



# EVENT FACILITIES: 101

## POLICIES & PROCEDURES

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**LEGEND**

- CURB CUTS
- ADA PARKING
- AUTOMATIC DOORS
- PARKING LOTS
- ELECTRIC CAR CHARGING STATION
- BICYCLE RACKS



**CLAYTON STATE UNIVERSITY CAMPUS**

- |                                     |  |
|-------------------------------------|--|
| 1 ATHLETICS CENTER**                | 13 LAKER HALL**                                  |
| 2 AMPHITHEATER                      | 14 LAKEVIEW DISCOVERY & SCIENCE CENTER           |
| 3 ARBOR HALL                        | 15 LECTURE HALL                                  |
| 4 ARTS & SCIENCES                   | 16 LIBRARY                                       |
| 5 CLAYTON HALL                      | 17 MAGNOLIA HALL                                 |
| 6 COLLEGE OF BUSINESS               | 18 CARNES HALL FOR MUSIC**                       |
| 7 EDGEWATER HALL                    | 19 SECURITY STATION & VISITOR INFORMATION CENTER |
| 8 FACILITIES MANAGEMENT             | 20 SPIVEY HALL**                                 |
| 9 FACULTY HALL                      | 21 STUDENT ACTIVITIES CENTER                     |
| 10 HARRY S. DOWNS CENTER**          | 22 WOODLANDS HALL                                |
| 11 JAMES M. BAKER UNIVERSITY CENTER | 23 100-5000 LAKER VILLAGE                        |
| 12 LABORATORY ANNEX BUILDING        |  |

- RESERVABLE OUTDOOR SPACES**
- |                                    |                                  |
|------------------------------------|----------------------------------|
| A The Green*                       | G UC Quad                        |
| B SAC Big Deal Hill*               | H Library Lawn                   |
| C SAC Tennis Court 1               | I UC Plaza 1                     |
| D Soccer Fields**                  | J UC Plaza 2                     |
| E Laker Hall Pavilion**            | K Lakeview Discovery Center Lawn |
| F Laker Village Clock Tower Lawn** | * Listed under SAC               |

\*\* Requires site/facility manager's approval; may take longer to approve

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# THE SAC

- ❖ The Ballrooms
- ❖ The Gaming Zone
- ❖ Laker Lounge
- ❖ The Green



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# BALLROOMS

- ❖ We reserve the right to amend a reservation in order to manage space
- ❖ Food and beverages are okay but do not bring red or purple liquids
- ❖ Do not attach anything to the walls or doors
- ❖ No confetti, glitter, rice, colored sand, or similar decorative items. Rule of thumb: If it is smaller than a dime, I shouldn't use it.
- ❖ No fog machines
- ❖ Student organizations are not permitted to use the hallway behind the ballroom as an entrance/egress as a part of their event. It is a service hallway, not an access hallway. Access is prohibited.
- ❖ Coordinate balloons with Student Life staff in advance because they cannot come through the building
- ❖ Fines or fees may be assessed if the event runs past operating hours or something is broken
- ❖ Clean up area after use

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# LAKER LOUNGE

- ❖ Balloons are not allowed in the Laker Lounge
- ❖ No confetti, glitter, rice, colored sand, or similar decorative items.  
Rule of thumb: If it is smaller than a dime, I shouldn't use it.
- ❖ No fog machines
- ❖ Please do not attach anything to the walls, windows or doors
- ❖ Please do not block the main entrance doors
- ❖ Clean up area after use

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# THE GAMING ZONE

- ❖ Reservable during operating hours with no fee but the organization cannot prevent others from entering (Chess Club hosts a Game Night)
- ❖ Do not remove gaming equipment from the Gaming Zone (We are accepting recommendations)
- ❖ There is no gambling on the Student Activities Center grounds
- ❖ Please do not sit on the gaming tables (pool, foosball, ping pong/table tennis, air hockey)
- ❖ Students are responsible for broken or damaged equipment beyond normal wear and tear

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# THE GREEN

- ❖ Available during posted SAC hours of operation
- ❖ Limited power
- ❖ Any water needs must be discussed with Student Life in advance of your event. We will not turn water back on
- ❖ Coordinate with Student Life Staff if you will be using inflatables or tents that need to be spiked into the ground because of irrigation system
- ❖ Do not take interior facility furnishing outside
- ❖ Return outside furniture to appropriate location after use
- ❖ Clean up area after use

