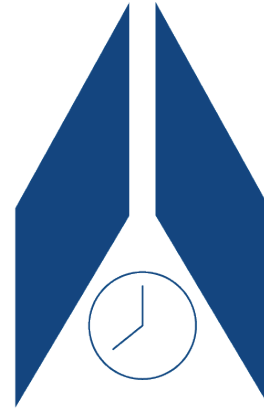


XAVIER  
UNIVERSITY



Gallagher Student Center



Policy Manual

**Gallagher Student Center Policy Manual  
2010-2011**

**Table of Contents**

<b>Table of Contents.....</b>	<b>1</b>
<b>Letter from the Director.....</b>	<b>3</b>
<b>Mission Statement, Logo and Contacts.....</b>	<b>4</b>
<b>Gallagher Student Center Policies</b>	
1. Alcohol Service and Use.....	5
2. Amplification of Sound.....	5
3. Animals.....	5
4. Audio Visual.....	6
5. After Hours in the GSC.....	6
6. Atrium Banners.....	6
7. Bake Sales.....	6
8. Banks.....	6
9. Bicycles, Skates, Rollerblades, Scooters and Skateboards.....	6
10. Building Hours.....	7
11. Cancellation Policy.....	7
12. Catering/Food and Beverage Services.....	7
13. Chalking.....	7
14. Cleanliness.....	8
15. Climate of Respect.....	8
16. Concourse.....	8
17. Copying Machine.....	8
18. Donation Collection Boxes.....	9
19. Demonstrations and Protests.....	9
20. Digital Signage.....	9
21. Decorations.....	10
22. Easels.....	10
23. Exclusive Use.....	10
24. Extension Cords.....	11
25. Extension of Building Hours.....	11
26. Facility Reservations.....	11
27. Filming.....	11
28. Film Screening.....	12
29. Fire Safety.....	12
30. Food Court.....	12
31. Fundraising.....	12
32. Furniture and Room Set-ups.....	12
33. Graffiti.....	13
34. Grilling.....	13
35. Illegal Drugs.....	13
36. Insurance.....	13
37. Inclement Weather.....	14
38. Keys and Locks.....	14
39. Kitchen Areas.....	14

40. Liberty Portable Sound Systems.....	16
41. Locker Services.....	16
42. Lost and Found.....	17
43. Media.....	17
44. Movies.....	17
45. Office Access.....	17
46. Outdoor Posting Polices.....	17
47. Outdoor Spaces.....	18
48. Parking.....	18
49. Patio.....	18
50. Political Activity .....	18
51. Posting.....	19
52. Property Damage.....	20
53. Public Speakers and Events.....	20
54. Regulations and Safety Rules.....	21
55. Reservations at Xavier University (non GSC) .....	21
56. Ryan’s Pub.....	21
57. Scheduling.....	23
58. Security.....	23
59. Smoking.....	23
60. Solicitation.....	23
61. Sports Equipment.....	23
62. Sponsorship.....	24
63. Storage.....	24
64. Stairwell Postings.....	25
65. Student Ride Board.....	25
66. Table Tents.....	25
67. Theatre.....	26
68. Undesirable Conduct.....	26
69. Vending Machines.....	26
70. Vendors.....	26
71. Vendor Tables.....	27
72. Visitors.....	28
73. Weapons/Firearms.....	28
74. Window Postings and Coverings.....	28
75. Wireless Laptop Services.....	28

<b>Payment Guidelines.....</b>	<b>30</b>
--------------------------------	-----------

<b>Emergency Procedures.....</b>	<b>34</b>
----------------------------------	-----------

**Appendices**

Appendix A: Xavier University Standard Facilities Use Agreement.....	46
Appendix B: External Vendor Agreement Form.....	50

**Letter from the Director**

August 2010

To the Xavier University Community,

Welcome to the Gallagher Student Center! Thank you for deciding to spend your time in the GSC. I am always glad to see you.

The Gallagher Student Center is designed to be a comfortable and inviting space for the entire Xavier Community. The purpose of this Policy Manual is to outline the parameters of usage for Gallagher Student Center. It offers a comprehensive listing that encompasses facility use, event planning, event production, safety and security. When designing this manual, the staff of the Gallagher Student Center took into account many things that are vital to the life of the Xavier Community in the GSC: safety, security, legal issues, fairness, equity, inclusion, the protection of the facility, the property within the facility, the protection of its guests, protection of personal property and respect for the guidelines that govern life at Xavier University. This manual is designed to complement the Xavier University Student Handbook. In the event that any information would overlap between this manual and the Student Handbook, the policies in the Student Handbook overrule.

The GSC Department is a service organization. It is inherent in our mission to do everything we can to be sure that the Xavier Community has a pleasant experience while in the GSC. Since we are a service organization, we are going to do everything we can to provide you with the best possible service. While doing this, it is important that we implement and enforce the policies within this manual with as much fairness as possible. In that same spirit of fairness, we believe it is critical to be as transparent as possible with the policies and guidelines that govern the use of the GSC. Therefore, we place this policy manual on our website and make the information contained within its pages available for all to see.

Xavier University is a live and vibrant organization that continues to grow and change. It has a lively spirit that changes each time a group of students graduate and a new group of students attend Manresa. In the same way, the Gallagher Student Center continues to grow and evolve. The policies that govern the use of the GSC will continue to change as well. As those policies change, I will be sure to continue to update this policy manual on a regular basis and be as transparent as possible with those changes. Ultimately, all changes, revisions and interpretations are left to Xavier University staff. However it is critically important to me that the Xavier Community offers their feedback on these policies. I invite and welcome your input and feedback regarding these policies and the GSC in general.

I ask that you please take the time to review this manual so that you are aware of the policies of the Gallagher Student Center. Please review it periodically and use it as a guide as you plan events taking place in the Gallagher Student Center.

Again, thank you for choosing to spend time in the GSC. Whether you are studying, relaxing, eating, spending time with friends or hosting an event or meeting with a student group, you are welcome in the GSC. I look forward to seeing you in the GSC very soon.

Sincerely,  
Joseph P. Christman  
Director, Gallagher Student Center

## Gallagher Student Center Mission Statement

The Mission of the Gallagher Student Center is to provide a warm and inviting atmosphere to all. The Student Center is a meeting place for all students as well as faculty, staff, alumni, and guests of Xavier University. Providing dining options, meeting space, lounge, and programming facilities, the GSC is a great place to study, meet with friends, relax or be entertained after a long day of classes.

## Gallagher Student Center Logo

The GSC logo below is a visual brand for the Student Center. It is a combination of the University logo and a representation of the GSC Clock Tower, one of the most visible places on Xavier's Campus. It is intended for use by the GSC staff only. Anyone wishing to use the GSC logo must obtain written permission for the Director of the GSC.



## Terminology

For the purposes of this policy manual the Gallagher Student Center will be referred to as the GSC. These two should be considered one in the same throughout this document.

GSC may refer to both the physical building of the GSC and the team of staff that oversees the facility and events taking place in the facility.

## Contacts

GSC Welcome Desk	513-745-3201
GSC Reservationist	513-745-3205
GSC Director	513-745-4889

The Gallagher Student Center and Xavier University reserve the right to make changes to this policy manual at any time.

## **Gallagher Student Center Policies**

### **1. Alcohol Service and Use**

- a. The use of or consumption of alcohol in the GSC is prohibited unless the following guidelines are followed.
  - i. By state law, it is illegal for any person under the age of 21 to consume, possess, sell or purchase alcohol. Therefore, the consumption, possession, selling or purchasing of alcohol by any person under the age of 21 is strictly prohibited in or around the GSC.
  - ii. The use of alcohol at events in the GSC or at outdoor events is strictly regulated. Security needs are determined at the discretion of the GSC Staff. Any costs are the responsibility of the sponsoring organization.
  - iii. The final determination of the amount of security required will be left to the discretion of the GSC Staff, Campus Police and the Dean of Students.
  - iv. For student organizations sponsoring events with alcohol, written approval of the Dean of Students is required.
  - v. No alcohol may be donated.
  - vi. Xavier's Dining Service Provider must be the pourer of any alcohol served at an event in the Student Center Facilities. The GSC does not hold or maintain a liquor license and therefore cannot serve alcohol.
  - vii. All attendees are required to show a valid 21-year old state or government issued picture ID card for admittance. Xavier students may bring guests provided they have appropriate ID proving they are of legal age. No attendees under 21 will be allowed in the event. Xavier University All-Cards will not serve as proof of age under any circumstance.
  - viii. All alcohol must stay within a designated area, within the event.
  - ix. No alcohol is permitted outside the reserved facility or designated area.
  - x. At no time, will the entire Gallagher Student Center be closed so as to make the entire area the designated area for alcohol.
  - xi. If alcohol is found in the GSC, Campus Police and the Dean of Students will be notified. If alcohol is found as part of a student group event, Student Involvement will be notified as well.
  - xii. Alcohol possession and/or consumption at an event in the GSC will result in the loss of reservation privileges of the sponsoring organization for a minimum of one semester. In addition, all current reservations will be cancelled and additional sanctions may be placed by the Dean of Students.
  - xiii. Any damages that occur to facilities and furnishings from an event will result in automatic billing to the sponsoring organization. Future reservations may be impacted.

### **2. Amplification of Sound**

- a. In open areas inside the GSC the use of loud speakers, play back devices, microphones, bullhorns or other noise making devices that interfere with other activities in the building is strictly regulated. Groups wishing to use amplified sound as part of their event should contact the GSC Office at least two weeks prior to their event for approval.
- b. Inside meeting rooms, amplified sound must be kept to acceptable levels.
- c. The GSC Staff reserves the right to ask any group to bring their activity within acceptable sound levels.

### **3. Animals**

- a. Animals are not allowed in the GSC.
- b. Any animals found in the Student Centers will be removed.
- c. Guide or service dogs as deemed necessary by ADA and security dogs with handlers are exempt from this policy.

### **4. Audio Visual**

- a. Rooms 214 and 330 are equipped with built-in projectors, screens and in-ceiling speakers. These are available for use by any group that has a valid reservation in that space.
- b. If additional audio/visual equipment is needed, Classroom Technologies should be contacted by calling 513-745-3603. Policies and guidelines for using this equipment can be obtained by calling this number.
- c. Sponsoring organization should know how to properly use all equipment. Mistreatment of the equipment or damage to the equipment will be the responsibility of the sponsoring organization and fees may be assessed to the group as a result. GSC Staff is available to assist with the use of the equipment.
- d. The use of GSC Audio Visual Equipment is not permitted outside of the facility. The GSC Liberty Systems and GSC extension cords are expectations to this policy. See "Liberty Systems" and Extension Cords".
- e. Groups renting a video tape or DVD and attempting to show it in one of the GSC facilities is a violation of copyright law. Regardless of charging a fee or not, it is not permitted. The burden of proof rests with the group. If there is a question, the group must provide written documentation giving permission from the production company to screen the film.

#### **5. After Hours in the GSC**

- a. The use of the GSC during hours when the facility is normally closed is only permitted with the permission of the GSC Director. This request must be made in writing at least two (2) weeks in advance. It will be left to the discretion of the GSC Director if the building will be opened to the public or if it will remain closed.
- b. The GSC must be staffed by a GSC staff person at all times while guests are in the building regardless of the group or presence of other University staff, faculty or advisors.
- c. The appropriate charges will apply for extending the building hours beyond normal hours.
- d. See also Extension of Building Hours

#### **6. Atrium Banners**

- a. See "Posting"

#### **7. Bake Sales**

- a. Approval for bake sales as fundraiser must be granted through the Office of Student Involvement.
- b. The GSC assumes no liability for any baked or packaged goods sold, exchanged or given out as part of a bake sale or at a GSC vendor table.
- c. All patrons of a bake sale taking place in the GSC purchase and consume baked and packaged goods at their own risk. The GSC and its staff are in no way responsible for any results of consuming or purchasing anything from a bake sale.

#### **8. Banks**

- a. USBank is the banking partner of Xavier University.
- b. No other bank may promote, advertise, or reserve promotional tables any time in the GSC without written permission from the Director of the GSC.

#### **9. Bicycles, Skates, Rollerblades, Scooters and Skateboards**

- a. Bicycles, skates, rollerblade, scooters and skateboards shall remain outside the GSC and should be secured to bicycle racks only.
- b. The GSC is not responsible for any bicycles, rollerblades, skateboards or scooters that are left outside of the facility.
- c. Skateboarding, scootering, rollerblading and/or roller-skating are prohibited inside the building.
- d. Individuals engaged in such acts shall be requested to discontinue the activity. Failure to do so may result in Campus Police notification.
- e. Campus Police, Physical Plant or the GSC may remove bicycles found in the building or chained to places other than bicycle racks from the premises.

- f. No items other than bicycles, stakes, rollerblades, scooters and skateboards may be chained or attached to the bike racks located outside of the GSC. Any items other than the ones listed above will be removed and discarded by either the GSC, Campus Police or Physical Plant.

#### **10. Building Hours**

- a. The hours of the GSC are set to provide maximum service to meet the needs of the University community. The building hours are based on the following criteria:
  - i. Academic calendar including quarter breaks, summer sessions, December holiday closing, and residence hall openings and closings
  - ii. University and National holidays.
- b. The hours of operation are posted at appropriate locations in the GSC. The GSC is closed on most University recognized holidays. Reservation requests for these days are reviewed by GSC Administration.
- c. Extending Building Hours (early open/late close)
  - i. Requests to open the GSC early or close late must be made at least 10 working days in advance of event.
  - ii. An operating cost of \$15 per hour will be charged to the organization responsible for the event for an early opening. A fee of \$15 per hour will be charged to keep any facilities open late. Fees are not pro-rated for partial hours.
  - iii. All extension of building hours requests are subject to the approval of GSC Administration.

