



RICE UNIVERSITY
STUDENT CENTER

Facilities & Events · Student Activities · Student Run Businesses

Policies & Procedures Handbook

The Student Center is a member of the Association of College Unions International.

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Student Center Mission

The Student Center, through facilities and events, student run businesses, and student activities, provides excellent services and developmental opportunities to build community and enrich the Rice experience.

General Policies

The Student Center provides a number of services and resources for the campus community. A variety of room reservation opportunities, student organization space, services, as well as dining facilities are available through the building. In addition the building houses the following offices under the Dean of Undergraduates Division:

- Academic Advising
- Center for Civic Leadership
- Multicultural Affairs
- Study Abroad
- Student Center Administrative Offices
- Student Media
- Student Success Initiatives

Housing and Dining through Rice University contracts with Barnes and Noble to provide the book store services as well as Recharge-U, the building's convenience store. They also contract the services for the Copy Center, and operate all of the food services in Sammy's as well as the Droubi's Window and Ambassador Café that operates out of Willy's Pub.

Coffeehouse and Rice Bikes are Student Run Businesses operating in the building managed by the Student Center Administrative Office. The student staffed Information Desk is on call during business hours to provide assistance with questions and concerns related to the building.

It is important to note the following policies:

- No Animals (except guide dogs, on a leash and identified as a service animal for persons who are physically challenged) are permitted in the building.
- Due to the proximity of food service, shirt and shoes must be worn in the Student Center.
- Roller skates/blades, skateboards, bicycles and Segways are prohibited in the Student Center.
- Smoking, possession of illegal substances or firearms, and gambling are also prohibited inside the facility.
- The removal of SC equipment or property outside the facility, unless authorized, is also prohibited.
- Unauthorized solicitation for commercial activity or donations is prohibited in the Student Center. Violators will be asked to leave the building. Authorized solicitors may not solicit anywhere but from behind the table that they have reserved. "Aggressive solicitation" i.e. approaching someone from in front of the table, shouting, or throwing objects at passing individuals will result in the vendor being escorted from the building and forfeiting the remainder of their vendor fee. Please see the Vendor Agreement Form located in the Appendix.

Persons using the Student Center are required to be considerate of other users and refrain from boisterous or inappropriate behavior. Student Center management reserves the right to monitor and respond to inappropriate behavior that may be disruptive to the mission of the Student Center. Rice University Police Department (RUPD) may be contacted to help respond to any behavior that is deemed inappropriate or unsafe for patrons in the building. Any behavior exhibited in the Student Center that violates the law will not be tolerated and may result in prosecution.

In the interest of safety, all persons will evacuate the building calmly in the event of a fire alarm/other emergency. Student Center employees should secure all cash and lock doors before exiting the building, helping to make sure the building gets evacuated but not placing themselves at personal risk. Please refer to the Student Center's Emergency Procedures Handbook for more information.

Event Planning Policies

The Student Center offers many rooms of different sizes for activities including but not limited to meetings, conferences, banquets, lectures, dances, and weddings. The Student Center's facilities are available to both University and non-University groups and individuals in accordance with the guidelines detailed below.

- The department or organization holding an event in the Student Center is responsible for returning the facilities to regular use in good condition.
- Any items brought into the Student Center must be removed at the close of the event.
- Costs incurred in extraordinary cleaning, or in repairing or replacing any damaged items, must be assumed by the department or organization.
- Additional clean-up charges will be assessed after the event, based on the actual extent of clean-up required at \$35.00 per hour of service per custodian.
- Events requiring amplified sound must not disturb other events within the Student Center.
- If an event requires security, the department or organization reserving the venue must contact the Rice University Police Department (RUPD), who will confirm and provide appropriate personnel.
- Any event that violates any Student Center, Rice University, municipal, state, or federal regulations may be shut down at the discretion of the Building Manager in accordance with RUPD.

Reservation Procedures

All on-campus reservation requests must be submitted online via the Student Center's Event Management System (EMS) at <http://rooms.rice.edu>. All external requests must be submitted via email to scevents@rice.edu.

Please be accurate and thorough when requesting a reservation. Your organization may accrue additional costs for last minute requests, and we may not be able to accommodate them. With proper pre-planning, we can assist any group or organization in making its event a success. All reservations are subject to operating, rental, and all other cost policies as described in this manual.

Internal Groups - Student Organizations

Recognized student organizations are able to request room reservations. A student organization is recognized once it has completed the annual registration process with the Office of Student Activities. A program qualifies as a student organization event when space is reserved by an approved member of that organization and the organization is actively involved in the planning and execution of the event. The Student Center is pleased to offer its facilities and event planning services to all University recognized student organizations at no cost to the student organization. However, fees are charged if we need to open the facility early or close later than regularly scheduled. Internal events which require the Student Center to extend its hours of operation will cost an additional \$25 per hour and may incur an early open and/or late close fee of an additional \$25. There is a 3 hour minimum for events that would occur on days that the Student Center is not scheduled to be open, and an increase in the additional fees.

Student organizations may submit a maximum of 15 requests per semester to hold events in either the Grand Hall or Farnsworth Pavilion. (Organizations with membership numbers that require them to use Farnsworth Pavilion for meetings will not have their meeting times count towards the 15 event maximum.) **After the 2nd week of classes, organizations may request additional space (over the 15) if it is still available.**

Internal Groups - University Departments

A program qualifies as a departmental event when the space is reserved by a University department, the department is actively involved in the planning of the event, the majority of the attendees are employees/ students of the University, and the program is charged to a University account. All university events will be billed directly to the department using the Fund/Org codes submitted in their online reservation request. Internal events which require the Student Center to extend its hours of operation will cost an additional \$25 per hour and may incur an early open or late close fee of an additional \$25. There is a 3 hour minimum for events that would occur on days that the Student Center is not scheduled to be open, and an increase in the hourly fees.

