

**SOUTHERN UTAH UNIVERSITY
SHARWAN SMITH STUDENT CENTER POLICY**

SECTION: Building Use POLICY #: 100
TITLE: Hours of Operation APPROVED: 07/12/11
SUPERSEDES: 000-00

The Sharwan Smith Student Center; hereafter referred to as SSSC will normally be open as follows:

Standard Academic Year Hours of Operation:*

Monday-Friday:	7:00 AM to 11:00 PM
Saturday:	8:00 AM to 8:00 PM
Sunday:	The Sharwan Smith Center is open for dining only (T-Bird Circle Hours)

Standard Summer Hours of Operation:*

Monday-Friday:	7:00 AM to 6:00 PM (with extended hours as necessary)
Saturday:	Building Closed
Sunday:	Building Closed

***Extended Hours of Operation**

Events or activities that require an early opening or late closing must be approved by the Office of Student Involvement and Leadership and the Centralized Scheduling Office at the time of reservation. Such requests will be considered on a case-by-case basis. Parties seeking to extend normal operating hours will be assessed additional charges, if appropriate, to provide for adequate staff and security.

The SSSC will close for University holidays (New Year's Day, Spring Break, Labor Day, Fall Break, Thanksgiving Day, and Christmas Day).

During semester breaks the SSSC will operate on a reduced schedule. Changes in operating hours will be posted one week in advance.

For more information, please visit <http://www.ssu.edu/schedule> or contact the SSSC. These holidays and breaks will be observed. A copy of the Academic Calendar can also be reviewed in the University Catalog.

Priority Scheduling

In general, Southern Utah University students are afforded the right of having first priority in scheduling the SSSC provided reservation requests are submitted by May 31 of the upcoming academic calendar year. Within student organizations, the following groups will maintain scheduling priority as follows:

First Priority- SUUSA Student Activities Board

Second Priority- SUUSA Executive Council, Senate and Assembly

Third Priority-

Materials are to be confined to the table. No banners or flyers are to be attached to any walls or windows. Eas are available in Building Manager office if needed.

Any organization using any type of sound or amplification system must maintain the volume at a level that is non-disruptive to other organizations and/or surrounding business operations.

Information is to be distributed and conversations conducted at the tables. No soliciting of information shall be conducted in the hallway traffic area.

Of the total tables available only one [1] table per day may be rented by a non-campus organization for student recruitment or public service information. This table is not available the first week of each semester.

During the first w

Group Size	Low Risk	High Risk
1-75	No*	Yes
76-400		

Furniture

The furniture in the SSSC is to remain in place. If you need furniture moved or a room configuration altered, please contact the Office of Centralized Scheduling. Furniture can not be brought into SSSC unless approved during the room reservation process through the Office of Centralized Scheduling.

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SECTION: Building Use

**SOUTHERN UTAH UNIVERSITY
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SECTION:	Building Use	POLICY #: 150
TITLE:	Student/Departmental Fundraisers	APPROVED: 07/12/11 SUPERSEDES: 000-00

Fundraisers

Student organizations or departments may schedule tables in the SSSC for fundraising and/or promotional activities
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Any-fundraiser in direct competition with university auxiliary services (i.e. SUU Bookstore, Food Services, etc.) receive permission from the auxiliary entity prior to approval by the Director of Student Involvement & Leadership and/or the Director of Centralized Scheduling. An auxiliary service has the right to refuse any fundraising request it determines to be in direct competition with its operation.

Public events for the purpose of fundraising on behalf of a student organization must be approved by the Director of Student Involvement and Leadership. The club advisor(s) of the sponsoring student organization must be in attendance for the duration of the event.

**SOUTHERN UTAH UNIVERSITY
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SECTION: Building Use
TITLE: Sterling R. Church Auditorium

POLICY #: 160
APPROVED: 07/12/11
SUPERSEDES: 000-00

SOUTHERN UTAH UNIVERSITY
SHARWAN SMITH STUDENT CENTER POLICY

SECTION:	Building Use	POLICY #: 170
TITLE:	Date Auction Policy	APPROVED: 07/12/11
		SUPERSEDES: 000-00

Southern Utah University does not allow any group, student or otherwise to host, sponsor or endorse date auctions. The social and physical implications associated with date auctions include, but are not limited to: sexism, racism, association to slavery, date rape, violence, or other unwanted physical harm. The main objective of this policy is to maintain a safe environment and reduce risk management at all University events.

**SOUTHERN UTAH UNIVERSITY
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SECTION: Building Use
TITLE: Business Vendor Policy

POLICY #: 180
APPROVED: 07/12/11
SUPERSEDES: 000-00

**SOUTHERN UTAH UNIVERSITY
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SECTION: Posting & Advertising Policies
TITLE: General Guidelines

POLICY #: 200
APPROVED: 0417-14
SUPERSEDES: 072-11

The following groups are allowed to advertise on campus to promote events and services offered as it relates to campus life and community involvement:

- SUU Registered Student Organizations
- University Departments

Exceptions to the policy include:

- Student-to-student services which include selling housing contracts, personal items and services may be posted on the student bulletin board (see SSSC Policy #190 on Student Advertisements).
- Public Service Announcements which will be considered for advertising and approved by the Director of Student Involvement and Leadership.

