



West Texas A&M University

**JACK B. KELLEY STUDENT CENTER
PROCEDURES AND GUIDELINES**



TABLE OF CONTENTS

MISSION STATEMENTS	3
WTAMU Mission Statement	3
Division of Student Enrollment, Engagement, and Success Mission Statement	3
Jack B. Kelley Student Center Mission Statement	3
GENERAL POLICIES	4
Marketing/Advertising	4
Alcohol	6
Amplification of Sound	6
Audio/Video - Production Services	7
Bicycles/Non-Motorized Vehicles	7
Building Hours/After Hours	8
Cleanliness	8
Donation Boxes/Drives	8
Decorations	8
Emergency Safety (buff alert, tornadoes, fire, etc.)	9
Food/Catering	10
Catering Kitchen	10
Event Liability Insurance	11
Lost & Found	11
Parking	11
Political Activity	11
Reservations	11
Sales	18
Smoking/Tobacco	18
Illegal Weapons/Illegal Substances	18

MISSION STATEMENTS

WTAMU Mission Statement

West Texas A&M University is a diverse and inclusive student-centered community of learners that:

- provides a technology-rich, academically rigorous educational experience at the undergraduate and graduate levels;
- cultivates opportunities to develop critical thinking and problem-solving skills, information literacy, and ethical behavior;
- directs resources in support of empowering co-curricular experiences;
- maintains focus on the development of future leaders for our community, the state, the nation, and the world; and
- serves through education, research, and consultation as a catalyst for economic development and enhancement of the quality of life for the region.

Division of Student Enrollment, Engagement, and Success Mission Statement

The Division of Student Enrollment, Engagement, and Success develops a student-centered educational environment that enhances involvement in individual growth and learning by offering rich and varied programs, services and facilities that challenge and support students toward academic success and lifelong learning. Students are empowered to become informed, responsible, creative and articulate decision makers who will strive for educational, personal, social and professional achievement.

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, diversity, 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. In the spring of 2010, a University Center Fee increase was presented to the students of West Texas A&M University. The students voted to increase the student center fee and as a result provided enough funding to build the \$10.9 million expansion of the Jack B. Kelley Student Center.

GENERAL POLICIES

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 (pg. 10).

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 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 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.

Bulletin Boards

A maximum of one (1) flyer per event may be posted on each bulletin board.

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.

Student Government will approve all student election campaign materials for posting.

Posters

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.

One outdoor sandwich board (two sides) is available for use in designated areas of the Pedestrian Mall. It may be reserved at 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.

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 without student center staff approval.

Table Tents

The table tents are available in the JBK Student Center Food Court and the Dining Hall. Space is available on a weekly basis (Sunday to Monday) 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. The card that is installed in the napkin holder is actually 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.

Bathroom Bulletins

The Bathroom Bulletins are available in the JBK Student Center only.

Space is available for up to two weeks or until your event date, whichever comes first.

Bring 7 flyers (8.5" x 11" portrait) to the JBK Information Desk. For the artwork to properly show, there needs to be .25" border around the entire page.

All artwork will be approved and distributed within two business days.

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.

Alcohol

Alcohol is not allowed in the JBK except in the Legacy Hall, Legacy Foyer, Hazel Kelley Wilson room, and Legends Club. Prior approval must come from the President's Office before alcohol will be permitted.

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 Enrollment, Engagement, and Success.

Cash bars and/or distribution of hard liquor at an event will require coordination with an approved liquor licensed provider.

If beer and/or wine are supplied for open distribution, it will be the responsibility of the event host to provide a TABC certified bartender for each station.

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

Amplification of Sound

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.

Audio/Video – Production Services

The JBK Student Center reserves the right to require technical service staff, including hours of call and crew sizes for meetings and events. All paying 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. 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 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 sound systems will be determined by Production Services after the venue and event details are presented by the requestor. Production Services is not responsible for satisfying entertainment contract requirements. It will not be presumed Production Services will provide any services until after JBK staff has the opportunity to study the tech rider information and it has been determined that the JBK can satisfy event 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 within the JBK Student Center. The JBK has a limited amount of equipment so it is encouraged to plan ahead.

Production Services can provide support for events outside of the student center. All university organizations will be charged hourly fees for A/V services not in the student center along with other mandatory fees.

Production Services A/V Technician's will always deliver, setup, and operate equipment during off site events.

Weather that may damage equipment will result in termination 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.

Bicycles/Non-Motorized Vehicles

No running, roller-skating, roller-blading, skateboarding, or bike riding in the JBK.

Building Hours/After Hours

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

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 Director.

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. Individuals and groups will be held financially responsible for damages to furniture and facilities.

