



# **Anderson Student Center Manual**

University of St. Thomas – Revised April 2013

# Anderson Student Center Policy Manual

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## Introduction

Through the leadership of the University of St. Thomas Board of Trustees, Reverend Dennis Dease, President, and Dr. Mark Dienhart, Executive Vice President, the University of St. Thomas began planning for a new student center on the St. Paul campus. 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 after St. Thomas Trustee 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.

Recently 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.

## Staff

Professional staff, graduate and undergraduate student employees staff the Anderson Student Center (ASC). The Director of the Anderson Student Center and the Switchboard and Information Manager—along with graduate and undergraduate student employees—staff Tommie Central, the information and resource center of the ASC.

Team ASC is comprised of employees hired to work at Tommie Central, the Bowling Center and Dance. These positions are hired through the Student Leadership Selection process that occurs each February. Student applicants for positions in these areas will undergo a criminal background check prior to assuming the position and, if hired, student staff will be required to attend Fall Leadership Institute that occurs the week prior to the fall semester residence hall move-in.

As a prerequisite for a graduate student employee to work in the ASC, in a leadership role, the student must be enrolled in the Leadership in Student Affairs program through the University of St. Thomas.

Along with the graduate students, undergraduate Student Building Managers will also staff all evening and weekend hours of operation in the Anderson Student Center.

## Hours of Operation for the Anderson Student Center

### Fall and Spring Semesters

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

### J-Term and Summer

Monday - Friday	7:00 a.m. – 9:00 p.m.
Saturday - Sunday	9:00 a.m. – 5:00 p.m.

*When the University is closed for a University recognized holiday, the Anderson Student Center will be closed.*

## General Building Use Policies

### '85

'85 is open during normal building hours of operation. Equipment used in '85 is checked out through Tommie Central. Only individuals with a valid University of St. Thomas ID card may check out equipment for play at Tommie Central. Equipment reservations may be made through Tommie Central.

Outside equipment (controllers, air hockey pucks, video games, table tennis equipment, etc.) are prohibited.

#### **Table Tennis:**

- Individuals may checkout/reserve table tennis equipment for up to two hours at a time.
- Individuals may reserve table tennis equipment up to one week in advance.
- Sitting / leaning on the table tennis tables is not permitted at any time.
- Food or beverage is not permitted on the table tennis tables at any time

#### **Video Games:**

- Individuals may checkout/reserve video game equipment for up to two hours at a time.
- One video gaming console of each type may be reserved and one will be made available for walk-in use.
- Individuals may reserve video gaming equipment up to one week in advance.
- The video game inventory available for play may be changed at the discretion of the Anderson Student Center Staff.
- Individuals may save game files to console hard drives, however, memory will be cleared on a regular basis

Reservations will not be honored beyond ten minutes after reserved time. If not claimed within ten minutes after a reservation time, reservation will be void and become available to others.

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.

University of St. Thomas recognized student clubs and organizations may work with the Director of the Anderson Student Center to reserve gaming equipment for larger programs. The Director of the Anderson Student Center must approve multiple copies of software for tournament play.

'85 is not available for rent during the academic year or over J term. During the summers, '85 can be rented during normal building hours. Provisions and rental fees are as follows:

- No person under the age of 12 is allowed in '85 at any time.
- For every ten people in '85 between the ages of 12-17, the sponsoring group must provide one adult supervisor, over the age of 20, to monitor room and equipment usage.
- The sponsoring group is responsible for all damage and repair of equipment, fixtures, furnishings or any portion of the space.
- Rental rates are as follows:
  - *Faculty/staff/students* - \$150/hour (the person making the reservation must be in attendance in '85 for the duration of the rental).
  - *Off Campus* - \$300/hour.
- A \$300 pre-payment is required to reserve the space for off-campus rentals. A \$150 pre-payment is required to reserve the space for faculty/staff and student rentals. This prepayment is refundable if the reservation is cancelled within one week of the event.
- The rental rate includes an ASC staff member working your event.
- Reservations must be made at least 14 days in advance of rental date.

