

WT Jack B. Kelley Student Center
WEST TEXAS A&M UNIVERSITY™

Procedures and Guidelines



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MISSION STATEMENTS

Mission Statement

The mission of West Texas A&M University is to provide intellectually challenging, critically reflective, regionally-responsive, and inclusive *academic* programs that discover, interpret, apply, and disseminate knowledge for preparing the next generation of global citizens.

Vision Statement

Guided by its pioneering spirit, West Texas A&M University is recognized for its excellence in teaching and learning, and a strong focus on engaging students in experiences that aid in the development of skills, capabilities, and insights. Our vision is to become a Regional Research University responsive to the forces that shape who we are. Our distinctive focus on the people and places of the Panhandle region will be acknowledged throughout Texas, across the country, and around the world.

Division of Student Affairs Mission Statement

The Division of Student Affairs promotes an educational environment that enhances your involvement and development as a student by offering rich and varied programs, services and facilities that support lifelong learning. You are empowered to become an informed, responsible, creative and articulate decision maker who exercises good citizenship, and is professionally competitive.

Jack B. Kelley Student Center Mission Statement

The Jack B. Kelley Student Center is the gathering place for the entire West Texas A&M University community. We are dedicated to providing a premiere facility that inspires educational growth, social engagement and intellectual development through student-centered programs and services.

Funding

The Jack B. Kelley Student Center is committed to remaining fiscally responsible and makes every effort to remain open and transparent. The JBK Student Center funds its maintenance and operations entirely through the University Center Fee. General revenue funding (money from The State of Texas) is used for academic purposes and does not fund the JBK Student Center or any of the operations.

GENERAL POLICIES

Reservations

The use of the JBK facility, J.A. Hill Chapel, Alumni Banquet Hall, Buffalo Room/Isley Terrace, First United Bank Center, Bain-Schaeffer Buffalo Stadium, classrooms across campus or outside lawn areas (not including Buffalo Sports Park) will be scheduled through www.reservations.wtamu.edu

Reservations can be made up to 1 reservation year in advance. The reservation year is defined as: The Friday before the Fall Semester starts through the Thursday before the next Fall semester starts. (i.e., August 23, 2024 – August 21, 2025)

- [Buffaloes Traditions](#) can make reservations for the next reservation year starting the first Monday in January.
- [Institutional Priority](#) can make reservations for the next reservation year starting the first Monday in February. Event Organizers must apply to have their event included in this category. Requirements can be found below.
- **Student Organizations** can make reservations for the next reservation year starting on April 1st*
- **Departments** can make reservations for the next reservation year starting on May 1st*
- **Non-University Clients** can make reservations for August – December and the following Summer starting on May 1st* and January – May on November 1st*

*If the start date falls on a weekend or holiday, the book will open on the next business day.

Scheduling an event at least 2 weeks in advance is recommended. Meeting rooms and exhibitor tables must be reserved by 5pm the day before the event. Setups cannot be guaranteed in meeting rooms with less than 18 hours notice. 30 days' notice is required for Legacy Hall, Alumni Banquet Hall, First United Bank Center, and Bain-Schaeffer Buffalo Stadium. Reservations outside of this timeframe must be approved by JBK Event Services Staff.

The JBK Student Center staff reserves the right to deny space usage for any group/event that is programmatically or operationally impractical to accommodate or that conflicts with the University's mission or policies.

The JBK Student Center reserves the right to cancel or interrupt any event in the interest of public safety, noncompliance with university policies, or if the event can be viewed as inappropriate or not consistent with the mission of West Texas A&M University.

All educational programs provided by an outside organization and open to the community at large will be required to pay an exhibitor fee.

Groups should not advertise their events until the tentative confirmation email has been received. If advertising is sent out prior to approval, it may result in denial of the request to use the space.

The University is not liable for problems that might occur prior to or during the rental period (i.e., power failure, air conditioning problems, sprinkler systems, etc.)

