

Southeastern Louisiana University

War Memorial Student Union

Policies and Procedures

Mission Statement

Serving as the livingroom of Southeastern Louisiana University, the War Memorial Student Union, under the offices of Student Development, provides services and conveniences for all members of the diverse Southeastern family as it applies to their daily needs of campus life. Our focus is to remain responsive to the best services we can offer to the entire Southeastern community.

Office Location and Contact Information

The Office of the War Memorial Student Union is located in room 202, which is on the second floor of the west wing. The phone number is (985) 549-3792.

History

The first section of the War Memorial Student Union was completed in 1966. The students assessed themselves to finance construction of the facility. It included student affair's offices, meeting rooms, a post office and a snack bar.

In 1970 by a proclamation of then Governor John McKeithen, Southeastern became a University. The new status was reflected in many ways, particularly in growth of students seeking an education at Southeastern. Enrollment had almost doubled over what it had been just a few years earlier. With this growth came a demand for a larger role of student services on campus. The Student Union was put to new and more intensive use than ever before and full utilization of the facility was a commonplace. The physical constraint, however, dictated that the Student Union could no longer adequately provide for the space needs of the entire University community.

In 1979, the student body responded to this need by once again assessing themselves for a new addition to the Student Union. The new facility, the Student Union Annex, was completed in 1983. Meeting rooms were added, as were a theater, and a new recreational area that contained a game room, a bowling alley, and racquetball courts (2). A large "commons" area was also added where students could relax, study, or visit.

As the University continued to increase its enrollment in the 90's, more renovations were added to the Student Union. In 1998, the SLU Bookstore moved into what had previously been the bowling alley and game room. The new bookstore also increased its offerings to the community through a mini-convenience store section. The game room was moved to the first floor section of the racquetball courts. And the second floor of the racquetball area, as well as part of the second floor commons, was renovated to become the new Career Services Center. The first floor of the original west wing, where the post office was located, was converted into a Copy Store, a

coffee and yogurt shop and a smaller post office.

In the Fall of 2000, construction was completed on a \$3 million renovation and addition. The project included: converting the entire ground floor of the original east wing into an expanded food service area; adding additional office space and conference rooms onto both floors of the west wing; redesigning and increasing the size of the SGA office; upgrading the meeting rooms on the second floor of the east wing; and converting the coffee and yogurt shop into a Subway Shop. Additional storage for CAB and the Student Union was also added.

Purpose and Goals

The War Memorial Student Union Complex is a center of activity for the Southeastern community. It plays an important role in the total educational process of the University. The Student Union meets three major needs for the University, it allows for a centralized service center for campus, provides opportunities for activities and events, and promotes social interaction amid and among the diverse members of the Southeastern community.

Programs offered through and in the Student Union afford students the opportunity to learn and engage in social and recreational skills that cannot be learned in the traditional classroom. The Student Union allows all members of the University community a total educational center where skills, both academic and social, can be grown and nurtured.

The primary goals of Student Union staff are to maintain facilities, provide services, and promote programs that are responsive to student development needs and to the physical, social, recreational, and educational needs of the Southeastern community. We believe the Student Union is an integral part of the campus community and, as such, is an inherent part of the institution's educational environment.

Facilities

The facilities within the War Memorial Student Union include office space for both Auxiliary Services and Student Affairs, as well as meeting rooms, and service providers.

Offices

Assistant Vice President for Student Affairs	Room 202	Phone - 549-3792
Auxiliary Services	Room 214	Phone - 549-2094
Campus Card Operations	Room 113	Phone - 549-3990
Campus Activities Board	Room 201	Phone - 549-5467
Career Services	Room 241	Phone - 549-2121
Disability Services	Room 203	Phone - 549-2247
Judicial Affairs	Room 205	Phone - 549-2213
Leadership Development/Student Activities	Room 110	Phone - 549-2233
Multicultural/International Student Affairs	Room 112	Phone - 549-3850
Student Government Association	Room 208	Phone - 549-2296
Student Organizations/Greek Life	Room 111	Phone - 549-2120
Student Publications	Room 211	Phone - 549-3731

Veteran Services Room 206 Phone - 549-5041
Services

(All Services are located around the Student Union Mall Area)

Corner Pocket Game Room	Phone - 549-2209
Document Source	Phone - 549-5565
Lion's Den Food Court	Phone - 549-2058
Post Office	Phone - 549-2124
Subway	Phone - 549-5774
University Bookstore	Phone - 549-5393

Meeting Rooms

(Max capacity is for seated)

