JOHN J. HEMMINGSON CENTER GUIDELINES AND PROCEDURES 2017-2018

MISSION STATEMENT

The mission of the John J. Hemmingson Center is to provide a warm and inviting atmosphere to all. The University Center is a meeting place for all students as well as faculty, staff, alumni, and guests of Gonzaga University. Providing dining options, meeting space, lounge, and programming facilities, the Hemmingson Center is a great place to study, meet with friends, relax or be entertained after a long day of classes.

TERMINOLOGY

For the purposes of this Guidelines & Procedures Manual the John J. Hemmingson Center will be referred to as the Hemmingson Center or HC. These should be considered one in the same throughout this document. The Gonzaga University Event Service Team will be referred to as GUEST. GUEST administers the HC as well as all other bookable on-campus spaces and the Bozarth Mansion and Retreat Center.

ABBREVIATIONS

COG – Resident Dining "Circulus Omnium Gonzagaorum"
CSI – Center for Student Involvement
GUEST – Gonzaga University Event Service Team
HC – John J. Hemmingson Center or Hemmingson Center
MARCOM – Marketing and Communications Department

CONTACTS

HC Welcome Desk	509.313.6942
Campus Reservationist	509.313.6854
GUEST Receptionist	509.313.6857

The GUEST Office is located in the John J. Hemmingson Center on the 2nd Floor, Suite 215

This Guidelines and Procedures Manual is the official source for direction regarding the HC at Gonzaga University. This manual is subject to change at any time as new Guidelines and Procedures are issued or current guidelines are updated. Policies relating to faculty, staff, and students of Gonzaga University may be found in the Gonzaga University Policies and Procedure Manual and the Student Handbook. GUEST and Gonzaga University reserve the right to make changes to this Guidelines and Procedures manual at any time.

TABLE OF CONTENTS

Mission Statement 1
Terminology 1
Abbreviations 1
Contacts 1
Table of Contents 2

GUIDELINES AND PROCEDURES **5**
1. *Access and Accommodation for Persons with Disabilities* 5
2. *Advertising* 5
   Fliers for Bulletin Boards 6
   Fliers for Residence Halls 6
   Posters 6
   Banners 7
   Easels 7
   Sandwich Boards 7
3. *Alcohol Service and Use* 7
4. *Amplification of Sound/Music* 8
5. *Animals-Service Animals, Pets* 9
6. *Auditorium* 9
7. *A/V Use (Audio/Visual)* 9
8. *Bake Sales* 10
9. *Balloons* 10
10. *Ballroom* 10
11. *Banks* 11
12. *Bee Hives – Apiary* 11
13. *Bicycle Repair Shop – Gonzaga Outdoors Two* 11
14. *Bicycles, Rollerblades, Skates, Skateboards* 12
15. *Building Hours* 12
16. *Building Tours* 13
17. *Cancellations* 13
18. *Catering/Food and Beverage Services* 13
19. *Chalking* 14
20. *Charging Stations* 14
21. *Cleaning/Custodial* 14
22. *Community Kitchen* 14
23. *Copyright* 15

24. *Cord Safety* 15
25. *Credit Cards* 16
26. *Decorations* 16
27. *Demonstrations and Protests* 17
28. *Departmental Kitchen/Breakroom Use* 17
29. *Digital Displays* 17
30. *Dining Room Use - The COG* 19
31. *Donation Bins* 20
32. *Dress Code for Building Guests* 20
33. *Drugs and Controlled Substances* 20
34. *Elevator Use* 21
35. *Emergency Preparedness* 21
36. *Evacuation Procedures* 22
37. *Event Policy* 22
38. *External Events* 22
39. *Facilities Use* 23
40. *Flash Mobs* 23
41. *Filming in Hemmingson and on the Gonzaga University campus* 24
42. *Fire Pit, Hearth Lounge and Hemm den fireplaces* 25
43. *Fires, Open Flames, and Flammable Items* 25
44. *Food in Auditorium and Ballroom* 25
45. *Food Trucks* 26
46. *Furniture* 26
47. *Golf Carts* 26
48. *Hemmingson Center Alcove* 27
49. *Inclement Weather, State of Emergeny that Closes Campus* 27
50. *Information Technology Use* 27
51. *Joann Jundt Lounge* 28
52. *Keys and Card Access* 28
53. *Lactation Room* 29
54. *Ladder and Lift Use* 29
55. *Loading Dock Use* 29
56. *Lost and Found Protocol* 30
57. *Movie Viewings* 31
58. *Office Access* 31
59. *Parking* 32
60. *PDA – Public Displays of Affection* 32
61. *Potlucks* 32
62. *Power Supply Use- Inside and Outside* 33

63. *Project Rooms* 33
64. *Public Speakers and Events* 33
65. *Reflection Room* 33
66. *Rotunda* 34
67. *Security* 34
68. *Smoking* 34
69. *Social Media* 35
70. *Solicitation* 35
71. *Storage* 36
72. *Suite/Office Decorations* 36
73. *Tabling* 36
74. *Trash/Compost/Recycling* 37
75. *TV/Gaming Room* 37
76. *Vandalism* 37
77. *Vendor Identification* 38
78. *Visitors* 38
79. *Weapons* 39
80. *Welcome Desk* 39
81. *Welcome Wall* 40
82. *Window Postings and Coverings* 40
83. *Work Orders* 40
84. *Zag Wall* 41

GUIDELINES AND PROCEDURES

1. ACCESS AND ACCOMMODATION FOR PERSONS WITH DISABILITIES

Gonzaga University seeks to provide equal access for persons with disabilities to include students, employees and the public, to all educational programs, employment, activities, events, and services which it operates, consistent with applicable federal and state laws and Gonzaga policies.

A. Reasonable accommodations, academic adjustments, and public access will be provided to persons with disabilities to ensure that they are provided an equal opportunity to participate in or benefit from any Gonzaga program, activity, event, or service.
B. This policy is based on the Americans with Disabilities Act, the Rehabilitation Act, the Washington State Law Against Discrimination (RCW Ch. 49.60 as Related to Disabilities), and Gonzaga's Mission.
C. The full University policy on access and accommodations for persons with disabilities may be requested by contacting the University's Equal Opportunity Office at 509.313.5996 or x5996 or by contacting Disability Access Office at 509.313.4134 or x4134 or by emailing disability@gonzaga.edu.

2. ADVERTISING

The content of all campus advertising material must adhere to the University Mission Statement. Any advertising material that is in violation of the University Mission Statement will not be approved for display on campus. Examples of content violations include, but are not limited to:

A. Explicitly sexual messages, nudity or graphic images
B. Glorification of alcohol/drug use
C. Profanity, racist images or speech
D. Dishonesty or disrespect for others
E. Any publicity material that is exclusionary in nature against any group on Gonzaga's campus

ADVERTISING APPROVAL

GUEST approves all advertising material for the HC as well as fliers for the Greater Campus bulletin boards. Advertising material that has been posted without GUEST approval will be promptly removed and fines may be assessed to the posting group.

A. All advertising materials must be submitted to the HC Welcome Desk.
B. Advertising materials will be stamped by GUEST to designate that they have been approved.
C. Advertising materials will be approved for posting for no more than ten (10) days.
D. GUEST will post advertising material to designated locations within two (2) business days of approval.
E. Gonzaga Student clubs, departments and organizations will not be charged an advertising approval fee.
F. Groups not affiliated with Gonzaga are NOT granted approval to have their fliers posted on the campus' 16 designated bulletin boards.

ADVERTISING METHODS

In effort to maintain the aesthetics of the HC and the campus bulletin boards while still offering ample advertising options, the following advertising guidelines have been established:

Fliers for Bulletin Boards will be placed on the 16 bulletin boards throughout campus that are designated for internal groups to advertise. Groups must bring **17** copies of a flier (one (1) for each board and one (1) copy for GUEST records) to the HC Welcome Desk to be approved and stamped.

A. A request form available at the HC Welcome Desk must be filled out and will remain on file.
B. Fliers must be advertising or promoting a Gonzaga sponsored program or event.
C. The fliers for these boards can be no larger than 8.5" x 14".
D. All fliers must include contact information in the form of a first and last name, phone number or email address.
E. All fliers must contain a date or the event and the department and/or club affiliation (labeled or logo).
F. Fliers will be posted within two (2) days of being submitted and will remain posted for no more than ten (10) days or until the day after the date of the event, whichever comes first.
G. Fliers will not be held prior to distribution. They will be distributed on the day they are received.
H. Any fliers hung without approval will be removed and the club, department or organization may forfeit their posting privileges.
I. The HC Welcome Desk reserves the right to dispose of any unauthorized fliers.

Fliers for Residence Halls will be placed on the 70 bulletin boards throughout the GU residence halls that are designated for internal group advertising. Groups must bring **71** copies of a flier (one (1) for each board and one (1) copy for GUEST records) to the HC Welcome Desk to be approved and stamped.

A. The fliers for these boards can be no larger than 8.5" x 14".
B. All fliers must include contact information in the form of a first and last name, phone number or email address.
C. All fliers must contain a date or the event and the department and/or club affiliation (labeled or logo).
D. Once stamped, GUEST will deliver approved fliers to the Residence Life Office for posting.

Posters will be placed on the second (2nd) floor railways above Main Street in the HC which have been designated for poster advertising. Deliver posters to the HC Welcome Desk for approval and posting. An 8.5" x 11" copy of the poster must be delivered to the Welcome Desk, prior to posters being hung.

A. A poster hanging request form, available at the HC Welcome Desk, must be filled out and will remain on file
B. Posters must be printed with dimensions no larger than 42W" x 58L"
C. Poster printing services are offered by Center for Student Involvement (CSI), located on the third (3rd) floor of the HC. Go to www.gonzaga.edu/posters to submit your request and allow 72 business hours for your order to be completed. There is a cost associated with this printing service. Internal groups may also use Campus Printing for their production needs, located on the lower level of College Hall.
D. Posters will be hung within two (2) days of being printed and will remain posted for no more than two (2) weeks or until the day after the day of the event being advertised, whichever comes first.

E. Posters will be discarded once they expire. If you would like to have your poster saved, please indicate that on the poster hanging request form. Posters must be picked up within 48 hours of the last posting date.

Banners once approved, will be hung in the rotunda or on the second (2nd) floor railways above Main Street of the HC as space allows on a first come, first served basis. Only one banner per event will be hung.

