

## Reservation and Facility Usage Policies

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The following policies and guidelines describe parameters involving the usage of the Gallagher Student Center including reservation and event policies and general usage policies.

The Gallagher Student Center is a student driven facility providing gathering lounge space, retail and food options, and reservable meeting and programming spaces. The GSC seeks to build community on campus through providing space, programs, and services to the entire campus community. The following reservation specific policies and guidelines outline expectations and guidelines intended to facilitate fair space allocation among student groups, campus departments and organizations, and other members of the Xavier community.

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### I. Reservations and Events

These policies and guidelines are specific to the reservation and usage of event and programmable spaces managed by the Gallagher Student Center.

#### A. Reservable Spaces

There are various reservable spaces throughout the Gallagher Student Center providing opportunities for recognized student organizations, campus offices and departments, and other members of the Xavier community to hold meetings and special events.

##### ***Meeting Rooms***

These rooms are designated spaces within the Student Center available for recurring and one-time meetings:

**Room 214-** Square Footage: 840; Maximum capacity of 32, minimum capacity of 3; Standard Set Up: boardroom style (open square) with tables and chairs for 24. Additional set up possibilities: conference style (closed square for 20), and classroom style (32 max). AV equipment: Projector and screen, HDMI inputs, and built-in audio. HDMI cables and laptops can be checked out at the GSC Welcome Desk. Connection is also available via Solstice.

**Room 330-** Square Footage: 700; Maximum capacity of 32, minimum capacity of 3; Standard Set Up: boardroom style (open square) with tables and chairs for 24. Additional set up possibilities: theater style (32 max), conference style (closed square for 20), and classroom style (32 max). AV equipment: Projector and screen, HDMI inputs, and built-in audio. HDMI cables and laptops can be checked out at the GSC Welcome Desk. Connection is also available via Solstice.

**Room 251-** Square Footage: 168; Maximum capacity of 8 and is set up in conference style with three tables and 8 chairs. AV equipment: Monitor with HDMI connection.

##### ***Special Event Spaces***

These rooms are designated spaces within the Student Center available for non-recurring special events:

**The Arrupe Overlook-** Square Footage: 2800; Maximum capacity of 120; minimum capacity of 20. Available to be set up in a variety of ways to accommodate various events and programs. This space is used as an open student lounge when not reserved. AV equipment: Projector and screen, HDMI inputs, Blue Ray player, wireless handheld microphones, built in audio, stage pieces. General set ups include: theater style facing the projector or performance area, classroom style with tables and chairs, and banquet style with round tables and chairs. Please contact the GSC for specific set up configurations. **To provide all students the opportunity for use, The Arrupe Overlook is not reservable for weekly recurring meetings with the exception of Sundays 5PM until the building closes. Monthly reservations are permitted, depending upon availability. Room set-up and equipment requests are to be placed at the time the room reservation is made and finalized one week prior to the event. Any reasonable room set-up changes and equipment changes must be made at least two business days prior to the start of the event.**

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*Clock Tower Lounge*- Square Footage: 1030; Maximum capacity of 75; minimum capacity of 15. AV equipment: 3 built in TVs, HDMI inputs, Blue Ray player, wireless handheld microphones, built in audio. Available to be set up in a variety of ways to accommodate various events and programs. **To provide all students the opportunity for use, The Clock Tower Lounge is not reservable for weekly recurring meetings, with the exception of Sundays 5PM until the building closes. Monthly reservations are permitted, depending upon availability. Room set-up and equipment requests are to be placed at the time the room reservation is made and finalized one week prior to the event. Any reasonable room set-up changes and equipment changes must be made at least two business days prior to the start of the event.**

*Lower-Level Atrium*- Maximum capacity of 150; minimum capacity of 25. Permanent equipment includes tables and chairs for 100. Available to be set up in a variety of ways to accommodate various events and programs. Events held in this space are expected to be open to the Xavier community. **This is the only area of the Gallagher Student Center where paint is permitted to be used for an event.** AV equipment: projector and screen, portable PA system, stage piece, wireless handheld microphones.

*D'Artagnan's Den*: Serves as a lounge and common area for esports and gaming. Can only be reserved on special request. AV equipment: four fixed TV monitors and 5 gaming PCs.

*Kitchens* (located on the 2<sup>nd</sup> and 3<sup>rd</sup> floors)- Reservable in conjunction with another special event space. The 2<sup>nd</sup> floor has a stove, while the 3<sup>rd</sup> floor has a dishwasher.

### **Tabling Spaces**

These spaces are designated spaces both inside and directly outside of the student center available for information tables. See the *Tabling Space Guidelines*.

