

**West Texas A&M University**  
**Jack B. Kelley Student Center**  
**Procedures and Guidelines for Building Use**  
*(Approved – 4/7/2010)*

**1. GENERAL**

- A. All use of the JBK will be scheduled through the JBK information desk.
- B. Building and food court hours will be posted throughout the JBK.
- C. Guests of the JBK will be provided information concerning the services, procedures and guidelines. They will be expected to abide by these as established.
- D. Smoking or use of any tobacco products will not be allowed in the building.
- E. A lost and found will be operated at the Information Desk for items found at the University.
- F. Organizations or individuals using the JBK facilities or equipment will be held financially responsible for damage or cleaning.
- G. Furniture may not be rearranged without the permission of the student center director.
- H. No alcoholic beverages and/or drugs are permitted in the JBK.
- I. Gambling will not be permitted in the JBK.
- J. Profane, as well as loud and unnecessary language, will not be permitted in the JBK.
- K. Since there is a designated "free speech" area on the northwest side of Old Main, no demonstrations will be permitted inside or outside of the JBK.
- L. Any individual considered to be causing a problem in the facility will be asked to leave.
- M. No running, roller-skating, roller-blading, skateboarding, or bike riding in the JBK.
- N. Students, faculty and staff who present a valid Buff Gold Card and a valid driver's license may cash checks not to exceed \$10 at the JBK information desk. No two-party checks may be cashed.
- O. Sound levels of events in the JBK may not disrupt regular business operations. The use of p.a. systems, sound systems, stereo systems, or other musical/sound devices must have prior approval of the student center director.

**2. ROOM RESERVATIONS**

- A. Only those organizations or groups officially recognized by the University shall be able to reserve the JBK. Non-associated groups or individuals may be allowed to use the JBK with the approval of the student center director. Such use shall be subject to the fee schedule as posted in the office of the student center director, unless fee is waived by the Vice President for Student Affairs.
- B. Only the Hazel Kelley Wilson Room, The Legends Club, Commons, Rooms 11, 12, 13 and 13A may be reserved. Only rooms 11, 12, 13 and 13A may be reserved for regularly scheduled meetings.
- C. Student organizations have priority in using the student center and may reserve meeting rooms by the academic year. Student organizations may begin to make reservations April 1<sup>st</sup> for the upcoming academic year. Beginning May 1<sup>st</sup>, all campus departments and outside organizations may make reservations for the upcoming academic year.
- D. The date that marks the beginning of the fall semester is defined as the day the halls open. The end of the summer semester is marked by the day before the halls open for the fall semester.
- E. Classes may be scheduled on a one-time basis during each semester. Classes will not be allowed to use the JBK on a regular basis.
- F. All room reservations made for programming purposes may be subject to review by the

- Student Center Committee.
- G. The Commons area may only be reserved for University-wide events if planned during JBK regular business hours.
  - H. The Hazel Kelley Wilson Room may be reserved for wedding receptions only for WTAMU students, ex-students, faculty and staff. A \$75 rental fee will be charged. Persons reserving the Hazel Kelley Wilson Room will be expected to leave it as clean as possible.
  - I. The Hazel Kelley Wilson Room may be reserved for seated-type meals provided the number does not exceed 30 people.
  - J. Groups hosting events with an admission charge will be assessed rental fees and must be approved by the student center director.
  - K. The following information concerns scheduling in the JBK:
    - 1. Events in the Legends Club may not be scheduled prior to 2:00 p.m. on weekdays.
    - 2. Charges payable the day of the event for staffing before or after normal operating hours are as follows: All student organizations, University departments and outside groups will be charged \$8.00 per hour for each JBK staff member required before or after normal operating hours.
    - 3. All events must end by 9:30 p.m., if no prior arrangements have been made for extended hours.
    - 4. The student center director must approve requests for extended hours in advance.
    - 5. Events with approved extended hours must end no later than 1:00 a.m.
  - L. Candles may not be burned in any part of the JBK without prior permission of the student center director.
  - M. No decorations may be hung from any wall, ceiling, door or other surface of the JBK. All decorations must have advance approval of the student center director.
  - N. The student center director must approve all requests to move furniture in any part of the JBK. Individuals and groups will be held financially responsible for damages to furniture and facilities.

### **3. TABLE RESERVATIONS**

- A. Registered student organizations and University departments may reserve table space in the JBK at no cost. Individuals and off-campus groups may request to rent table space for \$35 per day, with an approved Exhibitor's Agreement Form.
- B. Table space in public areas and hallways of the JBK is limited to nine (9) six-foot tables in the Commons and two (2) six-foot tables in the hallway in front of the post office. A maximum of four (4) chairs per table is allowed.
- C. Table space is limited to one (1) table per day per approved user. Additional exhibitor tables may be purchased if necessary. Table space can be reserved for a maximum of two (2) five day periods per semester. Additional table requests should be submitted for approval one week in advance and are contingent upon available table space.
- E. Table space is not available on Dead Day and finals week. Exceptions must be pursued through the student center director.
- F. Table space for candidates of political or student government elections is not allowed unless sponsored by a registered student organization or University department.
- G. Literature may only be handed to persons who express an interest and are in an area immediately adjacent to the assigned table.
- H. Any signs or banners used at a table may only be hung from the front of the table or hung from the metal poster strips above the table. No signs or banners may be affixed to a wall or ceiling.
- I. Table space permits for approved users will be affixed to assigned table(s) by the JBK staff. The permit must remain prominently displayed on the table during the entire time the table space is reserved.