### **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 and atrium banners in the Anderson Student Center.

- Electronic flyers must be submitted electronically via <https://webapp.stthomas.edu/posters/index.htm>
- If the sponsoring group cannot submit the flyer electronically, the group can request that staff in Campus Life (ASC 325) scan the flyer.

- Electronic flyers may be displayed two weeks prior to specific event or two weeks for general announcements based on availability.

External groups or organizations may submit one electronic flyer per month to be displayed for one week.

All submissions must comply with the University's Responsible Use Policies available at: <http://www.stthomas.edu/irt/support/security/policies/responsibleuse/default.html>

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 available at: <http://www.stthomas.edu/policies/graduate/offensive.html>

Political postings must be in accordance with the University's Political Guidelines and Policies available at:

<http://www.stthomas.edu/controllersoffice/policies/politicalactivities.html>

*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.
- Banners may be constructed with materials in the Program Resource Room (ASC 316). Please allow for an extra four inches on the top and bottom for banner hangers.
- 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.

## **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. Historically, the atrium has served as the living room of campus – a non-reservable space open to the campus community.

The Anderson Student Center staff contacted our 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.”

To date, the Anderson Student Center staff has been successful in partnering with the Department of Music and university recognized clubs and organizations to provide special music performances on the grand staircase and second and third floor hallways overlooking the atrium space.

- These groups include the brass ensemble, guitar ensemble, Summit Singers, liturgical choir, concert choir and jazz ensemble.
- The events were limited to up to three songs or fifteen minutes of music performance.
- On Thursday, May 17, 2015 the first concert was held in the atrium as a continued partnership with Academic Affairs. The response to the concert was positive; however, building guests provided feedback regarding the volume of noise which served as a distraction to those holding meetings in the meeting rooms and private dining spaces in the facility.

Feedback from the campus community and best practices of our benchmark instructions was used to inform the proposal that the Anderson Student Center Atrium should remain an open, non-reservable space that serves as the main gathering space for students, faculty, staff and guests of the university.

Anderson Student Center staff will collaborate with the Department of Music twice a semester during the 2015-2016 academic year to provide concerts in the Atrium. Given the feedback from the first concert, Anderson Student Center staff will communicate to departments, recognized clubs and organizations and space requestors the dates of future concerts at the time of the space request.

Exceptions to the atrium use policy must be approved by the Vice President for Student Affairs.

- 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 the Anderson Student Center tech staff
- The nine screen digital display wall is for advertising use, only, and not an extension of the atrium
- No food or beverage service is allowed in the atrium
- No alcohol is allowed in the atrium

## Bowling Center

### Hours of Operation (Academic Year)\*:

Monday	6:00 p.m. – 10:00 p.m.
Tuesday	6:00 p.m. – 10:00 p.m.
Wednesday	6:00 p.m. – 10:00 p.m.
Thursday	6:00 p.m. – 10:00 p.m.
Friday	Noon – Midnight
Saturday	Noon – Midnight
Sunday	Noon – 10:00 p.m.

\*Hours are subject to change.

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 Bowling Center 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.
- Street shoes must be exchanged for bowling shoes.
- 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 problems or if ball is not returning.
- Lofting or tossing of bowling balls is prohibited.
- Children under the age of 16 must be accompanied by an adult.

Bowling space and/or lanes may be closed for special events.  
Special event pricing may be offered for pre-approved events.

### *Reserving the Bowling Center:*

Reservations may be made through R25 webviewer at  
<https://ust-r25wv.stthomas.edu>.

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:

- UST faculty, staff, students and alumni - \$75.00/hour
- External Users - \$125.00/hour

*Reserving lanes in the Bowling Center:*

Two lanes in the Bowling Center may be reserved during normal hours of operation through Tommie Central.