Ascension	Room 212	Max Capacity 12
Career Services Conference	Room 244	Max Capacity 12
Career Services Interview	Room 242	Max Capacity 4
Career Services Interview	Room 243	Max Capacity 4
Commons (Annex)	Room 201	Max Capacity 100
Jefferson	Room 224	Max Capacity 16
Livingston	Room 227	Max Capacity 25
Louisiana Purchase Ballroom	Room 230	Max Capacity 300/500 standing
Magnolia	Room 228	Max Capacity 35/40 standing
Orleans	Room 221	Max Capacity 16
Pelican	Room 229	Max Capacity 35/40 standing
Southeastern	Room 223	Max Capacity 100
Tangipahoa	Room 222	Max Capacity 14
Theater	Room 216	Max Capacity 360
Washington	Room 114	Max Capacity 8

Outside Areas

Mall Area	Max Capacity 600
Park	Max Capacity 700
Courtyard	Max Capacity 500
Sign Space	Free Wall and Crosswalk (8 signs)

Facilities Use

Campus Organizations

Recognized student organizations and University departments may reserve space for meetings, socials, and other approved activities in conformity with University policies and regulations free of charge during regular business hours (Monday through Thursday 7:45 a.m. to 10:30 p.m.; Friday 7:45 a.m. to 4:30 p.m.; and Sunday 5:00 p.m. to 10:30 p.m.). An online Registration of Activity Form must be submitted at least three (3) business days prior to the event unless other policies apply such as, but not limited to, alcohol events and dances.

Off Campus Groups

Off campus groups may rent the facility for a nominal fee (see below) subject to space availability. Off campus groups requesting space within the War Memorial Student Union must contact Continuing Education at (985) 549-2301.

Off Campus Groups Rental Rates

War Memorial Student Union usage fees for Off Campus groups is as follows:

Theater	\$250/day + \$15/hr Utilities + staffing (Will depend on what services are required, but will have to have, at a minimum, a building supervisor. Minimum of two hours)
Ballroom	\$250/day + \$15/hr Utilities + staffing (Will depend on what services are required, but will have to have, at a minimum, a building supervisor. Minimum of two hours)
Small Classroom	\$75/3 hours + \$10/hour/every extra hour + staffing (Will depend on what services are required, but will have to have, at a minimum, a building supervisor. Minimum of two hours) Covers rooms 221, 222, 224, 212, 114, and 227
Medium Classroom	\$100/3 hours + \$10/hour/every extra hour + staffing (Will depend on what services are required, but will have to have, at a minimum, a building supervisor. Minimum of two hours) Covers rooms 228 and 229
Large Classroom	\$125/3 hours + \$10/hour/every extra hour + staffing (Will depend on what services are required, but will have to have, at a minimum, a building supervisor. Minimum of two hours) Covers room 223 and Annex Commons

Other Staffing

Depending on the type of event, whether or not alcohol will be available, and/or the security risk, outside groups may also be required to pay for Southeastern Police to be present. That decision will be made by the Assistant Vice President for Student Affairs and the University Chief of Police as determined by the nature of the event or past experiences with similar activities and events.

Equipment Use

The War Memorial Student Union has certain types of equipment available for organizations using the facility. University organizations will not be charged for use of the equipment but will be held responsible for any loss or damage to the equipment. Off campus groups will be charged for use of the equipment (see below for prices) including any loss or damage. All items must be used within the Student Union confines unless permission is given by a professional staff member of the Student Development Office and an Equipment Checkout form has been completed and turned in.

The following equipment is available for use at the War Memorial Student Union.

Items

Charge

Audio Visual Carts	NC
CD Player	\$10
Chairs	NC
Cordless Microphones	\$10
Dollies	NC
DVD Players	\$10
Easels	NC
Lapel Microphone (Theater only)	\$10
Microphones and Stands	\$10
Overhead Projectors	\$10
Podiums	NC
Portable Sound System	\$25
Projection Screen	\$25
Projectors	\$25
Speakers	\$10
Tables	NC
Televisions	\$10
Video Tape Players	\$10