Donation Boxes/Drives

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

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 will be charged \$100 per day storage fee.

The loading dock must be cleared of all debris.

A large-scale event is any event that will have more than one-hundred (100) people in attendance.

Large-scale events scheduled outside the fall and spring semester, can reserve an extra setup day at a reduced rate. During the fall and spring semesters, no setup days will be permitted without director approval.

A florist/wedding consultant may be used to provide non-food items only. The JBK Student Center must approve the set-up and decorations of the rented facility.

Items such as glitter, birdseed, rice, bubbles and fireworks (i.e. sparklers) may not be utilized in the JBK. Glitter, birdseed, rice, and fireworks (i.e. sparklers) may not be utilized outside any entrance.

Double-sided tape of any kind shall not be used in the JBK. 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. 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.

No battery-powered vehicles (i.e. Chevy Volt) will be permitted in facility.

Helium balloons are not allowed in the Legacy Hall or adjoining hallways.

Helium tanks are not permitted within the JBK.

Fog/smoke machines may not be used in any part of the JBK. These machines will set off the fire alarms throughout the building.

If the Genie lift is needed for decorations, the first two hours of use will be provided free of charge. Any additional time will be charged at an hourly rate.

As per University policy, candles, incense, or any other flame effect devices may not be used in any University facility.

No decorations may be hung from any wall, acoustic panel, ceiling, door or other surface of the JBK. All decorations must have advanced approval of the student center director.

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. No other permanent-type signage is allowed.

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

In the event of an emergency during an event, the JBK 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.

Food/Catering

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

All catering of food shown on the regular menu of the food court restaurants must be done through the food court restaurants. The food service director must approve all other food requests.

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.

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

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.

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.

No beverages with permanent dyes are allowed in carpeted areas (i.e. red punch, anything with cranberry, raspberry or blueberry juice, etc.)

Catering Kitchen

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, 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.

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.

Lost & Found

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

Parking

No parking is allowed in the driveway or under portico once loading/unloading is complete.

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

Political Activity

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

Reservations

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, interrupt, or terminate 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. Once the event is confirmed, the student center director must approve all marketing material prior to distribution. Failure to do so may result in denial to use the space.

Groups should not advertise their events until the 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 in the JBK Student Center.

A large-scale event is any event that will have more than one-hundred (100) people in attendance.

The use of the JBK facility, J.A. Hill Chapel or outside lawns (not including Buffalo Sports Park) will be scheduled through the JBK Information desk. All reservations should be secured through www.reservations.wtamu.edu.

Scheduling an event at least 2 weeks in advance is recommended.

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.)

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

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

Institutional Priority Events

Institutional Priority Events are mission critical events that will be scheduled as far in advance as dates are available. These events take priority over all other 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.

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

- Submission Criteria
 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.

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. The Buffaloes Traditions Programs shall be booked into the JBK Student Center Building reservations calendar as soon as the University calendar has been approved and prior to advance reservations being booked.

This procedure permits selection of a few programs that must happen annually in the JBK Student Center 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

Scheduling

Only Legacy Hall, Legacy Foyer, The Legends Club, Entire Commons area, East Commons, Hazel Kelley Wilson Room, Buff Branding Room, Eternal Flame Room, Senate Chamber, West Texas Room, Thunder Room, Maroon Room, and White Room may be reserved. Only the Buff Branding Room, Eternal Flame Room, Senate Chamber, West Texas Room, Thunder Room, Maroon Room, and White Room may be reserved for regularly scheduled meetings.

WTAMU departments and student organizations may not serve as fronts for off-campus organizations. If “fronting” is discovered, outside rental rates will apply.

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 1st for the upcoming academic year. Beginning May 1st, all campus departments may make reservations for the upcoming academic year.

Outside organizations can make reservations for the upcoming academic year starting on May 1st, but they cannot make a reservation more than 6 months ahead of their event date. If all Institutional Priority and Buffalo Traditions events have been confirmed for the upcoming summer, the JBK reserves the right to allow outside organizations to book events more than six months in advance.

The date that marks the beginning of the fall semester is defined as the day the residence halls

open. The end of the summer semester is marked by the day before the residence halls open for the fall semester.

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.

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

If the date of a confirmed event needs to be changed, it must be done so through reservations.wtamu.edu or by contacting the JBK. There is no guarantee that the new date will be available until the change is made and prior reservations are checked for the same location, date and time.

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.

The Legends Club space may be scheduled for small presentations, performances, and other events that are open to the general public and do not require the removal of furniture or prevent students from utilizing the lounge space. Each event will be considered and approved on a case-by-case basis.

