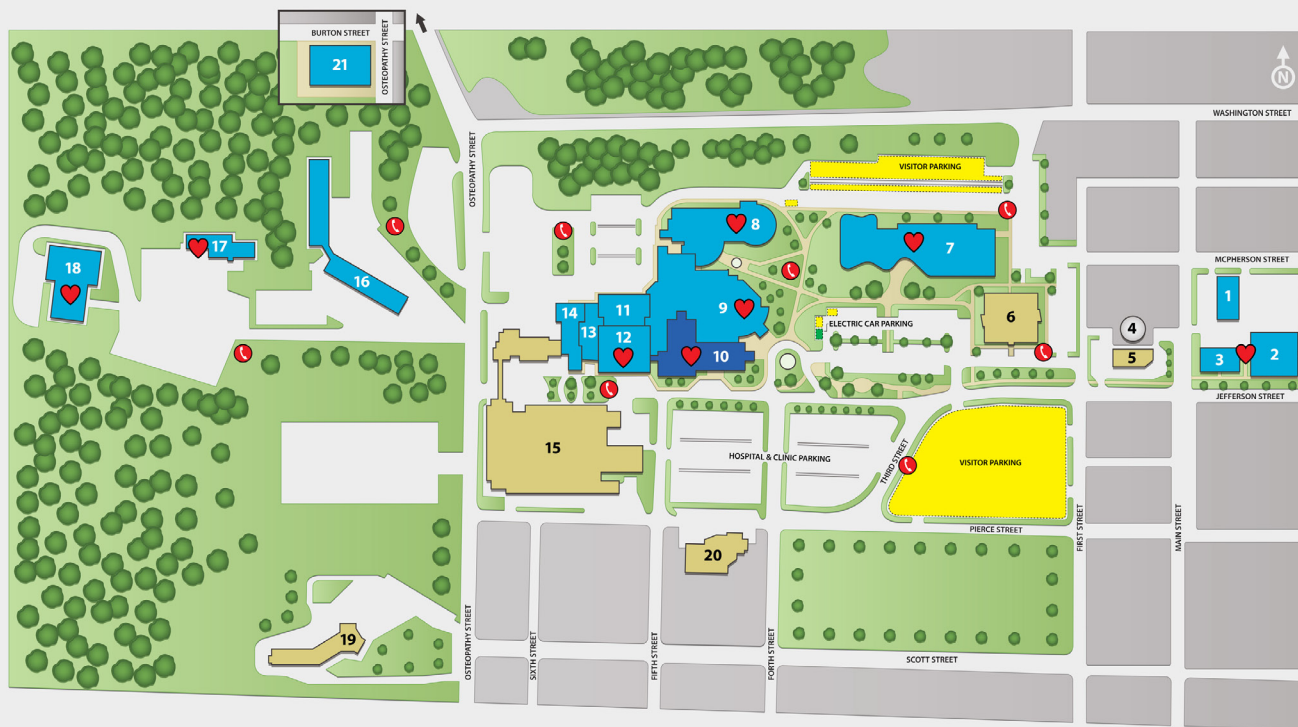


# Facility Resource Guide

## 2014-15



*for officially recognized student organizations*



## A.T. Still University - Kirksville, MO Campus

- 1) FACILITIES / SECURITY OFFICE
- 2) COURTS LEARNING CENTER
- 3) MEMORIAL HALL
- 4) WATER TOWER
- 5) CLINIC
- 6) NEMHC HEALTH CLINIC

- 7) INTERPROFESSIONAL EDUCATION (IPE) BUILDING
- 8) CONNELL INFORMATION TECHNOLOGIES CENTER
- 9) TINNING EDUCATION CENTER
- 10) GUTENSOHN CLINIC
- 11) TIMKEN-BURNETT RESEARCH BUILDING
- 12) GEORGE STILL BUILDING
- 13) HOWARD WING
- 14) EAST BUILDING

- 15) NORTHEAST REGIONAL MEDICAL CENTER
- 16) STUDENT HOUSING
- 17) SCHOOL OF HEALTH MANAGEMENT
- 18) THOMPSON CAMPUS CENTER
- 19) SAINT ANDREW'S SENIOR LIVING CAMPUS
- 20) CANCER TREATMENT CENTER
- 21) ATSU ANNEX BUILDING

♥ AED UNIT ON SITE

⚡ EMERGENCY PHONE

**ATSU**  
A.T. STILL  
UNIVERSITY

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A.T. Still University strives to provide appropriate space for students to study, receive information, promote events, and enjoy leisure activity and social interaction. In order to accomplish this, facilities must be kept professional looking, attractive, and in good order and repair. This is possible because of the involvement, support, and cooperation of University administration, staff, and students.

