

# Cheyney University Policy SA-2010-3008

## Policy on Marcus Foster Building Policy

**Approved by:** Student Affairs Council/ President's Cabinet

**History:** Issued -- 4-22-2010

**Related Policies:** n/a

**Additional References:** n/a

### **A. Purpose**

The purpose of this policy is to regulate the safe use of the Marcus Foster Student Union Center. The Student Center is subject to general university regulations, including the Student Code of Conduct governing offensive behavior.

### **B. Scope**

Every organization requesting usage of the Marcus Foster Center must adhere to specified procedures governing such usage.

### **C. Procedure**

1. Those wishing to reserve space should complete a building/facilities internal event permit form and submit the form to the Director of Student Activities, who is the building manager.
2. Facilities requests must be submitted for special furniture set up. Additionally, technology must be arranged with the Dept. of Telecommunications at extension 2418.
3. Students/organizations bringing food into the building must clean up afterward. Trash must be placed in its proper receptacles and the room must be restored to its original state.
4. Advertisements/flyers must be approved for posting by Student Activities staff.
5. Candles are not permitted in Room 211 or any other building space that has carpeting.
6. Animals are not permitted in the building.
7. Use of skateboards, bicycles, and roller skates is strictly prohibited.
8. Ball playing is prohibited.
9. Lockers in the fitness center should be emptied at the end of the day. Possessions left will be discarded.

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10. With the exception of authorized personnel, no one is permitted or shall remain in the Student Center after closing without the sole written permission of the Director of Student Activities.
11. Gambling, use/possession of alcoholic beverages, illegal drugs, firearms, and/or any other dangerous weapons is strictly prohibited and if found, subject to prosecution.