
Student Centers



Santa Clara University

Student Centers -

Benson Memorial Center and
Paul Locatelli S.J. Student Activity Center
Policy, Purpose, and Guidelines Manual

Student Centers

Contents

Policy Statements	2
Overarching Statements	3 - 4
Category of Clients	5
Reservations	6 - 8
Tabling	9
Benson Memorial Center Venues	10 - 15
Bronco Atrium	16 - 18
Locatelli Center / Gathering Hall	19 - 21
Benson Memorial Center Posting / Advertising	22 - 24
Benson Memorial Center Building Operations	25 - 26
Benson Memorial Center Procedures in Executing University Policy	27

A Document of the Benson Memorial Center complex and
the Paul Locatelli S.J. Student Activity Center's Gathering Hall
collective known as 'Student Centers'

Student Centers

Policy Statements

All University Policy and Procedures, Federal / State / Local Laws supersede this Student Centers' Policy, Purpose, and Guidelines document.

The Benson Memorial Center Management Team [BMCMT] and the Student Centers staff have the authority to implement all policies, purposes, and guidelines found within this document.

Request for Policy Exceptions

All requests for a Student Centers policy exception begin with the appropriate staff member on the BMCMT who is empowered to make an exception if deemed appropriate.

Contact Information

Email: studentcenters@scu.edu

Web: scu.edu/benson

Matt Cameron
Assistant Vice Provost for Student Life
JCameron@scu.edu
Benson Memorial Center office #201
(408) 554-4583

Corey Valine
Assistant Director
CValine@scu.edu
Benson Memorial Center office #207
(408) 551-3273

Student Centers

Overarching Statements

Venue Reservations

Student Center venues are available for request online through Ad Astra. Requests are accepted on a first come, first served basis.

University Programs Exceptions to Reservation Policies

The following University-wide events have been designated such that the responsible university entity may reserve venues up to five (5) years in advance.

1. Welcome Weekend [Center for Student Involvement]
2. Open House [Undergraduate Admissions]
3. Grand Reunion Weekend [Alumni Office]
4. Preview Days [Undergraduate Admissions]
5. Spring Engineering Conference [School of Engineering]
6. Law School Commencement [Law School]
7. Commencement Weekend [University Event & Protocol Office]

Advertising / Marketing

Advertising is exclusively for university entities unless otherwise noted. The BMCMT and the Student Centers staff will remove and dispose of all advertisements and marketing pieces that do not follow university and Student Centers policies and guidelines.

University Dining and Beverage Policies

All University Dining and Beverage Policies are, provided by and responsible to, Auxiliary Services found [here](#).

All Benson Memorial Center and Locatelli Center venues fall within the University Dining and Beverage Policies. Request for Dining and Beverage Policy exception is through the Assistant Vice President, Auxiliary Services.

Common University Dining and Beverage Policies include but not limited to:

- Authorized Providers and Catering Exclusivity
- Bake Sales
- Programming that includes Cultural Food
- Private Meetings

Student Centers

Alcohol

The service of alcoholic beverages is governed by the state of California's Alcohol Beverage Control Commission (ABC). Alcohol beverages may not be removed from designated locations nor carried through campus buildings.

- The campus licensed vendor to provide Alcohol and service: University Dining Services.
- Student eligible events involving Alcohol require completion and submission of the Alcohol Event Management Plan prior to the event.
- The Alcohol Event Management Plan form may be obtained through the Vice Provost for Student Life and/or Center for Student Involvement.

Emergency Operations

In accordance with university direction, BMCMT will maintain up-to-date building emergency procedure plans and emergency response plans.

- Benson Memorial Center will serve in the university's Emergency Operations Plan as a site of University Communication.
- BMCMT and their Student Centers staff will meet (if safe) at the Information Desk to conduct an organized search of the building, especially checking the West Lobby elevator and the assembly points on the second floor and basement to assist people.
- Members of the Benson Memorial Center and Student Centers staff will meet at the designated University Emergency Assembly Point [currently in the Santa Clara Mall], if the building is unsafe to occupy.
- The Fire Department and / or Campus Safety Services make the decision to re-enter the building (or signal "all clear").
- Refer to the University's Emergency Operations Plan and emergency procedures for details.

