

Campus Center/Student Union Complex **(CC/SU)** **Use Policy**

**All Classes must be booked in Academic Space through
Academic Scheduling (545-2605)**

Meeting rooms

Campus Departments and registered or recognized students groups are not charged a room fee for meetings scheduled in the CC/SU. Due to the large number of student groups needing space, student groups are limited to one meeting a week. Student meetings may only be scheduled by the duly authorized representative of the student group.

A meeting is a *gathering* of people which lasts four hours or less and which takes place in a CC/SU meeting room with a standard set. Meeting rooms are all numbered meeting rooms (*on the first, eighth and ninth floors*) the Dukes and Suffolk room. Standard sets are A (audience), B (hollow box), C (conference) and D (classroom). (**See Diagrams.**) *Room capacities for all meeting rooms and sets are determined by Massachusetts State fire and applicable local building codes. Several rooms in the CC/SU are permanently set and therefore there is a fee assessed if a change of set is requested or a group changes the setup.* These rooms are: Dukes, Suffolk, 177,178,163C, all rooms on the 8th floor, 901 and 902.

Groups that are not Campus Departments or registered or recognized student groups may be subject to room fees. In addition, the following *types of* requests may make any group subject to room charges: meetings longer than 4 hours, special sets, multiple rooms, multiple meetings in a week, and meetings with off campus attendees.

Event Spaces

In addition to meeting rooms, the CC/SU has a number of event spaces that may be scheduled. The main CC/SU event spaces are the Campus Center Auditorium (CCA) and the Student Union Ballroom (SUB). Other CC/SU event spaces are any other area of the CC/SU which may be scheduled through the Events Office including the concourses, retail food areas and

outside space under the purview of the CC/SU including the Metawampee Lawn. *Capacities and sets for all events are determined by Massachusetts State fire codes and applicable local building codes.*

Most event space requests are subject to a non-refundable deposit. Events which charge admission or request donations are subject to a room fee.

Event bookings require additional information at the time of booking.
See Event Space Request Form

Other charges

CCSU offers a number of services and resources in addition to event space and meeting rooms.

Catering (See [Catering](#))

Conference Services (See [Conference Services](#))

Registration

- * Audio-Visual including AV tech and phones (see AV)
- * Additional Electrical
- * Genie lift including banner hanging
- * Special Sets (see Diagrams)
- * Security (required for all student dances and events that extend past regular building hours, other instances to be determined by Events Office)
- * Time waivers for special events.

*** Items must be requested a minimum of two weeks in advance.**

The Events Office will schedule the most appropriate space and determine applicable charges based on information given by the person making the booking request.

Late changes or additions to original requests and misrepresented requests are subject to charges. Failure to cancel either meeting rooms or event spaces in a timely fashion is subject to charges and/or other penalties.

Charges for extraordinary clean up and/ or damages to the facility and /or resources and equipment are the responsibility of the party requesting the space and resources/equipment and will be assessed on a per incident basis.

Organizations with past due balances will not be allowed to reserve space in the CC/SU.

All uses of University facilities must be in compliance with all federal, state, city, town and/or county rules, regulations, ordinances applicable to the University, and all applicable University policies.

The University shall never waive its right to cancel, alter or change any event to preserve the health and safety of the attendees, staff or employees.

Items that are illegal or potentially damaging to the CCSU area are not permitted.

The following are examples of items that are not permitted in any area of the CC/SU complex.

- 1. Weapons: i.e. firearms, swords, knives, or other potentially lethal objects.**
- 2. Illegal objects or substances.**
- 3. Drug paraphernalia.**
- 4. Fireworks,sparklers.**
- 5. Confetti or glitter**
- 6. Open flames (including candles)**
- 7. Hot plates**
- 8. Smoke machines.**
- 9. Water pistols/water balloons.**
- 10 Bubbles/Bubble machines.**
- 11. Balloon drops.**
- 12. Any item deemed by CC/SU representatives to be potentially hazardous to the facility or any person or property therein.**

Activities that are illegal, potentially damaging or disruptive are not permitted.

The following are examples of activities that are not permitted:

- 1. Attaching objects to walls, curtains, furniture by any means without specific CC/SU authorization.**
- 2. Chalking or marking up of interior or exterior walls, walkways, floors, ceilings or furniture.**
- 3. Disassembling, removing or destroying CC/SU property.**

- 4. Bicycling, skateboarding or rollerblading inside the CC/SU and in any areas under the purview of the CC/SU where such activity might harm persons or property.**
 - 5. Loitering**
 - 6. Excessive noise.**
 - 7. Unruly, disturbing, offensive or violent behavior.**
 - 8. Any activity deemed by a CC/SU representative to be illegal, potentially hazardous or disruptive to the facility or any persons or property therein.**
- The following Building and/or University policies can be referenced on these links:**

FAQs

Please call the Events Office at 413-577-1234 with any other questions.