

**Campus Center/Student Union Complex**  
**(CC/SU)**  
**Use Policy**

**All Classes must be booked in Academic Space through  
Academic Scheduling (545-2605)**

**Meeting rooms**

Campus Departments and registered or recognized students groups are not charged a room fee for meetings scheduled in the CC/SU. Due to the large number of student groups needing space, student groups are limited to one meeting a week. Student meetings may only be scheduled by the duly authorized representative of the student group.

A meeting is a *gathering* of people which lasts four hours or less and which takes place in a CC/SU meeting room with a standard set. Meeting rooms are all numbered meeting rooms (*on the first, eighth and ninth floors*) the Dukes and Suffolk room. Standard sets are A (audience), B (hollow box), C (conference) and D (classroom). (**See Diagrams.**) *Room capacities for all meeting rooms and sets are determined by Massachusetts State fire and applicable local building codes. Several rooms in the CC/SU are permanently set and therefore there is a fee assessed if a change of set is requested or a group changes the setup.* These rooms are: Dukes, Suffolk, 177,178,163C, all rooms on the 8<sup>th</sup> floor, 901 and 902.

Groups that are not Campus Departments or registered or recognized student groups may be subject to room fees. In addition, the following *types of* requests may make any group subject to room charges: meetings longer than 4 hours, special sets, multiple rooms, multiple meetings in a week, and meetings with off campus attendees.

**Event Spaces**

In addition to meeting rooms, the CC/SU has a number of event spaces that may be scheduled. The main CC/SU event spaces are the Campus Center Auditorium (CCA) and the Student Union Ballroom (SUB). Other CC/SU event spaces are any other area of the CC/SU which may be scheduled through the Events Office including the concourses, retail food areas and

outside space under the purview of the CC/SU including the Metawampee Lawn. *Capacities and sets for all events are determined* by Massachusetts State fire codes and applicable local building codes.

*Most* event space requests are subject to a *non-refundable* deposit. Events which charge admission or request donations are subject to a room fee.

Event bookings require additional information at the time of booking.  
See Event Space Request Form

### **Other charges**

CCSU offers a number of services and resources in addition to event space and meeting rooms.

**Catering** (See [Catering](#))

**Conference Services** (See [Conference Services](#))

Registration

- \* Audio-Visual including AV tech and phones (see AV)
- \* Additional Electrical
- \* Genie lift including banner hanging
- \* Special Sets (see Diagrams)
- \* Security (required for all student dances and events that extend past regular building hours, other instances to be determined by Events Office)
- \* Time waivers for special events.

**\* Items must be requested a minimum of two weeks in advance.**

*The Events Office will schedule the most appropriate space and determine applicable charges based on information given by the person making the booking request.*

Late changes or additions to original requests and misrepresented requests are subject to charges. Failure to cancel either meeting rooms or event spaces in a timely fashion is subject to charges and/or other penalties.

Charges for extraordinary clean up and/ or damages to the facility and /or resources and equipment are the responsibility of the party requesting the space and resources/equipment and will be assessed on a per incident basis.

Organizations with past due balances will not be allowed to reserve space in the CC/SU.

All uses of University facilities must be in compliance with all federal, state, city, town and/or county rules, regulations, ordinances applicable to the University, and all applicable University policies.

**The University shall never waive its right to cancel, alter or change any event to preserve the health and safety of the attendees, staff or employees.**

**Items that are illegal or potentially damaging to the CCSU area are not permitted.**

The following are examples of items that are not permitted in any area of the CC/SU complex.

- 1. Weapons: i.e. firearms, swords, knives, or other potentially lethal objects.**
- 2. Illegal objects or substances.**
- 3. Drug paraphernalia.**
- 4. Fireworks,sparklers.**
- 5. Confetti or glitter**
- 6. Open flames (including candles)**
- 7. Hot plates**
- 8. Smoke machines.**
- 9. Water pistols/water balloons.**
- 10 Bubbles/Bubble machines.**
- 11. Balloon drops.**
- 12. Any item deemed by CC/SU representatives to be potentially hazardous to the facility or any person or property therein.**

**Activities that are illegal, potentially damaging or disruptive are not permitted.**

The following are examples of activities that are not permitted:

- 1. Attaching objects to walls, curtains, furniture by any means without specific CC/SU authorization.**
- 2. Chalking or marking up of interior or exterior walls, walkways, floors, ceilings or furniture.**
- 3. Disassembling, removing or destroying CC/SU property.**

- 4. Bicycling, skateboarding or rollerblading inside the CC/SU and in any areas under the purview of the CC/SU where such activity might harm persons or property.**
  - 5. Loitering**
  - 6. Excessive noise.**
  - 7. Unruly, disturbing, offensive or violent behavior.**
  - 8. Any activity deemed by a CC/SU representative to be illegal, potentially hazardous or disruptive to the facility or any persons or property therein.**
- The following Building and/or University policies can be referenced on these links:**

### **FAQs**

**Please call the Events Office at 413-577-1234 with any other questions.**