- J. Table space must be reserved at least 24 hours prior to the beginning of the reservation time.

#### **4. POSTERS, FLYERS, BANNERS AND TABLE TENTS**

- A. All posters, flyers, banners, or table tents must include the name of the registered student organization or University department and the name, date and time of the event. University Graphic standards must be followed. Materials which do not include this information will be removed from JBK bulletin boards.
- B. Student Government will approve all student election campaign materials for posting.
- C. Any written material placed within the JBK may not contain obscene words, promote alcohol or other drug usage or any unlawful activity; or violate University rules, The Texas A&M University System policies or local, state or federal laws.
- D. Posters, flyers or banners may not be attached to any unauthorized part of the JBK. This includes doors, windows, ceilings, walls or other surfaces. Tacks must be used to post information on bulletin boards. No staples, glue, tape, etc. will be allowed.
- E. A maximum of two (2) signs per event or per organization may be hung from the metal poster strips from the ceiling in the main hallway of the JBK. They may be no more than three (3) feet high and three (3) feet wide and must be hung back-to-back. The JBK staff will display posters as space is available.
  - 1. Two outdoor sandwich boards (4 sides) are available for use in designated areas of the Pedestrian Mall. An organization or department may use one side of one of the outdoor sandwich boards for publicizing its event the day before the event and the day of the event, pending availability. They may be reserved at the JBK Information Desk. Posters/signs must be weather resistant, ie. vinyl, laminated. Posters/signs must be attached with Velcro or bungee cords, no tape, tacks, nails, etc.
  - 2. Do not cover current materials that are posted or hung. Do not take down the materials of other organizations, departments or individuals.
  - 3. A maximum of one (1) flyer per event may be posted on each bulletin board.
- F. Off-campus flyers or posters, including commercial advertising, may be placed on open bulletin boards so designated by the Student Center Committee. All open boards will be cleared at the first of each month.
- G. Persons or organizations who post materials are responsible for the removal of these materials when the date of posting has expired. An expiration date will be considered as one day following the date of the posted event.
- H. The JBK will furnish a sandwich board for signs in the Commons area. An organization may use the sandwich board for publicizing its events the day before the event and the day of the event, pending availability. It may be reserved at the JBK Information Desk. No other sandwich board or standing signs will be allowed in the Commons area or in the hallways of the JBK.
- I. Information written on posters, flyers, banners and table tents must be written in English or have the English translation included. If acronyms or abbreviations are used, the full translation must be printed. The only exceptions are when acronyms or abbreviations are used for the name of the University, registered student organizations, or campus buildings.

#### **5. SIGNAGE**

Signs designating the food court areas, Buffalo Gold Card office, offices in the building, or any permanent sign will be of a design and style first approved by the student center director and then by the Student Center Committee. No other permanent-type signage is allowed.

## 6. ORGANIZATIONAL BULLETIN BOARDS AND MAILBOXES

Any registered student organization may reserve a bulletin board and organizational mailbox for its exclusive use in the JBK. The locations will be designated by the student center director. In cases where no bulletin boards are vacant, the organization will be put on a waiting list until a board or mailbox becomes available.

## 7. FOOD AND CATERING

In accordance with existing contracts and University rules, catering will be allowed within the following guidelines:

- A. All catering of food shown on the regular menu of the food court restaurants must be done through the food court restaurants with the exceptions listed below.
- B. Items not on the food court menus must be catered through the University food service located in the dining hall with the exception of item 'D' listed below.
- C. The use of heating appliances (open-flame devices, toaster ovens, heating plates, sterno cans, fry cookers, etc.) to prepare food or to warm food is neither allowed in the JBK, nor on the outer covered perimeters of the JBK. Upon approval by the student center director, exceptions may be granted for certain events contracted through University food services.
- D. All food must be approved by the food service director.
- E. Any baked goods prepared for distribution in the JBK must be pre-portioned and individually wrapped prior to the event.
- F. Any person or group serving food within the JBK shall hold harmless WTAMU, its agent, employees, and representatives from any liability or action arising from personal injury or property damage caused by the negligent act of omission or commission of the group.
- G. Brown-bagging or bringing sack lunches for consumption in the JBK will be allowed.
- H. All other exceptions will be handled by the food services director.
- I. Food Safety: The group hosting an event is liable for all food safety preparation and service. Individuals within the group are expected to follow standard food safety and hygiene practices for food served or sold. WTAMU retains the right to require insurance, permits, or inspection as needed. If needed, food-handling procedures are available from the JBK Information Desk or online at [www.wtamu.edu/jbk](http://www.wtamu.edu/jbk).
- J. Alcohol is not allowed in the JBK except in the Hazel Kelley Wilson room. Prior approval must come from the Vice-President for Student Affairs before alcohol will be permitted in the HKW room.

## 8. SALES

- A. Registered student organizations, University departments, and outside vendors may be permitted to sell items in the JBK if they have an approved exhibitor's agreement. No items may be sold that conflict with the sales of an auxiliary service (i.e., University Bookstore, ARAMARK) without the auxiliary service director's approval. (see also *Table Reservations*)
- B. Tickets to events sponsored by campus organizations or WTAMU departments will be sold for the organization at the JBK Information Desk at no charge to the organization.
- C. Tickets to events sponsored by off campus groups or individuals may be sold upon approval of the Vice President for Student Affairs if a discount is offered to WTAMU students.