

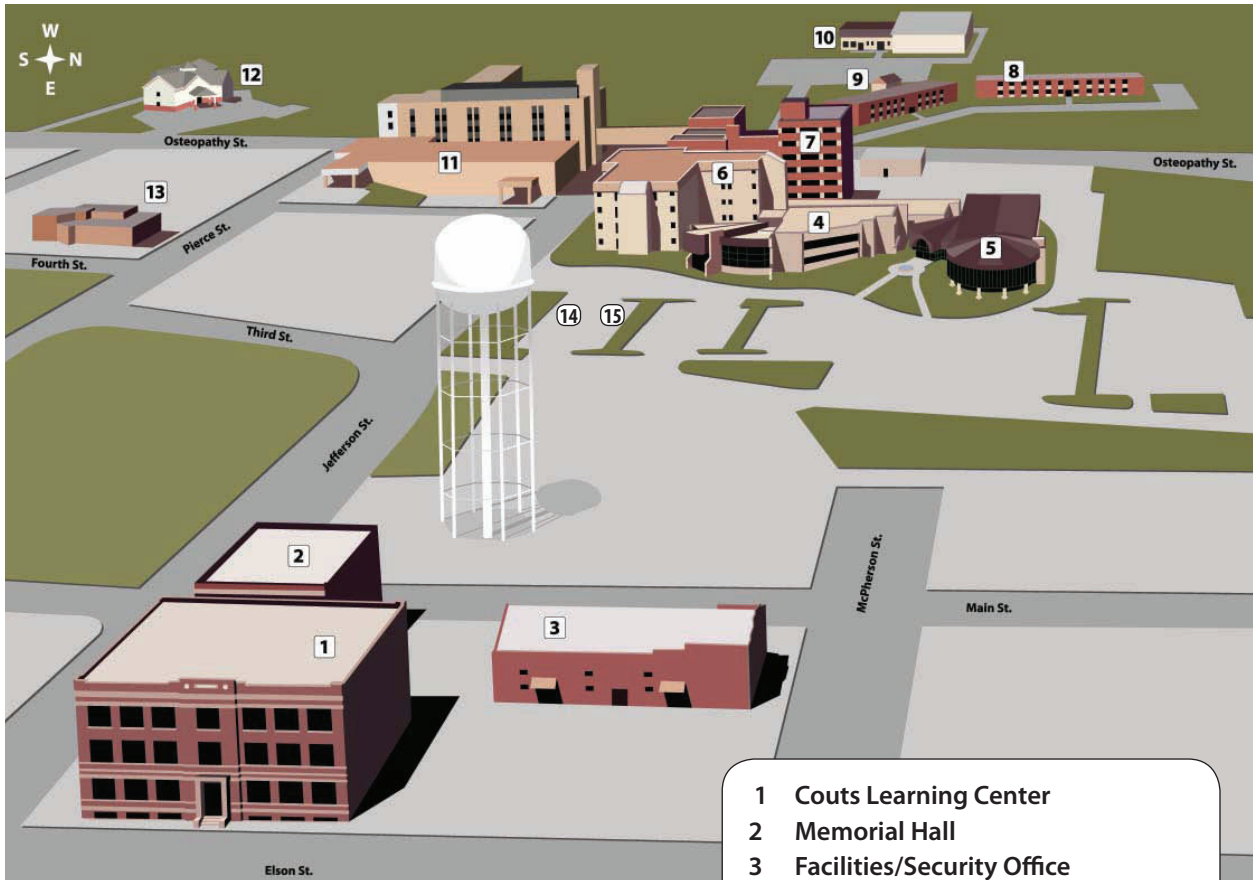
Department of Student Affairs



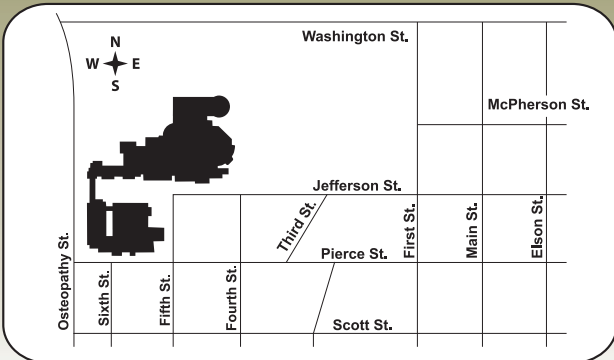
## Facility Resource Guide 2011-12

*for officially recognized  
student organizations*

A.T. STILL UNIVERSITY | ATSU



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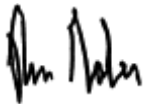
**The Facilities Resource Guide for Student Organizations is available on the web.**

A.T. Still University strives to provide appropriate space for students to study, receive information, promote events, and enjoy leisure activity and social interaction. In order to accomplish this, facilities must be kept professional looking, attractive, and in good order and repair. This is possible because of the involvement, support, and cooperation of University administration, staff, and students.

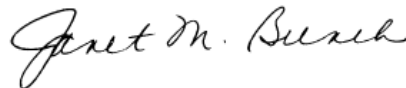
This Guide is designed to provide information to student leaders and others to clearly identify resources and opportunities available and associated responsibilities. Although information in this Guide is directed to those areas and systems that are the responsibility of the Department of Student Affairs, information about other areas available to students is also included to assist them and their organizations.

In addition, Student Affairs also supports officially recognized student organizations by maintaining the student activities calendar, sending email announcements of activities and events to students and/or faculty/staff, managing requests for a fundraiser or sales on the Missouri Campus, and overseeing use of the ATSU logo and trademark(s) on student organization documents. Request forms for these resources are available within this Guide. The Department of Student Affairs manages these opportunities and should be contacted when they are needed or if there are questions. While using ATSU facilities, students and student organizations will adhere to the Code of Behavioral Standards as it appears in the University Student Handbook. ATSU is a tobacco-free campus, and students and student organizations are expected to honor this policy.

The student services generalist oversees the facilities. Please contact staff with requests, questions, and/or concerns.



