



Roosevelt University

Policy on the Use of the Michigan Avenue Lobby

Policy 5.4

Responsible Executive: Senior Vice President of Finance & Operations and CFO

Originally Issued: 10/31/2007

Revised: month,day,year

Effective date: 11/12/2007

Contents (if more than three pages)

Policy Statement

For purposes of coordination, the Michigan Lobby should be thought of in three sections, with specific permitted uses for each section:

SECTION	DESCRIPTION	PERMITTED USES
North	From the northern edge of the Information Desk counter to the Admission Office and the door leading to the north elevators.	Small receptions; University event check-in. Multi-day exhibits or displays <u>not</u> permitted.
Central	The area between the revolving doors and the Information Desk and grand staircase.	One 8-foot table for student organization or university department; approved signage on easels near second column from south end.
South	Includes the chairs and tables near the coffee kiosk and the space near the entrance to the Student Success Center.	Not available for other uses.

Reason for Policy

Recent improvements have been made to the Michigan Avenue Lobby, including furniture, carpeting, and the addition of a coffee kiosk. These improvements have increased traffic and life in the Lobby, thus making it very desirable as a place for table promotions, displays, receptions, and event check-ins. Up until now, there has been no designated authority or responsible person for coordination of Lobby activities, and no single policy on how such use is to be prioritized and by whom. This results in

occasional confusion over conflicting activities, a cluttered and unprofessional appearance to the area, and inconsistent or unendorsed messages being conveyed. A Lobby usage policy is needed.

Entities Affected by this Policy

Administrative Services is the designated authority for this policy. Physical Resources will also assist in policy implementation. Since the Michigan Lobby is an entrance used by all departments of the University, all are affected by this policy.

Web Address

To be completed by the President's Chief of Staff.

Related Documents

Reservation and approval procedures, as well as other logistical details, are outlined in the document entitled "Procedures for Coordination of Activities in the Michigan Avenue Lobby," which is available on the Administrative Services page on the intranet at <http://intranet.roosevelt.edu/adminsvs/default.asp>. A pdf floor plan of the Michigan Avenue Lobby is also available at the same location, to assist lobby users in their planning.

Implementation

Implementation procedures have been developed by the Assistant Vice President for Administrative Services, as described above under "Related Documents." Periodic reports on lobby utilization and related issues will be provided to the Vice President for Finance and Operations.

Online Resources and Forms

See "Related Documents" above.

Appendices

(none)