VAUGHN CENTER General Policies

BUILDING USAGE:
Only University of Tampa students, faculty, staff, alumni and guests of the University are permitted to reserve space in the Vaughn Center. Outside groups must be sponsored by an official member/organization of the University. All students, faculty, staff, alumni, and guests are welcome in the building.

Vaughn Center staff reserves the right to monitor and respond to inappropriate behavior that may be disruptive to the mission of the Vaughn Center and the University of Tampa.

BUILDING EQUIPMENT:
Equipment and furnishings of the Vaughn Center may not be removed from the facility unless special permission from the Office of Student Leadership and Engagement or Facilities Management. Additionally, groups and individuals who choose to rearrange or move furniture are asked to return things to their original place and leave things as they found them. Dining Service items such as trays, cutlery, dishes etc. may not be removed from the building.

Lastly, groups and individuals using the Vaughn Center facilities are responsible for any damage to University property. Repair costs will be charged immediately upon determination of such costs.

CARE AND MAINTENANCE:
As tenants of the Vaughn Center, all individuals, students, faculty, and staff, have a responsibility to maintain the facility. Any damage to floors, walls, windows, etc. should be reported as soon as possible to the Office of Student Leadership and Engagement. Spills of any kind should be reported to the Building Managers or Sodexo staff immediately. All housekeeping maintenance and operations needs should be conveyed to the Building Managers or the Office of Student Leadership and Engagement.

RESERVATIONS:
Reservations are made through the Office of Student Leadership and Engagement via OrgSync. Information on available rooms may be obtained in OSLE or online through the AstraWeb reservation system. Students, faculty, and staff are not permitted to use meeting rooms or Reeves Theatre without having a reservation on file. Please see the Event Services Guide for more details.

POSTING POLICY:
Open posting (fliers, banners) is only permitted in certain areas of the Vaughn Center limited to the 2nd floor posting walls. All fliers must be approved by the Office of Student Leadership and Engagement staff before posting. Anything posted in a non-designated area will be taken down immediately. Please review the Event Services Guide Posting Policy for further details.

SMOKING POLICY:
The University of Tampa and the Vaughn Center is smoke-free. Smoking is not permitted inside the facility. Smoking outside must take place only at designated smoking areas.
ALCOHOL POLICY:
Alcoholic beverages are not permitted in the Vaughn Center unless approved by the Office of Student Leadership and Engagement. For more detailed information, contact OSLE and refer to the Student Code of Conduct.

LOST AND FOUND:
The Vaughn Center is not liable for items lost in the building or in connection with a Vaughn Center function. Found items should be taken to the Information Desk immediately. At the end of the day, all items will be sent to the Office of Safety and Security. If you have lost an item, please check with the Information Desk and Safety and Security. Additionally, if you see an item, please turn it in to the Information Desk.

ANIMAL POLICY:
Excluding Residential Life’s policy for floor’s three through eight, no animals are allowed in the Vaughn Center with the exception of animals assisting persons with disabilities.

WEATHER POLICY:
The University of Tampa is at times, threatened with severe weather. Even though the University is closed, the Vaughn Center will remain open, unless the campus is called to evacuate or the Coordinator of Student Event Services becomes concerned about student safety. All posted hours will remain unless noted by the Coordinator of Student Event Services and the Office of Student Leadership and Engagement.

• In case of an emergency evacuation, the Vaughn Center will remain closed until the campus reopens.

COMMUTER LOUNGE:
The Commuter Lounge is an environment where commuter students are able to relax, study and meet. This space includes lounge furniture as well as a kitchen and lockers for commuter students to store their belongings. Lockers can be reserved in the Office of Student Leadership and Engagement on a semester basis. The Vaughn Center provides locks for these lockers. Please respect this space.

VENDOR POLICY:
Outside vendors are not allowed in the Vaughn Center. All vendors must have a complete registration form and certificate of insurance on file with the Office of Student Leadership and Engagement.

LASER TEAM:
The LASER Team operates, with the help of Campus Safety, during the late evening hours to provide safe rides for UT students, faculty, and staff across campus. Students should call 257-4515 (Vaughn Center Front Desk) to request a ride. The hours of operation for the LASER team are:

Sunday thru Wednesday: 7 p.m. – 1 a.m.
Thursday thru Saturday: 7 p.m. – 2 a.m.
ENTRANCE TO BUILDING:

Main doors:
During closed business hours, all doors will activate on card access, allowing only Vaughn residents and authorized personnel in the building. The north entrance of the building will close at 11 pm and will remain locked to all residents until 7 am.

First two floors:
To ensure the safety and security of the University community and its guests, an Information Desk Attendant will be at the information desk from 7 am to 1 am.

From 1 am to 7 am, the first two floors are not to be used. This includes the commuter lounge, lobby, Spartan Club, and meeting rooms. The Building Manager and Information Desk Attendant will kindly ask everyone to please exit the building at 1 am. Special exceptions may be granted through the Office of Student Leadership and Engagement for events, late night programs or organization offices.

A safety officer will be present after the Vaughn Center staff leaves the building.

Resident Identification:
During closed business hours, any individual whom is a resident of the Vaughn Center must show a picture ID to the Information Desk Attendant or Safety and Security Officer. The Information Desk Attendant will not use his or her card to allow anyone in the residence hall.

Guest Policy:
All guests of Vaughn Center residents must follow the Residence Life Guest Policy located on www.ut.edu under Residence Life, “Campus Living Guidelines.” The policy states, “You may have overnight guests with prior authorization from your roommate(s). Guests will not be allowed in a room unless all occupants in that room are in agreement. We ask that residents notify their RA when they will be having overnight guests. All guests are subject to University regulations and residence hall policies. Residents are responsible for the actions of their guest(s) and must be escorted at all times. Guests may stay a maximum of three days in the residence halls. If a student feels his or her roommate(s) are not abiding by this policy, it is his or her responsibility to notify a Residence Life staff member.”

After 11 p.m., residents wishing to have guests must sign in with the Campus Safety and Security Officer on duty to verify their visitor. Guests must also sign out when they are leaving the building.

A guest of the Vaughn Center is an individual whom does not live in Vaughn Center and wishing to see someone in the resident hall portion of the building (may be a UT student or a non-UT student).