Ron Gaber, Ed.S.  
Vice President for Student Affairs



Janet M. Bunch  
Student Services Generalist

**Contact Information:**

Student Affairs  
A.T. Still University  
660.626.2236  
mostudentaffairs@atsu.edu

Bulletin boards are strategically placed throughout campus in order to provide an effective means of sharing appropriate information and announcements. Contact Student Affairs at 660.626.2236 or email [mostudentaffairs@atsu.edu](mailto:mostudentaffairs@atsu.edu). Staff will post and remove information. The locations of bulletin boards managed by Student Affairs are:

- Information Hallway, first floor, TBR
- Outside of McCreight and Couts Classrooms, first floor, TEC
- Information Tower, Centennial Commons , TEC
- First and second floors, CITC

### **Guidelines:**

- A draft of the announcement must be presented to the student services generalist for approval or needed revisions before final copy is printed and presented for posting by the student services generalist.
- All items posted must be stamped approved and dated for removal by the student services generalist.
- All information must provide a direct benefit for ATSU students and employees or be sponsored by an ATSU office or affiliated organization.
- Only officially-recognized student organizations and ATSU offices are allowed to have their information posted, as well as others, as deemed appropriate by Student Affairs.
- Information must have a sponsor name and contact phone number or email address listed.
- Date-sensitive information will be posted no more than 10 days before the event and dated for removal the first working day following it.
- Items that are not date sensitive (information of a general nature, such as opportunities in the field of emergency medicine) will be dated for removal at the discretion of Student Affairs staff.
- Materials will be posted according to the labeled sections on the boards.
- Information cannot be placed on entrance/exit doors, windows, frames, walls, class room doors, etc. Any found will be removed immediately.

Many organizations engage in drives to collect items or conduct fundraisers/sales in order to support a charitable organization or important cause. Such philanthropic endeavors are encouraged; however, the guidelines below must be followed for the welfare and appearance of the campus and its constituents.

### **Guidelines:**

- Any organization or group wishing to host a collection drive or fundraiser on campus must complete an application, which is available in this Guide; in the Guide on the ATSU website; or from Student Affairs. It must be completed and returned to Student Affairs.
- The collection drive box location is designated by Student Affairs in the Centennial Commons. Fundraisers and sales will be located in the Centennial Commons as well. (For information regarding guidelines and reservations, see pages 19-21.)
- Collections will be allowed for a specific period of time, with a maximum of four weeks, when appropriate. The length of the sale/fundraiser will be left up to the discretion of Student Affairs.
- The appropriate, completed application must be returned to the student services specialist who has the responsibility of approval.
- The collection box must be submitted to Student Affairs. Staff will mark it for approval and add the date when the drive concludes and the organization must remove it.
- The person or organization applying has the responsibility to regularly check their collection box and remove materials collected, especially those containing foods/liquids, as the box becomes full.
- For food wrappers/lids collected, donors must be asked to thoroughly remove food/liquid before contributing them.
- Collection of items believed to pose a safety or health concern will not be allowed.

An online request form is available at [http://mosga.atsu.edu/?page\\_id=27](http://mosga.atsu.edu/?page_id=27)

**Request Form**

Name \_\_\_\_\_

Office held \_\_\_\_\_

Phone \_\_\_\_\_

Email address \_\_\_\_\_

Organization \_\_\_\_\_

Purpose of the drive \_\_\_\_\_

Type of items being collected \_\_\_\_\_

\_\_\_\_\_

Begin date for collection drive \_\_\_\_\_

End date for collection date \_\_\_\_\_

I agree to follow the guidelines for collection drives, including regularly checking the collection bins and removing items when they are becoming full and removing all items on the end date I've specified here.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Office use only**

Approved by \_\_\_\_\_ Date \_\_\_\_\_

Recommendations for approval \_\_\_\_\_

\_\_\_\_\_

Comments \_\_\_\_\_

\_\_\_\_\_

Online reservation request form: [http://mosga.atsu.edu/?page\\_id=27](http://mosga.atsu.edu/?page_id=27)

**Complete and return to the Department of Student Affairs.**

# Fundraiser/Sales Request Form

## Request Form

Name \_\_\_\_\_

Office held \_\_\_\_\_

Phone \_\_\_\_\_

Email address \_\_\_\_\_

Organization \_\_\_\_\_

## Description of Fundraiser or Sales

Proposed item(s) for sale (*be specific, include example if possible.*)

\_\_\_\_\_  
\_\_\_\_\_

Dates you wish to conduct sales/projects \_\_\_\_\_

Cost of item(s) \_\_\_\_\_

Proceeds and profits to go to \_\_\_\_\_

Location(s) you wish to use for fundraiser or sales \_\_\_\_\_

\_\_\_\_\_

Provide name, address, phone #, website address, etc., of company where items were or will be purchased

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Have you checked with Matthews Bookstore as a source \_\_\_\_\_

### Office use only

Approved by \_\_\_\_\_ Date \_\_\_\_\_

Recommendations for approval \_\_\_\_\_

\_\_\_\_\_

Comments \_\_\_\_\_

\_\_\_\_\_

Online reservation request form: [http://mosga.atsu.edu/?page\\_id=27](http://mosga.atsu.edu/?page_id=27)

Complete and return to the Department of Student Affairs.



## Guidelines:

- All information submitted for the digital signs must provide a direct benefit to ATSU students and employees or be sponsored by an ATSU office or affiliated organization.
- Students, faculty, and staff wishing to communicate information through digital signs must complete a request form and submit it to Student Affairs, along with the completed template or PDF of the message to appear.
- The request and copy for the signs must be submitted a minimum of three working days before the requested viewing date.
- Student Affairs staff must approve the request before the information will be displayed on the digital signs.
- Staff will be available to add information to the digital signs during normal working hours, 8 a.m.-5 p.m., Monday through Friday, excluding holidays and University-wide closures.
- Date-sensitive information will be posted no more than one week before the event and removed the first working day after the event. Information that is not date sensitive will be added to signs and dated for removal at the discretion of Student Affairs staff.
- Student Affairs will not post information for programs/events that promote irresponsible alcohol consumption during the event.
- The sponsoring organization or office must be clearly identified in the announcement, with a contact name and phone number or email address.
- The sponsoring organization or office is responsible for researching and gaining approval to use any copyright images that appear on the digital display.
- Any information submitted in the form of a PowerPoint (PPT) slide(s) should comply with the following dimensions. Directions on how to change PPT settings in order to comply with this guideline are listed below. If requested, Student Affairs will provide a template that can be used.