Student Centers

Category of Clients

University Client

All recognized student organizations, University Departments, Units, Divisions, Colleges, and Schools may use the Student Centers venues for official university sanctioned business. An individual associated with the University [i.e. employee, volunteer, student, staff, faculty, or alumni] may not reserve Student Centers venue(s) for personal or private use.

- All Chartered Student Organization (CSO) and Registered Student Organizations (RSO) may submit a request for rooms and tables through the Center for Student Involvement's Event Planning Request Form [here](#).
- For additional information about using these forms, students are encouraged to reach out to their assigned Center for Student Involvement (CSI) advisor.

Non-University Client

It is anticipated that non-university [individual or organization] use of the Student Centers venues will not be available during 2022-23.

Sponsorship

A university organization [recognized student organizations, University Departments, Units, Divisions, Colleges, and Schools] may sponsor a non-university group that furthers the mission of the department and / or university. The university assumes all responsibility through active involvement in the planning, execution, or presentation of the program and / or event.

Sponsorship defined:

- The university representative is intimately involved in the planning and execution of the program and / or event.
- The university representative is present during the program and / or event.
- A university budget string is required at the time of reservation. The budget string signals the authenticity of a university-sponsored event by which the university entity assumes responsibility.

Student Centers

Reservations

Requests

Request(s) for Student Center venues is available online through Ad Astra. Reservations are made on a first come, first served basis, except unless otherwise noted - specifically Bronco Atrium and Gathering Hall.

Confirmation

Once a reservation is confirmed, the requestor will receive a confirmation email. A request is not confirmed until the requestor receives such email.

Guests

University community members both individuals and / or entities, are responsible for their guests and their actions.

Cancellation

The University and Benson Memorial Center reserves the right to cancel a reservation in the event of utility interruptions, noise, construction, campus emergencies, threat of imminent danger, or acts of God.

Transfer of a Reservation

One entity may not transfer a reservation to another entity.

Audio Visual Equipment

Student Centers owned audiovisual equipment is for the sole use of events held in Benson Memorial Center and the Locatelli Center.

- The campus supplier for audiovisual equipment is Academic Technology/Media Services.
- Clients may request AV equipment (wired/wireless microphones and microphone stands) for reservations taking place in Benson Memorial Center through the BMCMT.

Venue Assignment, Size and Restrictions

The BMCMT may determine the appropriate venue. The BMCMT will use stated venue capacities as provided in this document. In some cases, the stated venue capacity may be reduced to respond to accommodate needs of the event.

Student Centers

Set-up

Student Centers staff will provide and perform all venue setups.

Non-Reservation Periods

The University and the BMCMT will designate days and time periods when venues will not be reservable.

Relocation of an Event

The BMCMT retains the right to relocate a reservation in the event of utility interruptions, noise, construction, campus emergencies, threat of imminent danger, or act of God.

Before / After Hours

Any reservation / event made by a university client that requires access to the venue prior to building open hours and / or after the building is scheduled to close will be charged a fee.

- Any time an event either starts prior to 30 minutes after Benson Memorial Center / Locatelli Center opens; or ends later than 30 minutes before the building is scheduled to be closed constitutes Before / After Hours fees.
- Requests for altering building hours should be made in writing at least seven business (7) days in advance of the event through the BMCMT.
- Cost: \$100 per hour – not prorated.
 - If the client fails to request before / after hours and the event does so, then the client will incur the appropriate \$100 per hour charge and an additional \$200 fee.

Damage

The organization of record will be financially held responsible for damage to the building, contents, and / or equipment.

Donation Bins

Student Centers allow a limited number of collection bins / boxes in the East or West lobbies or lower level of Benson Memorial Center to promote student service endeavors. Some examples of donation bins may include toys, canned goods, clothing, etc. Donation bins are not intended for personal use.