A. A banner hanging request form, available at the HC Welcome Desk, must be filled out and will remain on file.
B. All banners must be approved by GUEST. Unapproved banners will be taken down and discarded.
C. All paint on a banner must be completely dry before submitting to the HC Welcome Desk.
D. Banners with glitter will not be hung.
E. Banners will be posted within two (2) days of being submitted and will remain posted for no more than two (2) weeks or until the day after the date of the event, whichever comes first.
F. Banners will be discarded once they expire. If you would like to have your banner returned, please indicate that on the banner hanging request form. Banners must be picked up within 48 hours of the last posting date.
G. Rotunda Banners must be educational in nature and can only be posted once approval is given by the Director of the Hemmingson Center.

Easels are available for use for the purpose of providing directional and informational signage on the day of an event on a first-come, first-served basis. Easels are not to be used for promotional advertising.

A. Groups should contact their GUEST Event Manager prior to their event to arrange for easel usage and placement during the day of the event.
B. There are currently have a variety of easels available for use. Please connect with GUEST for availability.

Sandwich Boards are available to reserve for the purpose of providing promotional and directional signage for events within the HC.

A. Sandwich boards are to be reserved by coordinating with your GUEST Event Manager.
B. Sandwich boards are for outdoor use only on a first-come, first-served basis.
C. Sandwich boards are designed to hold posters with the dimension of 24W" x 36L".
E. Poster printing services for sandwich boards are offered by the CSI Office (3rd floor of the HC) by contacting www.gonzaga.edu/posters. Internal groups may also use Campus Printing for their production needs, located on the lower level of College Hall.
D. Signage can be brought to the HC Welcome Desk. Sandwich boards will be put out by the HC Welcome Desk.

GUEST is not responsible for any banners, fliers or posters that are torn down, damaged or defaced. GUEST also reserves the right to remove and discard any of these materials at any time without notice.

3. ALCOHOL SERVICE AND USE

The use of or consumption of alcohol in the HC is prohibited unless the following guidelines are followed:

A. By state law, it is illegal for any person under the age of 21 to consume, possess, sell or purchase alcohol. Therefore, the consumption, possession, selling or purchasing of alcohol by any person under the age of 21 is strictly prohibited in or around the HC.
B. Gonzaga's food service provider, Sodexo, must be the pourer of any alcohol served at an event in the HC facility. To coordinate a catered event with alcohol service, please contact Flavours by Sodexo at x6902 or 509.313.6902 for further details. The HC does not hold a liquor license and therefore cannot serve alcohol.
C. The use of alcohol at events in the HC is strictly regulated. Security needs are determined at the discretion of GUEST. Any costs are the responsibility of the sponsoring organization.
D. For student organizations sponsoring events with alcohol, approval from CSI is required.
E. Alcohol may not be donated without prior approval from Sodexo.
F. All attendees are required to show a valid 21-year old state or government issued picture ID card for alcohol service. Gonzaga students may bring guests provided they have appropriate ID proving they are of legal age. ZAGCARDS will not serve as proof of age under any circumstance.
G. No alcohol is permitted outside the reserved facility or designated area, within an event. At no time, will the entire HC be closed to make the entire area the designated area for alcohol.
H. If alcohol is found in the HC, Campus Security & Public Safety and the Director of Student Conduct will be notified. If alcohol is found as part of a student group event, CSI will be notified as well.
I. Inappropriate possession and/or consumption of alcohol at an event in the HC will result in the loss of reservation privileges of the sponsoring organization for a minimum of one semester. In addition, all current reservations will be cancelled and additional sanctions may be placed by the Director of Student Conduct and CSI.
J. Any damages that occur to facilities and furnishings from an event will result in automatic billing to the sponsoring organization. Future reservations may be impacted.

4. AMPLIFICATION OF SOUND/MUSIC

When inside the shared spaces of the HC, as well as within the surrounding outdoor areas, the use of speakers, play back devices, microphones, bullhorns or other noise making devices is prohibited unless prior approval has been granted by GUEST. A copy of the University sound plan and map of specific locations can be picked up at the HC Welcome Desk or GUEST Office, Suite 215 in the HC.

A. Approval may be granted to groups planning to use amplified sound during an event, but first must inform GUEST of their sound amplification intentions when requesting to book space in the building.
B. Sound amplification in outside locations has been approved for specific locations, directions and sound levels in conjunction with the City of Spokane. This sound plan provides for a minimum of disturbance to our neighbors and allows events to provide entertainment in conformance with the city noise ordinance.
C. Amplified sound is permitted in meeting rooms and offices. However, out of respect for those in surrounding areas, amplified sound in these locations must be kept to acceptable levels. If amplified sound in a meeting room or office is distracting others, GUEST may ask that the volume be lowered.
D. As a courtesy to all HC patrons, GUEST also reserves the right to ask any group or person(s) to bring their activity, conversation or actions within acceptable sound levels.

5. ANIMALS-SERVICE ANIMALS, PETS

Service animals are allowed inside the HC and on campus in the care of their handler. Service animals are dogs or miniature horses that are individually trained to do work or perform a task for an individual with a disability. Please note: pets and other animals whose sole function is to provide comfort, companionship or emotional support do not qualify as service animals under the Americans with Disabilities Act or state law, and they are not allowed in the Hemmingson Center. Please contact the Welcome Desk with questions, 509-313-6942.

A. Any animal on campus must be leashed and attended at all times. Animals are not permitted to run loose on campus or in any campus building.
B. Animals found unattended will be turned over to animal control authorities.
C. A University official may determine that a particular animal's presence on University property is disruptive and direct the owner to remove that animal.
D. Pets are not allowed in the HC including office spaces except for service animals as described above.
E. Definition cards for service animals are available at the HC Welcome Desk.
F. Students are required to contact the Disability Access Office at 509.313.4134 or x4134 or by email disability@gonzaga.edu for information and assistance with service animal guidelines.

6. AUDITORIUM

The Auditorium is a multipurpose theatre that can seat 183 people located on the lower level of the HC. This space also includes surround sound and state of the art projection capabilities for movies or presentations.

A. In order to abide by copyright laws, only movies supplied by a licensed movie distributor will be shown unless associated with a class where all participants are part of the teaching activities and they have a legitimate copy of the movie.
B. This space may also be used for academic classes and performances.
C. Please contact GUEST to reserve the auditorium or to obtain movie rights for a film.
D. Visit the GUEST website at www.gonzaga.edu/guest for more information and how to reserve the auditorium.

7. A/V USE (AUDIO/VISUAL)

All HC built-in audio/visual equipment is available for use by groups that have a confirmed reservation in a specific space. If additional A/V equipment or tech support is needed, GUEST should be contacted prior to your event.

A. Mistreatment of the equipment or damage to the equipment will be the responsibility of the organization and fees may be assessed to the group as a result. Guidance on the proper use of all A/V equipment will be provided upon request.
B. A/V equipment will be provided, set up and transported by GUEST. Groups should not attempt to handle or move any A/V equipment.

C. The use of HC Audio Visual Equipment is not permitted outside of the facility. If equipment is needed for an event outside of the HC, please contact GUEST to make arrangements.
D. Event organizers are allowed to bring their own A/V equipment, such as speakers, microphones, screens, laptops and soundboards, with prior arrangements made through their Event Manager. All outdoor sound must comply with the University sound plan (see **Amplification of Sound/Music).**

8. BAKE SALES

Approval for bake sales as a fundraiser will follow the same process as other student events and approval must be granted by Center for Student Involvement (CSI) in order for space and tables to be reserved.

A. The University and the HC assume no liability for any baked or packaged goods sold, exchanged or given out as part of a bake sale or at a HC vendor table.
B. All patrons of a bake sale taking place in the HC purchase and consume baked and packaged goods at their own risk. The HC and its staff are in no way responsible for any results of consuming or purchasing anything from a bake sale.
C. All exchanges of funds must be completed through the University CASHNet system. No third-party cash collection systems allowed. For more information, contact CSI.
D. For complete guidelines, please visit the Student Development website under Club Policies.

9. BALLOONS

The Center for Student Involvement (CSI) offers Balloon Request Services to University departments and student organizations or clubs. Due to the height of the Hemmingson Center ceilings, and sensitivity of the safety equipment helium balloons will not be permitted inside the HC without Director approval.

A. Balloons cost $1.75 each. Please speak to Club Accountant to ensure that funds are available in your account prior to requesting balloons.
B. Balloon pickup is located inside the Gonzaga Outdoors Two Bike Shop. The Bike Shop is located on the main floor of the HC and has an external entrance near Mulligan Field.
C. Please allow 48 hours for orders to be filled. Orders will be ready by 9:00 AM. If you need balloons earlier, please contact the bike shop directly at 509.313.4266

10. BALLROOM

The Grand Ballroom is a 9,200-square foot space perfect for hosting conferences and large events. The Grand Ballroom can also be divided into three spaces for smaller functions. Many seating and table arrangements are available to accommodate your event.

A. Please call a Campus Reservationist at x6854 or call 509.313.6854 to book this space.
B. During the academic school year, priority will be granted to the campus community.
C. External groups are welcome to book events in the Grand Ballroom, but must align with Gonzaga's mission.

D. Types of events and functions allowed in the Grand Ballroom include:
    a. Conferences, Conventions, and Tradeshows
    b. Seminars, Lectures, and Meetings
    c. Social Events, Holiday Parties, and Receptions
    d. Other types of events may require GUEST and Dean approval
E. For venue and booking information please visit our website at http://www.gonzaga.edu/guest.

11. BANKS

U.S. Bank is the on-campus banking partner of Gonzaga University.

A. U.S. Bank has a full-service branch including an ATM located on the first (1st) floor of the Hemmingson Center.
B. No other bank may promote, advertise, or reserve promotional tables any time in the HC without written permission from GUEST.

12. BEE HIVES – APIARY

Apiculture is the science of beekeeping. At the HC, we maintain working honeybee hives that are used as an interactive educational tool for the Gonzaga community. In the interest of safety for our hives guests, neighbors and the honeybees themselves we ask that you follow the rules listed below:

A. Please do not disturb the honeybees.
B. Never touch the hives without the company of a trained beekeeper.
C. Always treat the hives and the designated area surrounding the hive with respect.
D. Any person with a bee sensitivity should not approach within 20 feet of the hives.

Honeybees are naturally a calm and very compatible neighbor. They sting only as a form of defense when they feel threatened or if they feel there is a threat to their hive or colony. Stings can be painful and dangerous for those who are allergic so caution should always be taken when in their proximity. For further information, please contact GUEST at x6857 or 509.313. 6857

13. BICYCLE REPAIR SHOP – GONZAGA OUTDOORS TWO

Bicycles serve as an important source of transportation for students, as well as provides an enjoyable activity to participate in our great community. Gonzaga Outdoors Two offers a bicycle repair shop in the HC.

