

Mississippi Valley State University



Jacob Aron Student Center

Policies and Procedures
Manual

Jacob Aron Student Center
Mississippi Valley State University
MVSU 7262
14000 Highway 82 West
Itta Bena, MS 38941-1400

Phone (662) 254-3526
Fax (662) 254-3753

Mississippi Valley State University
is accredited by the
Commission on Colleges of the Southern
Association of Colleges and Schools
to award Baccalaureate and Masters Degrees

1866 Southern Lane
Decatur, Georgia 30033-4097
Phone (404) 679-4501

~ Revised August 2012 ~

Table of Contents

Mission Statement	1
Overview	2
Hours of Operation	3
Jacob Aron Student Union Rules	4
Organizational Chart	5
Job Descriptions	6-9
Vendor's Policy	10
Vendor's Application Form	11
Facility Usage Policy	12
Valley's Video Store Policy	13
Valley's Video Store Check-out Agreement Form	14
Game Room Rules	15
Game Room Tournaments Rules and Regulations	16-17
Jacob Aron Student Union Game Room "Game Zone"	18
Jacob Aron Student Union Fees	19
Office of Student Leadership & Engagement Forms	20-27

Mission Statement

The mission of the Office of Student Leadership & Engagement is to create an atmosphere and present activities that will contribute to the intellectual, social, moral, and physical development of the students. The Office of Student Leadership & Engagement is committed to being a part of the educational process of the University, as well as the Student Union being considered an extension of the classroom, and an important part of the students' education.

OVERVIEW

The Jacob Aron Student Center (“The Union”) is a multi-purpose facility designed to meet the needs of the Mississippi Valley State University community. It provides facilities and opportunities that assist students, faculty, staff, the administrators, alumni and guests. The Union operates under the direction of the Director of Student Leadership & Engagement and is aligned under the Vice President for Student Affairs, Enrollment Management & Diversity. The Jacob Aron Student Union was completed September 25, 1960 and is named after New York philanthropist Jacob Aron. The Office of Student Leadership & Engagement staff sponsors a wide variety of programs and activities.

Founding President James Herbert White remarked that “the building will forever remain as a monument to the faith trust, and friendship the world has for Mississippi Valley State University (Mississippi Vocational College)”. The Jacob Aron Student Union was the first air-conditioned student union building at any college in Mississippi.

As the “living room” or the “hearthstone” of the University, the Union provides the services, conveniences, and amenities the members of the college family need in their daily campus lives and informal associations. It serves as a unifying force in the life of the University. An addition to the Student Union building was completed in 1970 due to the vast enrollment increase. Today it is a two-story facility, which contains a Post Office, Bookstore, Convenience Store, Game Room, Bowling Alley, Valley’s Video Store, Barber/Beauty Shop, Royal Room, Commuter Lounge, Conference Rooms, MVSU Print Shop, and *Checkers* snack bar/restaurant. The name of the TV/Reading Room was officially changed June 12, 2012, to the Commuter Lounge by the Vice President for Student Affairs, Enrollment Management & Diversity.

The Director of the Student Union and Coordinator of Student Activities positions were combined July 1, 1999, to form one position, Director of Student Union/Activities, under the direction of the Vice President for Student Affairs. The responsibilities of the combined areas include the programmatic, operational, budgetary, and personnel activities of the Office of Student Leadership & Engagement. The Office of Student Activities was officially changed to the Office of Student Leadership & Engagement June 20, 2012 by the Vice President for Student Affairs, Enrollment Management & Diversity to reflect the paradigm shift in Student Affairs, and to become more learner centered in its approach to service delivery and learning outcomes.

The Jacob Aron Student Union serves as a multi-purpose facility and provides a variety of facilities and services conducive to leisure time activity and relaxation. Through creative programs, the Student Union provides a working situation within which student planned activities operate.