Student Centers

- Request Process -
 - Submit a request to studentcenters@scu.edu at least five business days prior to the start of the intended donation drive.
- The box / bin must include the following information affixed to each box / bin -
 - Purpose and recipient of the donation drive.
 - Name and contact information of the organizing university entity.
 - Time frame of the donation drive i.e. start and end date.
- The organizing university entity is responsible for regularly checking the bins.
- Boxes / bins may be presented for up to two weeks.
- The organizing university entity may have a box / bin present for one two-week period per quarter / semester.

Student Centers

Tabling

University

Benson Memorial Center will provide, as space permits, table space for university entities. Tables may be reserved in designated locations e.g., Lobbies and Plaza.

- Table must always have someone in attendance.
- Unattended items will be discarded.
- Table attendants may not shout at people passing by.
- Table attendants must stay at the table and not wander.
- Music and videotape / DVD are permitted.
 - The volume level may not disrupt those around.
- The Information Desk does not store items.
- It is permissible to use 'blue tape' [only] to affix signage behind the table.
- Table use must conform to the [University's Food and Beverage Policy](#).

Non-University

For the Academic Year 2022-23 and subsequent years, it is anticipated that no non-university vendor tables will be available except for 'Civic Engagement'.

Civic Engagement

Benson Memorial Center will provide a space for non-university entities, free of charge and if available, to university and non-university entities to solicit signatures for federal / state / local ballot petitions, voter registration, branches of the military, and other civic endeavors.

- Table must always have someone in attendance.
- Unattended items will be discarded.
- Table attendants may not shout at people passing by.
- Table attendants must stay at the table and not wander.
- Music and videotape / DVD are permitted.
 - The volume level may not disrupt those around.
- The Information Desk does not store items.
- It is permissible to use 'blue tape' [only] to affix signage behind the table.
- Table use must conform to the [University's Food and Beverage Policy](#).

Student Centers

Benson Memorial Center Venues

Alumni Terrace

An outdoor community gathering area framed by the Donohoe Fountain, flower beds, tables, chairs, and umbrellas. As appropriate, compatible uses such as games and student resources may augment the Terrace.

- Proximity to classrooms, administrative offices, and other reservable spaces, will dictate proper event times and level of activity.
- Activities may not interfere with casual terrace seating.

Donohoe Fountain

For the general enjoyment of the campus community. Donated by the class of 1958.

- Fountain is to remain on during designated hours and not turned off for events.

Conference Room 209

Intended for meetings - standard is 10 people and not to exceed 12.

- Audio Visual: monitor, built-in PC, soundbar with webcam, laptop connections available at the conference table.
- Conference table and chairs are not to be removed.

Lobbies: East & West

Primarily used for informational tables, directional signage and fairs by University recognized entities. The standard number of tables per lobby is three.

- The number of tables is dependent on the number of six-foot tables that can be placed in the East and West lobbies without impeding the flow of traffic entering and exiting the building.
- Clear circulation paths are to be protected.
- Table must always have someone in attendance.
- Unattended items will be discarded.
- Table attendants may not shout at people passing by.
- Table attendants must stay at the table and not wander.
- Music and videotape / DVD are permitted.
 - The volume level may not disrupt those around.
- The Information Desk does not store items.
- It is permissible to use 'blue tape' [only] to affix signage behind the table.
- Table use must conform to the [University's Food and Beverage Policy](#).

Student Centers

California Mission Room

A multipurpose room available for entertainment, dances, bands, comedians, speakers, workshops, dinners, receptions, and fairs.

- Access to in-house audio systems will be limited to building staff or those clients trained by the building staff.
- Other audio / video components may not be inserted into the in-house audio.
- Bands / DJs must use their own system and will not have use or access to the in-house system.

Audio Visual Equipment: 3 projectors, 4 displays. built-in lighting, 2 cameras, 8 wireless mics, sound system, ability to use cameras and mics for web-conferencing and recording.

Capacities Per Set up	
Theater style	225
Reception (primarily standing)	250
Round Tables and Chairs (18-72" rounds) (12-60")	200 chairs / 20 tables
Hollow Square	48 / 16 (8 ft tables) w/3 chairs per table
U-Shape	42 / 14 (8 ft tables) w/3 chairs per table

California Mission Lounge

Serves as a general-purpose open space lounge and may also be reserved for special events in conjunction with the California Mission Room.

