

Trojan Center
After hour use guidelines
Last update: 7/28/16

Recognized student organizations and clubs may utilize the Trojan Center after regular hours. Such requests will be honored for special events that go beyond the normal scope of their routine activities.

- The club advisor is expected to be present throughout the event unless permission to waive this requirement is granted by the Trojan Center Manager or their designee.
- A representative of the group is expected to contact the Student Services Center a minimum of three working days in advance of the date of the activity to obtain necessary approvals.
- Group leaders will be expected to monitor the use of the facility throughout the event and make sure patrons remain within designated areas only.
- Group leaders will be expected to monitor and address any behavioral issues which may arise.
- Group leaders will be asked to only allow those participating in the activity entrance into the facility throughout the event.
- The sponsoring group will also be expected to perform light custodial maintenance if warranted (pick up trash, wipe down tables, vacuum carpet, return tables back to normal set up positions, return extra chairs to storage, etc.)
- Turning off lights and locking the building will be coordinated on a case by case basis.