The Office of Student Leadership & Engagement enhances the academic process by creating an atmosphere that contributes to the intellectual, social, cultural, and physical development of the students. The Office of Student Leadership & Engagement serves as the major programming agency for students on campus, also as a resource outlet for student organizations. Student organizations play a key role in programming activities for students. A Student Union Board (SUB) was established to help students with development opportunities. The purpose of the group is to develop and implement social, cultural, entertaining and educational activities. Some of the major activities that are sponsored by the Office of Student Leadership & Engagement include the annual Homecoming Comedy Show/Block Party, Mardi Gras Party, Super Bowl Party, Clubs and Organizations Fair, Bingo, Karaoke, “Late Nite” Game Night, Foam Party, Movie Night, Open Mic/Coffee House, motivational speakers, and a series of tournaments, e.g., as Pool, Spades, and Dominoes.

Hours of Operation

Main Office

8:00 a.m. – 5:00 p.m. Monday – Friday
Telephone: (662) 254-3526

Game Room

1:00 p.m. – 10:00 p.m. Monday – Friday
Telephone: (662) 254-3534

MVSU Post Office

9:00 a.m. – 4:30 p.m. Monday – Thursday
9:00 a.m. – 4:00 p.m. Friday
8:30 a.m. – 10:00 a.m. Saturday
Telephone: (662) 254-3537

MVSU Bookstore

9:00 a.m. – 5:00 p.m. Monday – Friday
Telephone: (662) 254-3532

Checkers Snack Bar

8:00 a.m. – 10:00 p.m. Monday – Friday
Telephone: (662) 254-3502

MVSU Print Shop

8:00 a.m. – 5:00 p.m. Monday – Friday
Telephone: (662) 254-3750

Convenience Store

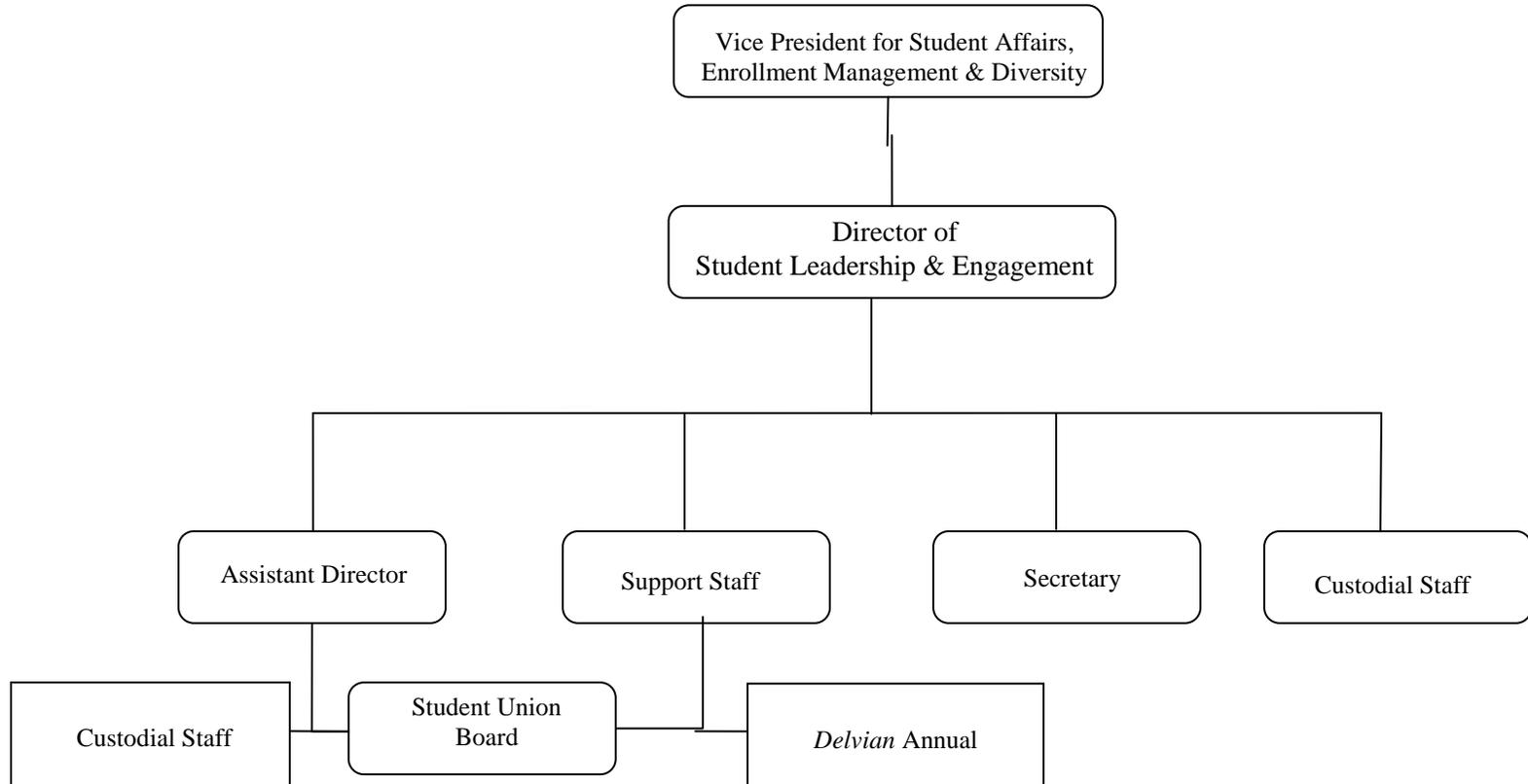
9:00 a.m. --- 5:00 p.m. Monday – Friday
Telephone: (662) 254-3238