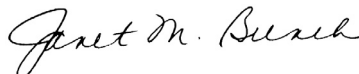
This guide is designed to provide information to student leaders and others to clearly identify resources and opportunities available and associated responsibilities. Although information in this guide is directed to those areas and systems that are the responsibility of the Department of Student Affairs, information about other areas available is also included.

In addition, Student Affairs also supports officially-recognized student organizations by maintaining the student activities calendar, sending email announcements of activities and events to students and/or faculty/staff, and managing requests for a fundraiser or sales on the Missouri Campus. Request forms for these resources are available within this guide. The Department of Student Affairs manages these opportunities and should be contacted if there are questions. While using ATSU facilities, students and student organizations will adhere to the Code of Behavioral Standards in the Student Academic & Disciplinary Codes and Processes. ATSU is a tobacco-free campus, and students and student organizations are expected to honor this policy.

The student affairs generalist oversees the facilities. Please contact staff with requests, questions, and/or concerns.



Lori Haxton, MA  
Vice President for Student Affairs



Janet M. Bunch  
Student Affairs Generalist

## Contact information

Student Affairs  
A.T. Still University  
660.626.2236  
[mostudentaffairs@atsu.edu](mailto:mostudentaffairs@atsu.edu)

Bulletin boards are strategically placed throughout campus in order to provide an effective means of sharing appropriate information and announcements. Contact Student Affairs at 660.626.2236 or email [mostudentaffairs@atsu.edu](mailto:mostudentaffairs@atsu.edu). Staff will post and remove information. The locations of bulletin boards managed by Student Affairs are

- Information Hallway, first floor, TBR
- Outside of McCreight and Coutts Classrooms, first floor, TEC
- First and second floors, CITC

## **Guidelines**

- A draft of the announcement must be presented to the student affairs generalist for approval or needed revisions before final copy is printed and presented for posting.
- All items posted must be stamped approved and dated for removal.
- All information must provide a direct benefit for ATSU students and employees or be sponsored by an ATSU office or affiliated organization.
- Information must have a sponsor name and contact phone number or email address listed.
- Items that are not date sensitive (information of a general nature, such as opportunities in the field of emergency medicine) will be dated for removal at the discretion of Student Affairs staff.
- Materials will be posted according to the labeled sections on the boards.
- Information cannot be placed on entrance/exit doors, windows, walls, classroom doors, etc. Any found will be removed immediately.

Many organizations engage in collection drives to support a charitable organization or important cause. Such philanthropic endeavors are encouraged; however, the guidelines below must be followed for the welfare and appearance of the campus and its constituents.

## Guidelines

- Any organization or group wishing to host a collection drive must complete an online request form located here, and submit it to Student Affairs for approval.
- The collection drive cabinet is located in the Centennial Commons.
- Collections will be allowed for a specific period of time, with a maximum of four weeks, when appropriate, at the discretion of Student Affairs.
- The sign to designate the drop-off location must be submitted to Student Affairs for approval. Staff will add the date of when the drive is to conclude. It is the responsibility of the organization to hang it upon starting the drive and remove it upon concluding the drive.
- The person or organization applying has the responsibility to regularly check their collection box and remove materials donated, especially those containing foods/liquids, as the box becomes full.
- For food wrappers/lids collected, donors must be asked to thoroughly remove food/liquid before contributing them.
- Collection of items believed to pose a safety or health concern will not be allowed.

