STUDENT CENTER HOURS AND USAGE

For students' needs, semester breaks, holidays, and special activities, the schedule will be altered to meet existing needs. A special schedule for these time periods will be posted in the Student Center, circulated to all campus email addresses. If there are any questions regarding this schedule, please feel free to contact this office.

**Building Hours:**
- Monday through Thursday: 7:00am – 11:00pm
- Friday: 7:00am - 7:00pm
- Saturday: 11:15am - 7:00pm
- Sunday: 11:15am - 11:00pm

**Information Desk: (3-7990)**
- Monday through Thursday: 7:45am - 11:00pm
- Friday: 7:45am - 7:00pm
- Saturday: 11:30am - 7:00pm
- Sunday: 11:30am - 11:00pm

**Bookstore: (3-7165)**
- Monday through Friday: 8:00am - 4:00pm
- Saturday and Sunday: Closed

**Cafeteria:**
The cafeteria is open for organized activities Monday through Sunday except for the times board contract meals are being served and when maintenance work is being done.

<table>
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<tr>
<th>CAFETERIA BOARD CONTRACT HOURS (Monday - Friday)</th>
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<tbody>
<tr>
<td>Lunch</td>
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<tr>
<td>Dinner</td>
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**Viking I: (3-7133)**
- Monday through Thursday: 7:15am - 9:00am
- Breakfast: 7:15am - 10:30am
- Breakfast Line: 7:30am - 9:00am
- Grill: 10:30am - 8:00pm
- Friday: 7:15am - 3:00pm
- Breakfast: 7:15am - 10:30am
- Breakfast Line: 7:30am - 9:00am
- Grill: 10:30am - 3:00pm
- Saturday: Lunch: 11:30am - 1:00pm
- Dinner: 5:00pm - 6:30pm
- Sunday: Lunch: 11:30am - 1:00pm
- Dinner: 5:00pm - 10:00pm

**Wild Pizza: (3-7133)**
- Sunday through Thursday: 8:00pm - 11:00pm
STUDENT CENTER USAGE GUIDELINES

The following information will constitute the guidelines that are to be used in determining which groups and individuals may use the VCSU Student Center facilities. Student Center facilities include the conference rooms, the hallways, the cafeteria, the Viking I, the bookstore, the swimming pool and the game room. The Student Center Director must approve class surveys polled by students prior to set-up. These guidelines are subject to change and may be altered as the needs of VCSU and the Student Center change. For questions dealing with the Student Center that are not answered in these guidelines, the Student Center Director must be contacted. All Student Center facility usage must be scheduled and coordinated through the Information Desk (3-7990).

Regular rates will be charged for purchasing goods in the food service, the bookstore or the game room for all groups. Regular rates will be charged for purchasing goods in the food service, the bookstore or the game room for all groups.

All catering must be requested through the campus food service’s general manager (3-7131).

No outside food service source can be brought in to the Student Center building for the purpose of your meeting.

The following groups may use the Student Center conference room facilities free of charge.

- All campus-based student organizations (i.e. fraternities/sororities & IRHC).*
- Campus staff, administration or faculty groups (i.e. Staff or Faculty Senate) **
- Organizations closely allied with the campus as determined by the Director of the Student Center.

* The fact that an off-campus organization has in its membership university students or staff does not make the organization a university organization.
** The Student Center conference rooms ARE NOT available for conducting university classes. It must be understood that these facilities are used for various student activities and a wide variety of social and administrative functions. Because of this schedule it is impossible to allow university classes to meet in these rooms on a regular basis.
Exceptions will be made only with the consent of the Director of Student Center.

Conference Rooms:
The President’s, Norway, Denmark and Skoal and Lower Level Conference Rooms are available when the building available during scheduled building hours. If a meeting plans to go past the building hours, special arrangements will need to be made to keep the building open. All conference rooms must be scheduled at the Information Desk before use by any group.

CHARGE FOR USE OF THE STUDENT CENTER FACILITY:
The following groups may use the Student Center conference room facilities for the rates as outlined:

- All non-campus affiliated groups.
- Community Groups.

(Note: Any groups, which may have an illegitimate reason for meeting, that may be detrimental to VCSU, or that use an injurious way of conducting their meeting may be refused use of the Student Center facilities.)