Reservations must be made 24 hours in advance of play and cannot be made more than 30 days in advance. Reservations will not be honored beyond ten minutes after reserved time. If not claimed within ten minutes after a reservation time, reservation will be void and become available to others.

*Bowling Center Pricing (Normal Hours of Operation) –*

	Current UST Students	Current UST Faculty/Staff	General Public
Price Per Game	\$3.00	\$4.00	\$5.00
Shoe Rental	\$2.00	\$2.00	\$2.00

## **Campus Way Reservations**

The second floor hallway may be reserved for tabling activities on weekdays. Tabling requests must be made through R25 webviewer: <https://ust-r25wv.stthomas.edu>.

## **Dance**

University of St. Thomas recognized student clubs, organizations, and University departments must make reservations, tech requests, and set up requests through R25 webviewer: <https://ust-r25wv.stthomas.edu>.

ASC Tech Staff must be present during events requiring Audio/Visual needs. Outside DJs and Bands are permitted, but must provide their own equipment.

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 the Physical Plant.

### **Decoration Policies**

**(Dance, Hallways, Hearth Room, Meeting Rooms, Offices, James B. Woulfe Alumni Hall)**

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 cannot be covered under any circumstances. Marking on windows is prohibited. University signs cannot be covered or obstructed.

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 at all times.

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 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 will 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
Rollerblades	\$6.00
Racquetball Racket	free with St. Thomas ID
Tennis Racket	free with St. Thomas ID
Badminton	free with St. Thomas ID
Basketball	free with St. Thomas ID
Bocce Ball	free with St. Thomas ID
Croquet Set	free with St. Thomas ID
Bean bag toss	free with St. Thomas ID
Ladder ball	free with St. Thomas ID

Football	free with St. Thomas ID
Frisbee	free with St. Thomas ID
Lawn Toss	free with St. Thomas ID
Soccer Ball	free with St. Thomas ID
Kick Ball	free with St. Thomas ID
Volleyball	free with St. Thomas ID

#### Winter Sports Gear:

Item	Daily Price
Cross Country Skis	\$6.50
Snowboard	\$6.50
Snowshoes	\$4.50

### Facility Rental

Contacting the following permits rental of the Anderson Student Center facility by external groups or organizations:

- Dan Taylor (651-962-6671)

#### Rental Rates for the Anderson Student Center Facilities

- Small Meeting Rooms (230, 231, 235, 342, 343)
  - Non UST affiliated - \$250.00 (1 – 4 hours)
  - Non UST affiliated - \$350.00 (5 – 8 hours)
  - Non-profit - \$200.00 (1 – 4 hours)
  - Non-profit - \$250.00 (5 – 8 hours)
- Medium Meeting Rooms (230, 233, 234, 236, 237, 240)
  - Non UST affiliated - \$350.00 (1 – 4 hours)
  - Non UST affiliated - \$400.00 (5 – 8 hours)
  - Non-profit - \$225.00 (1 – 4 hours)
  - Non-profit - \$275.00 (5 – 8 hours)
- Large Meeting Rooms (202, 238, 341)
  - Non UST affiliated - \$400.00 (1 – 4 hours)
  - Non UST affiliated - \$500.00 (5 – 8 hours)
  - Non-profit - \$250.00 (1 – 4 hours)
  - Non-profit - \$350.00 (5 – 8 hours)
- Hearth Room
  - Non UST affiliated - \$500.00 (up to 4 hours)
  - Non-profit – \$400.00 (up to 4 hours)
- Dance

- Non UST affiliated - \$500.00 (up to 4 hours)
- Non-profit – \$400.00 (up to 4 hours)

### **Family Room (ASC 253)**

Reservations for the family room may be made through Tommie Central. A valid and activated UST ID is needed to enter the space. Space may be reserved for up to one hour at a time. Space 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.