A. Bicycles will not be allowed through any entrance of the HC. When utilizing Gonzaga Outdoors Two for bike rentals or repairs, bicycles may only enter and exit from the outside door of the Gonzaga Outdoors Two entrance located on the southeast, ground level side of the HC near Mulligan Field.
B. For more information on rental or repair, please visit gonzagaoutdoors.gonzaga.edu.

14. BICYCLES, ROLLERBLADES, SKATES, SKATEBOARDS

Gonzaga University promotes smart and safe outdoor adventures allowing students to enjoy the beautiful local surroundings. Gonzaga fosters a learning and social environment which is safe for all persons within our community to travel safely and respectfully.

A. Bicycles, scooters, skates and rollerblades shall remain outside the HC and should be secured to bicycle racks only. Skateboards may be placed inside on the appropriate skateboard racks only.
B. The HC is not responsible for any bicycles, skates, rollerblades, scooters or skateboards left outside of the facility.
C. Skateboarding, scootering, rollerblading and/or roller-skating are prohibited inside the building.
D. Individuals engaged in such acts shall be requested to discontinue the activity. Failure to do so may result in Campus Security & Public Safety notification.
E. Campus Security & Public Safety, Plant or GUEST may remove bicycles found in the building or chained to places other than bicycle racks from the premises.
F. Any items attached to the bike racks outside of the HC, other than the ones listed above will be removed, donated to a charity or discarded by either GUEST, Campus Security & Public Safety or Plant.

15. BUILDING HOURS

The hours of the HC are set to provide maximum service to meet the needs of the University community. The building hours are based on the following criteria:

A. Academic calendar including semester breaks, summer sessions, December holiday closing.
B. University and National holidays.
C. The hours of operation are posted at appropriate locations in the HC and through the HC social media pages.
D. Reservation requests for these days are reviewed by GUEST.

After Hours: In order to safeguard the HC facility and the campus community, GUEST has an after-hour's policy to clarify who is permitted to have access to the building when it is closed.

Student Groups or Campus Personnel: Can be granted use of the building when it is closed for special circumstances with the permission of the HC Director. This request should be in writing at least two weeks in advance. Only the group with permission is allowed in the building during the approved time period. If a student group has been approved, then the groups advisor or GU staff member must be present at all times and confirm that all guests vacate the building once their activity has concluded.

Public Access: Can be granted use of the building when it is normally closed when requested by a GU group. A request in writing must be submitted to the HC Director at least two weeks in advance. If it is approved appropriate charges could be applied for extending the building hours beyond normal hours. An HC staff member must be present whenever guests are present in the building.

Extending HC Building Hours (early open/late close): Requests to open early or close late must be made in writing at least two (2) weeks in advance of an event. If approved, an operating cost may be charged to the organization responsible to open the facility early or keep the facility open late.

16. BUILDING TOURS

Guided and self-guided tours are available of the Hemmingson Center.

A. Self-guided tour brochures can be found at the HC Welcome Desk.
B. We encourage making advance arrangements for hosted tours by contacting GUEST at 509.313.6857 prior to arriving on campus.
C. Tours of the entire campus including the Hemmingson Center can be made through the Office of Admissions, x6572 or 509.313.6572.

17. CANCELLATIONS

In order to accommodate as many requests for events as possible, all organizations must honor their reservations.

A. Organizations, which fail to use reserved space (without prior notification, a "no-show") on a regular basis may lose the privilege of reserving space in the HC. Time frame is dependent on number of occurrences and subject to change.
B. For details on external event cancellations see **External Events.**

18. CATERING/FOOD AND BEVERAGE SERVICES

Flavours by Sodexo is the preferred caterer within the HC. For events held within the HC, recognized Gonzaga community groups (faculty, staff, administrators, student clubs and organizations) may do the following if they wish to provide refreshments to their guests:

A. Contract with Flavours Catering by calling x6902 or 509.313.6902.
B. Zag Dining has many unique ways to reduce catering expenses for Gonzaga community members. To view all of their menu options visit zagdining.sodexomyway.com.
C. Groups may not borrow any items from Zag Dining (ice, linen, napkins, plates, utensils, etc.) if they choose to bring in their own refreshments nor will they be granted kitchen/sink access.
D. If alcohol is served at your event, then both food and beverages *must* be catered through Flavours by Sodexo to comply with the liquor license requirements of the HC and University.
E. If an event is conducted in The Bulldog, then outside food may not be brought into the restaurant.
F. All groups not using Flavours by Sodexo are responsible for cleaning up and throwing away any trash at the close of their event. Spaces that are left untidy may be assessed a clean-up fee.
G. Should your group choose an "off campus" delivery option, then drivers must respect established parking regulations. All deliveries must be coordinated with the individual or group placing the order so as to accept delivery at the HC Welcome Desk area. In the event that assistance is needed, please make arrangements through GUEST.

19. CHALKING

In an effort to maintain the integrity of the HC building, the use of chalk (also known as "chalking") or any other marking instrument on any surface inside or within 20 feet of the HC is prohibited without Director approval. This includes the outdoor concourse and surrounding sidewalks of the HC.

20. CHARGING STATIONS

Charging Stations are available in seating areas by Einstein Bros. Bagels and Starbucks off of Main Street. The HC is not responsible for any damage or loss associated with the use of these stations.

21. CLEANING/CUSTODIAL

As good stewards of the HC, all persons are asked to take an active role in maintaining its care. The following guidelines and procedures have been set forth regarding cleaning, furniture care, and public space of the HC:

A. The HC's public space will be maintained daily by the Gonzaga University's custodial department. This includes garbage, floors, windows, walls, public bathrooms, lobbies, and furniture within the HC.
    a. Departmental offices will have trash pick-up every Monday, Wednesday, and Friday.
    b. Departmental offices should insure the tidiness of its location.
B. If you would like to move furniture around for social or study purposes, please contact the Welcome Desk, so that action may be taken. We ask you refrain from moving furniture yourself.
C. Should you notice damage or carelessness within the HC including grounds, we ask that you bring it to the attention of the Building Coordinator, through the HC Welcome Desk, so that action may be taken.
D. All guests are expected to properly dispose of their trash in the proper trash receptacles as improper disposal of trash can lead to an unsightly environment and pests.
E. Groups must leave reserved rooms and spaces in the condition in which they were found.
F. All rooms have waste receptacles. Additional receptacles are available upon request.
G. Groups that are in violation of the cleanliness policy may be assessed a fee.
H. Groups that damage HC property will be assessed a fee to cover the repairs.

22. COMMUNITY KITCHEN

As good stewards of the HC, respect for both personal and institutional property in the Community Kitchen is necessary. The Community Kitchen is located on the third (3rd) floor (room 303). The following guidelines and procedures have been set forth regarding use of this space:

A. The front door to the community kitchen area will remain unlocked during regular office hours.
B. Kitchen counters should remain empty of ALL items unless the kitchen is in use. Any perishable items found on the counters or floor while the kitchen is not in use will be discarded.
C. Toasters, coffee pots, and miscellaneous appliances should be clean if not in use.
D. Always clean up after use. This includes dishes, service ware, silverware, countertops, sinks, microwave, cabinets and any other tool or surface after use.
E. The refrigerator should only be used one day prior and during the day of your event.
F. All items that are being stored in the refrigerator should be clearly marked with the following:

a. Name of person(s)/department.
b. Date when the items will be used.

G. Items cannot be stored in the refrigerator for more than one week. After one week, items will be discarded by the Custodial Department each Friday.
H. Any items that show signs of spoilage will be immediately discarded with no questions asked.
I. Trash should be bagged and left in the kitchen.
J. The reserving department will be responsible for any damages caused to the space. Please report any existing damage to the HC Welcome Desk before using the space.
K. The HC is not responsible for any items that are lost or stolen from the kitchen areas. Additionally, the HC is not responsible for any food that spoils in the kitchen area or is discarded.

23. COPYRIGHT

A copyright grants the holder exclusive rights in the reproduction of creative works. With certain exceptions, no one may reproduce the work without express permission from the copyright holder.

A. Gonzaga disapproves of and forbids duplication in any form that violates copyright law. This includes, but is not limited to, duplication of printed material, music, computer software, and video/audio materials.
B. Members of the Gonzaga community are expected to adhere to the copyright law, fair use guidelines, licenses or contractual agreements, or other permissions.

To read the full Copyright Policy, please refer to the *Gonzaga University Policies and Procedures Manual* located on the Gonzaga website under Human Resources.

24. CORD SAFETY

A variety of cord types are utilized by GUEST to operate technology for meetings and events in the building. These cords are designated for event use only and not available for rental or personal use. The HC policy for cord use utilizes the Environmental Health and Safety recommendation and is as follows:

A. Extension cords should be of sufficient current-carrying capacity to power the device.
B. Extension cords must be three-conductor (grounded) even if the device has a two-conductor cord.
C. In the event cord repair becomes necessary, only qualified personnel may make repairs.
D. Extension cords shall not run through, behind or in walls, ceilings or floors or other concealed space. Nor shall they be run in or through ventilation ducts.
E. Cords should not be in any location in which it may cause a tripping hazard. If it is necessary to be placed in a walkway, gaffe tape or cord covers must be used to cover the entire length of the cord. Please ask a GUEST staff member for assistance.

25. CREDIT CARDS

Credit Card Payments: Vendors agree to furnish the Gonzaga University Controller's Office a complete description of the Vendor's proposal to process credit card payments at least two weeks prior to proposed event date on the Gonzaga Campus. The proposal will be reviewed by the Controller's Office and IT. There will be no agreement executed until approved by the reviewing departments. Gonzaga University does not allow vendors to use our wireless network for processing credit card payment in anyway, nor do we allow recording credit card numbers for future use while on campus. A possible option that can be reviewed and approved would be the use of 3G or 4G networks supplied by the Vendor's Merchant or Acquiring Bank.

Vendor affirms that Vendor is Merchant of Record and is the payment card data owner for all financial transactions with customers, both former and current. The Vendor further affirms that it is compliant, as a merchant, with all PCI DSS requirements and that the Vendor is solely responsible for the validation of all 3rd party service providers used in the processing of transactions for customers, both former and current. Vendor will notify the University at least 60 days prior to any substantial change to the processing environment that may impact the University.

Vendor will immediately notify the University if it learns that it is no longer PCI DSS compliant and will immediately report to the University the steps being taken to remediate the non-compliant status. In no event, should Vendor's notification to the University be later than seven (7) calendar days after Vendor learns it is no longer PCI DSS compliant. Failure to maintain PCI DSS compliance shall be a breach of contract and the University, may at its sole discretion, terminate any Agreement if Vendor does not become compliant within thirty (30) days, [with any prepaid amounts refunded to University on a pro-rata basis].

