

ANDERSON STUDENT CENTER

Policies & Procedures Manual

Updated March 2023



Anderson Student Center Policy Manual

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Staff

The Anderson Student Center is led by two full time staff members, a graduate assistant and a team of student staff that help oversee Tommie Central, the University's information hub, as well general building operations seven days a week.

Students interested in employment may reach out to professional staff for more information or check out the student-employment portal through the Human Resources website to apply.

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Hours of Operation for the Anderson Student Center

Academic Year

Sunday	9:00 a.m. – 12:00am
Monday – Thursday	7:00 a.m. – 12:00am
Friday – Saturday	7:00 a.m. – 1:00am

J-Term and Summer Hours

Sunday - Monday	7:00am - 9:00pm*
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**Hours are subject to change based on external event needs.*

Advertising (video boards, banners)

Digital Display Boards:

University of St. Thomas recognized student clubs and organizations, departments and offices may submit advertising for display on digital display boards in the Anderson Student Center. The department of Campus Life manages and curates the digital poster feed which plays throughout the Anderson Student Center as well as other locations around campus.

- Electronic flyers must be submitted electronically via <http://www.stthomas.edu/posters/>
- If the sponsoring group cannot submit the flyer electronically, the group should email their flyer to campuslife@stthomas.edu for posting.
- Electronic flyers may be displayed two weeks prior to specific event or two weeks for general announcements based on availability.

All submissions must comply with the University's Responsible Use Policies available at: <https://www.stthomas.edu/security/policies/responsibleusepolicy/>

The following types of advertising will not be approved:

- Alcohol related advertisements or events advertising the sale of alcohol
- Advertisements for tobacco related products
- Advertisements for non-UST sponsored courses or class related events
- Travel and spring break posters (unless sponsored through a UST student club or organization)
- Advertisements for non-UST affiliated jobs and leadership positions
- Content that contains disrespectful or harmful language or images

All content is subject to the University's Statement on Offensive Behavior
<https://www.stthomas.edu/posters/policies/>

Political postings must be in accordance with the University's Political Guidelines and Policies available at: <https://www.stthomas.edu/posters/policies/>

Atrium Banner Policy:

- All banners must be reserved through the Office of Campus Life (ASC 325)
- One banner per organization is allowed per week.
- A banner can be allowed to hang in a designated place overlooking the atrium for a period for two weeks.
- Total number of banners eligible to be hung will be determined by space.
- Banners cannot exceed the dimensions of 3' x 6' and must be displayed vertically..
- It is the responsibility of the club or organization to make the banner and submit to Campus Life for display. Clubs and Organizations must pick up their banner from Campus Life at the end of the display period.

Irv Kanthak Atrium

The atrium is located on the first floor of the Anderson Student Center and serves as the main gathering space for students and guests of the facility. The atrium serves as the living room of campus and is not a reservable space.

The Anderson Student Center staff contacted nine benchmark institutions to research best practices of atrium usage in student centers.

- Best practices, based on policies in place at like-student centers, mirror our policy of keeping the atrium space open to student use at all times.
- Data that we have collected from our students through focus groups and our annual benchmarking survey support the policy.
- Other than dining space, students report that the atrium is the space they use most often when in the student center. Students value "a place to gather" and a "place to relax between classes."

Exceptions to the atrium use policy must be approved by the Vice President for Student Affairs. For more information, please contact the ASC Director.

- Event must be confirmed at least two weeks prior to event date to ensure proper communication with building users and guests
- Event space in the atrium is limited to the carpeted area
- Events in the atrium must be open to the university community
- Furniture set-up for events in the atrium is limited to the existing furniture with the possibility of adding furniture specific to the event
- Audio requests in the atrium are to be staffed by ITS
- No food or beverage service is allowed in the atrium
- No alcohol is allowed in the atrium

Bowling Center

All students, faculty and staff must show a valid UST ID to receive the University of St. Thomas pricing levels. All Bowling Center guests must comply with general bowling policies and requests communicated by ASC staff. Failure to abide by policies may result in loss of privileges. Any repair of damages, cleaning, or replacement of equipment may result in an additional charge.

