

ELIZABETH CITY STATE UNIVERSITY
Student Life Facility Central Reservation Policy

Preamble

The Office of Student Engagement provides well-rounded social, cultural, and recreational activities. These activities are designed to provide educational and cultural values. The programs originate with the university personnel and student leaders. Thus, our attitude towards them reflects on the image, which is essential to our operation. The office also provides assistance and support with developing new organizations, scheduling activities, and events in the Williams Hall Gymnasium, Ridley Student Center Room 102A, 216, 218, 220, Ridley Student Center 206 (Theatre), Great Hall, Food Court, outdoor classroom, outdoor basketball courts and the Bowling Center and Ridley Student Center Plaza.

Reserving the Student Center

1. Reserving the Student Center

Williams Hall Gymnasium, Ridley Student Center Room 102A, 216, 218, 220, Ridley Student Center 206 (Theatre), Great Hall, Food Court, outdoor classroom, outdoor basketball courts and the Bowling Center and Ridley Student Center Plaza.

a. On Campus Rentals (Clubs, Organizations, and University Departments)

- i. Clubs, organizations, and university departments on campus who want to reserve the Student Center or any area of Student Engagement must complete an online central reservation space request.
- ii. These forms must be completed at least fourteen (14) days prior to the event.

b. Off Campus Rentals for Community

- i. Individuals may rent the Student Center, Bowling & Gaming Center, Williams Hall Gymnasium, Outdoor Classroom and Outdoor Basketball Courts the Softball Field for activities ex. Family Reunions and Meetings.
- ii. To rent any of these facilities, you must first contact the Central Reservations by phone or email to reserve requested space.

c. Rates

- i. All student life facilities rental rates are set by the Division of Student Affairs in consultation with the Division of Business and Finance. (Williams Hall Gymnasium, Student Center Room 102A, 216, 218, 220, Ridley Student Center Theatre, Great Hall, Restaurant Area, the outdoor classroom, outdoor and basketball courts and the Bowling Center and Ridley Student Center Plaza).

2. Facilities Use Guidelines for the Ridley Student Center

- a. All facility use guidelines are maintained by the Office of Central Reservations.
- b. Smoking and vaping are prohibited. This is a smoke-free building.
- c. Alcoholic beverages, gambling, fighting and profanity are prohibited.
- d. Any student or person found consuming an alcoholic beverage, gambling, fighting, smoking, vaping or using profanity will be subject to disciplinary action.
- e. Students are prohibited from sitting on tables, back of chairs, or any other furniture not normally considered appropriate seating.
- f. No equipment, furniture, tables, chairs, etc. can be removed from this center without approval of the Office of Student Engagement.

This facility will not be available to rent during special University occasions, i.e., Homecoming, Viking Fest, Open House, Family Weekend, Commencement (winter, spring, and summer), and any other date deemed necessary by the University.