

## General Guidelines for Space Use

- Helium balloons are not allowed in the Johnson Center; however they are allowed in SUB I and Hub.
- Tape and/or adhesive is not allowed on the floor in any event space.
- Scotch tape, duct tape, thumbtacks, or any other strong adhesive is not allowed on any surface in the facilities.
- Painter's tape (blue) or masking tape is allowed on walls, glass, dry erase boards, or easels.
- No postings are allowed outside of the reserved event space, including the doors leading into the event space, without prior approval from Student Centers.
- No open flames are allowed in the facilities.
- No decorations, banners, or other materials are permitted to be hung from the ceiling in event spaces.
- No glitter is allowed in any event space – the use of glitter will result in an automatic cleaning fee.
- Painting is not allowed anywhere inside the Johnson Center, HUB or SUB I including event spaces, meeting rooms and common areas. Painting is not allowed in Merten Hall and Research Hall event spaces or on any Student Center Furnishings. Painting is permitted on grass areas only outside of Student Centers Buildings.
- Groups must clean up and discard all catering residuals when using a caterer other than Sodexo.
- All materials must be cleaned up/removed completely when event ends. Any damage to the space or needs for excess cleaning caused by the client will be billed directly to their organization.
- The only animals allowed in the facilities are service animals.
- Smoking, e-cigarettes, and vape pens are not allowed in the facilities.
- Furniture should not be moved to positions that are considered a safety hazard (i.e. blocking a fire exit).
- Client is not permitted to alter the space in any way – i.e. removing or relocating plants, art, or installations that are fixtures in the space.
- Furniture or plants in public areas should not be moved to any other venue.
- Groups should not rearrange furniture in the venue. Ask for assistance from Student Centers Staff.
- Client should not stand on furniture – including chairs and/or tables.
- Client is responsible for obtaining all licenses and approvals in accordance of local, state and federal requirements, including but not limited to public performance rights and vendor sales licenses.
- Event and building patrons must follow all fire safety guidelines as outlined in the [Campus Fire Safety Plan](#).

## Scheduling and Approvals

- **Johnson Center** and **The Hub** venues may be scheduled until 11:00pm, and SUB I until 10pm.
- Early openings and late closings require prior approval.
- Early openings in the Hub and SUB I may not be scheduled before 8:00am without prior approval.
- Meeting rooms may be scheduled until 11:00pm without prior approval.
- The Hub Ballroom, Johnson Center Dewberry Hall, and JC Bistro, may be scheduled until 1am on Friday and Saturday without prior approval during Fall and Spring academic semesters. During other periods, special approval may be necessary.
- Special approval is required for use of the JC Atrium, JC Lounges, and SUBI Patriots Lounge. However, all requests must be initiated with University Events.
- Special approval is required for use of the JC North, South and East Plazas, Southside Plaza, and SUBI Quad. However, all requests must be initiated with University Events.
- Dewberry Hall Lobby may be reserved as part of an event in Dewberry Hall and Dewberry Hall South.
- Pre-function Hallway may be reserved as part of an event in Dewberry Hall or Dewberry Hall North.
- Where time and space related approvals are needed, University Events will coordinate all requests.