

Student Experience Center 112 – Space Use Policy and Process Document

The SEC 112- Involvement Lounge is an engaging and inclusive space that connects students with transformative, experiential learning opportunities, while increasing student knowledge and use of the Student Experience Center (SEC).

The Student Leadership and Involvement (SLI) program operates in this space Monday-Friday during the Academic year. This space is open during SEC open hours and staffed by SLI team members during high use and programming hours. Both active and passive programming is critical to realizing the intention of the Involvement Lounge. In addition to the programs and activities hosted by SLI, all SEC occupants are invited to host programs in SEC 112 that contribute to the space being a high-energy and heavily utilized destination spot for students. All programs held in the space must promote one or more of the following outcomes:

- awareness of campus-based engagement opportunities
- active/creative self-discovery or identity development
- reflection on one's experiences
- personal balance and learning healthy modes of engagement
- understanding what it means to be an active and contributing member of a community
- sense of connection and belonging in the SEC and at OSU

In addition, all events are expected to be student-focused and open to the public, with the understanding that the Involvement Lounge will not close for any activities during SEC building hours. Availability and request for use during building hours can be made through the EMS reservation system.

SEC 112 can be reserved for after hours and weekend use by SEC department occupants. All use must be in support of the programs of the reserving department and at least one staff member must be present at all times. The scope of the program will determine if it is necessary for the building to be open and staffed and a fee assessed. The SEC Building Manager will review all requests and confirm the reservation, if available, within 48 hours of submission, Monday through Friday. Weekend submissions will be reviewed by Tuesday at the latest.

While hosting programs, please keep in mind that event services staff are not available in the SEC, so the SEC Department hosting the activity is responsible for setting up the room as desired and for restoring the room to its original condition upon conclusion of the activity. If utilization of technology is planned, all users must be given a tutorial of the video and sound systems in the space in advance of the day of the scheduled activity. All Involvement Lounge staff can provide this tutorial during the scheduled staffing hours of the lounge and SEC Welcome Desk staff can provide it when no Involvement Staff are available.

Process:

1. Submit request for reservation through the on-line event management system (EMS)
 - Include a description of how your proposed program meets one or more of the above listed outcomes.
2. Review email correspondence regarding the reservation request.
3. Do a space orientation including a technology tutorial with the Involvement Lounge or Welcome Desk staff in advance of the day of your scheduled event.
4. Provide any additional requested information, including payment when required, by deadlines.