The University will not be responsible for acquiring any special equipment for any group unless agreed upon when the reservation is made.

Large-scale events scheduled outside the fall and spring semester, can reserve an extra setup day. During the fall and spring semesters, no setup days will be permitted without JBK Event Services Staff approval. A large-scale event is any event that will have more than two hundred (200) people in attendance.

Reservation space is critical space, and it is important to remain efficient. “No shows” will not be tolerated and may jeopardize future opportunities to reserve space in the JBK. Failure to cancel reservations for events involving special set-ups at least two business days in advance of the event date may result in a fee. Showing up more than 1 hour late for your event will also result in a fee.

- 1st time – verbal and written warning
- 2nd time – \$25 fee
- 3rd time – \$100 fee
- 4th time or more – lose scheduling privileges within the facilities under the JBK Event Services area of responsibility for duration of the academic year.

If the date of an event needs to be changed, it must be done so through reservations.wtamu.edu or by contacting JBK Event Services. There is no guarantee that the new date will be available until the change is confirmed.

Sponsored/Hosted Events

University departments and student organizations may sponsor events with off-campus organizations, as long as the mission of the off-campus organization relates to the mission of the on-campus sponsor and/or the mission of WTAMU. Additionally, university sponsors must be present at the event to ensure that WTAMU policies and procedures are followed at all times. University departments and student organizations may not serve as fronts for off-campus organizations. If “fronting” is discovered, Non-University rental rates will apply.

Building Hours/After Hours

All events must end 15 minutes prior to regularly scheduled closing time if no prior arrangements have been made for extended hours. Any requests for extended hours must be made in advance and approved by the Student Center Staff.

Building and food court hours will be posted throughout the JBK.

Decorations

All decorations must be removed immediately following the activity. Nothing may be left or stored in the JBK. Any items left in the facility may be charged a storage fee.

The loading dock must be cleared of all debris after the event is concluded.

A florist/wedding consultant may be used to provide non-food items only. JBK Event Services must approve the set-up and decorations of the rented facility if the decorations are out of the norm. Centerpieces, tablecloths, and chair covers do not need prior approval.

Items such as confetti, glitter, birdseed, rice and fireworks (i.e., sparklers) may not be utilized on WTAMU campus.

Biodegradable confetti is allowed outside, but not inside any WTAMU facility.

Bubbles are allowed outside, but not inside any WTAMU facility.

Candles, incense, or any other flame effect devices may not be used in any University facility.

No decorations may be hung from any wall, drapes, acoustic panel, ceiling, door or other surface of University facilities. All decorations must have advance approval of the JBK Event Services Staff.

Double-sided tape of any kind shall not be used. Any damage and costs associated with repairing the damage will be billed to the group responsible for the event.

Items weighing more than 3,000 pounds will not be allowed inside the JBK Facility. Dimensions of items must allow for easy access into facility.

All items must be clean and will be visually inspected and approved prior to entering the facility.

Helium balloons are not allowed inside J. A. Hill Chapel, First United Bank Center, Fairly Group Club, Alumni Banquet Hall, and Legacy Hall or adjoining hallways.

Helium tanks are not permitted inside WTAMU facilities.

Fog/smoke machines may not be used in WTAMU facilities without prior permission. If a fog/smoke machine is approved, a Fire Marshal may be required at the hourly expense of the client.

If a lift is needed for decorations, the first two hours of its use will be provided free of charge. Any additional time will be charged at an hourly rate. The lift must be operated by a WTAMU Staff Member, Non-University persons are not allowed to use a WTAMU owned lift, hourly fees for staffing will be charged.

Within the JBK facility: 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 JBK Staff. No other permanent-type signage is allowed.

Cleanliness

Organizations or individuals using the JBK facilities or equipment will be held financially responsible for damage and/or cleaning.

The group hosting an event is responsible for cleanup, repair of damages and replacement of damaged equipment. If an excessive amount of trash has been left in the room, a charge will be billed to the customer for housekeeping.

