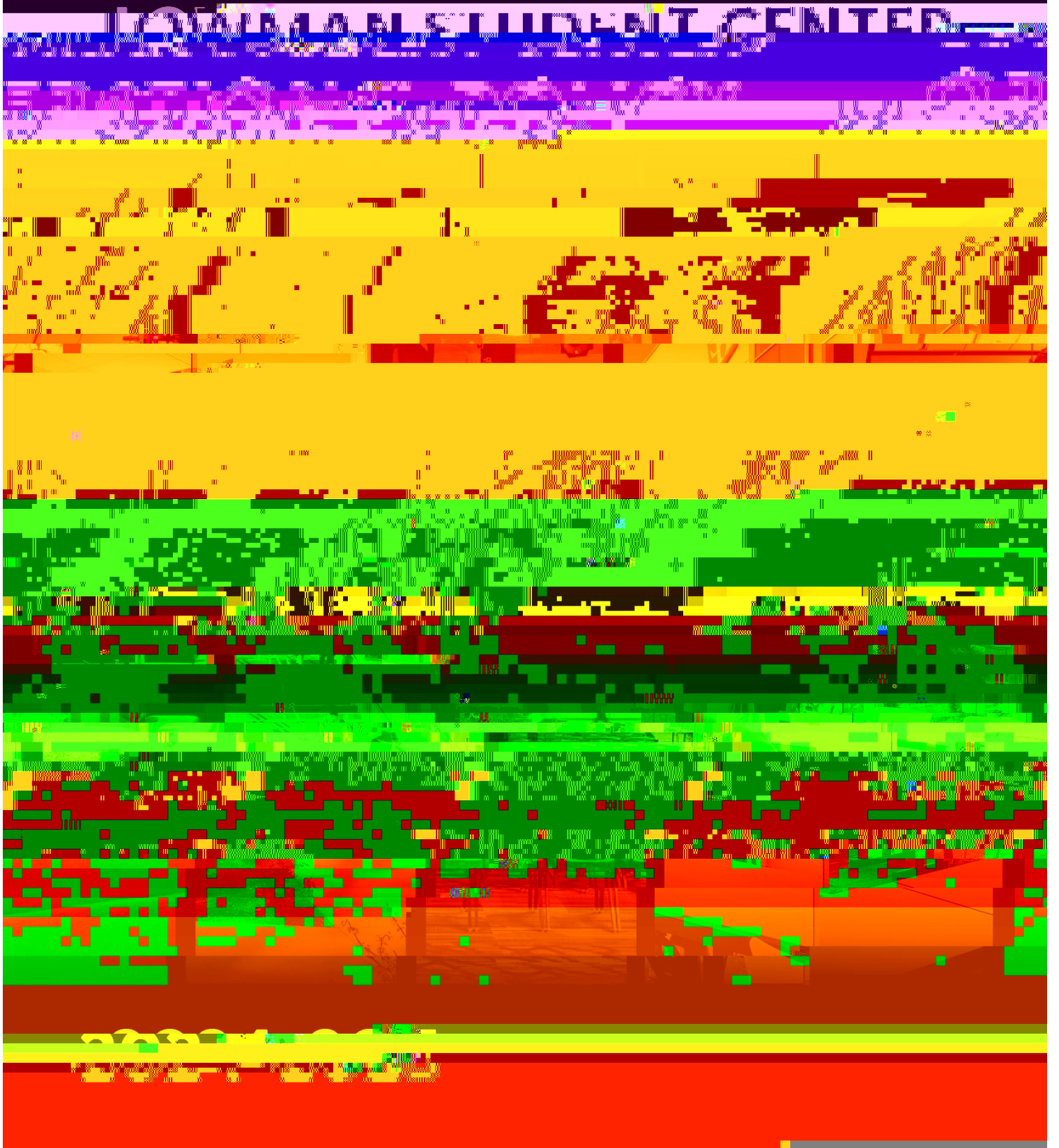




Sarff Houston Staff
Lowman Student Center.
Student Affairs



LOWMAN STUDENT CENTER OPERATIONS POLICY

Sam Houston State University students, faculty, staff, alumni, and guests are eligible to utilize the facility and services of the Lowman Student Center (LSC). All use must be conducted in accordance with local, state, and federal law and in accordance with applicable rules, regulations, policies, and procedures of the Texas State University System and Sam Houston State University. Use of the facility will not disrupt or disturb an academic or University program and will not result in damage or defacement of the LSC.

