

# Student Center and Senate Office Rules

The following are rules to help establish and maintain a consistent behavioral policy of the Student Center and Senate office.

## I. Usage of Room and Equipment

### A. Room usage

1. Purpose of this room is to be used as a meeting place for clubs, as a preparation place for club events, a place to study, and lastly a place to hang out.
2. To reserve the room check the Student Center room usage sheet posted on the bulletin board and let the Director of Communication know what time you will be using it.
3. When the room is being used for a meeting only students studying or doing other quite non-disruptive activities will be permitted to be in the room.
4. At no time is it acceptable for students to through, hit, or kick objects in the room or sit on tables.
5. Clubs and students are responsible for cleaning up after themselves once they have used the room; it is not a storage place.
6. Others need to be quite well a student uses the phone.
7. Old officers need to have their stuff out by graduation day.

### B. Computer usage

1. Purpose of the computers in this room are to be used for club work, homework, and lastly for recreational purposes.
2. If a club member needs to use it for work, then an individual using it for recreation is obligated to give it up.
3. Only students doing work for clubs are allowed to print from these computers to the Connection.

### C. Refrigerator usage

1. Purpose of the refrigerator in this room is to be used for storage of food for club sponsored events and when it is not being used for that, then for day use storage only of Club Members meals that they bring in.
2. All food brought in needs to be labeled by the club and individual that it belongs to.
3. All Club Members are responsible for taking their items out by the end of the day.