RENTAL RATES FOR CONFERENCE FACILITIES:
A minimum room rental charge of $40.00 will be made for the use of the Student Center conference facilities.
$40.00 per half day ($60.00 per day) for the use of any of the following single conference rooms: President’s, Norway, Denmark, Skoal Room, and Lower Level.
$60.00 per half day ($110.00 per day) for half of the cafeteria.
$110.00 per half day ($200.00 per day) for the full cafeteria.
Special rates will instituted for other facilities used by groups of individuals.
The quoted prices may vary according to the arrangements needed for the meeting.
Special rates will be provided for conferences using the whole facility. A minimum charge being $275.00.

VENDOR TABLE POLICY
University property covered under this policy in and around the Student Center, including all perimeter and approach walks.
Definitions:
Vendor: any non-University entity that sells or promotes any product or service. Vendors wishing to work with student organizations (for staffing tables or general value) may do so, but must follow all vending guidelines, including the rental fee.

Reservation Procedures:
• Reservations for vendor tables should be made at least ten (10) working days in advance.
• Reservations are made by contacting the Information Desk in the Student Center at 701.845.7122.
• Vendors are responsible for having the proper business license. Any fines incurred are the sole responsibility of the vendor.
• Tables may not be reserved for more than one consecutive week by the same vendor, unless special permission is granted by the Director of the Student Center.

Cancellations:
Cancellations must be made 24 hours (one working day) in advance or a penalty of 1 day's compensation will apply.

Memorial Student Center Vendor Table Rental Schedule (price includes 1 table and 2 chairs):
• $80.00 per day for individual vendors (small business) and Corporate Vendors (including credit card promotions).
• No charge for recognized VCSU Student Organizations.
• No charge for community service, non-profit community/governmental agencies providing information/materials of general interest to the university community.
• Special rates may be negotiated with the approval of the Student Center Director.

SWIMMING POOL GENERAL INFORMATION
Take advantage of the indoor pool facility in the Valley City area! The VCSU Swimming Pool is an American Red Cross Affiliate. There are numerous open swimming sessions and classes for interested parties at the Student Center pool this year. The following will service to provide general information about the pool and its swimming program.

University classes are offered for credit through the VCSU Physical Education Department and through the Community Education Program. A large variety of Student Center swimming classes are offered through the Student Center. These classes will range from beginning swimming classes to Red Cross Water Safety Instruction classes. The Student Center classes are open to non-university as well as university students. The open swims are open to the university and community. During the open swims those under seven years old must accompanied by a guardian who is at least twelve years old.
Rental groups are also encouraged to use the Student Center pool facility. Qualified guards are provided at all times. For specific information about pool rentals, contact the Information Desk. (845-7122).
VCSU POOL SCHEDULE

Monday through Thursday  4:00pm - 7:30pm  St. Center Classes
  7:30pm - 10:00pm  Open Swim*

Monday, Wednesday & Friday  12:00pm - 12:50pm  Lap Swim*

Tuesday, Thursday  6:30pm - 7:30pm  Lap Swim

Saturday  1:00pm - 2:00pm  Lap Swim
  2:00pm - 4:00pm  Open Swim*
  4:00pm - 7:00pm  Rentals

Sunday  1:00pm - 2:00pm  Lap Swim
  2:00pm - 4:00pm  Open Swim*
  4:00pm - 9:00pm  Rentals

* Note: The VCSU Swimming Pool reserves the right to close early at these times if no one has shown up for swimming within 20 minutes of after opening.

Classes to be offered during the 2008-2009 academic year include the following: American Red Cross Parent & Child Aquatics, “Learn to Swim Program” Levels 1-6, Lifeguard Training, WSI, and Aquacise. For a detailed up-to-date swimming schedule, stop by the Information Desk for a brochure.

Rates:
- VCSU Full-time Students - free with a university ID
- VCSU Staff, faculty, and their families - free with a VCSU ID
- Community Semester Passes-
  - $35.00 per semester for single person pass
  - $45.00 per semester for family pass
- Persons without university ID or a pass - $2.00 each per swim
- Rental Groups - $50.00 per hour and $40.00 for each hour after the first hour. For each additional guard $8.00.
- Any rental group over 35 will be charged on a per person basis at a rate of $2.