



PennState
Harrisburg

The Russell E. Horn, Sr.
Spiritual Center
Student Enrichment Center

Policies and Procedures

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The Russell E. Horn, Sr. Spiritual Center

Mission

The Russell E. Horn, Sr. Spiritual Center is a space where the campus community can explore, dialogue and learn through sharing faith-based discussions, programs and traditions.

Vision

The vision of the Russell E. Horn, Sr. Spiritual Center embraces these fundamental premises:

- To provide the College community with a safe, supportive space for multi faith expression
- To provide students access to community spiritual resources
- To provide space where individuals can carry out faith traditions and faith-based practices.

Recognized Student Organizations (Faith Based)

Officially recognized student organizations (RSOs) that are classified as Religious/Spiritual organizations through the Office of Student Life (OSL) may use the Spiritual Center for certain club/organization sponsored programs. Programs must fit within with the Center's Mission and Vision.

Recognized student religious/spiritual organizations are solely responsible for their programming, practices, and expressions of faith. The University's recognition of student religious/spiritual groups does not imply and should not be construed as endorsement by the University of programming, practices, or expressions of faith of such groups.

Recognized student religious/spiritual organizations, their affiliate staff, advisers, and faith leaders are subject to the University's policies and rules including facilities and grounds, personal conduct and behavior, and safety and security as well as abiding by the University's code of conduct, and the Penn State Values.

Facility Usage General Policies

Hours of Operation

- Hours during the regular academic year -- 8:00 am –11:00 pm Monday-Thursday; 8:00 am to 10:00 pm Friday; Weekends by appointment
- Hours when classes are not in session – 8:30 am – 4:00 pm Monday-Friday; Weekends by appointment
- Summer hours – 8:30 am-4:00pm

NOTE: All events must conclude by closing time

Scheduling

All events will be scheduled through and approved by the Office of Student Life (OSL) staff.

Scheduling Priority by Group

All scheduling will be in concert with the Center's Mission and Vision. Every attempt will be made to provide consistency. The order of priority in reserving space in the Russell E. Horn, Sr. Spiritual Center is:

1. Office of Student Life
2. Faith-based recognized student organizations at Penn State Harrisburg
3. Other recognized student organizations
4. University departments

Scheduling Procedures

- All groups must submit the Room Request form located in OrgSync
- The space will be reserved for the actual event time plus ½ hour prior to the beginning of the event and ½ hour after the event. However, all events must conclude (including clean up) by closing time.
- Rooms are available to the group/department for the confirmed reservation time periods only. It is essential that all meetings/services/events begin and end at the appointed times.
- The group must obtain prior permission to charge fees for an event.
- A member of the reserving group must be present the entire time the space is used.
- The sponsoring group/department is responsible for the physical space, conduct of participants, and the moral content of the event.
- Band/Choir dress rehearsal (one [1] only allowed) must end by 11:00 pm Monday-Thursday and 10:00pm on Fridays. Attendees must have equipment

packed and facility cleaned and ready to exit the facility by 11:30 pm Monday-Thursday and 10:30 pm on Fridays.

- Meetings/Services must end by 11:00 pm Monday-Thursday and 10:00 pm on Fridays. Attendees must have equipment packed and facility cleaned and ready to exit the facility by 11:00 pm Monday-Thursday and 10:00 pm on Fridays.
- Cancellations must be received at least 24-hours prior to the event.

Use and Care of Facility

- The Center's furniture and equipment must be moved by the Office of Student Life or OPP staff only. Failure to comply will result in the group/department's loss of reservation privileges to use the space
- The sponsoring group/department is responsible for ensuring that the physical space is left in the same condition/set up as it was found, and that the conduct of the attendees is respectful.
- Open flames are **not** prohibited on campus. Flameless candles are permitted.
- **No food** is permitted in the Spiritual Center except for food items necessary for spiritual/ritualistic traditions.
- Dispose of all trash/recycling in the appropriate receptacles.
- A scheduled event cannot hinder or disturb other scheduled activities.

Damage

Any damage found in a room must be reported.

- Damage is defined as (but not limited to) spills/stains, broken furniture, graffiti, etc.
- Damage Report Form can be found in OrgSync
- Damage found prior to meeting/event beginning should be reported to the Office of Student Life prior to the meeting/event.
- Damage that occurs during a meeting or event must be reported immediately
- Costs for clean-up and/or repair will be shared by those responsible for the damage.
- Damages will be assessed and appropriate action will be determined by the Office of Student Life.

Charges/Fees

- When warranted, excessive clean-up fees will be charged to any group using space in the Russell E. Horn, Sr. Spiritual Center.

Security

- An Office of Student Life student staff member will be on hand in the Student Enrichment Center in the event assistance is needed.

Room Descriptions

Food and beverages beyond that required for spiritual/ritualistic traditions is not permitted in the Spiritual Center or in the upper level hallways of the SEC.

Office – Room

- Meeting space for clergy and Center staff

Prayer Room (2)

- Seating for 1 person
- Foot baths (2)

All Faith Service/Program Room

- Seating for 110 people moveable
- Computer, screen, projector, microphones
- Limited amplification is allowed
- Keyboard

Keyboard Usage

- Users of the keyboard are responsible for any damages to the instrument
- Users must report any maintenance issues to the Office of Student Life ASAP
- Keyboard may not be moved.