Internal Individuals

Individual students who are currently enrolled at Rice University and full-time faculty and staff members receive a 15% discount off the external rates on any of the Student Center's venues, except for the chapel where the discounted rate is 40%. Internal individual events which require the Student Center to extend its hours of operation will cost an additional \$50 per hour and may incur an early open and/or late close fee of an additional \$25. There is a 3 hour minimum for events that would occur on days that the Student Center is not scheduled to be open, and an increase in the hourly fees.

Non-Profit Groups

If your organization is a private, nonprofit organization, you must submit a copy of the IRS letter indicating your eligibility for nonprofit status under the applicable provisions of the Internal Revenue Code of 1954, as amended. We will not accept a letter of state sales tax exemption as proof of nonprofit status. Non-profits receive a 50% discount off the external rates.

Non-profit groups must purchase event liability insurance, unless they can submit proof of liability insurance coverage prior to the scheduled event. The limit of liability coverage required of the user is \$1 million per occurrence/\$2 million aggregate.

All appropriate forms and a non-refundable \$500 deposit fee, which is applied to the total amount, must be received by the Student Center within 2 weeks after the Student Center receives the request in order to confirm the reservation. Unconfirmed reservations will be released.

Non-profit events which require the Student Center to extend its hours of operation will cost an additional \$50 per hour and may incur an early open or late close fee of an additional \$50. All non-profit events require full payment 30 days prior to the event date. There is a 3 hour minimum for events that would occur on days that the Student Center is not scheduled to be open, and an increase in the hourly fees.

External Groups

Any group not meeting the qualifications for internal or non-profit as listed above will be considered external.

All external groups must purchase event liability insurance, unless they can submit proof of liability insurance coverage prior to the scheduled event. The limit of liability coverage required of the user is \$1 million per occurrence/\$2 million aggregate.

All appropriate forms and a non-refundable \$500 deposit fee, which is applied to the total amount, must be received by the Student Center within 2 weeks after the Student Center receives the request in order to confirm the reservation. Unconfirmed reservations will be released.

External events which require the Student Center to extend its hours of operation will cost an additional \$50 per hour and may incur an early open or late close fee of an additional \$50. All external events require full payment 30 days prior to the event date. There is a 3 hour minimum for events that would occur on days that the Student Center is not scheduled to be open, and an increase in the hourly fees.

Student Organizations – Co-Sponsoring an Event

On occasion a recognized student organization may agree to collaborate on an event or activity with a non-university organization. Co-sponsorship is not intended to be a mechanism for non-university users to avoid rental and service charges; therefore organization co-sponsorship of an event or activity may be subject to the following conditions:

- Written approval of the Office of Student Activities.
- The student organization is primarily responsible for planning the event.
- The student organization is primarily responsible for implementing and producing the event.
- The event has a clear, direct connection and substantial relationship to the purposes of the student organization.

- A percentage of the student organization members must be on-site and in attendance at the event or activity (at least 50% is recommended).
- The event has logical and demonstrable relationships to the objectives and mission of the University.
- Co-sponsorship must be approved by the Faculty Sponsor for the student organization.
- Additional fees may apply for co-sponsored events depending on the facilities used.
- Recognized student organizations are generally exempt from paying the University insurance premium, however, larger events may warrant payment. The University's Risk Manager must be consulted to determine if additional coverage is required.

Events held during Summer Sessions

Summer conferences involving housing, food service, and meeting rooms are scheduled through Housing & Dining. If you are interested in planning a summer conference, please call Housing & Dining at (713) 348-3858 to reserve housing facilities, or visit their website at <http://campushousing.rice.edu/summer/>. Classrooms are scheduled through the Registrar's Office at (713) 348-4999 or <http://www.registrar.rice.edu/>. Student Center space is available for reservation based on the above policies during summer months.

Cancellation Policy

In an effort to use the Rice Memorial Center/Ley Student Center facilities more effectively and to its fullest capacity, we request that you notify us immediately via email if you are not able to use your reserved space.

Internal Groups

University departments that cancel a reservation for Grand Hall, Farnsworth Pavilion, or Sammy's less than 30 days prior to their event will still be charged a rental fee. Recognized student organizations that cancel a reservation less than 5 days prior to their event will be charged \$150. **In addition, the student organization will be required to pay a refundable deposit (equal to the dept. charge) to hold future reservations for the remainder of the semester.**

Non-Profit and External Groups

The Student Center must receive a non-refundable \$500 deposit, which is applied to the total amount, to confirm space requests made by these groups. The deposit fee, together with all the signed forms, must be received by the Student Center within 2 weeks of the reservation request to confirm the reservation. Full payment must be received **THIRTY (30)** days prior to the scheduled event.

Chapel Use Policies

Reservations

The bride or groom must be a current Rice University student, current faculty/staff member or alumni, or the child of a current faculty/staff member or alumni, or formally sponsored by a full-time employee of Rice University. For pricing purposes student status for weddings expires on August 31st following graduation.

A chapel reservation will be confirmed only upon receipt of all the appropriate signed forms together with the \$250 non-refundable deposit, which is applied towards the total amount. All fees are to be made payable to Rice University, except the organist fee. Full payment must be made 30 days prior to the wedding date. Additional charges may apply. The Chapel Use Agreement can be found on the Student Center website at www.rice.edu/sc.

Certificate of Insurance

A certificate of insurance is required for all external events. Rice entities are covered by the Rice Insurance Policy. All external guests must purchase event insurance, unless they can submit proof of liability insurance coverage prior to the scheduled event. The limit of liability coverage required of the user is \$1 million per occurrence/\$2 million aggregate. The university provides insurance coverage at a cost of \$135 per event, per day.

Decorations/Signage

At no time can tacks, nails, or other fasteners that damage the walls or furnishings be used to affix any items or decorations to the building. This includes glass windows and doors. The use of masking tape is permissible on any surface except painted walls, and ceilings. The Student Center staff and Rice University are not responsible for injuries that may occur to users while an individual or group is installing or removing decorations for an event. Individuals may not stand on tables to put up/remove decorations. Please discuss your event's decoration and signage needs in advance with our staff to ensure the success of your event. All decorating materials must be acceptable according to the City of Houston's Fire Code. We can help event sponsors to make alternative arrangements, e.g. with easels.