We are committed to striving for and providing excellence in all that we do, large or small, guided by these values:

Student Focused: *Advocate for all SHSU Students*

Community & Belonging: *Foster a sense of belonging and mutual respect by valuing and supporting unique attributes within our community.*

Operational Hours

4. Bicycles, skateboards, hoverboards

3. Several bulletin boards are located on Level 1 and Level 2 of the LSC. All items may be attached using push pins. Staples are not permitted.
 - a. By the East elevator in Paw Print (Level 1)
 - b. Above the central computer station in Lowman Lounge (Level 1)
 - c. South hallway (Level 1)
 - d. By the East elevator near bookstore (Level 2)
 - e. Above the East computer station near bookstore (Level 2)

Tabletop Policy

1. Tabletop flyers will be approved for no more than two (2) weeks at a time. Artwork for tabletops must be approved by Director of the LSC or designee prior to display.
 - a. Client responsible for the display and removal of tabletop displays.
 - b. No more than two (2) tabletop flyer reservations at any given time.
 - c. Not allowed at Kat Klub.
 - d. location requests approved by the Director of the LSC or designee.

Vinyl Window Cling Banners

The LSC offers a vinyl window cling banner display space for Recognized Student Organizations and University departments. These displays are located on the vertical windows of the Gallery (Level 2) at the front of the Lowman Student Center. To utilize the banner locations, requestors must utilize SHSU Print Services for banner production.

Digital Signage

1. A request for digital signage posting can be made through the LSC office (Suite 331) by calling 936-294-1759, or by emailing LSC@shsu.edu at least five (5) business days prior to the advertising start date. The request must include digital files with the submission. Payment must also be received within two (2) business days of the advertising start date. Fees may apply.
 - a. Digital files should be 1920X1080 jpeg images.
 - b. Ads must identify the sponsoring

University special events and Division of Student Affairs special events, as identified by the LSC, may be booked up to one (1) year in advance to the date given the program is identified. Special event dates may be placed on hold/blocked with Director or designee approval. Blocked/Hold dates will be released if not confirmed 30 business days before the event date.

Recognized Student Organizations are permitted an EMS account. The president of the Registered Student Organization may designate up to one additional member of the organization who can make reservations for that Recognized Student Organization. It is the organization's responsibility to have current contacts on file at all times. No more than 2 members and the on-campus advisor may have a Virtual EMS account and make reservations for that group.

Disruptive activities are prohibited on a Component campus (Education Code, Section 51.935 and Chapter VI, Subparagraph 5.4. T). Reference Texas State University System Rules and Regulations at <https://www.shsu.edu/dotAsset/320da5a6-25f3-4931-a43e-a61ea8ad2a1b.pdf>.

All organized meetings or events must be scheduled and held in designated meeting spaces. Atriums, lobbies, hallways, lounge spaces, plinths, gallery, and the Parker Plaza are not designated meeting spaces.

General Reservations Policy

1. All requests for use of LSC facilities must be made through the LSC Virtual EMS system. Off-campus groups or individual SHSU faculty/staff/students may submit email requests to LSC@shsu.edu. **Requests are not guaranteed until a confirmation has been issued.**
 - a. Meeting room spaces require at least five (5) business days prior to the event.
 - b. Ballrooms/Theater spaces require ten (10) business days prior to the event.
 - c. Kat Klub request require ten (10) business days prior to the event.
2. The LSC Office Staff (Suite 331) reserves the right to change a reservation to another room to accommodate the greatest number of events with the understanding that, if possible, a comparable room will be provided.
3. Last-minute reservations may be approved at the discretion of the Director of the LSC or designee. Late booking fees may apply.
4. All reservations in Ballrooms, Theater, and Kat Klub must provide final attendance numbers to LSC Reservation Coordinator five (5) business days prior to the event date. Refer to Social Event Management Plan.
5. All Ballroom reservations utilizing theatrical audio/visual equipment will require an LSC Technical Services Team member. Additional fees apply.
6. Reservations for spaces outside of the LSC will follow the policies and procedures of that facility. Failure to follow building policies will result in disciplinary actions up to but not limited to loss of reservation privileges in that facility for the academic year.
7. Some events may require security provided by one or more uniformed SHSU Public Safety (UPD) officers, as deemed necessary by the Director of the LSC or UPD (or their designees). In the case that UPD cannot provide or arrange security when security is deemed necessary, the event may be canceled or denied. Refer to the Social Event Management Plan.

