

## BUILDING POLICIES FOR TENANTS

### PREFACE

The following building policies have been formulated to provide tenants (offices, businesses, student groups) expectations for the use of LaFortune Student Center operating spaces (office, storage room/closet, etc.). The policies presented below are not intended to represent an all-inclusive list. Failure to adhere to building policies may result in a variety of outcomes, including but not limited to fines and loss of operating space.

### POLICIES

LaFortune Student Center serves as the operating space for many different offices, businesses and student groups. As such, storage space is very limited. Personal storage (furniture, clothing, etc.) is not permitted at anytime in the Student Center. This includes break periods (winter break, summer session, etc.).

All furniture brought into LaFortune Student Center is subject to approval by the Student Activities Office.

Due to the age and electrical configuration of the Student Center, high-consumption electrical appliances (microwaves, refrigerators, etc.) must be limited. As such, all appliances brought into LaFortune Student Center must be approved in advance by the Student Activities Office.

Equipment and furnishings in LaFortune may not be moved to other areas of the building (or outside the building) unless approved by the Student Activities Office in advance.

For the long term care of the Student Center, tenants are discouraged from taping signs, pictures and posters to walls inside, as well as outside of offices. Temporary items may not be tacked or nailed to walls or doors. Damages to walls will be billed to the tenant responsible for hanging the items. This includes hanging items in hallways outside offices.

Any permanent items which require hanging with nails, screws, etc. must be requested through the Student Activities Office. The Student Activities Office will hang all items. Tenants are not permitted to install their own wall hangings.

Possession and consumption of alcoholic beverages are prohibited within LaFortune Student Center at all times.

Smoking is prohibited at all times within all areas of LaFortune Student Center at all times. Furthermore, smoking is prohibited in all entries to the Student Center. Appropriate locations for smoking include the Washington Hall/LaFortune patio and Fieldhouse Mall.

Tenants are responsible for the maintenance and repair of tenant-owned equipment and office furniture. The Student Activities Office is available to assist with identifying problems with tenant-owned equipment and furniture; however, it is the tenant's responsibility to pay for all repairs and/or replacements.

Tenants will be charged for any damages to equipment and/or excessive cleaning related to use of the Student Center.

Student group office space is only available during regular hours of operation. Students needing access to their group's operating space outside of posted building hours must submit a request with the Student Activities Office in advance.

During all break periods (fall break, winter break, spring break, summer session), all perishable food items must be removed from offices and storage rooms and disposed of properly. Food items found during break period inspections will be discarded.

Storage of flammable items (lighter fluid, open sternos, propane, gasoline, etc.) are prohibited within LaFortune Student Center. Use of flammable items (including candles) must be approved in advance by the Student Activities Office. Incense is not permitted inside the Student Center.

The Student Activities Office recognizes that assigned storage and office space are used for preparing for fall semester student group football concession stands. As such, clean utensils may be stored in assigned space, as well as charcoal. All items to be stored for re-use for future activities (utensils, plates, napkins, etc.) must be new or thoroughly cleaned before storage in the Student Center. Items found with odors or debris will be discarded. Lighter fluid is never to be stored in the Student Center.

Operating space may only be used by the group/organization/office to which it is assigned. Tenants are not permitted to share any allocated space with other student groups, unrecognized groups, campus departments, etc.

Notre Dame Food Services is the only approved caterer for campus events (i.e. events open to the campus community) held in LaFortune Student Center. Exceptions to this may be granted by seeking approval in advance from the Student Activities Office by submitting an SAOnline request.

Food which is to be served at closed meetings (i.e. in offices for staff members only, not publicized), must be disposed of properly. Tenants are encouraged to contact the Student Activities Office in advance to ensure appropriate trash receptacles are available.

### EXCEPTIONS

The Student Activities Office realizes that, from time to time, exceptions to policies may be necessary. All requests for exceptions must be made in advance in writing to the Director of Student Activities Facilities.

## STANDARD OPERATING PROTOCOL FOR TENANTS

### PREFACE

While LaFortune Student Center is guided by policies (see reverse), standard operating protocol have also been delineated to provide tenants a better understanding of the operations of the facility and the services provided by the Student Activities Office staff.

### PROTOCOL

#### **HOURS OF OPERATION**

Hours of operation will be posted on the Student Activities Office web site (sao.nd.edu). Hours of operation will also be posted at all entrances. Student building managers, employed by the Student Activities Office, may adjust hours of operation based on the level of activity within the facility, as well as during special events. On most occasions, the 2<sup>nd</sup> and 3<sup>rd</sup> levels will close at 2:00 AM.

#### **CLEANING OFFICES**

The Student Activities Office manages a staff of custodians which maintain the cleanliness and general appearance of the Student Center. In regards to tenant operating space, desks will only be dusted if they are available for cleaning (i.e. desks must be cleared off). Custodians will not dust desks with files/papers on them. Trash and recycling cans will be emptied on a daily basis, Monday through Friday. Vacuuming of tenant operating spaces will typically be done on a weekly basis. If you request special custodial attention for a special occasion, please contact the Student Activities Office in advance.

#### **KEYS**

To maintain a secure facility, all keys and door code combinations are managed by the Student Activities Office. Lost keys and requests for new keys should be reported to the Student Activities Office. The Student Activities Office will determine the appropriate number of keys to be distributed to each tenant. All student group tenants are required to return their keys at the end of the academic year. Requests for changes in keys, cores and door operating systems must be requested in writing through to the Student Activities Office. Tenants will be charged for lost keys, as well as the expense for re-coring doors.

#### **MAIL**

Both U.S. and campus mail are delivered to the Student Activities Office by 9:30 AM and 2:30 PM, Monday through Friday. Mail will be sorted by Student Activities Office staff and will be disseminated into mailboxes, located in 315 LaFortune. Mail for clubs will be delivered to the Club Resource Center mailboxes in room 314.

#### **TELECOMMUNICATIONS**

All assigned offices are equipped with at least one functioning telephone jack. All telecommunications-related charges (including connecting and disconnecting phone lines, monthly line fees, toll fees, etc.) are the responsibility of the tenant.

#### **INTERNET ACCESS**

All assigned offices are equipped with at least one functioning internet port. Costs associated with the activation of additional ports are the responsibility of the tenant. Some areas of the building have wireless network access.