Decorations must be removed immediately following an event. The time required to remove decorations must be included in the calculation of the "End Time" on the Facilities Reservation Form. Decorations not removed by the users immediately following the event will be disposed of/recycled at the discretion of the Student Center staff. Birdseed, rice, potpourri and other materials used to shower departing newlyweds or to decorate tables are strictly prohibited in and around the Student Center. Cleanup of these materials will constitute an additional charge based on staff time required. The individual/organization responsible for the reservation will be billed for cleaning at a rate of \$35 per hour (with a one hour minimum). Glitter, icicles, and other similar metallic material are not allowed in the Student Center. Candles may be used ONLY if placed in a glass container such as a hurricane lamp or ivy bowl.

Disclaimer

Rice University and the Student Center will be held free of all responsibility and liability, financial or otherwise, involved in the presentation of any event. The Student Center is in no way responsible for any damage to or loss of equipment, decorations, etc., brought in by the individual/organization.

Event Advertising Policies

Advertising and promotion space within the Rice University Student Center and Fondren Library are primarily for the purpose of advertising events sponsored by Rice University registered student organizations and departments. Groups wishing to post advertisements or conduct promotions must adhere to the following guidelines.

- You need belong to a registered student organization or be a full-time department employee to make requests.
- Advertising spaces must be reserved online. If you do not have an account, please request an account here: <http://rooms.rice.edu>. Once your account is activated, you can log in, go to the reservations area and select "Campus Event Advertising" to make your request.
- Space is granted on a weekly basis for most venues. Please request the space for the entire week, starting on Monday. The only exceptions to this policy are the Fondren table and the easel which can be reserved on a daily basis.
- Requests are not confirmed reservations; you will receive a confirmation if you are granted space.
- Clean-up and/or removal of items is expected to occur immediately after your reservation time has ended, unless arranged otherwise.

Fondren Library Banners

Banners that contain vulgar or profane language or promote practices that violate university guidelines will be removed, as will those that contain hurtful messages directed towards individuals. Students or groups who write such messages may be in violation of the Code of Student Conduct. Banners containing these messages may not be approved and may be denied at the point of hanging or required to be removed after hanging is completed. Text of the event must be included in the request in order for reservations to be confirmed. Please note: banners advertising events with alcohol must be approved by Student Judicial Programs and banner wording must include information regarding food and sodas. Reservations are limited to one week per event, from Monday PM through the following Monday AM, and must be hung within these times.

Supplies you must provide:

- **TWIN BED SHEET** (larger sheets will not fit due to the placement of the hooks on the library roof).
- **DUCT TAPE** to secure the ends of the sheet to the poles.
- **PAINT** that is waterproof (latex house paint or spray paint will work).

Supplies provided for you:

- **PVC PIPES** (2 inches longer than the banner on each side).
- **ROPES** to secure the banner at the top and bottom.

Construction and design

- **USE WATERPROOF PAINT ONLY!** Latex house paint and spray paint will work, but tempera will not. (You will be responsible for the cost of clean-up for any paint on the library walls.)
- **VERTICAL ORIENTATION** is the only way to paint your banner. If multiple banners are being hung any other orientation (i.e. landscape) will not fit.
- **ALLOW SUFFICIENT SPACE** at the top and bottom of the sheet to make a sleeve to slip the piping through. Begin your painting inside these parameters.
- **INCLUDE THE ORGANIZATION NAME** clearly on the banner. Banners will not be allowed to hang if the organization name is not easily seen.

Hanging and Implementation

- **OBTAIN THE PVC PIPES AND ROPES** by checking out the specific poles for your banner through the information desk at the Student Center. Only confirmed reservations will be able to obtain poles.
- **SECURE THE SLEEVE FOR THE PIPE** either by thoroughly stapling or sewing. Thread the pipes through the sleeves and secure the sheet at each end with masking or electrical tape. Thread the ropes through the PVC pipe.
- **CUT SLOTS** in the banner to minimize wind damage.
- **TAKE THE BANNER** fully constructed to the 3rd floor of the library (Karen Hyde, Library Administration, room 313 Fondren). Show them your confirmed reservation and you will be let out onto the roof. You will not be permitted to take scissors or staplers or any sharp object onto the roof. You may not go on the roof alone. Take one person with you – no more than two students are allowed on the roof at one time. In inclement weather, no one will be allowed on the roof.
- **HANGING AND REMOVAL** Banners may be hung *Monday – Friday during office hours but before 4:30 PM*. They may not be hung during inclement weather. They must be taken down no later than 12:00 PM of the Monday after the reservation. Failure to remove a banner promptly will incur a fine of \$15 and the organization may lose the privilege to advertise in this manner for up to one full academic year if removal is a re-occurring problem.
- **RETURN YOUR PVC PIPES AND ROPES** as your organization will be responsible for the pipes/ropes that you reserved/used. Failure to return your pipes/ropes will lead to a fine and possible loss of reservation privileges. PVC pipes and ropes are to be returned to the information desk at the Student Center.

Chalking

Recognized student groups/offices may use chalk in designated areas of the Student Center and under specific conditions as a means of expressing their views and exchanging information, with prior approved reservation of space. Only non-toxic, water-soluble chalk may be used. Chalking is permitted only at the north entrance by the glass doors of the RMC (however, not underneath the overhang). Chalking is only permitted on the ground and may not be extended to walls, columns, benches, tables, or part of any facility or structure. Chalk not in the reserved area will be removed at the expense of the group. Chalking that contains vulgar or profane language or promotes practices that violate university guidelines will be removed, as will those that contain hurtful messages directed towards individuals. Students or groups who write such messages may be in violation of the Code of Student Conduct.