#### **11. Cancellation Policy**

- a. In order to accommodate as many requests for events as possible, all organizations must honor their reservations. Organizations, which fail to use reserved space (without prior notification, a “no-show”) on a regular basis will lose the privilege of reserving space in the GSC.

#### **12. Catering/Food and Beverage Services**

- a. Xavier’s Campus Dining Service does not have an exclusive catering contract within the GSC. For event held within the GSC, sponsoring organizations may provide their own food and drinks for their event.
- b. Groups are welcome to contact Xavier’s Dining Services to cater your event by calling 513-745-3717.
- c. If a group wishes to bring in their own food and beverages for their event the following apply:
  - i. Groups may not borrow and items from Campus Dining Services (i.e. plates, napkins, cups, utensils, etc.) This includes Ryan’s Pub and Fresh Fusions.
  - ii. If alcohol is served at an event, both food and beverages must be contracted through Xavier’s Dining Services.
  - iii. If an event is held in Ryan’s Pub, no food or drink may be brought to the event. It must be ordered and served by Ryan’s Pub.
- d. All groups having food at their event are responsible for making sure that the room is cleaned of all trash and extra food and beverage items after an event regardless of if it a catered event or not. If a room is not cleaned after an event, the appropriate fees will be assessed and future reservations may be affected.

#### **13. Chalking**

- a. Advertisements written in chalk, “chalking” is not allowed anywhere on, around or in the Gallagher Student Center.
- b. Chalked messages may only be placed on flat, horizontal, concrete surfaces in the locations designated below:
  - i. Walkway between Kuhlman Hall and money machines
  - ii. Sidewalk in front of the entrance to O’Connor Sports Center
  - iii. The incline sidewalk from Victory Parkway down to the O’Connor Parking Lot
  - iv. Sidewalk in front of the Hoff Marketplace main entrance

- v. Driveway sidewalk to the University Village and inside the Village Courtyard
- c. All chalk messages must be in accordance with the policies set forth in the Student Handbook.
- d. Absolutely no chalk advertising can be placed on campus buildings.
- e. The GSC reserves the right to remove any chalking at any time without notice.
- f. Additionally, no harassing or profane language or references to alcohol may be used in the chalking of sidewalks.

#### **14. Cleanliness**

- a. Groups using the GSC are expected to maintain the general cleanliness of the room which they are using.
- b. All rooms should be left in the condition in which they were set, including the cleanliness of the rooms. This includes removing garbage, papers, and used disposable catering items such as plates and napkins.
- c. Waste receptacles are available upon request.
- d. Groups failing to maintain the cleanliness of a room will be assessed a cleaning fee.
- e. In order to maintain a safe and clean environment for all people in the GSC, all guests are expected to properly dispose of their trash in the proper trash receptacles. Improper disposal of trash can lead to unsightly environments and pests.
- f. Failure to properly dispose of trash is a violation of university Policy and discipline charges may be levied.

#### **15. Climate of Respect**

- a. Xavier's mission is to be a community of inquiry in the Catholic, Jesuit tradition dedicated to forming students intellectually, morally, and spiritually, with rigor and compassion, toward lives of solidarity, service, and success. Only a campus environment of mutual respect and genuine care for all individuals enables this mission to be realized. Harassment or discrimination of any kind, including such action based on gender, race, ethnicity, color, religion, age, national origin, sexual orientation, disability or marital status impedes Xavier's ability to carry out the mission. Therefore, it is important and necessary to have established policies and procedures in place to deal with harassment and discrimination. The Harassment Code Accountability Procedures document is an attempt to reinforce Xavier's commitment to eliminating violence and harassment of any kind on campus by insuring that the policies are relevant and integrated into daily life. A copy of the full text of this document can be found as a link to the Dean of Student's website at: <http://www.xavier.edu/deanofstudents/>

#### **16. Concourse**

- a. The brick-paved space directly outside of the GSC's campus entrance and the space immediately adjacent to the entrance that runs along the building is the GSC Concourse.
- b. The GSC Concourse is available to be reserved through the GSC Reservationist.
- c. Events using the GSC Concourse may not block the GSC entrance, newspaper machines or bike racks.
- d. Grills are available to be used on this space and may be reserved by calling Physical Plant at 513-745-3151.
- e. The Liberty System may be used on the GSC Concourse. The speakers must point away from the GSC and must be kept at a reasonable level. GSC Staff may require that the sound be lowered at any time during an event.
- f. Events using the GSC Concourse and the Green Space must complete the Green Space Reservation Form, available from Student Involvement.

#### **17. Copying Machine**

- a. A copying machine is available in the GSC on the first floor near the pool tables.
- b. The GSC does issue refunds for funds lost in the copy machine. Requests should be made through the GSC Reservationist during business hours.
- c. The GSC is not responsible for any items that are damaged or lost during copying.

- d. The GSC is not responsible nor does it review the content of any items copied on the copying machine located in the GSC.

### **18. Donation Collection Boxes**

- a. Space for collecting donations can be requested through the GSC office. University departments or recognized student organizations can request space for donation receptacles on the first floor of the GSC.
- b. Boxes can be placed at various locations around the Atrium on the first floor and Lower Level. Boxes cannot be placed on the second and third floors.
- c. Boxes must be covered/decorated and should include the sponsoring organization or department's name, dates of the collection, and the place where items will be donated. Groups and departments are responsible for maintaining the cleanliness of the donation area and should not allow donated items to exceed the space of the box. Items must be removed from the collections area and moved to a secure location each day.
- d. If boxes are overflowing with donated materials, the GSC staff reserves the right to relocate the donated materials and donation boxes. Unattended cash donation collection containers are not allowed in the GSC.
- e. Donation boxes may be requested for a maximum of two weeks.
- f. All requests for donation boxes should be made with the GSC Reservationist in GSC Suite 100 or by calling 513-745-3205.
- g. Items left after the last day of the scheduled donation time will be removed and discarded.

### **19. Demonstrations and Protests**

- a. Campus demonstrations are permitted by students provided they are conducted in an orderly manner and do not interfere with vehicular or pedestrian traffic, classes, or other University activities and functions. The University has the right to limit the time, place, manner and scope of a demonstration by students (as approved by Campus Police and the Dean of Students). If a demonstration becomes disruptive and interferes with the freedom of other members of the University Community or interferes with the ability of the GSC to provide a safe environment, then it is considered to be disorderly. Those participating in disorderly demonstrations should expect sanctions up to and including criminal prosecution. Demonstrations by non-Xavier students are not permitted on University property.

### **20. Digital Signage**

- a. The digital signs in the GSC are operated by the GSC staff but overseen by SGA. All policies are developed and maintained by SGA.
- b. The system is only open to University approved student organizations, the Office of Auxiliary Services, and the Division of Student Life and Leadership.
- c. No ads will be accepted for meeting reminders, organizational reminders or requests to join a group or receive applications.
- d. Student organizations wishing to promote events through Digital Advertising must meet the following criteria for advertisements to be considered:
  - i. Be a university approved club, organization, or working group.
  - ii. The advertisements are only for EVENTS AND PROGRAMS, not meetings or organizational reminders.
  - iii. Have had the advertisement approved by the group's adviser.
  - iv. Submit the advertisement two (2) business days before it is to be posted. The duration for an advertisement can be no more than seven (7) days.
  - v. The content cannot represent any of the following:
    - 1. Vulgarity or sexually suggestive language or images
    - 2. Promote the use of alcohol or illegal substances
    - 3. Racial/ethnic/gender or religious insensitivity through language or images

#### 4. Suggest violence

### 21. Decorations

- a. No one is allowed to tape or affix decorations to any wall, railing, wood, metal, glass, paint, ceilings, floors, other surfaces or furniture in the GSC unless it is approved by the GSC Reservationist or Director.
- b. Balloons are not allowed unless permission is given in advance by the GSC Reservationist or Director. Balloons must be used with extreme caution because if they are accidentally released and allowed to float to the ceiling, they may not come down for a long time or they may accidentally trigger the fire safety system.
- c. Open flames are never allowed. Candles, incense, fire are not allowed in the GSC.
- d. Decorations with a diameter smaller than one (1) inch are never allowed. This includes but is not limited to glitter, confetti, beads, marbles, pebbles, etc..
- e. All decoration must be completely removed and cleaned after an event. Failure to do so will result in a clean-up fee and may affect the status of any future reservations.
- f. Any group wishing to use decorations at their event must meet with the GSC Reservationist or Director at least two weeks in advance to ensure the use of decorations will be safe for all guests of the building.
- g. All decorations must be flame retardant.
- h. The use of tape, glue, thumbtacks or adhesive on the walls, ceilings, frames, columns, or staging for attaching any materials is not permitted unless by special permission from the GSC Staff. Pictures are not to be removed from walls.
- i. The use of paint is prohibited in the GSC.
- j. Smoke or fog machines are not allowed.
- k. Suspending material from the ceiling or light fixtures is prohibited, as are decorations, displays, or exhibits that require flame or water.
- l. The GSC reserve the right to deny the use of facilities for any event it deems inappropriate and to assess a charge for cleaning the area to return it to a condition adequate for continued use by other groups. If the event poses any facility concerns, the reservation request could be denied.
- m. All delivery of items is the responsibility of the organizers of the event and a designated individual from the event must be present to receive the delivery. All deliveries must be loaded in and out through the loading dock door.

### 22. Easels

- a. Easels can be requested during business hours by contacting the GSC Reservationist.
- b. Easels can also be requested for use as part of an event reservation within the reserved room. These requests should be made at the time of the room reservation.
- c. Easels are limited in number and subject to availability.
- d. The content of the material placed on the easels is subject to the approval of the GSC Staff and the Division of Student Life and Leadership.
- e. Posting requests for the promotional walls and bulletin boards must follow all posting policies.

### 23. Exclusive Use

- a. The GSC is not available for exclusive use to a single group. It is intended to be a place of community for Xavier University.
- b. If the building is open, during normal hours or during extended hours, it will be open to the entire University Community. It cannot be closed for a private event to an exclusive audience.

### 24. Extension Cords

- a. The GSC maintains an inventory of utility extension cords for use in the GSC and on the Green Space.
- b. All cords must always be properly covered and taped to the floor so as to prevent a tripping hazard.
- c. Extension cords may not be plugged in to any lampposts on the Green Space without the permission and assistance of Physical Plant. Physical Plant may be contacted by calling 513-745-3151.

- d. A valid All Card must be present at the time of the extension cord check-out.

## **25. Extension of Building Hours**

- a. All requests to extend building hours must be approved by the Director of the GSC.
- b. Requests must be made in writing at least ten (10) working days in advance of event.
- c. An operating cost of \$15 per hour will be charged to the organization responsible for the event for an early opening. A fee of \$15 per hour will be charged to keep the building open late. Fees are not prorated for partial hours.
- d. The GSC reserves the right to deny any request to extend building hours.

## **26. Facility Reservations**

- a. The GSC has a variety of meeting and event space available for use by student groups, University departments, and external groups.
- b. All space is reserved on a first-come-first-served basis.
- c. Reservations can be made by contacting the GSC Reservationist at 513-745-3205, by visiting the GSC office, located behind the Welcome Desk during business hours (8:30am-5:00pm) or through an on-line reservation system located on the GSC web page: <http://xavier.edu/gsc>.

## **27. Filming**

- a. Xavier University is private property. Advertising and commercial filming projects are prohibited except with written permission from the Office of Public Relations. Call (513) 745-3925 for further information.
- b. News filming is generally permitted in outdoor, public areas of campus as long as the story pertains to or involves the University or a member of our community.
- c. Permission to film in any exterior or interior spaces on University property, including the GSC should be approved by and coordinated with the Office of Public Relations.
- d. This policy applies to any type of photography -- stills, video and film -- and to any reporters with cameras.
- e. The Office of Public Relations is available to assist news media with shooting on campus if needed, including setting up locations and gaining access to restricted areas when permission has been granted. Please call (513) 745-3925 for assistance.
- f. Xavier's campus is open to student and faculty filming for academic projects intended exclusively for classroom use, projects intended for external distribution and in certain cases, projects that identify Xavier or use images of its buildings, campuses or corporate marks.
- g. Requirements for student film projects shot in campus facilities for classroom use are:
  - i. Students working on class projects who plan to film in the GSC are required to obtain permission from GSC Administration at least 24 hours in advance. If students plan to film an event, they must get the event sponsor's permission 24 hours in advance in addition to the GSC's permission. The GSC or event sponsor may withdraw permission at any time if the filming is determined to be disruptive to campus activities or university business.
  - ii. Student film crews should carry their All Cards with them at all times during the shoot so that Campus Police and university administrators can confirm that they are Xavier University students filming a student project and not external entities filming commercially.
  - iii. Student film crews shall honor the request of any students, faculty or staff members who decline to be filmed while on campus.
  - iv. If, after complying with these requirements, students encounter unreasonable interference to their filming by Xavier University employee(s) or fellow student(s), they should contact their faculty member for assistance.

## **28. Film Screening**

- a. The screening of any copyrighted movie is illegal without obtaining the proper licenses.
- b. Showing films as part of a class or for instructional purposes is allowed.

- c. When a group is found to be showing a movie in the Student Center, Student Involvement will be notified.