## Guidelines

- All information submitted for the digital signs must provide a direct benefit to ATSU students and employees or be sponsored by an ATSU office or affiliated organization.
- Students, faculty, and staff wishing to communicate information through digital signs must complete the online [request form](#) and submit it to Student Affairs, along with the completed template or slide of the message to appear.
- The request and slide for the signs must be submitted a minimum of three working days before the requested viewing date. The slide should be attached to an email addressed to [mostudentaffairs@atsu.edu](mailto:mostudentaffairs@atsu.edu).
- Student Affairs staff must approve the request before the information appears on the digital signs.
- Staff will be available to add information to the digital signs during normal working hours, 8:00 a.m.-5:00 p.m., Monday through Friday, excluding holidays and University-wide closures.
- Date-sensitive information will be posted for a reasonable length of time before the event and removed the first working day after the event. Information that is not date sensitive will be added to signs and dated for removal at the discretion of Student Affairs staff.
- Student Affairs will not post information for programs/events that promote irresponsible alcohol consumption during the event.
- The sponsoring organization or office must be clearly identified in the announcement, with a contact name and phone number or email address.
- The sponsoring organization or office is responsible for researching and gaining approval to use any copyright images that appear on the digital display.
- Any information submitted in the form of a PowerPoint (PPT) slide(s) should comply with the following dimensions. Directions on how to change PPT settings in order to comply with this guideline are listed below. An approved, formatted template that you can use is located [here](#). It does ask you to enter your ATSU user name and password.

PowerPoint usually defaults to 4:3, unless you are working on a wide-screen laptop. The way to change that is to go to the “Design” tab in PPT and click on the “Page Setup” button on the far left. On the dialog box that pops up, you can enter in a custom width and height for the slideshow. A width of 26.67” and a height of 15” will give us the resolution that we need to output the PPT into a high-definition image for the widescreen digital signs. If desired, contact Academic Technologies at 660.626.2376 for assistance designing the slide.

- Student Affairs reserves the right to edit, accept, or decline all requests.

Many organizations engage in fundraising projects to support their organization or another worthwhile charitable project. Student organizations are asked to follow the guidelines below in planning and executing a fundraising event/sales project.

## Guidelines:

A fundraising project must be approved in advance by Student Affairs. To do this, please complete and submit this online [request form](#).

Student organizations must respect the “exclusive rights” agreement the University has with Matthews Bookstore. Working with Student Affairs in advance of definite plans or orders will eliminate obtaining items that cannot be sold on campus. Listed below are a few, but not all of the considerations:

- University-recognized student organizations may conduct occasional fundraisers in the Tinning Education Building as well as other locations on campus property which may include, but not be limited to, bake sales, pizza and other food sales, and t-shirt and other clothing sales.
- T-shirts and other clothing sales may not solely refer to the Kirksville College of Osteopathic Medicine, A.T. Still University, Missouri School of Dentistry and Oral Health, etc., without having an additional reference or design (like the organization’s name or theme, etc.). All designs must be approved in writing by Student Affairs and Communication & Marketing. Please review guidelines for using the ATSU wordmark on Page 15 of this guide.
- The sale of books, school and medical supplies, lab coats and scrubs, treatment tables, medical equipment, and gift items will not be allowed on campus if not done in agreement with Matthews Bookstore.
- Still Station in the Commons provides a point for taking orders or distributing items purchased. The station must be reserved in advance. See Page 12 in this guide for information on reserving Still Station.

ATSU does not endorse any particular vendor. The list of merchants on the next page is meant to assist student organizations by listing those used in the past.

Matthews Bookstore (apparel, gifts, medical supplies, etc.)  
800 West Jefferson  
Kirkville, MO 63501  
Phone: 660.665.1251  
<http://www.webmedbooks.com/kcom/default2.aspx>

Badger Screen Printing (general apparel)  
1795 North 600 W  
Logan, UT 84321  
Phone: 877.787.1636  
[www.badgerprints.com](http://www.badgerprints.com)

Hermann Werks Inc. (lapel pins, medallions, etc.)  
2040 Hwy 100 P.O. Box 256  
Hermann, MO 65041  
Phone: 800.748.8369  
<http://www.thewerks.net/>

European Sports (apparel)  
Phone: 847.490.9000

Sonshine Graphics (printed t-shirts and other promotional items)  
Columbia, MO  
Cell: 573.819.1240  
[www.sonshinegraphics.com](http://www.sonshinegraphics.com)

Many offices and staff members across campus have responsibility for managing/reserving rooms and areas. A complete [listing of the facilities](#), with information on capacity, food/beverage restrictions, staff member who handles reservations, etc., is listed here.

The following rooms/areas are the responsibility of Student Affairs, and staff should be contacted for reservations.

Please note: Hallways are not acceptable locations for any event/meeting due to fire codes. Easels and/or tables are not allowed to be set up in hallways. For more information on this matter or suggestions of acceptable locations, please contact Student Affairs at 660.626.2236 or email [mostudentaffairs@atsu.edu](mailto:mostudentaffairs@atsu.edu).