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# SAC POLICIES

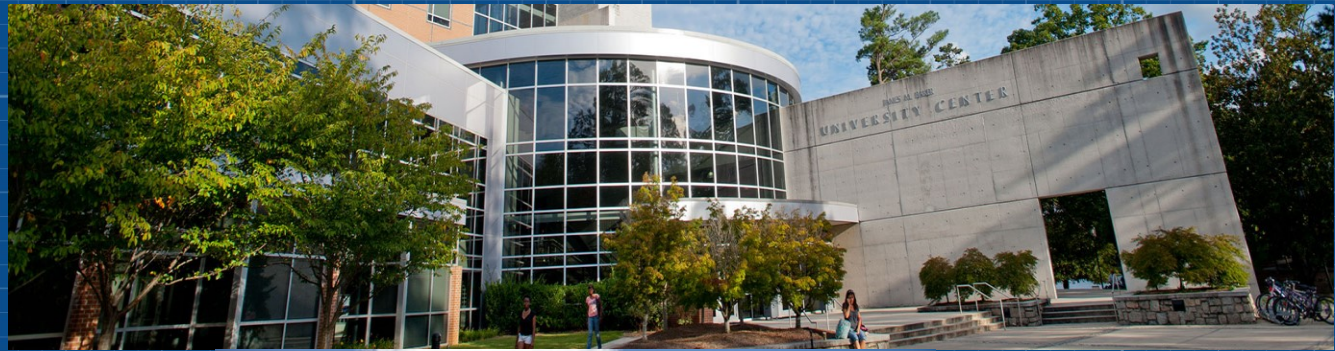
- ❖ Please do not move the furniture.
- ❖ Please do not bring anything to decorate that is smaller than a dime.
- ❖ Please do not tape anything to the walls, doors, or windows
- ❖ Only available during operating hours
- ❖ Student Life Staff will hang banners
- ❖ Donation boxes may be placed in the Laker Lounge area near the Information Desk with permission from Student Life Staff
- ❖ No pets allowed in the building
- ❖ Cleats are not allowed on the stained concrete
- ❖ No Helium Balloons allowed in the SAC or UC.

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# THE UC



- ❖ Main Street
- ❖ The Loft
- ❖ Classrooms
- ❖ The Quad
- ❖ UC Plaza



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# The CLASSROOMS

- ❖ Scheduled classes have priority.
  - ❖ You cannot kick out a class.
  - ❖ If a professor kicks you out, get their name and course then report it to Student Life, and we will follow up accordingly.
- ❖ Music may be played at low levels
- ❖ Please clean up after your meeting or event

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# UC - THE LOFT

- ❖ Do not tape anything to the walls
- ❖ Please do not decorate with confetti, glitter, sand, or similar.  
Rule of thumb: Do not use anything smaller than a dime.
- ❖ Music may be played at a low volume
- ❖ Please clean up after your event

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# MAIN STREET

- ❖ Each standard set-up is one table and two chairs. Do not borrow/take someone else's chairs or table.
  - ❖ If you need additional tables/chairs, those arrangement should be made in advance of your event with Student Life
- ❖ Please do not play amplified sound or yell at people walking by
- ❖ Please do not tape anything to the walls, doors, or windows
- ❖ Please do not move the tables without permission

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# UC QUAD & PLAZAS

- ❖ The Quad refers to the outdoor area adjacent to the University Center's 2<sup>nd</sup> Floor Entrance, Lecture Hall, & Magnolia Hall.  
No amplified sound (it may interfere with classes)
  - ❖ Clean up after your event
- ❖ The UC Plazas refer to the spaces outside the UC's Main 1<sup>st</sup> Floor entrance
  - ❖ Plaza 1 is the area near the stairs on the James M. Baker side of the stone outcropping.
  - ❖ Plaza 2 is the area closer to the lake on the back side of the stone outcropping.
  - ❖ Amplified Sound allowed in these areas.

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# UC POLICIES

- ❖ Please do not tape anything to the doors, windows, or walls.
- ❖ Please be mindful of classes
- ❖ Please do not move the furniture
- ❖ Please do not move chairs from one classroom to another
- ❖ Information Desk Staff will hang all banners
- ❖ Helium Balloons are not allowed in the UC
- ❖ Donation bins are allowed in Showcase 1, with permission from Student Life
- ❖ If you have any problems, please report them to the Information Desk

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# CSU EAST ARBOR HALL

- ❖ The Theatre
- ❖ The Atrium

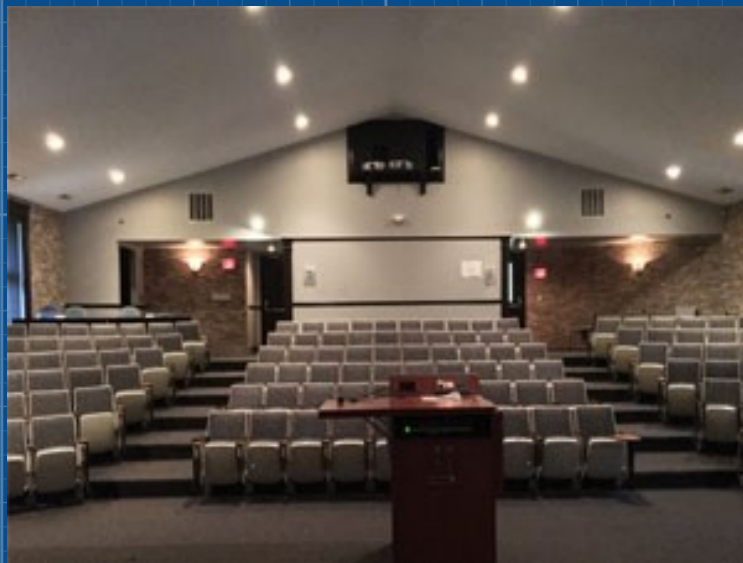


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# CSU EAST: WHAT IS OVER THERE?

- ❖ 1 Theatre: Performances
- ❖ Atrium area: Receptions
- ❖ Loft Area



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# CSU EAST POLICIES

- ❖ Minimal Set-ups (Tables, Chairs) No additional A/V
- ❖ Be mindful Human Resources is in this building
- ❖ Do not tape anything to the walls, windows, or doors
- ❖ Please clean up after your event or meeting
- ❖ Call Public Safety after your event (evenings only) and wait for them to come lock up the building (678) 466-4050

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