### **29. Fire Safety**

- a. All persons must leave the building during fire alarms and may not reenter until instructed to do so by a University official (i.e., Campus Police Officer, or a GSC Staff member) or a member of the Cincinnati Fire Department. Violations, including students who refuse to vacate, or return before they are told to do so, are serious grounds for student discipline proceedings. Any person who sets off a false alarm or misuses a fire extinguisher commits a severe violation and may be subjected to prosecution under Ohio Law in addition to harsh University sanctions.
- b. Any student, who activates a false alarm, tampers with fire or safety equipment (such as fire extinguishers and door alarms) and fails to evacuate risks placing the lives and safety of his/her fellow students in danger. This is one of the most severe violations of University Policy. Any student, who in any way misuses fire or safety equipment, accidentally or maliciously, is subject to severe University disciplinary action and prosecution under Ohio Statutes.
- c. See also "GSC Emergency Procedures"

### **30. Food Court**

- a. The primary purpose of the GSC Food Court is to provide a place for students to eat meals.
- b. The food court may be reserved by contacting the GSC Reservationist and requesting a room reservation.
- c. Events in the food court must be open to everyone. Exclusive use of the food court cannot be granted.
- d. Due to sound issues, reservation requests for the food court may be denied depending on other events taking place in the GSC.
- e. All events in the food court must follow other GSC policies such as amplification of sound policies and decoration policies.

### **31. Fundraising**

- a. A fundraising permit must be completed by any club/organization that is attempting to raise money for its own purposes or for charity both on- or off-campus. The full copy of this form can be found online as a link to Student Involvement's website at the following address: <http://www.xavier.edu/student-involvement/forms-apps/index.cfm>

### **32. Furniture and Room Set-Ups**

- a. GSC equipment may be used at no charge to Xavier University Recognized Student Clubs and Organizations and University Departments.
- b. GSC furniture is not permitted outside the building unless permission is given by GSC staff.
- c. If additional furniture is needed beyond what the GSC has in inventory, the GSC staff will try to obtain the equipment from Physical Plant. If Physical Plant does not have the equipment, it will have to be rented from a rental company approved by the University. All costs are the responsibility of the sponsoring organization.
- d. All furniture and equipment must be approved by GSC before delivery and use.
- e. Groups interested in moving to another room location or using a different furniture set-up must check with Student Centers Administration for assistance.
- f. The removal of permanent furniture from a space, such as dining tables and chairs or lounge furniture may be requested through the GSC office. The GSC determines if partial or full removal of furniture is necessary. Such requests should be made at least 5 business days prior to the event.
- g. All load in and load out of rented furniture must take place through the GSC Loading dock.

### **33. Graffiti**

- a. Graffiti is not allowed on any interior or exterior surface of the GSC.

- b. If graffiti is discovered on interior or exterior surfaces of the GSC, Campus Police should be called immediately. GSC staff should work with Campus Police and Physical Plant to document, photograph and clean the affected area(s) immediately.

#### **34. Grilling**

- a. Grilling is never allowed inside of the GSC.
- b. Grills are available from Physical Plant and can be reserved by calling 513-745-3151.
- c. All groups using a grill must provide their own charcoal, lighter fluid and matches.
- d. At no times shall a grill be left unattended.
- e. If at any time the GSC feels that grilling becomes unsafe, they reserve the right to cancel the event associated with the grilling or require the immediate stoppage of the use of the grill.

#### **35. Illegal Drugs**

- a. The manufacture, sale, distribution, or possession, or use of narcotic, hallucinogenic, hypnotic, depressant, and/or stimulating drugs by any users of the GSC without proper prescription or required license is prohibited. Appropriate civil action will be initiated for violators of this policy.
- b. If illegal drugs are found, the GSC will contact Campus Police and the Dean of Students.

#### **36. Insurance**

- a. All third parties engaging in an event on campus must have a signed agreement for services. This is critical to protect the university and to make sure that all parties have the same understanding with respect to the event and venue and adhere to university policies and procedures.
- b. Large events with professional organizations will often have their own contract form which must be reviewed before signing. An addendum can protect the university's interests.
- c. A certificate of insurance listing Xavier University as additionally insured is required for all third party events. If a certificate cannot be obtained for an event/activity that falls in the Risk Class I category outlined below, insurance requirements may be waived at the discretion of Risk Management. All five points must be met to qualify for the insurance waiver.
  - i. Risk Class I events.
    - 1. All of the following must apply to the third party event in order to waive the insurance requirement:
      - a. signed agreement
      - b. non-alcohol event
      - c. indoor event
      - d. attendance 250 or less
      - e. no physical or potentially at risk activity associated with the event
    - 2. If insurance requirements as stated in the signed agreement and/or addendum cannot be met, insurance requirements may be waived, at the discretion of Risk Management.
- d. The following insurance requirements must be met for all third party events
  - i. Coverage written per event:
    - 1. General Liability:
      - a. \$1,000,000 Each Occurrence Limit
      - b. \$1,000,000 General Aggregate Limit
      - c. \$1,000,000 Products Completed Aggregate Limit
      - d. \$1,000,000 Personal and Advertising Injury
      - e. \$100,000 Property Damage Liability
      - f. \$5,000 Medical Payments
      - g. Renter/Tenant will be named insured.
      - h. Xavier University will be listed as additional insured.
      - i. If alcohol is being served, host liquor liability will be included.

### **37. Inclement Weather**

- a. If Xavier University closes due to inclement weather during a regularly scheduled University break or holiday, the GSC will close.
- b. If Xavier University closes and classes are cancelled due to inclement weather during a time that is not a regularly scheduled University break or holiday the following will take place:
  - i. The GSC will remain open and the Welcome desk will remain opened as scheduled.
  - ii. The decision to keep GSC retail outlets will be made by the retail outlet manager, the GSC Director and the Director of Auxiliary Services.
  - iii. If weather conditions are so severe as to make conditions in the GSC, the Director of the GSC will consult with Campus Police and the Dean of Students and a decision will be made as to how to proceed. Any decision will be communicated using normal University channels.
- c. All decisions regarding inclement weather and the GSC will be left to the Director of the GSC, the Dean of Students and Campus Police.

### **38. Keys and Locks**

- a. Office keys will be cataloged and distributed by the GSC Reservationist.
- b. If any student, staff, or faculty member loses a key or set of keys to any GSC door or doors, the department responsible pays for all necessary lock change(s), keys and labor.
- c. All unused keys should be returned to the GSC Reservationist.
- d. When employees are not longer employed by Xavier University of a department within the GSC, their keys should be returned to the GSC Reservationist. Those keys shall be reissued when a new employee is hired.

### **39. Kitchen Areas**

- a. The doors to the kitchen areas should remain locked at all times unless in use and someone is in the kitchen. This is for the safety and security of all people in the GSC.
- b. Kitchen counters should remain empty of ALL items unless the kitchen is in use. Any items found on the counters while the kitchen is not in use will be immediately discarded.
- c. Any items found on the floor, especially food items will be immediately discarded.
- d. ALWAYS clean up after your event. This includes dishes, serve ware, silverware, countertops, sinks, microwave, stove, oven, cabinets and any other tool or surface that you use during your event. Failure to thoroughly clean up after your event will result in a minimum of a \$50.00 clean up fee.
- e. It is the responsibility of the group using the kitchen space to provide all the materials needed to properly clean the kitchen.
- f. All dishes should be completely cleaned and put away after an event. This includes using the countertops to dry dishes and using the dishwasher.
- g. Dishwasher should NOT be used to collect dirty dishes over a period of time. It should only be used to load dirty dishes and immediately wash them. Once they are clean, they should be put away. If only a few dishes are used, please try to wash them by hand to save water and energy.
- h. The refrigerator and freezer should only be used the day before and the day after your event.
- i. All items that are being stored in the refrigerator and freezer for more than the day before and after the event should be clearly marked with the following:
  - a. NAME of organization storing the items
  - b. DATE that the items were originally placed in the refrigerator
  - c. NUMBER of items (i.e. item 1 of 3 or 4 of 5)
- j. Items not properly labeled will be immediately discarded.
- k. All items should be properly sealed. Items not properly sealed will be immediately discarded.
- l. Items cannot be stored in the refrigerator or freezer for more than one month. After one month, items will be discarded.
- m. Any items that begin to spoil or show signs of going bad will be immediately discarded with no questions asked.

- n. All cabinets and drawers are labeled with the name of the department who “owns” the storage rights to that drawer or cabinet. All requests to “own” storage space in the kitchen should be made through the Director of the GSC.
- o. Do not borrow or take other people’s supplies or items. You may use community property but if an item is located in a claimed cabinet or it is a labeled item, it is not for community use. Requests to use such items should be made directly with the owner of the item(s).
- p. Trash should be bagged and left in the kitchen. Failure to properly clean up the kitchen will result in a clean up fee of a minimum of \$50.00.
- q. The warmers are the property of Campus Dining Services and should not be used without written permission of University Dining Services.
- r. Several days before Christmas break and on the first day of July, ALL food items will be removed and discarded from the refrigerator. Please plan accordingly.
- s. Student groups using the kitchen spaces for event preparation must have the approval and supervision of a University advisor and must make a reservation with the GSC Administration office first.
- t. Student group advisors must be present the entire time the kitchen is in use, including preparation and clean-up time.
- u. Any events that threaten the safety and security of anyone in the GSC will be immediately stopped.
- v. The GSC reserves the right to halt any event that does not adhere to these guidelines or which poses an immediate safety threat to the GSC or the people in the GSC.
- w. The reserving department or group will be responsible for any damages caused to the space. Please report any existing damage to the GSC Administration before you begin using the space.
- x. Locking the kitchen after use will be the responsibility of the group or department reserving the space. Any damage or theft that occurs as a result of failing to lock the space after use will be the responsibility of the last group to use the space.
- y. All items are left in the kitchen at your own risk.
- z. The Gallagher Student Center is not responsible for any items that are lost or stolen from the kitchen areas. Additionally, the GSC is not responsible for any food that spoils in the kitchen area or that is discarded.

**Guidelines for reservation of the Common Kitchen Area:**

- a. If you would like to use the kitchen for any reason, you must reserve the space through the GSC Administration Office.
- b. Use of the kitchen without a reservation will not be allowed.
- c. All reservations will be made on a first come, first served basis.
- d. Only departments housed in the GSC and groups with a GSC reservation will be allowed to use the kitchen spaces.
- e. Groups will not be allowed to use the kitchen spaces without a reservation.
- f. Only one group will be allowed to use the kitchen space at a time.
- g. Kitchen keys are available for check-out at the GSC Welcome Desk. A confirmed reservation must exist to check-out a kitchen key.
- h. All keys must be returned immediately after your event has ended and you have finished cleaning up. Failure to do so will result in a fine and possible loss of GSC reservation privileges.

**Failure to Adhere to GSC Kitchen Area Policies**

- a. Failure to adhere to the above GSC policies may result in the following:
- b. The immediate stopping of usage of the kitchen.
- c. The loss of privilege of kitchen use for a suspension period.
- d. The loss of privilege of reserving and using space in the GSC for a suspension period
- e. The appropriate fines being assessed to your group or department.

**40. Liberty Portable Sound Systems**

- a. The Liberty Systems are portable sound systems that include microphones, speakers, speaker stands and CD players.
- b. The GSC Liberty Sound Systems (Liberty Systems) can only be used by Xavier Student Clubs or Organizations.
- c. Two (2) Liberty Systems are available. They can be reserved through the Gallagher Student Center Administration off on a first-come first-served basis.
- d. Only one Liberty System may be used by a group at a time.
- e. The Liberty Systems are to be used at on-campus events only. They may not be taken off of campus.
- f. The Liberty Systems may only be used in places on campus where they are allowed.
- g. In order to reserve and use a Liberty System, a Student Club or Organization must complete a Xavier Equipment Release Form and agree to all policies and terms of usage.
- h. Transportation of the Liberty System will be the responsibility of the reserving Club or Organization. NOTE: The Liberty Systems are in cases on wheels but are still very heavy.
- i. The Club or Organization reserving the Liberty System is be responsible for retuning all pieces of the Liberty System in the same condition that they were in when they were checked out. The Club or Organization will be responsible for any damages or losses.
- j. The cost to rent out a Liberty System is \$5.00 per system per usage.
- k. A Liberty System reservation may not start before 10:00am and may not go past 12:00am.
- l. If a Liberty System is returned late (beyond the time that it is reserved) there will be a late fee of \$50.00 per hour charged. If a system is more than two (2) days late then the reserving Club or Organization will be responsible for the entire cost of replacing the Liberty System.
- m. Any exceptions to the above policies must be approved in writing by the Director of the Gallagher Student Center at least three (3) business days in advance.
- n. All other Xavier and Gallagher Student Center Policies apply.

#### **41. Locker Services**

- a. The GSC provides lockers, at a minimal cost to students for temporary storage of their belongings. The lockers re located in the GSC vending area located on the 1<sup>st</sup> floor of the GSC.
- b. Lockers can be rented on a first-come-first-served basis.
- c. Items that are dangerous, explosive, living or illegal cannot be stored in the locker for any reason.
- d. The GSC and its staff are not responsible for any items that are lost, stolen or damaged while in or around the lockers. All users use the lockers at their own risk.
- e. The GSC reserves the right to open a locker for the purpose of repair, maintenance or to inspect the contents in the case of an emergency.
- f. If you have a concern about a locker or a lost key, please contact the GSC Welcome Desk or call 513-745-3201.