PowerPoint usually defaults to 4:3, unless you are working on a wide-screen laptop. The way to change that is to go to the “Design” tab in PPT and click on the “Page Setup” button on the far left. On the dialog box that pops up, you can enter in a custom width and height for the slideshow. A width of 26.67” and a height of 15” will give us the resolution that we need to output the PPT into a high definition image for the widescreen digital signs.
- Student Affairs reserves the right to edit, accept, or decline all requests.

Online reservation request form: [http://mosga.atsu.edu/?page\\_id=27](http://mosga.atsu.edu/?page_id=27)

## Request Form

Name \_\_\_\_\_

Office held \_\_\_\_\_

Phone \_\_\_\_\_

Email address \_\_\_\_\_

Organization \_\_\_\_\_

Complete description of event/activity/service to be promoted \_\_\_\_\_

\_\_\_\_\_

Begin date for information to appear \_\_\_\_\_

Date when information can be removed \_\_\_\_\_

Send to [mostudentaffairs@atsu.edu](mailto:mostudentaffairs@atsu.edu) a PDF of sign copy or the template provided by Student Affairs with all the information added to it (see guidelines for details).

Online reservation request form: [http://mosga.atstu.edu/?page\\_id=27](http://mosga.atstu.edu/?page_id=27)

In order to abide by fire safety codes, to keep hallways hazard free, and to provide consistent locations for information, all posters and easels are placed in a designated, high-traffic area in the Commons. Academic Technologies staff and Student Affairs will help organizations and individuals in complying with this guideline.

## **Guidelines:**

- Organizations wishing to place a poster on campus must complete a request form, which is available in this Guide, in the Guide appearing on the ATSU website, or the online reservation form, and submit it to Student Affairs.
- For posters to be placed in the CITC, please fill out the form and return it to Susan Coon in Academic Affairs.
- Student Affairs must approve the request and stamp the posters before they can be placed in the Commons.
- All information must provide a direct benefit to ATSU students and employees or be sponsored by an ATSU office or affiliated organization.
- Date-sensitive information will be posted no more than a week before the event and dated for removal the first working day after the event. Information that is not date sensitive will be dated for removal at the discretion of Student Affairs.
- The sponsoring organization must be clearly identified on the poster, with a contact name and phone number or email address.
- The sponsoring organization is responsible for researching and gaining approval to use any copyright images that appear on the poster.
- A representative of the sponsoring organization is responsible for removing the poster and returning the easel to academic technologies on the end date specified.
- Organizations reserving the Commons for an event can move poster(s) if they provide a hazard or distract from the event. However, representatives must return the poster(s) to its location immediately following the event.

Online reservation request form: [http://mosga.atsu.edu/?page\\_id=27](http://mosga.atsu.edu/?page_id=27)

**Request Form**

Name \_\_\_\_\_

Office held \_\_\_\_\_

Phone \_\_\_\_\_

Email address \_\_\_\_\_

Organization \_\_\_\_\_

The purpose of the poster is to promote \_\_\_\_\_

\_\_\_\_\_

I agree to set up the poster on \_\_\_\_\_ and to remove it and return the easel(s) to Academic Technologies on \_\_\_\_\_

I have researched and gained approval to use any copyright images appearing on the poster.

I further agree to the other specified guidelines.

\_\_\_\_\_  
*Signature of Organization Representative* *Date*

Online request form: [http://mosga.atsu.edu/?page\\_id=27](http://mosga.atsu.edu/?page_id=27)

**Please return to the Department of Student Affairs for posters to be placed in the Commons.**

**For posters to be placed in the CITC building, please return this form to Academic Affairs.**

Many offices and staff members across campus have responsibility for managing/reserving rooms and areas. A complete listing of the facilities, as identified by the ATSU facilities committee, is maintained on the ATSU portal. The following rooms/areas are the responsibility of Student Affairs and staff should be contacted for reservations.

**Hallways are not acceptable locations for any event/meeting due to fire codes. Easels and/or tables are not allowed to be set up in hallways. For more information on this matter or suggestions of proper locations, please contact Student Affairs at 660.626.2236 or email [mostudentaffairs@atsu.edu](mailto:mostudentaffairs@atsu.edu).**

**Couts Learning Center (CLC), first floor**

- Casner Alumni Lounge

*Available daily, 7 a.m. to midnight. Available for reservation. Food and drinks allowed, if prior approval is received.*

**Gutensohn Osteopathic Health & Wellness Clinic (GOHWC), lower level**

- Mehegan Classroom Hallway
- Student Organizations Storage Cabinets (across from Mehegan Classroom)

**Memorial Hall (MH), third floor**

- Alumni Hall Study, Room #300

*Available daily, 7 a.m. to midnight. Meetings will be scheduled in this room only as a last resort. The person reserving this room is required to post a sign on the door at least 24 hours prior to the meeting, giving students advance notice the room will be in use. Drinks allowed.*

**Thompson Campus Center (TCC)**

- Gymnasium

*Open daily. Available for reservation. Food and beverages allowed, if prior approval is received.*

**Timken-Burnett Research Building (TBR)**

- Information Hallway, first floor
- Student Quiet Study Lounge, lower level
- Multi-Purpose Conference Room, first floor (across from the SGA Office)
- Student Recreation Lounge, first floor

*Open 24 hours a day. Not available for reservation. Drinks allowed.*

*Open daily, 8 a.m. to 5 p.m. Available for reservation.*

*Open 24 hours a day. Not available for reservation. Food and drinks allowed.*

**Tinning Education Center (TEC), first floor**

- Centennial Commons

*Open 24 hours a day. Available for reservation.*

- Still Station

*Open 24 hours a day. Available for reservation.*

- Kitchen Korner

*Open 24 hours a day. Available for reservation. Food and drinks allowed.*

- Classroom and Bookstore Hallway

**Contact for reservation:**

Department of Student Affairs

A.T. Still University

660.626.2236

mostudentaffairs@atsu.edu

The following are other academic facilities available to reserve for education activities and meetings. Also listed are the names of the staff members responsible for making a reservation and their contact information.