26. DECORATIONS

Decorations must be safe. They should not present a safety hazard in any way. Any group wishing to use decorations at their event must meet with their Event Manager at least two (2) weeks in advance to ensure the use of decorations will be acceptable.

Decorations Permitted Ribbon, flowers, vases, crepe paper, fabric, blue painters tape, paper, cardboard, UL approved decorative lights and string. All decorations must be nonflammable.

A. The use of tape, glue, thumbtacks or adhesive to affix decorations on the walls, ceilings, frames, columns, floors or staging is not permitted unless it is approved by GUEST.
B. Pictures are not to be removed from walls.
C. Helium balloons are not allowed at any event without permission of the HC Director. Please see balloon guideline.
D. Open flames, incense, and fire are never allowed.
E. Candles must be approved by the HC Director and enclosed in approved containers, such as hurricane or votive holders. LED candles are always permitted in any event or meeting venue.

F. Decorations with a diameter smaller than one (1) inch are not allowed without permission of the HC Director. This includes but is not limited to glitter, confetti, birdseed, bubbles, beads, marbles, pebbles, etc. The only items allowed outside the building are bubbles and birdseed.
G. The use of paint is prohibited in the HC without the prior approval of the HC Director.
H. Smoke or fog machines interfere with the fire/smoke detectors and are not allowed.

The HC reserves the right to deny the use of facilities for any event it deems inappropriate and to assess a charge for cleaning the area to return it to a condition adequate for continued use by other groups. If the event poses any facility concerns, the reservation request could be denied. All delivery of items is the responsibility of the organizers of the event and a designated individual from the event must be present to receive the delivery. All deliveries must be loaded in and out through the loading dock door. Your Event Manager will assist you with this type of request.

27. DEMONSTRATIONS AND PROTESTS

Campus demonstrations are governed by the University Events Policy and permitted by students provided they are conducted in an orderly manner and do not interfere with vehicular or pedestrian traffic, classes, or other University activities and functions.

A. Students wishing to host a demonstration should work with CSI to make appropriate arrangements. The University has the right to limit the time, place, manner and scope of a demonstration by students (as approved by Campus Security & Public Safety and CSI).
B. If a demonstration becomes disruptive and interferes with the freedom of other members of the University Community or interferes with the ability of the HC to provide a safe environment, then it is considered to be disorderly.
C. Those participating in disorderly demonstrations should expect sanctions up to and including criminal prosecution. Demonstrations by non-Gonzaga students are not permitted on University property.

28. DEPARTMENTAL KITCHEN/BREAKROOM USE

The use of individual kitchens and breakrooms will be under the direction of the department head and the rules of the department.

A. No cooking equipment outside of the approved appliances (i.e. refrigerator, microwave, toaster) for the location will be allowed.
B. No open flames will be permitted in these spaces at any time.

29. DIGITAL DISPLAYS

The HC contains eleven (11) digital displays throughout the building. The displays provide a sustainable and effective way to promote University activities, events and educational opportunities by displaying well-produced, eye-catching advertisements to a large audience.

DIGITAL DISPLAY SPECS

A. Optimal size: 8.5”X11” (vertical)
B. JPEG, PNG or PDF
C. 96 dpi

SUBMISSIONS

A. All student-group announcements must be approved by the group’s advisor prior to submission through Zagtivities and/or CSI.
B. GUEST will review all submissions based on HC, GUEST and University posting policies, and has the right to approve or deny any submission.
C. All submissions must be given to GUEST at least two (2) business days in advance. Failure to submit within required time may result in the posting not being displayed.
D. Approved submissions will be displayed on eleven (11) 32” LCD digital displays throughout the HC. Note: these do not include the Welcome Walls or the Zag Wall.
E. GUEST will not design or edit announcements including spelling, grammar or formatting errors and will return messages for correction without being posted.
F. Submission will be displayed for no more than two (2) weeks and will be taken down after (2) weeks or after the event has taken place, whichever comes first. Announcements may be resubmitted if they need to be up longer than two weeks.
G. All announcements will be displayed based on space availability and will be accepted on a first-come-first-served basis. During times of high demand, shorter posting periods may be established in order to accommodate all groups.

ACCEPTABLE CONTENT

A. Announcements relating to significant student or faculty/staff achievements, awards, and accomplishments, or results of academic competitions (congratulatory listing of winners).
B. Event information for upcoming activities sponsored or coordinated by Gonzaga departments, student organizations and recognized alumni.
C. Event information for activities to be held in or at Gonzaga or the HC but hosted or sponsored by an unaffiliated approved organization.
D. Changes in timing or location of regularly scheduled classroom activities or special events.
E. Upcoming deadline information for nominations, scholarship applications, event reservations, etc., for approved programs.
F. Information on new programs, courses, or services available to students or faculty.

UNACCEPTABLE CONTENT

A. No classified ads (cars/apartments/bicycles/computers, etc.).
B. No personal messages (one person to another).
C. No political statements relating to campus, local or statewide.
D. Violence, vulgarity or sexually suggestive language or images.
E. Content, language, images or reference to the use of alcohol or illegal substances.
F. Racial/ethnic/gender or religious insensitivity through any language or images.
G. Messages may not conflict with the mission of Gonzaga University or the HC.

30. DINING ROOM USE - THE COG

The primary purpose of the COG located on the first (1st) and second (2nd) floors of the HC is to provide a place for students to eat meals.

A. Requests for use of the dining room located within the COG can be made through Sodexo during the school year. Booking of the East Dining Room and the Avista Roof Top Garden can be made through the GUEST Reservationist when classes are not in session.
B. All events in the COG must follow other HC policies such as **Amplification of Sound/Music** policies and **Decorations** policies.

31. DONATION BINS

Knowing that you sacrificed something such as time, finances or property in order to help others in need gives purpose.

A. Donations are a way of extending this practice. In doing so, please abide by the following policy set forth for donation bins:
    a. University departments or recognized student organizations can request space for donation receptacles with the appropriate administrator or dean of each individual building. Other events or activities already scheduled will be taken into consideration when these requests are made.
    b. Constituents of the HC can hold drives or have donation bins inside their suites and are responsible for maintaining the cleanliness of the donation area and emptying the donation box as needed.
    c. Boxes must be covered/decorated and should include the sponsoring organization or department's name, dates of the collection, and the place where items will be donated.
    d. Unattended cash donation collection containers are not allowed in the HC or any other university buildings.

32. DRESS CODE FOR BUILDING GUESTS

We aspire to create a university environment that is welcoming and accessible to all students. To maintain the good image of the University, guests are reminded to be appropriately attired in a manner befitting the University when on site. Please be respectful and appropriate in your attire.

A. *Clothing:* Shirts, tops, pants, shorts, dresses and skirts should be suitable to the HC environment and must be worn at all times.
B. *Footwear:* The University promotes freedom to select footwear of your choice when in the building. Please note, however, it is in your best interest to choose footwear that protects the toe as well as the entire foot. Safety is our utmost concern, so we recommend footwear that is easy to walk in, made with non-slip material (i.e. rubber soles) and appropriate for weather conditions throughout the year. In regards to state and federal health code and safety regulations, it is also policy that footwear be worn in public spaces.

33. DRUGS AND CONTROLLED SUBSTANCES

The unlawful manufacture, possession, control, sale, transfer or use of any dangerous drug, controlled substance, experimental drug, mind-altering substance, or drug paraphernalia on University premises or at University-sponsored activities is prohibited. Actions that violate local, state, or federal laws in relation to drugs are also a violation of University policy. This includes the improper use of prescription drugs.

A. Gonzaga prohibits the use or possession of marijuana on Gonzaga-owned, leased, or managed property or during any university-sponsored or affiliated activity or program whether on campus or at another location.

B. The illegal possession, consumption, provision, or sale of narcotics or drugs, or possession of paraphernalia, may result in disciplinary sanctions from the University and/or referral to law enforcement officials.
C. The University reserves the right to confiscate, retain, and dispose of/destroy any and all drug related items regardless of value or ownership.

34. ELEVATOR USE

The HC has six (6) elevators. Campus elevators are inspected semi-annually and tested annually to ensure that they are working safely. The following guidelines are to keep all users safe while operating the elevators:

A. Do not overload an elevator. The weight load of each elevator is clearly posted inside the cab. Students, faculty and staff should step out if they find themselves in a tightly packed elevator.
B. Do not try to leave a moving elevator. Never try to climb out of a stranded elevator.
C. Do not interfere with opening or closing doors. If the doors are closing, let them. Never reach your hand out to stop a closing door. Wait for the next elevator.
D. Do not try to force elevator doors open. Attempting to force the doors to open can cause injury.
E. In an emergency, use the phone in the elevator to call for help. These phones are answered by an elevator monitoring company dispatcher. Follow only the instructions from elevator dispatch personnel, campus safety or a public safety responder in an emergency situation.
F. In case of fire, do not use an elevator. A fire alarm will disconnect power from the elevator.
G. Watch your step getting on and off an elevator. The most common elevator related injuries are caused by tripping when entering or leaving an elevator or being hit by closing doors.

35. EMERGENCY PREPAREDNESS

ZagAlert is Gonzaga's emergency communication system which helps ensure the safety and security of our campus community.

A. ZagAlert notifies students, faculty, and staff of an emergency involving an immediate threat to health or safety or a situation presenting a major disruption to campus operations.
B. Register for *ZagAlert*. Visit the ZagAlert webpage at www.gonzaga.edu/zagalert for information on how ZagAlert works, to register, or ensure your contact information is up-to-date in the system.
C. The Hemmingson Center has a specific safety manual (*John J. Hemmingson Center Emergency Response Plan*) which provides for most emergency situations we may encounter in the building. If you have specific questions this manual is in the possession of all departments within the HC as well as the GUEST Office, Suite 215 and the HC Welcome Desk.
D. Questions about emergency preparedness guidelines should be directed to Cassandra Stelter via email or calling x6358 or 509.313.6358.

36. EVACUATION PROCEDURES

In the event of a fire alarm or emergency, all persons in the HC are asked to evacuate the building in an immediate and orderly fashion using any one of the marked exits. For building constituents please follow instructions provided by floor captains for each floor.

