

To: Creighton University Student, Staff and Faculty

From: Sara Carter, Assistant Director of Skutt Student Center and Harper Centers

Subject: Updated Skutt Student Center and Harper Center Policies

Date: August 25, 2011

Welcome to the 2011-12 academic year! What a great time to be on campus! This has been a busy summer for the Skutt and Harper staff. There have been many updates to our spaces including the addition of new furniture, updated technology and the exciting addition of Mein Bowl at the Skutt Student Center. I hope that you all have an opportunity to see and enjoy the new things; I know that we had fun sprucing things up!

We have also been listening to your comments about the Skutt and Harper Building Policies and made updates to these as well. It is our hope that you will find these policies to be much more user friendly and comprehensive in nature. The updated policies can be found online on the [Skutt](#) and [Harper](#) websites. There are a few key updates that I want to point out:

- [Policy 2.7 Use of Candles](#) is a new policy.
- [Policy 2.8 Animals and Pets](#) is a new policy.
- [3.12 Regular Event Status](#) has been updated. Please watch your email for additional information if you have an event with regular event status.
- [4.1 Rental Usage Fees](#) has been updated to have consistency between the Skutt Student Center and Harper Center.
- [4.2 Cancellations](#) has been updated so that all event cancellations must be made via email or fax to the Skutt Student Center and Harper Center Reservations Office.
- [4.11 Billing Procedures](#) has been updated to direct all billing to Skutt Student Center and Harper Center Business Manager.

Please review the policies and let me know if you have any questions or suggestions.

Additionally, Sodexo has also been hard at work updating their catering menus, introducing Flavours Catering and preparing to roll out CaterTrax which will offer you the opportunity to place all orders online. The new menu options offer a wide variety of items at price points that are mindful of budgetary needs.

There will be opportunities to try new menu items, learn more about CaterTrax and talk with Catering and Events staff at the Involvement Fair on September 7<sup>th</sup> and the Catering and Events Expo on November 1<sup>st</sup>. Watch your email, Creighton Today, Student News and JayNet News for additional information on these exciting events!



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