Red and Charline McCombs Campus Center  
(Hereafter referred to as the McCombs Campus Center)  
Facility Usage Policy  
Date Effective: August 1, 2015

**Facility Overview:** The McCombs Campus Center is the hub of the campus with lounge areas, dining facilities, bookstore, post office, ballroom, meeting rooms, Student Life offices, Residence Life offices and Student Activities offices. It also houses the McCombs Collection. The primary use of the facility is to provide space for students.

**Scheduling Contact:** Assistant Director of Student Activities – 863-1874

The following locations may be reserved:
- Margaret Shilling Room
- Roy Shilling Room
- Dan Rather Room
- McCombs Ballrooms (Connie McCombs McNab Room, Marsha McCombs Shields Room, Lynda McCombs Room)
- McCombs Veranda
- The Cove Patio
- Media Room (after 6 PM)
- Concourse may be reserved by organizations or departments only for events of significant interest to the entire campus community.
- Table space may be reserved in the Concourse. Up to four groups may reserve tables for the purpose of publicity, recruitment, etc. Tables may be reserved for five days prior to and including the day of the event. No one group may reserve more than one table if others are requesting.
- The Merzbach Room may be reserved only by faculty and staff on weekdays between 3:00 – 8:00 p.m. and for Priority Events any time.
- Bishops Lounge may be scheduled for university events, but existing furniture must be incorporated into the event layout and not moved from the space.

**Scheduling Priorities**

Priorities for facility use are as follows:
1. Priority will be given to recognized campus groups on a first-come, first-served basis. Conflicts will be resolved by the Facility Coordinator.
2. Priority Events such as the Opening of School, Homecoming, Family Weekend, Commencement, Donor and Alumni Recognition events, etc. scheduled by the University Events Office will be given precedence.
3. Catered events in the McCombs Ballrooms will receive priority over non-catered events.
4. Summer Conference events will have priority in the months of June and July.
5. External constituents may not reserve facilities during the academic year or when the University is closed.
See General Facilities Use Policy for regulations applicable to ALL University facilities.

Specific Regulations for Use of the McCombs Campus Center

1. The consumption, possession, or distribution of alcoholic beverages is only permitted in the McCombs Campus Center with the written permission of the Vice President of University Relations for university events or the Vice President for Student Life for student events.
2. Amplified sound is allowed in the McCombs Campus Center but should be done with consideration of offices and other activities in the facility.
3. If furniture is moved, it should be returned to its original position at the conclusion of an event. When furniture is moved for an authorized event, the existing furniture should be incorporated into the event layout.
4. External constituents renting the ballrooms may not bring in a dance floor or stage.
5. Rental of any equipment not available in the facility will be coordinated with the McCombs Facility Coordinator.
6. All food service in the Mabee Commons (including the Roy and Margaret Shilling Rooms and Dan Rather Room) and The Cove and Media Room must be provided by the campus food service provider.
7. Organizers of meetings/events scheduled in the Roy and Margaret Shilling Rooms and the Dan Rather Room during meal times must ensure that all participants are purchasing a meal.
8. University organizations/departments reserving the McCombs Ballrooms may bring in their own food for meetings or events but catered events have priority. External constituent using the ballrooms must contract with the university food service provider for all food and beverages.
9. Meals obtained from the Commons must be consumed in the dining area, reserved meeting rooms, or McCombs Ballroom unless packaged for take-out. Food obtained in The Cove will be consumed in the snack bar or patio or packaged for take-out.
10. No furniture can be moved into or an event set up in the Rockwell Rotunda (Map Room).
11. No tape can be used on the wood floor in Bishops Lounge except by Audiovisual Services.
12. Events or meetings cannot be scheduled in the Dan Rather, Margaret Shilling or Roy Shilling Rooms during meal service unless all participants purchase a meal.

Event Promotion Options:

- Registered Student organizations and/or departments may submit a design on 8 ½” X 14” paper for a computer-generated banner for display on the Concourse. OR 4’ X 8’ creative, artistic banners may be made by organizations/departments for approval for display on the Concourse. Designs or banners must be submitted to the Student Activities Office at least five days prior to the desired date of display. Up to four banners may be hung for a period not to exceed one week (7
days). Display will be on a first-come, first-served basis for event-based events. Charges for banners will be made to organization/department accounts.
• Information to be included on the special events’ calendar in the Mabee Commons may be submitted to the Student Activities Office.

Exceptions to this policy must be approved by Vice President for Student Life.