## **Gutensohn Osteopathic Health & Wellness Clinic, lower level**

- Student organizations storage cabinets (across from Meghan Classroom)

## **Couts Learning Center**

### **Casner Alumni Lounge, first floor**

Students and employees are welcome to use this lounge, following the guidelines that appear below. All who use it are asked to be respectful of the space and furnishings. This lounge was made possible by a generous gift of an alumnus and is managed by Student Affairs. To request a reservation, please complete and submit this [online form](#).

### **Guidelines**

- The lounge is available daily, 7:00 a.m. to midnight.
- Food and nonalcoholic beverages are allowed, if prior approval is received.
- No furniture or equipment may be moved, removed, or added to the lounge without the knowledge and prior approval of Student Affairs.
- Any special equipment needs will have to be made with the appropriate office/vendor by the individual reserving the lounge.
- It is the responsibility of the users of the lounge to keep it clean, conserve resources, keep the furniture in order, and pick up any decorations and/or materials at the conclusion of the event. Student Affairs is responsible for taking whatever corrective action may be necessary to resolve problems in this area.
- The lounge is an alcohol-free facility.

## Memorial Hall

### Alumni Hall Study, top floor

Alumni Hall provides a student quiet study area and, also, can be reserved during specified times of the day for student organization events. The hall, which is open 7:00 a.m. to midnight, daily, is managed by Student Affairs.

#### Guidelines:

- The Hall is available daily for quiet study by students:  
7:00-11:00 a.m. • 2:00-5:00 p.m. • 8:00 p.m.-midnight
- The Hall is available daily to reserve for student organization events:  
11:00 a.m.-2:00 p.m. • 5:00-8:00 p.m.

Please complete the online [form](#) to request a reservation.

- Food and beverages are allowed for reserved events. Beverages, only, are allowed during quiet study times.
- University academic activities will be scheduled in this room only as a last resort.
- If the room is reserved for an event, the person reserving it is required to post a sign on the door at least 24 hours prior to the event, giving students advance notice that the room will be in use.
- No furniture or equipment may be moved, removed, or added, either temporarily or permanently, without the knowledge and approval of the Department of Student Affairs. After approval has been given, those reserving the space will need to make arrangements with Facilities staff and/or outside vendor for any special set-up needs, if that is required.
- Any additional equipment needs will have to be made with the appropriate office/vendor by the group reserving the hall.
- It is the responsibility of those who use the hall to keep it clean, conserve resources, keep the furniture in order, and pick up trash. The Department of Student Affairs is responsible for taking whatever corrective action may be necessary to resolve problems in this area. Additional action, based upon the Behavioral Code of Conduct in the Student Academic and Disciplinary Codes and Processes, will be initiated, if required.
- Those who reserve it for an event are responsible for seeing that at the conclusion of it the space is clean; all food, beverages, decorations, and/or materials brought in are removed; and all furnishings have been returned to their original location.

- In order to make the hall a comfortable space that is available to all, items cannot be left unattended. Any that are will be collected daily by Environmental Services staff and turned over to Security where they will be available for pick up for a limited time. Staff will not be responsible for any damage and/or loss of items.
- The hall is an alcohol-free facility.
- Environmental Services regularly cleans the hall.
- Security periodically checks the hall.

## Thompson Campus Center (TCC)

### Guidelines

- Reservations for an event must be made at least three weeks in advance by calling the TCC, 660.626.2213, or sending an email to [lcrossgrove@atsu.edu](mailto:lcrossgrove@atsu.edu).
- Written notice of cancellation of the event must be made at least 48 hours in advance.
- Those who use the TCC are expected to be respectful of the space and furnishings, pick up any decorations and/or other materials brought into the TCC for the event, and abide by these guidelines.
- Request for approval to have the event catered must be given to TCC staff at least three weeks in advance of the event.
- A request to serve alcohol during the event must be made three weeks in advance. The vice president for student affairs will act upon these requests. ATSU's policy, [General Order 95-101](#), Alcoholic Beverage Consumption in ATSU Facilities, must be followed. (It appears in the back of this guide.)
- Furniture and/or equipment may not be moved, removed, or added without the knowledge and prior approval of TCC staff.
- Any special equipment needs must be made by those reserving the TCC with the appropriate office/vendor.
- Those reserving the space and hosting the event accept liability for the event.
- The maximum number of participants allowed in the TCC at any one time will be 1,200 without seating and 600 with seating, in compliance with fire code rated capacity for the space.

