

Statement of SMC User Policies

The following regulations apply not only in the meeting rooms but in the entire Student Memorial Center:

1. The members of the organization, their associates, and their guests are responsible for any damage to the facility and/or equipment located in a room or to the Student Memorial Center. If a member and/or guest of an organization notices damage to a room, it should be reported prior to the start of the meeting.
2. Smoking is not permitted anywhere in the building.
3. The misuse of furnishings is not permitted. Feet are not permitted on tables or chairs and sitting on tables is prohibited.
4. **Candle burning is prohibited.**
5. The use of alcohol or controlled substances is strictly prohibited.
6. All rooms must be returned to their original state at the conclusion of a meeting/event. Charts of how the room should look are located at the SMC information desk.
7. At the closure of the Student Memorial Center at 12p.m., all organizations must immediately cease their meeting, regardless of a situation.
8. Shirts and shoes must be worn properly in the meeting rooms and the entire Student Memorial Center.
9. Loud, profane or abusive language is prohibited. Violent or abusive behavior is strictly prohibited.
10. Sleeping is not permitted in the meeting rooms and the entire Student Memorial Center.
11. Pets are not permitted in the SMC, with the exception of those used to aid the visually impaired.
12. Removing flip charts/easels from room is prohibited.
13. Unlocking or propping doors that have been locked after hours is strictly prohibited and will result in immediate suspension of the organization's privileges to use the Student Memorial Center.
14. Failure to cooperate with staff members may result in the immediate suspension of privileges.
15. **Any group using the SMC who needs to unload from a vehicle must do it at the south SMC entrance near harbold and the fitness center or the Shenks Lane loading dock. No vehicles may be driven past the large round planters onto the brick area around and in the promenade. Failure to follow these rules may result in a ticket or towing.**

This is the SMC Sign/Banner Policy:

1. Signs must be approved by the Information Desk before they may be displayed in the Student Memorial Center.
2. Signs are allowed to be posted on designated Bulletin boards only. **Do not post signs on doors, windows or walls!**
3. Signs are limited to one per bulletin board.
4. Banners must also be approved by the Information Desk of the Student Memorial Center before they may be displayed in the Student Memorial Center.
5. Banners are limited to a three (3) feet high and five (5) feet wide size.
6. Banners are allowed to be displayed for a two (2) week period. At the end of this time, they will be removed and discarded.
7. Banners are allowed to be displayed from the balcony of the Student Memorial Center only.

8. The Student Memorial Center staff is not responsible for any fallen/vandalized banners.
9. Banners not meeting the above criteria will be approved on an individual basis by the Operations/Night Manager of the Student Memorial Center.
10. Any Sign/Banner placed on an undesignated area shall be removed!
11. Banners, signs, etc. will not be approved that have reference to drugs and/or alcohol. This includes advertising specials related to purchasing (i.e. \$2 drafts etc.)

The process of terminating privileges for the Student Memorial Center will operate according to the "Three Strike Policy". If a violation occurs an organization will be given the following:

1. A written warning serving as a notice what rule was in violation and an informal reminder of policies set.
2. A written warning serving as a formal notice that organization has received two warnings and to what consequences will occur in the event of a further violation.
3. A formal letter serving as official notice that all privileges in the Student Memorial Center for the remainder of the semester have been terminated.

Upon receiving either of the first two letters, an organization will have the opportunity to discuss the problem with the Building/Night/Operations Managers. If an organization chooses to do this, it will be taken into consideration if a third violation happened to occur. Due to that, with the final termination letter, there will be no chance to appeal.