#### **42. Lost and Found**

- a. Lost and found services are provided for items lost in the building or left in the Campus Shuttles.
- b. Items will be left at the Welcome Desk until the end of the academic semester.
- c. All items estimated to be worth more than \$100 are turned over to Campus Police.
- d. The Gallagher Student Center (GSC) will only accept items that are lost within the Gallagher Student Center or on the Campus Shuttles. All lost items should be turned in at the GSC Welcome Desk.
- e. All items lost elsewhere on campus should be turned in to Campus Police in Flynn Hall.
- f. The GSC cannot accept any item that is dangerous, explosive, living or illegal.
- g. The GSC cannot hold any items temporarily for any person for any reason.
- h. All items turned in to the GSC will be held until the end of the semester at which time they will become the property of the Gallagher Student Center and Xavier University.
- i. Any items lost in or around the GSC or turned into Lost and Found are not the responsibility to the GSC or its staff.

### **43. Media**

- a. See "Filming".

### **44. Movies**

- a. See "Film Screening".

### **45. Office Access**

- a. The GSC staff distributes keys to the GSC giving them access to their respective work spaces.
- b. If a key is lost and a replacement must be issued, there will be a reissuance fee assessed to the appropriate department.
- c. All departments that are officed in the GSC must take responsibility for maintaining the appropriate names of people on the GSC Access List. This list will be used by GSC staff to verify who can be let in to certain offices in the case that someone needs access to a space and does not have a key.
- d. If someone is locked out of their office space during business hours (8:30am-5:00pm), he or she should contact the GSC Staff. The GSC Staff will verify that the individual can be given access to the office space, using the Access List, and will either deny the request or let them in to the space.
- e. If someone is locked out of their office space during non-business hours (outside of 8:30am-5:00pm), they should inform the GSC Staff member working the Welcome Desk. To maintain the needed level of security, the GSC Staff working the Welcome Desk are not given keys to the office spaces. Additionally, the SMB custodial staff are not allowed to allow people access to office suites. The person who is locked out of an office space should inform the GSC Staff member of the situation. The GSC Staff member will contact Campus Police. Campus Police will respond and allow the person access to the office space.

### **46. Outdoor Posting Polices (Sandwich Boards)**

- a. Only recognized student Organizations, University Departments and Student Center tenants may place signage (sandwich boards) outside of the Gallagher Student Center.
- b. Signs must promote an event or program. No general announcements will be allowed.
- c. Signs may only be located outside of the campus entrance to the GSC on the GSC Concourse.
- d. Any sign must be presentable and legible.
- e. All content on the sign may not contain any references, either direct or indirect, to alcohol, profanity or anything that violates anything in the Student Handbook. Any exception related to student group events with alcohol must be approved in advance by the Dean of Students and must adhere to the University Alcohol Policies. Any exception related to departmental events with alcohol must be approved in advance by the appropriate Departmental Head and must adhere to the University Alcohol Policies.
- f. The GSC is not responsible for any sign that is damaged, removed, defaced or discarded.
- g. The group using the sign to advertise is responsible for placing the sign and removing the sign after the advertising is done.
- h. No more than two signs will be allowed at a time. If there are more than two signs, preference will be given to the sign advertising the event that is the closest to the current date.
- i. The GSC reserves the right to remove any sign at any time without notice.

### **47. Outdoor Spaces**

- a. The GSC manages the GSC Patio and the GSC concourse. To reserve these spaces, you should contact the GSC Reservationist.
- b. The GSC does not manage the Green Space. To reserve this space, contact the Office of Student Involvement.
- c. See also "Concourse" and "Patio".

### **48. Parking**

- a. When planning or attending an event at the GSC, all guests must park in accordance with University parking policies available from Xavier University Campus Police.
- b. Visitor passes may be obtained at the University Drive entrance to Xavier University during normal business hours. Or at Campus Police, located in Flynn Hall, located at 1648 Harold Ave.
- c. Designated visitor parking spaces are located behind the GSC.
- d. No parking, standing or stopping is permitted in the circle behind the GSC or in or around the GSC dock area.
- e. The GSC is not responsible for any vehicle, items in a vehicle or ticket issued to a driver of a vehicle left unattended anywhere near the GSC.

#### **49. Patio**

- a. The GSC patio may be reserved by contacting the GSC Reservationist.
- b. Events on the patio may not conflict with event on the Green Space.
- c. Events on the patio with amplified sound must keep the volume level below 70 decibels due to the space's proximity to classroom buildings.

#### **50. Political Activity**

- a. In keeping with its educational and service mission, and its desire to promote discussion of and participation in political and civic issues, Xavier University encourages and supports the involvement of students, faculty, staff, and administration in government and political affairs. Consistent with relevant sections of the Internal Revenue Code, the University may not participate, directly or indirectly, in any political campaign on behalf of or in opposition to any candidate for public office. The University may, however, participate in voter education and in the provision for opportunities for political candidates to appear on campus, all subject to the policies and qualifications set forth below.
- b. The University may also offer opportunities for political activity of its students, faculty, staff, and administrators as described in these policies, or as otherwise permitted by the Internal Revenue Service. Administration of these policies has been delegated to the University's Director of Government Relations, who shall supervise and provide interpretations of these policies to members of the University community, and who shall serve as campus coordinator for these policies. Supervision of the students and student groups engaging in political activities is vested, in the first instance, in the Dean of Students, who shall consult with the Director of Government Relations in case of questions involving the implementation or interpretation of these policies.
- c. Students, faculty, staff, and administrators are encouraged to play active roles in political and civic affairs. In so doing, each individual should make it clear that any references to his or her membership in the University community is for identification purposes only, and he or she is not acting on behalf of or speaking for, or with the endorsement of, the University. Full text of this policy can be found as a link to the Dean of Student's website <http://www.xavier.edu/deanofstudents/>

#### **51. Posting**

##### Flyer Posting

- a. All flyers must be approved by GSC Administration. Any flyers that have not been approved will be taken down and discarded.
- b. Flyers will only be allowed in designated areas. Any flyer found anywhere other than the designated areas will be taken down and discarded. Designated areas include the bulletin board in the Game Room and the bulletin board located next to the lower level entrance to the GSC.
- c. In order to gain approval for posting, three (3) copies of the flyer must be submitted at the GSC Welcome Desk.
- d. Flyers will be posted within two (2) days of being submitted to the GSC Welcome Desk.
- e. All flyers will remain posted for no more than two (2) weeks. They will be posted within two (2) days of being submitted and will remain posted for no more than two (2) weeks or until the day after the date of the event being advertised, whichever comes first.

- f. All flyers will be discarded once they expire.
- g. Flyers may not be larger than 11 inches by 17 inches.
- h. Flyers must contain the name of the sponsoring club, organization or department.
- i. All content on the flyer must be approved by GSC Administration and may not contain any references, either direct or indirect, to alcohol, profanity or anything that violates anything in the Student Handbook. Any exception related to student group events with alcohol must be approved in advance by the Dean of Students and must adhere to the University Alcohol Policies. Any exception related to departmental events with alcohol must be approved in advance by the appropriate Departmental Head and must adhere to the University Alcohol Policies.
- j. GSC is not responsible for any flyers that are torn down, damaged or defaced.
- k. GSC Administration reserves the right to remove and discard any posted or submitted flyer at any time without notice.
- l. Any exception to these policies must be made in writing by the Director of the GSC.

#### Banner Posting

- a. All banners must be approved by GSC Administration. Any banners that have not been approved will be taken down and discarded.
- b. Only recognized student organizations, University departments, and Student Centers tenants may reserve the banner space.
- c. Only one banner per event will be hung.
- d. All paint on a banner must be completely dry before submitting to the GSC.
- e. Banners must promote an event or program. No general announcements or advertisements will be allowed.
- f. Banners will only be allowed in designated areas around the Atrium. Banners will be hung on the railing of the first floor around the Atrium. If there is a high demand for banner space and there is not enough space around the first floor railing, the Director of the GSC will determine if and where the additional banners will be hung. Any flyer found anywhere other than the designated areas will be taken down and discarded.
- g. The location and methods for hanging banners will be determined by GSC Administration.
- h. Banner space will be assigned on a first come, first served basis.
- i. Banners can only be hung horizontally. The banner cannot extend beyond the floor line. Banners should not be larger than 40 inches high by 78 inches wide.
- j. Banners will be posted within two days of being submitted to the GSC Welcome Desk.
- k. All banners will remain posted for no more than two (2) weeks. They will be posted within two (2) days of being submitted and will remain posted for no more than two (2) weeks or until the day after the date of the event being advertised, whichever comes first.
- l. Banners will be discarded once they expire. If a client would like to have their banner returned after it expires, they should request this at the time that it is submitted. Banners must be picked up within 48 hours of expiring or they will be discarded.
- m. All banners should be submitted to the GSC Administration Office through the GSC Reservationist.
- n. GSC is not responsible for any banners that are torn down, damaged or defaced.
- o. All content on the banner must be approved by GSC Administration and may not contain any references, either direct or indirect, to alcohol, profanity or anything that violates anything in the Student Handbook. Any exception related to student group events with alcohol must be approved in advance by the Dean of Students and must adhere to the University Alcohol Policies. Any exception related to departmental events with alcohol must be approved in advance by the appropriate Departmental Head and must adhere to the University Alcohol Policies.
- p. GSC Administration reserves the right to remove and discard any posted or submitted banner at any time without notice.
- q. Any exception to these policies must be made in writing by the Director of the GSC.

## 52. Property Damage

- a. All groups using the GSC are responsible for any and all damages in the facility resulting from their event. The GSC reserves the right to bill any organization or department for damages or losses resulting from the use or misuse of the facilities or equipment.
- b. No property of the GSC may be removed from the building without the consent of the GSC Administration.
- c. Suspending material from the ceiling or light fixtures is prohibited, as are decorations, displays or exhibits that require flame or water. The GSC reserves the right to assess a charge for cleaning the area to return it to a condition adequate for continued use by other groups.
- d. The GSC does not assume responsibility for damage to or loss of any materials or equipment left in the building or in storage.
- e. The use of tape, glue, thumbtacks or adhesive on the walls, ceilings, frames, columns, or staging for attaching any materials is not permitted. Pictures are not to be removed from the walls.
- f. Paint is prohibited in Student Centers Facilities.
- g. See also "Decorations".

### **53. Public Speaking and Events**

- a. As a Catholic University in the Jesuit tradition, Xavier recognizes and accepts its corporate mission to represent those established principles, ideals, and convictions on which the integral Christian and American heritage is founded.
- b. The University is governed by the basic assumption:
  - i. that commitment to these principles, ideals and convictions is totally consonant with Xavier's mission as a Jesuit, Catholic institution, with human freedom;
  - ii. that religious insights and values are complimentary to the intellectual life; and
  - iii. that a continuing synthesis between the Christian perspective and all forms of knowledge is essential to a more perfect wisdom and understanding.
- c. Hence, it is understood that the sponsoring of speakers by any University group is not to be taken as an institutional endorsement or as an endorsement by the sponsoring group, but rather as an exercise of that group's legitimate interest in serious inquiry and examination.
- d. Sponsorship by a properly constituted University group will be questioned or canceled by the appropriate administrator only for the most serious reasons. The sponsoring group shall retain the right to appeal an adverse administrative ruling to an Ad Hoc Faculty/Student Appeals Board. The Board shall consist of three (3) faculty members appointed by the Chair of the Faculty Committee, two (2) administrators appointed by the Vice President for Student Development, and two (2) students appointed by the President of the Student Government Association. After reviewing the conclusion of this Board, the President of the University, or his designee, will make the final decision.
- e. A copy of the full text of this policy is available as a link to the Dean of Student's website: <http://www.xavier.edu/deanofstudents/>

### **54. Regulations and Safety Rules**

- a. The safety of all guests in GSC is a top concern for all GSC Staff members.
- b. The sponsoring organization/department of an event hosted within the GSC is responsible for both the safety of persons attending and for returning the rooms back to their original condition.
- c. Attendance at all events is limited to the number of fixed seats in the rooms or established capacities of rooms as dictated by fire and safety codes. Standing in the aisles and sitting on the back of seats during any program is prohibited except for persons working the event. Fire code regulations state that all exits and entrances MUST remain free of any type of obstruction. The GSC staff along with Campus Police and Physical Plant always reserve the right to limit the number of people in any space in the GSC due to safety concerns.
- d. Alteration to the permanent structure of the spaces, including walls, ceilings, seating, floors, drapes, fixtures, screens, and electricity is not permitted. Any damage costs will be charged to the group at the replacement/repair cost.

- e. Fire rated capacity shall be strictly adhered to. Aisle ways must be kept clear at all times during programs. Seating and standing in aisle ways during a program is a violation of fire codes and will result in cancellation of an event by the GSC staff.
- f. Exits must open readily and be accessible at all times. During the period of use, no required exit door may be fastened so that the door cannot be opened readily from the inside by use of ordinary doorknob or by pressure on the crash bar. Exit ways serving the room must be adequately lighted during all times that the room is occupied.
- g. Screen may be used only for projection.
- h. No flame or heat-producing equipment is permitted. Smoking at any time is not permitted.
- i. No access to the back hallways or kitchen areas will be granted to anyone other than authorized personnel.

