

## About the Setzer Student Center

The Setzer Student Center is the college student union of the university, serving students, faculty, staff, alumni and guests. By whatever form or name, a college union is an organization offering a variety of programs, activities, services and facilities that, when taken together, represent a well-considered plan for the community life of the university.

The Setzer Student Center serves as a unifying force that honors each individual and values diversity. The union fosters a sense of community that cultivates enduring loyalty to the university.

Traditionally considered the “hearthstone” or “living room” of the campus, today’s union is the gathering place of the university. The union provides services and conveniences that members of the university community need in their daily lives and creates an environment for getting to know and understand others through formal and informal associations.

## Setzer Student Center Policies

### Access & Loitering Policy

The Setzer Student Center are not places of unrestricted public access. The Setzer Student Center is intended for the use of students, faculty, staff, guests of the University, and participants in authorized on-campus activities. Loitering or interfering with this intended use is prohibited, and violators will be required to leave. Failure to comply with a request to leave will result in the staff calling the Lamar University Police Department. In addition, lounges and other non-reservable spaces cannot be utilized for interviewing or meetings without the written permission of the Event Services Office

### Advertisements

- Advertisements by commercial organizations, either as groups or through student representatives, are not allowed on the campus unless they advertise specific registered student organization functions. This implies sponsorship and/or co-sponsorship, which minimally includes, but is not limited to, direct participation in planning, coordination and implementation by members of the sponsoring organizations.
- Individuals and commercial organizations attempting to display or distribute unauthorized materials on campus, or use campus facilities for such activity, will be removed from the campus by the LU Police and will be subject to appropriate legal action.
- Advertisement is not permitted on the exterior side of residence hall room doors or within public areas of the residence halls.

- Amplification equipment may not be used to advertise or promote sales in conjunction with any approved solicitation activity unless authorized in advance by the Event Services

## **Lost & Found Policy**

The Setzer Student Center is not responsible for any lost or found article. Any found article will be taken to University Police.

## **Solicitation & Commercial Activity Policy**

The Setzer Student Center and all areas within its "foot-print" but not limited to: exterior seating areas, the Quad are solicitation and commercial free zones. Distribution of any type materials (including but not limited to leaflets, fliers, gifts, surveys, brochures, posters, coupons, etc.), or solicitation of any type goods or services to Setzer Student Center patrons is strictly prohibited. Furthermore, the passing of petitions, distribution of written information, carrying of placards, and picketing are not allowed. Commercial activity including: solicitation, interviewing, recruiting, selling and distribution of flyers, petitions or other written information is also prohibited unless you are given specific permission by the Director of the Setzer Student Center. Soliciting or interfering with the Setzer Student Center intended use is prohibited, and violators will be required to leave.

## **Signage**

All permanent signage must be approved in advance by the Director of the Setzer Student Center. Temporary signs, banners, flyers, announcements, etc. will not be taped, pinned or placed anywhere in the building without the prior approval of the Director of the Setzer Student Center. Nothing will be affixed to the glass on any doors, as this creates a safety hazard. No ground signs will be permitted in the inside of the Setzer Student Center unless approved by the Director of the Setzer Student Center.

## **Use of Mobile Transportation Inside Setzer Student Center**

Bicycles, skateboards, inline skates, scooters, bicycles and any motorized vehicle not needed for persons with disabilities are not allowed inside the Setzer Student Center. The aforementioned items, when found in the building will be removed from the premises by the LU Police, and retrieval of these items will be the responsibility of the owner. Bicycle storage racks are provided on the exterior of the Setzer Student Center.

# Reservations in the Setzer Student Center

To best meet the diverse needs of the university community and to maximize utilization of the Setzer Student Center, a priority system will be adhered to for all reservation requests. Note that examples given are not all-inclusive. The determination of priority level will be made by the Setzer Student Center director. Academic classes, rehearsals, private lessons may not be held in the Setzer Student Center.

## Reservation Policies

The purpose of this policy is to establish priorities, regulations, restrictions and responsibilities to reserve space in the Setzer Student Center (SSC), the Quad, Cardinal Park, Residence Hall Backyard, Recreational Sports Front Yard, the Dining Lawn East & West and other outdoor programming space under the Setzer Student Center's oversight.

The Setzer Student Center is intended to offer programs that enhance educational (non-credit) social, cultural and recreational development of students. It is available for events/meetings of registered student organizations, University colleges or departments, as well as Lamar University events or the occasional non-university group. It cannot be reserved for ongoing, regularly scheduled academic classes, study sessions or rehearsals, private lessons or for purposes of commercial solicitation.

