization should be directed to the Director of Student Activities. The evaluation of the appropriateness and worth to the University program of a particular use of facilities by a non-University group or organization shall be at the discretion of the University, and include consideration for the following:

1. Relevance and contribution to the needs of the education program of the University.
2. Timeliness and intrinsic merit of the activity.
3. Availability of suitable space not needed for the educational activities of the University.

4.0 HISTORY

This policy may be revised, edited, changed or removed at any time with or without notice to applicable individuals.

5.0 RELATED DOCUMENTS