- Lounge may be reserved for special events (non-routine) when the use of the Lounge makes sense in the context of its public nature and common space attributes. Examples of acceptable usage: 'meet and greet', check-in tables, buffet tables, and information tables.
- All furniture must remain in the Lounge but other furniture may be added.

Student Centers

Parlor A

Intended for meetings - standard is 14 people and not to exceed 16.

- Audio Visual: monitor, built-in PC, soundbar with webcam, laptop connections available at the conference table.
- Conference table, side table, and chairs are not to be removed.

Parlors B & C

A multi-purpose venue that divides into two equally sized rooms.

- Parlors B & C may be used for events such as speakers, meals, receptions, workshops, meetings, blood drives, and for open space activity.
- Parlors are not soundproof when used separately.
- Audio Visual Capabilities Per Set Up:
 - Parlor B (only) 1 projector, 2 cameras, 1 ceiling mic, 1 wireless mic, sound system, PC and Mac, ability to use cameras and mics for web-conferencing and recording
 - Parlor C (only) 1 projector, 1 wireless mic, 1 sound system
 - Parlors B & C (together) 1 projector, 2 cameras, 1 ceiling mic, 2 wireless mics, sound system, PC and Mac, ability to use cameras and mics for web-conferencing and recording

Parlor B or Parlor C (used separately)

Capacities Per Set up	
Reception [primarily stand up]	40
Theater style	40
Round Tables and Chairs (60" rounds)	32 chairs / 4 tables w/8 chairs per table
Hollow Square	16 / 4 (8 ft tables) w/4 chairs per table
U-Shape	20 / 5 (8 ft tables) w/4 chairs per table
Chairs in a circle	25

Student Centers

Parlors B & C (used together)

Capacities Per Set up	
Reception [primarily stand up]	100
Theater style	90
Round Tables and Chairs (60" rounds)	64 chairs / 8 tables w/8 chairs per table
Hollow Square	32 / 8 (8 ft tables) w/4 chairs per table
U-Shape	28 / 7 (8 ft tables) w/4 chairs per table

Plaza

Brick area between Shapell Lounge/MCC and Bronco Corner Bookstore. The Plaza is intended for casual use, informational tables, small-scale events (such as speakers and presentations).

- Chalking is permitted. See the University Chalking Policy.
- Small-scale speaker system, as provided exclusively by Academic Technology, may be used without a City of Santa Clara Outdoor Amplification Permit.
- Events may not block entrances, stairs and ramps to the Bronco Corner Bookstore, Shapell Lounge/MCC, or Benson Memorial Center.
- Overnight events may be held on the Plaza in accordance with the University's Speakers Policy [Student Handbook] that contains information regarding Expressive Activity.

Student Centers

Williman Room

For receptions, meetings, meals, presentations, and workshops.

- Audio Visual Equipment: 1 projector, 2 cameras, 8 ceiling mics, 6 wireless mics, sound system, PC and Mac, ability to use cameras and mics for web-conferencing and recording.

Capacities Per Set up	
Reception [primarily standing]	120
Theater style	100
Round Tables and Chairs	96 / 12 tables w/8 chairs per table
Hollow Square	48 / 12 (8 ft tables) w/4 chairs per table
U Shape	24 / 6 (8 ft tables) w/4 chairs per table

Williman Patio

To serve as a casual outdoor area with event use for receptions and similar events.

- Use of the Williman Patio must be compatible with events being held in the Williman Room and /or Parlors B & C.
- Outdoor music may be played following the university's amplification guidelines.
 - A City of Santa Clara Outdoor Amplification Permit may be required.
Please see either an Assistant Director, Student Centers for guidance.
- Existing patio furniture must remain on the Williman Patio.

Shapell Patio

To serve as a casual outdoor area with event use for receptions and similar events.