All use of the Setzer Student Center and the mentioned Outdoor Spaces must be reserved through the Event Services in the Setzer Student Center. Reservations will be made based on availability of space and compliance with the guidelines of this policy.

## Reservation Priority & Schedule

To best meet the diverse needs of the university community and to maximize utilization of the Setzer Student Center, a priority system will be adhered to for all reservation requests.

### To request space:

Registered student organization will complete the event request form through OrgSync. Lamar University departments, faculty and staff will complete the event request form through on-line form. Off-campus groups will complete the event request form through contacting Event Services at 409-880-8727 or by email at pcmcneel@lamar.edu.

### ***Tier I: No more than 1 (one) year prior to date of the event***

- Complex, annual events that impact the entire university and require coordination with the overall university calendar and extensive advanced planning such as new student orientation, Weeks of Welcome activities, Commencement events, Career Fair, Homecoming activities, Student Government Association meetings and elections, student

recruitment activities, blood drive and other events approved by the Director of the Setzer Student Center.

- Campus wide events sponsored by Cardinal Activities Board.

***Tier II: No more than 6 (six) months prior to date of the event***

- Events coordinated by a registered student organization which require substantial advanced planning or impact a large portion of the university such as major activities related to cultural month celebrations (such as Black History Month), sorority and fraternity recruitment, Greek Week, superior accomplishment award ceremonies, conferences, and similar events as approved by the Director of the Setzer Student Center.
- Any registered student organization meetings, small scale attendance or medium scale attendance program must be submitted 14 business days in advance of the program. Any large-scale attendance program must be submitted 40 business days in advance of the program.

***Tier III: No more than 6 (six) months prior to date of the event***

- Professional conferences/development programs hosted by university departments with attendance from non-university personnel;
- The university department/college must be actively involved in planning the event, attending the event and payment for usage/staffing/rental (when applicable) will be made from a University account.

***Tier IV: No more than 3 (three) months prior to date of the event***

- Groups unaffiliated with the university hosted by a student organization or university department (Sponsored)
- In order for an event to be eligible for a sponsored rate the following requirements must be met:
  - The registered student organization or university department must actively participate in the event by assuming responsibility for all reservation arrangements and charges assessed through their student organization or departmental account.
  - All communications with the Event Services must be conducted by the student organization or university department.
  - A member of the student organization or university department must be present throughout the entire event.

***Tier V: No more than 3 (three) months prior to date of the event***

- Non-University Groups – Non-Profit/Individual and For-Profit

Requests for space by groups not affiliated with the University may require additional time for a decision. An immediate response may not be the rule, as scheduling must be compatible with the University Master Calendar and availability of Setzer Center space. All non-University groups will be responsible for paying all related fees and

permitting cost up front in accordance with current policy and fee schedule. **All non-university groups are subject to the policies of Lamar University and the TSUS.**

Any government, non-profit or for-profit employer desiring to interview students for employment/internships should contact the Center for Career & Professional Development in order to request space for employer activities.

## **Fronting**

Indirect sponsorship of events is not permitted. This means that a registered student organization or university department cannot schedule a room for an outside organization's sole use. ***Co-sponsorship*** is permitted with an outside organization if the university department or student organization is responsible for the event planning process, event production the day of the event, and all charges related to the event. A member of the sponsoring organization must be present at the event.

Events sponsored by a registered student organization or university department discovered to be fronts for any entity will be adjusted to the appropriate facility rental rate. The group will have all reservation privileges (including existing & future reservations) suspended for a 6-month (consecutive) period- not including summer or break periods.

## **Room Setups and Assignment**

***A request for space does not guarantee that a space is assigned.*** Reservation requests will not be considered confirmed until the Event Services office sends an official reservation confirmation from our office. All requests will be reviewed by the Event Services manager before being scheduled.

Some rooms in the Setzer Student Center are available with an existing standard setup (preset) and their setups cannot be changed. Other rooms may be arranged in a variety of configurations. Please note that if you require a specific set up, some rooms may not be available to you.

The Setzer Student Center reserves the right to reassign rooms to serve the greatest number of programs and services. The Event Services office will provide notification of changes to reservations promptly via email, phone or fax.

