

The following policies and procedures guide the management of the International Student Center and are designed to ensure that the property and facilities of the Center are used for the educational, cultural, and social benefit of the community. All uses inconsistent with these purposes are prohibited.

#### **I) BUILDING HOURS**

The International Student Center will close each day from 2:00 AM to 5 AM. ULM international students will have use of the facility except for these hours.

Hours are set by the International Education Council and will be reviewed on a regular basis. Changes may be implemented as deemed appropriate.

#### **II) BUILDING ACCESS**

Upon registration and payment of bills, all full time ULM international students will be granted ULM ID card swipe access to this facility during its hours of operation.

An eligible international student can have his ID Card access revoked by the Office for International Student Programs and Services (ISS) for a violation of the following rules. An appeal can be made to the International Education Council.

- a) An ID Card may not be lent to another student to gain access to the facility.
- b) Guests must be accompanied at all times by an eligible international student.
- c) Eligible international students and their guests must vacate the premises by 12 AM each day. There will be no access during the hours of closure from 2 AM to 5 AM.
- d) In the interest of security, no doors (interior or exterior) may be propped open. Any student who violates this security rule will have the privilege of using the student center revoked. No warnings will be issued and no exceptions can be made.
- e) Windows must remain closed and locked at all times.
- f) Accessibility may be adjusted to accommodate facility usage during special events.
- g) Emergency exits shall remain accessible at all times, and emergency equipment and alarms shall not be disabled or discarded.

These rules and regulations are in addition to and supplement any other university rules, regulations, and/or codes/standards of conduct applicable to the use and conduct in this facility.

Violations of the policies and procedures stated herein and any other university rules and regulations governing the use of this facility should be reported to the Office of International Student Programs and Services

### III) MISCELLANEOUS

- a) The International Student Center is not available for regularly scheduled classes.
- b) ULM has a variety of annual all-campus events, (e.g. Homecoming, Spring Fling, Commencement, etc.). During these special events, every effort is made to honor tradition, and groups are discouraged from scheduling unrelated events.
- c) As all ULM groups/individuals belong to a greater ULM community, it is anticipated that a spirit of cooperation, flexibility, and creativity will prevail in scheduling International Student Center events. On those occasions where access to the facility must be prioritized, the following list reflects the intended primary uses for the International Student Center (in priority order).
  - 1) Events of an all-campus nature with focus on international student activities
  - 2) Recognized international student organization sponsored events, meetings, and activities
- d) International Student Center events may be catered off by campus entities and do not require Aramark

### IV) PARKING

No person may intentionally physically block or restrict entrance to or exit from the building or portion thereof with intent to deny to others their entry to or exit from the building.

Parking for the facility is in the lot west of the building. However, there is one handicap accessible parking space next to the building.

### V) USE OF SPECIFIC AREAS/SPACES

- a) Kitchen
  - i. If you are planning an event that will require use of the kitchen and its appliances, you must submit a *Kitchen Reservation Request*.
  - ii. When your event is completed, you must fill out and sign a *Kitchen Cleanup Check Sheet*.
  - iii. Please see the expanded kitchen policy below.

- b) Study Rooms cannot be reserved they are available on a first come basis.
- c) Social Areas cannot be reserved they are available on a first come basis.
- d) Meditation/Prayer Room Please see the expanded policy below for specific information on this room
- e) Laundry- facilities can only be used by those who are using the International Student Center as a place of residence on a transitional basis. The laundry rooms will remain locked in all other situations.

**VI) USE OF KITCHEN**

- a) If you are planning an event that will require use of the kitchen and its appliances, you must submit a reservation request through <http://ems.ulm.edu/VirtualEms/Login.aspx>. The schedule on the website will contain the most current information, and will ensure that only space that is actually available is booked. Reservations are accepted in MC /P <</ion



pe. As a courtesy to others who use this room, please consider removing your shoes prior to entering

- a) ULM recognizes that prayer and meditation may be performed in different ways within the multi-faith room used by people of all faith groups within the university.
- b) All users must be aware that the university only permits them to use the room on the understanding that this is a shared space lent by the university and all users must be welcoming to others who may use the space.
- c) Users may wish to bring a prayer mat into the room for worship, but it is not permitted to leave any item in the room. Any item left behind will be removed and discarded.
- d) It is not permitted to use this space for any purpose other than prayer or quiet meditation. That includes but is not limited to studying, resting, or working.
- e) To preserve the utilitarian nature of the multi-faith room, please do not display imagery, signs, icons, or written materials in any permanent fashion inside the room or just outside the room. In other words, be sensitive to others who may also wish to use the room.
- f) It is permissible for users to take handheld objects into the room to aid personal prayer or meditation such as prayer beads, prayer or meditation cards, handheld books, but no items larger than this.
- g) Notices, posters, leaflets, or advertisements for forthcoming events must not be left in the multi-faith room. /P <</MCID 15>> BDC BT 1 0 m36 /P <</MCIDs.fd 12 1 0 0 1 40us(it)-/P <<

- a) In the interest of safety, all persons should evacuate the building calmly and immediately in the event of a fire alarm. Alcohol, drugs, firearms, and gambling devices are not permitted within the building at any time.
- b) Smoking in the building is prohibited.
- c) No pets are allowed in the building.
- d) Due to the proximity of food service, shoes and shirts must be worn in the building at all times with the exception of the Meditation/Prayer Room where removing shoes for prayer is permitted.
- e) The use of roller skates/blades, skateboards, and bicycles is prohibited in the student center. Bicycles must be stored in the racks outside the building, not blocking walkways or entrances.
- f) Any behavior exhibited in the student center that violates the law will not be tolerated.
- g) The hours from 10:00 PM to 2:00 AM are designated quiet hours. All televisions, computers, and sound systems must be kept to a minimal volume. Those who fail to comply will be asked to leave the building. Some events may be approved by the ISO as exceptions to the quiet hours.
- h) Any general postings MUST be approved by the resident graduate assistant and may only be displayed on the designated board in the foyer. Nothing is to ever be displayed or hung on the interior or exterior walls of the building. No posting or flyer larger than
- i) Any plans to decorate the facility MUST be approved by the Office for International Student Programs and Services.

## KITCHEN USE POLICY ANDCHECKLIST

Any use of the kitchen should be approved by the International Student Office. Each event should receive a policy