- Use of the Shapell Patio must be compatible with events in the MCC.
- Outdoor music may be played following the university's amplification guidelines.
 - A City of Santa Clara Outdoor Amplification Permit may be required.
Please see either an Assistant Director, Student Centers for guidance.
- Existing patio furniture must remain on the Shapell Patio.

Student Centers

Page Left Intentionally Blank

Student Centers

Bronco Atrium

Overview

Bronco Atrium is a venue that may be used for a variety of events available for University entities as defined below in section 'Reservations'.

Programs must be open to all students and are best suited for the Bronco Atrium, where the ebb and flow of casual use and dining customers is not distracting to the planned program and vice versa. In other words, programs should accommodate concurrent activities: the planned program, casual conversations, interactions, and dining.

When no programs are scheduled in the Bronco Atrium, the sound system and/or the television monitors will be turned on to provide background music and entertainment in the venue.

University Dining Services exclusively provides all university food, beverage, and service. No outside food or beverage may be present. No exclusions to University Dining Services policies and procedures apply.

Programming

The Bronco Atrium may be used for acoustical music, board games, coffee house, karaoke, open mic, poetry slam, comedy show, tv and movie viewing, variety show, and video game nights.

Capacity

Capacity: 158

Programming Hours

Programs will be scheduled to end no later than 60 minutes prior to the official closing hour of the Benson Memorial Center.

Exclusive Use

Events may not be exclusive, i.e. events are open to all.

Student Centers

Reservations

Bronco Atrium requestors fall into two categories:

Group A:

- Chartered Student Organizations (CSOs)
- ASG Registered Undergraduate Student Organizations (RSOs)
- Undergraduate student organizations recognized by University Departments, Units, Divisions, Colleges, and Schools.
- Residential Learning Communities (RLCs)
- Recognized Graduate, Law, and Professional student organizations
- Athletic spirit groups
- Peer educator student groups
- Division of Student Life Late Night Programming Initiatives
- New Student Programs
- Group A may schedule twelve months in advance
- Reservations may begin as early as 8:30 a.m. and end no later than 12:00 a.m.
- RSO and CSO requests for the Bronco Atrium are made via the Center for Student Involvement's Event Planning Request Forms [here](#).

Group B:

- University Departments, Units, Divisions, Colleges, and Schools.
- Non-University entities may not use the Bronco Atrium.
 - University entities may not sponsor a non-university entity.
- Group B may schedule three months in advance
- Reservations may begin as early as 8:30 a.m. and end no later than 12:00 a.m.

Standard Facility Set-Up & Equipment

The standard facility set-up in The Bronco Atrium includes a stage with flexible dimensions:

- Standard stage set-up: 1' (H) x 6' (D) x 12' (W)
- Standard equipment includes:
- Flat-screen TV (Qty. 2)

Student Centers

- Sound system (not designed for bands)
- Ceiling mounted projection unit
- Wall mounted screen
- Stage lighting
- Standard furniture includes stationary:
 - Tables: 35
 - Chairs: 96
 - Benches: 15

Admission Charge or Fee

Programming activities must not hinder students from freely coming and going, i.e. no admission charge.

Fundraising

The Bronco and Atrium may be used by a recognized student organization for fundraising efforts, provided the fundraising does not involve creating an admission charge or entry fee. Giving of funds must be voluntary.

- Through the CSI event planning process, the notion of fundraising must be addressed at that time.
- A decision to fundraise may not be made on the day of the event or at the time of the event.

Student Centers

Locatelli Student Activity Center's Gathering Hall

Overview

The Locatelli Student Activity Center's Gathering Hall is a venue for a variety of events and is available as defined in the Reservation paragraph below. The Gathering Hall is a multi-purpose space with an open and flexible design for large-scale events like banquets, dance parties, concerts, performances, cultural shows, variety shows, exhibits, fairs, and conferences. Venue capacity, limitations to staging and lighting, and other constraints may restrict the type of programming. Reservations in the Locatelli Gathering Hall may not be for personal use.

Reservations

All Registered Student Organizations (RSO) and Chartered Student Organization (CSO) may submit a request for rooms through the Center for Student Involvement's Event Planning Request Forms [here](#). For additional information about using these forms, please contact the Center for Student Involvement (CSI). University Departments, Units, Divisions, Colleges, and Schools may request the Locatelli Gathering Hall for official university sanctioned business through Ad Astra.