**Couts Classroom**

**Howard Wing Breakout Rooms #1 - #20**

**Room #357**

**McCreight Classroom**

**Room #357A**

**Mehegan Classroom**

**Stukey Hall**

*Contact: Lois Epperson • 626.2015 • lepperson@atsu.edu*

**Heritage Hall**

*Contact: Office manager or education coordinator, Museum of Osteopathic Medicine<sup>SM</sup> • 626.2359*

*museum@atsu.edu*

## Connell Information Technologies Center (CITC)

### ITV Breakout Room

Contact\*: Kay Morlan • 626.2376 • kmorlan@atsu.edu

### Adatia Group Room

### Peterson Group Room

### Drew Group Room

### Swofford Computer Classroom

### Maxfield Group Room

Contact\*: Leisa Walter • 626.2345 • lwalter@atsu.edu

For all other space within the CITC that can be reserved:

Contact\*: Lois Epperson • 626.2015 • lepperson@atsu.edu

\* They can provide general information and guidelines for use of the space. Lois Epperson will place work orders for the areas she reserves to facilities if the club needs one.

## Couts Learning Center

### Casner Alumni Lounge, first floor

Students and employees are welcome to use this Lounge, following the guidelines that appear below. All who use it are asked to be respectful of the space and furnishings. This Lounge was made possible by a generous gift of an alumnus and is managed by Student Affairs. It is available for reservation by contacting Student Affairs at 626.2236 or by emailing mostudentaffairs@atsu.edu.

#### Guidelines:

- The Lounge is available daily, 7 a.m. to midnight.
- Food and nonalcoholic beverages are allowed, if prior approval is received.
- No furniture or equipment may be moved, removed, or added to the Lounge without the knowledge and prior approval of Student Affairs.
- Any special equipment needs will have to be made with the appropriate office/vendor by the individual reserving the Lounge.
- It is the responsibility of the users of the Lounge to keep it clean, conserve resources, keep the furniture in order, and pick up any decorations and/or materials at the conclusion of the event. Student Affairs is responsible for taking whatever corrective action may be necessary to resolve problems in this area.
- The Lounge is an alcohol-free facility.

### **Memorial Hall**

#### **Alumni Hall Study, second floor**

The general purpose of the Alumni Hall Study is to provide a quiet area where students can study. It is managed by Student Affairs.

#### **Guidelines:**

- The Study is available for quiet study by students daily, from 7 a.m. to midnight.
- Drinks are allowed, but food is not.
- University meetings will be scheduled in this room only as a last resort.
- If the room is reserved, the person reserving it is required to post a sign on the door at least 24 hours prior to the meeting, giving students advance notice the room will be in use.
- No furniture or equipment may be moved, removed, or added, either temporarily or permanently, without the knowledge and approval of Student Affairs.
- It is the responsibility of the users of the Study to keep it clean, conserve resources, keep the furniture in order, and pick up trash. Student Affairs is responsible for taking whatever corrective action may be necessary to resolve problems in this area. Additional action, based upon the Behavioral Code of Conduct in the University Student Handbook, will be initiated, if required.
- In order to make the Study a comfortable space available to all students, items cannot be left unattended. Any items left will be collected daily by Environmental Services staff and turned over to security where they can be picked up. Staff will not be responsible for any damage and/or loss of items.
- The Study is an alcohol-free facility.



## **Thompson Campus Center**

### **Guidelines:**

- Reservations for an event must be made at least three weeks in advance by calling the TCC, 660.626.2213, or sending an email to [lcrossgrove@atsu.edu](mailto:lcrossgrove@atsu.edu).
- Written notice of cancellation of the event must be made at least 48 hours in advance.
- Those who use the TCC are expected to be respectful of the space and furnishings, pick up any decorations and/or other materials brought into the TCC for the event, and abide by these guidelines.
- Request for approval to have the event catered must be given to TCC staff at least three weeks in advance of the event.
- A request to serve alcohol during the event must be made three weeks in advance. The vice president for student affairs will act upon requests to serve alcohol. ATSU's policy, General Order 95-101, Alcoholic Beverage Consumption in ATSU Facilities, must be followed.
- Furniture and/or equipment may not be moved, removed, or added without the knowledge and prior approval of TCC staff.
- Any special equipment needs must be made by those reserving the TCC with the appropriate office/vendor.
- Those reserving the space and hosting the event accept liability for the event.
- The maximum number of participants allowed in the TCC at any one time will be 1,200 without seating and 600 with seating, in compliance with fire code rated capacity for the space.

**Request Form**

Contract No. (completed by TCC staff) \_\_\_\_\_

Date of reservation \_\_\_\_\_

Name \_\_\_\_\_

Office held \_\_\_\_\_

Phone \_\_\_\_\_

Email address \_\_\_\_\_

Organization \_\_\_\_\_

Event name and description \_\_\_\_\_

Date requested \_\_\_\_\_

Begin time \_\_\_\_\_ End time \_\_\_\_\_

Equipment or special set ups needed \_\_\_\_\_

I am requesting approval for a vendor to serve food and non-alcoholic beverages in the TCC.

The vendor being used is \_\_\_\_\_

Vendor's phone number \_\_\_\_\_

Vendor's email \_\_\_\_\_

My signature below indicates that I agree to the terms and conditions given to me and that I am authorized to accept them on behalf of the company or organization listed.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Complete and return to:**

Thompson Campus Center  
A.T. Still University  
800 West Jefferson Street  
Kirksville, MO 63501  
660.626.2213 | 660.626.2071 fax  
lcrossgrove@atsu.edu

Online reservation request form for Thompson Campus Center: <https://spreadsheets0.google.com/a/atsu.edu/viewform?hl=en&hl=en&formkey=dHpLTWpoX09qUIZ1TFROaGIwS3ZzZkE6MA#gid=0>

## Timken-Burnett Research Building (TBR)

### Student Quiet Study Lounge, first floor

The general purpose of the Student Quiet Study Lounge is to provide a quiet area where students can study. It is managed by Student Affairs.