The student center director or a student center staff member must approve all requests to move furniture in any part of the JBK. If Individuals and groups move furniture themselves, they will be held financially responsible for damages to furniture and facilities.

Lost & Found

A lost and found will be operated at the JBK Information Desk for items found at the University.

Each Friday, all items will be brought to the University Police Department.

All items found left behind at events in Events Services spaces will be brought back to the JBK after the event.

Parking

Parking is not allowed on 26th street without special permission. All loading/unloading must occur at the available parking behind the Alumni Banquet Facility.

JBK Student Center visitor parking is for university visitors only. No faculty, staff, or students are permitted to park in visitor parking.

30 minute parking may be used by faculty, staff or students for unloading and loading only.

Parking Services will provide specific parking instructions for all events on campus with non-university guests through EMS. This will be communicated with clients on their confirmations.

Political Activity

Table space for candidates of political or student government elections is not allowed unless sponsored by a registered student organization.

Prohibited Events

In accordance with the Texas A&M University System's Board of Regents resolution regarding Certain Public Events on the Campuses of Universities in the Texas A&M University System, dated February 28, 2025, Drag Show Events are prohibited at Special Event Venues on the campus of West Texas A&M University.

Smoking/Tobacco

Smoking and use of any tobacco products (cigars, cigarettes, chewing tobacco, etc.) as well as e-cigarettes, vapes, etc are prohibited on the University campus.

Illegal Weapons/Illegal Substances

Illegal substances, and/or illegal weapons (according to Texas law and the West Texas A&M Code of Student Life) are not permitted on university property.

Buffaloes Traditions Program

Buffaloes Traditions Program recognizes that some traditional events and programs should have precedence on the calendar. Buffaloes Traditions Program reservations are deemed to have priority status. Submission for this status shall be received no later than January 1 of the previous year. Buffaloes Traditions Program Event Organizers will be allowed to make these reservations starting the first Monday in January

This procedure permits selection of a few programs that must happen annually on campus at a prescribed time. The programs should remain constant from year to year and if the event fails to remain constant, the space will be lost. Dates for the event may change as dictated by the University calendar. Once these have been selected, any new submissions will be submitted to the JBK Student Center Advisory Board for review.

Submission Criteria

1. Sponsorship by organization or University department
2. Annual program at a specified time of year
3. Open to the entire campus community

Selection Criteria

1. Significant student involvement in planning
2. Resources required are unique to JBK Student Center
3. Program will aid in student recruitment and retention efforts.

Institutional Priority Events

Institutional Priority Events are mission critical events that take priority over regular university and non-university events and must be approved by the JBK Student Center Advisory Board. When Institutional Priority Events are initially scheduled, it will only be for the actual day of the event, unless significant setup is required. Event Organizers will be allowed to make these reservations starting the first Monday in February.

Events must meet three (3) of the following criteria to be considered for Institutional Priority status:

1. Attendance must exceed 200 or more
2. Annual event which has occurred at least 3 years in a row
3. Open to the entire campus community
4. Requires a contract of 12 or more months in advance
5. Will aid in recruitment and retention efforts
6. Requires significant space utilization in the JBK Student Center
7. Donor funded program at \$500,000 or above

Any previously approved Institutional Priority event that fails to meet the criteria for two consecutive years will be removed from the list pending the JBK Student Center Advisory Board approval. Any group that has been removed from the list, must wait one scheduling cycle before applying for reinstatement onto the list.

Production Services

The JBK Student Center reserves the right to require Production Service staff, including hours of call and crew sizes for meetings and events. All groups will be charged an hourly fee for an A/V technician(s) for large-scale events, multi-media presentations, and events using the A/V booth in Legacy Hall. The technician is there to assist but may not be able to accommodate last minute requests.

All A/V support equipment needs to be scheduled through the JBK Information Desk, and at least two weeks in advance. Further notice is preferable and helps ensure availability. No other A/V service provider is allowed to provide services in the JBK Student Center without prior approval.

