I. ALUMNI HOUSE:

The Alumni House is a restored historic home that is used to host small University events. Small groups (maximum 40) wishing to use the facility should contact the Director of Alumni Affairs at Extension 5404.

II. INTERNATIONAL HOUSE GUEST ROOM:

The International House has a limited number of guest rooms that are used to accommodate University guests. Student guests may not use this facility. Guests of the President’s Office and the Board of Trustees of the International House have priority. Arrangements for other guests must be made by a University sponsor on an “as requested” basis. The guest will be the responsibility of the sponsor. Limited housekeeping services are available at this facility.

III. INTERNATIONAL HOUSE DINING ROOM:

The International House Dining Room provides dining accommodations to small groups (approximately 50) for receptions or dining events. Functions of the International House, the President’s Office, and faculty and staff functions have priority. Student functions are not allowed in this facility. Rules concerning this facility can be obtained from the Director of the International House at Extension 5303.
V. **STONE CENTER THEATRE:**
The Stone Center Theatre is located in the Stone Performing Arts Building. The 367 seat theatre, adjoining carpentry shop, set design, construction space, costume shop, fitting rooms, makeup areas, and dressing rooms render it capable of supporting dramatic and dramatical musical performances of professional levels. In addition to support of main stage performances and rehearsals, scheduled throughout the year, the facility serves as a laboratory, supporting the curriculum of the academic department in which it is housed.

**Theatre Usage** - The first priority for usage of the Stone Center Theatre is to support the curriculum and performance season of the Department of Drama. Those organizations and/or individuals who wish to schedule the theatre for events not meeting the criteria described above should coordinate the request with the theatre schedule in the Department of Drama’s Department Head’s office. At that time they will be provided with a copy of the STONE CENTER THEATRE GUIDELINES FOR USAGE AND FEE SCHEDULE. Some events/performances may be deemed not suitable for presentation in the Stone Center Theater. Decisions concerning suitability will be decided on an individual basis.

V. **UNIVERSITY LIBRARY - 11TH FLOOR CONFERENCE CENTER:**
The 11th floor conference rooms are available to groups inside and outside the University community. Meetings should be scheduled within the Library operating hours. Exceptions may be made on an individual basis. Any group wishing to use the Conference Center at times not concurrent with the Library hours of operation must retain a security guard approved by the University Librarian. Reservations should be made not later than 1:04:05.
one week prior to the event. Scheduling is made on a first-come, first-served basis. No fees will be charged for a University sponsored function. Non-University meetings will be billed according to a fee schedule based on the size of the group. Catering must be arranged by the individual groups prior to the function. Arrangement of furniture is the responsibility of the group using the Conference Center. All furniture must be returned to its assigned location following the meeting.

**12th FLOOR OBSERVATION DECK:**
The 12th Floor Observation Deck is closed to the public except by special arrangement. Groups may request access in the Office of the University Librarian. A library security guard will be assigned to open the deck, monitor access, and lock the deck after the group has departed. Unaccompanied access is not permitted.

**VI. THERON E. MONTGOMERY BUILDING AUDITORIUM:**
The Theron E. Montgomery Building is used to house University events for students, faculty and staff. Several facilities are available in this building which are normally reserved on a first-come, first-served basis. Activities sponsored by student organizations cannot be held in these facilities during final exams and the week prior to exams or during times of official University recesses or holidays. Personal family social functions such as reunions or birthday celebrations, etc., are not permitted. Rules concerning the use of these facilities can be obtained by calling the Director of Student Activities at Extension 5491.
VII. **LEONE COLE AUDITORIUM:**

Leone Cole Auditorium is a large auditorium facility that can be used for large groups and will allow dining accommodations for approximately 700 people. The Office of the President and the Drama Department have priority on scheduling this facility. Other requests are normally taken on an “as requested” basis. Personal family social functions such as reunions, birthday celebrations, etc., are not permitted. Exceptions may be granted for wedding receptions if the wedding takes place in McClure Chapel. Sodexho Marriott must cater the event and alcoholic beverages are not permitted. A rental fee will be charged. For non-University groups, a rental fee may be charged. Fund raising events by non-University groups are not permitted. Rules for this facility may be obtained by calling the Director of Student Activities at Extension 5491.

VIII. **McCLURE CHAPEL:**

McClure Chapel is available for activities that are appropriate for a chapel atmosphere such as religious services, weddings, and other solemn activities. Non-University groups/individuals are not normally allowed to use this facility. A user fee will be charged for certain events in the facility, such as weddings. A list of rules for this facility may be obtained by calling the Director of Student Activities at Extension 5491.

IX. **OUTDOOR EVENTS:**

The University has several outdoor areas that can be used for group functions. The Intramural Field, Amphitheater, the Quad, and other lawn or grass areas are examples of these facilities. Any group wishing to use these areas should schedule their event through the Director of
Student Activities. A list of rules concerning these areas may be obtained from the Director of Student Activities at Extension 5491.

X. **GAMECOCK CENTER:**
The Gamecock Center in Stephenson Hall is a medium size facility that can be used by faculty, staff, and student groups for official University events or related approved functions. Outside groups are not allowed to schedule this facility. Approximately 250 people can be seated for a banquet event. The Director of Recreational Sports should be contacted concerning scheduling and rules associated with this facility.

XI. **PETE MATHEWS COLISEUM:**
As a public service, Pete Mathews Coliseum is available to students, faculty, staff, local schools or school systems, and community service organizations for lectures, workshops, institutes, conferences, socials and other appropriate functions. Charges for the use of this facility may be required. However, the Coliseum is not available to non-University organizations, groups, or individuals with the intent to make a monetary profit or solicit money or business. Use of the facility for religious purposes is also prohibited.

The Director of Recreational Sports should be contacted at Extension 5072 concerning scheduling and rules associated with the use of this facility. Student groups or organizations desiring the use of the facility must obtain approval from the Director of Student Activities before attempting to schedule the facility.
XII. **ACADEMIC BUILDINGS:**

The University’s first priority for academic buildings is to use these facilities in support of academic programs. Classrooms and auditoriums may be used for **University** events or **University** approved events when not in use by academic programs. These facilities may be scheduled by request and approval through the appropriate building supervisor.