General Bowling Policies:

- Street shoes are not allowed in the bowling area.
- Bowling in street shoes or socks will not be allowed. Bowlers must wear bowling shoes rented in the center or personal bowling shoes.
- Food or beverages of any kind are not allowed on the bowling lanes or bowling lane approaches. Food and beverages are allowed in designated areas only.
- Bowlers may not cross the foul line for any reason.
- Bowlers may not send more than one ball down a lane at the same time.
- Bowlers must return bowling balls to the racks and shoes to the Bowling Center Desk after they are finished bowling.
- Bowlers must notify the desk attendant of any lane or ball problems.
- Lofting or tossing of bowling balls is prohibited.
- Children under the age of 16 must be accompanied by an adult.

Reserving the Bowling Center:

Internal groups paying through their index (departments, clubs etc.) may make reservations through 25Live at <https://25live.collegenet.com/pro/stthomas>

Reservations must be made at least three business days in advance of the anticipated event.

The cost for reserving the Bowling Center is based on UST affiliation:

- Internal Groups - \$100.00/hour
- External Groups - \$200.00/hour

Bowling Center Pricing:

	Current UST Students	Current UST Faculty/Staff & Children Under 12	General Public
Price Per Game	\$2.00	\$3.00	\$5.00
Shoe Rental	Free	\$2.00	\$2.00

Dorsey Way Reservations

The second floor hallway may be reserved for tabling events. Tabling events or single table requests must be made through [25Live](#). Larger events should work around the existing furniture as best as possible. If furniture removal is needed, events must reserve a room(s) adjacent to the

hallway for furniture storage. Tabling events must incorporate the large default tables into their tabling event.

Dance

University of St. Thomas recognized student clubs, organizations, and University departments must make reservations, tech requests, and set up requests through [25Live](#).

ITS Event Support Services supports events and meetings within the Anderson Student Center. You can start the consultation process by selecting the appropriate ITS resources when requesting your event in 25Live. To learn more about event and meeting services provided by ITS, visit [Innovation & Technology Services | University of St. Thomas - Minnesota \(stthomas.edu\)](#)

Dance can be reserved by itself, or in conjunction with the Bowling Center (\$). Food and drink are allowed in all areas of Dance.

Dance is reservable during the Anderson Student Center normal hours of operation.

Outside lighting is permitted in Dance with the approval of the Director of the Anderson Student Center and Facilities Management.

Decoration Policies

Items cannot be nailed, tacked, stapled, glued, taped, or otherwise fastened to ceilings, walls, windows, columns, stairways, floors, painted surfaces and doorways. To hang pictures, diplomas and pieces of art on office walls, please submit a Request for Service through the Physical Plant. Open flames of any type are strictly prohibited.

Outside lighting is permitted with the approval of the Director of the Anderson Student Center and the Physical Plant. Windows and glass walls cannot be covered under any circumstances. Marking on windows is prohibited. University signs cannot be covered or obstructed.

The following are not permitted:

- Live Christmas trees
- Hay, straw, leaves, cornstalks, or any other flammable material
- Sand and gravel
- Glitter
- Confetti
- Paint (acrylic, craft, spray, etc.)
- Gasoline or other flammable liquid
- Bubble Machines
- Dry Ice
- Special effects equipment such as smoke, fog and fire machines, sparklers, etc.

While balloons are permitted, they must be weighted down or properly secured to chairs, railings, or other pieces of furniture.

Event coordinators interested in decorating for an event or program should meet with Anderson Student Center Staff to ensure event safety.

Violation of policies will result in cleaning or repair charges.

Deliveries

Deliveries to the Tommie Shop, Dining Services, and deliveries associated with events in the building will be accepted at the ASC loading dock. All other deliveries must be routed to Central Receiving.

