

## **Justice Atrium Reservation Policy**

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### **Reason for Policy**

The policy exists to enable events to be conducted in an orderly fashion, considerate of the University community. All other applicable Xavier University policies apply.

### **Scope of Policy**

The following policy describes the parameters for reserving space and conducting events in the Justice Atrium.

### **Policy**

A reservation request must be completed (via EngageXU Event Form) to reserve space in the Justice Atrium for tabling events, donation boxes, sign postings, or any other event. The Justice Atrium includes the lobby areas on the first floor of Justice Atrium adjacent to the Hoff Dining Commons, Currito, and the Center for Mission & Identity. Authorization for use of other Justice Atrium lobbies or common areas is managed through the Office of Residence Life.

### **Reservation Procedure**

The Office of Student Involvement manages reservations for the Justice Atrium. Use of the space without a reservation will not be allowed. Xavier University offices, departments and recognized student organizations may reserve this space free of charge on a first come, first served basis using the Justice Atrium section of the Event & Space Registration Form. The space is not available for reservation by external groups. Due to space constraints, reservations will typically be limited to no more than two tabling events at a time.

### **Approval Confirmation**

Reservation approval confirmations will be emailed following verification of the request. The Office of Student Involvement reserves the right to change and/or cancel a reservation at any time. For questions regarding this policy and the reservation procedures, contact the Office of Student Involvement at [xuinvolverment@xavier.edu](mailto:xuinvolvement@xavier.edu).

### **Criteria for Consideration**

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#### **Alcohol Service and Use**

Ordinarily, alcohol will not be served in the atrium. If alcohol is to be served, it must abide by the University's Alcohol and Other Drug Policy. Please review the [policy](#) for complete information.

#### **Amplified Sound**

The use of speakers, microphones, bullhorns or other noise making devices that interfere with activities in the building is strictly regulated. Groups wishing to use amplified sound should contact the Office of Student Involvement prior to their event for approval. The Office of Student Involvement reserves the right to ask any group to bring their activity within acceptable sound levels.

#### **Audio/Visual Support**

If audio/visual equipment is needed, groups should contact Classroom Support by calling (513)745-3603. If additional audio/visual support is needed, groups should contract with an external vendor, at the expense of the sponsoring group.

#### **Clean-Up**

Groups are expected to maintain the general cleanliness of Justice Atrium. This includes leaving the space in the condition it was set. Sponsoring groups are responsible for removing all decorations and placing all refuse in appropriate trash receptacles. Waste receptacles are available upon request from Physical Plant at (513)745-3151 or [plant@xavier.edu](mailto:plant@xavier.edu). Clean-up must begin immediately following the event and be concluded within the reservation timeframe. If an event is deemed of sufficient size or scope, janitorial service may be required at the sponsoring group's expense. Groups failing to maintain the cleanliness of the space may be assessed a cleaning fee.

#### **Damage**

The sponsoring organization agrees to assume full responsibility for any loss, damage or cleaning beyond reasonable wear and use. Groups are responsible for all damage resulting from their use. The Office of Student Involvement reserves the right to bill any organization or department for damages or losses resulting from the use or misuse of the facilities. The Office of Student Involvement does not assume responsibility for damage to or loss of any materials or equipment left in Justice Atrium.

#### **Decorations**

Sponsoring groups are permitted minimal decorations in Justice Atrium. Decorations should not be suspended from or affixed to any wall, railing, wood, metal, glass, paint, ceilings, columns, floors, light fixtures, or other surfaces using tape, glue, thumbtacks or adhesive unless it is approved by the Office of Student Involvement. All decorations must be completely removed after an event. The following are not permissible: open flames, candles, incense, glitter, confetti, beads, marbles, pebbles or other items smaller than 1-inch in diameter.

### **Donation Boxes**

University offices, departments, or recognized student organizations can request space for donation receptacles or boxes within Justice Atrium. The group first needs to complete a Fundraising Permit Form. Donation receptacles may not be placed directly outside the doors to the Hoff Dining Commons. Donation boxes must include the sponsoring organization's name, dates of collection, and the place where items will be donated. Groups are responsible for maintaining the cleanliness of the donation area and should not allow items to exceed the space of the box. Unattended cash donation containers are not allowed. Items left after the scheduled donation time may be removed and discarded. The Office of Student Involvement reserves the right to relocate the donated materials and donation boxes.