## **B. Meetings**

Meetings are defined as a one-time or recurring (daily, weekly, twice monthly, monthly, etc.) usage of space which falls within normal operating hours and does not require the supervision of the Student Center staff or have special staffing needs - with the exception of AV assistance.

Furniture is not allowed to be removed from meeting spaces unless approved by GSC staff.

Facility space within the GSC will not be made available for Xavier academic classes. Classes are welcome, however, to utilize facility space for non-recurring class events.

## **C. Special Events**

Special events are defined as non-recurring meetings such as the following: social functions, receptions, educational functions, banquets, etc.

Special events generally require set-up and event specific details.

Reservation requests for such events must be submitted one month prior to the event.

Groups and events deemed as nonaffiliated with the university, not meeting the above requirements, will be treated as an external organization and will be subject to facility usage fees and additional reservation requirements. University affiliated members requesting space for personal or for non-university purposes are deemed an external group and will be subject to facility usage fees and additional reservation requirements. **Nonaffiliated groups must work with the Events and Conferences team to reserve space ([ConferenceServices@xavier.edu](mailto:ConferenceServices@xavier.edu))**

## **D. Reservation Request Process**

The students of Xavier University are the primary focus of the Gallagher Student Center. Therefore, student organizations, as recognized by Xavier University, have priority in the reservation process. GSC staff reserves the right to determine a space request's priority based on the mission of the university. Reservation requests are generally handled on a first come first-served basis.

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### 1. GSC Event Types

**University Events (Internal)** are those events put on by departments, recognized student organizations, or other internal stakeholders designed for the benefit of the university community, where the majority of attendees are affiliated with the university. In order to qualify as an internal event, it must meet the following criteria:

- It must be booked by a Xavier department/office/organization
- The event must be entirely funded by a Xavier department, division, or student organization and cannot be subsidized by an outside organization
- A Xavier FOAP must be supplied at the time of booking
- The event must be more than 50% Xavier employees or students
- The attendees are not being charged a fee for attendance unless proceeds directly benefit Xavier University

**Non-University Events (External)** are any events not encompassed by the above categories. This includes events booked by a university department or individual for which the majority audience is not current Xavier employees or students. All external events will be directed to work alongside the Events and Conferences team, email: [ConferenceServices@Xavier.edu](mailto:ConferenceServices@Xavier.edu) (<https://www.xavier.edu/summer-programs/summer-conferences/index>). External events will be charged for:

- Room rental, special electrical, and audio-visual services
- Food and beverage along with appropriate service charge
- Operations fee for setup-teardown or other additional staffing needs
- Sales tax unless a tax-exempt certificate is provided
- Not-for-profit events will receive a 25% discount on room rental charges January – March, June – August, but are responsible for all other charges incurred
- Administrative fees, where applicable

### 2. Submitting a Request

Reservation requests can be submitted in various ways:

*Web Request:* Requests can be submitted through the Mazevo online scheduling system accessible through the GSC website: [www.xavier.edu/gsc](http://www.xavier.edu/gsc). These requests can be submitted 24/7, but are required to be submitted a minimum of 3 business days prior to your event. Event requests should be detailed and provide as much information as possible about your event or meeting.

*Email:* Requests can be made by emailing the Gallagher Student Center at [studentcenter@xavier.edu](mailto:studentcenter@xavier.edu). Email should include name of requesting group, event/meeting title, estimated attendance, event start and end time, date, contact name, contact phone number, contact email address, set-up and AV needs, and any additional requests.

*Welcome Desk:* Stop by the welcome desk and ask for a building manager.

*Phone:* Contact the GSC Welcome Desk at 513-745-8341 or the Manager of the Gallagher Student Center at 513-745-3205.

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### 3. Space Rental Rates

All groups whether affiliated or not are subject to set space rental rates. Reservations can be made for up to 6 hours at the standard rate. Usage longer than 6 hours or outside of building manager hours will result in additional fees. University organizations and departments may sponsor an off-campus group as long as they meet the criteria outlined above.