To request to reserve the TCC, please complete and submit this online [request form](#).

## Multi-Purpose Conference Room (MPCR), first floor

Students are welcome to use the MPCR, following the guidelines that appear below. Please be respectful of the space and furnishings. Student use is first priority; however, the MPCR may be scheduled by others on a second priority basis. The MPCR is under the management of Student Affairs. Contact Student Affairs at 660.626.2236 or email [mostudentaffairs@atsu.edu](mailto:mostudentaffairs@atsu.edu) for reservations.

### Guidelines

- The Room is available daily, from 8:00 a.m. to 5:00 p.m., for reservation. Special arrangements and approval is needed for other times.
- Food and non-alcoholic beverages are allowed.
- No furniture or equipment may be moved, removed, or added to the room without the knowledge and prior approval of Student Affairs.
- Any special equipment needs will have to be made with the appropriate office/vendor by the individual reserving the room.
- It is the responsibility of the users of the MPCR to keep it clean, conserve resources, keep the furniture in order, and pick up any materials at the conclusion of the event. Student Affairs is responsible for taking whatever corrective action may be necessary to resolve problems in this area.
- The MPCR is an alcohol-free facility.

## Tinning Education Center

### Centennial Commons/Still Station/Kitchen Korner, first floor

Students and employees are welcome to use these facilities, but must follow the guidelines listed here. The spaces are open 24 hours a day. Food and beverages are allowed where indicated, and any kind of gathering/event or other use of these spaces requires a reservation made in advance. Student Affairs manages these spaces.

To reserve any of these, please complete and submit this online [request form](#).

### Guidelines for Centennial Commons

- The commons is open daily, from 6:00 a.m. to 10:00 p.m.
- Those who use the commons must be respectful of the space and furnishings and follow policies and responsibilities as outlined in ATSU Policies Manual, [General Order No. 95-102](#).
- Catered events require prior approval.
- No furniture or equipment may be moved, removed, or added without the knowledge and

prior approval of the Student Affairs staff. After approval has been given, those reserving the space will need to make arrangements for any special set-up needs with Facilities staff and/or outside vendor, if that is required.

- Any additional equipment needs will have to be made with the appropriate office/vendor by the individual reserving the commons.
- It is the responsibility of the users of the commons to keep it clean, conserve resources, and make sure any furniture moved is returned to its original location. At the conclusion of the event, those reserving the space are responsible for seeing that the space is clean, all decorations and/or materials brought into the space for the event are removed, and all furnishings have been returned to their original location. Student Affairs is responsible for taking whatever corrective action may be necessary to resolve problems in this area.

## Guidelines for Still Station

Still Station, designed to accommodate two separate groups, is in a high-traffic location and is intended for ATSU student organizations, offices, and others to use to sell/promote/hand out materials geared to students, faculty, and/or staff. Use of Still Station is by reservation, only, and these guidelines must be followed. If more than two groups need to use the station at the same time, an additional, prominent alternate location in the commons will be offered, with the total space to accommodate four groups.

Still Station is available for reservation Monday through Friday, 8:00 a.m. to 5:00 p.m.

- A reservation is required to use Still Station. To request a reservation, please complete and submit this [form](#).
- A maximum of two people per reservation can utilize the station at the same time.
- Posters approved prior to reservation may be displayed on the station counter during the reserved time.
- All who use it are asked to be respectful of the space and furnishings. No materials can be taped or attached to the desk, furniture, walls, etc., at any time.
- At the conclusion of the reservation, those reserving it are responsible for seeing that the space is clean and all decorations and any other materials brought into the space are removed.
- Food for meals is not to be set up in Still Station but should be set up in Kitchen Korner. Packaged items for a bake sale, for example, can be placed in Still Station.

## Guidelines for Kitchen Korner

- Kitchen Korner is designed to provide space for serving food and beverages.
- A [reservation](#) is required to use the space.

- Posters approved prior to reservation may be displayed on the counter during the reserved time.
- At the conclusion of the reservation, those reserving it are responsible for seeing that the space is clean and all food, decorations, and/or other materials brought into the space are removed.
- Those who wish to leave food/beverages left over from their event in Kitchen Korner for students and employees to enjoy, they should contact Student Affairs to see if space is available to do so or if it has been reserved for another event. However, for health and liability reasons, they cannot be left out for more than two hours. Those who do leave food and beverages out for others must return within the required two-hour time frame to clean up the space and dispose of the remaining food and beverages.

