



Building Policies

1. Alcohol

- a) Alcohol is not permitted inside the Jaguar Student Activities Center for any reason. Violations could potentially result in the contact of Public Safety.

2. Common Areas

- a) The common areas are for informal student use.
- b) There is not a designated quiet 'study' space in the JSAC, however, there is a designated quiet zone located on the second floor near the meeting rooms. Noise levels in this area should be kept to a minimum in order to prevent any events or meetings in this area from disturbances.
- c) No formal organized meetings may take place in the common areas. Informal groups should not be disruptive outside conference and meetings rooms.
- d) Groups in the common areas must keep the hallways clear of obstruction in order to maintain free flowing access for all guests.

3. Conduct

- a) All persons – students, faculty, staff, and guests – are expected to observe and adhere to the AU Code of Conduct.

4. Damages

- a) Any damage to the JSAC facility, equipment or furnishings will be the responsibility of the individual or group leaving the damage. This includes but is not limited to items in the Game Room, TV Rooms, event spaces, meeting spaces, and hallways.
- b) Individuals who damage the facilities or equipment will be responsible for the full repair or cost of replacement.
- c) Individuals who abuse or damage the facilities, or fail to follow established procedures may forfeit their right to use the facility.
- d) All damages should be immediately reported to the Student Manager-On-Duty, the Manager-On-Duty will report it to the Assistant Director of Student Life and Engagement.
- e) Fees assessed are at the discretion of Student Life and Engagement.

5. Signage

- a) Signs may be posted on bulletin boards in designated areas. These signs must be appropriate containing University related content that promotes or brings awareness to an event or department.
- b) Signage of any kind may not be placed on windows, doors, walls, or any other undesignated area without prior approval by Student Life and Engagement.
- c) Violation of signage policies includes, but is not limited to, sign disposal, revoked reservation privileges, and/or a fine to be determined by Student Life and Engagement.



6. Decorations

The purpose of this policy is to protect individuals as well as the building and its furnishings and fixtures.

Questions may be addressed to the Assistant Director of Student Life and Engagement.

- a) Furniture may not be moved inside the room or removed from a room.
- b) Tacks, nails, adhesive tape, masking tape, duct tape, etc., may not be used on walls, windows, doors, brick, or any other part of the building. “Scotch” or clear tape may be used on non-tinted windows. Double-sided tape is not permitted on any surface. Signs may only be posted on exterior windows and doors with prior approval from Student Life and Engagement. Any adhesive used must be completely removed after the event. Hanging or adding adhesive to fabric panels is not permitted.
- c) Decorations must be ready to display before they are moved into the building. Large articles must be brought in through the loading dock behind the JSAC Ballroom.
- d) Heavy articles may be hung only with permission of Student Life and Engagement. Nothing may be hung from ceiling or lights.
- e) Ladders may be used to decorate if available. Standing on table tops/chairs is not permitted. Sitting on tables is not permitted.
- f) Helium balloons must be tied/anchored down using a weight. If balloons float to the ceiling, they may set off a fire alarm resulting in evacuation of the JSAC and Library. Furniture may not be used to tie down balloons
- g) The use of hay, straw, corn-stalks, dry tinder, or any highly flammable materials is not permitted.
- h) The University does not permit the use of liquid-fueled table decorations in the JSAC.
- i) The burning of candles in the JSAC is not permitted. Groups may use electrical devices that closely simulate candles.
- j) **Glitter and confetti** are **NOT** to be used for any reason.
- k) Activities involving the use of “messy” materials, such as pumpkin carving, etc., require the use of group-provided protective table and floor coverings. Such activities must receive prior approval from Student Life and Engagement.
- l) Use of any paint is not permitted inside the rooms or anywhere inside the JSAC facility without approval from Student Life and Engagement. This includes but is not limited to acrylic and spray paint.
- m) Decorations must be removed immediately after an event. The University does not accept responsibility for decorations/belongings left after an event.

