



# Schwab Hall Use Policy

Shields School of Business  
Dr. Randy Frye, Dean School of Business  
Approved Thursday, September 8, 2016

## **Mission Statement of the Shields School of Business:**

The Shields School of Business seeks to enable students and graduates to know more, do more, and be more. The School of Business will graduate students who have the knowledge, skills, love of learning, confidence, drive, and ethical and moral values needed to be spiritually fulfilled in life and successful in professional careers.

## **The General Goal Statement:**

The School of Business aims to serve the educational and developmental needs of a broad constituency, from traditional-age students desiring enrollment in undergraduate business programs; to working professionals who desire executive development opportunities that come with the Masters of Business Administration and the Masters of Human Resource Management Programs; to the aspiring entrepreneur who plans to begin a business; and to existing businesses that want to grow, expand, and reach new markets.

## **Mission Statement of the Shields Hall School of Business Regarding Schwab Hall:**

Schwab Hall has been designated as the official home of the Shields School of Business. Therefore, the School of Business students, faculty, staff, and alumni comprise the principal audience of the educational programming and activities that occur in the building. The primary intent of Schwab Hall is to support the academic mission of the Shields School of Business and thus programming and related activities falling under this umbrella are given top priority at all times. We also invite other academic departments to use the facility to support their particular education missions as well. *We intend on Schwab Hall's use being limited to academic purposes deemed appropriate by the School of Business. We also intend on the common building spaces to be warm and inviting to all SFU students.*

## **Conference Rooms:**

Schwab Hall has two available conference rooms, **Schwab Hall, Room 214** (which holds 18 occupants) and **Schwab Hall, Room 312** (which holds 8 occupants), for Saint Francis University and they can be booked by academic departments and other administrative units on campus upon request. This access depends on whether or not they are already booked for School of Business activities or by other appropriate departments who booked the same space earlier. They also are intended for use by School of Business affiliated co-curricular student organizations (e.g., Enactus, Francis Fund, SEA, Investment Club). Like other conference rooms, the two Schwab Hall conference rooms are scheduled through the Groupwise Appointment option, or directly through the School of Business Administration

Administrative Office. The School of Business does reserve the right to change a reservation should mission-based needs arise after a reservation is already confirmed.

**The Kudrick-Oravec Vista Room (Schwab Hall, Room 302):**

The Kudrick-Oravec Vista Room located on the third floor of Schwab Hall is available for special campus events involving the President’s Office, the Office of Advancement, or other parties granted permission under the Schwab Hall use policy to use it for their activities. The Kudrick-Oravec Vista Room is intended to be a reception facility for special campus events. It is **not** intended to be a conference room, a training facility, an everyday student lounge, or a full-service, formal campus dining facility. There may be some deviation regarding this policy at the discretion of the President and/or the Dean of Business. If food is being served in the facility, the menu should be driven by the casual nature of the facility (e.g., hors d’oeuvres, informal meals, snacks). The room will not be reconfigured for formal dinners unless such arrangements are requested by the President’s Office or Office of Advancement. Priority booking for the Vista Room for all events is granted to the President’s Office, the Office of Advancement, and the School of Business (in this particular order). While the seating capacity of the Vista Room is 30, it does provide a sufficient gathering space for up to a total of 68 occupants. Please contact Ms. Jessica Burgmeier for making arrangements for using this reception area or for questions regarding it.

**School of Business Classrooms:**

The Schwab Hall classrooms are intended for approved academic purposes and are not generally available for non-academic purposes. It is expected that Schwab Hall classroom users will exercise gentle care in using the facilities and follow good classroom use etiquette. For example, faculty or others using the classrooms are expected to power down the overhead projectors, document cameras, and other electronics in the room prior to exiting it. It also is expected that all white boards will be cleaned for the next classroom user. Any concerns or problems regarding the classrooms should be communicated to the School of Business Administrative Office.

**The Financial and Statistical Analysis Lab (Schwab Hall, Room 012)**

The intent of the Schwab Hall computer analysis lab is to serve the information technology needs of business students, not the general university community. Therefore, the lab will operate on restricted hours and is intended to only serve the educational needs of business-related majors.

**Adamucci’s Café:**

Schwab Hall features a limited food and beverage service café featuring Starbucks coffee on the ground floor. Usual café operating hours, subject to change, are:

Monday through Thursday.....	7 a.m. to midnight
Friday.....	7 a.m. to 9 p.m.
Saturday.....	11 a.m. to 9 p.m.
Sunday.....	11 a.m. to midnight

Adamucci Café is expected to be a community gathering place for light refreshments, snacks, and light meals and is not expected to be a quiet study place in the building or a place to recharge laptop computers. There are three other floors above it for quiet conversations and studying. Schwab Hall’s normal operating hours match those of Café Adamucci.

### **Student Projects Room (Schwab Hall, Room 212):**

The intent of the Student Projects Room is to provide collaboration meeting space for School of Business-related student organizations and business class-related case study/business simulation teams. When this room is not scheduled for the above mentioned activities it can be used as a quiet study space for business students, faculty, and staff. If you would like to reserve the room for your club or team project or other appropriate academic use, please contact Ms. Burgmeier in Schwab Hall, Room 103. Students using the whiteboards in the conference rooms should clean them prior to leaving the rooms.

### **Schwab Hall Signage:**

No paper flyers or similar promotional pieces are to be posted on painted walls or pillars in Schwab Hall. They also should not be posted on glass doors, solid doors, brick walls, or windows. Limited designated areas using *tackless metal railings* are available for posting flyers and other information approved by the Office of Student Engagement. However, the School of Business reserves the right to immediately remove material deemed to be inappropriate or offensive to a reasonable person (applying the *reasonable person legal standard*). At no time should duct tape or masking tape be used to attach signs. Any signs not posted on the approved metal railings will be removed. For particular questions on posting signs in Schwab Hall, please contact Ms. Burgmeier in Schwab Hall, Room 103.

### **Schwab Hall Contact:**

Any inquiries as to the use of the Schwab Hall should be directed to **Ms. Jessica Burgmeier**, the School of Business Administrative Assistant (in 103 Schwab Hall; [jburgmeier@francis.edu](mailto:jburgmeier@francis.edu) or 472-3087) or **Dr. Randy Frye**, Dean of Business (same building location; 472-3041 or [rfrye@francis.edu](mailto:rfrye@francis.edu)).