General Policies

1. All events to be held in the War Memorial Student Union must be properly scheduled by submitting an online Registration of Activity Form at least three (3) business days prior to the event unless other policies come into play such as, but not limited to alcohol events and dances. The form can be found on Southeastern's web site at: http://www2.selu.edu/Administration/Utilities/regform_act.html . Once the request has been approved, a confirmation e-mail from the office of the Assistant Vice President for Student Affairs will be sent to the requester. Until this has happened, the requesting organization does not have the facility reserved.
2. A faculty/staff advisor must be present for all student organization social activities.
3. Cancellations are to be made no later than forty-eight (48) hours in advance of the event. Failure to notify all concerned parties may result in loss of scheduling privileges and liability for charges for service or personnel. This includes set-up and breakdown time.
4. Any meeting/activity which does not begin within thirty (30) minutes of the scheduled time, will be considered canceled. Failure to use a facility which has been reserved may result in loss of scheduling privileges and liability for charges for service or personnel.
5. Organizations who abuse the system by reserving more space than needed (i.e. multiple rooms) and/or more time than needed (i.e. reserving for 6 hours and only using 2 hours) affect the facility usage of others. Organizational abuses such as these may result in loss of scheduling privileges and/or liability for charges for services and personnel.
6. The Student Union Hours of operation are: Monday-Thursday 7:45 a.m. to 10:30 p.m.; Friday 7:45 a.m. to 4:30 p.m.; and Sunday from 5:00 p.m. to 10:30 p.m.. Organizations who choose to use the facility when it is closed will be assessed a \$10/hour fee, payable to the building supervisor, unless other arrangements have been made in advance. These requests must be made at least two (2) weeks in advance to ensure that personnel can be found to work the event.

7. Individuals and organizations are responsible for any and all damages, theft, or misuse of the Student Union and/or its university property. Individual or organizational abuses may result in loss of privileges and possible disciplinary actions.
8. Individuals or organizations manning tables in the Student Union mall area must remain within a two (2) foot perimeter of the table.
9. Glitter is not allowed in the theater
10. Any tables used for food distribution or eating purposes, must be covered.
11. Typically only one major event per evening will be scheduled in the Ballroom and Theater. Requests will be considered on a case by case basis depending on the event, set-up, and tear down.
12. Events (meetings, social functions, tables, signs, etc.) should not be considered approved until an official e-mail from the office of the Assistant Vice President for Student Affairs has been received notifying the registrant of the same.

Sign Policy

1. Student organizations may reserve sign space by completing a Sign Approval form, which may be obtained from the Student Development Office, Student Union 202, or on-line at the Student Development Website. Crosswalks and wall space may be reserved for large banners/signs. Signs should not be placed on facility surfaces including posts, windows, glass surfaces, doors, trees, or stair railings at any time. Signs placed in one of these areas and those placed without approval will be removed by the Student Union staff.
2. Organizations not officially recognized by the University cannot reserve sign space.
3. The Student Union reserves the right to remove signs due to weather damage or vandalism. This is also the case for signs that are no longer readable, cannot be repaired, are considered inappropriate, or any sign that does not follow the Student Union and/or University guidelines.
4. Each recognized organization may place signs at one (1) crosswalk and one (1) wall using a three (3) days on, four (4) days off schedule.
5. The use of tape on painted surfaces is prohibited.
6. Advertisements from off-campus groups are subject to the same rules and regulations as on-campus organizations and must receive prior approval from the Assistant Vice President for Student Affairs before they may be posted. This is also true for yard signs.
7. The Student Union, Student Development, the Office of the Assistant Vice President for Student Affairs, and university are not responsible for loss, theft, or damage of display(s) and/or signs.
8. Advertisement of alcoholic beverages is prohibited by the University without the approval of the Assistant Vice President for Student Affairs
9. Signs written with chalk on the sidewalk must also be registered through the Sign Approval form process.
10. For more information on signs, see the University Sign Policy.

Alcohol Guidelines

1. Alcohol is not allowed in the Student Union, Mall, Park and/or Commons without approval from the Assistant Vice President for Student Affairs.
2. Exception - Alcohol is allowed in the Student Union Park for those 21 and over on home football game days.
3. For approval of alcohol, see the University Alcohol Policy.

Meeting Room Policies

1. Meeting rooms will be arranged, where feasible, as requested. Organizations who do not request a certain arrangement, but decide to rearrange the furniture to fit their needs, will be responsible for returning the furniture to its original arrangement when the event/meeting is over. Failure to do so may result in loss of privileges in reserving and using the Student Union facilities.
2. Tape cannot be used on painted or glass surfaces.
3. Meeting rooms should be left clean. All trash should be placed in trash receptacles or carried away by the organization. Failure to do so may result in loss of privileges in reserving and using the Student Union facilities.
4. Food and beverages are not allowed in the Theater.
5. Food and beverages are only allowed in the Commons area with prior approval from the Student Union staff.
6. Open flames, candles, etc. are strictly prohibited.
7. Any tables used for food must be covered.
8. Pictures may not be removed from the walls.
9. Special equipment requests (microphones, projectors, sound systems, TV/VCR/DVD, etc.) should be noted in the Special Set-up Request section of the Registration of Activities Form.