Equipment Rental

All students, faculty and staff must show a valid UST ID to receive the University of St. Thomas pricing levels. Items can be checked out at Tommie Central.

Items priced as 'Free with UST ID' can generally be checked out for 1-7 days.

Payment will be collected at the time of rental for items with a daily rental fee.

A Waiver & Rental Agreement form must be completed prior to checking out equipment.

Any repair of damages, cleaning, or replacement of equipment may result in an additional charge. If equipment is not returned within a week of the due date, a replacement or late fee may be charged.

Camping Gear:

Item	Daily Price
Tent	\$6.50
Sleeping Pad	\$4.50
Sleeping Bag	\$4.50
Backpack	\$4.50
Cookware	\$3.50
Large Stove	\$3.50

Sports Gear:

Item	Daily Price	Item	Daily Price
Badminton	\$2.00	All Yard Games	\$2.00
Bocce Ball	\$2.00	Balls/Frisbees	Free
Croquet Set	\$2.00	Board Games	Free
Cornhole/bags	\$2.00	Sleds	\$2.00
Giant Jenga	\$2.00	Snowshoes	\$5.00

Facility Rental

External entities may contact Marguerite von Duerckheim for inquiries about renting space for events in the Anderson Student Center. Current rental rates for the Anderson Student Center facilities can be found online at [25Live](#) or by communicating with Marguerite.

- Marguerite von Duerckheim (651-962-6674)

Family Room/Lactation Room (ASC 252)

The family room is available during Anderson Student Center normal hours of operation. The family room is equipped with a sink, soft seating, refrigerator, and flat screen television. For card access, please contact the ASC Director.

Food Service Policies

External food is not permitted in the ASC unless an exception is provided by Dining Services. For more information or to order catering for your event, please visit the [NetCatering](#) Portal.

John P. Monahan Plaza Policy:

Reservations and set up requests (including tables, chairs and AV) for events on John P. Monahan Plaza must be made through [25Live](#).

- Event set ups will not be permitted in landscaped areas or areas where flowers are planted. Setups are also not allowed in front of the John P. Monahan Plaza sign.
- Sponsoring departments, clubs or organizations are responsible for set up and tear down of materials and equipment associated with the event.
 - A representative of the sponsoring department, club or organization must be present for the entire event.
 - A Request for Service form must be submitted for the following:
 - Trash
 - Recycling
 - Electrical

Power requirements exceeding 20 amps must be reviewed by the Facilities Management.

- The sponsoring department, club or organization is responsible for expenses related to materials and equipment rental.
- All materials and equipment must be set up the morning of the event and removed from the plaza within three hours of the end of the event. The Director of the Anderson Student Center must approve any exceptions.
- Vendor deliveries must be coordinated through Public Safety with the assistance of the Director of the Anderson Student Center.
- A representative of the sponsoring department, club or organization must be present for delivery and pick-up by vendors.
- No vehicle can be left unattended in the fire lane.
- The grounds department must approve any tents or canopies.
 - Staking is prohibited.
 - Tents or canopies must be weighted down by tent weights.
 - Tent or canopy structures must comply with policy and permit requirements by the City of St. Paul.
 - Tents and membrane structures having an area in excess of 200 square feet (10x10) and canopies in excess of 400 square feet (20x20 or 37m) should not be

erected, operated or maintained for any purpose without first obtaining a permit and approval from the fire code official.