**55. Reservations at Xavier University (non GSC)**

- a. The GSC is only responsible for reserving the meeting rooms and event spaces in and around the GSC.
- b. To request the reservation of another space to meet or host an event on campus, the following guide should be used to contact the correct person:

Building/Room	Contact Department	Phone Number
Classrooms	Registrar's Office	513-745-3941
Kelly Auditorium	Registrar's Office	513-745-3941
Cintas Center	Cintas Center Administration	513-745-3394
O'Connor Sports Center	OSC Administration	513-745-3208
Bellermine Chapel	Parish Center	513-745-3398
McDonald Library	Circulation Desk	513-745-3881
Schmidt Hall	President's Office	513-745-3501
GSC Theatre	Performing Arts Department	513-745-3576
Alumni Building	University Relations	513-745-3335

**56. Ryan's Pub**

- a. 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.
- b. Ryan's Pub may only be reserved by recognized student groups and University Departments for programs and activities taking place after 6:00pm.
- c. The request to reserve Ryan's Pub must be made through the GSC Administration Office.
- d. All reservations must be made at least 2 weeks (10 days) prior to the start of the event.
- e. All reservations must be approved by the Director of the Gallagher Student Center and the Manager of Ryan's Pub or their designees.
- f. 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.
- g. 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.
- h. 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.
- i. 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.

- j. No event in Ryan's shall start before 6:00pm and all events must end at least one hour before Ryan's Pub closes.
- k. 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.
- l. Some furniture can be added to Ryan's Pub. The GSC Administration will make the final determination of how much furniture will be added.
- m. Admission charges cannot be charged to enter an event in Ryan's Pub.
- n. 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.
- o. 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.
- p. 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.
- q. 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.
- r. 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.
- s. 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.
- t. 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.
- u. 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
- v. Any decorations must be approved by the GSC Administration and are to be completely removed immediately after the completion of an event.
- w. 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.
- x. 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.
- y. All other Gallagher Student Center and University Policies apply.

### **57. Scheduling**

- a. Scheduling and reserving of the GSC should be done by working with the GSC Reservationist.
- b. Groups and departments should check the availability of space online using Virtual EMS, located on the GSC website.
- c. Groups and departments should make reservation requests by using Virtual EMS, calling or emailing the GSC Reservationist or walking in to the GSC Reservationist Monday-Friday 8:30am-5:00pm.
- d. Reservation confirmations will be emailed following the verification that the space is available.
- e. GSC event planning policies will be sent with all confirmations.
- f. The GSC reserve the right to change and/or cancel a reservation or alter the use of other assigned space with the understanding that, at all times, every effort shall be made to provide comparable facilities.
- g. Rooms may be occupied only during specific event times.

### **58. Security**

- a. All security needs are managed by Xavier University Campus Police.

- b. It is left to the determination of the GSC Administration, Campus Police and the Dean of Students when and how many campus police officers or security guards may be needed at an event.
- c. All associated costs for having security at an event will be the responsibility of the sponsoring organization.

#### **59. Smoking**

- a. Smoking is not permitted anywhere within the GSC.
- b. Smoking is not permitted within 15 feet of the entrance to the GSC.

#### **60. Solicitation**

- a. Solicitors, sales persons, or canvassers seeking student contact, unless approved by the GSC Administration, may not use the GSC grounds and buildings for their sales and solicitations. This includes the distribution of any materials, handbills, flyers or literature.
- b. Individuals engaged in such activities will be asked to leave the premises. Failure to do so will result in the GSC staff contacting Campus Police.
- c. Any approved distribution of such materials should be done at a vendor table with the proper permission and reservation from the GSC Administration.
- d. Approved distribution of such materials can only take place from behind a reserved vendor tables. Any approved activities must not take place at any place other than behind a reserved vendor table.

#### **61. Sports Equipment**

- a. In conjunction with the O'Connor Sports Center, the GSC maintains an inventory of volleyballs and men's and women's basketballs for use on the sand volleyball courts and recreational basketball courts on campus.
- b. The sports equipment can only be used by current Xavier Students, Faculty and Staff. A valid and current All-Card must be swiped for a ball.
- c. The person borrowing the equipment must present their own All-Card in exchange for a ball.
- d. Only one ball may be checked out at a time.
- e. All equipment is available on a first-come-first-served basis. No equipment can be reserved in advance.
- f. The person checking out the ball assumes all responsibility for the ball and must bring it back in the same condition it was given out.
- g. If anyone loses or damages a basketball or volleyball or fails to return a basketball or volleyball, they will be charged a replacement cost for the lost or damaged item.
- h. The use of any sports equipment borrowed from the GSC must be used in conjunction with any posted polices on the courts and any applicable O'Connor Sports Center Policies.

#### **62. Sponsorship**

- a. Sponsorship Definition
  - i. The sponsoring University organization vouches for or assumes responsibility for the action of the organization that they are sponsoring. This includes:
    - 1. Financial responsibility - The sponsoring organization is liable for all expenses billed to the organization using Xavier University spaces whether these expenses result from routine use and fees or from extraordinary circumstances or damage to Xavier facilities. The sponsor must provide a budget code for billing.
    - 2. Program content responsibility - Programs should be in line with the educational mission of Xavier University and should benefit Xavier students and the University community. External programs must also not conflict with classes or services offered by Xavier University.
    - 3. Event Planning and Production responsibility - The sponsoring University organization must assist with and take an active role in planning the event with the sponsored organization. This includes assuring that:

- a. Reservation deadlines are met in a timely manner.
  - b. Xavier University Gallagher Student Center facilities usage policies are adhered to (including those relating to fire and safety regulations regarding room capacities and set up).
  - c. Adequate staff from both the sponsored and sponsoring University organization is on hand to supervise the event production.
  - d. Time restrictions are enforced.
- b. Letter of Sponsorship
- i. A student organization or University department wishing to sponsor a non-University group must submit, in writing, a letter of sponsorship to the Gallagher Student Center administrative offices, signed by the president of the sponsoring organization or by the department head. No reservation can be taken until this process is completed.

### 63. Storage

- a. The GSC will not be held responsible for any damage, theft, or loss of any items left or stored in the facilities.
- b. The GSC has limited meeting room and event spaces. No meeting rooms or events spaces will be reserved for the sole purpose of storage.
- c. The GSC will charge a fee to any external group wishing to use a meeting room as a storage space. The cost will be based on 100% of the daily rate.
- d. The storage or setup of items in the rooms must be removed at the end of the event. If storage is needed past the end of the event, advance permission must be obtained from the GSC. The GSC retains the right to limit the number of storage items.
- e. All return shipment items, and all costs incurred from such acts, must be paid and arranged in advance by the student group, department, or off campus user. The hosting organization is solely responsible for these arrangements, as well as the transportation of the items to and from the GSC.
- f. There is no storage space for departments housed in the GSC outside of their individual office suites.
- g. Mechanical rooms may not be used as storage space.

### 64. Stairwell Postings

- a. All postings must be approved by GSC Administration. Any postings that have not been approved will be taken down and discarded.
- b. All postings and passive programs must be reserved through the GSC Administration Office. Any posting that does not have the proper reservation will be taken down and discarded.
- c. All postings must be directly related to the awareness of a specific issue. No advertisements for events or programs will be allowed.
- d. All postings must be adhered to the wall using ONLY masking tape. NO STAPLES, TACKS, PINS NAILS, ETC. WILL BE ALLOWED. Any posting using anything other than masking tape must be removed immediately by the sponsoring group or department. Charges may apply for damage to the wall and wall finish.
- e. Nothing may be posted on the stairs or railings.
- f. All postings must be removed by midnight on the day that the reservation expires. Any postings not removed will be removed and discarded. Charges may apply for the time spent removing the posting.
- g. All postings will remain posted for no more than one(1) week.
- h. All postings must be designed in a neat and professional manner. Any posting that is not neat and professional in appearance must be redone by the sponsoring group or department.
- i. Flyers must contain the name of the sponsoring club, organization or department.
- j. All content on the flyer must be approved by GSC Administration and may not contain any references, either direct or indirect, to alcohol, profanity or anything that violates anything in the Student Handbook. Exceptions will be made for postings related directly to alcohol and drug awareness.
- k. All groups and departments post things at their own risk. The GSC is not responsible for any postings that are torn down, damaged or defaced.

- l. GSC Administration reserves the right to remove and discard any poster at any time without notice.
- m. Any exception to these policies must be made in writing by the Director of the GSC.

#### **65. Student Ride Board**

- a. A student ride board is available for students to announce ride opportunities or request rides between Xavier University and places around the country.
- b. The student ride board is sponsored and serviced by the Student Government Association.
- c. The GSC is not responsible for any content placed on the student ride board or any requests placed on the student ride board.
- d. Individuals choose to contact and ride with people from the ride board on their own accord. The GSC in no ways endorses or approves the people who use the ride board in any way.

#### **66. Table Tents**

- a. All table tents must be approved by GSC Administration. Any table tent that has not been approved will be removed and discarded.
- b. Only recognized student organizations, University departments, and Student Centers tenants may post table tents in the GSC.
- c. Table Tents must promote an event or program. No general announcements or advertisements will be allowed.
- d. Table tents may only be placed on tables two (2) weeks prior to the date of the advertised event or program.
- e. Table tents must be brought to the GSC Welcome Desk for approval. Only one (1) copy of the table tent needs to be brought to the GSC for approval.
- f. Approximately forty table spaces are available throughout the building.
- g. Only one table tent per table will be allowed.
- h. Table tents will be allowed on a first come first served basis.
- i. Table tents located in areas other than on tables in public spaces will be removed and discarded.
- j. Table tents should not be larger than an 8.5" by 11" sheet of tri-folded paper.
- k. All table tents will be discarded once they expire or after two weeks of being posted, whichever comes first.
- l. The GSC is not responsible for any table tents that are damaged, defaced or discarded.
- m. All content on the table tent must be approved by GSC Administration and may not contain any references, either direct or indirect, to alcohol, profanity or anything that violates anything in the Student Handbook.
- n. GSC Administration reserves the right to remove and discard any posted or submitted table tent at any time without notice.

#### **67. Theatre**

- a. The theatre located in the GSC is managed by Xavier's Performing Arts Department. Its facilities, equipment and technical services exist as a resource for use by the entire Xavier university community and the greater Cincinnati community. This includes the GSC black box theatre.
- b. The GSC theatre was built primarily for the use of the Xavier Community through the administration of the Performing Arts Department. Its facilities, equipment and staff are intended for use within the theatre. The exception would be whenever its unique theatrical equipment is necessary to the success of an event or function and the event does not interfere with a previously scheduled performance or rehearsal in the GSC theatre or black box theatre.
- c. The GSC theatre is available for rental by outside groups. If you are interested in reserving the GSC Theatre, contact the Assistant Director of Performing Arts at 513-745-3576 for further details.

#### **68. Undesirable Conduct**

- a. Any person who engages in misconduct in the GSC may be requested to leave the premises.

- b. In the event that any person(s) engaged in misconduct refuses to leave the premises, Campus Police assistance will be requested. Misconduct shall be defined as behavior, which in any way defaces or damages the premises, or obstructs or interferes with the intended use of the premises.
- c. Federal and state law, city ordinances and University policies apply.

#### **69. Vending Machines**

- a. Vending machines are located in the vending area of the GSC on the first floor.
- b. The GSC will issue refunds for reasonable request for lost funds placed in the vending machine.
- c. The GSC is not responsible for any vending product once it has been vended or consumed.

#### **70. Vendors**

- a. There is a limited amount of space for vendors each day. All tables will be reserved on a first-come first-served basis.
- b. No credit card solicitations are allowed in or around the Gallagher Student Center.
- c. All tables are located either on the first floor of the GSC or outdoors on the GSC Concourse. No tables can be moved from their assigned locations.
- d. Each vendor may only reserve one 6ft table and two chairs. The use of additional tables, chairs, tents, etc., must be approved by the GSC Administration least one week in advance.
- e. No additional equipment can be provided. No AV equipment is available for vendors.
- f. All extension cords must be secured so that they do not present a safety hazard.
- g. Storage is not available and parking is the responsibility of the vendor.
- h. No aggressive sales tactics will be allowed. Vendors must stay behind their assigned table.
- i. Nothing may be affixed or attached to any part of the Gallagher Student Center.
- j. All payments are due on the day of your reservation. Payment must be made by cash or check only.
- k. Xavier University will collect fees for the rental of vendor tables according to the following:
  - i. The rental fee for an indoor vendor table will be \$100 per day or 20% of total daily revenue, whichever is greater.
  - ii. The rental fee for an external GSC Concourse will be \$150 per day or 25% of total daily revenue, whichever is greater.
- l. Vendor will in no way compete with any products or services already offered by Xavier University.
- m. Vendor is responsible for the collection of any and all state and city taxes or service taxes relative to the product of service. Under no circumstances will Xavier University accept and responsibility for the tax obligations of the Vendor.
- n. Vendors will not use any University trademarks or and other intellectual property rights without prior written approval from the authorized University agent.
- o. Xavier University reserves the right to prohibit sales of products or services that are contradictory to the University's Catholic, Jesuit, Educational Mission at any time, with no refund of rental fees. Further, Xavier University reserves the right to cancel any reservation with at least five (5) business days notice for any reason. Reservations cancelled by Xavier University with less than five (5) business days notice because of emergency or extenuating circumstances will be given the opportunity to reserve another date in the future.
- p. Vendor understands that Xavier University explicitly reserves the right to immediately stop the use of a vendor table by, or to restrict the future Vendor Table usage of any vendor or organization who fails to comply with these terms and conditions and/or who interferes with the policies and procedures of Xavier University and the Gallagher Student Center and/or who interferes with the safety of the guests of the Gallagher Student Center. No refunds will be issued under these circumstances.

