

FACILITY POLICY
V. J. and ANGELA SKUTT STUDENT CENTER

SECTION Building Services			NO. 4.4		
ISSUED January, 1988	REV. March, 1993	REV. December, 2007	REV. March 11, 2008	REV.	REV.
POLICY Service Areas			PAGE OF 1 1		

PURPOSE: To provide a wide variety of customer friendly services to the University Community.

SOURCE: Student Center Administration

POLICY: The Skutt Student Center will strive to provide services that allow the faculty, staff and students of Creighton University access to convenient resources for a variety of needs. It is the desire of the Skutt Student Center to provide both routine daily services such as postage and newspapers as well as the latest in technical advances for our client’s convenience. Services currently available in the Skutt Student Center are:

INFORMATION DESK SERVICES:

Faxes— Faculty, staff and students of Creighton University may send and/or receive faxes. Fees apply for sending or receiving local, long-distance and international faxes.

Locker Rental— Lockers are rented on a semester basis and are located in the Southeast corner of the first level. A per-semester rental fee is applicable. To rent a locker, an application card must be filled out at the Information Desk.

Lost and Found—Any item found in the Skutt Student Center should be turned in at the Information Desk. Valuable items such as wallets, cell phones, I-pods and cameras will be locked in a safe until positive ownership can be established. Please refer to Policy 4.2 for additional information.

Newspapers/Magazines—Daily newspapers as well as a wide variety of current magazines are available for checkout. Any member of the Creighton community as well guests who are visiting the facility may obtain access to the newspapers or magazines by providing a current University ID card or a personal photo ID. There will be a limited number of daily newspapers available for purchase.

Stamps— Postage stamps are sold as a courtesy for the Creighton community.

Tickets— Tickets to events which are held both on and off campus may be sold at here. Requests to sell or distribute tickets through the Information Desk must be approved by the Business and Marketing Manager.

ATM MACHINES: There are two ATM machines in the Skutt Student Center. The Bank of the West ATM is located near the northwest entrance on the upper level. Creighton Federal has an ATM located near the computer lab in Jack & Ed's on the lower level.

CATERING: The University Dining and Catering office is located inside Suite 200 on the upper level next to Creighton Federal Credit Union's branch office. Catering office hours are 8:00AM to 4:30PM Monday through Friday.

RETAIL FOOD OUTLETS: Through the department of University Dining Services a food court, convenience shop and specialty food outlets are offered.

COMPUTER LAB: Jack & Ed's is home base for a state of the art computer lab and gaming station tables. The computer lab is under the supervision of DoIT. Also located in this area are four large flat screen monitors providing daily cable coverage as well as occasional custom programming.

CREIGHTON FEDERAL CREDIT UNION: Located on the top level of the Skutt Student Center, this branch office offers a complete line of banking services. The Credit Union is open 9:00AM to 5:00 PM, Monday through Friday, with two full-time tellers to assist you.

FAMILY RESTROOM/CHANGING STATION: Located on the lower level adjacent to Jack & Ed's, this handicapped accessible restroom provides a changing station as well as a private space for nursing mothers.

THE NEST: Located on the east side of the mid level, The Nest provides an area for students to relax and de-stress. The I-Joy chairs offer total comfort with a "human touch" massage. A pool table provides physical activity to help unwind. A large study table provides a quiet place for groups of students to meet and share ideas. The "people chairs" continue to be a favorite among students for overall comfort. A large plasma television suspended on the east wall completes the living room/recreation room atmosphere and provides Creighton students with welcome reprieve from their studies.

POSTING BOARDS: Posting Boards are located on the top and lower levels of the Skutt Student Center. They are maintained by the Student Activities Office. Outside vendors wishing to use a poster board MUST have their materials approved and stamped by a staff member of the Student Activities office. Postings for registered student organizations or university departments do not require an authorization stamp however the name of the organization or department must be printed on the poster.

WELCOME CENTER: The Welcome Center is located on the upper level of the Skutt Student Center near the main stairwell. This area is home for the student building managers, event management staff, art coordinator, marketing coordinator and the vending coordinator. A student building manager is on staff daily after 3:00PM and all hours open for operation on weekends. Our building manager team is comprised of highly trained student staff. They have been trained extensively and are experienced in every aspect of operations in the student center. Their hours are parallel to those of the building. Someone is on duty at all times. A building manager can be reached at 280-1491. Our event management staff is responsible for all room set-ups. An event management staff member can be reached at 280-1700 during normal hours of operation, or through the building manager on duty, at the number listed above, during evening and weekend hours. The art coordinator, marketing coordinator and vending coordinator have varying schedules, but can also be located by calling the two numbers listed above.

WALL OF DISTINCTION: Signifies the outstanding achievements of Creighton's student body and community. It is located on the top level of the Skutt Student Center, adjacent to the west entrance to the Kiewit Fitness Center. The wall provides recognition for individual student awards and those presented by students to members of Creighton's community. The Student Center Advisory Board has the responsibility for selection of awards to be placed on the Wall of Distinction. A large screen television is located in the southeast alcove adjacent to the Wall of Distinction.

LEISURE TIME AND OPEN SPACES: Anchored by the Fireplace Lounge and a three story atrium capped with a full skylight the facility allows for locations of leisure activities.

ADMINISTRATIVE OFFICES: Located next to Creighton Federal Credit Union on the upper level of the Skutt Student Center, the administrative offices house the director, assistant director, associate operations manager and the reservations and event planning manager. The reservations department is located immediately inside office number 200. All events held in the Skutt Student Center as well as events held at most outdoor locations on campus are scheduled through the reservations department.

ART GALLERY: An art gallery wall on first level is available for numerous displays by guest artist, Skutt Student Center owned artwork and educational opportunities. Arrangements are made through the office of the student art coordinator.

PIANOS: Two pianos are housed in the facility. A baby grand on the ground level in the Fireplace Lounge and a spinet on first level adjacent to the lobby of Rooms 104/105. Both units may be reserved for special events or when not reserved can be

used for open play-time.

BALLROOM AND MEETING ROOMS: A variety of meeting rooms and a large ballroom can be reserved for events and set to the wishes of the client. The reservations/event planning office is located in the main office suite on second level.

CREIGHTON STUDENTS UNION: The Creighton Student Union executive offices are located in room 107 which is within the Student Activities office suite. The president of the Creighton Student Union, the vice president for finance, the vice president for programming and the vice president for student services are housed in this area. CSU office hours are 8:00 a.m. to 4:30 p.m. Monday through Friday.

STUDENT ACTIVITIES OFFICE: Room 110, located on the mid-level of the Skutt Student Center houses the Student Activities Office, which oversees all registered student organizations including Greek life. This office provides a large assortment of resources for student use including, but not limited to, computers, printers, copy machine, banner paper, markers, letter presses, and a laminator. The Student Activities Office is open from 8:00 a.m. through 10:00 p.m. Monday through Wednesday and 9:00 a.m. through 4:30 p.m. on Thursday and Friday. This office is closed on Saturday and Sunday.

As stated in the mission statement of the facility – “.....it seeks to effectively manage its facilities and services and be responsive to the changing needs of the campus population while instilling a strong foundation for student and campus growth.”

Signature/Date
Skutt Student Center Advisory Board Member

Signature/Date
Vice President for Student Services or
Designated Representative

[4.4BuildingServices]