<b>GSC Rooms use for up to 6 hours</b>	<b>University Events (Internal)</b>	<b>Non-University Events (External)</b>
Arrupe Overlook	\$0	\$500
Clock Tower	\$0	\$400
Lower-Level Atrium (Ryan's Landing)	\$0	\$300
1st Floor Atrium	\$0	\$300
214	\$0	\$150
251	\$0	\$100
330	\$0	\$150
Indoor Tabling Space per hour	\$0	\$100
Outdoor Tabling Space per hour	\$0	\$100
Additional Set Up & Take Down	\$100	\$200
Additional use per hour (214, 251, 330)	\$25	\$75
Additional use per hour (Arrupe, Clocktower, Lower Level, 1st Floor Atrium)	\$50	\$100
Facility use (including set up or take down) outside of M-F 8a-10p or Sat/Sun 9a-6p.	\$50	\$100

*\*Rental costs include a standard set up in theater style, classroom style, banquet rounds, normal lounge or boardroom style and 2 or 3 additional tables for food (where applicable). Any set up requests outside of a standard set will accrue a set up and take down fee (client notified prior to use and decision at Manager's for GSC's discretion).*

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### 4. A/V Rental Rates

All groups whether affiliated or not are subject to set space rental rates. Audio and visual equipment may be rented in a package format, a la carte, or a combination of both.

Gallagher Student Center A/V Package Rental Rates		
A/V Item	University Events (Internal)	Non-University Events (External)
<b>Package 1 Includes:</b> 1 wireless handheld microphone, in house sound, podium, and access to a/v via Solstice(internal) or HDMI (external) (where applicable)	\$0.00	\$100.00
<b>Package 2 Includes:</b> Everything in package 1 plus access to mixer, an additional handheld microphone, microphone stand on podium, access to aux cord, 1 stage piece, 1 straight or boom stand for microphone	\$100.00	\$300.00
<b>Package 3 includes:</b> Everything in package 2 plus an additional straight or boom mic stand, an additional stage piece (if necessary), external speakers, and advanced mixer.	\$250.00	\$500.00

Gallagher Student Center A/V a la carte Rental Rates		
A/V Item	University Events (Internal)	Non-University Events (External)
Internal Speaker System	\$0	\$50
Projector	\$0	\$100*
Podium	\$0	\$25
Handheld Wireless Mic	\$0	\$25*
Handheld Wired Mic	\$25	\$25*
Wireless Lapel Mic	\$25	\$50*
HDMI Cord	\$0	\$15
Aux Cord	\$0	\$15
Mixer	\$50	\$150*
Extension Cord	\$0	\$15
PC Laptop	\$0	\$50
External Speakers x2	\$50	\$75
Pipe and Drape**	\$75	\$100
Wireless Conference Call Phone	\$0	\$25
Streaming Kit	\$0	\$100
Stage Pieces (per piece up to 3)	\$50	\$150

\*requires rental of internal speaker system or external speaker system

\*\*priced per section

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### **E. General Reservation Policies**

- a. Use of reservable spaces in the GSC require an approved reservation through the Gallagher Student Center Office.
- b. It is recommended that reservation requests are made 14 days prior to the meeting or event date (30 days for Special Events). Event requests made within 3 business days of the event/meeting cannot be accommodated.
- c. A request for space does not guarantee that a space will be assigned. The Gallagher Student Center reserves the right to reject any reservation that it determines programmatically and operationally too difficult to accommodate. Reservation requests may also be denied if the organization or event is in conflict with any university policies and/or if the event is not in keeping with the primary mission of the GSC or Xavier University.
- d. A reservation request is not approved until confirmation has been sent by the GSC.
- e. Equipment and Event Set-Up:
  - i. Room setup and equipment requests are to be placed at the time the room reservation is made and finalized one week prior to the event.
  - ii. Any reasonable room set-up changes and equipment changes must be made at least two business days prior to the start of the event.
  - iii. Equipment within a space is allowed to be moved but must remain in the room and returned to its original set up after the event is over. Contact the Welcome Desk for immediate set-up changes.
  - iv. The removal of permanent furniture from a space may be requested through the GSC office but is not guaranteed. The GSC determines if partial or full removal of furniture is allowed.
  - v. GSC equipment is not permitted to leave the facility.
  - vi. Reserving groups are responsible for any damages to GSC furniture and equipment during their reservation.
  - vii. At no time may doors, fire exits, elevators, hallways, or foot traffic be blocked by an event or event set-up. All set-ups must observe fire code and ADA accessibility.
  - viii. 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, the group may rent from a University approved rental company. All costs are the responsibility of the sponsoring organization.
  - ix. All furniture and equipment brought into the GSC must be approved by the Assistant Director for GSC before delivery and use.
- f. No organization may request a location for another organization's use. Event requests must be submitted by the intending organization and are not allowed to be transferred between organizations. For example, student organizations cannot reserve space in their name intended for use by a group external to the university.
- g. Cancellations: Due to the limited availability and high demand of space within the GSC, groups should cancel room reservations upon deciding not to use the space.
  - i. Internal Groups- Failure to cancel a reserved space within two (2) days will result in a warning of policy violation followed by billing of full rental rate (non-university event rate) for the following offenses.
  - ii. University Co-sponsored events- Failure to cancel a reserved space within seven (7) days will result in being billed for half of the contracted rental rate. External groups who fail to cancel prior to the scheduled event will be responsible for the full rental rate.
  - iii. External Groups- Failure to cancel a reserved space within seven (7) days will result in being billed for half of the contracted rental rate. External groups who fail to cancel prior to the scheduled event will be responsible for the full rental rate.
- h. GSC spaces cannot be reserved for overnight use or storage. Exceptions can be authorized by the Manager for GSC or designee.
- i. Xavier University recognized student organizations and departments are allowed one recurring reservation (weekly or monthly) in addition to three (3) special event reservations per semester. Exceptions can be authorized by the Manager for GSC or designee.
- j. Reservations made by any student or university employee involving personal events will be treated as external reservations and be subject to current facility rental fees and additional requirements.
- k. Insurance: External groups reserving spaces at the GSC are required to provide a Certificate of Liability Insurance with minimum limits of \$1,000,000 per occurrence and \$2,000,000 aggregate. Such policy shall be on a primary and non-contributory basis 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. The policy shall name Xavier University as an additional insured.

