Conference Center Policy

The Eleventh Floor Conference Rooms are available to groups internal and external to the University Community. The following rules are established to insure availability and good service to the users of the eleventh floor facilities.

I. Fees:

A. No fees will be charged for a University academic function.

B. Non-University events will be charged according to the following schedule:

<table>
<thead>
<tr>
<th>Time</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 to 4 hours Per Room</td>
<td>$40.00</td>
</tr>
<tr>
<td>5 to 8 hours Per Room</td>
<td>$50.00</td>
</tr>
<tr>
<td>Entire Floor Per Day</td>
<td>$250.00</td>
</tr>
</tbody>
</table>

C. Unless prior arrangements have been made, payment will be due before use of the Conference Center.

II. Time:

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 library hours of operation must be approved by the Dean of Library Services and retain a security guard through the University Police Department at least 10 days in advance of the event.

III. Set Up:

Any rearrangement of furniture will be done by the group planning to use the facility. Users must return furniture to its original arrangement following the function.

IV. Catering:

Catering must be arranged by individual groups prior to the function. Catering must be by the Campus Food Service.

V. Cleaning:

University Building Services is responsible for cleaning the Conference Center. If a group is irresponsible or the cleaning is out of proportion to the size of the group, an extra cleaning charge will be assessed. Any damage due to other than normal use will also result in extra charges for repair or replacement.
VI. Reservations:

Reservations should be made no later than 1 week prior to the event. Scheduling is made on a first come, first served basis. Reservations are not finalized until the completed request form has been returned to the Dean of Library Services' office.

VII. Student Groups:

JSU student groups may use the Conference Center for an academic or alumni function if a responsible JSU employee makes the reservation and is present at the function. Honor Society banquets and induction ceremonies are allowed only if the group’s academic advisor is present at the event. The Conference Center may not be used for JSU student club meetings.

VIII. Non-University Events:

The Conference Center is not to be used by non-University organizations, groups, or individuals with the intent to make a monetary profit or solicit money or business and must have the approval of the Dean of Library Services.

IX. Religious Groups:

Religious services may not be held in the Conference Center.

X. Political Activities:

Active political activities are only allowed on campus if a recognized student organization is responsible for and organizes the event.

XI. Irresponsible Use of the Conference Center:

Any irresponsible use of the Conference Center will result in charges additional to the Use Fee and denial of use to the group in the future.