### Contact information

Department of Student Affairs  
A.T. Still University  
660.626.2236  
mostudentaffairs@atsu.edu

ATSU provides a wide variety of rooms for meetings, events, conferencing, etc.  
To view the complete list with information about each, please go [here](#).

**Email announcements to faculty/staff**

To request for an email to be forwarded to faculty and staff, please email [mostudentaffairs@atsu.edu](mailto:mostudentaffairs@atsu.edu) with all information including the organization's contact information, date and time of the event, brief description, and location. Only ONE email will be sent to faculty/staff per event, unless otherwise approved at the time of request. In the case where an additional email is approved, it will be a reminder email sent as close to the day prior as possible.

**Events for the ATSU Missouri campus student events calendar**

To request for an event to be added to the Google calendar, please email [mostudentaffairs@atsu.edu](mailto:mostudentaffairs@atsu.edu) with all information including the organization's contact information, date and time of the event, brief description, and location. The events posted to the Google calendar will be available for the campus to view on the [SGA site](#).

Organizations must use the ATSU wordmark (aka logo) when the event/announcement directly reflects the University and/or its involvement. For organizations and groups within the University, the [ATSU brand identity and guidelines](#) provide all information related to use of the University wordmark(s) and should be carefully reviewed prior to project completion.

Downloadable files of the wordmark are available in the ATSU Brand Identity Toolkit under [tools and templates](#). The user should then select the one appropriate for the project. Communication & Marketing must review all materials and approve wordmark usage before publication or posting.

To receive approval for using the ATSU wordmark(s), students/organizations should send a sample of the project, showing how the wordmark is used, to Communication & Marketing via email at [communications@atsu.edu](mailto:communications@atsu.edu). You may also email the link of the project proof, if a vendor is assisting with the project.

Vendors or organizations external to the University must complete the permission form for use of logos & copyrighted material. Contact Communication & Marketing at 660.626.2272 or [communications@atsu.edu](mailto:communications@atsu.edu) to request the form, and return the completed form via email or fax to 660.627.2128. (For example, you contract with a local restaurant as a location for one of your events. If the vendor wishes to promote the event, also, using ATSU's wordmark, they would have to contact ATSU Communication & Marketing to seek permission to do so.)

Currently, the University has storage cabinets available on a first-come, first-serve basis. Storage cabinets are managed by Student Affairs and located on the lower level of the Gutensohn Osteopathic Health & Wellness Clinic, across the hallway from the Mehegan Classroom.

### Guidelines

- Cabinets are for use by officially-recognized student organizations, only, and are issued on a first-come, first-serve basis. Due to lack of space, some organizations may not be able to secure a cabinet.
- To secure an assignment, the newly-elected organization president must sign the key form. Student Affairs will then issue the key.
- Cabinets should be kept clean at all times. For sanitary and safety reasons, food, beverages, and flammable materials may not be kept in cabinets. Non-perishable, non-toxic, and non-combustible items can be stored in the storage cabinets.
- Items must be stored inside the locker. Any items left outside the cabinets will be removed and dispensed of appropriately.
- The University reserves the right to inspect cabinets for security, health, and safety reasons and, also, to dispose of inappropriate items within the cabinets and items stored outside of the cabinet, as identified here. Organization presidents will be notified no less than two weeks in advance of an inspection. At the time of inspection, all materials not stored inside storage cabinets will be removed from the room.
- No posters, stickers, or signs may be placed on cabinets.
- Loss of the key will result in a \$25 charge to replace it. Failure to return the key or not keeping the cabinet in good order will result in a monetary charge, as well as potential loss of the privilege to continue using the cabinet.
- The organization president must return the key to Student Affairs at the end of their term and sign off on the key form.
- Student Affairs staff is available to answer questions or provide more information about the cabinets and cabinet assignments.
- If organizations need more storage than available, the organization presidents will be asked to contact presidents of other organizations utilizing a storage cabinet to see if they can share. A smaller locker may be available from Student Affairs, provided extras are available and the organization does not have a storage cabinet assigned to them.

The online request form is available [here](#).





A.T. STILL UNIVERSITY | ATSU

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