Event Services reserves the right to reject any reservation that it determines programmatically and operationally too difficult to accommodate. Reservation requests may also be denied if the organization or event is in conflict with any Lamar University policies and/or with Texas State University System (TSUS) policies.

Furniture including tables and chairs is not to be changed except by special permission from the Setzer Student Center Director. When possible, Event Services will try to accommodate all changes to reservations. Last minute requests that require additional labor charges may necessitate passing those costs on to the customer. Discuss the agenda for your event in advance

and provide a copy of your program and event needs as soon as possible. Event Services can better serve you and your guests if we are aware of your schedule.

## **Fee Schedule Information**

Fees will be charged according to the current Setzer Student Center Fee Schedule (Appendix A). Payment for the facility use and/or services must be made as specified in this policy. All payments are non-refundable.

### **Facility Schedule Fees**

Student Organizations: Officially registered campus organizations (student, faculty, or staff) and University departments may reserve the Setzer Student Center facilities and services. Generally, use of facilities is free to the registered student organizations. However, applicable auxiliary charges or service fees will be applied (see Fee Schedule): If a student organization charges an admission fee, registration fee, or any other fee including receiving an offering for the sponsoring organization or their guests, the room rental fee for Student Organization Fundraiser will apply (see Fee Schedule). Student organizations can pay with cash or a check from the organization's account at least two (2) business prior to the event. All payments are non-refundable.

University Departments: University Departments are generally referred as any Lamar University office, department or faculty member. If applicable, University Departments will be charged in accordance with the Fee Schedule. Departments will pay using an interdepartmental transfer within five (5) business days of the event's end date.

Sponsored Programs: Officially registered student organizations or University departments entering into joint sponsorship with individuals, groups, or students that are not officially registered/affiliated with the Lamar University may use SSC facilities subject to the same policies as applicable in this Operations Policy.

- A program qualifies as a university department sponsored event when a University Department Chair/Director reserves the space, the department is actively involved in planning the event, a department representative attends the event, and payment is made from a university account using an interdepartmental transfer from the sponsoring department within 5 business days of the event's end date. All payments are nonrefundable.
- A program qualifies as a registered student organization sponsored program when a registered student organization reserves the space, a representative of the organization is the point of contact for all planning and execution of the event, and payment is made from the student organization account.

Non-University Organizations (Non-profit and For-Profit Organizations): Any organization or group that is not a campus organization, University department or faculty member, or University sponsored organization will be considered Non-University Organizations. Non-University Organizations are further defined as organizations or groups having no direct

connection with the University but are officially invited to convene here subject to policies approved by the University President. These groups are subject to the same policies as applicable in this Operations Policy. The facilities may be used by Non-University Organizations subject to this Operations Policy, rental fee schedule, other applicable charges and other related University policies. Non-University Organizations will make final payment by check or cash at least two (2) business days prior to the event. All payments are nonrefundable.

### **Auxiliary Charges/Service Fees**

Individuals or groups will be required to pay for special services. Charges may include, but are not limited to: technical assistance, extended building hours, or other applicable charges.

- Security Services – Security services will be arranged with LUPD through the Event Services Office. The customary ratio of security for a student organization special event is one officer for every 100 in attendance unless waived by the Director of Setzer Student Center. Payment must be received by that department at the time designated or the event will be cancelled. The doors will not be opened for the event until the University Police Officers are present. If officers are not available to work the event, the event cannot be held in the SSC and will be cancelled.
- Events beyond normal hours – Events that begin or continue beyond the normal building operational hours must be scheduled at least two (2) weeks prior to the event date and are subject to Early Opening or Late Closing Fees according to the current Fee Schedule.
  - a) Building opening may not be prior to 6:00 a.m. and all activities before 7:30 a.m. must be approved by the Director of the SSC.
  - b) Activities must conclude one-half hour prior to the agreed late closing time to allow participants time to vacate the facility and the building to be secured. All events must conclude by 2:00 a.m. and the building must be vacated and secured by 2:30 a.m. (Exceptions may be made on a case by case basis).
  - c) Late closings because of an extended program, without prior arrangements, will result in an assessed Extended Hours Fee.
- Late Cancellation Fees – Failure to use or to cancel a reserved meeting room less than two (2) business days prior to scheduled time of use may result in an assessed Late Cancellation Fee. Failure to use or to cancel a Live Oak Ballroom reservation less than two (2) weeks prior to the scheduled date of the event may result in a Late Cancellation Fee.