#### **71. Vendor Tables**

- a. University Departments and recognized student clubs and organizations may reserve a table on the first floor of the GSC to promote events and programs or conduct fundraisers.
- b. Reservation requests for a table can be made by calling the GSC Reservationist at 513-745-3205 or by visiting the GSC Office during business hours (8:30am-5:00pm).
- c. Permission to reserve a table to conduct a fundraiser must be obtained from the Office of Student Involvement.
- d. All table spaces are reserved on a first-come-first-served basis.
- e. Only one table can be reserved by a group per day. Exceptions must be made in advance with the GSC Reservationist.
- f. Each vendor may only reserve one 6ft table and two chairs. The use of additional tables, chairs, tents, etc., must be approved by the GSC Administration least one week in advance.
- g. No additional equipment can be provided. No AV equipment is available for table spaces.
- h. All extension cords must be secured so that they do not present a safety hazard.
- i. Storage is not available and parking is the responsibility of the sponsoring group.
- j. No aggressive sales tactics will be allowed. Groups must stay behind their assigned table.
- k. Nothing may be affixed or attached to any part of the Gallagher Student Center.
- l. A maximum of three tables per day is allowed in the space on the first floor of the GSC across from the Welcome Desk.
- m. The sponsoring group understands that Xavier University explicitly reserves the right to immediately stop the use of a vendor table by, or to restrict the future table usage of any group or organization who fails to comply with these policies and/or who interferes with the policies and procedures of Xavier University and the Gallagher Student Center and/or who interferes with the safety of the guests of the Gallagher Student Center.
- n. For External Vendor Table Policies, see “**Vendors**” above.

## **72. Visitors**

- a. The use of the GSC is primarily for Xavier University Students, Faculty, Staff, alumni and their guests.
- b. All visitors to the GSC must abide by the lawful directions given to them by Campus Police or GSC Staff.
- c. Children under the age of 16 are not permitted in the GSC without adult supervision.
- d. No firearms or weapons of any kind are permitted inside the GSC with the exception of law enforcement officers.

## **73. Weapons/Firearms**

- a. The possession of, use or storage of any firearm, ammunition, explosive device (including fireworks), or other deadly weapon in any form is prohibited on any Xavier University property or in a facility or on any property owned, leased, or operated by the University, except by authorized law enforcement personnel.
- b. "Weapons" include, but are not limited to, martial arts weapons, knives (other than those necessary for cooking of approved university activities, including ROTC), bows and arrows, air guns, shot guns, BB guns, paintball guns, rifles, pistols and any other type of deadly weapon, or weapons that can cause bodily harm.
- c. In accordance with section 2923.126 (C-3) of the Ohio Revised Code, Xavier University has the authority to post a sign in a conspicuous location "prohibiting persons from carrying firearms or concealed firearms" onto campus. "A person who knowingly violates a posted prohibition of that nature is guilty of criminal trespass in violation of division (A) (4) of section 2911.21 of the Revised Code and is guilty of a misdemeanor of the fourth degree."
- d. All unauthorized weapons shall be seized by the University Campus Police and held for safe keeping pursuant to established departmental procedures, or turned over to the local police/fire department for disposal. Weapons seized from individuals who are duly licensed to carry concealed weapons pursuant to section 2923.125 or 2923.1213 of the Ohio Revised Code, may, in the discretion of the Campus Police,

be returned to said individual upon request and proof that their valid license/permit. Returns shall be made at the Xavier University Campus Police Department under strict safety guidelines.

- e. Any faculty, staff, contract staff, or student determined to have violated this policy is subject to disciplinary action.
- f. Further information may be found at <http://www.xavier.edu/police/Weapons.cfm>

#### **74. Window Postings and Coverings**

- a. Groups using the GSC may at no time place, tape, glue, tack or support anything that blocks a window, doorway or entrance way.
- b. No signs or postings may be taped to any window that is not part of an office suite.
- c. Groups doing so will be asked to remove the blockage.
- d. Failure to comply will result in the cancellation of the event and could affect future reservations.

#### **75. Wireless Laptop Services**

- a. An inventory of laptops is available for check-out at the GSC Welcome Desk to current Xavier University students for use in the GSC.
- b. Laptops may only be used for up to four (4) hours each time they are checked out.
- c. Laptops may not leave the GSC.
- d. A valid and current All Card is required at the time of check out. The name and picture on the All Card must match the person checking out the laptop.
- e. A replacement fee of \$1700.00 will be charged to a student's University bursar account if the laptop is not returned within the required time frame.
- f. Students checking out a laptop will be responsible for all damages to a laptop beyond normal wear and tear. The appropriate fees will be assessed when necessary.
- g. Illegal downloading of music, video, and any other copyrighted electronic material is prohibited. Violations brought to the attention of Xavier University or the GSC will constitute a violation of the Code of Student Conduct; charges will be filed, and will be addressed through the University conduct process.
- a. The privilege to check-out a laptop will be revoked when a student has been found to not return a laptop or has damaged or misused a laptop.
- b. The GSC's wireless network will also work for people who have personal laptops once they have been reconfigured with Xavier's Department of Discovery Services. These individuals can seek assistance for this service in the McDonald Library.

## Gallagher Student Center Payment Guidelines

### 1. Billing (if charges are applicable)

- a. A budget code, a deposit, or agreed to payment arrangements that are written and signed are required to process reservations with billable charges. Room rental and associated charges must be paid in full prior to or on the day of the event.

### 2. Deposits and Payments

- a. External clients must submit a 50% deposit of the estimated total charges, a Standard Facilities Use Agreement or the rooms will not be guaranteed. Room rental and associated charges must be paid in full prior to the start of the event.
- b. Additional costs will not be incurred if cancellations are made as long as the guidelines of the cancellation policy are followed. However, if additions are made at any time before the event, the regular rental rates will be added.

### 3. Fee Guidelines

- a. Xavier University student organizations, academic and staff departments may use meeting facilities in the Gallagher Student Center for no room rental charge. Internal and external clients may be required to pay for additional equipment, staff expenses, and building extension charges.
- b. In addition to room charges, other fees may include any or all of the following: Audio/Visual equipment and staffing, set up/teardown, food and beverage, rental fees, security, and building hour extension fees.
- c. Any program at which a registration fee is charged is subject to room rental charges.
- d. Any program at which off campus participants make up a majority of the attendees is subject to room rental charges.

### 4. Rates

- a. Rental rates are set by the Director of the Gallagher Student Center and approved by the Dean of Students and Associate Provost. The Gallagher Student Center was built by the University for University events and functions. Space will not be given in exchange for registrations, other services, or other in-kind donations.

### 5. Room Rental Charge Policies

- a. Gallagher Student Center defines organizations in three types as follows for purposes of determining room rental charges:
  - i. Recognized Student Organizations: Any student group formally recognized by the Office of Student Involvement, Student Government Association, Student Life and Leadership, and groups which are not yet recognized but are formally seeking recognition through Student Involvement.
  - ii. University Departments and Administrative Units: Xavier University faculty and staff organizations and administrative units (i.e. departments, centers, schools, committees, colleges and divisions) which regularly receive university appropriated funding and are recognized by Xavier University Administration.
  - iii. External Groups: Groups outside the University (who do not receive appropriated funds) who are not recognized as part of the Organizational Structure of Xavier University.

### 6. Group Definitions

- a. Group A – Recognized Student Organizations
  - i. No Charge:
    1. For meetings or programs attended by the Xavier community in conducting the business or mission of the organization.

2. Will apply when sponsoring a regional chapter of their organization, which relates directly to the purpose or mission of the student organization.
- ii. *External Rates:*
  1. May apply when sponsoring an external group when admission is open to persons within and/or outside the Xavier community whether there is an admission charge or not.
  2. May apply if more than 50% of the event attendees are off-campus participants.
  3. May apply when reserving space for an external group when there is an admission fee being charged.
- b. Group B – University Departments and Administrative Units
  - i. *No Charge:*
    1. For meetings or programs open only to Xavier students, faculty, and/or staff in conducting the business or mission of the University.
    2. Will apply to workshops, conferences, symposia, seminars, or programs, where there is no admission charge, that is open to departments or administrative units at other institutions and/or businesses when the subject matter relates directly to the purpose or mission of the sponsoring department and the department is fully involved in sponsoring and producing the event.\*
    3. Will apply to external organizations events or programs, when there is full participation in planning by the sponsoring department and no admission fee. \*For sponsorship definitions, see Sponsorship Definition below.
  - ii. *Affiliate Rates:*
    1. Will apply to departments and administrative units sponsoring workshops, conferences, symposia, seminars, or programs, and an admission fee is charged. Event space will be charged at 50% of the external rate when there is full participation in planning by the sponsoring department.
    2. Will apply to department and administrative units reserving space for external organizations offering workshops, conferences, symposia, seminars, events or programs, where there is no sponsorship by the department whether admission is or is not charged. Event space will be charged at 75% of the external rate.
    3. Will apply when more than 50% of the event attendees are off-campus participants. Event space will be charge at either 50% or 75% of the external rate depending on the level of sponsorship.
- c. Group C- Alumni
  - i. *No Charge:* Not applicable.
  - ii. *Affiliate Rates*
    1. Will apply to alumni reserving space for external organizations offering workshops, conferences, symposia, seminars, events or programs, where there is no sponsorship by the department whether admission is or is not charged. Event space will be charged at 75% of the external rate.
  - iii. *External Rates*
    1. Will apply to groups that request space regardless of whether they charge or not for an event, workshop, conference, symposia, seminar, or program.
- d. Group D – External Groups
  - i. *No Charge:* Not applicable.
  - ii. *Affiliate Rates:* Not applicable.
  - iii. *External Rates*
    1. Will apply to groups that request space regardless of whether they charge or not for an event, workshop, conference, symposia, seminar, or program.

## 7. Sponsorship Definition

- a. The sponsoring University organization vouches for or assumes responsibility for the action of the organization that they are sponsoring. This includes:
  - i. Financial responsibility - The sponsoring organization is liable for all expenses billed to the organization using Xavier University spaces whether these expenses result from routine use and fees or from extraordinary circumstances or damage to Xavier facilities. The sponsor must provide a budget code for billing.
  - ii. Program content responsibility - Programs should be in line with the educational mission of Xavier University and should benefit Xavier students and the University community. External programs must also not conflict with classes or services offered by Xavier University.
  - iii. Event Planning and Production responsibility - The sponsoring University organization must assist with and take an active role in planning the event with the sponsored organization. This includes assuring that:
    - 1. Reservation deadlines are met in a timely manner.
    - 2. Xavier University Gallagher Student Center facilities usage policies are adhered to (including those relating to fire and safety regulations regarding room capacities and set up).
    - 3. Adequate staff from both the sponsored and sponsoring University organization is on hand to supervise the event production.
    - 4. Time restrictions are enforced.
- b. Letter of Sponsorship
  - i. A student organization or University department wishing to sponsor a non-University group must submit, in writing, a letter of sponsorship to the Gallagher Student Center administrative offices, signed by the president of the sponsoring organization or by the department head. No reservation can be taken until this process is completed.

## 8. Room Rental Rates

Base room rate structure with a four hour minimum required:

Space	Rate per hour
<b>Gallagher Student Center</b>	
A. Clock Tower Lounge	\$50*
B. Room 214	\$25*
C. Room 330	\$25*
D. Lower Level Atrium	\$100
E. Ryan's Pub	Contact for pricing
F. Ryan's Patio	Contact for pricing
F. 2 <sup>nd</sup> Floor Atrium	\$50*
G. 3 <sup>rd</sup> Floor Atrium	\$50*
H. GSC Concourse	\$100
H. GSC Theatre	Contact Performing Arts Department

\*Notes a required 4 hour minimum purchase.

**Room Rental Charge Chart**

	Student Organization using space	Univ. Dept. or Admin Unit w/ no external org using space	External client, event not charging admission using space	External client, event charging admission using space
Student Organization reserving space	No Charge	No Charge	No charge w/full sponsorship	50% of hourly rate w/full sponsorship
University Department Or Administrative Unit reserving space	No Charge	No Charge	75% of hourly rate w/o sponsorship	75% of hourly rate w/o sponsorship
			No charge w/full sponsorship	50% of hourly rate w/full sponsorship
Alumni reserving space	Does Not Apply	Does Not Apply	75% of hourly rate	75% of hourly rate
External Group reserving space	Does Not Apply	Does Not Apply	Standard hourly rate	Standard hourly rate

NOTE: For sponsorship definitions, see Sponsorship Definition above.



# Overview

## POST THIS DOCUMENT PROMINENTLY IN YOUR AREA OR OFFICE

- Emergencies, injuries, accidents, and crime can occur without warning at any time. Being prepared to handle emergencies is a critical part of your role as a staff member at the Gallagher Student Center.
- Use this flip chart to gain immediate access to information on handling a variety of unusual and emergency situations at the Gallagher Student Center.
- Read this **before** an emergency occurs and become familiar with the contents. Keep this immediately accessible in your office or area by posting on a bulletin board.
- If you have questions or need additional emergency information, contact your supervisor. If there are items that are not addressed, contact Joe Christman.

What you can do now to prepare for an emergency:

1. Familiarize yourself with this document
2. Post this flip chart in a visible location in your area or office.
3. Know the nearest Fire Emergency Pull Station to your location.
4. Know the exit routes out of the building using staircases only.
5. Memorize Campus Police's number, x1000 from a campus phone or 513-745-1000 from an off-campus phone.
6. After an emergency is handled, notify your supervisor and document the situation via e-mail.

