



Policy and Procedures
for the
Mann Student Center

Eastern Nazarene College

Table of Contents

Mission Statement.....	3
General Statement.....	3
General Policies.....	3
Building Hours.....	4
a. Mailroom.....	4
b. Bookstore.....	4
Gardner Center Reservations.....	5
Gardner Center Room Policy.....	5
a. Space Guarantee.....	5
b. Guidelines For Use of Reserved Facility.....	5
c. User Responsibility For Gardner Center Facilities.....	6
d. Additional Services.....	6
e. Damage or Excessive Clean-Up.....	6
f. Decorations.....	6
g. Overnight Storage of Materials and Equipment.....	7
Audio Visual.....	7
Advertising.....	7
a. General Advertising.....	7
b. Exterior Posters, Flyers, and Banners.....	7
c. Interior Posters, Flyers, and Banners.....	7
d. Items For Sale, Rent, or Otherwise.....	8

Mann Student Center Mission Statement

The Mann Student Center (MSC) promotes a strong sense of community for Eastern Nazarene College (ENC) through services, facilities, and programs.

The MSC values:

- Quality services for the personal convenience of our campus community
- The educational process and our special role in the development of students
- A clean comfortable environment where the ENC community is welcome.

General Statement

The Mann Student Center (MSC) is the community center for members of the Eastern Nazarene College campus. The MSC is here for use by students, faculty, staff, and friends of ENC. The MSC also helps provide opportunities for participation in educational, cultural, and recreational activities and provides services for the convenience of the campus community.

The MSC also provides a place for students to spend time learning as well as socializing and relaxing. The MSC is charged with providing a safe and secure place in which a wide array of programs and services maybe offered equitably to the campus community.

The following policy and procedures guide the management of the MSC and are designed to help members of the community understand the MSC's operations and to assist them in making full use of its services, facilities, and programs. All polices are developed by the Office of Student Development. Exceptions to the polices and procedures in this manual may be made by the Associate Dean for Student Development and the Vice President for Student Development and his/her designee as needed. In addition to the guidelines in this document, the MSC is managed in accordance with the Eastern Nazarene College student handbook.

General Policies

In the interest of safety, all persons will evacuate the building calmly and immediately in the event of a fire alarm. Common space in the MSC is meant to be enjoyed by all. Unauthorized solicitations for commercial activity or donations are not allowed in common spaces of the MSC. Violators will be asked to leave the building. Registered student organizations may distribute flyers in the building provided that this activity is College sponsored and creates no disruption of any

kind including infringement upon the rights of others, breach of the Eastern Nazarene College student handbook policies or disturbing a free-flow of traffic.

Animals (except guide dogs for persons who are physically challenged) are not permitted in the building. Due to the close proximity of Food Service, shoes and shirts must be worn in the MSC.

In accordance with ENC's Community Covenant, Policies and Procedures the use of roller skates/blades, skateboards, and bicycles are prohibited in the MSC. No alcoholic beverages, candles or open flames will be allowed in the MSC. Any behavior exhibited in the MSC that violates law will not be tolerated and may result in prosecution.

Building Hours

(Unless prior arrangements are made)

Academic Year

Monday - Thursday	6:00 a.m. - 1:00 a.m.
Friday - Saturday	6:00 a.m. - 2:00 a.m.
Sunday	6:00 a.m. - 1:00 a.m.

Contact the Office of Student Life between the hours of 9am-5pm (M-F) to unlock the auditorium. If the event is scheduled on the weekend or before 9am or after 5pm, please call campus security at (617)745-3911 or x.3911.

During the academic term and holiday breaks, the MSC operates on a reduced schedule which will be posted approximately one week before any change in building hours. Unless a special program is scheduled, the MSC is completely Closed on July 4, official Thanksgiving Holidays, and Christmas Holidays.

Regular office hours for administrative offices in the building are Monday - Friday, 9:00 a.m. through 5:00 p.m. The hours of individual retail and services units within the MSC vary from those of the MSC. Hours of operation for retail units are posted on or near the premises of each individual unit and are also listed below. At no time will anyone be allowed to spend the night in the MSC.

College Store Hours

Monday - Friday	9:00 a.m. - 5:00 p.m.
Tuesday & Thursday	9:00 a.m. - 7:00 p.m.
Saturday	11:00 a.m. - 2:00 p.m.

Mailroom Hours

Monday – Friday **9:30 a.m. - 3:00 p.m.**
Saturday **9:30 a.m. - 12:00 p.m.**

The Commons**Hot Breakfast**

Monday - Friday **7:15 a.m. - 8:15 a.m.**

Continental

Monday – Friday **8:15 a.m. - 9:30 a.m.**
Sunday **8:00 a.m. - 9:00 a.m.**

Lunch

Monday – Friday **11:30 a.m. - 2:00 p.m.**
Saturday Brunch **11:30 a.m. - 1:00 p.m.**
Sunday **12:15 a.m. - 1:15 p.m.**

Dinner

Monday - Friday **5:00 a.m. - 6:30 p.m.**
Saturday & Sunday **5:00 a.m. - 6:00 p.m.**

Special hours apply at various times during the semester. Students will be informed in advance.

The Dugout**Breakfast/Lunch**

Monday – Friday **7:30 a.m. - 3:00 p.m.**

Dinner

Monday – Friday **5:00 p.m. - 11:00 p.m.**
Saturday & Sunday **7:30 p.m. - 11:00 p.m.**
(Grill closes at 10:30 pm)

Special hours apply at various times during the semester. Students will be informed in advance.