- Failure of a group to exercise proper care of facilities will result in cancellation of that group's reservations. Costs of repairs or replacement of damaged facilities, equipment, or excessive housekeeping will be billed to the organization. Knowledge and understanding of all Setzer Student Center policies is the responsibility of all groups using the facility.
- A facility set-up change fee of \$50 will be charged to the group or individual requesting the change after the initial room set-up is completed.
- In cases not clearly defined, or for the rental of other facilities not listed above, the Director of the SSC will determine the appropriate fee.

### **Reservation Frequency/Duration**

Lamar University registered student organizations are only allowed one repetitive reservation, per week (Monday-Thursday) in a pre-set meeting room and/or 2 reservations per academic year for the Live Oak Ballroom. This will prevent the monopolization of unique facilities so that they may be available for all student organizations throughout the semester. No non-university groups (Tier V) are allowed standing reservations at any time.

Lamar University student organizations and departments hosting multiple day conferences/events in the Setzer Student Center may be assessed a rental fee for all location and equipment usage/staffing for the conference/event. Appropriate rental fees are determined by Event Services.

### **Campus Speakers Inside and Outside Setzer Student Center**

No invitation by a registered student organization or university department will be issued to a non-university speaker without prior approval from the Director of Setzer Student Center. All policies and procedures outlined in the Texas State University System Speech and Assembly and Lamar University Student Organization Handbook will be followed.

### **Advertising**

Any advertising for the promotion of a program or special event to be held in a Setzer Student Center space, such as newspaper releases, posters, tickets and handbills must indicate the sponsoring group. Any advertising or promotion of an event must be discussed with and approved by the Event Services office at the time the reservation is made and before it is confirmed. The sponsoring group must comply with the University Posting Policy.

**No advertising may be done prior to confirmation of space reservations.**



# Food and Beverage

## Inside the Setzer Student Center

- All food sales events are limited to registered student organizations. The items sold must be approved by the faculty/staff advisor(s), president of the student organization and Event Services office.
- Only one group may sell food inside Setzer Student Center at any time. Groups may reserve space no more than one day twice per month.
- **Only** registered student organizations and university departments may provide food for their exclusive use during their meeting. Refreshments may only be provided for the number of people less than the maximum occupancy of the room. Refreshments are not to include items that may serve a full meal.
- **Approved foods** - Nonperishable snacks and beverages (non-alcohol) such as carbonated beverages, punch (no red colored punch), water, and tea. Food items include cookies, cake, donuts, chips/dip, fruit, vegetable tray, pizza, deli trays, and popcorn.
- **Prohibited Food Items** – Groups are prohibited from “pot-luck” type items that require refrigeration, heating, or similar temperature control in order to preserve food quality and safety.
- **Locations** - Food items noted above will only be permitted in meeting rooms and the Live Oak Ballroom. Outside food is prohibited in the Setzer Food Court.
- **Use of Building Facilities** - Groups will not have access to University food preparation facilities or related equipment and supplies, including but not limited to: kitchens, refrigerators, ice machines, ovens, and/or stoves. Use of hot plates, crock pots, open flame burners, canned heat (Sterno), chafing fuels, or similar methods or products by groups is prohibited at all times.
- **Cleanup** – Groups are responsible for cleaning up following activities where food is brought in. All trash should be disposed of in appropriate trash receptacles located in the room or surrounding area. The Setzer Student Event Planning Office will assess cleaning charges or deposits if personnel are required to provide clean-up services and/or if furnishings or facilities are damaged or soiled.

## Outside Setzer Student Center

All groups must comply with the University’s Temporary Food Dealer’s policies and procedures.

Food cooked outside for fundraising must be limited to items that can be cooked on a grill, no other appliances are permitted. Example; Deep fryers, crock-pots, electric grills, chaffing dishes with Sterno, are not allowed.

## Catering an Event in the Setzer Student Center

When ordering food from a vendor for an on-campus event that is over \$250, it is required to obtain a quote from Chartwells and two other vendors. If Chartwells is less expensive, the food must be purchased from this vendor. Should a group desire to use a vendor that is not the lowest

bid, then approval must come from the Vice President for Finance and Operations or designee. Any vendor providing services in the inside spaces of the Setzer Student Center must provide a Health Operating License and Liability Insurance Binder and meet all standards of the University's Temporary Food Dealer's policies and procedures.