There is a one-week duration limit, which will include one day to clean up the chalking. Groups must remove chalk before NOON on the Sunday of their reservation. Failure to remove the chalk in a timely manner will result in the following fee: 1st offense - \$40 fee, 2nd offense - \$80 fee, 3rd offense - \$100 fee and you will not be able to reserve space again for the academic year. Scheduled groups may chalk as early as Sunday afternoon assuming that the previous group has cleaned their chalk by the deadline.

Glass Doors

The glass doors leading to the Grand Hall Lobby may be reserved to publicize major functions by painting information/small artwork on the doors. Student organizations and departments can reserve space for a one week period. Scheduled groups may paint the doors as early as Sunday afternoon, before their reservation, assuming the previous group has removed their paint by the deadline. ONLY acrylic paint may be used and paint should be on the exterior side of the windows. At least 50% of the glass must remain unobstructed and free of paint. Your organization is responsible for all paint removal on the Saturday of the reservation week. At time of removal, you should use a straight edge to peel away the paint and a Windex solution to loosen it up. If you fail to clean the windows, you will be charged \$50 and may lose the privilege of painting the doors for up to one academic year.

Grand Hall Lobby Easel

There is a reservable easel located in the Grand Hall Lobby that may be used to publicize major functions. Student organizations and departments can reserve this space for a one week period. Scheduled groups must provide a mounted poster to put on the easel. The information desk will provide an easel if there is not an existing easel in the lobby. Groups may place their mounted poster on the beginning date of their reservation and must remove it by the end of their reservation time. You may not display a poster without a reservation. Any posters left behind after the reservation time has expired will be recycled or disposed of and are not the responsibility of the Student Center.

Fondren Library Table

There is a library space outside of Fondren that can be reserved by groups to advertise events or organizations. The table location is on the east side of the library facing the academic quad and the Willy's statue. This is a daily reservation and the table and chair(s) must be obtained at the Student Center and carried by members to the library and back on the same day. Only confirmed reservations can pick up the table and chair(s) from the information desk. You may not carry the table through the library. It must be walked around to the academic quad side of the library. Tables must be returned to the information desk, or your organization will be fined \$50 and may lose the privilege of using this space for up to one academic year.

Grand Hall Lobby Tables

There are 4 table spaces available in the Grand Hall lobby that can be reserved by groups to advertise events or organizations and/or sell goods/services. Internal customers must reserve the tables online through the online Student Center EMS at <http://rooms.rice.edu>. External customers must email scevents@rice.edu. These table spaces consist each of one 3x6 table and 2 chairs, and will be set-up for your organization in advance by our staff.

Flyers/Posters

All flyers must be approved and stamped by the Information Desk staff. The Information Desk itself does not accept advertisements. The staff, however, will assist patrons in locating public boards near the Coffeehouse for this purpose. Flyers with expired posting dates are removed on the 1st and 16th of every month. Only pushpins or tacks should be used on the bulletin boards. Any flyers/posters adhered to (or left lying on) any other surface will be immediately removed. If removal of these unauthorized flyers causes damage to the surface they were adhered to, the sponsoring organization will be charged for its repair. All student organizations must follow the flyer policy established by Student Activities. Failure to follow the flyer policy will result in the following fees: 1st offense - \$25 fee, 2nd offense - \$50 fee, 3rd offense - \$75 and you cannot post flyers again.

University Name Use for Events at the Student Center

The Student Center is comprised of the Rice Memorial Center, the Rice Memorial Chapel, the Ley Student Center, and the surrounding lawn areas of the Center.

When advertising your event at the Student Center, please note that you can only use the name of the university as a location, and it needs to be used in conjunction with our department's name. Also, the full name of each room must be accompanied by the proper Student Center title.

For instance, here are some examples:

1. This year our school auction will be in Farnsworth Pavilion, at the Rice University's Ley Student Center. The university's main address is 6100 Main St., Houston, TX 77005. Campus map is attached for building location.
2. Our wedding will be at the Rice University Memorial Center Chapel, located in the university's Rice Memorial Center, off Rice Blvd., entrance #20. See attached map.
3. *Organization's name* 25th anniversary party will be held in the Grand Hall, at the Rice University's Memorial Center, located on 6100 Main St., Houston, TX 77005.

This is to ensure proper recognition of donors who have significantly contributed to the establishment of the Student Center.

Venues located in the Ley Student Center include:

Coffeehouse
Brown Garden
Farnsworth Pavilion
Meyer Conference Room
Miner Lounge

Venues located in the Rice Memorial Center include:

2nd Floor Conference Room.
Blair Conference Room
Holland Private Dining Room
Grand Hall
Ray Courtyard
Rice Memorial Chapel
Sammy's
Willy's Pub

Rice University's name and official logos may not be used by private parties and/or corporate businesses in any type of advertising or endorsement.

For more information, contact the Office of the Vice President for Public Affairs at 713-348-6280 or e-mail pubaffrs@rice.edu with any questions or special requests.

Alcohol Policy

The Student Center does allow use of alcohol under certain circumstances. All alcohol present in the building must be served by a certified alcohol server and follow all policies established by Rice University. All university non-profit and external groups wishing to serve alcohol must use the services of Texas Alcoholic Beverage Commission (TABC) certified servers. A week prior to the event the Student Center must receive a copy of either the license to sell alcohol from the caterer, and/or the TABC Certification Cards of the individuals who will be serving. If this documentation is not provided, but alcohol is brought into the facility, the event will be cancelled.

Departments who wish to have alcohol at an event where money is collected (whether it is for drinks or a general admission) must have certified servers.

Student organizations wishing to host an event with alcohol must follow the guidelines in the Student Handbook – Alcohol Policy: http://www.students.rice.edu/students/Alcohol_Policy.asp. All student events with alcohol must have prior approval from Student Judicial Programs. For more information contact the Office of Student Judicial Programs at x4786.