Size, type, and cost of audio and visual systems will be determined by Production Services after the venue and event details are presented by the requestor. It will not be presumed Production Services will provide any services until JBK staff is given the opportunity to study the tech rider information and it has been determined that the Production Services can satisfy event requirements. Production Services is not responsible for satisfying entertainment contract requirements.

Production Services staff will operate all lighting, sound, and video systems when necessary. No client setup, movement, or operation is allowed.

Smaller sound systems are available for use. JBK Production Services has a limited amount of equipment, so it is encouraged to plan ahead. Sound levels of events in the JBK may not disrupt regular business operations and must remain at a level appropriate for the facility. The use and volume of p.a. systems, sound systems, stereo systems, or other musical/sound devices must have prior approval of the student center director.

Weather that may damage equipment will result in cancellation of services during the event and/or during setup/teardown time.

Clients that do not cancel prior to event loading will be charged the entire amount of the A/V order.

Off-Campus University Events

Production Services can provide support for university events outside of the student center. All university organizations will be charged hourly fees for A/V services along with other mandatory fees. Production Services A/V Technicians will always deliver, setup, and operate equipment during off-site events.

Event Liability Insurance

All outside organizations and parties renting the facility, which are not directly administered by WTAMU, may be required (as determined by the Risk Assessment process) to provide proof of event liability insurance valued at one-million dollars specifically listing WTAMU as additionally insured. Copies of the policy must be provided at the same time the balance is paid in full.

Student organizations and/or departments that are hosting an event may be required (as determined by the Risk Assessment process) to verify that all participants have a signed TAMUS liability waiver on file before participating in the event.

Alcohol

Alcohol is allowed only in the following JBK Event Services Spaces:

- 26th Street
- Alumni Banquet Hall
- Bain-Schaeffer Buffalo Stadium
- Buffalo Room/Isley Terrace
- First United Bank Center
- Hazel Kelley Wilson Room
- Legacy Hall
- Legacy Foyer
- Legends Club
- Pedestrian Mall
- Terrill Lawn

Prior approval must come from the President's Office, through the [Alcohol request form](#), before alcohol will be permitted.

If alcohol is served, UPD will determine if an officer will be required to attend the event. The fees associated with having an officer present will be billed to the client.

If alcohol is part of an official University function, the event must start after 5 p.m.

Any Student Organization that wants to host an event with alcohol must show that alcohol is not the primary focus of the event and must get prior approval from the Office of Student Engagement and Leadership and the Vice President for Student Affairs.

JBK can staff bartenders at any event on campus for an hourly fee for beer/wine/pre-mixed drink service.

Self-services of alcohol is not allowed on campus. Cash bars and/or distribution of hard liquor at an event will require coordination with an approved licensed liquor provider. If beer and/or wine are supplied for open distribution, it will be the responsibility of the event host to provide or hire TABC certified bartenders for each bar. If the client would like to allow guests to bring their own alcohol, all alcohol must be turned in to and served by the bartender.

Reservable Indoor Spaces

The following spaces are available in the Jack B. Kelley Student Center (JBK):

- Legacy Hall
- Legacy Foyer
- The Legends Club
- Entire Commons area
- East Commons
- Hazel Kelley Wilson*
- Eternal Flame*
- Senate Chamber*
- West Texas*
- Thunder*
- Maroon*
- White

**Can be reserved for recurring meetings.*

The following spaces are available in the Alumni Banquet Facility* (ABF):

- Alumni Banquet Hall
- Buffalo Room/Isley Terrace

**ABF spaces may NOT be reserved for regularly scheduled meetings without approval from the director of the JBK.*

The following spaces are available in the First United Bank Center (FUBC):

- Arena
- Buffalo Room

The following spaces are available in Bain-Schaeffer Buffalo Stadium:

- Fairly Group Club
- Concourse
- First United Bank Field

Classrooms across campus are also available for reservations for non-academic events, however, academic classes take priority and may bump the reservation from the room. If this happens, please reach out to JBK Event Services for help finding a new space.