Rates

The four different groups for billing purposes are student organizations, University departments, WTAMU students, and outside organizations or groups.

Facility rental fees will be assessed 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 (\$400) – 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, university departments, WTAMU students will be charged the Building

Manager fee per hour for each JBK staff member required before or after the normal operating hours.

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

Setup fees are addressed based on the size of the event and the number of staff 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.

Any University group that schedules an event in Legacy Hall with less than 5 days' notice will incur all setup charges along with all other staffing charges required to properly manage the event.

University departments and student organizations may co-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.

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 a fee stated in the JBK Student Center Venue Pricing Guide, unless the Vice President for Student Enrollment, Engagement, and Success waives the fee.

The JBK fee schedule for any group required to pay for the facility is as follows:

½ of the room rental charge and the cleaning deposit is due at time of booking. The remainder of the room rental price plus any additional fees 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, only the cleaning deposit is refundable.

Refund checks (cleaning fees and/or cancellation refunds if applicable) will be mailed out approximately two weeks after an event is completed or cancelled.

Exhibitor Space

Registered student organizations and University departments may reserve table space in the JBK at no cost. Individuals and off-campus groups, with an approved Exhibitor's, may rent a table space at the non-university group rate.

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.

The JBK Student Center does not allow a University department to sponsor a non-University event when the non-University group seeks to reduce applicable costs for facilities or services.

Vendors will pay sales taxes and maintain required documentation and records in the state of Texas.

Table space in public areas and hallways of the JBK is limited to seven (7) six-foot tables in the Commons and two (2) six-foot tables in the hallway next to Legends Club. A maximum of three (3) chairs per table is allowed and a maximum of 4 people.

Table space is limited to one (1) table per day per approved user. 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.

Table space is not available on Dead Day and finals week. Exceptions must be pursued through the student center director.

In an effort 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.

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.

Any exhibitor space must be reserved by 5:00 pm the day before the reservation.

Outdoor Space

Available outdoor spaces to reserve are: Vaughan Pedestrian Mall, Classroom Center North, 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 and 26th Street.

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 setup, tore down and cleaned after the

event by group reserving the outdoor space.

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

For reservations on 26th Street, it is the responsibility of the group to contact UPD if the gates need to be opened.

Portable BBQ grills are not permitted on the sidewalks or concrete areas, only on grass.

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 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.

J.A. Hill Chapel

Preparation/set-up and clean-up times are included in the rental period and should be included in the reservation request.

The group hosting the event is responsible for the removal of all personal belongings and decorations immediately following the ceremony; repair of damage and replacing damaged equipment of facilities caused by decorations. Clean-up means taking out the trash, vacuuming, sweeping, mopping, etc.

Tape or adhesives of any kind shall not be used in the J.A. Hill Chapel. Any damage and costs associated with repairing the damage will be billed to the group responsible for the event.

As per University policy, candles, incense, or any other flame effect devices may not be used in any University facility.

No decorations may be hung from any wall, ceiling, door or other surface of the J.A. Hill Chapel. All decorations must have advanced approval of a student center staff member.

Items such as glitter, birdseed, rice, bubbles and fireworks (i.e. sparklers) may not be utilized in the Chapel. Glitter, birdseed, rice, and fireworks (i.e. sparklers) may not be utilized outside any entrance.

Flowers must be placed in safe containers to ensure that no water damage occurs. Flowers may NOT be placed on musical instruments.

Furniture may NOT be moved or rearranged without specific permission from the JBK Student Center. If permission is granted, the furniture must be moved or rearranged by the Chapel staff. (CERTAIN FEES MAY APPLY)

Active members of the West Texas A&M University Alumni Association at the Maroon Spirit level or above will be charged \$100 in facilities fees for the Chapel. This \$100 fee is to contribute JA Hill Memorial Scholarship given to students each year. Proof of membership must be verified when the deposit is received.

All groups except University Departments and student organizations must pay the hourly fee for a staff member to be present during the entire event.

Sales

Registered student organizations, University departments, and outside vendors may be permitted to sell items in the JBK if they have an approved exhibitor's reservation. 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*)

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.

Tickets to events sponsored by off campus groups or individuals may be sold upon approval of the Vice President for Student Enrollment, Engagement, and Success if a discount is offered to WTAMU students.

Smoking/Tobacco

Smoking and use of any tobacco products (cigars, cigarettes, chewing tobacco, etc.) as well as shisha (flavored tobacco) will not be allowed in the JBK Student Center. Products that simulate tobacco use (e-cigarettes) or use water to vaporize tobacco/nicotine are also prohibited.

Smoking is not permitted outside within 50 feet of any entrance into the JBK Student Center.

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.