## **Fundraising/Solicitation**

The Setzer Student Center and areas adjacent where the Director of the Setzer Student Center has responsibility for scheduling for fundraising or solicitation purposes are subject to Lamar University and the Texas State University System policies.

Fundraising or solicitation activities include but are not limited to selling any item or service, charging admission to an event, and/or taking donations for charity. All food sales events are limited to registered student organizations. **Commercial solicitation by any on or off campus group is prohibited.**

## **Registered Student Organizations and University departments**

Solicitations by registered student organizations and students are prohibited on the grounds and Setzer Student Center except for:

- Activities supporting the educational mission of the institution;
- Promotion of organizational activities consistent with organization mission;
- Recruitment of members or membership drives;
- Accepting donations on behalf of altruistic or charitable projects;
- Scholarship and/or fundraising projects in support of organization mission.

Provisions for proceeds from the solicitation must be included in the request for approval to conduct the solicitation.

## **Personnel & Security**

Some events in the Setzer Student Center may require additional event personnel and sound/audio-visual equipment will require on-site Setzer Center Operations personnel to operate. The cost of the required event personnel will be charged to the reserving group. These charges will be discussed with the Events Services manager in advance and reflected on the reservation confirmation.

Additionally, some events such as risk or high occupancy events require security personnel. Only Lamar University police may be used to satisfy security requirements. The cost of the security personnel will be charged to the reserving group. The Event Services office will be responsible for the hiring and scheduling of the security personnel for the events.

- No activities in violation of Federal, State or Local Laws, ordinances, or rules or regulations of Lamar University and the Texas State University System shall be permitted

in the Setzer Student Center or its premises. It is the responsibility of the Organization/User to enforce this requirement.

- Organization/User agrees not to bring into the Setzer Student Center, or its premises, any material, substance, equipment or object which is likely to cause damage to the facility, endanger the life of or to cause bodily injury to, any person in the facility or which is likely to constitute a hazard.

## **Sound and Lighting**

- Except for the area in use, where the houselights are dimmed for the performance, all public areas of the building are to remain fully illuminated when members of the public are present in the building.
- Only Setzer/Operating personnel will operate in-house sound and lighting equipment.
- Setzer Staff/Operating personnel shall determine acceptable sound limits to be maintained throughout the event.
- The Organization/User is solely responsible for arranging all production needs not met by the Setzer Center inventory. Event Services must receive in writing any additional production equipment procured by the User.
- Setzer Sound and lighting installations are not to be disassembled, altered or tampered with in any manner. The Setzer Center Staff/Operating personnel will have the final and sole authority to change the manner in which the Setzer Student Center system is operated.

## **Rental Equipment from Outside Vendors**

Notify Event Services at least **three weeks prior to the event** of any rental equipment, such as staging, tents, plants, flowers, linens, balloons, audio-visual equipment, etc., obtained for your event. The area you have reserved may be in use prior to and/or immediately following your event, and it may be necessary to schedule these deliveries and pickups for a particular day and time.

## **Parking**

If your event will require vehicle parking, please contact the Event Services for Parking & Transportation. The cost of renting space in the Setzer Student Center does not include parking fees on campus.

## **Emergency Procedures**

- In the event of an emergency the Setzer Center Staff/Operating Personnel will follow emergency evacuation procedures to safely assist persons leaving the facility.
- The Setzer Center Staff/Operating Personnel on duty will notify University Police in the event of any emergency. All medical expenses incurred in such regard will be the responsibility of the person transported and/or treated.

- Access to fire suppression equipment, heating and air conditioning vents shall not be covered or obstructed at any time by the Organization/User.
- Organization/User shall cause its employees, agents, contractors, exhibitors, patrons and invitees to comply with such restrictions.
- Organizations/Users are not permitted to run electrical, sound, video, or other cables through doorways.
- All cables must be adequately covered to prevent persons from tripping over them. All cables must be protected to prevent damage to the cables.

## **Conclusion of an Event in the Setzer Student Center**

- Equipment belonging to the Organization/User that remains after an event has ended may be considered abandoned and may be disposed of by the Setzer Event Services as deemed necessary and at the cost of Organization/User, after reasonable notice is given.

## **Cancellations**

All cancellations made within a period of less than 48 business hours of the event time will be required to pay the full rental on the room as arranged. For the Live Oak Ballroom, the period is extended to 96 business hours. Any group that does not show up to use a “free use for student organizations” room will be charged \$15.00 for the no show.