In the JBK, 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.

The entire Commons area may only be reserved by university departments and student organizations if planned during JBK regular business hours. Non-University groups may reserve the entire Commons area, but the event must occur outside the JBK's regular business hours.

Events held in the entire Commons area may not be scheduled prior to 5:00 p.m. on weekdays.

Reservations for private use of Legends Club may be made before 10am or after 3pm Mon – Thurs. Reservations may only be made between 10am and 3pm on Fri or with special approval.

Reservable Outdoor Spaces

- Library East
- Museum East
- Museum South
- Education South
- Old Main North
- Old Main South
- Old Main East
- Old Main West
- Terrill Lawn
- Sand Volleyball Court
- Isley Terrace
- 26th Street
- Thunder Island
- Vaughan Pedestrian Mall
- Classroom Center North

Due to the risk of damage to sprinkler systems and lawns, stakes cannot be used without approval of Physical Plant personnel. No signs/stakes will be allowed to be placed anywhere within the Pedestrian Mall.

Any equipment ordered from Central Supply must be set up, torn down and cleaned after the event by the group reserving the outdoor space unless arrangements are made to hire JBK staff to set up, teardown and clean.

No unauthorized vehicles or trailers are allowed to drive and/or park on the Vaughan Pedestrian Mall.

For reservations on 26th Street, it is the responsibility of the group to contact UPD to open the gates when they are ready for them to be opened.

Portable BBQ grills may be permitted through the risk assessment process. Location and drought conditions will be taken into consideration.

No loud music or bands will be allowed to play on the Pedestrian Mall or areas adjacent to classroom buildings during class times. Permitted times are during the week that the University has scheduled as a designated open period as well as Saturdays and Sundays.

Non-University groups must pay the hourly fee for rental of the outdoor space as well as the hourly fee for a staff member to be present during the entire event.

Rates and Billing

The different groups for billing purposes are:

- Student Organizations
- University Departments
- Faculty, Staff, Student individuals
- Non-University clients

Student orgs and university departments will be charged facility rental fees for events accepting monetary donations or charging an admission and/or registration fees. The rental costs will be determined by 10% of the gross revenue collected or by the WTAMU student rate – whichever is less. Fees may be waived if the event is a fundraiser, or it has been approved by the student center director. Direct charges may be assessed for complex events.

All student organizations and university departments will be charged an hourly staffing fee for each JBK staff member required before or after the normal JBK operating hours in all facilities managed by JBK Event Services.

University departments will be charged an hourly staffing fee for each JBK staff member required at events in the Alumni Banquet Facility, Bain-Schaefer Buffalo Stadium, First United Bank Center, and J. A. Hill Chapel.

Student orgs can have up to 4 hours of free setup/teardown time for their events. This can be split from the event time or continuous. i.e., event from 5pm - 7pm; setup from 9am - 12pm, teardown from 7-8 pm. Hourly staffing charges will be applied if staffing is required and more time is needed.

Non-University groups will be charged hourly staffing fees for each staff member required during the entire reservation period.

Setup fees are addressed based on the size of the event, the number of staff required, and how long it will take to set the event. Non-University events will have a required setup fee for the event as determined by the JBK Staff. Student orgs and Departments may be required to pay setup fees depending on the complexity of their event.

To provide sufficient staffing, any University group that schedules an event in Legacy Hall, Alumni Banquet Facility, Bain-Schaeffer Buffalo Stadium or First United Bank Center with less than 7 days' notice will incur all setup charges along with all other staffing charges required to properly manage the event.

The payment schedule for non-university reservations is as follows:

- ½ the full rental fee is due at time of booking. The remainder is due by 30 days before the event.
- The full amount is refundable if cancelled up to 30 days before the event.
- If an event or any portion of the event is cancelled less than 30 days before the event, 50% will be refundable.
- Within 15 days there is no refund.