**Overview**

## Civil Disturbance

Civil disturbances include riots, demonstrations, or threatening individuals. In case of civil disturbance:

1. Avoid provoking or obstructing demonstrations.
2. Secure your area if necessary. Lock doors, safes, files, and equipment.
3. Avoid the area of disturbance and stay away from doors and windows.
4. Contact Campus Police immediately to receive further instruction on how to proceed.
5. Continue with normal routines as much as possible if disturbance is outside.
6. If appropriate and instructed to do so by Campus Police, secure the building by locking all outside doors.
7. If you have any questions about a suspicious activity, contact your supervisor or Campus Police (x1000) immediately.

**Civil Disturbance**

## **Flood/Plumbing Problem**

1. If the flooding is minor such as a small leak or spill, contact SBM or Physical Plant (x3151).
2. If the flooding is major such as a large leak or burst pipe shut off the water supply immediately. Then contact Physical Plant. Then contact your supervisor.
3. Secure vital records and equipment by moving to a dry, safe location. Control the problem if possible by placing a bucket under a leak, mop the floor, after turning off the water supply.
4. Await further instructions from the Physical Plant, Campus Police or your supervisor.
5. Always be cautious when approaching a flooded area to make sure that water and electricity have not mixed.

**Flood/Plumbing Problem**

## **Blood and Body Fluids**

1. Always treat potentially infectious blood or other material as though it is infectious. Do not rely on anyone else to tell you whether the material is infectious or not.
2. Avoid contact with potentially infectious blood or other materials if at all possible. Always wear gloves whenever there is possibility of contact with infectious blood or material.
3. Report any spills of blood or other body fluids to SBM and Physical Plant (x3151). If during non-business hours, contact Campus Police (x1000).
4. Do not attempt to clean the area and avoid coming into contact with infectious materials
5. Follow instructions from Physical Plant and Campus Police.
6. Direct patrons away from the spill. Use barriers such as caution tape, wet floor signs, or stanchions to control access to the immediate area. Create and post temporary signs as needed.

**Blood and Body Fluids**

## Severe Weather/Tornado

1. In the case of threatening weather, staff should monitor the GSC weather radio for weather warnings. The weather radio is located behind the Reservationist's Desk. It should be monitored for updates.
2. If severe weather is announced, contact Campus Police for advisement and inform them of any large events taking place in the facility. Staff should pick up flashlights from behind the Welcome Desk and keep them close in case the power is lost.
3. If Cincinnati is put under a Tornado Warning immediately contact Campus Police for advisement. If advised by Campus Police to take action, staff should quickly direct all building occupants to the inner parts of the Lower Level by using the building intercom, making the following announcement **"Due to a severe weather warnings, all guests in the Gallagher Student Center must calmly make their way to the lower level of the building."**
4. Repeat the announcement.
5. Close the Welcome Desk and go from floor to floor announcing that people should calmly move to the lower level of the building because of severe weather. Take the weather radio with you.
6. Staff should wait for an official "All Clear" from the National Weather Service and from Campus Police before allowing those gathered in the tornado shelters to return to other parts of the facility.

**Severe Weather/Tornado**

## **Bomb Threat**

1. If a bomb threat is received the most important thing for staff to do is to stay calm. Staff receiving a call should try to gather as much information as possible from the caller and keep the caller on the line as long as possible. Try to gather as much information from the caller as possible, including location of the bomb, time of detonation, and caller background.
2. If possible while caller is on the line, notify another GSC staff member that you have someone with a bomb threat on the phone by writing a note to the other staff member. The additional staff member should contact Campus Police immediately. If no other staff is available at the time, call Campus Police as soon as the caller hangs up.
3. Do not use radios, cell phones or any wireless device that sends a signal to communicate with other staff as transmissions may detonate the bomb. Communication should be face to face with other staff.
4. Wait for instructions from Campus Police and upon their instruction evacuate the facility. In speaking with facility patrons, be calm but firm that “due to an emergency we must evacuate the building immediately.” Follow all instructions from Campus Police, but do not use radios.

**See Emergency Evacuation Page**

**Bomb Threat**

## **Robbery**

In the case of robbery or theft, the most important aspect of the situation is the safety of students, faculty, staff, and community members. Material loss is second to the well-being of people.

1. Remain calm.
2. Give the individual(s) what they want.
3. Be as observant as possible. Note a physical description and direction of exit.
4. Call Campus Police (x1000).
5. Await instructions from Campus Police.
6. Direct patrons away from the scene. Use barriers such as caution tape, wet floor signs, or stanchions to control access to the immediate area so that evidence may be collected.

## **Theft**

1. If a patron reports a stolen item, check the Welcome Desk Lost and Found Log to see if it was turned in.
2. If not, recommend that Campus Police be called and encourage them to fill out a report.
3. Instruct the patron to check nearby trash receptacles, restrooms, and the perimeter of the building for items that may have been discarded.

**Robbery/Theft**

## Power Outage

During a short term power outage, 10-20 minutes or less, maintain normal operating procedures if instructed to do so by Physical Plant or Campus Police. For outages predicted to last, or lasting, longer than 30 minutes, Campus Police or Physical Plant will notify GSC staff to assist with evacuation.

1. If a power outage occurs, emergency lights will illuminate the GSC.
2. Contact Physical Plant (x3151) and Campus Police (x1000) immediately. Consultation with either should help determine if the outage is local to the building or affects more of the campus.
3. If it is daylight and it is determined and communicated by either Campus Police or Physical Plant that power can be restored in a short time, all occupants may remain in areas with natural light. Occupants of inner areas without natural light should relocate.
4. If it is night time and the outage is short term, occupants should all be instructed to wait on the first floor until the power comes back on.
5. If it is night time and dark and it is determined by talking with Campus Police and Physical Plant that the outage will be more than 10-20 minutes, staff should evacuate the building. Staff should remain on the first floor of the facility unless directed by Physical Plant or Campus Police staff that power will not be restored until the following day. Staff should stay at the doors of the building and instruct people that the building is closed.
6. In all cases of a power outage involving evacuation, GSC staff should work with Campus Police to allow Dining Services personnel access to the building to restore normal services ten minutes before patrons can be allowed back in to the facility.

**See Emergency Evacuation Page**

**Power Outage**

# Medical Emergency

## Serious or Life-Threatening

In any emergency situation that appears to be serious or life-threatening, the following steps should be taken:

1. Call Campus Police (x1000) and provide the following information: name, location and nature of the emergency. Await telephone instructions on how to deal with the emergency until help arrives.
2. When Emergency Personnel or Campus Police arrives, describe the first-aid administered and provide assistance as required.
3. Call your supervisor and provide an update of the situation. Follow the phone call with an e-mail.

NOTE: An AED is located in the Gallagher Student Center on the first floor between the vending area and the stairwell. Instructions are given by the machine as it is used.

## Non-Life-Threatening

In any situation that appears to be non-life-threatening, and not requiring urgent medical treatment, it is recommended that the following steps be taken:

1. If in doubt, the person who responds should treat the problem as serious/life-threatening.
2. Call the Campus Police (x1000). Provide the following information: name, location, nature of the emergency.
3. Suggest that the person seek the proper medical attention.
4. Call your supervisor and provide an update of the situation. Follow the phone call with an e-mail.

**Medical Emergency**

## General Fire/Emergency Evacuations

If advised by appropriate university officials that the building needs to be evacuated or in the case that the Fire Alarm System is triggered, GSC staff will lead an orderly process of evacuation clearing all people from the GSC.

1. 3<sup>rd</sup> Floor: All spaces of the GSC should be cleared at the same time if possible. GSC staff will clear the third floor. Sweep the meeting and office spaces and ensure that all patrons are directed to the stairwells to leave the building. Once all spaces are clear, this staff member should do a quick walk through of the entire floor, directing all patrons to exit via the stairwells- DO NOT USE ELEVATORS.
2. 2<sup>nd</sup> Floor: Sweep the meeting and office spaces and ensure that all patrons are directed to the stairwells to leave the building. Once all spaces are clear, this staff member should do a quick walk through of the entire floor, directing all patrons to exit via the stairwells- DO NOT USE ELEVATORS.
3. 1<sup>st</sup> Floor and Lower Level: Staff should direct all occupants to secure their belongings and leave the building.
4. While the building is being evacuated, either the GSC Director or GSC Reservationist should make a clear and concise announcement over the Building PA System that the building must be immediately evacuated. If the professional staff are not available, a Student Supervisor or Welcome Desk Attendant should make this announcement. The following language must be used: **“Due to an emergency in the building everyone in Gallagher Student Center must evacuate the building immediately. Please do so quickly and calmly and do not use the elevators.” Then repeat the message.**
5. All patrons should be instructed to move away from the building, moving people at least to the stage in front of Husman Hall.
6. When the building is cleared, all GSC staff should meet on the stage outside of Husman Hall and await further instructions from their supervisor and/or Campus Police.
7. The facility entrances should be secured by Campus Police, Physical Plant and the Cincinnati Fire Department. The facility should only be unlocked after instruction by appropriate university officials. Secure all rooms as the occupants leave.
8. Evacuation procedures during evening or weekend hours are to mirror those articulated above. Offices which are occupied during off hours should be swept after evacuating all public spaces.
9. Staff should maintain communication during emergency evacuation to be sure that all staff safely evacuated the building.
10. Handicapped individuals on the second or third floors of the Gallagher Student Center should be instructed to move to the nearest safe stairwell. They should have two “buddies”. One buddy should exit the building as quickly as possible and find an Emergency Personnel and inform them of the location of the handicapped individual within the building. The second buddy should stay with the handicapped individual until an Emergency Personnel arrives. In the case that an Emergency Personnel does not arrive, the second buddy should go for help.
11. The “all clear” to return to the building will be given and directed by the Cincinnati Fire Department only or Campus Police

### Before a Fire

Know the locations of fire alarm pull stations in your area and how to work them. Check the evacuation plans posted in lobbies, meeting rooms and office suites.

**General Fire/Emergency Evacuations**

## DISCOVERING A FIRE

- Remove any person in immediate danger, if it is safe to do so.
- Alert everyone in the area.
- If you notice flames, smoke, or any evidence of fire, activate the building fire alarm. (Pull stations are clearly marked.)
- If a fire alarm has been pulled, call the Campus Police Office (x1000) to give the location and description of the fire. If the fire is small and manageable, and only if you have had training, use the proper type of fire extinguisher to control and extinguish the fire. Do this only after the evacuation has started, the proper emergency numbers have been called, and you are not in danger.

## EXITING

In the event that the fire alarm has sounded evacuate by the nearest safe exit in your area:

- Once outside of the building, move away from the doors to enable others to exit. Instruct people to move to the stage in front of Husman Hall.
- When a fire alarm has been activated, Physical Plant and Campus Police personnel will be on hand to assess the situation and help in the evacuation procedure.
- Handicapped individuals on the second or third floors of the Gallagher Student Center should be instructed to move to the nearest safe stairwell. They should have two “buddies”. One buddy should exit the building as quickly as possible and find an Emergency Personnel and inform them of the location of the handicapped individual within the building. The second buddy should stay with the handicapped individual until an Emergency Personnel arrives. In the case that an Emergency Personnel does not arrive, the second buddy should go for help.
- Any person showing confusion, disorientation, or hysteria must be assisted and escorted to safety.
- Everyone should remain silent during evacuation to hear any special instructions being given over the public address system.
- All doors and windows in the vicinity of the fire should be closed.
- Feel the door or door knob with the back of your hand before opening any door. DO NOT OPEN THE DOOR IF IT IS HOT.
- If door is not hot, brace yourself behind the door and open slightly. If heat or heavy smoke is present, close the door.
- If an exit is blocked by fire heat or smoke, go to another exit.
- Be prepared to crawl or move close to the floor to avoid smoke.
- Leave the building using the nearest exit and follow any directions given by Physical Plant and Campus Police personnel at the scene or through the public address system.

## ENCOUNTERING BLOCKED EXITS

- If an exit is blocked, proceed to an alternate exit. Be prepared to crawl along the floor, if necessary.
- If area exits are blocked, go to a room or area that is as far from the fire as possible.
- Notify emergency personnel by telephone, by hanging something out of a window, or any other means of notification.
- While in the room/area, seal the cracks around the door with towels, clothing or other materials. Continue with efforts of notifying emergency crew of your location.
- The Fire Department will search the building upon arrival.
- Personnel may not re-enter the building until an all clear has been given by the Cincinnati Fire Department or Campus Police.

## **General Fire/Emergency Evacuations**

# Xavier University Standard Facilities Use Agreement

This Facilities Use Agreement ("Agreement") is entered into this \_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_, by and between Xavier University ("University") and \_\_\_\_\_ ("Client").

WHEREAS, the University owns and operates, or lawfully controls the use of, the property described below, and CLIENT desires to use said property; and

WHEREAS, the University agrees to make said property available to Client at the date(s) and time(s) and for the purposes referenced below; and

WHEREAS, the University and Client agree to the terms and conditions hereafter stated:

NOW, THEREFORE,

1. USE OF THE PROPERTY: Client's use of Xavier property is limited to the following location(s), date(s), time(s), access and use(s) (the "Use of the Property"):

a. Describe the Property to be used, include building(s) and room number(s) or other applicable descriptions:

---

---

---

---

---

Date(s) of use: \_\_\_\_\_

Event start time: \_\_\_\_\_

Event end time: \_\_\_\_\_

Permitted access: \_\_\_\_\_

Purposes of use: \_\_\_\_\_

---

---

---

---

b. Ingress and egress reasonably necessary to access the Property shall be considered Property under this Agreement. All portions of the sidewalks, entries, doors, passages, vestibules, halls, corridors, stairways, passageways, and all ways of access to public utilities of the premises must be kept unobstructed by Client and must not be used by Client for any purpose other than ingress to or egress from the Property described in paragraph a.