## **Prohibited Materials**

These materials may not be used for decorations under any circumstances, because they are inherently combustible or cannot be flame-proofed.

- Glitter, confetti, rice, metallic sprinkles and/or similar materials
- Hay or Straw (loose or baled), Sand, Sawdust, Wood Shavings, Leaves, Branches
- Flammable Powders or Liquids
- Paper streamers, crepe paper
- Lights attached to stage curtains, drapes, artificial plants or fabrics
- Clear or transparent tape, duct tape, glue, hot glue guns, irons, thumbtacks
- Nails/tape/glue on doors, walls, floors and furniture
- Smoke machines, bubble machines, fountain, fog machines, tiki or oil lamps, torches
- Live and Cut Trees –so combustible and difficult to maintain in acceptable condition

## **Decorations**

Assuring the safety of LU students, faculty, staff, visitors and facilities is the reason for establishing year-round Decorations Policy. Your cooperation, regard-less of the reason or season, is appreciated.

General Guidelines

- Only those materials labeled as noncombustible, flame-resistant, or flame-retardant should be used.
- Do not block or obscure doors, exits, passageways to exits, door view panels, or exit and emergency lights.
- Keep all materials away from heat sources.
- Setzer Student Center Event Planning Staff must receive all decoration plans/props in writing and will approve prior to installation.
- A fire extinguisher shall be provided anytime an open flame is kept or transported.
- Magnets are available for checkout from the Student Event Planning office to use for hanging decorations from ceiling tiles or on ballroom divider walls. All magnets must be returned immediately following the event or financial charges will apply
- Strobe lights may be used during an event as long as signage is posted at the entrance doors warning participants about the lighting effects used during the performance.
- All equipment, decorations, etc. provided by the group must be removed immediately following the event. Additional charges may be applied to your group if removal of items or extensive cleaning by Setzer Center staff is required.

## **Electric Lights**

- All electric light set and extension cord used inside facilities must bear the Underwriters' Laboratories (UL or Factory Mutual (FM label) and marked for indoor use.
- Use no more than three sets of lights per extension cord.
- Do not run wires under carpet, through doorways, or where they will be walked on.
- Do not place electric lights on metallic trees-use spotlights for illumination.
- Turn off all lights when area is unattended.

## **Helium**

The use of helium cylinders must be approved by the Director of the Setzer Student Center in advance of any event.

## **Candles, Open Flames & Lanterns**

- Ceremonies – Open flame devices necessary for ceremonial purposes are permitted but must be arranged to minimize direct contact with or exposure to combustible materials so as to avoid injury to users and persons in attendance. Open flame devices must be supervised at all times when lighted and extinguished as soon as possible when ceremony has concluded.
- Candles – Used only at occupied dining tables are permitted; however, when used must be completely enclosed in a tip-resistant, noncombustible container so as to be self-righting if placed in a freestanding position. Such candles should be monitored by Event staff and must be extinguished as soon as possible after the table is vacated or event concludes.

## **Trees & Greens**

- Artificial Trees that are labeled as flame-resistant, flame-retardant may be used.
- Greens – Evergreen (no cedar) may be used in limited quantities.

## **Costumes**

Commercial costume should be used whenever possible, where homemade costumes are used, a flame-proofing solution should be applied to light-weight or combustible fabrics and materials. Extra care should be taken when wearing costumes around any source of heat.

## **Construction of Decorations**

- Any decoration must be constructed outside the Setzer Student Center and brought into the building. Hammering, sawing, nailing, painting, gluing, ironing, etc. is not permitted indoors.
- Decorations CAN ONLY be hung from ceiling tiles or ballroom divider walls using magnets.

## **Event Storage**

Once setup, decorations are allowed overnight in the room. Upon conclusion of the event, all decorations must be removed. The group must remove all decorations from the campus. Neither trash containers nor dumpsters on campus will be used to discard items.

## **Description of Facility and Space**

A full description the Setzer Student facility, room spaces, and outdoor spaces can be found at [lamar.edu/setzer](http://lamar.edu/setzer).