Please refer to the following [T 1 0s2d foudm37\(ing\)86>> BD 1 02eems a-](#)

Content

- The full name of the sponsoring group (not just acronyms)
- The time, date, and place of the event
- A contact number, website address or email for more information
- Any fees, costs to participate, entrance requirements, etc.

Submission

Approved groups will submit materials for posting approval in the Office of Student Involvement and Leadership in the SSSC, room 177. Advertising in the residence halls requires the approval of the Office of University Housing located in the Eccles Living and Learning Center, room 115.

A-frame signs

Only ten [10] A-frame signs are allowed in the SSSC at one time, with two [2] signs restricted for use by auxiliary services. Eight [8] A-frame signs are available for reservation through the Student Involvement and Leadership Office for registered student organizations and university departments. These are the only A signs permitted in the SSSC. Student organizations have priority use of the eight [8] A-frames provided they make their request at least 5 business days prior to use. No more than three [3] A-frames can be placed in the lower mall, two [2] in the rotunda, four [4] in the upper mall and one [1] in the hallway east of the SSSC Living room. A-frame signs are not to block egress or ingress.

The placement of A-frame signs is dependent on the space in SSSC. A-frames in the upper mall must be placed in the center of the hallway. A-frames must be at least twelve [12] feet from the walls and entrances. On the carpeted area in front of the SSSC Living Room, an A-frame will be permitted as long as no other easels or signs are placed in that area.

Easels and other signs

Individual departments may use other signs and easels provided there is space. The signs must not block any doorways and should be placed against the walls. All magnetic doors should be clear of signage at all times in case of an emergency. Easels and signs are permitted on the carpeted area of the SSSC Living Room as long as an A-frame is not placed in that area.

Restrooms

The only advertising permitted in restrooms is the *Toilet Times* distributed by SUUSA. Any registered student organization can submit information to be included in the weekly publication. First priority goes to SUUSA and student organizations. University departments will be considered depending on availability. Priority belongs to SUUSA during the following weeks: Welcome Week, Homecoming, Welcome Back Week, and Surfest. Registered student organizations can submit advertising information through Big Connection at least two [2] weeks prior to event.

Violations

Disclaimer

Southern Utah University is not responsible for missing, stolen, or damaged materials. By posting on campus, the individual or organization agrees to hold the University harmless for any assessed damages or liabilities incurred.

**SOUTHERN UTAH UNIVERSITY
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SECTION: Posting & Advertising Policies

POLICY #: 210

APPROVED: 0417-14

SUPERSEDES: 072-11

TITLE: Bulletin Boards

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programs. Two types of bulletin boards exist on campus:

1. SUUSA red placard bulletin boards
2. Department sponsored bulletin boards

All postings on bulletin boards with an SUUSA red placard must bear a stamped approval from the Office of Student Involvement and Leadership. Advertising materials posted on such boards must be removed by sponsoring group on the date shown on ~~the~~ or the day following the event. To post on department sponsored bulletin boards, approval from that department must be acquired.

Please refer to the General Guidelines (policy #2) about size, adhesion, and other information regarding the use of bulletin boards.

Hanging Banners

Banners must be submitted to the Building Manager to be hung. To ensure safety, only Facilities Management personnel are authorized to hang banners.

NOTE: Banners outside of the Sharwan Smith Center also require approval through the Office of Student Involvement and Leadership.

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SECTION: Posting & Advertising Policies

POLICY #: 230

APPROVED: 0417-14

TITLE: Sidewalk Chalking

SUPERSEDES: 072-11

Any student organization wishing to chalk sidewalks must receive approval and schedule the request through the Centralized Scheduling office at least three [3] working day prior to the proposed date.

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SECTION:	Posting & Advertising Policy	POLICY #: 240
TITLE:	Student Advertisements	APPROVED: 0417-14 SUPERSEDES: 0712-11

Students can advertise on campus on the student club board located in the hallway west of the SSSC Living room. All items are displayed on uniform cards (a 4 x 6 picture may be included and attached to card). Cards are available in the Office of Student Involvement and Leadership in the SSSC room 177 and will be posted to the office upon approval. The bulletin board will be cleared on the 1st and 15th

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SECTION:	Posting & Advertising Policy	POLICY #: 250
TITLE:	Signs	APPROVED: 0417-14 SUPERSEDES: 0712-11

Policies relating to interior frame signs in the SSSC are located in the posting and advertising policy #150 under general guidelines.

This policy is specific for signs posted on campus grounds. Registered student organizations wanting to pla

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SECTION: Decorations & Safety

POLICY #: 300

TITLE: Fire Regulations

APPROVED: 0712-11

SUPERSEDES: 000-00

The following guidelines are given to ensure fire safety and to assist in the proper decorating of the SSSC facility.