### **Food Service Policies**

Dining Services is the exclusive caterer of all events, meetings and functions in the Anderson Student Center. Menus, pricing, and ordering information available at: <http://www.stthomas.edu/dining/default.html>

### **Frank and Judy Sunberg Student Leadership Center**

The Frank and Judy Sunberg Student Leadership Center is located on the third floor, east side of the building, and provides resources and materials for University of St. Thomas students. The center houses office space for HANA, the Undergraduate Student Government (USG), St. Thomas Activities and Recreation (STAR) and the Aquinas Yearbook. University of St. Thomas students may use this collaborative space for meetings, program planning and social space. Catered food can only be served in the space in conjunction with a program organized and sponsored by the Student Leadership Center staff.

#### *Hours of Operation:*

- The Frank and Judy Sunberg Student Leadership Center is open during normal hours of operation of the Anderson Student Center.

#### *Program Resource Room*

The Program Resource Room is located in the Leadership Center and available to University of St. Thomas recognized clubs, organizations and departments. The Program Resource Room offers crafts supplies and poster making supplies. The space is staffed by student employees and supervised by a graduate student employee.

#### *Hours of Operation:*

Fall and Spring Semesters

Monday	10:00 a.m. – 10:00 p.m.
Tuesday	10:00 a.m. – 10:00 p.m.
Wednesday	10:00 a.m. – 10:00 p.m.
Thursday	10:00 a.m. – 10:00 p.m.
Friday	10:00 a.m. – 4:00 p.m.
Saturday	12:00 p.m. – 5:00 p.m.
Sunday	5:00 p.m. – 9:00 p.m.

### J-Term and Summer

To be determined, check Campus Life for information.

### *Leadership Library*

The Leadership Library is located in the Frank and Judy Sunberg Leadership Center. The resources and meeting space available in the Leadership Library may be reserved by University of St. Thomas recognized undergraduate student clubs and organizations, along with RHA, USG, STAR, Hana and the Aquinas Yearbook. The Leadership Library may be reserved for student group meetings by emailing [sunberglc@stthomas.edu](mailto:sunberglc@stthomas.edu). Reservations are based on availability and on a first come, first served basis.

### **Gallery**

The Gallery is located on the second floor, east side of the building.

<http://www.stthomas.edu/arthistory/asmat/default.html>

No food or drink is allowed in the gallery. The gallery will not be reserved for private events. Photos are prohibited in the gallery space. Backpacks are prohibited in the gallery. Lockers may be rented within the Anderson Student Center to store backpacks and belongings while touring the Gallery.

People interested in viewing a wider selection of objects or arranging a guided tour of the displays are encouraged to contact Dr. Julie Risser by phone 651-962-5512 or email [jarisser@stthomas.edu](mailto:jarisser@stthomas.edu).

### *Hours of Operation:*

Monday – Wednesday	10:00 a.m. – 4:00 p.m.
Thursday	10:00 a.m. – 8:00 p.m.
Friday	10:00 a.m. – 2:00 p.m.
Saturday – Sunday	12:00 p.m. – 4:00 p.m.

## 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 webviewer: <https://ust-r25wv.stthomas.edu>.

- A time interval is required between events scheduled on the Monahan Plaza to allow proper clean up and set up for events. Campus Scheduling Services will add this time, according to your needs provided in your request for space.
- Event set ups will not be permitted in landscaped areas or areas where flowers are planted.
- 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 Physical Plant
  - 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 or 19 m) 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](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
    - 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
    - Animals except service animals for special-needs patrons

### **Lockers - Anderson Student Center General Locker Policy**

Locker rental is available in the Anderson Student Center for daily, semester or year-long rental periods. Daily locker rentals are located on the lower level and available to reserve and pay for through Tommie Central.

Semester/year locker rentals are located on the 2<sup>nd</sup> floor and are available to current UST students, faculty and staff to reserve and pay for through Tommie Central. Priority will be given to commuter students. Overflow space for semester/year long locker rental is available on the lower level.

