

RSO Guidelines

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GENERAL INFORMATION

Registered student organizations (RSO's) may reserve areas for meetings, conferences, car washes, showcases and outdoor signs. The Rankin Student Center, Academic Buildings and G. Mennen Williams Auditorium may be used. A delegated booker must be selected and a reservation form filled out before rooms can be reserved. The delegated booker is responsible for reservations, cancellations, changes and confirmation slips. **All paperwork is handled through Rankin Student Center 243 between 8:00 am and 5:00 pm Monday-Friday.**

Making a Reservation Request

1. A reservation form can be picked up in the Student Center Office (room 243). We will try to meet your needs based on the information you have provided us on the request form. Fill in all portions of the form. The bottom of the form must have the President and Campus Advisor's signatures in order to be processed.
 2. Give a first, second and third choice for location (rooms will be assigned according to group size) and for dates requested. 3rd Choice may indicate any room available.
 3. **Fill in the exact dates the room is needed.** Do not list dates during breaks or exam week. General business meetings for the group may be reserved on one reservation sheet for the entire academic year.
 4. Check the equipment that is needed. **Equipment is only available in the Rankin Student Center.** Return the completed form to Rankin Center (room 243). The requests are processed on a first come, first serve basis.
 5. **The reservation is NOT confirmed until you receive a confirmation slip in the organization's box or file at the Rankin Information Center (RC 175).**
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CANCELLATION/NO SHOW POLICY

1. **Dome Room - \$50.00** for less than **one-month** notice of cancellation or for not showing up for a reservation.
2. **Rankin Meeting Rooms - \$25.00** will be charged for less than 48 hours notice of cancellation or for not showing up for a reservation.
3. **Showcases, outdoor signs, atrium and browsing tables** require 48 hours notice.

RANKIN STUDENT CENTER SPECIFICS

1. The Rankin Student Center is a **smoke-free** building.
2. Rankin Student Center hours are:

During Semester (academic school year)	7 Days a Week from 8am to Midnight
During Semester Breaks	8:00 am – 6:00 pm Monday-Friday
	Closed Saturday and Sunday
3. Rooms available for reservation in Rankin Center are: 109 University, 110 Ojibwa, 125 Whitney, 127 Young, 125/127 Whitney Young Combined, 129 Constitution, 153 Statehood, 155 Territorial, 238 Founders, 239 Mecosta, 240 Dome, 241 Dome Study, 252 Centennial and 254 Quizno's.
4. Groups using the Rankin Student Center facilities beyond normal building hours will be assessed charges.
5. **The Student Center Office reserves the right to assign, and if necessary, reassign facilities to assure the maximum and most appropriate utilization of the facilities.**
6. Student groups may not reserve rooms for any group other than their own. Groups reserving rooms inappropriately may face suspension of room reservations on campus.
7. Outdoor signs and Rankin showcases are available upon request. Showcases must be emptied on Saturday. If the Student Center Office has to empty the showcase a \$15.00 fee will be charged.
8. The Rankin Student Center staff **must** negotiate credit card fundraisers in the Rankin Student Center.
9. The Rankin Student Center is not responsible for any lost, stolen or damaged items belonging to users of the facilities.
10. Food service facilities and lounges are not normally available for scheduling.
11. **No outside food or beverages may be brought into the Rankin Student Center.** If food or beverages are brought into the Center there will be a \$50.00 fine or \$1.00 per person, whichever is greater. Also, your room reservation privileges could be suspended.
12. **A clean-up fee may be assessed for an excessive mess in the conference rooms - a minimum of \$25.00 or actual cost for clean up, whichever is greater.**

ROOM SET-UPS AND DECORATIONS

(In the Rankin Student Center)

1. Quizno's is a standard set-up. If tables or chairs are moved they must be returned to the original set-up or a fee will be charged.
 2. The group scheduling the room/table space will be held financially responsible for any special clean-up, maintenance or repair resulting from the event or activity.
 3. The Student Center staff must approve the method of placing decorations, exhibits and displays in the Rankin Student Center. All arrangements must be made 2 weeks prior to the event.
 4. Candles, confetti, glitter, rice, dance wax and similar materials may not be used in the Student Center. A clean-up fee will be assessed for any violation of this rule.
 5. The Student Center is not responsible for loss of any materials, displays, gifts, favors or any other items left in the building.
 6. Decorations, exhibits and displays must be removed immediately following the event, unless arrangements have been made through the Student Center Office. If the Student Center staff has to remove materials left by a group, the sponsoring organization will be billed.
 7. The Student Center reserves the right to approve or deny an event, depending on its nature.
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DANCES/PARTIES

(In the Rankin Student Center)

1. All parties are open to FSU students and guests.
2. For dances lasting past 12:00 am, security (Ferris Public Safety) must be provided and paid for by the sponsoring student organization. Public Safety must be contacted 28 days prior to the event in order to obtain the proper security.
3. All parties will end at 2:00 am. The building must be cleared by 2:30 am.
4. **Any facility rental fees or student manager charges must be paid by 5:00 pm the Wednesday before the event or the dance will be cancelled.**
5. One-month notice is required for cancellation of the Dome Room and Public Safety (see cancellation policy). Public Safety must be cancelled within 14 business days of the event or a \$50.00 fee will be assessed.
6. Sponsoring organizations are responsible for the maintenance and cleanliness of restrooms, Dome Room and Dome Perimeter; and will be held responsible for any damage, destruction or otherwise as a result of the event.

