Building Usage Policies

Meeting Room Usage Guidelines

- The following meeting rooms are available for use in the Hicks Student Center:
  - Hicks 110
  - Hick 111
  - Banquet Hall
- Hicks 110 and Hicks 111 will be available 24 hours a day during the academic year for general use (unreserved) if not previously reserved by another group.
- The Banquet Hall is available by reservation only.
- All rooms can be reserved via the following methods:
  - For student organizations- use the Event Registration Form as you would with any other meeting or event that can be found here: [https://portal.kzoo.edu/student/Lists/Event%20Registration/Public%20View.aspx](https://portal.kzoo.edu/student/Lists/Event%20Registration/Public%20View.aspx).
  - For all others- use the Facilities Reservation Form found here: [http://www.kzoo.edu/facres/](http://www.kzoo.edu/facres/)
- Rooms should be returned to default set-ups (diagrams are available for Hicks 110 and 111 and are posted in each room; the Banquet Hall default set-up diagram is available at the Union Desk) and all materials and waste should be properly disposed of.
  - Failure to leave meeting rooms in good condition may result in revocation of future reservation privileges.
- Audio Visual equipment is available for use in each room.
  - Hicks 110 and 111 AV equipment does not require prior reservations. All cords needed to hook up equipment can be checked out from the Union Desk during their operating hours.
    - A VCR/DVD player is available upon prior request.
  - Banquet Hall AV equipment requires prior reservation through Media Services. Email kmedia@kzoo.edu to make arrangements/confirm details included on reservation forms.

Bissell Theater Usage Guidelines

- The Bissell Theater is available for general use during Union Desk operating hours (M-Th: 12 pm- 12 am; F-Su: 12 pm- 1am) unless already reserved by another group.
- The Bissell Theater can be reserved via the following methods:
  - For student organizations- use the Event Registration Form as you would with any other meeting or event that can be found here: [https://portal.kzoo.edu/student/Lists/Event%20Registration/Public%20View.aspx](https://portal.kzoo.edu/student/Lists/Event%20Registration/Public%20View.aspx).
  - For all others- use the Facilities Reservation Form found here: [http://www.kzoo.edu/facres/](http://www.kzoo.edu/facres/)
• The Bissell Theater should be returned to default set-up (diagrams is available and is posted in the room) and all materials and waste should be properly disposed of.
  o Failure to leave Bissell Theater in good condition may result in revocation of future reservation privileges.
• A remote control is available for check out from the Union Desk for use in the Bissell Theater.

Atrium Usage Guidelines

• Those wishing to use the Lower Atrium (across from the Mail Center) of the Hicks Student Center as an event space should contact the Office of Student Involvement to reserve.
  o The Office of Student Involvement will take several things in consideration before approving the request including:
    ▪ How the space will be utilized
    ▪ How the event traffic will impact normal building traffic, particularly at busier times
    ▪ What other events are taking place at or around the same time (Banquet Hall, Richardson Room, etc.)
• The Lower Atrium can be used for campus-wide events including:
  o Performances/Open Mics
  o Table Fairs
  o Interactive Events (crafts, game tournaments, etc.)
  o Others as determined by the group and the Office of Student Involvement
    ▪ Dances will not be permitted in this space unless part of a larger event such as Zoo After Dark where other rooms/areas are being used as part of the event
• All other building policies and guidelines (furniture moving, return to default set-up, etc.) must be followed when using the Lower Atrium as event space.
• A planned layout must be submitted and approved by the Office of Student Involvement at least 3 days prior to the event.
  o All pedestrian pathways must be kept clear and accessible during events.
• The group will be responsible for adhering to the planned layout and keeping pedestrian pathways clear.
• Equipment needs must be pre-arranged by the group and includes items such as tables, chairs, staging, sound, etc.
• The group will be responsible for all waste generated by their event and must dispose of it in the dumpster at the conclusion of the event.
• The Lower Atrium must be returned to the default set-up (diagram available at the Union Desk) at the conclusion of the event.
• Failure to follow all Atrium Usage Guidelines may result in the revocation of future Hicks Student Center building usage for group.

Barrett Living Room Usage Guidelines

• The Barrett Living Room is a general use, non-reservable space.
• Groups wishing to use the Barrett Living Room for schedule events should contact the Office of Student Involvement for more information.
• As with all other spaces, the Barrett Living Room should be returned to default set-up (diagram available at the Union Desk) after use.

Richardson Room Usage Guidelines
• The Richardson Room is a general use, non-reservable space.
• Groups wishing to use the Richardson Room for schedule events should contact the Office of Student Involvement for more information.
• As with all other spaces, the Richardson Room should be returned to default set-up (diagram available at the Union Desk) after use.

**Game Room Usage Guidelines**

• The Game Room is a general use, non-reservable space.
• Game Room equipment can be checked out from the Union Desk during their regular operating hours (M-Th: 12 pm- 12 am; F-Su: 12 pm- 1am).
• Patrons are encouraged to report any equipment or furniture issues to the Union Desk staff immediately upon discovering them.

**Furniture Moving Guidelines**

• Prior approval must be received from the Office of Student Involvement before furniture is moved in the Hicks Student Center.
• All furniture must be picked up and carried to the new location. **It cannot be pushed or dragged.** Carts may be available to assist. The only exception would be furniture with built in wheels.
• For large events, a furniture moving plan including what pieces will be moved and where they will be moved to must be submitted to the Office of Student Involvement at least one week prior to the event.
• All groups and departments who move furniture will be responsible for returning all furniture to its original location.
• Groups and departments will be responsible for any damage caused to the furniture or the building.

