


FACILITIES 101

THE SAC


- ❖ The Ballrooms
- ❖ The Café
- ❖ The Game Room
- ❖ The Green




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
 - ❖ Coordinate balloons with Campus 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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THE CAFÉ

- ❖ Balloons are not allowed in the Café
 - ❖ 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 GAME ROOM

- ❖ Reservable during operating hours with no fee but the organization cannot prevent others from entering (Chess Club hosts a Game Night)
 - ❖ Reservable during non-operating hours for a fee. You have to pay for the student worker.
 - ❖ Do not remove games from the game room (We are accepting recommendations and donations)
 - ❖ There is no gambling in the Game Room
 - ❖ Please do not sit on the gaming tables (pool, foosball, table tennis)
 - ❖ Students are responsible for broken or damaged equipment
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THE GREEN

- ❖ Available during posted SAC facility hours
 - ❖ Limited power
 - ❖ Any water needs must be met in advance of event. We will not turn water back on
 - ❖ Grill must be cleaned after use
 - ❖ Coordinate with Campus 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 facility furniture 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
 - ❖ Campus Life Staff will hang banners
 - ❖ Donation boxes may be placed in the Café area near the Information Desk with permission from SAC Staff
 - ❖ No pets allowed in the building
 - ❖ Cleats are not allowed on the stained concrete
 - ❖ Balloons...
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THE UC

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




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 the SAC 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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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

MAIN STREET

- ❖ Each standard set-up is one table and two chairs. Do not borrow or steal someone else's chairs or table
 - ❖ 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
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THE QUAD

- ❖ No amplified sound
- ❖ Clean up after your event

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
- ❖ Campus Life Staff will hang all banners
- ❖ Balloons are not allowed in the UC
- ❖ Donation bins are allowed in Showcase 1, with permission from Campus Life
- ❖ If you have any problems, please report them to the Information Desk

CSU EAST

- ❖ The Theatre
- ❖ The Atrium
- ❖ Classrooms

CSU EAST: WHAT IS OVER THERE?

- ❖ 4 Classrooms: Meetings
- ❖ 1 Theatre: Performances
- ❖ Atrium area: Receptions



CSU EAST POLICIES

- ❖ Minimal Set-ups (Tables, Chairs) No 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 and wait for them to come lock up the building
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