ACADEMIC BUILDING SPECIFICS

1. A reservation request form must be filled out and returned to the Student Center Office (Rankin 243) for lobby/atrium use.
2. The academic buildings are available for meetings and conferences.

Available areas are:

- Lecture rooms and auditoriums in the following areas:
Allied Health, Bishop Hall, College of Pharmacy, Granger, Swan, and National Elastomer Center (NEC), and IRC.
 - RSO's requesting meetings that are not held in Rankin will be scheduled in the Starr building first floor on Monday evenings between 6pm and 10pm.
 - Sunday evening meetings must be held in Rankin Center
3. A Rankin Center Student Manager will open and close all rooms after the RSO representative agrees and signs a classroom inventory list.
 4. Furniture is not to be moved from the original set-up or moved outside of the room. If the furniture is moved a fee may be charged or the group may lose their privileges to reserve space on campus.
 5. Tie dying, candles, confetti, glitter, rice dance wax and similar materials may not be used. A clean-up fee will be assessed for any violation of this rule.
 6. A clean-up fee of a minimum of \$25.00 or actual cost for clean up, whichever is greater, will be charged for any excessive mess.

MISCELLANEOUS

1. Outdoor Signs Scheduled through the Student Center Office (Rankin 243).
The signs may be reserved in one-week blocks –
Sunday through Saturday.
 - a. Free Standing Signs – Quad and Taggart
2. Flyers/Posters
 - a. Flyers and/or posters for the Academic Buildings, Residence Halls and the Rankin Student Center are to be dropped off at the Rankin Information Center (RAN-175) for approval and posting.
3. Table Space
 - a. Are to be coordinated through the Rankin Center Office 243.
 - b. Food sales are limited to pre-packaged unopened food only.

*****Table space in academic buildings must be booked one-week in advance.***

FSU CATERING

1. The FSU Catering Office is located in the Rankin Student Center Westview Dining. Any food or beverage in the Student Center must be reserved through Catering. Contact the catering office to schedule your catering needs by calling 591-2605 or 591-2615 two-weeks prior to the event or a late fee may be charged. **Registered Student Organizations will receive a 25% discount on beverage orders.**
2. **No food or beverage may be brought into the Rankin Student Center.** If food or beverages are brought into the Center there will be a \$50.00 fine or \$1.00 per person, whichever amount is greater. Future reservations may be cancelled or denied.
3. Any Catering function or food order not charged to a FSU departmental budget **must be paid 48 hours prior to the event.**
4. **Cancellation Policy** – Full payment will be required on all orders that are cancelled with less than 48 hours notice.

**Rankin Student Center
RSO Rental Rates**

Facility Space	Category A	Category B
106 - Judicial Services	\$0.00	\$5.00/hr
109 - University	\$0.00	\$5.00/hr
110 - Ojibwa	\$0.00	\$5.00/hr
125 - Whitney	\$0.00	\$5.00/hr
127 - Young	\$0.00	\$5.00/hr
125/127 - Whitney Young	\$0.00	\$10.00/hr
129 - Constitution Room	\$0.00	\$5.00/hr
153 - Statehood	\$0.00	\$5.00/hr
155 - Territorial	\$0.00	\$5.00/hr
238 - Founders	\$0.00	\$11.00/hr
239 - Mecosta	\$0.00	\$5.00/hr
240 - Dome Room	\$0.00	\$11.00/hr
241 - Dome Study Room	\$0.00	\$5.00/hr
252 - Centennial Room	\$0.00	\$11.00/hr
254 – Quizno’s	\$0.00	\$11.00/hr
Table Space - Browsing/Atrium	\$0.00	
Table Rental (outside Rankin)	\$50 deposit required	
Chair Rental (outside Rankin)	\$50 deposit required	

Category Definitions

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|---|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A | FSU-registered student organization or University department using standard set-up, with no admission charge or fees associated with the event. |
| B | FSU-registered student organization or University department with any revenue or fees associated with the event. All regional and national conferences affiliated with University departments and/or student organizations. |

Facility Fees/Regulations for Rankin Student Center

1. There is a \$9.50/hour/student-manager fee to open the facility outside of posted hours. (Price to be adjusted according to minimum wage rates)	
2. Setup and takedown fees may be assessed (minimum \$25.00 or actual cost). Quizno's is a standard setup. Tables/chairs must be returned to the original setup or there will be a charge.	
3. A cleanup fee may be assessed for an excessive mess in the facility or with equipment rental/usage. (a minimum fee of \$25.00 or actual cost for cleanup).	
4. Any damage to the facility/equipment will be charged to the sponsoring organization or person at a minimum charge of \$25.00 or actual cost.	
5. Reservations not charged to a University budget will require a deposit at the time of the reservation, with the balance due 2 weeks prior to the event.	
6. Meals and refreshments (except wedding cakes) served in the Rankin Student Center must be reserved through FSU Catering. A charge of \$50.00 or \$1.00/person, whichever is greater, will be assessed to groups violating this policy. Future reservations may be cancelled or denied.	
7. Showcases must be emptied on Saturday. If the Student Center office has to empty the showcase a \$15.00 fee will be charged.	
8. Public Safety officers must be at all events held past 12:00 am.	
Cancellations:	
Dome Room:	University related activities - cancellations must be made 1 month prior to the reservation date or a \$50.00 charge will be assessed.
Public Safety: (for events requiring Public Safety)	Public Safety must be cancelled within 14 business days of event or a \$50.00 fee will be assessed.
For all other rooms:	University related activities - cancellations must be made 48 hours prior to the meeting date or a \$25.00 charge will assessed.