### **Equipment Needs**

Physical Plant provides assistance with requests for tables, chairs, and recycling/trash receptacles. Contact Physical Plant at (513)745-3151 or [plant@xavier.edu](mailto:plant@xavier.edu) early in the planning process so they can properly meet your needs. If the event requires large amounts of equipment such as tables, chairs, staging, trash cans, etc., such that it exceeds the available Physical Plant inventory, the group reserving the venue must contract with an approved off-campus vendor to rent these items at the expense of the sponsoring group.

### **Events**

In accordance with the Student Handbook, events held in Justice Atrium must abide by University policies. These may include political activities, student-invited speakers, and demonstrations and protests. Full text of these policies can be found at [www.xavier.edu/deanofstudents](http://www.xavier.edu/deanofstudents).

### **Food and Beverage**

Given the proximity of Justice Atrium to Hoff Dining Commons and Currito, events taking place in the hall other than student organization "bake sales" must use either Currito or Xavier's Dining Services for food and beverage service.

### **Fundraising**

A fundraiser is any attempt by a recognized student organization or students engaged in a class project to raise money for its own purposes, to support a program or event, or to benefit a charity. Permission to reserve space to conduct a fundraiser must be obtained from the Office of Student Involvement via completion of a Fundraising request (via EngageXU Event Form).

"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. Students are prohibited from preparing goods on campus or at home and then selling and distributing those items as part of a fundraiser. The Office of Student Involvement 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.

### **Hours of Use**

Justice Atrium is open daily for reservation during the hours of operation of the Hoff Dining Commons. The standard hours are 7am – 8pm. Requests to use the space outside of these hours will not be honored.

### **Postings**

Xavier University offices, departments and recognized student organizations may place postings in designated bulletin board areas only. Postings found anywhere other than the designated areas will be discarded. Postings may not contain references, either direct or indirect, to alcohol, profanity or anything that violates the Student Handbook. Postings must contain the name of the sponsoring office, department, or recognized student organization. Postings will remain posted for no more than 2 weeks or until the day after the date of the event being advertised, whichever comes first. All postings will be discarded once they expire. The Office of Student Involvement is not responsible for any postings that are torn down, damaged or defaced. The Office of Student Involvement reserves the right to remove and discard any posted material at any time without notice.

### **Safety and Security**

The Office of Student Involvement along with Xavier Police and Physical Plant reserve the right to limit the number of people in Justice Atrium due to safety concerns. Exits must always open readily and be accessible. Exit paths serving the room must be adequately lit when the space is occupied.

Xavier Police may be required to provide security at events held in this venue at the expense of the sponsoring organization. The number of officers will be determined by the Chief of Police based on variables like expected attendance, alcohol distribution, and venue. For assistance with event security, refer to the [Event Security Planning Guide](#) and/or contact Xavier Police at (513)745-2000.

### **Solicitation**

Solicitors, salespersons, or canvassers seeking student contact may not use the atrium for sales or solicitations. This includes the distribution of any materials, handbills, flyers or literature. Individuals engaged in such activities will be asked to leave the premises. Failure to do so will result in contacting Xavier Police.

### **Vendors**

Vendors are not permitted to utilize space in Justice Atrium. Space is reserved for Xavier University offices, departments and recognized student organizations only.

**Violations of Policy**

Violation of this policy may result in the following actions taken singularly or in combination:

- Immediate termination of the event
- Payment for any labor, repair, or replacement costs incurred because of the violation
- Forfeiture of the use of the space for a stated period of time
- A fine levied against offices, organizations, faculty/staff, or students who violate this policy
- Referral to other campus offices as deemed appropriate
- Alleged violations may be referred to the Dean of Students, Vice President for Student Affairs, and/or designee

**Policy Review and Amendment**

This policy is subject to annual review and amendment. When conditions warrant, a review committee may be called together to develop recommendations.