A. Do not use elevators in an emergency situation. Once you leave the building you should go to your group's assigned meeting area.
B. If you observe smoke or a fire and the alarm is not sounding, leave the building immediately; activate the fire alarm at the pull station on your way out. Dial 911; then contact Campus Security & Public Safety.
C. All persons must remain outside of the building and may not reenter until permission to do so is given by a public safety responder or Gonzaga official (e.g., Campus Security & Public Safety, HC staff member).
D. Any person, who activates a false alarm, tampers with fire or safety equipment such as extinguishers or door alarms risks placing the lives of others in danger. This is a very severe violation and anyone who misuses safety equipment either accidently or maliciously, is subject to University disciplinary action and prosecution under Washington State law.
E. For constituents of the HC, please refer to the *John J. Hemmingson Center Emergency Response Plan.*

37. EVENT POLICY

In conjunction with the *Gonzaga University Events Policy* documented in the *University Policies and Procedures* manual, GUEST will assist constituent groups and organizations in initiating, reviewing and finalizing events and programs to promote the consistent application of the policy.

A. In order to accomplish this duty, GUEST must be informed of all programs, events and activities planned for the University campus (including Bozarth Mansion and Retreat Center) or sponsored by the University.
B. For venue and booking information, please visit our website at: www.gonzaga.edu/guest.

38. EXTERNAL EVENTS

For any external, non-Gonzaga University event, a signed usage agreement and payment is required. The following information addresses payments, changes, modification and cancellations.

PAYMENTS

A. Prepayment: User agrees to submit a non-refundable prepayment equal to 50% of the total estimated charges upon acceptance of the terms of this Agreement and acknowledges that the Agreement and prepayment must be executed within ten (10) business days of the Agreement creation date noted on this document.
B. Final Payment. User agrees to submit final payment for any balance due within sixty (60) of the date of the scheduled event. If final payment is not received along with all supporting insurance and permit

documentation, Gonzaga University reserves the right to cancel the event and retain all prepayments as liquidated damages. Any additional charges incurred are due within 10 days of the scheduled event. After ten (10) business days (M-F), any additional charges are considered late and User may be charged interest at a rate of 12% per annum from the date of the invoice to the date payment is received. After ninety (90) days, any outstanding balance may be subject to collection and User agrees to pay all reasonable legal and collection costs incurred by Gonzaga.

CONFIRMATIONS, CHANGES, MODIFICATIONS, AND CANCELLATIONS

A. User must confirm all arrangements with Gonzaga at least sixty (60) days prior to the scheduled event.
B. Any change, modification, or addenda to this Usage Agreement must be signed by User and Gonzaga.
C. User may only cancel this Usage Agreement in writing. User acknowledges that cancellation must be made in writing a minimum of sixty (60) days prior to the event. Any cancellation made less than sixty (60) days prior to the event date will be subject to forfeiture of any and all prepayments.
D. Gonzaga reserves the right to change or modify the facilities and services specified in II. and III. or cancel this Usage Agreement without liability. If Gonzaga cancels this Usage Agreement, it will do so in writing and will return all deposits and prepayment to User provided that the cause for cancellation was not User's failure to perform as outlined in this Usage Agreement.
E. If any provision of this Usage Agreement is ruled unenforceable in a legal proceeding, the remaining provisions will remain in full force and effect.

39. FACILITIES USE

The Hemmingson Center has a variety of meeting and event space available for use by student groups, University departments, and external groups. All space is reserved on a first-come-first-served basis.

A. Reservations can be made by contacting the Campus Reservationist at 509.313.6854 or x6854. You can also email your reservation questions to schedule.gonzaga.edu.
B. Internal reservations can also be made online by using the following link, schedule.gonzaga.edu.
C. If you have questions, feel free to stop by the GUEST Suite, located on the second (2nd) floor of the HC in Suite 215 during regular business hours (Monday – Friday, 8:00 AM – 5:00 PM).
D. For venue and booking information, please visit www.gonzaga.edu/guest.

40. FLASH MOBS

Flash Mobs in the HC Rotunda are a fun and creative way to promote an upcoming event. GUEST approves all Flash Mob requests.

A. All student club requests must be entered into Zagtivities and approved by the CSI at least five (5) business days prior to the desired Flash Mob date.
B. All department requests must be sent to GUEST for approval at least five (5) days prior to the desired Flash Mob date.
C. Once the request is approved a reservation confirmation will be sent to the requestor.
D. All Flash Mobs must be 100% self-contained. GUEST will not provide resources for the Flash Mob.

E. Requests may be denied if the content does not align with the University's Mission OR presents a safety issues OR if it will disrupt a prior approved concurrent event in the HC.
F. All Flash Mobs must be no longer than 15 minutes in length.
G. Signs, banners, posters, etc. are not allowed in the Rotunda or surrounding areas before, during or after the Flash Mob, unless given prior approval from the HC Director.

41. FILMING IN HEMMINGSON AND ON THE GONZAGA UNIVERSITY CAMPUS

A. Requests from external groups to film on campus must be submitted in writing to the Director of Community & Public Relations and the GUEST Office at least six (6) months in advance.
B. Gonzaga University requires prior review of any script, screenplay, storyboard, or other planning documents developed by producers BEFORE any filming is permitted. Multiple University departments may need to weigh in on specific requests. Adequate time must be allotted for this review.
C. After the University completes an initial the review of a filming request, it will decline the request or make a determination of conditional approval pending execution of a film location agreement.
D. The producer, film maker, or person(s) responsible for the making of a film, pod cast, video or movie (Film Maker) shall enter into a film location agreement drafted by the University and including terms under which the Film Maker indemnifies Gonzaga University, carries specified types and amounts of insurance, establishes procedures for the placement of equipment and temporary construction, establishes set behavior standards, and other terms as required by Gonzaga University. Gonzaga University shall have the right to review any unedited or finished product prior to the producer utilizing the finished product for its intended purpose. Gonzaga University will not approve requests associated with films that are not pursuing a G, PG, or PG-13 rating or that involve subjects or images that are contrary to Gonzaga University's Mission and Catholic and Jesuit Identity.
E. Gonzaga University does not permit the use of Gonzaga University trademarks, logos, colors, or campus shots that can be clearly identified as Gonzaga University in any film, video, pod cast, or movie, unless otherwise specified or agreed upon in writing by an authorized Gonzaga University official.
    a. Requirements for student film projects shot in campus facilities for classroom use are:
    b. Students working on class projects who plan to film in the HC are required to obtain permission from GUEST at least 24 hours in advance. If students plan to film an event, they must also get the event sponsor's permission 24 hours in advance. The HC or event sponsor may withdraw permission at any time if the filming is determined to be disruptive to university business.
    c. Student film crews should carry their ZAGCARDS with them at all times during the shoot so that they can be easily identified as Gonzaga University students filming a student project.
    d. Student film crews shall honor the request of any students, faculty or staff members who decline to be filmed while on campus.
    e. If, after complying with these requirements, students encounter unreasonable interference to their filming by Gonzaga University employee(s) or fellow student(s), they should contact their faculty member for assistance.

42. FIRE PIT, HEARTH LOUNGE AND HEMM DEN FIREPLACES

GUEST manages the Fire Pit on the outdoor patio and the indoor fire places in the Hearth Lounge and Hemm Den. The Fire Pit and Hearth Lounge spaces are both considered community gathering locations and are open for the use of GU members and guests. The Hemm Den is considered a space for GU students.

A. The Outdoor Fire Pit, Hearth Lounge, and Hemm Den are not bookable spaces.
B. Users of the areas are responsible for picking up their trash and recyclables.
C. If guests wish the Outdoor Fire Pit, Hearth Lounge or Hemm Den to be turned on, please ask the HC Welcome Desk.
D. Please be respectful of others when playing loud music or activities. Any sound amplification must be in compliance with the **Amplification of Sound/Music** guidelines.
E. At any time, GUEST may regulate the noise level of an activity occurring inside or outside the HC.
F. The Outdoor Fire Pit is not designed as a cooking apparatus and should not be used as such.

43. FIRES, OPEN FLAMES, AND FLAMMABLE ITEMS

Fires and Open Flames: The use of equipment that produces, contains, or conducts a continuous open flame – such as candles*, potpourri burners, incense, or other combustibles – is prohibited.

A. *Use of candles is prohibited in public spaces, offices, and suites.
B. *Use of candles during events must receive approval from the HC Director and Risk Manager. A decoration plan with a description of all open flames must also be submitted.

Flammable Items and Material: Examples of flammable items or materials which are specifically prohibited from any University property include, but are not limited to: gasoline containers (full or empty), gas-operated camping equipment (e.g., Coleman stoves), propane tanks and liquid oxygen containers. Other examples of commonly utilized flammable materials that are considered dangerous and therefore prohibited include chemical compounds and components, open-coil burners, and open-coil space heaters. In addition, natural Christmas trees are prohibited without the pre-approval from GUEST.

Sterno Cans: Sterno cans must be supervised at all times when being used in the HC. Failure to do so may result in the group to losing the privilege to use Sterno cans in the future.

Barbeques and Patio Heaters: Gas or charcoal barbeque grills and patio heaters are prohibited in and around the HC unless scheduled and supported by the Zag Dining and approved by GUEST.

44. FOOD IN AUDITORIUM AND BALLROOM

Food and beverage service are allowed in the Auditorium or Ballroom with appropriate prior approvals by GUEST.

A. All hot food and beverage service for use in the Ballroom must be set up and served by Flavours by Sodexo.

a. Outside caterers are only allowed in this space with approved menu by GUEST and/or the approval of the HC Director.
b. Outside caterers must be responsible for their own equipment and trash removal.
c. Outside caterers will not be granted use of any Sodexo/Gonzaga owned catering equipment or use of any kitchen locations managed by Sodexo.

B. For any questions regarding food or beverage use in these spaces please contact GUEST at x6857 or 509.313.6857.

45. FOOD TRUCKS

Contact ZAGDINING at x6906 or 509.313.6906.

46. FURNITURE

The Hemmingson Center is "our home" to engage and therefore everyone's obligation to show care for the furniture in our home. The furniture in the HC has been intentionally arranged in a manner that insures ADA compliance and safety for all guests. Moving of furniture by untrained persons may cause injuries to guest and damage to the floors, walls or the furniture itself. If you would like furniture moved within the HC, please inform the HC Welcome desk or Building Coordinator.

One exception to this policy is that guests are permitted to move chairs to add seating to a table in the HC's dining areas so as to accommodate a large group gathering. Please return chairs to their original location once finished.

