

Charles and Elizabeth Prothro Center for Lifelong Learning
(Hereafter referred to as the Prothro Center)
Facility Usage Policy
Date Effective: August 1, 2015

Facility Overview:

The Prothro Center serves as a 24/7 academic and student life hub for the campus. Career Services, Academic Success and Records, Civic Engagement, Intercultural Learning, Multicultural Affairs, Counseling and Health Services, Paideia, and Information Services have offices in this facility. In addition to the offices, there are seminar rooms, classrooms, conference rooms, lounge areas and study spaces.

Scheduling Contact:

Atrium, Lobby and 2nd Floor Open Lounge - University Events, Ext. 1480
Training Room 360 – Schedule directly with the IS office (Ext. 1301)
Classrooms, conference and seminar rooms can be direct scheduled through scheduling system.

The following locations may be reserved through the University scheduling system by faculty, staff, and registered student organizations.

- Dorothy Perry Atrium and Mabee Lobby
- Conference Rooms 131 and 162
- Seminar Rooms 132 and 163
- Classrooms 147 and 244
- Prothro Open Lounge (2nd Floor) for open use most days and evenings –

The following spaces are available on a first-come, first-served basis:

- Veranda and Patio
- 2nd Floor Balcony
- 3rd Floor Lobby/Conference Room - (NOTE: This space can only be accessed via the stairs.)
- Break area - open use most days and evenings

Scheduling Priorities

Priorities for facility use are as follows:

1. Priority will be given to academic related activities such as Paideia cohorts, regular academic classes, study groups, etc.
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.

See General Facilities Use Policy for regulations applicable to ALL University facilities.

Specific Regulations for Use of the Prothro Center

1. The consumption, possession, or distribution of alcoholic beverages is only permitted in the Prothro Center with the written permission of the Vice President of University Relations for university events or the Director of Student Activities for student events.
2. If classroom furniture is moved, it should be returned to its original position at the conclusion of the event/class.
3. Events scheduled in the Atrium and Lobby should require no or minimal set-up and NOT require moving the permanent furniture. If no other appropriate space is available, an event requiring the moving of furniture or large set ups must be approved by the Events Office after consulting with the AVP for Facilities and Campus Services and conforming with approved set up plans.
4. The glass along the corridors is fire rated and nothing can be taped or otherwise fastened to the glass. Nothing shall be hung on or near the glass that will impede the fire suppression heads required by the City Fire Codes. Dry erase makers can be used on the windows with permission of the office affected.
5. The following are the approved information display methods:
 - Paper Banners may be hung from the existing departmental standards outside each office. Each standard has a yellow vinyl banner with the department name on it. Paper banners may be clipped to the yellow vinyl banner. Departments can only hang banners on their own standards unless they have permission from other departments to use theirs.
 - Vinyl or similar material banners may be hung from the rail on the second floor of the building. Banners can extend to the width of the rail. The height should be no more than 48 inches. Length of time to hang the banner can be no more than 48 consecutive hours.
 - The metal ledges along the walls of the lobby may be used to place hardboard posters of any size. No scheduling is done for the rails.
 - Flyers and posters may be hung on the permanent kiosks located on the first floor. Posting to the kiosks will be handled through Student Activities as all other kiosks and bulletin boards on campus. If you would like to have your flyer or poster on these boards, please submit request to Student Activities.
 - We reserve the right to remove advertising that contains inappropriate content.
6. Food and beverages are permitted in the facility. All groups and individuals are responsible for properly disposing of/recycling containers and leftover food.

Exceptions to this policy must be approved by Vice President of University Relations.