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 the 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.'

### **Lockers - Leadership Center (Clubs and Orgs)**

University of St. Thomas recognized clubs and organizations may reserve storage space in the Frank and Judy Sunberg Student Leadership Center. Locker space will be available for student clubs/organizations on a first-come, first-served basis. Priority may be given to clubs/organizations that do not have storage space elsewhere on campus.

Locker space allocated to student clubs/organizations must be used to store club items only. All locker spaces must be used in accordance with all policies and procedures for student clubs and organizations (as outlined in the student club/organization handbook), the Anderson Student Center, and the University of St. Thomas.

Clubs may continue their locker use year-to-year as long as the club remains in good standing with Campus Life. Each year the current student club president or representative must sign a new locker agreement and update club contact information (see Registration Process below).

The University of St Thomas reserves the right to enter the locker. Lockers not renewed by September 15 each year will be reassigned and the contents will be available in the Campus Life office for 14 days. Club presidents will receive renewal notification starting the first week of classes.

The locker storage room will only be accessible during the open hours of the Frank and Judy Sunberg Student Leadership Center. Only designated student club contacts will be granted ID card swipe access to the Clubs/Organization locker rooms.

Clubs/Organizations have the option to share a locker space. Club members are encouraged to keep track of their own club items by keeping them in their own storage tub. Storage tubs will be available through Campus Life.

#### *Registration Process:*

The student club president (or designated club representative) may sign up for a locker using the Locker Registration form on the Campus Life web site. Registration will require a UST ID and the club must be in good standing with the University.

Campus Life will provide each club with a lock & combination for each locker. The student club president/representative must sign for the combination and serve as the responsible contact for the locker. Club presidents can designate up to two additional club members to have card access to enter the locker room.

Locker use shall be available on a yearly basis. Student club presidents may renew their club/organization locker by signing a new locker agreement and updating contact information.

A \$25 fee for lost or damaged locks will be charged to the student club/organization and a notice will be sent to the club president.

### **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. Tommie Central staff will deliver mail to the following offices in the Anderson Student Center: Auxiliary Services, Campus Life, Campus Ministry, Dean of Students, the Gallery, International Student Services, Off Campus Student Services, Student Diversity and Inclusion Services, Student Engagement and the Vice President for Student Affairs.

### **Meditation Room (251 ASC)**

The Meditation Room, a peaceful place for group prayer or meditation, is located in ASC 251. The Meditation Room is available for public use daily from 7:00am-9:00am, 11:00am-1:00pm, and 4:00pm-7:00pm. Outside of these hours; the Meditation Room is available for reservation in 15 minute increments for 1 hour at a time. To reserve the Meditation Room, UST students, staff, and faculty can bring their valid UST ID to Tommie Central. Tommie Central staff will create the reservation and provide access to the space. The Meditation Room is not intended for studying or other personal uses. Please be respectful of this room.

During the hours of 7:00am-9:00am, 11:00am-1:00pm, and 4:00pm-7:00pm, the Meditation Room doors will be programmed to open. UST students, staff, and faculty may access the room freely during these times.

Outside of the hours described above, individuals can reserve the space through Tommie Central for private or group use. The function of the room remains the same: studying and other personal uses are prohibited. The Meditation Room is available to reserve in one-hour increments. Reservations may be extended.

### **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 and Grand Staircase 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. A number of contract permits for designated faculty/staff were distributed through a lottery system.

Three times during the academic year, spaces will be reserved for Board of Trustee Meeting participants, for two-day meeting periods in the months of October, February and May. Additionally, St. Thomas acts as a polling location for city, state and federal elections. During elections, parking may be limited in the contract parking garages.

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

Some spaces will be held for paid visitor parking. On weekday nights after 4:30 and all day on the 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.

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**

Thirteen meeting rooms are available to reserve in the Anderson Student Center. Room reservation requests must be made through R25 webviewer <https://ust-r25wv.stthomas.edu>.

