

Henderson Campus Center Policies and Procedures

The **Henderson Campus Center** exists to create space on campus for intellectual, social, and moral growth of students of Allegheny College through a variety of means. Additionally, the building serves as: a **programming space** for a variety of events, often housing multiple events simultaneously; an **intersection for a multiple publics** that include Allegheny student population, staff, faculty, administrators, alumni, parents of students, prospective students, the Meadville community, guests and outside performers; a **gathering space for our community**; a **space for intellectual conversation and study** to allow student's academic life and curiosity to meld with their out of classroom experiences; a **place for student expression**. As students develop throughout their four years let this be a place they can explore their interests and express themselves. Through artwork, performance, organization, casual assembly, and the written word let them find this a place where they, and their thoughts, are welcome.

The following policies and practices were developed to ensure protection of these endeavors.

Alcohol at Events:

The Henderson Campus Center adheres to the Allegheny College Alcohol Policy found in the Compass student handbook. Alcoholic beverages will be allowed only during events in which students have registered or in which staff have received permission from their Allegheny Executive Committee officer.

Amplified Noise:

The Henderson Campus Center has an adjoining location with academic departments and houses places of business and service. In addition, the space is designed to accommodate a variety of events that happen simultaneously. For this reason, groups wishing to use amplified sound in meetings, programs, and activities must be considerate of other users in the building, including nights and weekends. If asked to lower the sound level, please do so immediately. Groups scheduling space in the building may be asked to alter their plans to accommodate other events.

Animals:

In accordance with Allegheny College policy as listed in the Compass student handbook, no pets or animals can enter Henderson Campus Center with the exception of assistance animals used by disabled members of the community.

Bicycles:

Rollerblades, skateboards, bikes, scooters, "things on wheels" are not permitted for use in the building.

Candles/open flame:

In accordance with Allegheny College policy as listed in the Compass student handbook, open flames such as candles or incense are not permitted.

Children:

Children must be accompanied by an adult. Unattended children will be asked to leave for reasons of safety, in the case of a very young unattended child we will ask the assistance of local juvenile authorities.

Display of Art:

The use of the building to exhibit student expression in a variety of forms is encouraged. If wishing to display any form of art in the building, please contact Student Activities to reserve space. The building is a busy and frequently trafficked area so parameters for such displays are in existence for safety and programmatic reasons. Please be prepared to describe the project (including dimensions) if necessary. Modifications may be needed in the project to meet approval for display. Length of display is dependent on programmatic needs of the building.

Fire Policies:

In accordance with Allegheny College policy published in the Compass student handbook it is a violation of state, local, or campus fire policies to: "Failure to evacuate a college-owned building during a fire alarm, improperly use college fire safety equipment, tamper with or improperly engage a fire alarm in a college-owned building, or commit acts of arson."

Outdoor Events Policy and Procedure:

For events located on the Henderson Campus Center lawn or patios, please consult the Outdoor Events Policy published in the Compass student handbook. Persons seeking to reserve the lawn, McKinley's patio, or other

surrounding areas to the Campus Center may note that events with amplified sound will not be approved weekdays until after 5:00 p.m., or during study days or exams. Reserver's will need to make sure they have all necessary permits for an event including: closing a street, carnival license, special events permit.

Posting Policy:

- Materials may not be taped or tacked on walls, doors, or windows.
- Posted materials should be respectful of the Allegheny College Statement of Community published annually in the Compass.

Banners:

- To preserve the building and its' materials, publicity banners hung in the main lobby or 3rd floor must be hung with plastic clips. These clips can be obtained from the Student Activities offices. Banners should be removed when events are completed.
- Only one banner will be permitted across the campus center lobby space at a time, reservations for banners space (for one week) can be made in Student Activities.
- Due to environmental and safety concerns, banners should not be excessive in size, if there is question or concern, please see a Student Activities staff member.
- Banners may be hung on the outside of the building to promote events, please contact Student Activities to make arrangements.

Fliers/Posters:

- Posted materials must be contained to bulletin boards or posting bars throughout the building. Damage done by taped materials on surfaces will be billed to student organizations.
- Fliers should not overlap or conceal other items, posting is on a first come, first serve basis, we ask that members in the community post in reasonable numbers and length of time out of respect for other members of the community.