A. HC equipment may be used at no charge to Gonzaga University Recognized Student Clubs and Organizations and University Departments.
B. HC furniture is not permitted outside the building unless permission is given by GUEST.
C. The delivery of new furniture and equipment must be approved by HC Director. The removal of permanent furniture from a space, may be requested through a Building Coordinator.
D. Groups interested in moving to another room location or using a different furniture set-up must check with GUEST for assistance.
E. For room setup requests, outside of the normal list of room configurations may require additional time and labor costs. These costs will be the responsibility of the requesting organization.
F. The Event Manager determines if partial or full removal of furniture is necessary for an event. Such requests should be made at least five (5) business days prior to the event.
G. If additional furniture is needed beyond what the HC has in inventory for an event, it may have to be rented from an approved rental company. All costs are the responsibility of the sponsoring group.
H. All load in and load out of rented furniture must take place through the HC loading dock.

47. GOLF CARTS

Golf carts must adhere to all traffic laws, signs and markings while on campus. The campus speed limit is 10 MPH for all motor vehicles. Golf cart operators must be very cautious when driving close to any building or on

sidewalks. Golf carts cannot be parked overnight near any entrance or the dock and loading ramp of the HC. Golf carts may not park in front of any north entrance of the HC. For a full list of guidelines and procedures regarding golf carts please contact Campus Security at x2222 or 509.313.2222.

48. HEMMINGSON CENTER ALCOVE

There is designated space on the first floor of the HC on Main Street designed for informational or retail sales displays. This space is intended for approved student organizations or approved vendors for the advertising and/or selling of goods or services.

A. For internal groups, this space must be reserved in advance by the Campus Reservationist.
B. For external groups who would like to use the space they must contact the GUEST for the appropriate usage agreements and fee schedule.
C. The HC Alcove can be reserved for a maximum of five (5) consecutive days.

49. INCLEMENT WEATHER, STATE OF EMERGENY THAT CLOSES CAMPUS

In order to safeguard the HC facility and provide reasonably uninterrupted services to the GU community, this policy will be followed when University services are challenged due to inclement weather during the academic year. Unplanned building closures will be communicated through ZagAlert.

A. Building will remain open during all regularly scheduled holidays and breaks.
B. If the University closes due to inclement weather during a holiday or break, the HC will be closed except for limited access to the COG as needed.
C. If weather conditions are severe as to make conditions in the HC unsafe then a decision to close the building will be determined by GUEST in consultation with the Incident Commander appointed by the Emergency Response Team.

50. INFORMATION TECHNOLOGY USE

This policy is established to make users of Gonzaga University's computing resources aware of their privileges and responsibilities, and to maximize the value of those resources to the Gonzaga community, while permitting maximum freedom of use consistent with the law, Gonzaga University's Mission statement, the *Student Code of Conduct Handbook*, the *Gonzaga University Policies and Procedures* manual, the *Faculty Handbook*, and a productive environment. Any use of Gonzaga University computing resources that violates policies contained in these manuals and handbooks also violates this policy.

For the complete policy, please see the University's Information Technology Services website: www.gonzaga.edu/its. Students and staff are bound by all the terms and conditions of the policy. It should be noted that this policy contains specific information about the use and user expectations regarding University e-mail accounts. Please review this policy carefully.

51. JOANN JUNDT LOUNGE

The Joann Jundt Lounge (Room 201) offers 1,470 sq. ft. of carpeted space. The floor to ceiling windows provide amazing views of campus and warmly welcomes the natural light to brighten this architectural featured space.

Reservations: If you would like to reserve this space for your upcoming meeting or event please contact GUEST Reservations at 313.6854. Please note this space is not on EMS WebApp.

Room Set & Capacity: The standard set for the Jundt Lounge is five (5) 72" banquet tables with eight (8) chairs per table. There are also two (2) six-foot rectangular tables near the front entrance that can be used for catering/nametags/displays. Any change to this standard set will need to be reviewed and coordinated with your Event Manager a minimum of 3 business days prior.

Audio/Visual: Please note that the Joann Jundt Lounge does not have standard technology or whiteboards included. With prior arrangements (3 business days), GUEST can provide a whiteboard, TV, lap top, speaker, microphone, projector, portable screen, etc. Please speak with your Event Manager to request these items.

Window Shades: Currently, there are no window covering/shades, so please plan accordingly if your presentation requires little or no lighting. In addition, there is only one light/brightness setting with the ceiling light fixtures.

201A Conference Room: When the Joann Jundt Lounge is reserved, the adjacent meeting room 201A will be taken offline. However, if you reserve 201A for your meeting, the Joann Jundt Lounge will remain open for the community to use as it has in the past.

Catering Guidelines: Please contact Flavours Catering by Sodexo at 509.313.5800 or speak with your Event Manager.

52. KEYS AND CARD ACCESS

The security and safety of the HC occupants and its guests is of utmost importance to the University. It is the responsibility of all of the HC constituents to maintain control of the facility and office access.

A. Office keys will be distributed and cataloged by the Plant Services department.
B. Should any staff or student employee lose a key or office access card to any HC doors, the department or individual responsible shall be charged the expense for all necessary lock changes. It is the individuals' responsibility to report all lost access cards and keys immediately to Campus Security and Plant Services.
C. Keys that are no longer needed shall be returned to the Plant Services.
D. Access cards that need to be deactivated need to be reported to GUEST via a Building Coordinator.
E. All bookable meeting room space shall be kept secured by GUEST and will only be available through proper scheduling.
F. Should a HC occupant require access outside of scheduled building hours, they should contact GUEST for arrangements.

G. Please take steps to secure all office spaces when not in use and bring to the attention of the HC management any individuals that may look suspicious.
H. At the beginning and end of each academic year the card access data base will be purged. Each department will need to submit a Building Access form including a complete list of staff and students who will require continued access to the building.

53. LACTATION ROOM

Gonzaga University supports mothers returning to work after having a baby and has created a dedicated space for nursing moms on the (3rd) third floor of the Hemmingson Center (room 306A). The room is equipped with comfortable seating, counters, sink and outlets. Privacy has been added to ensure mothers feel comfortable.

A. The room is labeled Lactation Room- This is the primary purpose for this space and any other uses would be secondary to our nursing moms.
B. Current campus lactation spaces are locked and nursing moms are issued a key through the Accommodations (staff/faculty) or Disability Access (students) Office. This allows University to track and schedule the spaces that we have across campus. The room in the HC will remain locked and accessible with a key. If someone requests the space repeatedly, they will be referred to either Accommodations or Disability Access.
C. A key can be check out at the HC Welcome Desk by visiting mom that need to utilize the space short-term. Those utilizing the space must check out the key as well as return it. We will ask they leave a form of ID at the desk. ID will be returned to guest upon return of the key.

54. LADDER AND LIFT USE

The use of ladders results in a risk of incident or injury to the user as well as anyone in the near vicinity. In an effort to insure the safe use of a ladder it is therefore HC policy that only ladder certified members of GUEST or Plant Services are permitted to use ladders in the HC.

A. Groups or individuals requiring the use of ladders for an event must contact GUEST so that a preapproved staff member can assist with your ladder needs.
B. Members of the GUEST Operations team are required to complete the Gonzaga University ladder safety program that is offered by the Environmental Health and Safety department. Use of a ladder by GUEST members must always adhere to the guidelines provided by this safety program. Only upon completion of this program will GUEST be permitted to use a ladder. Alternatively, any staff member wishing to use a ladder may enroll in the training program to become certified. If interested please reach out to Larry Hagel, x5856 or 509.313.5856 and provide GUEST with notice of certification.

55. LOADING DOCK USE

The loading dock will be the primary location of movement of product coming into and moving out of the HC facility. The loading dock will provide direct access to staging areas, storage rooms and freight elevators as well

as the transfer of equipment & deliveries throughout campus. This environment can be one of the more hazardous areas on campus and as such requires all users to be fully aware at all times.

The following are just a few hazards that present themselves on and around loading dock areas:

A. Employees being hit by equipment and powered trucks
B. Slips, trips and falls
C. Unsecured loads
D. Debris or liquid spills on floor
E. Material handling injuries (lifting)

Ensuring loading dock safety can be a challenge but with proper training, diligence, and controls we should have an efficient and safe operation. It shall be the responsibility of all users to maintain the cleanliness and sanitation of the dock area. In the interest of security and appearance, the bay doors shall remain closed whenever they are not in use.

Delivery Vendors are defined as vendors who provide deliveries of large products or bulk quantities of products. Delivery vendors do not include vendors who can reasonably transport their products or equipment on foot from a valid parking spot.

A. Delivery vendors are permitted to park temporarily (no more than 30 minutes) to unload or load products or equipment.
B. No vehicles should be located at the dock for an extended period without consent. Loading docks or designated loading areas should be used whenever possible.
C. Parking on the street is allowed provided flashers are on and emergency vehicles (e.g. a fire truck) can pass. Parking on or blocking sidewalks is prohibited.
D. In addition to loading areas, delivery vendors may also park in any valid parking space provided they take up no more than one space. Vehicles should be secured with the engines turned off while at the dock.

Personal Vehicle Deliveries should be limited and vehicles must not be left unattended while at the loading dock area. Failure to follow this policy could result in the vehicle being towed. Should a personal delivery be necessary, efforts should be made to encourage an afternoon delivery time.

56. LOST AND FOUND PROTOCOL

The Hemmingson Center manages all Lost and Found items found on campus. Any items lost in Zag Dining locations will be directed to Sodexo.

IMPORTANT NOTE: We have a 30-day holding policy. After thirty days if an item has yet to be claimed it will be removed and extended to a charitable organization.

When an Item is Received: A HC Welcome Desk attendee will log the item in the Lost and Found log and tag the item with the date it was received.

How to Claim a Lost Item: A HC Welcome Desk attendee will ask you to describe the item you are missing. A detailed description or other identifying information may be required. They will then retrieve the item from the Lost and Found and collect a name and phone number for records.

Process for Items Considered High Value: When a "high value" item such as:

A. Electronic devices such as iPads, laptops, cameras, Kindles (other than smartphones or ebooks).
B. Anything that looks like Prescription pills/ medication (even if it might just be vitamins).
C. Wallets, Purses, ID and credit cards.
D. These items will be logged and then a HC Welcome Desk attendee will submit the item to Campus Security by 2:00 PM each day.

Lost ZAGCARDS: Should a student, faculty, or staff member lose their ZAGCARD:

A. The ZAGCARD will be logged in the Lost and Found. A HC Welcome Desk attendee will then email the student, Student Accounts Office, faculty, or staff member.
B. When the HC Welcome Desk closes, if no one has claimed the card, the card will be given to Security and a follow up email will be sent communicating the card will now be with Security.

57. MOVIE VIEWINGS

Group viewing of rented, personally owned or downloaded media (such as movies or television shows) in the HC is a violation of copyright law unless permission has been granted by the production company to screen the film or show. Please contact GUEST in Suite 215 for questions or to obtain movie rights for a film. Call x6857 or 509.313.6857.