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- l. Signed Contract: All external groups engaging in an event on campus must have a signed agreement for services: [Xavier University Standard Facilities Use Agreement](#).
- m. Catering/ Food:
  - i. For events held within the GSC, sponsoring organizations may provide their own food and drinks for their event.
  - ii. If alcohol is served at an event, both food and beverages must be contracted through Xavier's Dining Services. Additional alcohol policies apply.
  - iii. 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 is a catered event or not. If a room is not cleaned after an event, appropriate fees may be assessed and future reservations may be affected.
- n. Kitchens:
  - i. The GSC operates two kitchens that are reservable by groups. The reservation must be in conjunction with a space reservation within the GSC.
- o. Alcohol:
  - i. All groups hosting events with alcohol in the GSC are subject to Xavier's [University Alcohol and Other Drug Policy](#).
  - ii. Additionally, student groups must complete the Office of Student Involvement's [Event Request Form](#).
- p. Rooms should be unlocked by a GSC staff member 15 minutes prior to a group's access time. However, if the reserved event space is locked, please check in at the GSC Welcome Desk to gain access.
- q. Cleaning Responsibilities and Damage:
  - i. Groups using the GSC are expected to maintain the general cleanliness of the room which they are using.
  - ii. All decorations must be completely removed and cleaned after an event.
  - iii. Groups failing to maintain the cleanliness of a room may incur a cleaning charge.
  - iv. All groups using the GSC's facilities are responsible for the proper use of the reserved space, furnishings, and equipment. Any damage or missing items will be billed to the sponsoring organization.
- r. Decorations for Events:
  - i. The Gallagher Student Center does not allow any decorations that may permanently alter the facility. No tape, staples, glue, nails, or hooks may be used to secure materials to walls, windows, ceilings, columns, doors, doorframes, staging, curtains, or other surfaces.
  - ii. Decorations and displays that require balloons, flame, sand, glitter, confetti, or water may not be used in the GSC without permission from the Manager for GSC.
- s. Overnight Use:
  - i. The GSC is not available for overnight use and GSC cannot provide storage before or after an event; GSC is not responsible for items left in the building before or after an event.

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- a. Flyer Posting, Banner Posting, Outdoor Posting, and Outdoor Banner Space
  - i. See the [GSC Posting Policy](#).
- b. Balloon Arches
  - i. The use of balloon arches in the GSC to advertise for events is subject to approval by the Manager for GSC.
  - ii. Balloon arches must be set up by an approved vendor.
  - iii. Space must be reserved and is subject to availability.
- c. Amplified Sound:
  - i. Amplified sound levels will be at the discretion of GSC staff.
  - ii. The Student Center reserves the right to limit the volume and/or require groups to discontinue amplified sound.
  - iii. Groups wishing to use amplified sound as part of their event in open areas in the GSC (ie. tabling and atrium spaces) should contact the Manager for GSC.
  - iv. Outdoor amplified sound for events should come from only one source and should be at a respectful volume.
  - v. Tabling spaces are permitted to use amplified sound device as long as they do not disrupt or compete with another event.
- d. Animals:
  - i. Only service animals are permitted in the building. No other animals, personal pets, or Emotional Support Animals are permitted in the building at any time.
  - ii. Refer to [Xavier's Animal Guidelines](#).



