

**College of Charleston
Stern Student Center
Facility Policies & Guidelines
2009-2010**

The following policies and guidelines have been created in an effort to create a positive work and learning environment within the Stern Student Center. Your assistance and cooperation regarding the implementation of these principles is both expected and appreciated as we work together to maintain the integrity and appearance of the facility.

1. All artwork, signage and office equipment hung in office and/or common areas throughout the building will be hung by Stern Center employees or staff members within the Office of Student Life. Please contact the Student Life office at (843) 953-5726 to schedule an appointment to hang items in your office or area.
2. The use of tape or adhesive materials to post items in the Stern Student Center is strictly prohibited. Flyers and posters must be submitted to the Information Desk for approval and will be posted in appropriate areas throughout the building by Stern Center employees. Unapproved items will be removed and discarded.
3. The use of open flames and/or the burning of candles, incense or potpourri is strictly prohibited within the Stern Student Center.
4. Animals/pets are not allowed in the building. The sole exception to this policy is service/companion animals accompanied by their owner.
5. Bikes are not to be parked or secured inside of the building. Bike owners must use the racks located immediately outside of the Stern Center to secure their bikes.
6. The use of personal cell phones by Stern Center staff members during work hours is limited to break times/meals. Personal phones must be set on "no ring"/vibrate mode or turned off within the facility.
7. Any requests for modifications and/or changes to offices or common spaces should be forwarded to the Director of Student Life. Staff members and student groups assigned to office spaces should not paint, hang items or add or remove furniture without prior approval from the Director or his/her designee.
8. Use of meeting and conference rooms within the Stern Student Center must be reserved in advance through the Associate Director for Student Life Operations or his/her designee(s). Damage to equipment, furniture and equipment will be assessed to the group or department responsible for the reservation. Groups or individuals that choose to use conference or meeting rooms without a reservation may be asked to leave the space in question by any member of the Stern Center staff.
9. Occupants of offices and cubicles in the Stern Student Center will be expected to maintain the cleanliness of their assigned spaces. This includes disposing of food, paper and other debris in a timely manner.
10. Staff and students assigned work space within the Stern Center are expected to extend common courtesy towards their colleagues and co-workers at all times. This applies in particular to noise levels of activities and music within personal office areas that may impact programs or meetings in other spaces throughout the building.