#### Guidelines:

- The Lounge is available for quiet study by students 24 hours a day, 7 days a week.
- Drinks are allowed, but food is not.
- The Lounge cannot be scheduled for any meetings or events.
- No furniture or equipment may be moved, removed, or added to the Lounge, either temporarily or permanently, without the knowledge and approval of Student Affairs.
- It is the responsibility of the users of the Lounge to keep the facilities clean, conserve resources, keep the furniture in order, and pick up trash. Student Affairs is responsible for taking whatever corrective action may be necessary to resolve problems in this area. Additional action, based upon the Code of Behavioral Standards in the University Student Handbook, will be initiated, if required.
- In order to make the Lounge a comfortable space available to all students, items cannot be left unattended. Any items left will be collected daily by Environmental Services staff and turned over to security where they can be picked up. Staff will not be responsible for any damage and/or loss of items.
- The Lounge is an alcohol-free facility.

### Multi-Purpose Conference Room (MPCR) , first floor

Students are welcome to use the MPCR, following the guidelines that appear below. Please be respectful of the space and furnishings. Student use is first priority; however, the MPCR may be scheduled by others on a second priority basis. The MPCR is under the management of Student Affairs. Contact Student Affairs at 660.626.2236 or email [mostudentaffairs@atsu.edu](mailto:mostudentaffairs@atsu.edu) for reservations.

#### Guidelines:

- The Room is available daily, from 8 a.m. to 5 p.m., for reservation. Special arrangements and approval is needed for other times.
- Food and nonalcoholic beverages are allowed.
- No furniture or equipment may be moved, removed, or added to the room without the knowledge and prior approval of Student Affairs.
- Any special equipment needs will have to be made with the appropriate office/vendor by the individual reserving the room.

- It is the responsibility of the users of the MPCR to keep it clean, conserve resources, keep the furniture in order, and pick up any materials at the conclusion of the event. Student Affairs is responsible for taking whatever corrective action may be necessary to resolve problems in this area.
- The MPCR is an alcohol-free facility.

### **Student Recreation Lounge, first floor**

The general purpose of the Student Recreation Lounge is to provide an area where ATSU students, faculty, and staff can relax, recreate, and socialize individually or in small groups. The Lounge is managed by Student Affairs, in cooperation with the Student Government Association.

#### **Guidelines:**

- The Lounge is available for use 24 hours a day.
- No furniture, equipment, games, etc., may be moved, removed, or added, either temporarily or permanently, without the knowledge and approval of Student Affairs staff.
- The Lounge is a recreation and social area, so it is not considered a quiet study area.
- The Lounge may not be reserved for personal activities or events such as birthday parties, showers, meetings, special programs, etc.
- Children must be accompanied and supervised by an adult.
- It is the responsibility of the users of the Lounge to keep the facilities clean, conserve resources, keep the furniture in order, and pick up trash. Student Affairs, in cooperation with the Student Government Association, is responsible for taking whatever corrective action may be necessary to resolve problems in this area. Additional action, based upon the Code of Behavioral Standards within the University Student Handbook, will be initiated, if required.
- The Lounge is an alcohol-free facility.

## Tinning Education Center

### Centennial Commons/Still Station/Kitchen Korner, first floor

Students and employees are welcome to use these facilities, but must follow the guidelines listed here. The spaces are open 24 hours a day. Food and beverages are allowed where indicated, and any kind of gathering/event or other use of these spaces requires a reservation made in advance. Student Affairs manages these spaces.

To reserve any of these, contact Student Affairs by phone or email (information listed here) or complete and submit the online request form. All who use it are asked to be respectful of the space and furnishings.

#### Guidelines for Centennial Commons

- The Commons is open daily, from 6 a.m. to 10 p.m.
- Those who use the Commons must follow policies and responsibilities as outlined in ATSU Policies Manual, General Order No. 95-102.
- Catered events require prior approval.
- No furniture or equipment may be moved, removed, or added without the knowledge and prior approval of the Student Affairs staff. After approval has been given, those reserving the space will need to make arrangements for any special set-up needs with Facilities staff and/or outside vendor, if that is required.
- Any additional equipment needs will have to be made with the appropriate office/vendor by the individual reserving the Commons.
- It is the responsibility of the users of the Commons to keep it clean, conserve resources, and make sure any furniture moved is returned to its original location. (A floor plan of the Commons can be provided upon request.) At the conclusion of the event, those reserving the space are responsible for seeing that the space is clean, all decorations and/or materials brought into the space for the event are removed, and all furnishings have been returned to their original location. Student Affairs is responsible for taking whatever corrective action may be necessary to resolve problems in this area.

#### Guidelines for Still Station

Still Station is in a high-traffic location and is designed for ATSU student organizations, offices, and others to use to sell/promote/hand out materials geared to students, faculty, and/or staff. Use of Still Station is by reservation, only, and these guidelines must be followed.

Still Station is available for reservation Monday through Friday, 8 a.m. to 5 p.m.

- A reservation is required to use Still Station.
- A maximum of two people can utilize the Station at the same time.
- To assist in reservations, all times slots will be limited to an hour unless authorized by Student Affairs.

- Posters approved prior to reservation may be displayed on the Station counter during the reserved time.
- All who use it are asked to be respectful of the space and furnishings. No materials can be taped or attached to the desk, furniture, walls, etc., at any time.
- At the conclusion of the reservation, those reserving it are responsible for seeing that the space is clean and all decorations and/or materials brought into the space are removed.

### **Guidelines for Kitchen Korner**

- Kitchen Korner is designed to provide space for serving food and beverages.
- A reservation is required to use the space.
- Posters approved prior to reservation may be displayed on the Station counter during the reserved time.
- At the conclusion of the reservation, those reserving it are responsible for seeing that the space is clean and all decorations and/or materials brought into the space are removed.
- Those who wish can leave food/beverages left over from their event in Kitchen Korner for students and employees to enjoy. However, for health and liability reasons, they cannot be left out for more than two hours. Those who do leave food and beverages out for others must return within the required two-hour time frame to clean up the space and dispose of the remaining food and beverages.