Gathering Hall requestors fall into two categories:

Group A:

- Chartered Student Organizations (CSOs)
- ASG Registered Undergraduate Student Organizations (RSOs)
- Undergraduate student organizations recognized by University Departments, Units, Divisions, Colleges, and Schools.
- Residential Learning Communities (RLCs)
- Recognized Graduate, Law, and Professional student organizations
- Athletic spirit groups
- Peer educator student groups
- Division of Student Life Late Night Programming Initiatives
- New Student Programs
 - ✓ Group A may schedule twelve months in advance
 - ✓ Reservations may be for events that start as early as 8:30 a.m. and end no later than 12:00 a.m.

Student Centers

Group B:

- University Departments, Units, Divisions, Colleges, and Schools.
- Non-University entities that are sponsored by Group A or B entities.
 - ✓ Group B may schedule three months in advance
 - ✓ Reservations may be held Monday - Friday 8:30 a.m. to 7:00 p.m.
 - (inclusive of set-up and teardown)
 - ✓ Requests for hosting departmental events on weekends and/or weekdays beyond 7:00 p.m. may be made 90 days in advance of the event.

Standard Facility Setup, Equipment, and Furniture

The standard facility setup in the Gathering Hall includes a stage with a ramp, and equipment and furniture. The quantity of equipment and furniture listed below may vary depending on the availability.

Stage:

- 30 feet (width) x 12 feet (depth) x 2 feet (height) with ramp
- 2 stairs that can each be moved to any point around the stage

Standard Equipment and Furniture:

- Plastic tables (20) - 8 feet (length) x 2.5 feet (width)
- Plastic Folding chairs (400)
- 60" round tables (25)
- Cocktail tables (10) - 3 feet (diameter) x 3.5 feet (height)
- Ceiling mounted projector and screen / sound system / lighting system
- Podium with wired microphone

Responsibilities of the CSO, RSO, student organization, University Departments, Units, Divisions, Colleges, and Schools:

- Additional tables, chairs, trash, recycle, and compost bins are available from Facilities, request timeline: one month prior to the event date.
- Additional audio visual / media equipment.

Custodial Fees

- \$152 (subject to change)
- Facilities / Custodial Services arrange the services and establish the expense.

Student Centers

Reservations during Academic Breaks / Summer

The Gathering Hall may be available during academic breaks and summer months for those within Groups A or B.

Overnight Reservations

The Gathering Hall is available to CSOs and RSOs for a 24-hour period that specifically relates to the planning, mission, and team building of their organization.

- CSOs and RSOs must submit their requests via their respective Event Planning Request Form found on the Center for Student Involvement's (CSI) [website](#).
 - Overnight requests must be submitted at least one month prior to the event date.
 - The duration of the event may not exceed a 24-hour period of time.
 - A budget string is required on the request form. The budget string covers incidentals or custodial service costs.
 - Ratio of one event manager for every 50 attendees is required.
- All University dining and beverage policies apply. Resources include, but not limited to the following:
 - [University Dining Services Policies](#)
 - [Exceptions](#) (see section titled "Contractor Exclusivity Exception Detail")
 - [Catering](#)
- Campus Safety Services (CSS) will passively monitor the event through venue cameras throughout the night.
 - If the student organization decides the presence of CSS is needed to ensure a safe and secure gathering, it is their responsibility to arrange for CSS officers via the [Event Security Request Form](#).
- A risk management and emergency plan are required for all overnight events and event manager(s) work with the Director of CSI on these documents.
- Final event details will be provided to campus colleagues, such as CSS and University Operations, as needed, by the Facility Manager.

Locatelli Outdoor Adjacencies

The lawn area between Stanton Field and the Locatelli Gathering Hall (West) and the paved patio between the Soccer Training Center and the Locatelli Gathering Hall (North) may be requested in conjunction with reservations taking place in the Gathering Hall by the BMCMT.

- These areas may not be used for stand-alone events.

