

Red and Charline McCombs Campus Center
(Hereafter referred to as the McCombs Campus Center)

Facility Usage Policy

Date Effective: July 1, 2009

To schedule activities in the McCombs Campus Center, complete an online *Calendar Event & Facility Use Request* form by going to <http://splus.southwestern.edu/SP/xpress/XpressWho.asp>.

After facility reservation is confirmed, a request can be submitted to add the event to the University Calendar for promotional purposes. Go to www.southwestern.edu/sucalendar/main.php?view=documentation to get details.

The following locations may be reserved by students, faculty, staff, student organizations, and the public. (On a restricted basis - facilities in the McCombs Campus Center cannot be reserved by external constituents during the academic year or when the University is closed.) Publicity cannot begin until room reservations are confirmed. Information to be included on the special events' calendar in the Mabee Commons may be submitted to the Student Activities Office.

- Margaret Shilling Room (in Mabee Commons)
- Roy Shilling Room (in Mabee Commons)
- Dan Rather Room (in Mabee Commons)
- McCombs Ballrooms (Connie McCombs McNab, Marsha McCombs Shields, Lynda McCombs)
- McCombs Veranda
- The Cove Patio
- The Cove game tables (for campus-wide tournaments or play)
- Media Room (after 6 PM)
- Concourse may be reserved by organizations or departments only for events of significant interest to the entire campus community.
- Table space may be reserved in the Concourse. Up to four groups may reserve tables for the purpose of publicity, recruitment, etc. Tables may be reserved for five days prior to and including the day of the event. No one group may reserve more than one table if others are requesting.
- Student organizations and/or departments may submit a design on 8 ½" X 14" paper for a computer-generated banner for display in the Concourse. OR 4' X 8' creative, artistic banners may be made by organizations/departments for approval for display in the Concourse. Designs or banners must be submitted to the Office of Student Activities at least five days prior to the desired date of display. Up to four banners may be hung for a period not to exceed one week (7 days). Display will be on a first-come, first-served basis for event-based events. Charges for banners will be made to organization/department accounts.

- The Merzbach Room may be reserved only by faculty and staff on weekdays between 3:00 – 7:00 pm.

Note: The Bishops Lounge may be scheduled for university events, but furniture may be moved only with special permission. No room will be reserved for regular use by academic classes or outside groups.

Hours of Operation

Building Hours

Sunday – Friday	7:00a.m. – 1:00a.m.
Saturday	8:00a.m. – Midnight

Staff Hours

Monday – Friday	8:00a.m. – Midnight
Saturday – Sunday	Noon – Midnight

The Cove Hours

The Cove hours are based on time of year and are shorter than Building Hours.

Monday – Friday	9:00a.m. – 1:00p.m.
Saturday	7:00p.m.- 1:00a.m.
Sunday	7:00p.m. – 1:00a.m.

Scheduling Priorities

Priorities for building use are as follows:

1. Priority will be given to Major University Events such as the Opening of School, Homecoming, Family Weekend, Commencement, Donor and Alumni Recognition events, etc. scheduled by the University Events Office.
2. Priority will be given to recognized campus groups on a first-come, first-served basis. Conflicts will be resolved in the scheduling office.
3. Catered events in the McCombs Ballrooms will receive priority over non-catered events.
4. Summer Conference events will have priority in the months of June and July.
5. External constituents' requests for facility usage will be granted on a first-come, first-served basis only during the non-academic period which begins the day after Commencement and ends the day prior to the first day of new student orientation.
6. McCombs Campus Center rooms cannot be scheduled during University Priority Events.

The University reserves the right to make judgments concerning facility usage and cancel events that are deemed dangerous and/or are not in compliance with regulations.

Regulations for Use

1. Smoking or the consumption, possession or distribution of any controlled substance (other than alcohol) is not permitted in the McCombs Campus Center at any time.

2. The consumption, possession, or distribution of alcoholic beverages is not permitted in the McCombs Campus Center without the written permission of the Vice President of Institutional Advancement or the President for university events or the Associate Vice President and Dean of Students for student events.
3. If furniture is moved, it should be returned to its original position at the conclusion of an event.
4. Decorations or program-related materials should be removed at the conclusion of the event.
5. External constituents renting the ballrooms may not bring in a dance floor or stage.
6. External constituents renting the ballrooms may not hang or attach anything to the walls or partitions.
7. Burning candles or halogen lamps is not permitted.
8. Rental of any equipment not available in the building will be coordinated with the McCombs Facility Coordinator.
9. All food service in the Mabee Commons (including the Roy and Margaret Shilling Rooms and Dan Rather Room) and The Cove must be provided by the campus food service.
10. University organizations/departments reserving the McCombs Ballrooms may bring in their own food for meetings or events but catered events have priority. External constituents using the ballrooms must contract with the university food service provider for all food and beverages.
11. Clean-up is the responsibility of the organization/department.
12. Meals obtained from the Commons must be consumed in the dining area, reserved meeting rooms, or McCombs Ballroom area unless packaged for take-out. Food obtained in The Cove will be consumed in the snack bar or patio.
13. In accordance with the Student Handbook, there will be no salespersons, vendors, or unauthorized solicitation for any purpose in the McCombs Campus Center.
14. Groups using the McCombs Campus Center facilities will be held financially responsible for the repair of damages that may occur while occupying the facility.

Indemnification/Insurance

External constituents wishing to rent space in the Red and Charline McCombs Campus Center must contact University Events (863-1480) and purchase a **Certificate of Insurance**. All aspects of this requirement are explained in the University's **Agreement for Use of Facilities**.

Southwestern University is not responsible for injuries sustained or property lost/damaged while persons participate in its facilities.

Exceptions to this policy must be approved by the Vice President for Student Life.