Online reservation request form for Commons, Still Station, and/or Kitchen Korner:  
[http://mosga.atsu.edu/?page\\_id=27](http://mosga.atsu.edu/?page_id=27)

### **Contact information for Student Affairs:**

Department of Student Affairs  
A.T. Still University  
660.626.2236  
mostudentaffairs@atsu.edu

**Request Form**

Requested Location (check all that apply):

- Entire Centennial Commons
- North Side of Commons
- South Side of Commons
- Still Station
- Kitchen Korner

Name \_\_\_\_\_

Office held \_\_\_\_\_

Phone \_\_\_\_\_

Email address \_\_\_\_\_

Organization \_\_\_\_\_

Event name and description \_\_\_\_\_

\_\_\_\_\_

Date requested \_\_\_\_\_

Begin time \_\_\_\_\_ End time \_\_\_\_\_

Estimated event attendance \_\_\_\_\_

Online reservation request form: [http://mosga.atsu.edu/?page\\_id=27](http://mosga.atsu.edu/?page_id=27)

**Complete and return to the Department of Student Affairs**

## **Memorial Hall, third floor**

### **Alumni Hall Study, Room #300**

*Available daily, from 7 a.m. to midnight. Drinks allowed.*

*Contact [mostudentaffairs@atsu.edu](mailto:mostudentaffairs@atsu.edu)/626.2236*

## **Timken-Burnett Research Building, lower level**

### **Study Quiet Study Lounge**

*Open 24 hours a day; drinks allowed.*

*Contact [mostudentaffairs@atsu.edu](mailto:mostudentaffairs@atsu.edu)/626.2236*

## **Howard Wing, second floor**

### **Breakout Rooms #1-#20**

*Contact [lepperson@atsu.edu](mailto:lepperson@atsu.edu)/626.2015*

## **Connell Information Technologies Center, first floor**

### **Adatia Group Room**

### **Drew Group Room**

### **Maxfield Group Room**

### **Peterson Group Room**

### **Swofford Computer Classroom**

*Contact [lwalter@atsu.edu](mailto:lwalter@atsu.edu)/626.2345*



**Table tents**

Table tents will not be permitted in any room or space to promote events because of the tendency for them to be left up well after the event being promoted has been completed and the fact they are easily knocked off tables onto the floors. However, table tents will be permitted for décor during an event. Representative(s) of the organization or office reserving the space and utilizing them will be expected to remove them at the conclusion of the event.

**Email Announcements to Faculty/Staff**

To request for an email to be forwarded to faculty and staff, please email [mostudentaffairs@atsu.edu](mailto:mostudentaffairs@atsu.edu) with all information including the organization's contact information, date and time of the event, brief description, and location. Only ONE email will be sent to faculty/staff per event, unless otherwise approved at the time of request. In the case where an additional email is approved, it will be a reminder email sent as close to the day prior as possible.

**Events for the Organizational Presidents Committee Google Calendar (OPC Calendar)**

To request for an event to be added to the OPC Google Calendar, please email [mostudentaffairs@atsu.edu](mailto:mostudentaffairs@atsu.edu) with all information including the organization's contact information, date and time of the event, brief description, and location. The events posted to the OPC Google Calendar will be available for the campus to view on the SGA site.

Organizations must use the ATSU Wordmark when the event/announcement is directly reflecting the university and/or its involvement. The request form should be returned to Student Affairs once it is filled out completely. Listed below are a few guidelines that were taken from the Style Guide, which is located on the web site.

**Guidelines:**

- Scanning, modifying, or recreating the wordmark is strictly prohibited.
- When sizing a graphic, do so proportionally.
- The minimum size (width) of the logo is 1-5/8" or 10 picas.
- Pantone 646 is the official university color. The wordmark should not be printed in any other blue.
- Any organization poster, t-shirt, or other item having a college or school name (i.e. KCOM, ASDOH, SHM, etc.) must also include the university wordmark, which must also have size precedence.
- Examples of unacceptable usage are found in the Style Guide.
- The final design for the item must be submitted to Student Affairs for approval before the order can be placed.

Online reservation request form: [http://mosga.atsu.edu/?page\\_id=27](http://mosga.atsu.edu/?page_id=27)

**Request Form**

Including any of its colleges (KCOM, SHM, ASHS, ASDOH, SOMA)

Name \_\_\_\_\_

Office held \_\_\_\_\_

Phone \_\_\_\_\_

Email address \_\_\_\_\_

Organization \_\_\_\_\_

**Description of Item(s)**

Proposed item(s) for sale (be specific). \*Include exact and comprehensive example.\*

\_\_\_\_\_

Dates you wish to conduct sales: from \_\_\_\_\_ to \_\_\_\_\_

Cost of item(s) \_\_\_\_\_

Proceed and profits to go to \_\_\_\_\_

Location(s) you wish to distribute item(s) \_\_\_\_\_

From whom will you purchase item(s) to sell (list name, address, phone #, website, etc.)

\_\_\_\_\_

\_\_\_\_\_

Please refer to the ATSU Style Guide on the web site and contact Communication and Marketing for the wordmarks.

**Office use only**

Approved by \_\_\_\_\_ Date \_\_\_\_\_

Recommendations for approval \_\_\_\_\_

\_\_\_\_\_

Comments \_\_\_\_\_

\_\_\_\_\_

Online reservation request form: [http://mosga.atsu.edu/?page\\_id=27](http://mosga.atsu.edu/?page_id=27)

**Complete and return to the Department of Student Affairs.**

A limited number of storage cabinets (14) are made available on a first-come, first-serve basis so organizations can store acceptable materials on campus. Storage cabinets are managed by Student Affairs, and located in the Gutensohn Osteopathic Health & Wellness Clinic.