## Setzer Student Center Fees

Room Name	Room Number	Capacity	Hours	Student Organizations	University Departments	Student Organization or University Department Fundraiser	Sponsored Programs	Non-Profit Organizations	For-Profit Organizations	Room Size	Amenities
Angelina River	223	13	4 hours	\$0	\$0	\$18	\$39	\$54	\$75	13'x16'	Whiteboard
Wolf Creek	142	16	4 hours	\$0	\$0	\$37	\$76	\$106	\$150	14'x18.5'	Whiteboard
Willow Marsh	144	16	4 hours	\$0	\$0	\$37	\$76	\$106	\$150	14'x18'	Whiteboard
Cattail Marsh	273	18	4 hours	\$0	\$0	\$37	\$76	\$106	\$150	12.5'x23'	Whiteboard, TV, Integrated audio, Video chat
Lake Tejas	271	18	4 hours	\$0	\$0	\$37	\$76	\$106	\$150	13'x22'	Whiteboard
Pine Island	225	20	4 hours	\$0	\$0	\$37	\$76	\$106	\$150	15.5'x20'	Whiteboard
Cedar (Game Room)	160	23	4 hours	\$0	\$0	\$37	\$76	\$106	\$150	17.5'x19.5'	Whiteboard, 2 TV's, HDMI
Sabine 2	121	29	4 hours	\$0	\$0	\$37	\$76	\$106	\$150	18'x27.5'	Whiteboard
Sabine 1	123	30	4 hours	\$0	\$0	\$37	\$76	\$106	\$150	19'x27.5'	Whiteboard
Neches	120	30	4 hours	\$0	\$0	\$37	\$76	\$106	\$150	21'x47'	Whiteboard, 4 TV, Integrated audio, Video chat
Cypress 1	127	30	4 hours	\$0	\$0	\$37	\$76	\$106	\$150	18'x27.5'	Whiteboard
Bayou North	124	30	4 hours	\$0	\$0	\$37	\$76	\$106	\$150	19'x28.5'	Whiteboard
Bayou South	122	30	4 hours	\$0	\$0	\$37	\$76	\$106	\$150	18'x28.5'	Whiteboard
Cypress 2	125	30	4 hours	\$0	\$0	\$37	\$76	\$106	\$150	18'x26'	2 Whiteboard
Port Beaumont	250	32	4 hours	\$0	\$0	\$50	\$101	\$141	\$200	17'x28'	Whiteboard, TV, HDMI
Sea Rim	229	33	4 hours	\$0	\$0	\$50	\$101	\$141	\$200	16.5'x31'	Whiteboard, TV, HDMI
Big Sandy	141	34	4 hours	\$0	\$0	\$50	\$101	\$141	\$200	18'x30'	Whiteboard
Trinity	227	39	4 hours	\$0	\$0	\$50	\$101	\$141	\$200	20.5'x31'	Whiteboard, TV, HDMI
San Jacinto	218	50	4 hours	\$0	\$0	\$75	\$151	\$211	\$300	22'x33.5'	Whiteboard, 4 TV, Integrated audio, Video chat
Live Oak Ballroom	110	376	8 hours	\$0	\$525	\$375	\$751	\$1,051	\$1,500	91'x61.5'	Whiteboard
Live Oak Ballroom (A)	110A	138	8 hours	\$0	\$263	\$188	\$376	\$526	\$750	45.5'x61.5'	Projector
Live Oak Ballroom (B)	110B	138	8 hours	\$0	\$263	\$188	\$376	\$526	\$750	45.5'x61.5'	Projector
Pre-Function Area		50	8 hours	\$0	\$180	\$87	\$122	\$176	\$250		
Atrium Area		600	8 hours	\$0	\$0	\$258	\$367	\$526	\$750		
Tabling (Arbor Areas)			4 hours	\$0	\$0	\$0	\$0	\$50	\$75		
Extended Hours (Hourly)				\$25	\$25	\$25	\$50	\$100	\$100		
Tech Support (Hourly)				\$10	\$10	\$10	\$10	\$10	\$10		
Change In Set-Up Fee				\$50	\$50	\$50	\$50	\$50	\$50		
AV Rental Fee				\$15	\$15	\$15	\$15	\$25	\$50		
Late Cancellation Fee				\$50	\$50	\$50	\$50	\$50	\$50		
Clean-Up Fee				\$50	\$50	\$50	\$50	\$50	\$50		
Extended Operational Hours (Hourly Rent)				\$50	\$50	\$50	\$50	\$50	\$75		
OT Charge											
Table Usage Fee (Per Table)*				\$0	\$5	\$0	\$0	\$0	\$0		
Linens (Per Item)				\$0	\$7	\$7	\$7	\$7	\$7		

\* Applies only to events or requests not processed through SSC Event Services.

# All outside organizations must use Chartwells for food.