

Santa Clara University

2006-2007 Bannan Hall Rooms Policies

Audio/Visual Equipment

- You may use the audio/visual equipment, located in the Bannan classrooms. You can arrange training on the equipment with Law Computer Services at x5508.
- 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.
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Food Policy

- No food may be served or eaten in Bannan 137.
- No food may be served in Bannan 127, 135, 110, 139, or 142; it must be served outside the rooms. Please note you should reserve a table through the SBA Office Manager at least two weeks before the event.
- You may eat in the room reserved (except Bannan 137) once the food has been served out in the corridor.
- Any type of drink should be in covered, sports-type cups to protect electronic outlets from damage due to spills.

Room Conditions

- Premises shall be left in the condition in which they were found.
- For Facilities or Custodial work requests, please contact Alisa Guglielmo at 554-7883.

Room Reservations

- New policy requires that all reservation requests be submitted via Astra. Reservations should be scheduled at least two weeks prior to event. Please include the date of the event, time of event (including length) and the estimated number of people expected. Note: Rooms are booking up to three months in advance; it is recommended that requests be submitted as soon as possible.
- Astra is only a room request system. Submitting a room request via Astra does not reserve the room for you! Administrative Assistant, Carrie Gillespie, actually reserves the rooms on a first come first serve basis. **Please allow for 72 hours for your request to be processed.**
- Priority is given to academic classes
- If a room is locked, please call Campus Safety at (408) 554-4111 to have it unlocked (evenings and weekends only).
- The Online Calendar is NOT a reservation calendar. You must request the room through Astra first and then may post the event online. It is your responsibility to post the event online.
- Inquiries regarding events in law school classrooms may be directed to Carrie Gillespie at 554- 4630.

Levy Student Lounge Policies and Procedures:

- The lounge is intended for use by law students only.
- 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 area to sell event tickets or to promote other activities. Reservations should be made through the Student Bar Association. Several small tables are usually near the copying machine. Tables should be returned to storage after use.
- Outside vendors and for-profit organizations are not allowed to reserve space in the lounge or conduct any type of product sales.

Bulletin Board Policies

- Each bulletin board is 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.
- The board labeled “For sale/rent/housing available” may be used by non-law school personnel. Posting must be approved by the Law Records Office and will remain posted for one week. After that time, flyers will be removed.
- Bulletin board categories are: events, law student organizations, miscellaneous, law career services, social justice and public interest, writing information, administrative notices, outside Bar study resources, and law school special events.
 - *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. If the event is on a Monday, please post your event on the Friday morning beforehand.

Student Announcement Channel Policy

- The Student Announcement Channel (SAC) 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, Heafey lobby, and Loyola Hall lobby, as well as anywhere linc TV is available.
- Advertising on the SAC is available only for events or news of interest to Santa Clara University law students and must be submitted by a recognized university entity to the Law Records Office or Dean Yaffee’s Office for approval.
- The law school reserves the right to deny any advertisement that is deemed not appropriate for the purpose of the SAC. 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.
- 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 will follow existing university alcohol policy.

Santa Clara University
School of Law
2006-2007 Acknowledgement Form

In signing this document, I, _____, attest to
President

the fact that all members of _____
Name of Organization/Association

are aware of the 2006-2007 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 ALISA GUGLIELMO, HEAFEY 220.
YOUR ORGANIZATION WILL NOT RECEIVE FUNDING UNTIL THIS FORM
IS RECEIVED.**