

Southern Illinois University Edwardsville Student Success Center (SSC) Reservation and Scheduling Policy

Effective 5/1/2019

I. Purpose

The Student Success Center (SSC) is a state-of-the-art facility housing academic and personal support services all in one convenient location. Study lounge, meeting rooms and a computer lab are available to students 24 hours a day. The Student Success Center as part of the Morris University Center (MUC) is operated solely through student fees and self-generated revenue. In order to ensure appropriate usage of the SSC space for students, student organizations and tenants of the building requests for space, equipment and catering in the SSC are processed through MUC Event Services in accordance with building and University policies.

II. Reservation Guidelines

A. Reserving Space

Space in the Student Success Center (SSC) is available for scheduling events and meetings by SIUE registered student organizations, SIUE departments that are tenants of the building (SSC tenants). University departments that host events or meetings with a focus on student development, can reserve space with approval of the Director of the SSC/MUC. Details related to events should be accurately recorded and communicated through the appropriate means (i.e. Virtual EMS, Scheduling Request) with MUC Event Services (Room 2055 Morris University Center) or Academic Scheduling in a timely manner. Every effort will be made to accommodate the needs of the customer and reservations are made on a first come, first served basis after the following priority scheduling stipulations.

1. The following rooms are available for booking in the SSC:
 - a. SSC 1201, 1202, 0200, Dremuk Conference Room by reservation only
 - b. SSC 0201, 0202 available between 8:00 am - 4:30 pm for tenants only
 - c. All other lower level study rooms are available on a first come, first served basis and are not able to be reserved.

2. Meetings and events sponsored in the SSC by registered student organizations, SSC tenants, and SSC/MUC Director approved University department student development focused events must comply with the following guidelines.
 - a. The event or meeting must be planned and managed by the registered student organization, SSC tenant, and/or an SSC/MUC Director approved University department student development focused events and must truly be an organizational or departmental initiative.
 - b. Registered student organizations, SSC tenants, and SSC/MUC Director approved University department student development focused events may not serve as sponsors to non-tenant departments, non-university or personal interest groups in order to secure space.
 - c. Events sponsored by registered student organizations, SSC tenants, and/or SSC/MUC Director approved University department student development focused events in which a fee, admission charge, or grant support is part of the event or 50 percent or more of the attendees/participants are not affiliated with the University or the event benefits an outside/non university group will not be granted space in the SSC. Events with these criteria will be accommodated in the MUC based on availability.
 - d. MUC Event Services reserves the right to change location and/or cancel an event or meeting when appropriate. Every effort will be made to notify the customer in advance and to accommodate the customer in an alternate location.
 - e. Due to consideration for other events and guests of the building, the event spaces will not be used for dance practices, rehearsals or other loud volume events.
 - f. The use of glitter, confetti, and fog machines are prohibited in the SSC.
 - g. The use of open flamed candles are prohibited in the SSC for any reason. Evidence of this activity may result in the organization and/or sponsor no longer being able to reserve space in the SSC and MUC for a minimum of one semester.
 - h. Printed material posted on the walls without prior approval is prohibited. Mounting putty is the only substance allowed. Tape, 3M strips, tacks or other adhesives cannot be used. Damage to the walls will result in repair charges.

3. To assure equal access to the facilities for all users, registered student organizations will be limited to a maximum of three consecutive days of bookings in any given week unless otherwise approved by MUC Event Services.
4. Reservation requests will not be accepted from any student organization with an outstanding balance or “bad” status with the Kimmel Student Involvement Center, the Morris University Center or the University. MUC Event Services reserves the right to cancel existing future reservations for any group with an outstanding balance if that balance is not paid within 30 days.
5. Damage /Cleanup: The customer is responsible for leaving the room in the same condition in which it was found. The customer is liable for any damage to the SSC as a result of their activity or event and will be responsible for charges, fees and damages caused by members of the group or by anyone attending the event. Damage charges will reflect the current cost for replacement/repair (labor and materials). The University Center is not responsible for personal items left in dining areas, meeting rooms or lounge areas. Any found items will be turned in to the Lost and Found.