University of St. Thomas recognized student clubs and organizations will have priority in booking meetings rooms from 11:30 a.m.-1:00 p.m. on Tuesdays and Thursdays and after 4:00 p.m. daily. University of St. Thomas recognized student clubs and organizations have until the second Monday 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 after the second Monday of the semester has passed.

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.

Priority scheduling for student clubs does not apply to requests made to reserve the James B. Woulfe Alumni Hall, the James B. Woulfe Alumni Lounge, the Hearth Room or the private dining rooms. Requests for these ASC spaces will be processed on the usual first-come, first-served basis.

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.

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.

Only individuals with a valid University of St. Thomas ID card may check out equipment for play at Tommie Central.

Reservations may be made through Tommie Central.

Outside equipment (pool balls, darts, etc.) are prohibited.

Equipment reservations will not be honored beyond ten minutes after reserved time. If not claimed within ten minutes after a reservation time, reservation will be void and become available to others.

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 2<sup>nd</sup> floor, may be reserved through R25 webviewer (<https://ust-r25wv.stthomas.edu>) to solicit for on campus events.

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.

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.

### **Rental Items**

*Table Tents/Napkin Dispenser Inserts:* Table tents may not be displayed in public lounge spaces or the main atrium. Napkin Dispenser Inserts can be displayed in Scooters, T's, The Loft and The View. The Napkin Dispenser Inserts must fit in the provided napkin dispensers (6.5" x 4.25"). A reservation must be made to display Napkin Dispenser Inserts and content must be approved by the Director of the Anderson Student Center. To reserve Napkin Dispenser Inserts contact Tommie Central.

*Golf Carts:* Golf carts are available at Tommie Central for rental. Rental requires the approval of the Director of the Anderson Student Center. Renting of the golf carts requires review of rental policy and signing of a safety waiver.

*Tents:* Reserving tents must be approved through the Director of the Anderson Student Center.

*Other Rental Items:* The following equipment is available for reservation and rental at Tommie Central with a valid UST ID.

- Carts (only for use inside the Anderson Student Center)
- Easels
- Easel Whiteboards
- Pedestal Signs (only for use inside the Anderson Student Center)
- Pipe and Drape
- Sandwich Boards (not for use inside the Anderson Student Center)
- Stanchions

*Rental Item Sizing:*

- Pedestal Signs display an 11" by 17" vertical sheet
- Sandwich Boards display an 8.5" by 11" horizontal sheet

### **Ticketing Services (Events)**

University clubs, organizations and departments are eligible to sell tickets through Tommie Central. A Ticket Sales Agreement Form (<http://www.stthomas.edu/asc/tommiecentral/ticketingservices/>) must be completed and received a minimum of 10 business days prior to the event.

If you plan to sell more than 200 tickets to your event, you must arrange a planning meeting with Tommie Central staff a minimum of one month before the date of your scheduled event. This informal event is to talk about the logistics of your event, tickets/information forms, sales dates, advertising, etc.

Groups may sell tickets online through University Tickets, at Tommie Central, or both. Groups may request ticket distribution by e-ticket, reservation list, campus mail or pick up at Tommie Central. E-ticket distribution will require use of one or more e-ticket scanners that are reservable through Tommie Central.

All online ticket sales will be subject to a 3% convenience fee per ticket.

All online ticket sales will be subject to a ticket fee, per ticket, based on the following:

\$0.00 - \$9.99	\$0.50
\$10.00 - \$19.99	\$1.00
\$20.00 +	\$2.00

University clubs, organizations and departments may choose to cover the 3% convenience fee and/or the ticket fee or add it to the cost of the ticket. Funds will be transferred to designated accounts within five business days after the event, excluding the convenience and/or ticket fees.

University club or organization advisor or department representative must sign a statement acknowledging estimated charges.

### **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.