### Guidelines

- Cabinets, which are located across the hallway from the Mehegan Classroom, are for use by officially-recognized student organizations, only, and are issued on a first-come, first-serve basis. Due to lack of space, some organizations may not be able to secure a cabinet.
- To secure an assignment, the newly-elected organization president must sign the key form. Student Affairs will then issue the key.
- Cabinets should be kept clean at all times. For sanitary and safety reasons, food, clothing, beverages, and flammable materials may not be kept in cabinets. Non-perishable, non-toxic, and non-combustible items can be stored in the storage cabinets.
- Items must be stored inside the locker. Any items left outside the cabinets will be removed and dispensed of appropriately.
- The University reserves the right to inspect cabinets for security, health, and safety reasons and, also, to dispose of inappropriate items within the cabinets and items stored outside of the cabinet, as identified here. Organization presidents will be notified no less than two weeks in advance of an inspection. At the time of inspection, all materials not stored inside storage cabinets will be removed from the room.
- No posters, stickers, or signs may be placed on cabinets.
- Loss of the key will result in a \$25 charge to replace it. Failure to return the key or not keeping the cabinet in good order will result in a monetary charge, as well as potential loss of the privilege to continue using the cabinet.
- The organization president must return the key to Student Affairs at the end of their term and sign off on the key form.
- Student Affairs staff is available to answer questions or provide more information about the cabinets and cabinet assignments.
- If organizations need more storage than available, the organization presidents will be asked to contact presidents of other organizations utilizing a storage cabinet to see if they can share. Smaller lockers may be available from the Office of the Registrar, provided extras are available and the organization does not have a storage cabinet assigned to them.

An online request form is available at: [http://mosga.atsu.edu/?page\\_id=27](http://mosga.atsu.edu/?page_id=27)

**Request Form**

I, \_\_\_\_\_, hereby acknowledge I have received the designated cabinet key listed below and agree to the guidelines. I understand this key, when issued, becomes my responsibility, is not to be duplicated, and a \$25 fee will be assessed if it is lost. This key will be returned to Student Affairs at the end of my term of office for

\_\_\_\_\_  
*Organization*

\_\_\_\_\_  
*Phone number* *Email address*

I also understand that failure to comply with the guidelines could result in the loss of cabinet privileges for the organization.

Accepted by: \_\_\_\_\_  
*Signature* *Date*

Returned by: \_\_\_\_\_  
*Signature* *Date*

Key No \_\_\_\_\_

Cabinet No \_\_\_\_\_

Online request form: [http://mosga.atsu.edu/?page\\_id=27](http://mosga.atsu.edu/?page_id=27)

**Please return to the Department of Student Affairs.**

*(Taken from the University Student Handbook)*

Students enrolled at A.T. Still University of Health Sciences are expected to adhere to a standard of behavior consistent with the standards of the institution. Compliance with institutional rules and regulations and city, state, and federal laws is expected.

Students are subject to the same civil laws as other citizens. University policies and regulations are designed to encourage intellectual and personal development of students. Students who violate the law may incur penalties prescribed by civil authorities. Students who violate University regulations in off-campus activities are subject to penalties just as if the violation occurred on campus.

Inappropriate conduct outside the provisions cited in the Code of Academic Conduct is included in the Code of Behavioral Standards.

It is not possible to enumerate all examples of behavior that would be considered inappropriate, unprofessional or not in keeping with the standards expected of a student. The following points include, but do not limit, examples of behavior that would constitute a violation of the Code of Behavioral Standards:

- Harm, abuse, damage, or theft to or of any person or property on campus grounds or property owned by any hospital/clinic, affiliated institution/organization, or individual to which the student may be assigned.
- Entering or using ATSU or hospital/clinic facilities without authorization or disrupting teaching, research, administrative, or student functions of the school.
- Conviction of a criminal offense other than a misdemeanor traffic offense.
- Participating in academic or clinical endeavors of ATSU or its affiliated institutions while under the influence of alcohol, a controlled substance, or illicit drugs.
- Improper relationships or activities involving persons entrusted to a student as part of his/her education requirements.
- Unlawful use, possession, or distribution of illegal drugs and alcohol at any time.
- Possession, use, or storage of weapons, fireworks, or explosives on University property or at a University-sponsored activity is prohibited. To avoid creating undue concerns, the use or possession of non-operational or model weapons having the appearance of actual weapons or firearms is also prohibited.
- Placing a person in needless jeopardy or unethical disclosure of privileged information.
- Behavior or grooming (on- or off-campus) which provokes a lack of respect and confidence on the behalf of the public, faculty, or colleagues.
- Abusive or disrespectful conduct toward members of the faculty, administrative or professional staff, employees, community agencies, businesses, law enforcement, students, patients, or visitors of the institution.

- Violating or disobeying the rules or guidelines of off-campus businesses, institutions, agencies, etc.
- Failure to abide by a written or oral directive from faculty, staff, security, or administration.

### **Inappropriate etiquette including:**

- Arriving late for class or making inappropriate disturbances.
- Not obtaining appropriate permission for visitors in the classroom prior to class.
- Leaving class while it is in progress for inappropriate reasons.
- Disrupting the class with pagers, cellular phones, computer games, talking, or other activities that may create distracting noise.
- Using computers for non-class-related purposes while class is in progress.

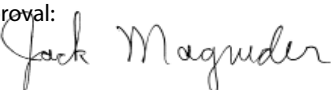
### **Unprofessional and unacceptable behaviors including:**

- Improperly using online learning tools including, but not limited to, the Internet, email, chat, news groups, forums, and list serves. Showing disrespect for an individual's privacy, computer equipment, software, and work product (data, papers, etc.).
- Computer hacking into any web site or communications system.
- Irresponsibly sharing student PINs and passwords. These are for the exclusive use of the student, and unauthorized use must not be attempted. Attempts to access or use any student PIN that is not authorized to the student are prohibited.
- Leaving items in study areas or breakout rooms for extended periods of time when absent.
- Leaving trash in classrooms or areas used for study or leisure.
- Having food or functions with food in non-designated areas.
- Posting unapproved materials or posting approved materials in an inappropriate area.
- Parking in patient or reserved spots.
- Inappropriate use of email including abusive or confrontational dialog.
- Using the University wordmark or a school's name on a poster, stationery, clothing, etc., without written permission.
- Selling items on campus in direct competition with the ATSU bookstore or food service.
- Accessing pornographic material at any time while on institution premises or using institution equipment.
- Vandalism to private or public property.

- Showing disregard or disrespect to any on- or off-campus police officer or any hospital or campus security official; any University administrator, faculty, student, or other staff member; or any co-worker in the health profession, e.g., any nurse, dentist, physician preceptor, therapist, DME, or director of student medical education as they are conducting their professional duties.
- Violation of any other established rules and regulations of ATSU, hospitals, or any affiliated institutions (as used in the above examples). Institutional premises and property shall include the premises and property of any affiliated institution where ATSU students pursue activities for academic credit.