6. Disability Access

- a) The JSAC provides limited accommodation for persons with disabilities. Persons needing assistance should ask the attendant at the Information Desk.

7. Food and Catering

- a) Registered student organizations and AU departments are permitted to use either the catering service through Sodexo or an outside vendor.
- b) When submitting a reservation request for space in the JSAC, organizations should communicate whether or not food will be served during the event. This will help ensure proper setup of the reserved room(s).
- c) Due to splatter and unforeseen hazards, food tables are placed at least 3 feet from walls.
- d) **Red drinks leave permanent stains and are not permitted.**
- e) Any questions regarding catering should be directed to Student Life and Engagement.



8. Guest Computers and Internet Access

- a) Several computer stations and connections available to students are available in the breezeway along the wall facing the library.
- b) The Educational and Collaborative Tech Center offers laptops for checkout with a valid AU ID.
- c) Security-enabled wireless internet access is available throughout the building for laptops with wireless adapters and may be used by current students, faculty, or staff.
- d) Guests may use the internet on a personal device by opening a web browser and accepting the terms and conditions.

9. Hazardous Materials

- a) Pyrotechnics or other hazardous materials such as dry ice, fog machines, etc. used for special effects within the JSAC must have the approval of Student Life and Engagement.
- b) Flammable liquids as well as open flames are not permitted in the JSAC.

10. JagCards

- a) A validated JagCard is required to use the facilities or equipment in the Jaguar Student Activities Center. Students must collect their JagCards upon vacating the Game Room.
- b) JagCards are only returned to the owner and if the original Game Room equipment is returned. Students may not give equipment to another student to use without the student properly checking out the equipment.
- c) Any damages to equipment are subject to fees and the responsibility of the last person to check out the equipment, regardless of the person who causes the damage.
- d) Any JagCards left by students in the Game Room at closing time are securely kept in Student Life and Engagement and taken to the Jag Card Office immediately the following day.
- e) Privileges to use the JSAC Game Room are suspended for students who leave their JagCard in the Game Room three times. Privileges may be completely suspended for a semester or entire Academic Year for students who repeatedly leave their JagCard in the Game Room.

11. Lost and Found

- a) Items found in the Jaguar Student Activities Center (JSAC) are taken to Student Life and Engagement, JSAC Room 221, and may be picked up by the owner.
- b) The owner's signature and description of the item is required prior to releasing an item and must be signed.
- c) Any item remaining after 90 days is donated to charity. For questions contact: JSAC Information Desk at 706-737-1609.
- d) Valuable items such as wallets or cell phones and found in the JSAC are picked up by Public Safety. These items may be picked up at the following location: AU Police Dispatch Office, 524 15th Street, Annex II, 706-721-8119.

12. Removal of JSAC Equipment, Materials, and Supplies

Equipment, materials, and supplies owned by Student Life and Engagement are:

- a) Not to be removed from the JSAC without permission of the Assistant Director of Student Life and Engagement.
- b) Must also stay within its designated area including Game Room equipment.
- c) Equipment that is removed is considered stolen.



13. Student Publications

- a) Although all student organizations are encouraged to keep their events within the building hours, members of student publications, whose offices are in the JSAC, are granted permission to stay after-hours with Student Life and Engagement approval.
- b) There must be at least two members of these student publications staying late and they must inform Student Life and Engagement and Public Safety.
- c) Prior approval is needed from the Assistant Director of Student Life and Engagement before permission will be granted.

14. Tobacco Use

- a) The use of tobacco products of any kind is prohibited on all AU properties, including academic, research and clinical buildings, parking lots and green spaces on the main campus and at satellite facilities such as our West Augusta practice site and the College of Nursing facilities in Athens.
- b) This policy applies to employees, students, patients and visitors.
- c) Examples include but are not limited to; cigarettes, electronic cigarettes, cigars, chewing tobacco, pipe tobacco, etc.