



Office of Student Life and Civic Engagement

The Student Union Facility Use Guidelines

The Student Union is managed by The Office of Student Life and Civic Engagement. The Student Union is the center of activity for students, faculty, and staff and is designed to enhance the quality of student life, support co-curricular activities, and contribute to the College's educational mission. Student Union is an integral part of the educational mission of the Mt. Hood Community College, the Student Union provides program support, services, facilities and amenities for students, faculty, staff, alumni and guests.

Our Goals

- Promote student engagement, leadership, learning, and success by supporting opportunities for participation and involvement in a diverse array of programs, activities, and employment.
- Foster interaction among the college constituency groups and guests.
- Provide a safe, accessible, and welcoming environment for the campus community within a well-maintained facility.
- Support our campus partners located in the Student Union including Multicultural and Diversity Resource Centers, Student Activities, and Student Organizations, etc.
- Offer amenities that enhance campus life including dining options and a variety of services for the campus community.
- Participate in on-going assessment and evaluation of services in an effort to best meet the ever-changing needs of the college community.
- Promote school spirit and pride in Mt. Hood Community College.

Facilities Set-Up

The Office of Student Life and Civic Engagement and or Student Union staff are not responsible for event set-up in the Student Union. Facilities crews are encouraged to communicate (preferably within 24-48 hours) with the Office of Student Life and Civic Engagement of the upcoming set-up. This will help staff to communicate with students about the space as well as help coordinate set-up.

All other departments or groups that have scheduled the Student Union space for events must communicate with the Office of Student Life and Civic Engagement staff five (5) business days in advance in order to facilitate smooth set-up and minimize disruption to students in the space.



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If a work order is submitted, facilities crew are responsible for set up per the request for the event in the Student Union. Facilities crew are responsible to store furniture at the back areas, take down and put back all furniture back how they were set up. Because the Student Union is student space, it is advisable that Facilities crew, or the responsible party must clean up the space and set it back the space as it was immediately after the event.

Storage

The Student Union is not responsible for items left in the building and storage space is not available for materials or equipment used in association with an event. Such items are the sole responsibility of the student organization, department, or user of the facility.

- Program space in the Student Union (back halls and emergency exit) must not be blocked. The Student Union has public lounge spaces which cannot be reserved for private/closed events during the daytime.
- Existing lobby furniture cannot be removed; and therefore, must be incorporated into the program/event setup.
- Extra furniture should NOT be stored in the Council Chambers or in the Multicultural and Diversity Resource Center.

- Furniture should NOT block emergency exits and hallways.
- Extra furniture should be stored only at the designated areas (between the Multicultural and Diversity Resource Center, the Council Chambers Room and by the pool table) or areas identified by the Office of Student Life and Civic Engagement staff.
- Programs with amplified sound are allowed after 5:00pm Monday through Friday and during regular business hours on the weekends. Amplified sound cannot exceed 80 decibels A-weighted (SU staff will monitor). During academic breaks and summer, the space will be available on a case by case basis outside the time parameters stated above.

Audio and Visual (A/V) Equipment Support

The Student Union is not responsible to provide A/V equipment to any outside vendor's needs. College departments and individuals must submit a work order and service request for A/V to IT so they can provide such equipment.

The Student Union can provide A/V equipment in most meeting and program facilities in the building. Any college department that need to use Student Life equipment must request such service by filling out the Student Life equipment reservation form. If the Student Union equipment is lost or damaged,



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charges for the cost of replacement or repair will be billed to the sponsoring organization or department.

Requests for audiovisual equipment **must be submitted a minimum of seven working days in advance.** Requests made after the stated timeline will be handled on a case by case basis and are subject to availability of staff.

Event organizers are solely responsible for set-up, operation, and breakdown of all **non-Student Union equipment.** Organizers must takedown all their equipment. If the Student Union staff set up their equipment, they are responsible for taking the equipment down. Please **DO NOT** take down any equipment set up by the Student Union staff.

Event Oversight

The Office of Student Life and Civic Engagement staff are not managers when an event take place and will cannot to be on-site to assist, monitor and manage the Student Union resources and safety protocols.

Requests Beyond Normal Operating Hours

The Office of Student Life and Civic Engagement cannot be on-site to assist, monitor and manage the Student Union resources and safety protocols beyond normal operating hours. Event managers are responsible for their events oversite including set up, security oversite and clean up. Please make sure to contact Public Safety for Security needs.

Decorations

Decorations and other materials used in the Student Union must follow the college guidelines. All materials used must be fireproof or fire retardant; glitter and confetti may not be used. All decorations must be hung with painter's tape only. All exits must be free of barricades. Exit signs, fire extinguishers, smoke detectors, fire pull alarms, and emergency lights cannot be decorated, covered, or obstructed in any way. Fog and bubble machines are not permitted.