

HUB-Robeson Event Management
125 HUB-Robeson Center
University Park, PA 16802

**Policies & Procedures for
University Affiliated Departments
& Student Organizations**

Phone: (814) 865-7973
Fax: (814) 863-0812
Email: events@sa.psu.edu

Created by the Event Management Office, *GURU*, & "*Policies and Rules for Student Organizations*"

HUB-Robeson facilities may be reserved by registered student organizations or University-affiliated departments.

Reserved rooms confirmed by the Event Management Office can only be accessed during the times listed as "Prep/Clean Up Times" on the event confirmation. These times are specified by the requesting organization and may be changed by the Event Management Office staff.

FOOD & BEVERAGE

- Organizations wishing to serve food within the duration of any confirmed reservations in the HUB-Robeson Center are required to complete a Food Waiver form. Forms can be obtained from the Event Management Office.

ORGANIZATION AND/OR PARTICIPANT CONDUCT

- All programs should be conducted in such a manner as to not be disruptive to others via excessive noise, offensive material, etc.
- All materials including food, drink, trash, or leftover supplies must be removed from the room or placed into the trash containers provided. Failure to do so will result in additional charges to your organization for cleanup and/or time.
- Some events may require Police Services to be on duty for the duration of the event.
- The HUB-Robeson Center is not responsible for any losses or injuries suffered by any persons as a result of activities sponsored by the reserving organization. These incidents should be reported to the Information Desk immediately.
- The HUB-Robeson Center facilities are designated as smoke and alcohol free.
- Violations of any HUB-Robeson Center policies may result in the loss of reservation privileges, charges or both.

FACILITY GUIDELINES AND USAGE

- Storage space **is not** available. The HUB-Robeson Center staff is not responsible for any materials or equipment left in the building overnight, during breaks, or after events.
- The HUB-Robeson furniture and equipment **must only** be moved by our employees. Charges will be assessed to organizations who move furniture.
- Decorations, signs, handbills and other materials must not be attached to walls, windows, doors, painted or papered surfaces, or displayed in any area of the building. In addition, notices, fliers, handbills, etc. may not be distributed on the tables, chairs, window ledges, etc. in the facility. Handbill, fliers, notices, etc. may only be distributed from the student organization tables with an approved reservation. Fliers and handbills may be posted on the general purpose bulletin boards providing they follow University guidelines for posting.
- Posters, signs, banners, etc. may only be displayed inside of the HUB-Robeson Center in areas approved by Event Management.

CANCELLATIONS

- The Event Management Office must be notified of any room cancellation of confirmed reservations no later than **48 hours before the meeting**, or **by noon on Friday for a weekend event**. Failure to cancel the event will result in surcharges or possible loss of reservation privileges.

In considering the assignment of space, University funding, or the approval of publicity for activities involving sexually explicit or graphically violent material, consideration shall be given to general standards of decency and respect for the diverse beliefs of members of the University community