

Student Center Commons Area Usage Guidelines

The Student Center Commons Area is a campus community center designed to provide Coastal's students, faculty, and staff a welcoming space to relax between classes with others and enjoy cafeteria services.

Eligibility to Reserve the Facilities

Under certain approval conditions, events and/or activities may be allowed to be held in the Student Center Commons Area. The person(s) making the request must represent:

- a. Official student organizations;
- b. Student academic support services;
- c. College departments; or
- d. Faculty and/or staff

Appropriate Use

On a case-by-case basis, the faculty, staff, and/or student organizations may request the use of the Student Center Commons Area for educationally purposeful activity outside the classroom to enhance learning or personal development.

Use of the Center should focus on co-curricular activity and/or promoting student engagement and leadership.

Use of the Center must be consistent with the College approved policies and procedures.

Inappropriate Use

1. The Student Center Commons Area may not be used as a public forum to voice political views or personal agendas.
2. The person or group requesting the use of the Student Center Commons Area may not use the facility for financial gain or fundraising.
3. The space may not be used for non-approved off-campus vendors.

All requests must be approved by the appropriate Vice President and President.

Process

1. Complete the Student Center Commons Area Facilities Usage Application.
2. Describe, in detail, the benefit for the student body.
3. Receive prior approval from the appropriate Vice President and President.

Note: No activity may be disruptive to the intended purpose of the Student Center.

STUDENT CENTER COMMONS AREA USAGE APPLICATION (To be completed at least five (5) days in advance of activity)

NOTE: For any outside agency, a certificate of liability insurance indicating a per occurrence limit of \$1,000,000.00 and an aggregate limit of \$2,000,000.00 must accompany this request.

Name of Organization/Group:

PO Box/Street Address:

City: State: Zip Code:

Business Phone: Home Phone:

Person making the request:

Number of persons expected to attend meeting:

Date facility is needed: Beginning time: Ending Time:

Purpose of the meeting (include a brief description of what is expected to take place):

Describe how the meeting will benefit the student body:

If media equipment is needed, please contact the Media Technician at (910)938-6123.

The party signing this agreement and who is authorized by the requesting group to speak and act in its behalf agrees that the purpose of the meeting listed above is true and that the content of the meeting will follow the description as stated on this document. The party agrees that any damage done to college property by the participants (the organization/group listed above) while attending the meeting on said date will be reimbursed in full by the organization/group. Furthermore, any injury suffered by the participants will not incur liability upon the community college. The party also agrees that participation in the meeting will not discriminate against persons on the basis of age, sex, race, religion, national or ethnic origin, handicap, disability or economic disadvantage.

Authorized Party Representing the Organization/Group Date

Approved: _____ Not Approved: _____

President Date

Vice President Date

Facilities Coordinator Date

Building/Room Assigned

Approved Not Approved