Mississippi Valley State University
Jacob Aron Student Union
RULES

1. Riding skateboards, roller blades, water guns, super soakers, water balloons, riding bicycles, balls, bouncing basketballs, etc., are not permitted.
2. Horse playing, fighting, profanity and gambling is not permitted.
3. Sitting on the handicapped rails, pool tables, card tables, steps, the back of furniture and end tables is not permitted.
4. Boom boxes and music boxes are not permitted to be played in the Student Union without approval from the Office of Student Leadership & Engagement.
5. All students in a MVSU program must have a current and valid MVSU I.D. card in order to have use of services offered in the Game Room.
6. A shirt and/or blouse, along with shoes must be worn at all times in the Student Union.
7. Smoking is not permitted in the Jacob Aron Student Union; it is a smoke-free facility.
8. Food and drink are not permitted in the Bowling Alley.
9. Hair braiding is not permitted in the Student Union, except in the Beauty/Barber Shop.
10. Animals are not permitted in the Student Union unless used by visually or the hearing-impaired.
11. The Jacob Aron Student Union is not responsible for lost or damaged articles of individuals and/or organizations in the building. All items found in the building will be taken to the Office of Student Leadership & Engagement.
12. The Union staff and Facilities Management staffs are the only persons allowed to move or rearrange furniture in the Student Union.
13. Off-campus agencies, their representatives or individuals are not permitted to set up displays, sell products or hand out advertisements in the Student Union without approval from the Office of Student Leadership & Engagement Staff.
14. Sponsors of events will be held financially responsible for any damages and/or charges incurred during their use of rented space in the Jacob Aron Student Union.
15. In accordance with University regulations, alcohol, drugs, firearms and gambling in any form are prohibited.
16. A parent, guardian, or adult must accompany children under twelve (12) years of age at all times while visiting in the Jacob Aron Student Union.
17. The Game Room Attendant does not accept bills larger than \$10.00.
18. Registered Student Organization activities and meetings cannot begin until the advisor is present.
19. The Commuter Lounge closes at 5:00 p.m. daily.
20. Music containing explicit (excessive profanity) cannot be played in the Student Union Building.

These policies serve as a guideline for the efficient and effective use of the Jacob Aron Student Union. For any questions or interpretation of these policies, please consult any staff member of the Jacob Aron Student Union.

