Busch Student Center Building Use Guidelines  
(Student, Faculty, and Staff Groups)

Use of the Busch Student Center (BSC) is a privilege for the Saint Louis University community and external guests. In addition to university-wide facilities policies and student organizational policies, the BSC has these additional specific guidelines governing the use of the building, which bind the users and their guests. Failure to abide by any published policy may result in the loss of the use of the BSC for one academic semester.

Behavior that disrupts the normal functioning of events and activities or infringes on the privacy, privileges or rights of others is prohibited. This includes, but is not limited to: interfering with the movement of others; impeding the rights of others to enter, use, or leave a facility or activity; or exhibiting conduct that is inconsistent with the normal functioning of a student union or conference facility.

Vandalism or damage to the BSC building or its contents will result in repair or replacement costs being levied against the department, student organization or individual who reserved the space.

All groups may be required to have Department of Public Safety present at their event at an hourly rate determined by DPS. This will be decided on a case-by-case basis at the discretion of Events, Student Involvement Center and/or Busch Student Center Building Operations.

GENERAL POLICIES
- Access to staff offices, kitchen, and storerooms are prohibited.
- No taper candles allowed. Votive candles must be contained in a holder and are to be used only on tables.
- No decorations may be hung, taped, stapled, or otherwise attached to the interior architecture, furniture or artwork.
- No furniture or objects may be moved unless authorized by Events.
- Children under the age of 14 require supervision. Children must be accompanied by a parent or guardian on each floor.
- Dancing or any other exercise groups are not allowed to use the BSC staging.
- All inflatable are prohibited.
- Coat check must be arranged through Events at an additional cost to insure that additional staff is available. All coat checks are located behind the BSC front desk.
- No animals allowed, except Aid dogs, with advance permission.
- BSC assumes no responsibility for personal property before, during, or after an event.
- Wheeled recreational items eg: skateboards, bikes, hover boards, etc. are not allowed to be used in the BSC.
- Please note that the BSC is a smoke-free facility.
DELIVERIES
Deliveries and pick-up for items for all events are the responsibility of the event sponsor(s). Storage may be arranged through Events in advance in any event. Items not picked up after one week after the events end will be destroyed or donated to charity.

EXTENDED HOURS POLICY

1) Any requests for changes to regular advertised hours for Busch Student Center; whether standard (7:00am-Midnight), summer (7am-10pm) or break (7am-7pm), will need to be coordinated through your Events contact at least 2 weeks prior to the date(s) requested. Events will work with the Coordinator of Busch Student Center to approve these requests on a case by case basis. Events will inform the client of the status of the request and final decision.

2) An Information Desk Worker must be present during all times that the building is open unless there is an alternate plan in place approved by the Coordinator of Busch Student Center.

3) The cost of providing an Information Desk Worker will be the responsibility of the group/individual requesting the extended hours.

4) The cost of providing the Information Desk Worker may only be deferred with the approval of the Director of the Student Involvement Center.

POSTING AND ADVERTISING POLICIES
Attaching anything to the walls or ceiling with the following materials is expressly prohibited: nails, tacks of any kind, staples, pins, tape of any kind, and any material that leaves a sticky residue or damages paint or fabric. Any allowable décor items including banners cannot contain glitter. Banners may not be hung directly on the wall or from the ceiling in the multipurpose spaces.

Easels can be provided if reserved in advance for display purposes in the building. These are to be requested from Events when your reservation is made. Requests and services that are not previously scheduled will not be available.

Advertising in common areas is limited to designated posting boards. All postings and banners in the common area must abide by the University’s general posting guidelines and be approved by the Student Involvement Center or BSC Building Operations in Room 204B (Faculty and Staff Groups). Unapproved postings, including directional signage, will be immediately removed.

Great Ways to Advertise your Event!!
BSC Digital Signage—Contact bsc@slu.edu
KSLU / SLU Radio—Contact BSC room 160
U.News, approved flyers in common areas, SGA mailer, etc.

FOOD AT EVENTS: Aramark is the exclusive caterer for the BSC. Aramark or its subcontractors must provide all beverages or food items served at an event hosted at the BSC. Any exceptions to this rule must be obtained in writing directly from Aramark.

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and turned in to Events with your reservation. Catering for your event can be arranged by calling 314-977-9430 after booking the space.

**AUDIOVISUAL EQUIPMENT** is available for use in the BSC when properly reserved through Events. Requests and services that are not previously scheduled will not be available.

**THE BILLIKEN CLUB** (a.k.a.) may not be *exclusively* reserved for a private event during regular restaurant hours, however if you wish to have an event during open restaurant hours, you must register your event with Events so the venue can be properly staffed and stocked for your event. No group or event may restrict attendance from any member of the university community during regular business hours.

Reservations for events in the Billiken Club when the food service venue is closed will be on a first-come first-served basis for **Administrative and Faculty groups and Chartered Student Organizations only**. Reservations must be made through Events. CSO’s must have an advisor in attendance for the entire event and are responsible for the light cleaning of the area used and trash removal. Any excessive cleaning or trash removal after an event will result in the sponsoring group being charged for said clean up. The Coordinator of the BSC will relay the cost amount to Events, and Events will bill the client and collect payment

There is an in-house PA and lighting system that requires a professional contractor for operation. The rate is $200 per event. This must be paid by check or DPV before your event to Ironman Sound. For CSO’s and internal groups, you may use university financial payment procedures to pay via DPV. Please use Student Involvement Center policies and procedures or your departmental business manager to facilitate payment. A minimum of **five business days** before the event is needed to schedule this service. Hazer, smoke and fog machine use is prohibited.

Events may be open to the public at the discretion of the event organizer, Student Involvement Center policies and the Busch Student Center Coordinator. All events must follow the Student Responsibility and Community Standards Drug & Alcohol Policies for approval, planning and during the event. In compliance with those policies, no alcohol, whether in open or in uncovered unopened containers, is permitted in public areas of Busch Student Center unless bar service is provided by catering.

Alcohol and catering for artists/ entertainers must be provided by Catering services.

Student groups may also be required to have Public Safety present at their event at an hourly rate determined by DPS. This will be decided on a case-by-case basis at the discretion of Events, Student Involvement Center and/or Busch Student Center Building Operations.

**Compliance**
By signing this document you agree to comply with the guidelines for the use of the Busch Student Center.

Authorized Signature of Event Sponsor __________________________ Date __________________________

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Advisor’s Signature for CSO

Date