



TO: The University-Wide Community

FROM: Scott Shea, Assistant Director, Student Life Operations
Lauren Hubacheck, Assistant Dean, Student Life

SUBJECT: Student Life Policy Changes

DATE: February 6, 2020

With the staffing changes that have occurred in the Student Life Operations (SLO) office we have worked strategically to align our policies with current departmental resources to ensure that we can continue to serve the Salem State Community with the same level of service. As such, we kindly ask the campus community to review our updated policies as they relate to event coordination. To ensure the community is given fair notice, these policies will go into effect campus-wide on **Monday, March 2, 2020**.

Event Requestor Booking Expectations

Event requestors are expected to input accurate and complete information when they reserve space at 25live.collegenet.com/pro/salemstate.

No Set Up Needed

For tabling requests or events with no set up needs, all reservations should be made **at least 3 business days in advance**. Reservations in this category require no movement of furniture or technical setup.

Applicable spaces may include:

- Ellison – Presidential Conference Room
- Marsh – 204
- Viking – 126, Starbucks Café
- Outdoors – Alumni Plaza, McKeown Plaza
- Tabling spaces (Ellison, North Dining, Marsh, Bertolon, Meier, & Harrington)

Set Up Needed

For events with setup needs, all reservations should be made **at least 5 business days in advance**. Event requests can be updated for minor set up changes no later than 3 business days of the event date.

Applicable spaces may include:

- Ellison – Metro Room, Underground, Presidential Conference Room, MLK Room, Veterans Hall
- Marsh – 204, Petrowski (210)
- Viking – 123, Starbucks Café
- Outdoors – Alumni Plaza

Cancellations

SLO requests that if you no longer need the space you have reserved to please communicate **2 business days** prior to your event allowing the office to reassign student staff to other events on campus.

To ensure proper set up for all events is in place. For outdoor events with indoor inclement-weather locations reserved, SLO asks that you check the weather and alert the office **1 business day prior** to your event to inform us of whether the event will be hosted indoors or outdoors.

Building Hours & Reservations

The hours of the Ellison Campus Center are Monday-Friday, 7:30 am-10 pm. On weekends, the building is open on an ad-hoc/as-requested basis to support events. All event requestors and their event attendees must vacate the building at 10 pm (closing time) so that the staff may execute their closing rounds.

We do not accept reservations on the following university-recognized holidays unless approved by the Assistant Dean of Student Experience & Transition: Labor Day, Columbus Day, Veterans Day, New Year's Day, Martin Luther King Jr. Day, President's Day, Patriot's Day, Memorial Day, July 4.

If you have questions regarding any of our event policies, please contact us at 978-542-6438 or events@salemstate.edu