Fire Regulations

1. All building exits must be free of barricades to allow for unrestricted ingress and egress.
2. All exit signs must remain clearly visible.
3. All decorations must be flame proof or treated with fire retardant.
4. All electrical power demands that exceed capacity of a standard outlet must be coordinated by Facility Management.
5. All light fixtures must remain clear of paper, cloth or flammable material even that which has been deemed flame retardant.
6. Rolled or bulk plastic is strictly prohibited.
7. All fire extinguisher compartments must be clearly visible.
8. Fog machines cannot be used in the building.
9. All sprinkler heads must remain free and clear of decorative elements. Without exception nothing will be hung from ceiling or attached to ceiling.
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SECTION:	Decorations & Safety	POLICY #: 310
TITLE:	Decoration Regulations	APPROVED: 0712-11
		SUPERSEDES: 000-00

Decoration plans for registered student organizations must have the approval from the Office of Student Involvement and Leadership at least ten [10] business days prior to the scheduled event.

Decoration plans for all other events must have the approval of the Office of Centralized Scheduling.

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**SOUTHERN UTAH UNIVERSITY
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SECTION:	Copyright	POLICY #: 400
TITLE:	Movies and Videos	APPROVED: 07-12-11
		SUPERSEDES: 000-00

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giving the holder the exclusive right to reproduce, adapt, distribute, perform, or display the work. When artists or production companies create a movie, musical number, or any other piece of art, they apply for an obtain a legal right to prevent others from using it without seeking their permission or paying for it. Students and student organizations are prohibited from using a work that is copyrighted unless they can demonstrate they have permission to use it. Often obtaining permission is predicated on purchasing a limited right to use work.

An important example of a copyrighted work is a motion picture or film. Student organizations often contemplate showing movies as part of an activity. All students should understand in most circumstances (there are very few exceptions) they will need to purchase the limited rights to show the film or obtain permission from the owner of the copyright to show the film if they intend to screen it in University fac0(f)-2

Permission to show a film is necessary more often than you might think. Some common examples are:

Any time you show a film in the Student Center or any other public University space (this is any

Conduct a web search ² a good place to start is www.imdb.com, the Internet Movie Database. Simply go to the site, type in your film in the search area on the left, and choose the correct film out of the

UHVXOWV 2QFH \RX FKRRVH \RXU ILOP JR WR WKH ³ & RPS I
, I \RX 67, // FDQ WHO distributor. If you have the film, you can call (310) 247-2000, to the Reference Library of the Motion Picture Academy.

What is a film distributor going to ask me?

- Your name, and the name of the organization you are working with;
- How you intend to show the film (advertise all over campus vs. to a small group, whether you are charging, what kind of venue you are showing the film in);
- If there is a charge, how your organization will pay ;
- When you intend to show the film;
- Contact information for your organization;
- Whether or not you need them to send you a copy of the film.

Is it going to cost money?

It might. The only way for you to determine this is to call the distributor, explain under what context the film will be shown, and see what they can do for you. If there is a fee, it will matter whether or not you are charging for the showing, how many people you expect, whether or not you need a copy of the film sent to you, and distributor.

After I have obtained permission, what proof does the Director or Assistant Director of Student Involvement and Leadership need to see?

Once you have obtained the rights, you will receive a written record of your permission to show the film. This record will follow this information: the name of the distributor, the date(s) you have permission to show the film, the contact information of your representative from the distributor company, and the format you requested the film in (if the film is being sent to you), and other pertinent information. If a distribution company is unable to provide a confirmation, they should send you a letter electronically or via mail that certifies that you have legally obtained the rights to show the film. This should

I have more questions. Who can I talk to?

If you have questions specifically regarding the need for permission when showing films, feel free to contact Keri Mecham, Director of Student Involvement and Leadership at 7562.

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SECTION:	Restricted Scheduling	POLICY #: 500
TITLE:	Final Two Weeks of Semester Guidelines	APPROVED: 07-12-11 SUPERSEDES: 000-00

Programs and events not related to academic and athletic initiatives will be restricted during the last week of class in the fall and spring semester, as well as throughout the corresponding week of final exams. This restriction and the associated expectations are intended to provide students with adequate time to review and prepare for final examinations.

The Division of Student Services and student organizations including the Southern Utah University Student Association Government (SUUSA), Residence Hall Association (RHA), Service Leaders, United Greek Council (UGC), Student Alumni, and Presidential Ambassadors (PA), shall refrain from sponsoring groups or off-campus social activities. This includes, but is not limited to, parties, banquets, dances, concerts, awards ceremonies, films, initiations, or recruitment activities.

All student clubs and organizations will finish all meetings and events prior to the start of the final two weeks of the semester.

On-campus advertising for any social activity sponsored on campus by a student group during this restricted period will not be approved.

Limited exceptions will be considered by the Office of Student Involvement and Leadership.
(SEE SUU POLICY #5.47)