Jacob Aron Student Union Organizational Chart



Responsibilities and Duties of Director of Student Leadership & Engagement

Responsibilities: The Director of Student Leadership & Engagement reports to the Vice President for Student Affairs, Enrollment Management and Diversity. The Director is responsible for providing oversight for operation of the Student Union, including budgetary, programmatic and personal activities. The duties of the Director include, but are not limited to:

Duties

- Approve and assist scheduling activities for Greek Life.
- Assist in the resolution of scheduling and/or facility conflicts.
- Monitor the fundraising policy for Registered Student Organizations.
- Ensure that policies and procedures for Registered Student Organizations are current.
- Oversee and monitor the Membership Intake Process for Greek Life.
- Serve as Advisor for *Delvian* Annual, Miss MVSU and Mr. MVSU.
- Oversee and monitor the Student Government Association, Inc., Elections.
- Serve as co-chair for Homecoming Committee.
- Develop and administer budgets (Student Union, Office of Student Leadership & Engagement, *Delvian* Annual, Student Union Board, Miss MVSU and Mr. MVSU).
- Manage the Beauty Shop and Barber Shop.
- Manage rental and leasing space, utilization of conference rooms, multi-purpose rooms and offices.
- Develop strategic plans for staff development, contractual agreements, revenue generations, and facility maintenance.
- Supervise a staff of three full-time employees, as well as work study, and student assistants.
- Facilitate leadership training for student leaders and student organizations.

The Director of Student Leadership & Engagement performs other duties as assigned by the Vice President for Student Affairs, Enrollment Management and Diversity.

Responsibilities and Duties of Assistant Director

Responsibilities: The Assistant Director reports directly to Student Leadership & Engagement. The Assistant Director shares the responsibility for the daily operations and management of the Jacob Aron Student Union.

Duties

- Assists with the operational procedures of the Student Union.
- Plan, schedule, and implement activities.
- Creates the Office of Student Leadership & Engagement's work schedule to ensure all activities are monitored.
- Provide supervision for student activities, including evenings and some weekends.
- Assists with planning activities for New Student Orientation.
- Take monthly inventory of all University inventory equipment.
- Serves as Primary Advisor to the Student Union Board (SUB).
- Report all maintenance repairs for the Student Union.
- Oversees the operations of Game Room and Bowling Alley.
- Supervise Work-Study students
- Set up multi-media system to show movies.
- Performs assessments of all activities.
- Train Student Union Board members to operate Karaoke and music equipment, Popcorn, Snow Cone, and Cotton Candy machines.
- Serve on various major University committees.
- Assists with the registration of Student Organizations.
- Assists Registered Student Organizations with the Facility Reservation Form to resolve scheduling conflicts.

The Assistant Director performs other duties as assigned by the Director of Student Leadership & Engagement.

Responsibilities and Duties of Secretary

Responsibilities: The Secretary reports to the Director of Student Leadership & Engagement. The Secretary coordinates and performs secretarial duties such as greeting visitors; answering the telephone and providing relevant information to callers or routing calls to appropriate office/staff.

Duties

- Assist the Director with contract procedures and authorization of expenditures.
- Exercise professionalism and diplomacy in placing and receiving phone calls of importance, as well as of a routine nature.
- Arrange travel schedules and make reservations for conferences and trips.
- Prepares outgoing mail.
- Prepares correspondence and reports using computer terminal and office records.
- Use computer to retrieve information.
- Operate and have knowledge of all office machines.
- Composes letters and memorandums.
- Delivers polite customer service when inquiries are made.
- Supervise Work-Study students.
- Keep and maintain records of all University inventory equipment.
- Assist with the registration process for student organizations.
- Process necessary documents to monitor fundraising policy for student organizations.
- Assist with scheduling of campus events.
- Requisitions supplies, equipment and services for Student Union, Student Leadership & Engagement, and *Delvian* Annual, Miss MVSU, and Mr. MVSU.
- Maintain accurate records to monitor spending.
- Performs time keeping duties, which includes attendance records.
- Compose and post bulletins for programs and events.
- Monitors the budgets for Student Union, Student Leadership & Engagement, *Delvian* Annual, Student Government Association, Student Union Board, Miss MVSU, and Mr. MVSU.
- Keep and maintain the Calendar of Events Book for the University.
- Compose and publish a division calendar of events each semester.

The Secretary performs other duties as assigned by the Director of Student Leadership & Engagement.

Responsibilities and Duties of Support Staff

Responsibilities: The Support Staff reports to the Director of Student Leadership & Engagement. The Support Staff's primary responsibility is to provide assistance and supervision for activities sponsored by the Office of Student Leadership & Engagement.