- A tent is defined as a structure with 2 or more sides.
- A canopy is defined as a structure with 1 side or less.
- Sponsoring clubs or departments are responsible for obtaining any necessary permits through Public Safety with the assistance of the Director of the Anderson Student Center.
 - If there are simultaneous events on the plaza requiring a permit, the cost of the permit will be split between sponsoring departments, clubs or organizations.
- Amplified sound levels must comply with the City of St. Paul Legislative Code Chapter 293.02 *Noise as a Public Nuisance* and with the University of St. Thomas Outdoor Event with Amplified Sound Policy found on page 48 in the clubs and organization Handbook. https://www.stthomas.edu/media/clubs/pdf/UST_Clubs_and_Orgs_Handbook_2015.pdf
- Solicitation or sale of any products at the University of St. Thomas by any group or individual requires written permission. The Department of Campus Life is the university official responsible for granting such permission on the Monahan Plaza.
- The business of any approved sale or solicitation must be conducted in the confinement of the area (or space) approved by the Department of Campus Life. The University may, if it chooses, impose an additional "rental charge" to cover overhead costs to the institution.
- The following are prohibited on the Monahan Plaza:
 - Charcoal, wood and other combustible burning materials
 - Exception: Campus Life sponsored fire pits
 - Trailers and motorized vehicles
 - Buses and RVs
 - Carry-ins to the stadium
 - Any non-university sponsored sales of food, alcohol or merchandise
 - Skateboarding and rollerblading
 - Postings on light poles and buildings

Lockers - Anderson Student Center General Locker Policy

Locker rental is available in the Anderson Student Center for daily, semester or year-long rentals. Lockers are located on the 2nd floor and lower level and are available to current UST students, faculty and staff. All locker rentals can be made through Tommie Central.

Any items remaining in the locker following the end of the rental period will be held at Tommie Central for 48 hours. Following the 48 hours, items will be delivered to Public Safety. Locker combinations will be changed following the end of the rental agreement. The University of St. Thomas reserves the right to enter any locker if needed.

Anyone renting a locker must complete and agree to the locker rental agreement at the time of rental. The rental agreement reads as follows:

'I understand that Anderson Student Center staff and University of St Thomas are not responsible for the contents in the locker. I understand that the University reserves the right to enter the locker if needed and that I am responsible for having my items removed by the end of my rental agreement date. Any items left in the locker beyond rental period will be held at Tommie Central for 48 hours. Following the 48 hours, staff will dispose of the items.'

Lost and Found

Items turned into Tommie Central as lost items will be held at the desk until the end of the business day, then turned into Public Safety (120 Morrison Hall).

Mail Delivery

Tommie Central staff will pick up mail, once daily, from the Post Office in Murray-Herrick and deliver to the offices of the ASC. This includes Auxiliary Services, Campus Life, Dean of Students, the Gallery, Off Campus Student Services, Student Diversity, and Inclusion Services, The Office of the Common Good and the Vice President for Student Affairs.

Meditation Room (251 ASC)

The Meditation Room, a peaceful place for prayer or meditation, is in ASC 251. The Meditation Room is available for public use daily during building hours. The Meditation Room is not intended for studying, club meetings or other personal uses.

Music and Sound

Sound levels in Anderson Student Center reservable spaces may not disrupt normal daily operations of the facility. Anderson Student Center staff reserves the right to determine reasonable sound levels based on events in the building.

Non - Reservable Spaces

The Atrium, Grand Staircase and other common hallways are considered non-reservable spaces so that they are constantly open to all members of the campus community.

Parking

A 125 stall parking garage is located on the lower level of the Anderson Student Center. Parking requests should be made to the Parking Department.

Occasional, campus-wide, Board of Trustee or university sponsored events may limit parking in the contract parking garages.

On weekdays after 4:30pm and all day on normal weekends the Anderson Student Center parking garage will be open for paid visitor parking.

Pets and Animals

No animals are allowed in the Anderson Student Center other than service animals. Exceptions include contracted entertainers performing in the Anderson Student Center incorporating an animal as part of the act. In this case, permission must be obtained prior to the event through the Director of the Anderson Student Center.

Pianos

A baby grand piano is located in the James B. Woulfe Alumni Hall lounge. This piano is available for use without a reservation unless there is an event occurring in the Woulfe Alumni Hall. The Piano may also be unavailable at the discretion of the Anderson Student Center staff based on events occurring in the building. Events that wish to tune the piano will absorb the cost of doing so for their event, approximately \$130. A digital upright keyboard is located in Dance. This piano must be requested as a part of the request for space.

