

Reservation and Facility Usage Policies

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 student groups, campus groups, 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 50; Standard Set Up: boardroom style (open square) with tables and chairs for 32. Additional set up possibilities: theater style (50 max), conference style (closed square for 26), and classroom style (32 max). AV equipment: Projector and screen, VGA inputs, and built in audio. In room computer is accessible using Xavier log in credentials. VGA cables can be checked out at the GSC Welcome Desk.

Room 330- Square Footage: 700; Maximum capacity of 50; Standard Set Up: boardroom style (open square) with tables and chairs for 32. Additional set up possibilities: theater style (50 max), conference style (closed square for 26), and classroom style (32 max). AV equipment: Projector and screen, VGA inputs, and built in audio. In room computer is accessible using Xavier log in credentials. VGA cables can be checked out at the GSC Welcome Desk.

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 and VGA 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 160. 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, VGA and HDMI inputs, Blue Ray player, wireless lapel handheld microphones, built in audio. A stage can be set up for special events. 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 to use The Arrupe Overlook, it not reservable for weekly recurring meetings. Monthly reservations are permitted. 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.**

Clock Tower Lounge- Square Footage: 1030; Maximum capacity of 75. Available to be set up in a variety of ways to accommodate various events and programs. Requests for recurring meetings are accepted with approval given by the GSC Manager. This space is

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used as an open student lounge when not reserved. AV equipment: portable monitor upon request. Contact GSC staff for additional AV related requests.

Lower Level Atrium- Maximum capacity of 150. Permanent equipment includes tables and chairs for 70. 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. AV equipment: portable monitor, projector and screen, portable PA system, LED lighting.

D'Artagnan's Den: Serves as a lounge and common area. Can only be reserved on special request. AV equipment: two fixed TV monitors.

Kitchens (located on the 2nd and 3rd floors)- Reservable in conjunction with another special event space.

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.

Co-sponsored events with external groups: On occasion, an academic department, administrative office or student organization will work in co-sponsorship with a non-university entity. In these circumstances all activities must be coordinated and planned by the Xavier University organization. The non-university entity and their activity must have a logical relationship to the campus mission of the XU sponsoring organization. Additionally, the majority of the attendees of the program must be Xavier University community members (students, faculty, staff) and the program's topic must benefit their role at the institution. All co-sponsored events with external organizations must be approved by the Gallagher Student Center Director before being deemed exempt of external reservation requirements.

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.

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. The follow priority system is in place for all reservations in the Gallagher Student Center:

Tier I: Governance Bodies, University-Affiliated Organizations, Subordinate Bodies, Student Activities Council

Tier II: Recognized Student Organizations: Organizations who have met the guidelines to be considered registered and in good standing with the Office of Student Involvement. This group includes clubs, student working groups, and limited affiliation groups.

Tier III: University Departments: Both Administrative and Academic

Tier IV: All Non-University Groups

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Drop in Reservations: University students are permitted to use meeting rooms in the GSC as study rooms when the room is not reserved. Students must check in at the Welcome Desk to inquire about availability. Spaces used for study sessions are limited to two hour blocks.

GSC staff reserves the right to determine a space request's priority tier. Reservation requests are handled on a first come first served basis with the assigned tier.

GSC Space Request Schedule

Tier	Reservations Open for the Following Academic Year
Tier I	March 1
Tier II	April 1
Tier III	May 1
Tier IV	May 15

Submitting a Request

Reservation requests can be submitted in various ways:

Web Request:

Requests can be submitted through the Astra online scheduling system accessible through the GSC website: www.xavier.edu/gsc. These requests can be submitted 24/7. For more information see the *GSC Astra Schedule Quick Reference Guide*.

Email:

Requests can be made by emailing the Gallagher Student Center at 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 complete the *Reservation Request Form*.

