



TRONE STUDENT CENTER

Trone Student Center Policies

Reservation Policies & Guidelines

Eligibility

University Departments & Student Organizations: Officially recognized University departments and student organizations are eligible to reserve spaces and utilize resources in the Trone Student Center.

External Organizations: Requests for reservations from external organizations will be considered as space and availability allows. Such requests may be referred to Conference & Event Services for processing and approval, and may involve a rental fee.

All requests to use the Trone Student Center are subject to the [University's Use of Space policy](#).

Reservation Procedures

Space requests from University departments and student organizations are to be submitted online via syncDIN, [using this form](#). Space requests are processed in the order they are received. *Please note: Requests received via phone, e-mail, or directly through 25-Live will not be processed until the space request form linked above has been completed.*

External organizations may inquire about space by e-mailing trone@furman.edu.

Indoor spaces available to reserve include:

- Watkins Room (TSC 211) – This space can be divided into three smaller spaces: Watkins North Wing, South Wing, and Center.
- Thomas Room (TSC 208A)
- Mauney Commons (TSC 208B)
- Joyner Conference Room (TSC 208C)
- Burgiss Theater (TSC202)

The Hill Atrium can be reserved for events but cannot be blocked off for private use. The space should remain accessible as a pass through and/or common space for individuals to use. Furniture in the Hill Atrium should not be rearranged for event purposes.

Outdoor Space Reservations

Reservations may be made for outdoor spaces adjacent to the Trone Student Center.

Spaces available to reserve include:

- Trone Student Center Front Patio
- Hill Courtyard
- Metcalf Patio
- Point of View Fire Pit (\$15 fee)

In outdoor spaces, the event/meeting sponsor is responsible for arranging for tables, chairs, and trash receptacles through Facility Services. To request these services, please submit a [work order request](#).

The event/meeting sponsor is also responsible for reserving indoor space in the case of inclement weather. Indoor space at the Trone Student Center is not guaranteed.

Recurring Reservations

The spaces that comprise Room 208 (Thomas Room, Mauney Commons, and Joyner Conference Room) are available for recurring meetings on a weekly basis.

Burgiss Theater is available for recurring weekly meetings after 8 p.m. Monday through Thursday.

The Watkins Room is not available for recurring weekly meetings Tuesday through Thursday.

Reservation Request Timeline

Please allow five (5) business days for the review of your request.

Reservation requests for the next academic year will be considered beginning in March of the current academic year.

Cancellations

Cancellations will be accepted up to two (2) business days before the event/meeting. Cancellations should be communicated to the Trone Student Center via e-mail at trone@furman.edu. Failure to cancel an event/meeting may result in rental fees being assessed. Continued offenses may result in the loss of reservation privileges.

University Events

The Trone Student Center reserves the right to restrict the scheduling of events in order to accommodate designated all-University events, such as Orientation, Family Weekend, Homecoming, Furman Engaged, etc.

Closures

The Trone Student Center is subject to the University calendar and, as such, events/meetings will not be scheduled on days the University is closed.

In the case of University closure due to inclement weather, the Trone Student Center will attempt to be open for student access, but all events/meetings will be cancelled.

Right to Reassign or Terminate

The Trone Student Center reserves the right to reassign, deny, or cancel reservations.

Catering and Food Policies

University departments and student organizations are encouraged to use Bon Appetit for any catering needs. If a catering or food service other than Bon Appetit is used, the following needs to be submitted prior to the event/meeting:

- Certificate of Insurance
- ServSafe Certification

External organizations are required to use Bon Appetit for any events hosted in the Trone Student Center.

The Trone Student Center is approved to host events with alcohol. All events with alcohol must follow the [University's alcohol policy](#) and local, state, and federal regulations.

Pricing and Fees

University departments and student organizations are generally not assessed rental fees for the use of Trone Student Center spaces, as long as the event is conceptualized, planned, and managed by the department or organization. Members of the department or organization must be the reservation requestor, as well as the primary coordinator(s) of the event or meeting. Some characteristics of events/meetings that may lead the Trone Student Center to charge a rental fee include, but are not limited to:

- More than 30% of guests in attendance are not members of the Furman community
- An external organization is the primary organizer and/or heavily involved with the execution of the event/meeting
- There is a fee for those in attendance to participate

Additional fees may also be assessed in the following circumstances:

- Rented equipment
- Event support (e.g., dedicated student staff for a meeting/event)
- Extended hours
- Removing the stage from the Watkins Room

Fronting

University departments and student organizations shall not use their privileges for access to the Trone Student Center spaces and services inappropriately to “front” for an external organization in order to avoid or reduce expenses. All sponsoring departments and organizations must have a representative

present at any event/meeting taking place at the Trone Student Center. All instances of fronting will result in an assessment of rental fees and may result in the loss of reservation privileges.