Reserving Anderson Student Center Meeting Rooms

Eleven meeting rooms are available to reserve in the Anderson Student Center. Room reservation requests must be made through [25Live](#).

University of St. Thomas recognized student clubs and organizations will have priority in booking meetings rooms from **11:30 am -1:00 pm** on Tuesdays and Thursdays and after 6:00 p.m. daily. University of St. Thomas recognized student clubs and organizations have until through the second week of each semester to exercise their priority in requesting and booking space in the ASC. Requests made for ASC space by nonstudent clubs will be held in a queue in the order received and processed in that order on the Monday following the second week of class.

There will be no priority for student clubs or holds occurring on or between:

- Commencement and the second Monday of fall semester
- The last day of finals in December and the second Monday of spring semester.
- During the mid-term break in Spring Semester.

Priority scheduling for student clubs does **not** apply to requests made for James B. Woulfe Alumni Hall, the James B. Woulfe Alumni Lounge, the Hearth Room, Scooters or the private dining rooms. Requests for these ASC spaces will be processed as they come in.

ASC staff reserve the right to reassign reservations based on the size of the group, type of program, and space available to assure the maximum and most appropriate utilization of space.

Groups reserving a space are expected to leave the meeting rooms in the same condition it was found or better.

Academic courses or reoccurring events of academic nature are prohibited from reserving space in the student center and should seek space in academic buildings.

Due to the revenue goals associated with the Anderson Student Center, sponsored events are not allowed in the facility's meeting spaces. On occasion, there are exceptions to this policy. For questions regarding this policy, contact the Director of the Anderson Student Center.

Scooters Recreation Equipment

The Scooters space is open during normal building hours of operation. Individuals with a valid University of St. Thomas ID card may check out equipment for play at Tommie Central. Outside equipment (pool balls, darts, etc.) are prohibited. All equipment must be returned to Tommie Central when rental time expires. A fee may be charged for failing to return equipment on time or for damaged equipment.

Shirts and Shoes

Shirts and shoes must be worn at all times in the Anderson Student Center.

Solicitation

An information table, located on the 2nd floor, may be reserved through 25Live (<https://25live.collegenet.com/stthomas/>) to solicit for on campus events. Career services will coordinate and sponsor external vendor reservations.

Solicitation or sale of any products at the University of St. Thomas by any group or individual requires written permission from the Department of Campus Life.

The business of any approved sale or solicitation must be conducted in the confinement of the area (or space) approved by the Department of Campus Life. The University may, if it chooses, impose an additional "rental charge" to cover overhead costs to the institution.

Ticketing Services (Events)

University clubs, organizations and departments are eligible to sell tickets through the Tommie Central Marketplace. Please contact the Business Office for more information. Event leaders are responsible for running their own listings for their event.

University Policies

All University Policies are applicable in the Anderson Student Center.

Wheeled Vehicles

No Rollerblades, bikes, scooters, skateboards, or other recreational wheeled vehicles are to be used within the facility.

About

In December 2009, the University of St. Thomas Board of Trustees approved construction of the Anderson Student Center on the northeast corner of Summit and Cretin Avenues. After receiving city-government approvals, St. Thomas began construction of the \$66 million student center in May 2010. The building opened in January 2012.

Named for Lee Anderson and his wife, Penny, who made a generous \$60 million gift for the Anderson Student Center as well as for the Anderson Athletic and Recreation Complex, and the Anderson Parking Facility, the 225,000 square foot Anderson Student Center frames the southwest end of the campus quad.

Awarded gold LEED (Leadership in Energy and Environmental Design) certification, the Anderson Student Center has energy-efficient mechanical systems, water conservation measures, highly insulated exterior wall and roofing systems, and lighting controls. In the design, architects purposefully created opportunities for as much natural daylight as possible throughout the building.

Opus Design Build, L.L.C. and Opus AE Group, Inc. served as the builder and architect, respectfully, for the student center. Opus collaborated with Shepley Bulfinch, a Boston architectural firm, as Consulting Design Architect on the student center design.