

FACILITY POLICY
V. J. and ANGELA SKUTT STUDENT CENTER

SECTION Space Use			NO. 7.3		
ISSUED February, 1988	REV. April 11, 2003	REV. January 20, 2009	REV.	REV.	REV.
POLICY Reservable Space			PAGE 1 OF 2		

PURPOSE: To inform users of the Skutt Student Center about which areas of the building are reservable for meetings and events.

SOURCE: Skutt Student Center Advisory Board

POLICY: The privilege of reserving the Skutt Student Center facilities is extended to registered student organizations and University departments, faculty, staff, students, alumni and any non-University individuals or groups which are concurrent with Creighton University's mission, as determined by Director of the Skutt & Harper Centers. The Skutt Student Center facilities are available for meetings, receptions, lectures, banquets, workshops, and other student, department, and University programs. The only locations that can be reserved for meetings and events are:

- Room 209 (second level).
- Room 104 (first level).
- Room 105 (first level).
- 104 and 105 foyer (first level between rooms 104 and 105) is available for use as a reception or buffet area when using Rooms 104 and 105.
- Ballroom (ground floor). Seating capacity will vary depending on setup requirements. The Ballroom is a multi-purpose room that can be used as a large banquet hall or divided into seven small meeting rooms. The following floor plans are available:
 - Entire Ballroom
 - Ballroom West
 - Ballroom Center, which can be divided into Rooms A, B, C.
 - Ballroom East, which can be divided into Rooms D, E, F.
- Distribution Area (second level) is located at the Welcome Center. This space is available for reservations and will serve as a distribution center. Examples: student paycheck distribution, credit applications, ticket sales, and other related activities.

- Wall of Distinction (second level) is located at the Kiewit Fitness Center entrance. This space will serve as a display/lobby area.
- Outdoor Stage (Kidney Bean) is located on the northwest corner of the Skutt Student Center lawn. The stage measures 12' x 35' and is equipped with four electrical outlets (110 volts).
- Exterior balconies are located:
 - Off Room 209 on the second level.
 - Off Rooms 104 and 105 on the first level.
 - Off Wareham Court on the ground level.
 - Northeast upper level patio.

Activities scheduled on the balconies and patios cannot conflict with activities scheduled in adjoining meeting rooms.

- Art Wall is located on the first level. This area is available to Creighton faculty/students who wish to exhibit art.
- Fireplace Lounge/East Grand Stairway (ground level).
- Sub Balcony located adjacent to the Nest must be reserved in conjunction with an event in the Fireplace Lounge.
- Wareham Court (east and west) are preset food service seating spaces that are available for meetings "as is" by special request and arrangements only.

 Signature/Date
 Skutt Student Center Advisory Board Member

 Signature/Date
 Vice President for Student Services
 Or Designated Representative