SANTA CLARA UNIVERSITY
2015-2016 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 Digital Media, 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. Only drinks with a secure lid are allowed in the Court Room.
• No food may be served in any Bannan first floor classroom; 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 Ben Martin, b1martin@scu.edu.

MASTER CALENDAR AND EVENT SCHEDULING
• All Law Student Organizations will have a timeslot assigned for one lunch period each semester.
  o This will happen at each semester’s “Super-Draft Saturday”
  o Timeslots will be a Monday – Thursday, from 12PM to 1PM
  o These timeslots will be “shielded” to try to prevent conflicting events
• Add your event to the Master Calendar on your shielded day (http://emery.scu.edu/calendar/)
• Click on “+Post Your Event”. Fill out the information on the screen:
  o Event Title
  o Date(s) of Event
  o Add Time: Start time of Event
  o Add end date: End time of Event
  o Venue name: either list the location of the event that you have already booked or use this field to request a law school room
  o Address: 500 El Camino Real, Santa Clara if event is on campus
  o Categories: Who would be interested in this event? Select “Tentative” if this event is not confirmed
  o Tags: Choose from the list, you can add more than one. This helps people filter the events list.
  o Description: No more than 3 sentences please.
  o Organizer Name: Requester Name
  o Organizer Email: Requester email address, please use your SCU email account
  o Cost if applicable, or click “Free”
  o Registration URL: if you have an online RSVP system, include the URL here
  o Phone number to call for more information
  o External website URL
  o Click on “Submit Event”
• Clubs can have unlimited events on weekdays from 5PM – 6PM, evenings and weekends, and Wednesdays at 1 PM.
• Clubs will also be required to fill out a Pre-Event and a Post-Event review sheet and submit them to LawStudentServices@scu.edu. The SBA requires that review sheets be filled out for all events using SBA funding.
• Once an event is approved, it will be visible on the Master Calendar.
• If you are requesting a room, you will receive an email with your room information.
• Clubs will review the Master Calendar at the Council of Leaders meetings. LSOs and Academic Departments will be encouraged to work together, co-sponsor, and collaborate on events, with the COL meetings as a centralized marketplace and workspace.
• Clubs requesting to sponsor a second event in any one semester will be required to first attempt to work with any organization holding a conflicting timeslot to co-sponsor. If not possible, clubs will need to submit a petition explaining why the second event is important and should be approved.
  o Petitions will be reviewed by a mixed council of SBA and Administration “gatekeepers”.
  o Gatekeepers will review Pre and Post Event Planning Sheets from previous club events.
  o Gatekeepers will consult with any conflicting event sponsor.
  o If approved, club will be asked to fill out the “+Post an Event” form on the internal calendar.

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 SBA President.
• 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 flier is posted on a board for a subject not listed, it will be taken down. Fliers should only be posted on bulletin boards. If a flier is posted elsewhere (on walls, lockers, doors, etc.) it will be taken down. Only one flier per floor may be posted for each student organization event; please do not litter Bannan with fliers.
• Bulletin board categories are: Law Student Services, Office of Academic and Bar Success, Law School Events, Law School Organizations, Office of Career Management, 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 Director of Internal Communications, and content is also moderated by the SBA. All inquiries and general information can be sent to the SBA Director of Internal Communications.
• 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:
  o Events On-Campus
  o Events Off-Campus, sponsored by a law school or University Entity
  o Deadlines/Timelines
  o Job Announcements (Job Announcements must be approved by the Office of Career Management.)

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

**STUDENT LISTSERV GUIDELINES**

• Student listserv is a way to email all students regarding student organization events. To send your message via email:
  o Email the blurb to Law-SBA@lists.scu.edu
  o The email should be addressed to the students
  o The subject line should include the name of the organization and the subject matter

• There are guidelines as to what can be sent through the listserv.
  o You **may** send 1 email per week/ per event. This is strictly followed unless there is a mistake in the email to which SBA’s communications director will review.
  o You **may not** send internal club information through the list serve (this should be sent to your membership list) including election results.
  o Please **do not** send the email until you have the time, room, and description confirmed. TBD will not be accepted as you only get to send the email once.
  o **Do not** send multiple emails to students through different list serves.
  o Please provide who to contact for more information.
  o If the email does not meet requirements, you will receive a rejection notice with an explanation.

Thank you for reading and adhering to the Law Classroom, Lounge and Announcement Policies.