Student Centers

Benson Memorial Center Policy: Advertising

Balcony Banners

Balcony banner space is for CSOs, RSOs, RLCs, Athletic Spirit Groups, Student Life Night Programming, Peer Educators, department recognized student organizations, and university departments advertising student events.

- Maximum banner size: 3 feet by 6 feet hung vertically.
- Banner space is available on a first come, first served basis.
- No reservations are required.
- Each banner must include the sponsoring organization / department name, contact information, and an appropriate ADA statement.
- Clips provided by Benson Memorial Center are to be used in hanging the banner. Tape is not allowed. Banners may not share clips.
- Banners will be removed and not saved if these guidelines are not followed.
- Banners will be removed and recycled by Student Centers staff at the conclusion of an event.
- Maximum display time is two weeks.

Balloons

Balloons may be attached to vertical handrails (not stair or landing handrails) and to single pedestal stands and / or easels. Balloons may also be set up as a freestanding sculpture.

- Group is responsible for putting up and removing balloons.
- Balloons may not be used in such a way that creates a safety concern.

Basement Bulletin Boards

To provide a combination of common space boards (managed by the Student Centers staff) and bulletin boards checked out to specific student organizations and other university entities.

- Student Centers staff will monitor and remove expired postings on the boards, as necessary.
- Items for the common boards will be date stamped at the Information Desk.
- The Student Centers staff will post fliers.
- Maxim size: 11" x 17".
- Items will be recycled and not saved at the conclusion of the event or after a two-week period, whichever occurs first.

Student Centers

Directional Signage

Directional signage may be used in the lobbies and adjacent outdoor areas to assist people in moving toward and throughout the building.

- Directional signs may be used on the day of events.
- Clients may use their own stand if it is an appropriate size and meets safety requirements.
- Benson Memorial Center and / or the sponsoring group may place signage on easels, flip chart stands, and / or single pedestal stands.
- Clients must create and supply their own signs.

Digital Monitors

To advertise / promote student events, deadlines, and information. This opportunity exists for all recognized student organizations, university departments, Centers of Distinction, and administrative units as well as SCU contracted affiliates for official university sanctioned business. Not intended for personal use or interest. Non-university entities may not use the digital monitors.

- Each slide must be in the following format: JPG (1920 x 1080 pixels).
- Information on signs should not exceed 10 seconds of reading.
- Maximum display length is two weeks.
- Slides must contain ADA Statement.
- Submit slide requests via information found [here](#).

Table Tents: Common Space

For 2022-23, there are no common space table locations, and all table tent requests are directed through Auxiliary Services and University Dining Services.

Table Tents: Dining Service Venues

To advertise events in dining service venues (The Bronco, Bronco Atrium, Mission Bakery, and Marketplace). See the [Auxiliary Services website](#) for contact information and the complete policy guidelines found in the Dining Services Policies section.

- University Dining Services is responsible for the approval and monitoring the use of table tents.
- University Dining Services will establish guidelines for food service venues.
- Not appropriate for outdoor locations.

Student Centers

Chalking: University Policy as Applied to Benson Memorial Center

From the University Policy -

- No reservation processes.
- Chalk must be water-soluble and the University organizations are responsible for the removal of chalking at the end of the event.
- Alumni Terrace, ramps, steps, walls, rails, flower walls, fountain, and anything rising above the flat walking surface are all off-limits.

Posting: University Policy as Applied to Benson Memorial Center

From the University Policy -

- All material to be posted shall be date stamped at the Information Desk.
- Student Centers staff will post all materials.
- All material shall be posted no later than the close of the day.
- Material found without a stamp will be removed.
- Material found in unapproved locations will be removed.
- All posting is subject to the full University Policy on Posting Materials and Chalking.

Student Centers

Building Operations

Lost and Found

The Information Desk will receive, disperse, and dispose of items found within Benson Memorial Center and its outdoor adjacency.