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- e. AV Equipment:
  - i. The GSC maintains an inventory of portable sounds systems allowed to be used by recognized student organizations and university departments. Portable sound system are not available for external rentals.
  - ii. These systems can be reserved in a same way as GSC event spaces.
  - iii. Reservations are approved on a first-come first-served basis.
  - iv. Only one system is allowed to be reserved by a group at a time.
  - v. Systems shall not be removed from campus.
  - vi. Groups are responsible for any lost or damaged items.
  - vii. Additional audio systems are available for events within the GSC.
  - viii. The GSC also maintains an inventory of audio and video cables. These cables can be checked out at the welcome desk for use in the GSC's meeting and event spaces.
  - ix. The GSC has an inventory of projectors, microphones, cables, and special event needs. These items are only for use in the GSC, must be requested as part of set-up request, and must be set up by GSC staff.
- f. GSC Lockers
  - i. The GSC provides lockers at a minimal cost to students for temporary storage of their belongings. The lockers are located in the GSC vending area located on the 1st floor of the GSC.
  - ii. Items that are dangerous, explosive, living or illegal cannot be stored in the locker for any reason.
  - iii. 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.
- g. Chalking
  - i. Advertisements written in chalk are not allowed in or immediately outside the GSC.
  - ii. For areas on campus that allow chalking, see the Office of Student Involvement's [Outdoor Posting Policy \(Chalks, Signs, Flags\)](#).
- h. Donation Collection Boxes
  - i. Space for donation collection can be reserved through Mazevo or by stopping by the GSC Welcome Desk.
  - ii. Boxes will be placed by the GSC and remain for no longer than two weeks.
  - iii. All boxes must be identifiable with the university department, organization, or student organization as well as the recipient of collected materials.
  - iv. Student organization donation boxes must also be approved by the Office of Student Involvement via the Fundraiser Form.
- i. Digital Signage
  - i. The GSC operates multiple digital signage monitors in the facility.
  - ii. Digital signage postings are open to recognized student organizations and departments to promote events and programs.
  - iii. To submit a request for digital signage go to <https://www.xavier.edu/gsc/digital-signage>.
  - iv. All postings must adhere to GSC's [Digital Signage Policies](#).
- j. Exclusive Use
  - i. The GSC is not available for exclusive use to a single group. It is intended to be a place of community for Xavier University.
  - ii. 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.
- k. Fundraisers
  - i. Student organizations reserving space in which fundraising will occur must be approved through the Office of Student Involvement.
  - ii. The GSC will not confirm a space reservation intended for fundraising until approval has been given by the Office of Student Involvement.
  - iii. The GSC assumes no liability for food or beverages sold, exchanged or given out as part of a fundraiser. All patrons of a fundraiser purchase and consume products at their own risk. "Bake Sale" fundraisers will only be permitted if the goods are pre-packaged and sealed from a kitchen or facility that holds a food safety inspection license or certification. Groups are prohibited from preparing goods on campus or at home and then selling and distributing those items as part of a fundraiser.
  - iv. See the Office of Student Involvement's [Fundraising Policy](#) for more information.
- l. Lost and Found
  - i. Items of value will be stored in a locked safe or turned over to Campus Police in Flynn Hall.
  - ii. Items are logged and kept at the Welcome Desk for one week



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- iii. Any items that remain at the end of each week will be donated.
  - iv. Xavier is not responsible for damage to lost items.
- m. Parking
  - i. Guests attending an event at the GSC must park in accordance with University parking policies.
  - ii. No parking or waiting is permitted in the GSC loading dock areas.
  - iii. No parking is allowed in the GSC turnaround located outside the lower level to the rear of the building. Only unloading and loading is allowed in this area.
- n. Security
  - i. The GSC works closely with Xavier Police regarding facility and event security.
  - ii. Additional security may be required for events held in the GSC at the determination of the GSC and Xavier Police.
- o. Vendors and Solicitation
  - i. All vendors, solicitors, and sales persons must be approved by the GSC.
  - ii. Such groups must have a space reservation and are subject to external group requirements and facility usage fees.
  - iii. Vendors will in no way compete with any products or services already offered by Xavier University.
  - iv. Vendors are 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 responsibility for the tax obligations of the Vendor.
  - v. Vendors will not use any University trademarks or and other intellectual property rights without prior written approval from the authorized University agent.
  - vi. See the *External Vendor Agreement*.
- p. Storage
  - i. The GSC will not be held responsible for any damage, theft, or loss of any items left or stored in the facilities.
  - ii. GSC spaces cannot be reserved for overnight event storage. Exceptions can be authorized by the Manager for GSC or designee.
  - iii. External groups planning to ship event related items to the GSC must coordinate with Manager for GSC.
  - iv. There is no storage space for departments housed in the GSC outside of their individual office suites.
  - v. Mechanical rooms may not be used as storage space.