Catering

Your event may be catered by a restaurant of your choice, but once you've made your selection, we must receive a copy of their catering license (City of Houston Food Dealers Permit). Willy's Pub and the Coffeehouse are also catering options for small meetings. Groups wishing to rent linens have the option of utilizing the Student Center linens rental service, as we rent navy and white 85" rectangular linens. See the Student Center website at <http://www.rice.edu/sc> for up-to-date pricing information about our linens.

Boba and Bake Sales

Student organizations wishing to raise funds by having a boba sale or a bake sale in the Student Center may do so by reserving a table through the Student Center online reservation website. All items must be commercially individually wrapped. Below are guidelines that apply to all sales. Students must take the Food Safety & Sanitation Class, prior to being confirmed for the space. The class is provided by Housing and Dining staff, and scheduled a couple of times each semester. For more information contact Joyce Myles at azora@rice.edu.

Guidelines for Food Sales & Handling

Item 1: Protect food that is served:

- *Keep HOT foods at 140°F or above and keep COLD foods at 41°F or below. Use insulated carriers (i.e. thermos/coolers) to keep hot/cold items hot/cold and separate from cold/hot items from each other.
- *Wear an effective hair restraint e.g. ball cap or hair net. No hair spray or visors will be acceptable.
- *Use individually wrapped and/or packaged foods and provide sneeze guards at display areas where food is accessible to the public.
- *All food, equipment and paper products shall be stored at least 6 inches above the floor.
- *No eating, drinking, smoking is allowed in the food area.
- *A standard measure of time that is safe is 2 hours outside of the temperatures above. After 2 hours, items should not be sold to a consumer. Ask if you need to know more.

Item 2: All servers must wash hands and use sanitizers regularly.

Item 3: All serving utensils must remain in the container to be served from or washed, rinsed and sanitized before reuse. Using the bathroom sink is not an acceptable way to wash, rinse, and sanitize serving utensils. Unless suitable utensils are used to handle ready-to-eat foods, single-use gloves are required for all food handlers.

Item 4: Ice used for consumption must be from an approved source. Ice shall be held in bags until used and dispensed properly.

Item 5: Food contact surfaces of equipment shall be protected from contamination by consumers by using separate counters, tables, sneeze guards, etc.

Item 6: Provide only single-service articles for customer's use.

Item 7: Do not store any food in contact with water / un-drained ice.

Item 8: Dispose of all liquid and solid waste properly. Dumpsters are located at the loading dock behind Brown Garden and Sammy's.

Item 9: When selling items from an outside source temperature and sanitation must be maintained until served. Use insulated carriers (i.e. thermos/coolers) to keep hot items hot and separate from cold items.

Note: The City of Houston or Student Center Administration has the right to inspect, deny, or close down an operation deemed a risk or unsafe.

Movie Showings

It is the responsibility of the event sponsors to obtain the public performance rights for any public showing of video or films. It is illegal to conduct a public showing without first obtaining the necessary license for the program. Without such license, the public showing becomes a copyright infringement and the violators can be prosecuted and held liable for fines, penalties, court costs, and legal fees upwards of \$50,000 per abuse. The copyright laws apply whether you charge admission or not. There are no distinctions between profit and non-profit groups. Ownership of an individual video tape does not give one the right to show it in a public place; it is for HOME USE ONLY.

Not having the budget to pay for the license (and thus the royalties) is not an acceptable reason for renting from a local distributor and showing a video in a public area. Authors, producers, studios and lawful distributors are the copyright holders and are due rightful compensation for the public showings of their creations.

Anyone connected with the illegal showing of a copyrighted film can be named in a copyright infringement suit. This includes student organizations, academic departments, organization advisors, and college officials as well as the individual who knowingly operated the equipment at the illegal showings.

Educational Use Exemption

Use of a copyrighted film in classroom teaching, other than educational broadcasting, is a public performance which is exempt from the licensing requirement if all of the following conditions are met:

- The “performance” (showing of the film) must be by the instructor or pupils.
- The performance must be a part of face-to-face teaching activities. The teacher and students need not actually be able to see each other, but they must be present simultaneously in the same general area. Although one needs to be flexible about indirect delivery of a film to a single classroom, in general, the exemption does not include remote transmission of any sort, including closed circuit or cable originating from another part of the school. (An educational broadcasting exemption exists, but does not apply to movies.)
- The performance must be a part of the teaching activities of a non-profit educational institution. The teaching activities must involve systematic instruction rather than recreation or entertainment (regardless of the cultural value or intellectual appeal of “high-concept” pictures). The presenting location must be a non-profit school of some sort. Foundations or associations or other non-profit “educational” institutions are not exempted. Neither the recreational film series presented by a faculty advisor of a college nor a face-to-face classroom instruction using The Red Shoes at a commercial dance studio is exempt under this provision.
- The performance must occur in a classroom or similar place devoted to instruction. The exemption is for classroom, not school performances. Performances during school assembly, graduation ceremony or other general school event are not exempt.
- The performance must not use a film copy which was illegally made and which the person responsible knew or had reason to believe was not lawfully made.

Please remember that showing a film without first obtaining the copyright puts the university, college, your organization and yourself at risk of liability which can include fines, penalties, court costs, and legal fees upwards of \$50,000 per abuse.

Emergencies

For an emergency, call the campus police at 713/348-6000. Then contact the Information Desk at 713/348-4096. The Student Center’s emergency response plan is detailed in a separate handbook entitled “Emergency Procedures”.

Event Parking

Parking is available for a fee across the street from the Student Center's West Entrance (circle drive on Alumni Rd.) in the Central Campus Garage (underneath McNair Hall) as well as the North and Alice Pratt Brown parking lots. Information regarding rates and directions are available from <http://www.rice.edu/maps/maps.html>. If event hosts would like to be able to provide parking to their guests free of charge, parking validations are available for a fee from the Student Center.

Event Storage

The Student Center will not be responsible for any materials that are shipped to the Student Center without prior approval. If materials are received without approval, they will not be accepted and/or returned.