A. Therefore, proof of said permission must be provided to GUEST before such group viewings can be approved.
B. It is recommended that groups utilize an approved motion picture distributor as a vendor for this purpose. GUEST has access to a library of films that are available for rent for the purpose of screening films or shows from a variety of production companies.
C. Groups interested in ordering titles must work with GUEST personnel.
D. Group viewing events can be held in any bookable location within the HC provided that all necessary documentation has been obtained and that the event has been approved.
E. Groups can view films when associated with a class where all participants are part of the teaching activities and they have a legitimate copy of the movie.

58. OFFICE ACCESS

GUEST allocates card access to the HC giving constituents access to their respective work spaces.

A. If a card is misplaced, the owner must notify GUEST in order to suspend access until a replacement can be acquired.

B. All departments located within the HC must take responsibility for maintaining the appropriate names of people on the HC Access List. This list will be used by GUEST to verify who can be let in to certain offices in the case that someone needs access to a space and does not have a key.
C. If someone is locked out of their office suite during business hours (Monday – Friday, 8:00 AM - 5:00 PM), he or she should contact the HC Welcome Desk or GUEST, Suite 215. They will then verify that the individual can be given access to the office space, using the Access List, and will either deny the request or contact the Coordinator on Duty to let them into the space.
D. If someone is locked out of their office suite during non-business hours (outside of 8:00 AM - 5:00 PM), they should inform the HC Welcome Desk or the Manager on Duty. The Manager on Duty will contact Campus Security & Public Safety. Campus Security & Public Safety will respond and allow the person access to the office space.

59. PARKING

When planning, or attending an event at the HC, all guests must park in accordance with University parking policies available from the Parking Office or by calling x4147 or 509.313.4147.

A. A convenient parking garage is located in the BARC off of Hamilton Street just one block east of the HC.
B. Visitors must obtain a visitor pass from the Admissions Visitors Office, Law library circulation desk, or by prior arrangement by calling x4147 or 509.313.4147.
C. Designated visitor parking spaces can be located by viewing the Campus Parking Map.
D. No parking, standing or stopping is permitted in the circle at the entrance of the HC or in or around the HC loading dock area.
E. The HC is not responsible for any vehicle, items in a vehicle or ticket issued to a driver of a vehicle left unattended anywhere near the HC.

60. PDA – PUBLIC DISPLAYS OF AFFECTION

Gonzaga University expects its members to treat one another with sensitivity, consideration, and understanding and to demonstrate an active concern for the welfare of others. Members of the campus community are asked to observe reasonable community and societal standards of conduct and interaction.

Student Conduct Expectations: Being overly affectionate in public forums can create environments that are uncomfortable, as well as disrupt concentration and learning. Our guests are expected to show good taste and respect for others as the guideline for appropriate behavior. Please be respectful as the HC is the Gonzaga Community's home.

61. POTLUCKS

A. In the interest of maintaining a professional atmosphere, potluck functions and the use of crockpots or similar equipment should be restricted to the community kitchen area or internal office locations.
B. Any foods served in these locations will be the responsibility of the department leadership.

62. POWER SUPPLY USE- INSIDE AND OUTSIDE

Arrangements must be made through GUEST with approval and coordination with Plant Services for use of power outlets during events or planned activities inside or outside of the HC.

63. PROJECT ROOMS

Project rooms in the rotunda, are designed primarily for study space and small meetings.

A. The use by students and departments associated to the HC are priority during the academic year.
B. These spaces can be reserved for a maximum length of three (3) hours by an individual at any one time.
C. If a project room is not reserved by a student or an HC department they can be held on a first come first serve basis for meetings by contacting a campus reservationist.
D. Anyone occupying a space without a reservation must relinquish the space to a guest or group with a reservation.
E. Supplies are available to support guests within this location at the HC Welcome Desk (white board markers, HDMI cords, phone chargers, etc.)

64. PUBLIC SPEAKERS AND EVENTS

The University is governed by the basic assumption:

A. That commitment to these principles, ideals and convictions is totally consonant with Gonzaga's mission as a Jesuit, Catholic institution, with human freedom;
B. that religious insights and values are complimentary to the intellectual life; and that a continuing synthesis between the Christian perspective and all forms of knowledge is essential to a more perfect wisdom and understanding.
C. Hence, it is understood that the sponsoring of speakers by any University group is not to be taken as an institutional endorsement or as an endorsement by the sponsoring group, but rather as an exercise of that group's legitimate interest in serious inquiry and examination.
D. All public speaking events held in the HC will need to go through the Gonzaga University Event Approval Process and be vetted by the appropriate Vice President, Dean and/or department heads before event space and plans can be confirmed. Contact GUEST at x6857 or 509.313.6857.
E. A copy of the full text of the Event Policy is available on the website under Student Development.

65. REFLECTION ROOM

The Reflection Room is located on the third (3rd) floor of the HC. This space includes a calming water feature and is intended as a quiet room where you can stop, breathe and reconnect with your spirit, or whatever gives you inner calm.

A. Food and beverage are prohibited in this space.
B. Please refrain from using technology devices while in the space.

C. All programming for this room is done through University Ministry.

Questions regarding this space may be directed to GUEST x6857 or University Ministry x4242.

66. ROTUNDA

The Rotunda is the center of the Gonzaga Community. For this reason, only events designed for the entire community which demonstrate our educational mission or celebrate an inclusive mission related event will be allowed to reserve this coveted location. This specific location is designed for community wide events and is not intended to benefit any organization that does not relate to the Universities educational mission. Any group or organization requesting the location for a specific event must have the approval of the HC Director.

For any questions regarding use of this space please contact GUEST at 509.313.6857.

67. SECURITY

All security needs are managed by Gonzaga Campus Public Safety and Security Department. It is left to the determination of the HC Administration, Campus Security & Public Safety and CSI advisors when and how many Campus Security & Public Safety officers or security guards may be needed at an event. All associated costs for having security at an event will be the responsibility of the sponsoring organization.

A. Services provided by the Campus Public Safety and Security Department include, but are not limited to:
    a. *Campus Patrols:* Campus officers provide proactive patrol of the campus and University area designed to detect and deter crime and facilitate a safe environment on foot, car, and bicycle.
    b. *Security Escorts:* Campus Security & Public Safety Officers can provide an escort to any area on campus, as well as a portion of the Logan neighborhood adjacent to GU. For a security escort, please call x2222 or 509.313.2222.
    c. *Responding to Incidents:* Campus Security & Public Safety Officers respond to a variety of incidents on campus including fire alarms, medical calls, and reports of criminal activity.
    d. *Crime Prevention:* Preventing crime is a team effort involving all Gonzaga community members. The goal is to share accurate information in a timely manner with our community regarding crime, crime prevention, and Campus Security & Public Safety and safety issues.

We encourage you to visit Gonzaga's Security blog at blogs.gonzaga.edu/campo/ for the most current information on public safety and security issues affecting the Gonzaga community.

68. SMOKING

University policy and state law prohibit smoking inside buildings and within 25 feet of building entrances, exits, and windows that open and ventilation intakes. In many cases a person who chooses to smoke must be more than 25 feet from the building in order to comply with the law and University policy.

The HC requests that in respect of the tenants and center appearance that all smoking is restricted to the area east of the loading dock in the Madonna parking area or on the southwest side of the building. These restrictions apply not just to tobacco but to all smoke, tobacco and e-cigarette products.

69. SOCIAL MEDIA

Followers of Gonzaga social media are encouraged to engage in discussions about Gonzaga that are authentic, healthy, respectful, factual, and topical.

Gonzaga social media pages are not for:

A. Spam
B. Advancing an agenda
C. Misrepresentation
D. Offending others
E. Sharing personal information

We reserve the right to remove content not explicitly referred to in these expectations at the University's discretion. Comments, links, photos, videos, or other content that violates the stated purposes and expectations of participation in Gonzaga's social media communities will be removed at the discretion of Gonzaga University without advance notice, explanation, or discussion.

Please help us uphold the integrity of our social media pages. Contact socialmedia@gonzaga.edu if you become aware of any content that violate these expectations or if you have any questions.

70. SOLICITATION

In order to protect students' right to privacy, under no circumstances are solicitors (internal or external) allowed to canvas the campus. Any violation of this policy should be reported immediately to the Student Development Office or Campus Public Safety and Security. Permission to engage in public area solicitation near the Hemmingson Center must be obtained from GUEST.

A. Solicitors, sales persons, or canvassers seeking student or staff contact, unless approved by GUEST, may not use the area for their sales and solicitations. This includes the distribution of any materials, handbills, flyers, or literature.
B. Individuals engaged in these activities will be asked to leave the premises. Failure to do so will result in the staff contacting Campus Security & Public Safety.
C. Any approved distribution should be done at a vendor table with the proper permission and any approved activities must take place behind the reserved vendor table.
D. The use of University facilities and resources to conduct commercial ventures not sanctioned by the University is prohibited. This restriction includes housing facilities, MSC box/address, University phone number(s), voicemail, computing resources and use of University logos/trademarks.

71. STORAGE

There is limited storage space for departments housed in the HC outside of their individual office suites. The HC will not be held responsible for any damage, theft, or loss of any items left or stored in the facilities.

A. The HC has limited meeting room and event spaces. No meeting rooms or events spaces will be reserved for the sole purpose of storage. Mechanical rooms may not be used as storage space.
B. The HC will charge a fee to any external group wishing to use a meeting room as a storage space.
C. The storage or setup of items in the rooms must be removed at the end of the event. If storage is needed past the end of the event, advance permission must be obtained from GUEST. The HC retains the right to limit the number of storage items.
D. All return shipment items, and all costs incurred from such acts, must be paid and arranged in advance by the student group, department, or off campus user. The hosting organization is solely responsible for these arrangements, as well as the transportation of the items to and from the HC.

72. SUITE/OFFICE DECORATIONS

It can be fun to decorate suites and offices with personal touches as well as decorating during different seasons, especially holidays. Please keep the following in mind when decorating or hanging items.

A. Any items or features that need to be hung within outward facing public spaces within suites must be work ordered through Plant Services.

B. Nothing can be attached to an outward facing window whether toward the interior or exterior of the building. Alternative means of display are available. Please contact GUEST for ideas.

C. The condition of each suite is up to the discretion of the individual director.

73. TABLING

The Hemmingson Center offers table and chair services for use in designated locations both inside and outside the building. This service, commonly refer to as "Tabling" is offered primarily as a way for internal clubs, organizations and departments to promote an event or program, hold a fundraiser, raise awareness or recruit.