The payment schedule for university departments and student org. reservations is as follows:

- Reservations will be invoiced the month after the event takes place.
- Payment is due within 30 days of the invoice date.
- If payment is not received within 30 days, a reminder will be sent.
- If payment is not received within an additional 30 days, future reservations could be cancelled at the discretion of the JBK Director.

Refunds will be processed through our credit card system as soon as possible after the event is completed or cancelled. If payment was made by check, refund checks will be mailed out approximately three weeks after an event is completed or cancelled.

Emergency Safety (buff alert, tornadoes, fire, etc.)

In the event of an emergency during an event, the JBK Event Services staff will follow the proper procedures outlined in the JBK Student Center emergency manual. All building occupants are expected to follow all instructions given to them by a JBK staff member.

In case of University emergency, any event may be cancelled up to 24 hours in advance.

Bicycles/Non-Motorized Vehicles

No running, roller-skating, rollerblading, skateboarding, bike riding or scooters inside any WTAMU facility.

No battery-powered vehicles (i.e., Scooters, Golf Carts, etc.) will be permitted in WTAMU facilities.

Food/Catering

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

All food must be contracted with the on-campus caterer – Aramark. No outside caterers are allowed in the Jack B. Kelley Student Center, Alumni Banquet Facility, First United Bank Center, or Bain-Shaeffer Buffalo Stadium without prior approval from the food service director via the online [Catering Exemption Form](#). (Food court is run by Aramark, no exemption is necessary.)

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 not allowed in the JBK, the outer covered patio of the JBK, Alumni Banquet Facility, Isley Terrace, First United Bank Center, or Bain-Shaeffer Buffalo Stadium. Upon approval by the student center director, exceptions may be granted for certain events contracted through University food services and insured catering companies.

Any baked goods prepared for distribution in the JBK must be approved by Aramark, pre-portioned, and individually wrapped prior to the event.

No food will be allowed inside J.A. Hill Chapel without prior approval from the student center director.

Any person or group serving food on WTAMU Campus 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.

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. Groups are expected to comply with all city, county, and state regulations related to food preparation, handling, and permits. WTAMU retains the right to require insurance, permits, or inspections as needed.

Catering Kitchen at Legacy Hall

The kitchen is available for groups bringing in and/or preparing food for special events only (non-reoccurring event).

The kitchen is equipped with electrical outlets, refrigerators, freezer, warming cabinets, microwave, ice machines, coffee/tea makers and counter space. Equipment is not to be moved from its original location.

All items must be removed from the kitchen at the end of the event including food.

The kitchen must be left clean after the event is completed. To clean the kitchen, you must use the approved cleaning chemicals provided by the JBK Student Center. An additional cleaning fee may be charged if the kitchen requires cleaning beyond normal end of the day custodial service.

Marketing/Advertising

Marketing space is available to campus organizations, academic and auxiliary departments. Reservations are only for those groups advertising events and services that are open to the entire campus community and respect the mission of the University and its endeavors.

Marketing reservations will follow same date availability as space reservations. Providing space for an event or marketing of an event does not necessarily imply university endorsement or sponsorship of a product, issue, or idea. Therefore, users may not state or imply University sponsorship or endorsement of their activities without the University's consent. Promotional material and advertising for Non-University sponsored activities must include the following disclaimer: "This is not a West Texas A&M University program."

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 that do not include this information will be removed from the JBK.

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, Texas A&M University System policies or local, state or federal laws.

Posters, flyers or banners may not be attached to or placed on any unauthorized part of the JBK. This includes doors, windows, ceilings, walls, tables or other surfaces. Tacks must be used to post information on bulletin boards. No glue, tape, etc. will be allowed.

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.

Persons or organizations that 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. Any materials that are removed by the JBK will be thrown away unless prior arrangements have been made.