The MSC may stay open later for scheduled events. When the MSC closes we ask that everyone leave the building. The security guard on duty will secure all doors. Anyone who is found in the MSC after hours, who is not authorized to be so, will be charged with trespassing. Anything missing from the facility will become the responsibility of offending parties and they will be prosecuted.

Mann Student Center Reservations

(617) 745-3718

The MSC facilities are available to both campus and non campus groups and to individuals in accordance with the guidelines listed below. Facility reservations for the MSC may be made at the Office of Student Development in the MSC, or by calling (617) 745-3718.

In order to have the auditorium unlocked, each group must present a Reservation Slip which states the start and finish time, the date, and the group (or individual's) name. Contact the Office of Student Development between the hours of 9am-5pm (M-F) to unlock the auditorium. If the event is scheduled on the weekends or before 9am or after 5pm, please call campus security at (617) 745-3911.

Mann Student Center Room Policy

Space Guarantee

The MSC reserves the right to move any group from a scheduled room. Some groups reserve the Mann Student Center Auditorium (SCA) on a weekly basis for the whole semester. Typically this is a band or group that needs to rehearse on a regular basis. If there is a special need for this room during one of these regularly scheduled times, the special need may be given priority. The group involved in the move will be notified prior to the event, if possible, and appropriate signage will be provided.

Guidelines for Use of Reserved Facilities

The following guidelines provide information regarding the appropriate use of the MSC facilities. Failure to comply with any MSC or College policies including damage to property or conducting activities that breach of the Eastern Nazarene College student handbook policies or ENC Community Covenant may result in cancellation of the event, loss of rental privileges, additional charges, and/or referral to other campus agencies for appropriate action.

The Risk Management Office may cancel or close an event. The MSC reserves the right to cancel any function before or during the activity, if the security and safety of the building and/or its occupants are threatened. For all events, the sponsoring groups will be held responsible for the conduct of the people attending the activity.

Any damage to the facility, audio visual equipment, or other property of the MSC may result in additional charges. MSC staff on duty will work together with the designated person on seeking responsible action, but retains the ultimate authority

if the activities are not being controlled according to College standards and MSC policies.

User Responsibility for the Mann Student Center Facilities

The individual who made the reservations should contact MSC staff, specifically Christine Alvarez in the Office of Student Development, before the event begins. The individual should also monitor the event throughout. To insure that an organization or individual is not unfairly held accountable for the condition of a reserved space, any irregularity found upon entering the room must be reported to the MSC staff or campus security officer.

Additional Services

Events in which organizations or individuals require special set-ups, equipment, or services beyond what is normally furnished will be assessed a charge based on the extra costs involved. These costs will be determined at the time of the event scheduling.

Damage or Excessive Clean-Up

Any costs incurred for excessive clean-up or damage beyond normal wear and tear will be billed to the group responsible. The MSC reserves the right to deny services to any individual or organization which has prior history of violating MSC policies.

Decorations

Furniture and other equipment in the reserved room may be moved, within reason, to suit the needs of the organization; however, at the end of the event, the room must be returned to its original condition. No paintings may be moved for any reason. Any group who moves a painting will be assessed a fine.

To ensure public safety and guard against property damage, entrances and exits must be kept free of obstacles and must remain unlocked. The use of rubber cement, cellophane tape, nails, paint, duct tape, or other material that might damage building surfaces is prohibited. The only allowable adhesive is painters tape. Any questions regarding decorations should be referred to the Office of Student Development. All display materials and equipment must be removed immediately following the event. The MSC cannot accept responsibility for lost, damaged or stolen items. Groups may be billed for damages or for excessive cleaning charges in the rooms.

Overnight Storage of Materials and Equipment

The MSC will not be responsible for the overnight storage of display materials and equipment in the facility.

Audio-Visual Equipment

Audio-visual equipment is available and should be requested at least two weeks in advance of the scheduled event through the Office of Student Development. No audio-visual equipment may be taken from the building or out of the assigned room or area at any time.

Advertising

General Advertising

The policies in this section refer to the use of bulletin boards, posters and flyers in the MSC. Advertising in the MSC will be confined to designated areas for official College functions sponsored by students, faculty, and staff. These areas are: the bulletin boards on the first floor and second floor, the strips of corkboard throughout the center, and the molding above the mailboxes in the MSC.

All posters, banners or any other media must be approved, initialed, and date stamped by the Office of Student Development. All advertising must contain the name of the sponsoring organization. The MSC cannot be responsible for missing, stolen, or outdated material, such as banners, posters, or display items.

The MSC reserves the authority to remove any material posted in violation of College Policies and Procedures and/or MSC Policies and Procedures. Special requests that fall outside of the guidelines listed below will be reviewed by Christine Alvarez, the Mann Student Center Coordinator.

Exterior Posters, Flyers and Banners

Advertising placed on the exterior of the MSC must be approved by Christine Alvarez. Banners and Poster may be put up one week in advance of the activity and must be removed after the event is over. No duct tape may be used on any portion of the building. Gaffers tape may be used. Any one not following these guidelines may forfeit advertising space at the MSC.

Interior Posters, Flyers, and Banners

Because advertising space is limited, student organizations and campus departments are encouraged to use discretion by hanging a minimal amount of advertising media within the building. Hand railings are not designated for advertising. Painters tape is the only adhesive allowed. Posters, flyers and banners are not permitted on windows. They will be removed and destroyed. Fire code does not permit advertising media to be placed on doors.

Items For Sale, Rent, or Otherwise

All items publicized for sale, rent or otherwise, may be posted on the bulletin board near the Office of Student Development. The advertisement must be stamped by the Office of Student Development. Items for sale, rent or other wise may not be placed on any other bulletin board in the MSC. Any advertisement that does not follow these guidelines will be removed.