B. Scheduling Priorities

1. SSC tenants and SSC/MUC Director approved University department student development focused events booking space for University related business in accordance to the mission of the department will be allowed to book space up to one year in advance.
2. Student organizations will be able to request spaces through MUC Event Services starting two weeks prior to the first day of the semester. Bookings can be made the entire semester at that time.
3. Non-SSC tenant departments and off campus organizations will not be approved to use the SSC spaces.
4. An exception for academic classes for credit that have received approval through the Director of the Morris University Center and Student Success Center can be scheduled through Academic Scheduling into the SSC meeting rooms. If the approved class falls at the same time as a previously scheduled booking, notification will be sent that the event has been “Academic Bumped” and MUC Event Services will assist in locating alternate accommodations for the previously scheduled booking.

C. Audio Visual Equipment and Technical Services

1. The spaces in the SSC come equipped with existing audio-visual equipment for use by the client. This equipment is maintained by ITS, but MUC Tech Services will assist with technical assistance for any reservation scheduled in the SSC. Limited technical assistance will be available for the small meeting rooms on the lower level.
2. Request for usage of the existing equipment must be communicated to MUC Event Services staff at the time of the request for space is made. The client is responsible for reviewing the confirmation to ensure all necessary audio-visual equipment has been included. Approval of the confirmation and equipment needs must be received by MUC Event Services no less than three business days prior to the event.
3. The audio-visual equipment that exists in the rooms is all that can be provided. Due to the nature of the events and the parameters of the space, no additional equipment will be provided in the SSC.

III. Catering Guidelines

A. Catering Menus

Up-to-date catering menus and pricing can be found at:
www.siue.edu/muc/catering.shtml.

B. Catering Requests/Orders

1. Only food and beverages purchased from the Morris University Center Dining Services and Catering may be served at events scheduled in the SSC. No other off campus catering companies may provide food for events in the building.
2. Registered student organizations, SSC tenants, and SSC/MUC Director approved University department student development focused meetings may bring in light food/snacks for general meetings involving members only (not “events”) provided the cost of such food/snacks does not exceed \$100 in value. The customer is expected to cleanup and place refuse in a nearby trash receptacle. Failure to cleanup and properly dispose of the refuse may result in a cleaning charge per the current rate schedule. Additional charges may apply depending on the extent of time required for cleaning. Violations of the policy may result in forfeiture of scheduling privileges for a minimum of one semester.

3. The SSC is considered a part of the MUC and will no longer be assessed an “out of building charge” for catering orders in that space.
4. Catering orders must comply with the policies as written in the Morris University Center Reservation and Catering Policies.

IV. Miscellaneous Rules and Procedures

A. Building Hours

1. The SSC is available for student use 24 hours a day, unless otherwise noted at the entrances. Students are able to access the SSC with their CougarCard at the swipe access located at the East and West Entrances to the building.

B. Inclement Weather

1. When inclement weather affects the immediate area, the University may close the campus. The Student Success Center will remain available for student use through swipe access. The MUC Event Services, Catering Services and MUC Technical Services will not be operational and all events requiring any of those services will be cancelled. These services will be suspended until the University is officially reopened.

C. Indemnity and Insurance

1. Upon receipt of the confirmation of reservation, the customer undertakes and agrees to indemnify and hold harmless the University, its agents and employees against any and all claims, demands, damages and expenses including any claims or liability for compensation.
2. The University reserves the right to require additional insurance coverage from the customer based upon the operation and occupancy of the premises and the nature of the event.

D. Control Of and Access To Premises

1. The University retains the right to control the management of the facility at all times, to enforce all University policies and regulations. The Morris University Center Director, his/her designee, or members of the University Police may enter the premises at any time and on any occasion.

2. The University reserves the right through the Morris University Center Director and his/her representatives to eject any unruly person or persons including the customers' employees or contracted individuals from the building. Upon signing the confirmation of reservation, the customer waives all rights and claims from damages against the University, its agents, officials or employees.
- E. The Morris University Center, with the appropriate approval, reserves the right to update the current Student Success Center Reservation and Scheduling Policy, procedures, rate schedules and catering guide at any time to carry out the purposes and objectives of the University. The rate schedules and catering guide prices do not include tax, if applicable, and are subject to change at any time.