Audio Visual Equipment

The Trone Student Center has a variety of audio-visual equipment available for use within the building and adjacent outdoor spaces. Requests for equipment must be made at least three (3) business days prior to the event/meeting.

Large events and special audio-visual requests may require additional staffing and/or rented equipment. There will be additional charges in these instances.

Audio-visual equipment located in Trone Student Center spaces may not be altered in any manner without explicit permission to do so.

Music and Sound

Amplified sound such as live music or a DJ is allowed in Trone Student Center spaces with prior approval. The sound should not be of such a volume as to reasonably interfere with those pursuing academic, professional, or personal activities in the vicinity.

Copyright Law

Copyright is a federal law that protects original works of authorship fixed in any tangible medium of expression. Only the creator can use their copyrighted works in the following ways unless they give explicit permission:

- Distribution
- Reproduction
- Derivative Works
- Performance
- Public Display
- Digital Audio Transmission

Works of authorship include the following categories:

- Literary works
- Musical works, including any accompanying words
- Dramatic works, including any accompanying music
- Pantomimes and choreographic works
- Pictorial, graphic, and sculptural works
- Motion pictures and other audiovisual works
- Sound recordings
- Architectural works

For additional information and to determine if you need to obtain permission for your event, please visit the [Library's copyright website](#).

Decorations

The following guidelines pertain to room décor:

- Decorations may not be glued, taped, pinned, nailed, or similar to any surface without prior approval from the Trone Student Center.
- Only painters tape should be used to adhere items to surfaces.
- Any freestanding decorations must be stable in nature and lightweight in construction.
- Balloons must be weighted or tied down. Any balloon that detaches and is not removed by the event/meeting organizer will result in fees being incurred.
- Dry ice is not allowed without prior approval and must be handled by a licensed caterer.
- Electric lights must be used in compliance with any manufacturer recommendations.
- Painting is prohibited within the Trone Student Center.
- Windows may not be covered with paper, paint, or other materials without prior approval.

Prohibited items include:

- Glitter
- Confetti
- Smoke machines (or similar devices emitting visible gas vapors)
- Candles or anything with an open flame

Fire Regulations

- All decorative materials must be flame proof and/or fire retardant.
- No decorations may be hung from the ceiling or placed in any space that might interfere with safe passage or evacuation in case of emergency.
- Exit signs, fire extinguishers, smoke detectors, fire alarms, emergency lights, and audible fire signals cannot be decorated, covered, or obstructed in any way.
- Any extensive electrical power usage must be approved by the Trone Student Center.
- The use of candles, incense, lanterns, oil lamps, or other devices with an open flame is prohibited. Catering chafing candles are permitted and must be handled by an approved caterer.

Decorating plans not addressed within these policies should be reviewed with the Trone Student Center prior to the event/meeting. Decorations must be removed immediately following the event/meeting.

Any damages caused by decorations will be repaired by the Trone Student Center and the event organizer will be billed for all costs incurred. Similarly, any excessive cleaning charges will be billed to the event organizer.

Facility Policies & Guidelines

Alcohol and Tobacco

The Trone Student Center is a smoke-free facility, including e-cigarettes or other smoking devices.

Alcohol may not be brought in or out of the Trone Student Center for any reason. Approved events with alcohol must follow the [University's alcohol policy](#).

Animals

Only working service animals are permitted in the Trone Student Center.

Donation / Collection Boxes

Student organizations and/or University departments may place donation or collection boxes in the lower level of the Trone Student Center with prior approval. Boxes must clearly indicate the sponsoring organization or department, as well as timeline for collection.

Boxes should be placed on the first floor only. Boxes will not be allowed in the Hill Atrium or other common spaces on the second floor. Donation box requests will be approved for up to two weeks and should be submitted via syncDIN, [using this form](#).

Posting of Signs

Flyers and signs must be approved by the Trone Student Center and may be displayed in designated spaces and on Trone Digital Signs. Flyers and signs may not be hung on windows, walls, or other surfaces in the building. Digital flyers should be submitted via SyncDIN, [using this form](#).

Tables tents, flyers, and similar should not be left/placed on tables throughout the Trone Student Center. Limited exceptions may be made for these types of advertisements by contacting the Associate Dean for Student Involvement & Engagement.

All flyers and signs are subject to the [University's policies regarding the posting of signs and banners](#).

Damage

Furniture and equipment should not be rearranged or removed in any Trone Student Center spaces without prior approval. Any damage to a Trone Student Center space, equipment, or furnishings will be the responsibility of the individual or group.

Wheeled Devices

The use of bicycles, skates, skateboards, and other wheeled recreational items are prohibited inside the Trone Student Center.