



## **Xavier University Gallagher Student Center Ryan's Pub Policies**

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### **Thank you for choosing the Gallagher Student Center to host your event.**

These policies are for Ryan's Pub located in the Gallagher Student Center.  
For more information please contact the GSC Administration Office:

Walk-ins: Welcome Desk  
Phone: 513-745-3201

Web: [www.xavier.edu/gsc](http://www.xavier.edu/gsc)  
Fax: 513-745-3212

**PLEASE READ THESE GUIDELINES.** We want your event to be successful, so we have outlined the guidelines for you to follow when planning your event in Ryan's Pub, located in the Gallagher Student Center. Failing to adhere to these policies could affect your reservation and any applicable costs. We may not be able to accommodate requests if not given adequate notice.

Ryan's Pub is an eatery and pub environment open to the entire Xavier University community. The primary function of the space is to provide food, beverages, entertainment and recreation to the Xavier University Community.

Ryan's Pub may only be reserved by recognized student groups and University Departments for programs and activities taking place after 6:00pm.

#### Guidelines for use of Ryan's Pub:

- The request to reserve Ryan's Pub must be made through the GSC Administration Office.
- All reservations must be made at least 2 weeks (10 days) prior to the start of the event.
- All reservations must be approved by the Director of the Gallagher Student Center and the Manager of Ryan's Pub or their designees.
- The sponsoring group or department must meet with either the Director of the GSC and/or the Manager of Ryan's Pub or his/her designee(s) to discuss all details of the event at least 1 week (7 days) before the start of the event.
- Ryan's Pub may only be used for programs open to the entire University community. Examples include but are not limited to: open mic nights, musical performances, board game tournaments, television program viewing.
- Ryan's Pub may not be used for closed events. These types of events should take place elsewhere on Campus. Examples include but are not limited to: group or departmental meetings, rehearsals, banquets, private receptions or parties.
- Ryan's Pub must remain open to the University public during any event or program that takes place there. The space must still be available for use as an eatery and/or pub.
- No event in Ryan's shall start before 6:00pm and all events must end at least one hour before Ryan's Pub closes.
- No furniture will be removed from Ryan's Pub. The GSC Administration will make the final determination of how much, if any, of the furniture will be rearranged. All furniture should be moved by the GSC, Ryan's Pub or SBM.
- Some furniture can be added to Ryan's Pub. The GSC Administration will make the final determination of how much furniture will be added.
- Admission charges cannot be charged to enter an event in Ryan's Pub.
- Amplified sound, music and noise levels in the Annex must be kept at reasonable levels. The use of any kind of amplification equipment must be approved in advance by the GSC Administration.
- Any changes to the lighting in Ryan's Pub must be requested at least five business days in advance and must be approved by the GSC Administration and the Manager of Ryan's Pub.
- Groups must comply with any reasonable request to turn down the volume or amplified equipment. Refusals to honor reasonable requests to lower volume will result in a loss of the reserved space and may impact future reservations.
- The use and reservation of Ryan's Pub may depend on the scope and nature of the event and the scope and nature of any events taking place in the Atrium or the GSC Theatre due to the proximity of those spaces.
- The consumption of alcohol as part of an event in Ryan's Pub must adhere to all policies of Ryan's Pub, the Gallagher Student Center and the Alcohol Policies of the University.
- Any alcohol that is part of an event taking place in Ryan's Pub must stay within Ryan's Pub and cannot be taken into other parts of the Gallagher Student Center.
- The Alcohol Policies of the University may require that Campus Police be at any event taking place in Ryan's. The determination of the number of Campus Police will be made by the Dean of Students in conjunction with Campus Police and the GSC Administration. All costs associated with security will be the sole responsibility of the sponsoring organization.

- Xavier University reserves the right to refuse any reservation, or to stop any approved event, that interferes with the safety policies and procedures or the University or other safety regulations, that interferes with other normal business operations of the University and its facilities
- Any decorations must be approved by the GSC Administration and are to be completely removed immediately after the completion of an event.
- The sponsoring organization will be responsible for all reasonable clean up. Failure to properly clean up after an event will result in a minimum clean up fee of \$50.00.
- Failure to adhere to these policies may result in the immediate loss of reserved space and/or loss of future privileges to reserve space in the Gallagher Student Center.
- All other Gallagher Student Center and University Policies apply.