All Student Club/Org/Group events (including tabling at the HC) must be pre-approved by the Center for Student Involvement (CSI). Clubs can submit tabling and all other events for approval through the Zagtivities website www.gonzaga.edu/zagtivities.

A. This service is also available to outside vendors and organizations provided that they have met certain stipulations. Please contact GUEST for more information.
B. Day of Tabling requests are not permitted due to Zagtivities approval process and coordination with GUEST for table availability and setup.
C. Tabling activities are restricted to the table. Because multiple organizations table in close proximity to each other under no circumstance can a tabling group capture additional space for their activity without permission for the GUEST organization.

74. TRASH/COMPOST/RECYCLING

Gonzaga's commitment to Climate Action Plan (CAP) is intended to guide Gonzaga in furthering its commitment to sustainability and to addressing climate change. We envision an appropriate and thorough integration of ecological stewardship and sustainability at all levels of University life.

A. In respect for each other, our world and our University, recycling, trash and compost bins will be available at specific locations throughout the HC for ease of use.
B. Gonzaga uses single-stream recycling. Any clean and empty piece of recycling can be placed in any one of the recycling bins which is available on all floors of the HC.
C. Compostable food scraps can be placed in any of the organic bins which is available on all floors as well.

75. TV/GAMING ROOM

The TV/Gaming Room located on the second floor of the Hemmingson Center was built for your enjoyment. The Gonzaga experience fosters a mature commitment to dignity of the human person, social justice and diversity. Please remember these important components of Gonzaga's mission when selecting games to play in a public forum. Be respectful to each other and the University community.

GUEST reserves the right to ask that gaming be discontinued if it is found offensive or does not fit the educational mission of the University.

76. VANDALISM

The mission we share depends upon the responsible use of all property, including such tangible goods as buildings, equipment, and green spaces. Respect for property also involves helping to foster a well-maintained environment: a sense of safety, security, tranquility and ownership.

Examples of behavior that would indicate disrespect for property include but are not limited to:

A. Theft, improper possession, misuse, vandalism, or damage to the property of the University or another person.
B. Unauthorized entry, trespass or tampering with University premises, facilities or property, including fire protection equipment.
C. Arson, reckless burning and other inappropriate uses of fire.
D. Activities which potentially could be disruptive, damage property or endanger others.

A. HC furniture or equipment may not be removed or altered during the use of the facility without prior approval of GUEST. All decorations must be removed and the rooms must be left in an unmarked condition when the event is completed. The University Host or non-sponsored external organization shall be responsible for reimbursement to Gonzaga University for all repair and replacement costs arising from negligence or abuse by that group.

B. Common areas are hallways, stairwells, lobbies, and bathrooms. If you notice damage or carelessness anywhere on campus including grounds, we ask that you bring it to the attention of the GUEST staff so that action may be taken. The cost of repairing damage due to vandalism, or theft of property is felt by all. We therefore encourage each member of the community to consider him/herself equally responsible for building common areas, and to intervene directly in behavior that poses a threat to the physical facilities and property.

C. Students who accidentally break something in a common area should report the incident to a GUEST staff member in order for a remedy to be decided.

77. VENDOR IDENTIFICATION

All suppliers are asked to visit University Purchasing first when they are on the Gonzaga University campus. There is a limited amount of space in the HC for vendors each day. All tables will be reserved on a first-come first-served basis.

A. There are two vendor cards issued when requested through the Student Accounts Office**.**
   a. ZAGCARD Permanent Vendor issued to partners of the University for staff that office on campus**.** For example: U.S. Bank, Zag Shop, IMG, Anthony Travel
   b. Vendor Badge issued to vendors/contractors of individual departments who require access to University buildings, but do not office on campus**.** For example: Spokane Cleaning Co.
B. The badge must be visible at all times while on campus.
C. Gonzaga University reserves the right to prohibit sales of products or services that are contradictory to the University's Catholic, Jesuit, and Educational Mission at any time, with no refund of rental fees. Further, Gonzaga University reserves the right to cancel any reservation with at least five (5) business days notice for any reason. Reservations cancelled by Gonzaga University with less than five (5) business days notice because of emergency or extenuating circumstances will be given the opportunity to reserve another date in the future.
D. Vendor understands that Gonzaga University explicitly reserves the right to immediately stop the use of a vendor table by, or to restrict the future vendor table usage of any vendor or organization who fails to comply with these terms and conditions and/or who interferes with the policies and procedures of Gonzaga University and the HC and/or who interferes with the safety of the guests of the HC. No refunds will be issued under these circumstances.
E. All vendor deliveries must be made through the loading dock and not a public entrance.

78. VISITORS

For the safety of the GU community and our guests please observe the following:

A. The use of the HC facility is primarily for Gonzaga University students, staff, faculty, alumni, and their guests.

B. All visitors of the HC must abide by the lawful directions given to them by Campus Security & Public Safety or GUEST.
C. Children under 16 years of age are not permitted inside the HC without adult supervision.
D. In line with campus policy, no firearms or weapons of any kind are permitted inside the HC with exception of law enforcement officers.
E. No signs, banners, or advertising of any kind is permitted without prior approval from GUEST.
F. Only service animals are permitted in the building, no pets. See **Animals-Service Animals, Pets**
G. All Gonzaga facilities including the HC are smoke/tobacco free facilities. See Smoking

79. WEAPONS

Possession, use, sale, or exchange of weapons at any location on campus, or within University residences, is prohibited.

A. Firearms, fireworks, chemicals of an explosive nature, explosives or explosive devices, or weapons shall not be maintained on the university campus except as specifically authorized by the Director of Campus Security & Public Safety.
B. The term "weapon" includes any object or substance designed to inflict a wound, cause injury, propel and object, or incapacitate and includes, but is not limited to: all firearms, pellet/BB guns, paintball guns, home manufactured cannons, bows and arrows, slingshots, martial arts devices, switchblade knives or knives with a blade longer than three inches (with the exception of kitchen knives in our University homes or apartments) and clubs. Toy guns and other simulated weapons are covered by this policy.

80. WELCOME DESK

The HC Welcome Desk offers a variety of services to assist the GU community, alumni and members of the larger community while they are visiting the campus. In addition to general event information, some of the services offered are:

A. University Ticket Sales for non-athletic and non-theater events
B. Bus and Train Schedules
C. Lost and Found
D. Visitor Guides & Campus Maps
E. Assistance with approvals for posting fliers and posters
F. Assistance with securing tables and chairs for students/student groups
G. Sell discounted tickets for local activities
H. General Information

For general information of questions about any of our services, please call the HC Welcome Desk at x6942 or 509.313.6942 or by email at welcomedesk@gonzaga.edu.

81. WELCOME WALL

The Welcome Wall is a window into the life at Gonzaga University. It is intended to be an interactive tool for visitors and persons of the University. Updates from University departments of stories or pictures can be sent to Marketing and Communications (MARCOM) to be displayed on the Welcome Wall. If there is a problem with the Wall, please inform the HC Welcome Desk.

82. WINDOW POSTINGS AND COVERINGS

Groups using the HC may at no time place, tape, glue, tack or support anything that blocks a doorway or entrance way. No signs or postings may be taped to any window that is not part of an internal office suite. All out facing windows to the exterior of the building or interior rotunda and atrium are restricted to postings. GUEST has several possible solutions, please connect with one of the GUEST staff to offer creative ideas for postings. Any unauthorized posted signs will be immediately removed.

83. WORK ORDERS

Plant Services staffs a trained team to address all work orders or service requests. These are requests from students, staff or faculty requesting minor maintenance, repairs, or cleaning projects. These issues may involve such things as problems with plumbing, locks, no heat, or spills. These minor problems are normally resolved within a few hours or days after Plant receives them and should rarely exceed five working days'.

A. Please contact the Plant Services Office at x5656 or 509.313.5656 or by email at customerservice@gonzaga.edu. Constituents may also visit the HC Welcome desk or GUEST Suite 215, should you need assistance.

B. Emergencies are handled immediately. They are defined as a situation in which human life is at high risk or serious injury is likely or when significant damage or destruction of property and/or buildings is probable. If you have an emergency, please call the Customer Service Desk at x5656 and they will dispatch the appropriate trade as soon as possible. If it is after hours, please dial Campus Communications at x0 or Campus Security & Public Safety at x2222 or 509.313.2222.

C. When requesting a work order, please be sure to provide as much information as possible regarding what needs to be done, the location of the issue (building room/office number) and your contact information.

D. Once a work order has been entered the requester will receive an automated email with their work order number. They will also receive automated emails when the status of the work order has been changed. Once work has started on a service request, it is usually completed within a few hours with existing shop materials. GUEST will assist in monitoring the various requests and their status.

Project Work Orders: These are requests submitted as Work Orders which involve more time-consuming repairs or minor alterations. This may include work that will require significant labor, procurement of materials, or the services of an outside contractor. This Work Order must have the appropriate signature approvals and

requesting department authorization to use a budget. An estimate letter will be sent to acquire this authorization. These controls ensure that the work will be reviewed by the Project Coordinator before starting the project/work order request and that sufficient funds are available to complete the work. The type of work determines whether the requesting department will be charged.

In the event an office would like to rearrange fixtures, furniture, walls or participants they should contact GUEST to collaborate on the best course of action.
In the event for the need for office enhancements or extensive repairs, please contact the GUEST for approval prior to the planning process.

Fees: While Plant Services is responsible for the cost of routine maintenance & repair of grounds, buildings, and utility systems, any repairs, maintenance and alterations of furnishing or special equipment used by various business departments (e.g. computers, desks, chairs, bookcases, file cabinets, telephone upgrades etc.) are charged to the requesting department. Please contact Plant Services for further information. The department is charged only for the materials and outside contractors' costs if applicable. In-house labor costs are not included.

After regular hours and during weekends and holidays, Plant & Construction Services select personnel are on-call to assist in case of an emergency. To get help after regular hours, call Campus Communications at x0 or Campus Security & Public Safety x2222 or 509.313.2222.

84. ZAG WALL

The Zag Wall is an interactive electronic medium. It is designed to capture thought and creativity stimulated by a wide range of prompts. Inappropriate content can be reported to the HC Welcome desk.

A. The wall is not intended for advertising in any manner.
B. The Zag Wall prompts are controlled by MARCOM. For any groups wishing to post specific prompts associated with community events please contact MARCOM.
C. On very limited occasions the wall may be used for specific University, National or world events which provide a significant impact to the campus community (example: Zag Games, National or Global historical events - the use of the wall in this manner requires the approval of the HC Director).
D. If the Zag Wall appears to be offline, please notify the HC Welcome Desk or the Next Gen Tech Bar (NGTB) for assistance.