

**Santa Clara University**  
**2012-2013 Law Classroom, Lounge and Announcement Policies**

**Audio/Visual Equipment**

- You may use the audio/visual equipment, located in the Bannan classrooms. Access to training materials, developed and maintained by Law Technology & Academic Computing, can be requested via a support ticket at <http://lawhelpdesk.scu.edu>.
- Microphones can be checked out from the Circulation Desk in the Heafey Law Library before the event and returned after the event. You must have your ACCESS card with you in order to check out the microphones.
- After using any of the audio/visual equipment in the Bannan classrooms, please ensure that the system is turned off and all items returned to their original locations.

**Food Policy**

- No food may be served or eaten in the Panelli Moot Court Room.
- No food may be served in any Bannan first floor classrooms; it must be served in the corridor outside the rooms. You may eat in the classroom reserved (except The Panelli Moot Court Room) once the food has been served out in the corridor.
- Tables for food service and Student Organization tabling are located in the Bannan Lounge closet.
- Food may be served in second and third floor classrooms only.
- All tables and food, including wrappers and containers, must be removed from the corridor and classroom before the conclusion of your event.
- Any type of drink should be in covered, sports-type cups.

**Room Conditions**

- Premises shall be left in the condition in which they were found.
- For Facilities or Custodial work requests, please contact Building Manager, Lisa Willett at [lwillett@scu.edu](mailto:lwillett@scu.edu).

**Room Reservations**

- All reservation requests must be submitted via AdAstra. Note: Rooms are booking up to three months in advance; it is recommended that requests be submitted as soon as possible.
- AdAstra is only a **room request** system. Submitting a room request via Astra does not reserve the room for you! Sr. Administrative Assistant, Laura McGeehon, actually reserves the rooms on a first come first serve basis. Please allow 48 hours for your request to be processed. Please do not contact Laura directly to request a room.
- Priority is given to academic classes, so if you request/reserve a room prior to the start of the semester it may be bumped if a class is scheduled.
- If a room is locked, please call Campus Safety at (408) 554-4111 to have it unlocked (evenings and weekends only).
- The Online Web Calendar is NOT a reservation calendar. You must request the room through AdAstra first and then may post the event online.
- Inquiries regarding events in law school classrooms may be directed to Laura McGeehon at [lmcgeehon@scu.edu](mailto:lmcgeehon@scu.edu).

**Levy Student Lounge Policies and Procedures**

- The lounge is intended for use by law students and law student organizations.
- Student mail folders are for law school business only. Law Student Organizations, outside vendors and agencies are prohibited from “stuffing” student mail folders.
- Student Groups are allowed to reserve table space in the lounge or hallway areas to sell event tickets or to promote other activities. Reservations should be made through the President of the Student Bar Association.

- Outside vendors and for-profit organizations are not allowed to reserve space in the lounge or conduct any type of product sales.

### **Bulletin Board/White Board Policies**

- Bulletin boards on the second and third floor hallway of Bannan are labeled. Boards may only be used for the subjects listed. If a flyer is posted on a board for a subject not listed, it will be taken down. Flyers should only be posted on bulletin boards. If a flyer is posted elsewhere (on walls, lockers, doors, etc.) it will be taken down. Only one flyer should be posted for each student organization event; please do not litter Bannan with flyers.
- Bulletin board categories are: Law Student Services, Academic & Professional Development (APD), Law School Events, Law School Organizations, Law Career Services, Law Alumni & Development, Graduate Legal Programs, High Tech Law Institute, Center for Global Law & Policy, LARAW, Public Interest Law Career Services (PILCS), and Center for Social Justice & Public Service.
- White Board rules in classrooms: due to the overload of events, events should only be posted to the whiteboards the week the event is actually happening or it will be erased.

### **Student Announcement System Policy**

- The Student Announcement System (SAS) is intended to be a resource for on-campus law students, staff, faculty, alumni, and guests of the Law School and University. It is available in the Bannan Hall student lounge, the first and second floors, and in Student Services. There is also a display in the Heafey lobby
- Advertising on the SAS is available only for events or news of interest to Santa Clara University law students.
- Each student group is responsible for creation, management, and moderation of content on the SAS. Access to the system is managed by the SBA Online Editor, and content is also moderated by the SBA. All inquiries and general information can be sent to the SBA Online Editor.
- Size of images should be - 1920px x 1080px
- If using Powerpoint
  - Go to Page Setup and set dimensions at 26.667 in. wide and 15 in. height. Save as a JPG.
- The Law School reserves the right to deny any advertisement that is deemed not appropriate for the purpose of the SAS. The Law School reserves the right to deny any pre-designed ad based on appearance.
- Content is the responsibility of the submitter. The Law School may edit content if length is too long. Font must be at least size 20 or it will not be legible.
- Content must fall within one of the four following areas:
  - Events On-Campus
  - Events Off-Campus, sponsored by a law school or University Entity
  - Deadlines/Timelines
  - Job Announcements (Job Announcements must be approved by the Career Services Office.)

Personal messages, philosophical statements, and other messages beyond the four areas listed above will not be included. The depiction of alcohol must follow existing university alcohol policy.

Santa Clara University  
School of Law  
2012-2013 Acknowledgement Form

In signing this document, I, \_\_\_\_\_, attest to  
President

the fact that all members of \_\_\_\_\_  
Name of Organization/Association

are aware of the 2012-2013 Bannan Hall Room Policies. We understand that failure to abide by these rules may result in our room reservation privilege being revoked.

\_\_\_\_\_  
President's Signature

**RETURN THIS COMPLETED FORM TO THE OFFICE OF LAW STUDENT SERVICES, BANNAN 210. YOUR ORGANIZATION WILL NOT RECEIVE FUNDING UNTIL THIS FORM IS RECEIVED.**