A.T. STILL UNIVERSITY OF HEALTH SCIENCES

GENERAL ORDER	Date Effective: March 31, 1998 Reviewed: July 1, 2008	Order No: 95-101
Subject: Alcoholic Beverage Consumption in ATSU Facilities	Approval: 	Page 1 of 2

PURPOSE

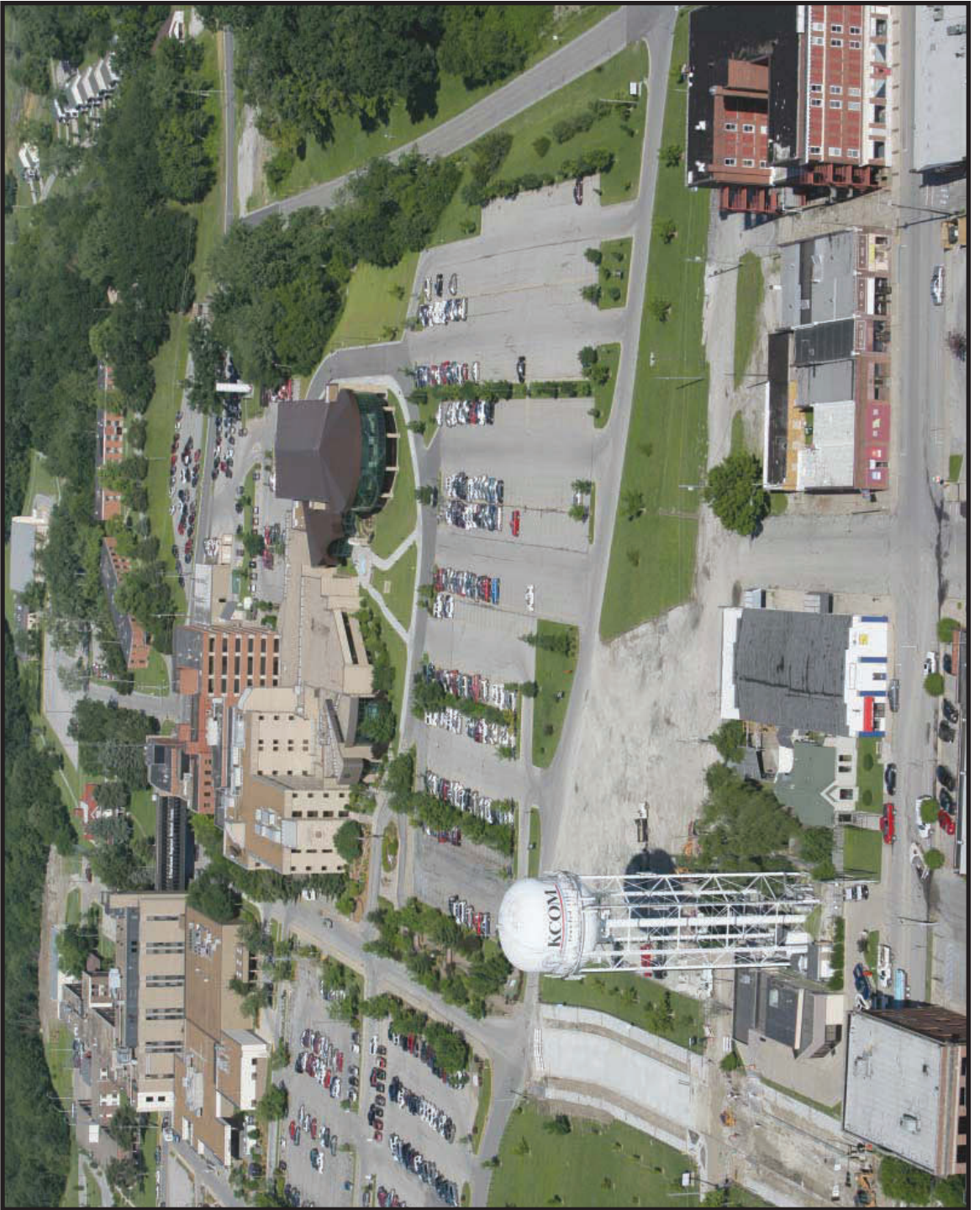
The purpose of this policy is to establish criteria for the responsible use of alcoholic beverages on the campus of the A.T. Still University of Health Sciences.

POLICY

The use of alcoholic beverages in the facilities of and on the campus of ATSU is generally limited to the Thompson Campus Center (TCC) and to wine/beer. All other alcoholic beverages are prohibited. The provision and use of wine/beer are limited by the following rules:

1. Wine/beer is permitted only with written request and approval by the director of TCC or by the President elsewhere on the campus.
2. Food must be available during the time wine/beer is served. Non-alcoholic beverages, such as soda, coffee, punch, etc., must also be available.
3. Alcoholic beverages are not allowed at any athletic event.
4. Only adults 21 years or older may consume alcoholic beverages. This is the Missouri state law. If someone under 21 years of age is knowingly being served alcohol and this fact is discovered by TCC staff or other ATSU staff, the person in charge of the event will be asked to end the event immediately. If the person does not comply with the request, campus security will be called to assist.
5. All alcoholic beverages shall be served by a designated bartender. Intoxicated persons shall be refused service. Organizations/individuals must follow guidelines established by Missouri Liquor Control Laws. Copies are available at TCC.
6. Alcoholic beverages shall be furnished by the organization or individual responsible for renting the facility. Individual members or guests are prevented from bringing alcoholic beverages to any function or activity unless approved to do so by the President.
7. Non-ATSU groups are not permitted to have alcoholic beverages at events being held at TCC due to liability issues.
8. The presence of alcoholic beverages shall be limited to the rented area or an area specified by the TCC director or President. The TCC Director can implement other restrictions for functions held at TCC.
9. A designated driver program is advisable and recommended.
10. Violation of this policy regarding the use of alcoholic beverages may result in denial of use of the TCC and any other ATSU facility.







A.T. STILL UNIVERSITY | ATSU

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