2. FEE FOR USE: Client agrees to pay the University \$\_\_\_\_\_ as a fee for the Use of the Property (the "Fee"), as follows (CHECK ONE):

- The entire Fee of \$\_\_\_\_\_ is due on \_\_\_\_\_ or two business days before the first day of the Use, whichever is sooner.
- A deposit in the amount of \$\_\_\_\_\_ is due on \_\_\_\_\_. The remaining portion of the Fee (\$\_\_\_\_\_) is due on \_\_\_\_\_ or two business days before the first day of the Use, whichever is sooner.

3. EXPENSES: In addition to the Fee, Client shall be responsible for paying any and all expenses incurred by Client and/or University in support of or as a result of Client's Use of the Property. Such expenses may include, but are not limited to, cleaning costs, security costs, parking fees, and setup and takedown costs. A schedule of fees and costs will be charged promptly after the conclusion of the Use, and payment will be due within ten business days of the last day of the scheduled Use.
4. DAMAGE AND MODIFICATION: Client shall be responsible for any damage caused by Client, including its participants or attendees, to buildings, grounds, fields and equipment, incident to the Use of the Property. Further, Client shall make no temporary or permanent modifications to the Property without the prior written consent of the University.
5. COMPLIANCE: Client agrees to use the Property in accordance with all University policies, regulations, rules, and practices and with all applicable municipal, state and federal laws, including but not limited to fire codes. At all times, Client shall keep attendance within the stated capacity of the building and room. Client agrees to use the Property in an orderly manner so as not to interfere with other events taking place on University property. Client shall be responsible for ensuring its agents, participants, attendees and others receive the appropriate and necessary safety and other instruction to comply with these requirements.
6. VIDEO RECORDING, AUDIO RECORDING, AND PHOTOGRAPHY: If Client intends to do any video recording, audio recording, or photography in connection with its Use of the Property, Client agrees to have the attached Release executed by any individual whose image or voice is captured on the video recording, audio recording, or photograph.
  - Client must check this box and use the attached Release if it intends to do any video recording, audio recording, or photography in connection with its Use of the Property.
7. SALES AND SOLICITATION: Client shall not engage in sales or solicitation of sales of goods or services except as described in "Purposes of use," in paragraph 1.a. above.
8. USE OF UNIVERSITY NAME AND MARKS: Client shall not use the name or marks of the University in such a manner as would indicate or suggest endorsement or co-sponsorship of Client's activities, without prior written consent of the University.
9. FOOD AND BEVERAGE: Client is not permitted to provide food or beverages to its attendees, participants, or others, without prior written approval of the University. In order to comply with State of Ohio liquor license requirements, no alcohol of any sort may be brought onto the Property or served therein except by the University, the licensed liquor permit holder, and its food service contractor.
10. ABANDONED PROPERTY: Any personal items or equipment left on the Property shall, after a period of ten business days from the last day of the scheduled use, be deemed abandoned and shall become property of the University to be disposed of or utilized at the University's sole discretion.
11. RELEASE: In consideration of the Use of the Property, and because Client is voluntarily entering into this Agreement for Use of the Property, Client acknowledges and agrees to assume all risks associated with Use of the Property. Client releases the University from all claims, including negligence, that may arise from its

Use of the Property, whether foreseen or unforeseen, known or unknown, and Client assumes full responsibility for any injuries, damages, or losses that may arise out of the Use of the Property.

12. INDEMNIFICATION: Client recognizes that Use of the Property may result in inconvenience, loss, injury, damage, or loss of personal property to or of Client or Client's agents, participants, attendees or others. Thus, Client expressly agrees to indemnify, defend, and hold harmless the University from and against any and all claims, threatened claims, demands, damage to persons or property, losses and liabilities, or expenses, including reasonable attorney fees, resulting directly or indirectly from Client's agents', participants', attendees' or others' participation in Client's Use of the Property, regardless of whether the agent, participant, attendee or other was participating or acting in a manner authorized by Client or not.
13. INSURANCE REQUIRED: At all times during the Use of the Property, Client shall have a policy of comprehensive liability insurance, including general liability and property damage, written by a company licensed to do business in the State of Ohio, covering the Use contemplated by this agreement in the amount of \$1 million or more. Such policy shall name Xavier University, which shall include those defined in paragraph 16 below, as an additional insured. Client agrees that the insurance will be primary coverage and will contain no terms allowing the insurer to be subrogated to the rights of any injured or damaged person or entity insofar as said person or entity may have claims against the University. Prior to Use of Property, Client shall deliver a valid certificate of insurance to the University indicating that the insurance required by this Agreement is in full force and effect.
14. FORCE MAJEURE: If the Property is rendered unsuitable for the conduct of the Client's activity by reason of force majeure, the University and the Client are released from their obligations under this Agreement. Force majeure shall mean fire, interruption in utilities, earthquake, flood, act of God, strikes, work stoppages or other labor disturbances, riots or civil commotions, war or other act of any foreign nation, power of government, governmental agency or authority, determination by the University to close the campus for any reason, including weather and holidays, or any other cause like or unlike any cause mentioned which is beyond the control of the University.
15. TERMINATION: The University may terminate this Agreement and Client's Use of the Property at any time in its sole discretion by giving written notice to Client. If the University terminates this Agreement because Client has violated the terms of this Agreement, or because Clients or its participants, attendees or others have violated laws or University policies, then Client is obligated to make full payment of the Fee and all expenses under this Agreement. In all other cases, termination by the University shall result in a pro rata refund of the Fee, based on the portion of the use period that was actually used, but less any expenses incurred by the University. If Client terminates this Agreement for any reason, Client may be charged up to the amount of the Fee, plus any expenses incurred prior to Client's termination. If Client's notice of cancellation is received by the University at least three days prior to the first date of use shown in paragraph 1.a., no more than 50% of the Fee, plus any expenses incurred shall be due.
16. DEFINITIONS: "University" means Xavier University, all past and present directors, trustees, officers, employees, agents, insurers, attorneys, and any other party associated with Xavier University, including but not limited to any Xavier University employees that were involved in facilitating this Agreement and Client's Use of the Property. "Client" is defined on the first page hereof and the obligations of Client described herein shall also be binding upon all past and present members, directors, trustees, officers, employees, individuals, agents, insurers, and attorneys of Client, and any other party associated with Client, including but not limited to Client's participants, attendees or other person invited to the University campus by Client.
17. WHOLE AGREEMENT: This Agreement constitutes the entire agreement of the University and the Client and there are no other promises, obligations or understandings between the parties that are not contained within this Agreement, unless otherwise indicated herein. The terms of this Agreement may not be modified other than in writing signed by both the University and Client.

18. NO ASSIGNABILITY: Client shall not assign this Agreement nor allow any other person, group or entity to use the Property during the scheduled time(s) without the prior written consent of University.
19. ENFORCEMENT: This Agreement shall be construed in accordance with the laws of the State of Ohio. Should any portion of this Agreement be held invalid, the remaining portion shall not be affected and shall continue to be valid and enforceable.

IN WITNESS WHEREOF, the University and Client have executed this Agreement as of the date first written above.

FOR UNIVERSITY:

FOR CLIENT:

Signed: \_\_\_\_\_  
 Print Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
 Print Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

Xavier University  
 3800 Victory Parkway  
 Cincinnati, OH 45207

Client Name and Full Address:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Check if applicable:

- Attached, specific facility rules or room reservation guide
- Attached, schedule of fees and costs
- Food permitted    circle    YES        NO        details \_\_\_\_\_
- Liquor permitted    circle    YES        NO        details \_\_\_\_\_
- Catering by \_\_\_\_\_
- Other contractors \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- Client certificate of insurance received \_\_\_\_\_
- Contractor certificate of insurance received \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- Room fee            \_\_\_\_\_
- Setup fee            \_\_\_\_\_
- Takedown fee      \_\_\_\_\_
- Cleanup fee         \_\_\_\_\_
- Security fee         \_\_\_\_\_
- Parking fee         \_\_\_\_\_
- Attached, Video/Audio/Photography Release \_\_\_\_\_

**Appendix B: External Vendor Agreement Form**



**Xavier University  
Gallagher Student Center  
External Vendor Agreement Form-Page 1 of 2**

Date: \_\_\_\_\_ Tax ID Number or Social Security Number: \_\_\_\_\_  
Name of Vendor/Firm \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone Number: (\_\_\_\_) \_\_\_\_\_ Phone Number: (\_\_\_\_) \_\_\_\_\_  
Name of Contact Person: \_\_\_\_\_  
Purpose of Table (Please be specific)  
\_\_\_\_\_  
\_\_\_\_\_

Requested Dates: \_\_\_\_\_ Requested Times \_\_\_\_\_

**GSC External Vendor Policies**

- There is a limited amount of space for vendors each day. All tables will be reserved on a first-come first-served basis.
- No credit card solicitations allowed in or around the Gallagher Student Center.
- All tables are located either on the first floor of the GSC or outdoors on the GSC Concourse. No tables can be moved from their assigned locations.
- Each vendor may only reserve one 6ft table and two chairs. The use of additional tables, chairs, tents, etc., must be approved by the GSC Administration least one week in advance.
- No additional equipment can be provided. No AV equipment is available for vendors.
- All extension cords must be secured so that they do not present a safety hazard.
- Storage is not available and parking is the responsibility of the vendor.
- No aggressive sales tactics will be allowed. Vendors must stay behind their assigned table.
- Nothing may be affixed or attached to any part of the Gallagher Student Center.
- All payments are due on the day of your reservation. Payment must be made by cash or check only.
- Xavier University will collect fees for the rental of vendor tables according to the following:
  - The rental fee for an indoor vendor table will be \$100 per day or 20% of total daily revenue, whichever is greater.
  - The rental fee for an external GSC Concourse will be \$150 per day or 25% of total daily revenue, whichever is greater.

You will receive a confirmation from the GSC Administration either by phone or email for the dates and times that you have vendor space reserved. No dates will be confirmed without a completed External Vendor Agreement Form and an External Vendor Product/Service Liability Form.

**By signing below, I am representing that I have the authority to bind the entity listed above. I also agree that I have read and understand to the terms listed in this "External Vendor Agreement Form as well as the attached "External Vendor Product/Service Liability Form". I also understand that Xavier University has the right to immediately stop the use of a vendor table, or to restrict the future reservation of vendor tables of any vendor or organization who does not, in the sole discretion of Xavier University, adhere to the standards of conduct set forth in this agreement.**

\_\_\_\_\_  
**Authorized Agent's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Xavier University's Signature**

\_\_\_\_\_  
**Date**

Please complete and return this form to:  
Xavier University, Gallagher Student Center Administration  
Gallagher Student Center Suite 100  
15 University Drive, Cincinnati, OH 45207  
Phone: 513.745.3201  
Fax: 513.745.3202  
**Xavier University**

**External Vendor Product/Service Liability Form-Page 2 of 2**

1. In consideration for being permitted to solicit at Xavier University, \_\_\_\_\_  
(herein after referred to as "Vendor") agrees to the following terms and conditions. These terms and conditions shall apply to all purchases made on University Premises.
2. Vendor agrees that Xavier University assumes no liability whatsoever regarding purchaser complaints as to merchandise or services provided by Vendor. As stated in the "External Vendor Agreement Form", vendor agrees to indemnify and hold harmless the University, its agents and trustees, from and against any expenses, damages, liability and costs (including costs of suit and attorney's fees) causes by or arising from, directly or indirectly, any act or mission of solicitor, its agents, contractor and employees, in conjunction with the subject matter of this agreement.
3. Vendor will in no way compete with any products or services already offered by Xavier University.
4. Vendor is responsible for the collection of any and all state and city taxes or service taxes relative to the product of service. Under no circumstances will Xavier University accept and responsibility for the tax obligations of the Vendor.
5. Vendors will not use any University trademarks or and other intellectual property rights without prior written approval from the authorized University agent.
6. Xavier University reserves the right to prohibit sales of products or services that are contradictory to the University's Catholic, Jesuit, Educational Mission at any time, with no refund of rental fees. Further, Xavier University reserves the right to cancel any reservation with at least five (5) business days notice for any reason. Reservations cancelled by Xavier University with less than five (5) business days notice because of emergency or extenuating circumstances will be given the opportunity to reserve another date in the future.
7. Vendor understands that Xavier University explicitly reserves the right to immediately stop the use of a vendor table by, or to restrict the future Vendor Table usage of any vendor or organization who fails to comply with these terms and conditions and/or who interferes with the policies and procedures of Xavier University and the Gallagher Student Center and/or who interferes with the safety of the guests of the Gallagher Student Center. No refunds will be issued under these circumstances.

By signing, below, I represent that I have the authority to bind the entity listed above. I also represent that I have read, understand and agree to the terms listed above and in the "External Vendor Agreement Form".

\_\_\_\_\_  
**Authorized Agent's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Authorized Agent's Signature**

\_\_\_\_\_  
**Date**

Please complete and return this form to:  
Xavier University, Gallagher Student Center Administration  
Gallagher Student Center Suite 100  
15 University Drive, Cincinnati, OH 45207  
Phone: 513.745.3201  
Fax: 513.745.3202