- Items of limited/no value will be held at the Information Desk for seven days. Following the seven-day period, unclaimed items will be donated to a non-profit organization.
- Items that are deemed of high value (including, but not limited to cell phones, credit cards, driver's licenses, laptops, purses, skateboards, textbooks, wallets, etc.) will be logged in a binder at the information desk and walked over to Campus Safety Services immediately afterward.
- SCU ACCESS cards will be turned in to the ACCESS Card Office immediately. If the ACCESS card office is closed, ACCESS cards will be dropped in a locked drop box outside the ACCESS Card Office.

Safety [Fire]

Reservations, set-ups and the execution of events are done with fire safety in mind and must comply with all local, state, and federal safety codes.

- Do not block exit doors (both interior and exterior) or exit corridors.
- Tape all cords (e.g., AV, electrical) to the floor or use AV mats over cords.
- Run cords in such a way that it minimizes foot traffic.
- Do not place items over lights, adhere items to sprinkler heads, or remove light bulbs.
- If "safety lights" exist, then they must remain on.

Candles

State of California law prohibits the carrying of candles in building assembly areas including Benson Memorial Center. Candles are permitted in a stationary position and with the proper protection against wax drippings and flame.

- BMCMT must be made aware of any potential candle use prior to usage.
- University Dining Services may use table candles, providing policy is followed, without prior approval by BMCMT

Fog Machines

Fog machines are not permitted in the building.

Student Centers

Security

At the discretion of BMCMT and / or Campus Safety Services, a contracted security agency may be required for an event. The charge for this service will be incurred by the reserving organization.

Entry into an Event

The University and/or BMCMT reserves the right to enter any event at any time

Bicycles

Bikes may not be ridden through the building, left in the building, or chained (or otherwise attached) to rails and other structures (interior and exterior).

- People may walk bikes through the building to be stored in their office space.
- Campus Safety Services may confiscate bikes attached indoors

Skateboards and Scooters

Skateboards, scooters, and the like may not be ridden through Benson Memorial Center or Locatelli Center.

Smoking

Santa Clara University has adopted a smoke-free and tobacco-free policy on the university campuses in Santa Clara and Berkeley.

Loitering

If a person has no university related reason for being in Benson Memorial Center then they will be asked to leave.

Solicitation

No soliciting within or adjacent to the building is allowed.

Associated Student Government [ASG] Campaign Material

Provide appropriate advertising and candidate space for ASG sponsored elections.

- In conjunction with ASG, election guidelines are established to facilitate Fall and Spring undergraduate student elections.

Holiday Decorations

Offices and occupants will follow established University guidelines for holiday items.

Student Centers

Benson Memorial Center Procedures in Executing University Policy

Amplification

To assist clients in the process of obtaining approval for Outdoor Amplification.

- Verify the event falls within the approved time and day of the week.
- Verify the event does not fall within un-schedulable days and hours – especially Spring quarter (law school finals period).
- If an outdoor amplification permit is required, then consult with the Assistant Vice Provost for Student Life.

Expressive Activity

To promote free expression to only University Affiliates (students, faculty, staff, or organizations, departments, or offices affiliated with them) for the purpose of freedom of speech and related expressive activity, subject to the time, place, and manner.

- No person shall engage in expressive activity, conduct or behavior that disrupts the normal or essential operations of the University, including the disruption of scheduled university functions.
- No person shall engage in an expressive activity or engage in any conduct or behavior that potentially poses a threat to the safety, welfare and/or property of the University, its students, faculty or staff.
- University affiliates wishing to use the University for purposes of engaging in expressive activity in and around Benson Memorial Center must notify the Benson Memorial Center Operations Office, in writing, if they anticipate that 25 or more people will attend or participate. Notification must include name, address, telephone number, and signature of the event organizer(s) as well as the intended topic, nature, time, locations, and anticipated attendance.
- Purpose of a reservation is to assist with communication between those planning the activity and the Benson Memorial Center Operations Office.
- Amplification of sound will conform to standard university amplification guidelines (including microphones, speakers, amplifiers, and bullhorns).
- Expressive Activity is not extended to off-campus groups.
- Off-campus community members are welcome to join (with some guidelines) an Expressive Activity, but may not sponsor one.

Student Centers

Page Left Intentionally Blank