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

Space Rental Rates

Groups associated with Xavier University, Tiers I-III, are not charged to use space in the GSC. Groups not affiliated with the university are subject to set space rental rates. University organizations and departments may not sponsor an off campus group unless previously noted requirements are met (see Section C above). Waiving of facility usage fees are made at the discretion of the GSC. Reservations occurring outside of the GSC's normal operating hours are subject to a \$15.00 per hour fee (not prorated).

Space	Per Booking
Clock Tower Lounge	\$200.00
Room 214	\$100.00
Room 330	\$100.00
Room 251	\$100.00
Lower Level Atrium	\$150.00
The Arrupe Overlook	\$300.00
The Arrupe Patio	\$100.00
The GSC Concourse	\$100.00
D'Artagnan's Den	\$100.00
Tabling Space	\$100.00

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E. General Reservation Policies

- a. All usage of reservable spaces in the GSC must have 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).
- 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 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.
 1. Any reasonable room set-up changes and equipment changes must be made at least two business days prior to the start of the event.
 - ii. 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.
 - iii. 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.
 - iv. GSC equipment is not permitted to leave the facility.
 - v. Reserving groups are responsible for any damages to GSC furniture and equipment during their reservation.
 - vi. 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.
 - vii. 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.
 - viii. All furniture and equipment brought into the GSC must be approved by 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, it is asked that groups cancel room reservations upon deciding not to use the space.
 - i. Internal Groups (Tiers I-III)- 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 for following offenses.
 - ii. External Groups (Tier IV)- 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 storage. Exceptions can be authorized by the GSC Manager 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 GSC Manager 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.
- 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. Extended Hours: Reservations requiring the GSC to operate outside of the facility's normal hours of operation will be subject to a \$15.00 per hour fee. No group is exempt.
- n. Catering/ Food:

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- 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 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.
- o. 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.
- p. 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 [Alcohol Event Request Form](#).
- q. 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.
- r. 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.
- s. 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 GSC Manager.

II. Facility Usage Policies

- 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 GSC Manager.
 - 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 GSC Manager.
 - iv. Outdoor amplified sound for events should come from only one source and should be at a respectful volume.
 - v. Tabling spaces are permitted a 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](#).
- e. AV Equipment:
 - i. The GSC maintains an inventory of portable sounds systems allowed to be used by recognized student organizations.
 - 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.

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- 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 LCD displays, projectors and screens, and event lighting. 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 \(Chalk, Signs, Flags\)](#).
- h. Donation Collection Boxes
 - i. Space for donation collection can be reserved through the GSC office.
 - ii. Boxes will be placed by the GSC and remain for no longer than two weeks.
- i. Digital Signage
 - i. The GSC operates multiple digital signage monitors in the facility.
 - ii. Digital signage postings are open to student organizations and departments to promote events and programs.
 - iii. To submit a request for digital signage go to <http://www.xavier.edu/gsc/Digital-Signage.cfm>.
 - 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. The GSC provides lost and found services for items turned into the GSC Welcome Desk.
 - ii. Items of value will be turned over to Campus Police in Flynn Hall.
 - iii. Items are logged and kept at the Welcome Desk.
 - iv. Any items that remain at the end of each academic semester will be donated.
 - v. All Cards are sent to the All Card office at the Musketeer Mezzanine.
 - vi. For additional information see GSC's [Lost and Found Policy](#).
- 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.

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- 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 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 GSC Manager or designee.
 - iii. External groups planning to ship event related items to the GSC must coordinate with GSC Manager.
 - 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.

II. Additional Documents

- a. *GSC Astra Schedule Quick Reference Guide*
- b. *Reservation Request Form*
- c. *Tabling Space Guidelines*
- d. *Standard Facilities Use Agreement*
- e. *External Vendor Agreement*
- f. *External Vendor Product/Service Liability Form*
- g. *GSC Posting Policies*
- h. *GSC Laptop Rental Policies*
- i. *Digital Signage Guidelines*