Bulletin Boards

A maximum of one (1) flyer per event may be posted on each bulletin board. All bulletin boards will be cleared at the first of each month.

All student election campaign materials must have Student Government approval visible on the poster.

Sandwich Boards

One outdoor sandwich board (two sides) is available for use in designated areas of the Pedestrian Mall. It may be reserved online and picked up from and returned to the JBK Information Desk. Posters/signs must be weather resistant, i.e., vinyl, laminated. Posters/signs must be attached with Velcro or bungee cords, and tape. No tacks, nails, etc. will be allowed.

One indoor sandwich board sign is available for 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 online and picked up 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 without student center staff approval.

Outside Banners

There is space available for Four Banners (Banner A, B, C, & D) to be hung outside the northeast exit of the JBK.

Banners must be reserved online at reservations.wtamu.edu.

Banners must be weather resistant, i.e., vinyl.

Banners must be brought to the JBK Info Desk the week before they are to be hung.

Banners will be taken down after the date of the event.

If the group wants the banner returned, this must be arranged when the reservation is made.

Table Tents

The table tents are available in the JBK Student Center Food Court. Space is available on a weekly basis (Monday - Sunday) only.

All artwork will be submitted electronically via email.

All ads must be received no later than the Monday prior to the week the ad is to run.

The required artwork dimensions are 6.5" wide x 3.75" tall with a .5 white space at the bottom making the finished dimensions 6.5" wide x 4.25" tall with the artwork at the top portion of the card.

All artwork submitted must be either .jpeg, .pdf, .psd, or .tif. No other formats will be accepted. Microsoft Publisher or Word documents are unacceptable. All ads must be proofed and approved by you before sending to us.

Electronic Signs

Electronic signage will not be allowed for political promotion.

The electronic signage content manager must approve all content of a questionable nature.

Content manager reserves the right to reject ads containing content that is in direct competition with JBK vendors or services.

Floor Stickers

Floor stickers must be approved by JBK staff before putting them out. They can be put down the day before the event and must be picked up directly after the event is over. If the event is several days long, the stickers may remain overnight until the last day of the event.

Exhibitor Tables

Registered student organizations and University departments may reserve exhibitor table space in the JBK at no cost and must be reserved by 5:00 pm the day before.

Individuals and non-university groups may rent a table space for a daily fee. Non-University Vendors are required to have a sales tax permit and abide by applicable state policies.

If an outside organization is sponsored by a student organization, but the student organization does not benefit, the exhibitor fee will remain. However, if an outside organization is sponsored by a student organization and the student organization benefits in some way, then the fee will be waived.

Exhibitor Table space in the JBK is limited to seven (7) six-foot tables in the Commons. A

maximum of two (2) chairs per table is allowed.

Exhibitor Table space is limited to one (1) table per day per group. Exhibitor tables can be reserved for a maximum of two (2) five consecutive day periods per semester. Additional requests should be submitted for approval one week in advance and are contingent upon available space.

Table space is not available on Dead Day and finals week. Exceptions must be pursued through the VP for Student Affairs.

To keep the flow of traffic thru the commons area, literature may only be handed to persons who express an interest and are in an area immediately adjacent to the assigned table. 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.

All groups must check in at the JBK Info desk the day of their reservation to obtain their Exhibitor Table permit. The permit must remain prominently displayed on the table during the entire time the exhibitor table space is occupied.

Sales

Registered student organizations, University departments, and outside vendors may be permitted to sell items in the JBK if they have an approved Exhibitor Table reservation. No items may be sold that conflict with the sales of an auxiliary service (i.e., University Bookstore or Aramark without the auxiliary service director's approval. (See also *Exhibitor Table Reservations*)

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.

Donation Boxes/Drives

All requests to provide donation boxes and/or drives in the JBK must be placed through the JBK Information Desk.

All donation boxes must be checked regularly and have the following information on the box: contact person with phone number, University organization name, and date(s) of the event.