**Decorations Guidelines**

• Only blue painter’s can be used to adhere items to surfaces in the Hicks Student Center.
  • No other types of tape or methods (push pins, etc.) can be used in the Hicks Student Center.
• No open flames are permitted.
• No fog or smoke machines can be used in the Hicks Student Center.
• Groups and departments will be responsible for any damage caused to the building during their event.

**Advertising Guidelines and Policies**

**Banner Reservation Policies and Procedures**

• There are five (5) reservable banner spaces in the Hicks Student Center.
  • Four (4) along the railing in front of the Richardson Room
    ▪ Can be reserved for up to one (1) week at a time
  • One (1) in the Main Atrium Entrance
    ▪ Can be reserved for **one (1) day only**
• Completed banners need to be submitted to the Office of Student Involvement no later than 4 pm on the day before the reservation begins.
  • The Office of Student Involvement will hang all banners. Banners **SHOULD NOT** be hung by a non-OSI staff member.
• Banners can be no larger than 6’ long and 3’ tall. Banners that are larger than these dimensions will not be hung.
• Banners must include the name of the sponsoring organization or department or they will not be hung.
• Questions about Banner Reservations should be directed to Penny Horne in the Student Development Office or phorne@kzoo.edu.

To reserve banner space:

• Go to the Portal
• Under ‘Offices and Services’ scroll down to ‘Student Involvement’
• Next, click on ‘Student Organizations’
• On the left hand side it will say ‘Student Organization Forms’→ Click on that
• You will use the ‘Hicks Advertising Location Form’
• Click on ‘New’ in the upper left hand corner to open a new reservation form
• Fill out the reservation form with your information
• Submit reservation form
• You will not receive confirmation of reserved space
  ○ Ways to confirm your banner reservation:
    ▪ Check the calendar under the ‘Hicks Advertising Location Form’ to check if your space has been successfully reserved
    ▪ Click on the ‘calendar’ scroll in the upper right hand corner to see ‘accepted/rejected’ reservation requests

_Easel Display Reservation and Usage Guidelines_

• There are two (2) reservable easel display locations in the Hicks Student Center.
  ○ One (1) on the west side of the Main Atrium near the top of the steps to the Lower Atrium.
    ▪ Can be reserved for up to one (1) week at a time
  ○ One (1) on the east side of the Main Atrium near the Union Desk.
    ▪ Can be reserved for up to one (1) week at a time
• Easels displays ARE NOT permitted in the center of the Main Atrium unless special permission has been granted by the Office of Student Involvement.
  ○ Any easels displays placed in the center of the Main Atrium will be removed if permission was not previously granted.
• Completed easel displays need to be submitted to the Office of Student Involvement no later than 4 pm on the day before the reservation begins.
  ○ The Office of Student Involvement will provide the easel for your reservation.
  ○ The Office of Student Involvement will place all reserved easel displays. Easels SHOULD NOT be placed by a non- OSI staff member.
• Easel displays must include the name of the sponsoring organization or department or they will not be hung.
• Questions about Easel Display Reservations should be directed to Penny Horne in the Student Development Office or phorne@kzoo.edu.

To reserve easel display locations:

• Go to the Portal
• Under ‘Offices and Services’ scroll down to ‘Student Involvement’
• Next, click on ‘Student Organizations’
• On the left hand side it will say ‘Student Organization Forms’→ Click on that
• You will use the ‘Hicks Advertising Location Form’
• Click on ‘New’ in the upper left hand corner to open a new reservation form
• Fill out the reservation form with your information
• Submit reservation form
• You will not receive confirmation of reserved space
  o Ways to confirm your banner reservation:
    ▪ Check the calendar under the ‘Hicks Advertising Location Form’ to check if your space has been successfully reserved
    ▪ Click on the ‘calendar’ scroll in the upper right hand corner to see ‘accepted/rejected’ reservation requests

Tabling Policies and Procedures

• There are four (4) reservable table spaces in the Hicks Student Center.
  o Two (2) in front of the Game Room
  o Two (2) outside of Welles Dining Hall
• There is no cost for an on-campus department or organization to reserve table space as long as it is being used for College-related businesses.
• There is a fee of $50 per day (Or 20% of total profit for those who are selling products and merchandise) for off-campus groups or those on non-College related business (i.e. fundraising projects not related to an on-campus organization)
• Table reservations include a table and two chairs. If any there are no chairs or table when you arrive for your scheduled time, please visit the Student Development Office before 5 pm and the Union Desk after 5 pm to remedy the situation.
• DO NOT tape anything on the walls near your table. If you have items that need to be hung, please visit the Student Development Office (before 5 pm) or the Union Desk (after 12 pm) for assistance. We may be able to provide easels or other display options.
• Questions about Table Reservations should be directed to Penny Horne in the Student Development Office or phorne@kzoo.edu.

To reserve table space for on-campus organizations and departments on College related business:

• Go to the Portal
• Under ‘Offices and Services’ scroll down to ‘Student Involvement’
• Next, click on ‘Student Organizations’
• On the left hand side it will say ‘Student Organization Forms’→ Click on that
• You will use the ‘Hicks Advertising Location Form’
• Click on ‘New’ in the upper left hand corner to open a new reservation form
• Fill out the reservation form with your information
• Submit reservation form
• You will not receive confirmation of reserved space
  o Ways to confirm your banner reservation:
    ▪ Check the calendar under the ‘Hicks Advertising Location Form’ to check if your space has been successfully reserved
    ▪ Click on the ‘calendar’ scroll in the upper right hand corner to see ‘accepted/rejected’ reservation requests
To reserve table space for off-campus organizations or non-College related business:

- Contact Penny Horne at 269-337-7210 or phorne@kzoo.edu.