

Korouva Milk Bar
(hereafter known as the KMB)
Facility Usage Policy
Date Effective: August 1, 2015

Facility Overview: The facility includes a lobby, community room, deck, kitchen, restroom and office. Use of the common area is for any member of the campus community who wishes to visit the KMB. The KMB is used most often for informal gatherings, but the KMB will co-host events with other student organizations, host organizational meetings, and even host an academic class on occasion.

Scheduling Contact: Director of Student Activities – 512-863-1345

Scheduling Priorities

Priorities for facility use are as follows:

- Korouva Milk Bar regular hours of operation
- Co-sponsored events with other on-campus groups

(Non- SU groups are not allowed access to this space.)

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

Specific Regulations for Use of the Korouva Milk Bar

1. Special events must be sponsored exclusively by the Korouva Milk Bar or co-sponsored in conjunction with another registered student organization or a formal campus group (faculty department, physical plant, student activities, etc.).
2. The existing furniture should remain in place and the room used as already set up, unless given permission by the KMB staff to alter the layout of the room for an event.
3. Physical Plant staff will not move furniture in this space.
4. No furniture may be removed from the room.
5. Food and beverages are allowed.
6. The consumption of alcoholic beverages at student events must be approved in writing by Director of Student Activities at least 5 days prior to the event. The Alcohol Event Request Form can be accessed from the Student Activities website - <http://www.southwestern.edu/offices/studentactivities/forms.php> Exceptions to this policy must be approved by the Vice President for Student Life.