8. The proposed use of the LSC facilities must be appropriate and suited to the size, structure, purpose, and operational cost of the facility.
9. Changes to the arrangement of furniture and equipment in a reserved space must be requested through the LSC Office (Suite 331) at least two (2) business days prior to a scheduled event. After initial room set-up, changes will be made only as time and personnel permit. Additional fees may apply.
10. Events hosted by Recognized Student Organizations must be reserved as their group and should not be reserved by governing department.
11. Any organization wishing to use LSC space for recruiting on campus for jobs must have authorization and a reservation made by SHSU Career Success Center. Fees will apply.
12. Summer camps must
13. Off-Campus guest speakers in the LSC must follow the Division of Student Affairs guidelines, including submission of off campus speaker form at 936-294-1785 or visit online at <https://www.shsu.edu/dept/dean-of-students/expressive-activity/>.
14. All contracts and riders related to an event in the LSC, including contracts between user and performers, event decorators, speakers, sub-contractors, managers, and others, must be reviewed by the Director of the LSC or designee

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26. The responsible party of a reservation may dispute a policy violation or charges associated with their reservation by submitting an LSC case review form to the LSC office via email at LSC@shsu.edu.

Social Event Management Plan

The purpose of the Social Event Management Plan is to ensure the safety of students, protect the university community, and assist with the communication of creating a successful event.

1. A Social Event Management plan may be required for applicable student events that meet at least one of the following criteria:
 - a. Any event that concludes after 10:30 PM, including overnight events
 - b. Any event with an anticipated attendance of 200 or more persons
 - c. Any event accepting cash payments after 5 PM
 - d. Any event involving a potential non-compliant crowd
 - e. Any event that has had a risk management/safety issue within the past three (3) years
 - f. Any event that intends to serve alcoholic beverages
 - g. Any event identified by the LSC Staff or University Police as a high propensity of risk
 - h. Any event at Farrington Pit or Old Main pit after 5 PM

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6. All decorations must be removed immediately following the event. Exceptions must be approved in advance by the Director of the LSC or designee. The LSC is not responsible for any articles temporarily stored, left, or lost in the building.
7. Decorations, props, or equipment cannot block or cover doors, door view panels, windows, exit signs, emergency equipment, or emergency egress routes. Any exceptions must be granted in writing by risk management prior to event date.
8. Privacy coverings should be requested at the time of the reservation request. LSC Staff is responsible for putting up and taking down privacy coverings. (242, The Glass Room, is not a recommended space for events requiring privacy coverings)
9. The use of helium cylinders or other compressed gases must be approved by the Director of the LSC or designee

review the violations and may refer the violation for review to the proper authority for adjudication. Violations of state law will be referred to SHSU Public Safety Services personnel.

<https://www.shsu.edu/dept/dean-of-students/guidelines/alcoholic-beverage>

2. The furnishing or sale of alcoholic beverages in the LSC is restricted solely to Classic Fare Catering (Aramark). No individuals, groups, or associations other than Classic Fare Catering (Aramark) may furnish or sell alcoholic beverages on the premises of the LSC for consumption by any person.
3. Alcohol received from Classic Fare Catering (Aramark) during a Kat Klub reservation is only permitted in the Kat Klub and cannot be removed from that area.
4. One or more uniformed SHSU Public Safety Services (UPD)

Payments

1. Only exact payments excepted. All payments are made in the LSC Office, Suite 331, Monday through Friday, 8:00 am – 4:00 pm. Credit card payments must be paid via SHSU Marketplace, please email lsc@shsu.edu or call 936-294-1759 for a link.
2. Acceptable forms of payment include cash (exact change), check, money order, credit card, ETF bank draft, and interdepartmental orders (excluding international currencies). Checks and money orders should be made
3. Applicable taxes will be charged unless a valid tax-exempt form is presented with payment.
4. All payments for Digital Signage should be made no less than two (2) business days prior to the posting start date.
5. All payments and deposits are nonrefundable.
6. All fees on an event confirmation are estimated. All final bills will be sent five (5) business days after completion of event. Additional charges may apply.

Recognized Student Organizations:

1. Full estimated associated charges are due before the event. Payments are due five (5) business days

a.

4. No leaning, laying, standing, or sitting on billiard tables.
5. No food or drinks are permitted on billiard tables.
6. All equipment rentals require a valid Bearnkat ID or government issued ID per user. If an ID is not available Pre-payment is required for the anticipated playing time. Pre-payments are non-refundable.
7. Any broken equipment or equipment issues should be reported immediately to Kat Klub Staff.
8. Guests must remain in designated public areas of Kat Klub.
9. Rates to play will be posted inside Kat Klub. Cash or card only.

1. Any organization, group or individual, that is not a campus organization or University department will be considered an off-campus group.
2. Off-campus group requests for the

- d. Amplified sound hours outside of designated hours must be approved by LSC Director or designee.

