

**FACILITY POLICY**  
**Harper Center for Student Life and Learning**

SECTION Space Use			NO. 5.2		
ISSUED	REV.	REV.	REV.	REV.	REV.
POLICY Use of Common Areas			PAGE 1 OF 1		

**PURPOSE:** To advise users of the Harper Center for Student Life and Learning of the types of situations when the common areas in the building would be available for event usage, and the procedure for requesting them.

**SOURCE:** Harper Center for Student Life and Learning Administration

**POLICY:** Both offices and classrooms reside in the Harper Center in addition to meeting/event spaces. Requests to reserve the common areas will only be considered on a limited basis and are not guaranteed. Common areas include:

- First floor atrium outside Billy Blues Alumni Grill
- Second floor main entry and area in front of the Welcome Desk
- Hallways outside the John P. Fahey Career Center and the Creighton Center for Service and Justice
- Second floor lounge outside the Hixson-Lied Auditorium
- Third floor lounge outside room 3023
- Third floor southeast corner lounge
- Fourth floor lounge outside International Programs
- Common hallways near restrooms and elevators

A request to use these areas must be submitted and approved by a committee including the Director of the Skutt and Harper Centers, or designee, a minimum of 10 business days prior to the requested event date. Only those events that will not create a disturbance for the occupants in the building will be considered. Examples would include large events taking place in the Hixson-Lied Auditorium involving food/beverages outside of business hours, registration or display areas for large events utilizing several spaces in the building primarily outside of business hours.

Events involving amplified sound in common areas will not be approved during official business hours, during class periods, or if there are other events in the building that could be disturbed by the sound.