Student Union Mall Policies

1. Each organization or outside group reserving mall space will receive one (1) table and two (2) chairs unless more has been requested. Lions Den tables and chairs are not to be brought into the mall area.
2. Tables and chairs may be set up on either side of the mall as long as they do not block the flow of traffic, are not reserved for another event, and/or block any doors.
3. Sitting on the tables damages them and is thus not allowed.
4. Tables and the surrounding area should be left clean. Organizations and outside groups are responsible for picking up all trash around their table when they leave. Failure to do so may result in loss of privileges in reserving and using the Student Union facilities.
5. Student Union tables and chairs should not be removed from the Student Union.
6. Furniture from inside the Student Union should not be taken into the mall area. If additional tables and/or chairs are needed, contact the Student Union office.
7. Organizations using the Mall must avoid contact with flowerbeds.

Student Union Park Policies

1. Organizations using the park must avoid contact with flowerbeds. All damages will be

- assessed to the reserving organization. Organizations using the Park will be responsible for picking up all trash and debris from the Park after their event.
2. Amplified music is allowed in the Park after 4:30 p.m. weekdays and anytime on weekends with permission from the Assistant Vice President for Student Affairs. Other events in the Student Union or the general vicinity may be restricted in the use of amplified music.
 3. Organizations needing additional tables, chairs and/or trash cans must submit a service request to the Physical Plant to reserve these items.

Mall Vendor Policies

Vendors will be allowed to set up in the Student Union Mall area if they meet the guidelines and standards set down by the University.

1. All commercial or outside vendors must register with the Student Development/Student Union Office located in room 202 of the Student Union or by calling (985) 549-3792
2. Commercial or outside vendors will be limited to the Student Union Mall area. The Vice President for Student Affairs or his/her designee can make exceptions to this policy.
3. A commercial or outside vendor will be limited to five (5) reservation days per semester. These may be five (5) consecutive days or they may be spread out throughout the semester. The hours a vendor is allowed in the Student Union Mall area are from 8:00 a.m. to 4:00 p.m..
4. No vendors are allowed during University Orientation Programs unless approved by the Admissions Office (i.e.. Lending Banks).
5. Examples of items that may be sold are items of artistic value such as paintings, crafts, posters, jewelry, and t-shirts. These must be items that are not sold elsewhere on campus. Credit card vendors are not allowed on campus. Items that conflict with on-campus- enterprises, whether self-operated or contracted must be approved by the campus enterprise.
6. Vendors may distribute information on cellular phones; however, signing of extended contracts between the vendor and the student is prohibited while on campus.
7. Minimum insurance requirements are a \$1,000, 000 general liability policy. The certificate of insurance must be provided to cover a one (1) year period and will remain on file until its expiration date.
8. Proof of workmen's compensation for any vendor associated with a corporation must be provided.
9. A valid vendor's permit from the City of Hammond must also be provided. The permit can be obtained by calling (985) 542-3416.
10. Commercial and outside vendors will be assessed a per day rental fee as follows;
 - a. \$100 - Independent Vendor
 - b. \$50 - Sponsored fundraiser by a student organization
11. Commercial vendors are responsible for collection and payment of all appropriate taxes. Commercial vendors are required to provide a tax identification number at the time of the reservation. The University reserves the right to refuse and/or cancel a reservation due to non-payment of rent, damages, prohibited conduct from a previous reservation, or an unacceptable vendor category or type.

12. The vendor is required to give a one (1) week notice of cancellation to receive a refund of the rental fee.
13. The University is not responsible for items lost or stolen and will not accept delivery packages on behalf of vendors.
14. Vendors are expected to conduct business from behind the table and are not allowed to roam through the mall area to promote merchandise.
15. Vendors are responsible for cleaning table(s) and the area used at the end of each day. A cleaning fee of \$25.00 will be assessed if trash, etc. is left behind.
16. The University will not endorse any services and/or products that the vendor intends to sell while on campus.
17. Violation or infraction of University policies and procedures will result in banishment from the campus and denial of future solicitation opportunities.
18. A signed copy of the vendor policies, proof of insurance, proof of workmen's compensation, and payment in full must be submitted to the Student Union Office one (1) week prior to the reservation date.
19. Once the vendor contract is approved, an approved copy will be mailed to the vendor and will serve as verification of approval for the vendor to be present on campus. The student Union will provide tables and chairs.

For more information or clarification of these policies please contact the Office of the Assistant Vice President for Student Affairs.