

## Facilities Conduct Policies

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### FACILITIES CONDUCT POLICIES

Individuals who violate the Facilities Conduct Policy will be subject to disciplinary action in accordance with the regular disciplinary procedures of the University as outlined in the Student Handbook.

1. Flyers, posters, and other types of advertising are NOT to be displayed on the windows or doors of any facility.
2. Respect the rights of others to carry on conversation. Loud or abusive language is not conducive to a positive environment and will not be tolerated. Conduct should not be disruptive to others within the building. Specifically, loud noise will not be permitted except in conjunction with a scheduled University event, (e.g., dance, novelty events).
3. Students are expected to treat all furnishings on campus in an appropriate manner. Lying or sitting on the arms or backs of sofas, chairs, or on tables is prohibited. Feet and shoes are not allowed on the furniture.
4. Sofas and love-seats may not be moved without prior permission of the staff member working in appropriate building. If chairs are moved, they must be returned to the original location.
5. Because the safety and well-being of our students is important, running or other forms of horseplay are forbidden.
6. All stairways around and leading into buildings and entrances are to be kept clear at all times. Sitting or loitering on or in the immediate area of the building steps and entrances will not be permitted.
7. Pets (and other animals) are not permitted within buildings with the exception of animals performing a special function, such as seeing-eye dogs.
8. Smoking is not permitted. The use of all forms of tobacco products is prohibited within all campus buildings.
9. Shirts and shoes are required.
10. Bicycles and rollerblades are prohibited inside buildings.
11. It is the responsibility of each group reserving the facility to be aware of all rules and regulations regarding the scheduling of this facility. The group representative who signs all forms accepts the responsibility for ensuring that all rules and regulations are followed.
12. Individuals and organizations using the facility are responsible for leaving the facility in a clean and orderly condition and for returning any special equipment. They will be assessed a fee and/or will lose their privileges for use of campus facilities if they fail to comply with this regulation.
13. Only free standing decorations and table decorations are allowed in campus facilities. Hanging or taping materials on ceilings or walls is prohibited. All items, such as props and/or decorations, must be removed from the area immediately after the event. Reserving organizations will be responsible for any damages.
14. Candles are prohibited in all University facilities unless approved in advance, in writing, from the Events Committee and the Coordinator of Camps & Events.

15. All groups/organizations are required to have security officers at their event, you will be required to pay for the security coverage.

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