The Frank E Parker Plaza

The Parker Plaza is the open, outdoor space situated on the south side of the Lowman Student Center between the Lowman Student Center and the Lee Drain building, as depicted. It extends in length from the east near the Sam Houston statue and to the west toward the Blatchley Bell Tower. The Parker Plaza is designed to provide an open, peaceful, and aesthetically appealing environment to enhance the college experience at Sam Houston State University. It is available for use by all Recognized Student Organizations and University departments for programs and activities. Off campus groups may use the Parker Plaza for an additional fee.

The Frank E Parker Plaza Policies

1. No table, tent, activity, or equipment associated with Parker Plaza reservations should block or interfere with egress. All tables and chairs must be in a reserved space.
2. There are twelve (12) primary tent spots available for pop up tents. The spots will be reserved on a first come, first serve basis. Tents should not block the path of egress or constrict traffic flow. The LSC does not provide pop up tents.
3. All requests to sell or give away food in the Parker Plaza must be approved by Classic Fare Catering (Aramark). Reference the **FOOD**

Collaborative Lounge

Located on the second floor across from the Orange Ballroom, the Collaborative Lounge is available for students to use on a first come, first serve basis. Two large monitors are available for students to connect their laptop or other device to for working on group projects and collaborative efforts.

1. Students are permitted to move the tables together to create a larger workspace.
2. Reservations in the Collaborative Lounge must be in conjunction with Orange Ballroom or room 230 events.
3. The Collaborative Lounge is open and available during regular operating hours unless reserved for a specific event.
4. Adapters for non-HDMI devices are available to check out by contacting the Information Center at 936-294-4902.
5. The volume control, located on the wall, will have limited options to ensure appropriate sound levels and are subject to LSC monitoring.
6. Viewing of explicit material is not permitted.
7. For assistance, please contact the Information Center at 936-294-4902.

8. The piano cannot be relocated to other locations unless it is being used for a specific reserved event. Only LSC staff members may move the piano.
9. Food or drink should not be placed on the piano.
10. Sheet music or other supplies may not be stored in the piano bench. Any unauthorized items found will be treated as lost and found.
11. For assistance or questions, please call the Information Center 936-294-4902.

Dining Areas

The LSC provides a variety of spaces including indoor and outdoor areas for students to dine. Individual students may bring any food and non-alcoholic beverages into dining spaces for their personal consumption. Alcoholic beverages are not permitted in the dining spaces unless there is a private catered event with licensed servers from Aramark and all appropriate forms have been completed and approved. A microwave is available for students to heat their food in the Paw Print Dining Area.

Dining areas may be reserved with LSC Director approval. Reservations must comply with all indoor reservation policies. Alcoholic beverages served during reservations may not leave this designated space.

Loading Dock Policies & Procedures

The central loading dock is the primary location for deliveries coming in and out of the Lowman Student Center (LSC). This is a shared space for all vendors and departments within the facility. The dock is for loading and unloading purpose only. The primary contact and area manager is the Assistant Director of LSC Operations and their designee throughout iAMCID 16(u)-31Wo1acil 6d1Wo1acil 6d1Wo1acil 6d1Wo1acil 6d1Wo1ac3 5JET60.00000912

Loading Dock Parking

1. Short- and long-term parking at the loading dock for any vehicle is prohibited including golf carts unless loading or unloading.
2. Outside vendors should coordinate with LSC Staff at time of reservation.
3. Charging and long-term

10. Routine delivery schedules should be coordinated with the LSC primary contact by calling 936-294-1759.
11. Deliveries requiring more than 90 minutes dock time or are non-routine should be coordinated with the LSC primary contact by calling 936-294-1759.
12. Deliveries outside of normal business operating hours (5:00 AM - 7:00 PM, Monday - Friday) must be coordinated with the Assistant Director of the LSC Operations.
13. The loading dock garage doors will be unlocked from 5:00 AM - 7:00 PM, Monday - Friday. Hours may vary due to summer and semester breaks.
14. All totes and delivery crates should be stacked neatly in approved location for pick up.

Trash/Pallets

1. All trash must be placed in the appropriate dumpster for the regularly scheduled pick up.
2. If the trash dumpster is full, please notify the LSC primary contact by calling 936-294-1759.
3. Routine trash/pallet removal from the loading dock area will be coordinated by the LSC primary contact by calling 936-294-1759.
4. All cardboard boxes should be broken down and flattened before placing in the appropriate dumpster.
5. If there is an expectation of an above-normal volume of trash, or pallets, please contact the LSC primary contact by calling 936-294-1759 to coordinate an additional pick-up.
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