



ADMINISTRATIVE REGULATION AND PROCEDURE

Title: USE OF MATC MALL BY MATC FACULTY, STAFF AND STUDENT ORGANIZATIONS	Code: GG0053
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Policy Reference: N/A

Background

1. The MATC Mall, located at 700 West State Street, can be reserved by recognized student organizations with faculty advisor approval, staff, or faculty.
2. The focus of the mall usage is for MATC campus community groups.
3. The mall is not intended for use by nonaffiliated campus organizations.
4. The mall is not considered a "rental space" available for outside organizations to use as part of their program.
5. Program planners need to recognize that inclement weather will seriously impact on their ability to program on the mall. The planning organization or group must provide a contingency plan, in the event of inclement weather.
 - a. A rain date must be planned.
 - b. An alternate space within the MATC buildings must be planned (i.e., Cooley, Technical Building, "C" Building Auditoria, or other multipurpose space.
 - c. The event may need to be canceled and the program planners will need to recognize that there are various contingencies that will need to be addressed in the event the program is canceled.
6. The Student Center Atrium is not considered an automatic backup space for the mall in the event that inclement weather precludes the use of the mall. Whenever an alternate space is booked, there are ramifications for that space use; there may be power limitations, lighting limitations, seating limitations, and other requirements that may not be met by this alternate space. The program planner should contact the Conference Management Team to get specific requirements and other limitations prior to the event. When an event is scheduled on the mall, there is a specific time limitation for its use. During class days, the mall may be used from 11:30 a.m. to 1:00 p.m. for the actual program. For events beyond the 1:00 p.m. stop time, the executive dean, Student Services, must provide specific approval. Setup time may occur any time after 7:00 a.m. with cleanup time concluding at 3:00 p.m. if Building Services and/or auditoria staff are to be involved.
7. There may be costs incurred by the use of the mall. If the event is one of normal usage, there is generally no cost for support services. If the level of services



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provided exceeds what is considered as reasonable, the organization/group may be billed at an hourly rate for labor.

8. The level of sound that is appropriate on the mall is to be determined by MATC. The program or artist will agree to conform to the standards set forth by MATC with regard to the volume of sound (decibels) for the performance. The performers or artists will abide by MATC's request to decrease the volume (decibels) level should it exceed reasonable limits of sound as determined by MATC in advance of the performance.
9. MATC can provide limited equipment for use on the mall. MATC has available, through the Student Senate and through Food Services, limited types of equipment. Building Services only has limited numbers of items appropriate for use on the mall. Generally speaking, equipment that may be needed on the mall for various programs should be rented. The sponsoring group will assume costs for rental. The types of rental equipment that may be needed include staging, risers, tables, chairs, sound systems, sound technicians, and lighting technicians.

There are minimal guidelines for reserving space on the mall. The present guidelines for reservable space need to be followed relative to mall usage, with a minimum of 48 hours required to reserve that space. It is strongly recommended that program planners attend the weekly Conference Management Team meetings that are held every Wednesday at 9:30 a.m. in Room S216. The suggestion is to have the program planners attend a Wednesday meeting prior to their actual event so that arrangements for the event can be discussed with the Conference Management Team.

10. There are some electrical power restrictions for programs that are held on the mall. The sponsoring group needs to contact the Conference Management Team for specific responses to power-related questions.
11. There are no dressing rooms currently available for entertainers who are being hosted on the mall. The sponsoring group is encouraged to reserve a meeting room (i.e., Room S218, S216, or S316, S318, OR S320) for use as a dressing room space.
12. Since the Assessment Center and various classrooms are affected by any program on the mall, the Class Scheduling Office and the Conference Management Team will notify the manager of Career Planning and Assessment of any programs so that the Assessment Center may be appropriately informed.



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13. Program Planners need to plan on some cleanup following their event (i.e., removing all banners, decorations, table covers, etc.). The planning group must identify a contact person who is present throughout the event, including cleanup, who can be the liaison with the various services being provided.
14. To assist program planners in contacting the various MATC staff who play a vital role on the Conference Management Team, the following persons can be contacted:
 - a. The Student Life Office, Room M326, extension 76647
 - b. Food Service Office, Room M762, extension 76738
 - c. Auditoria staff, Room M232, extension 76310
 - d. Building Services staff, Room M2, extension 76846
 - e. Class Scheduling, Room M272, extension 76304

To be included on the Conference Management Team agenda, call the coordinator of Operations Services at extension 76323.

Office of Responsibility: Administrative Services Division - Operations