Rental Equipment

Audio-Visual and Other Equipment Rentals

The Student Center has a wide range of audio-visual equipment available. Student Organizations may use equipment in reserved spaces without a charge. Departments and outside organizations will be charged (please see www.rice.edu/sc for the current price list). All technical/set-up requests must be made at least **FIVE (5)** business days in advance of the event. These requests may not be honored if submitted less than five business days in advance. For events in the Grand Hall, Farnsworth Pavilion and Sammy's Dining Area, technical and set up needs should be submitted at least **TEN (10)** business days prior to the event, otherwise staffing and technical equipment cannot be guaranteed. A list of AV Equipment and applicable charges can be found on the Reservations section of the www.rice.edu/sc.

The Student Center has equipment that can be rented for events sponsored by University departments and student organizations that are not held within the Student Center. Any person or organization wishing to use equipment outside of the SC will be charged to rent the equipment. Requests to use AV and other equipment (tables, chairs, podium, linens, etc...) outside of the Student Center should be made through the Student Center website. **REQUESTS MUST BE MADE 3 DAYS IN ADVANCE**

Furniture Rentals

The Student Center offers use of existing furnishings to organizations with programs in the Student Center. However, only members of the Student Center staff are allowed to move furniture during or prior to an event. The sponsoring organization or department is responsible for the payment of any additional equipment or furniture to complete set ups. If the organization is renting furnishings or equipment for the event, the Student Center must receive prior notification to ensure that delivery and pick-up times coincide with the availability of the facility. **REQUESTS MUST BE MADE 3 DAYS IN ADVANCE**

The custodial staff is responsible for cleaning the Student Center facility and room set ups. However, they should not be asked to move office furniture, or items in and out of storage; Facilities, Planning and Engineering (713/348-2485) must be contacted for these services.

Information Desk

Many resources are located at the Information Desk, located in the Ley Student Center closest to the circle drive and Farnsworth Pavilion (713/348-4096). The Information Desk provides patrons with both Rice and non-Rice information. Houston area phone books, various schedules, and Rice maps can be found at the Information Center. Local newspapers as well as numerous popular magazines are available. A student ID is needed to borrow these items.

Fax Service

Faxes may be sent for a fee of \$1.00 first page, \$.50 each additional page (local); \$2.00 first page, \$.50 each additional page (long distance); \$5.00 first page, \$1.00 each additional page (international). Faxes may also be received at a cost of \$1.00 (local); up to 5 pages \$1.00, \$.25 each additional page (long distance).

Lost & Found

Lost and Found information is currently on the Student Association website (http://sa.rice.edu/lost_and_found)
Lost and Found items may be taken to the Information Center. After 60 days, items left in the Lost and Found are donated to local Houston charities.

Poster/Flyer Approval

The Information Desk does not accept advertisements. The staff at the Information Desk will assist patrons in locating public boards (near the Coffeehouse) for this purpose. See advertising policy on page 5.

Postage Stamps

A maximum of ten postage stamps may be purchased at the Information Desk. For larger quantities, individuals may purchase them from Delivery Services (located behind RUPD). Envelopes are also available for sale for \$.25.

Tickets

Tickets for Rice Program Council and Passport to Houston events are also sold at the Information Desk (often at a discount). Tickets for RPC events require a valid Rice student ID.

Telephones

The Information Desk telephone is not available for public use; however, there are phones located throughout the building for patrons use. If a car service (shuttle, taxi, etc.) is desired, the Information Desk attendant would be happy to call for you.

Keys

The Student Center is responsible for issuing all keys to the Rice Memorial Center/Ley Student Center, as well as managing all security issues surrounding the use of these keys.

One individual is designated from each administrative office and student organization to authorize the issuance of keys to that respective office or organization. This individual is responsible for updating the information regarding who is able to receive keys. Once authorized, individuals may pick up their keys from the RUPD police station. All individuals are required to sign a key card agreeing to the terms and conditions surrounding the use of keys. Keys for student organization doors require a signed key card from the information desk to request a key. Keys are on loan for the term of the academic year and must be returned by the last day of classes.

Lost, misplaced or stolen keys should be reported immediately to the Information Desk.

Reimbursements from Vending Machines

Reimbursements are made through the following organizations/agencies:

- Soda machines – Information Desk;
- Snack vending machine – Office of Housing & Dining;

Smoking Policy

The Student Center is a non-smoking facility. Smoking is permitted on the outdoor patios (25 feet from the entrances of the building).

Student Organization Resource Center

The Student Organization Resource Center (SORC) is open to use by the Rice Community. Spaces within the SORC are allocated by the Student Center Administration on an annual basis. The spaces located with the SORC are governed by the below policies that were established to guide the use of the space.

Student Organization “Office” Space Policies

By assuming a designated space, organizations are agreeing to follow the policies listed below.

- 1. Lease:** The “lease” term is one academic year. The organization’s “lease” will be reviewed on a periodic basis. Application reviews will take place every April (and December, if spaces become available mid-**year**). Review of space will be based upon whether the organization adhered to the policies listed below, and will be conducted by the Student Center. Mid-year reviews may be conducted in January.
- 2. Access:** Access to all student organization spaces will be granted in the following manner:

The Student Organization Resource Center space will be open to the public during regular Student Center building hours. All individuals that are active, enrolled students are granted 24-hour access to the Student Organization Resource Center. All issues with access are to be taken to RUPD.
- 3. Spaces:** Below is a description of specific policies about the space that your group is agreeing to utilize:

Office

- Each organization can receive up to two (2) keys for the office. Keys are issued at the Information Center, where an access list is kept for each office, noting which individuals may be issued a key. All outgoing officers must return their keys at the end of their terms (no later than the last day of the Spring Semester), so they may be reissued to the incoming officers. Non-returned keys will incur re-core and replacement fees to the individual.
 - **Current Roster:** The organization is responsible for providing the Student Center with a current roster with all member names and email addresses. This list must be maintained with additions and deletions on a semester basis. For updates, please contact the Information Desk Supervisor at x4096 or Facilities Coordinator, Tim Abraham, at tabraham@rice.edu.
 - **Decorations:** Organizations that have been awarded an office may decorate that office as they choose. NO permanent structures may be adhered to the walls, nor furniture removed without approval from the Facilities Coordinator of the Student Center.
 - **Office Hours:** *Organizations that have been awarded an office are required to post their "office hours". "Office Hours" are defined as a schedule of hours when at least one student member of the organization will be available to the general public. **The organization will be expected to hold a minimum of ten (10) office hours per week. Student members doing office hours are required to check in at the Information Center and check out when leaving the office.***
 - **Office Use:** If it is deemed by the Student Center Administration that an organization’s primary use of their office is for storage, they will forfeit their lease and be reassigned to a closet, cabinet or locker (if one is available).
 - **Telephone Service:** Your organization is responsible for the cost of phone lines. You are also responsible for any additional services, such as voice mail, long distance charges, etc. The Office of Student Activities will furnish your group with an invoice for the line charge.
- 4. Storage:** Examples of appropriate storage items include but are not limited to: promotional materials, costumes, computer and audio/visual equipment, and office supplies. Examples of inappropriate storage items include but are not limited to: stage sets, propane or helium tanks, and food containers that have been opened.
 - 5. Cleaning:** The organization occupying an office space must maintain a clean and orderly space at all times. Any organization failing to do so will be charged \$25.00 for each occurrence. (This includes if the Student Center has to remove any adhesive remaining on the glass doors.) All spaces must be cleaned by the last

day of finals. If any food or perishable items are left in spaces, they will be thrown away. **Further, any organization's supplies left in the open area or locker room area will also be disposed of if they are not properly stored.**

6. **Status as a Recognized Student Organization:** In order maintain space in the Student Organization Resource Center organizations must be recognized by the Office of Student Activities throughout their lease.
7. **Student Center Staff:** Student Center staff, including professional, student and custodial staff, may enter any student organization space at any time. The Student Center professional staff may revoke space privileges of any kind if the aforementioned guidelines are not followed.
8. **Occupancy Agreement:** Failure to sign and return the agreement by the due date will result in the revocation of assigned office space.

Student Organization "Storage" Space Policies

These policies were established to guide the use of the student organization space. By assuming a designated space, organizations are agreeing to follow the policies listed below.

1. **Lease:** The "lease" term is one academic year. The organization's "lease" will be reviewed on a periodic basis. Application reviews will take place every **April (and December, if spaces become available mid-year)**. Review of space will be based upon whether the organization adhered to the policies listed below, and will be conducted by the Student Center and Student Center Advisory Council. Mid-year reviews may be conducted in January.
2. **Access:** Access to all student organization spaces will be granted in the following manner:
The Student Organization Resource Center space will be open to the public during regular Student Center building hours. All individuals that are active, enrolled students are granted 24-hour access to the Student Organization Resource Center. All issues with access are to be taken to RUPD.
3. **Spaces:** Below is a description about the space(s) that your group is agreeing to utilize:
 - Lockers**
 - Each locker will be assigned a combination lock. Your organization may distribute the combination as it chooses.
 - If you forget/misplace your combination, please have an authorized club member send an e-mail (from their Rice account) to Tim Abraham, Facilities Coordinator at tabraham@rice.edu. At that time the Student Center will either send you the combination or reissue your club a different combination lock.
 - Cabinets/Closets**
 - Keys are issued at the Information Center, where an access list is kept for each space, noting which individuals may be issued a key. All outgoing officers must return their keys at the end of their terms (no later than the last day of the Spring Semester), so they may be reissued to the incoming officers. Non-returned keys will incur re-core and replacement fees to the individual.
 - KEYS MAY NOT BE DUPLICATED.
 - The Student Center reserves the right to re-key/change locks as needed.
4. **Storage:** Examples of appropriate storage items include but are not limited to: promotional materials, costumes, computer and audio/visual equipment, and office supplies. Examples of inappropriate storage items include but are not limited to: stage sets, propane or helium tanks, and food containers that have been opened.
5. **Cleaning:** The organization occupying a locker, cabinet, or closet must maintain a clean and orderly space at all times. Any organization failing to do so will be charged \$25.00 for each occurrence. All spaces must be cleaned by the last day of finals. If any food or perishable items are left in spaces, they will be thrown away. **Further, any**

organization's supplies left in the open area or locker room area will also be disposed of if they are not properly stored.

6. **Status as a Recognized Student Organization:** In order maintain space in the Student Organization Resource Center organizations must be recognized by the Office of Student Activities throughout their lease.
7. **Student Center Staff:** Student Center staff, including professional, student and custodial staff, may enter any student organization space at any time. The Student Center professional staff may revoke space privileges of any kind if the aforementioned guidelines are not followed.
8. **Occupancy Agreement:** Failure to sign and return an agreement by the due date will result in the revocation of assigned space.

Card Reader/After Hours Access

The lower level of the Rice Memorial Center is accessible to all active undergraduate and graduate students at Rice. The Student Center also allows for after-hours access to the 2nd floor of the Ley Student Center to members of the organizations that are housed there. Student organization presidents should email the Facilities Coordinator of the Student Center, Tim Abraham (tabraham@rice.edu) to request ID card access for their members to the card reader located outside the Ley Student Center. A memo will be sent to RUPD. Please allow 24 hours for activation. On September 1 of every year, the card readers are cleared for security purposes and names must be re-submitted for access.

Student Managed Operations

Coffeehouse

Rice Coffeehouse, established in 1990, is a student-managed operation that serves the campus community coffee, specialty espresso drinks, cold beverages, snacks and sweets. The Coffeehouse occasionally hosts performances of a wide variety and caters small meetings and events.

On all Coffeehouse Catering, there is a 15% Service Charge. Most catering/events are negotiable. Please see the Rice Coffeehouse website at <http://www.rice.edu/coffeehouse> for current catering prices.