Other forms of publicity:

- Chalking is permitted on campus center sidewalks exposed the elements. It is not allowed on walls, doors, building exterior.
- Table tents: should only be posted a week prior to an event, Sodexo requests that no more than two tents be on a table at a time. This is a first come, first serve form of advertising.
- Display cases are available to promote organizations or upcoming events, please contact Student Activities to reserve a case. (Priority is given to events taking place in the Campus Center)
- The front window of the Campus Center can be reserved for painted publicity, please contact Student Activities to reserve. Windows may be painted a week prior to the event and must be cleaned within 24 hours after event to avoid being assessed a cleaning charge. (Priority is given to events taking place in the Campus Center)

Please see "How to Program an Event sheet" for a listing of ways to publicize and promote events at Allegheny College. This can be found as a PDF at <http://studentactivities.allegheny.edu>

Scheduling:

General Scheduling:

- Scheduling is on a first come, first serve basis with reservations accepted for the current academic year, beginning in mid-August.
- Space in the Henderson Campus Center is prioritized for college-affiliated use. Community organizations and other users are welcomed to reserve and pay for use of meeting spaces during college breaks. For events sponsored with student organizations or departments (i.e. fairs, academic conferences) community organizations may seek to reserve space during the academic year. Non-profit organizations through their sponsor have the ability to receive a discounted rental rate. Cosponsored reservations and nonprofit organizations must submit paper work verifying their status.
- Henderson Campus Center staff reserve the right to deny space usage for any group/event that is programmatically or operationally unfeasible to accommodate or that conflicts with the College's mission or policies.
- Events held within the building drawing large attendance must be respectful of shared space and collaboration within the community, please be conscious of the amplified noise policy.

- Reservers may fill out a scheduling agreement with the Henderson Campus Center Student Activities office and sign to make it a standing agreement for the academic year. For each event reserved in the building throughout that year, the agreement will apply.

Smoking:

The Henderson Campus Center adheres to the Allegheny College smoke free workplace policy found in The Compass student handbook, an excerpt is listed here: "...Smoking in any form is prohibited inside all nonresidential college-owned or leased buildings, residence halls, and college-owned or rented vehicles. Smoking is also prohibited at all formal outdoor assemblies where people are in close proximity, including athletic events, commencement, and concerts. Smokers are also encouraged to take care that their outside smoking is not picked up through windows and air intakes." This policy also includes the McKinley's and East patio.

Solicitation/Outside Vendors:

No unauthorized solicitation. Vendors wishing to display in the Campus Center should contact the Student Activities office for scheduling. Credit Card vendors, telephone card, and cell phone companies will not be permitted space in the building. Vendors must execute a contract with Student Activities to receive space in the Henderson Campus Center. Vendor agrees to accept all responsibility for the operation of the sale and for the security of his/her merchandise. The vendor will agree to pay 15% of total sales, which will be paid to the Sponsor at the end of the final day of sales. Allegheny College or the vendor can terminate the sale at any time. All financial arrangements would be completed upon such termination.

Student Organization Space:

Spaces will be selected by the Henderson Campus Center Advisory Board based on an organization's demonstration of need and if applicable, prior use of space. Office Space Applications and assignment will occur in the Spring Semester of each year for the following academic year. The application for student organization space contains detailed information and can be obtained at any time from the Student Activities office.

Table Reservations

Tables for on campus sales or distribution of literature can be reserved by calling Student Activities, x2754. There will be a limited number of tables located along Main Street and tables for reserve in the Campus Center lobby. Please specify which location you would like to reserve.

Violation of Henderson Campus Center policies




Organizations or individuals responsible for violating a policy or policies of the Henderson Campus Center will be subject to loss of future privileges, charges for damage that may occur, and action through the college judicial system.

Creation and Administration of Campus Center Policies

The creation and approval of all Henderson Campus Center policies is administered by the Campus Center advisory board. This board is comprised of students and college employees. This group meets on a regular basis.

Questions or suggestions regarding the Henderson Campus Center policies?

Please see Ellen Kauffmann, Director of Student Activities, Henderson Campus Center Room 310.

 814-332-2754,  Student Activities, Box H, 520 North Main Street, Meadville, PA 16335,  814-724-6834,

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