Student Organization Use of Classrooms in PSU

Academic Buildings

So you want to hold your event outside the HUB in a building designated for academic use? Here’s what you have to do...it's pretty simple:

Prologue

Please remember that classrooms are first and foremost dedicated to use for academically related activities, and you are utilizing classrooms as your venue for co-curricular activities. One of the most important requests in our increasingly green society is, “Leave no trace.” Please, for the sake of our students and faculty/staff who teach, study and learn in these academic buildings, practice these principles before, during and after your event.

The Story on using PSU academic space:

1. You or your event participants make a mess, you clean up the mess. Makes sense, right? Your “mess” includes removing any event materials or decorations that you brought in, disposing event trash in the trash barrel, wiping down the blackboard if you used it, etc. In keeping with our campus motto of “Ut Prosim,” you can give yourself props by leaving the room even cleaner than you found it, in the event the room looked less than stellar when you arrived.

2. Leave the room ready for class, which is usually lecture-style. Just tidy up.

3. Turn off lights and media-related equipment, even if they were on when you entered the space. Always leave things in their most energy-efficient state (which is OFF).

4. Lock the doors when your event is done and close any windows that were open.

5. No alcoholic beverages may be consumed in academic spaces. You know better.

AND we’ll all live happily ever after, with permission to keep using these spaces! 😊

Epilogue

Failure to keep the story straight (follow the 5 guidelines listed above) will result in losing your privilege to hold your events in academic spaces. Additionally, if you’ve really missed the story line, you may find yourself needing to ante up for any cleaning charges assessed, and those charges will be at the discretion of those who do the cleaning (Physical Plant).
Once upon a year…. 
Groups requesting academic space will need to complete this form just ONCE annually.

We understand the policy, Student Organization Use of Classrooms in PSU Academic Buildings and agree to abide by the policy in our use of any of PSU’s academic spaces. We acknowledge that use of academic classrooms for our events is a privilege and is contingent upon proper stewardship of the space so that it is maintained at a “class-ready” level of use. We also acknowledge that any failure to comply with the guidelines could result in loss of academic space usage for one full year and may also result in financial reimbursement of cleaning or repair costs, which will be determined by PSU’s Physical Plant department.

Student Organization: ____________________________

Responsible Students: ____________________________

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Signature of Advisor: ____________________________

Date and Time: ____________________________

Please return this signed form to Karen Weldon MSC #54 – PSU  (Updated 3/7/14)

Date received____________________________   Received by_______________________________________________