Willy's Pub

Willy's Pub is open daily for sit-down/take-out lunch and dinner. Beer taps open Monday – Thursday at 5:00 PM.

To reserve Willy's Pub please send an email to WILLYPUB@RICE.EDU, call 713/348-4056, or visit us on the web at <http://www.rice.edu/pub>. Willy's Pub can be used for individual and group events. All reservations are handled by the Willy's Pub Assistant Manager-External, not by the Student Center. An initial rental fee of \$100.00 is required for internal organizations, \$300 for university sponsored and non-profit organizations and \$500 for external organizations. The number of bartenders hired will be according to the volume of people anticipated for the event. Typically two will be needed. Each bartender will be paid at the following rates:

During normal business hours	\$10/hour and 15% gratuity on top of product purchased
Outside normal business hours	\$15/hour and 15% gratuity on top of product purchased
Outside of Willy's Pub facility	\$20/hour and 15% gratuity on top of product purchased

Non-Rice event sponsors must purchase event liability insurance.

Who to Call

In case of emergency, please dial 713.348-6000. For building related questions or concerns, please call the Information Desk, 713/348-4096, staff who will either answer your question or route you to the appropriate office or entity for further support.

Hours of Operation

The student center operates under two hour types: academic year hours and break hours. Holidays may cause shifts from either of these hour types. If a holiday that causes a university closure occurs during a break, the student center will reopen on the following business day. If a holiday that causes a university closure occurs during the academic year, the student center will reopen at 5pm of the day preceding the first day students return to class. Break hours begin the last day of the finals period and resume until 5pm of the day preceding the first day students return to class. Exceptions to this policy may be granted for university holidays and campus wide events.

Break Hours

Monday-Thursday	8 a.m. - 7 p.m.
Friday	8 a.m. - 6 p.m.
Saturday	CLOSED
Sunday	CLOSED

Academic Year Hours

Monday	7 a.m. - 1 a.m.
Tuesday-Thursday	7 a.m. - 2 a.m.
Friday	7 a.m. – Midnight
Saturday	9 a.m. – Midnight
Sunday	Noon - 1 a.m.

*Please see our website at <http://www.rice.edu/sc> for the most up-to-date building hours. On our website, you will also find the operating hours of all of our retail businesses, including Rice Coffeehouse, Willy's Pub, Sammy's Café, 13th Street, and the University Bookstore. Finally, our website also outlines the building hours during breaks, holidays, recesses, etc.

Vendor Policies

These policies are for outside groups that wish to have a space rented within the Student Center to advertise a good or service to the rice community.

1. It is the goal of the Student Center to avoid having two vendors selling the same items on the same day. Therefore, vendors must disclose all items being sold in advance. Final approval for all items to be sold will be made by the Reservationist of the Student Center.
2. The vendor agrees to send a **non-refundable** fee of \$100.00 per table per day (\$60.00 for craft vendors) for rental space. This policy will be strictly enforced. However, it does not apply in situations considered to be Acts of God (hurricane, tornado, flood etc.).
3. **Cancellation Policy:** The vendor agrees to cancel a reservation 5 business days prior to the event. If the vendor fails to cancel within this time period, the vendor will be assessed the full fee of the reservation.
4. This fee is to be made payable to **Rice University** and should be mailed to:

Henny Halliburton
Rice University Student Center-MS 530
P.O. Box 1892
Houston, Texas 77251-1892

5. All vendors must park in the designated visitor parking lots. The University is not responsible for validation or reimbursement of parking fees, tickets, towing, or damages to personal property or vehicles. You may purchase a validation from our Reservationist for \$8.00.

6. You must furnish the customer a GUARANTEE OF GOODS. There is to be a sign posted identifying company name and contact information. A receipt must be available upon request, which will include: the date, description of good to be sold, unit price, and a contact phone number for the customer's future reference.
7. All sales take place from 8:00 a.m. to 5:00 p.m. in the pre-designated areas in the Student Center. You are required to remain behind your table while soliciting. The Student Center will provide one 3'X6' table and two chairs. Other items and services may be requested at an additional cost.
8. The vendor is responsible for administration of Texas Sales Tax and, if possible, will provide a copy of the Texas Sales and Use Tax Permit.
9. All vendors of goods and services shall be required, during any period when they or their agents or employees are present at the University, to adhere to a standard of conduct, including verbal acts or conduct, that constitute harassment of any person by reason of such person's race creed, religion, color, sex, sexual orientation, age disability, veteran status, marital status or national origin.
10. The vendor must adhere to all University, city, county, state, and federal regulations.
11. **Sales or solicitation, which interferes with the normal conduct of University business, are prohibited. You are to remain behind your table while soliciting. If a vendor aggressively solicits, i.e. (walks up to individuals, shouts from across the table, and throws items at individuals passing by) they are reminded of the policy and if the activity continues the vendor will be asked to leave the premises. The University reserves the right to regulate the time, manner, and place of all sales and solicitation.**
12. Credit Card Vending: Due to the passage of HB 85, Rice University has decided to not allow credit card vendors to solicit on campus.
13. The vendor shall provide the Reservationist with a brief history of the company to be placed on file. This document should be on the company's letterhead and submitted to the Reservationist along with this signed agreement. The vendor is required to submit this document only once a year.
14. **DELINQUENT ACCOUNTS:** If the vendor has a delinquent account, the vendor will not be permitted to solicit in this facility until the account has been settled.

The University shall require every contractor, vendor and supplier to instruct its agents and employees concerning the requirements of this Vendor Contract and to take action, including disciplinary actions to correct any violation thereof.

***If for any reason the contact information you have given is invalid and the Reservationist cannot contact you, then the Reservationist reserves the right to cancel the vendor's reservation and forfeit your monies.

***Fees must be received by the Student Center at least 5 business days prior to the reservation in order for the space to be held. If for any reason, the vendor has not returned the vendor agreement or confirmed a date within 5 business days prior to the reservation the Reservationist reserves the right to cancel the scheduled date.