Duties

- Manage and maintain a campus video store, containing a wide variety of DVD and VHS movies.
- Create and design departmental publications to promote activities.
- Develop strategies to ensure effective publicity and promotion of student activities.
- Provide supervision for student activities, including some evening and weekend activities.
- Supervise Work-Study students.
- Serve as Advisor to Student Union Board.
- Assist with the implementation of activities and University events.
- Assist with New Student Orientation and Homecoming.
- Set up multi-media system to show movies.
- Serve as Advisor to the *Delvian Annual*.
- Keep and maintain a list of all consoles and video games available in the Game Room.
- Update and maintain current rules for tournaments offered in the Game Room.
- Assists with functions hosted by the Office of Student Leadership & Engagement.
- Maintain and operate the Student Union music equipment.

The Student Union Staff perform other duties as assigned by the Director of Student Leadership & Engagement.

Vendor's Policy

Policy for Jacob Aron Student Union Vendors:

1. A Vendor's registration form must be completed and approved prior to setup.
2. Vendors may register by fax or by phone with the main office.
3. Vendors must pay a \$75.00 fee prior to setup, at the Cashier's Window in the William W. Sutton Administration Building.
4. Each vendor is provided with one table and two chairs.
5. The Student Union does not store merchandise for vendors.
6. Products are limited to crafts, selected and approved Greek apparel, plants, non-food items, and/or items of a unique nature. The Director of Student Leadership & Engagement must approve all items prior to sales.
7. All vendors must adhere to MVSU parking regulations. Parking passes are available at the University Police Department.
8. Registered Student Organizations (RSO) must complete a **Request to Conduct Fundraiser Form** and secure approval. They must also reserve a space with a Facility Reservation Form prior to setup.
9. All vendors, RSO and MVSU Departments, must leave their reserved area clean and notify the main office upon departure.
10. Vendors are not permitted to sell any MVSU apparel or merchandise.

MISSISSIPPI VALLEY STATE UNIVERSITY
JACOB ARON STUDENT UNION
VENDOR'S APPLICATION FORM

Please type or print:

Vendor's Name _____

Company Name _____

Home Address _____

Company Address _____

Home Phone Number _____

Company Phone Number _____

Contact Number _____

Fax Number _____

E-Mail Address _____

Description of merchandise to be sold:

Price Range: Least Expensive \$ _____ Most Expensive \$ _____

_____APPROVED _____DISAPPROVED

A Vendor's Fee of \$75.00 must be paid prior to setup at the Cashier's Window in the William W. Sutton Administration Building, and a copy of receipt presented to main office in Student Union.

Applications may be mailed to the below address or completed upon arrival and prior to setup:

Office of Student Leadership & Engagement
Mississippi Valley State University 7262
14000 Highway 82 west
Itta Bena, MS 38941-1400
Fax: 662-254-3753
Phone: 662-254-3526

Facility Usage Policy

Policy for Student Union, Student Pavilion, Greek Row, and Bennie G. Thompson Plaza Usage:

1. Facility Reservation and Grounds Reservation Forms are available in the main Office of Student Leadership & Engagement and its website.
2. A Facility Reservation Form must be completed for use of all campus buildings and Student Pavilion. The **original** Facility Reservation Form must be returned to the main office of Student Leadership & Engagement seven days prior to the requested event.
3. A Grounds Reservation Form must be completed for use of all student plots on Greek Row. The **original** Grounds Reservation Form must be returned to the main office of Student Leadership & Engagement seven days prior to the requested event.
4. Registered Student Organizations may not have access to any reserved room in the Student Union until their advisor is present. An advisor must be present during the entire event.
5. All activities/events in the Student Union end at 10:00 p.m. unless otherwise approved by the Director of Student Leadership & Engagement.
6. Indicate on the Facility Reservation Form if you need set-up time and clean-up time. If you need clean-up time, you should plan to end your event at least 15-30 minutes prior to the closing of the Student Union.
7. For a dance, stroll, social, party or ball, the Royal Room closes at 11:45 a.m. during the week and 12:45 a.m. on Fridays and Saturdays.
8. Public Address systems (PA system) may be reserved through Facilities Management.
9. If you are conducting a fundraiser with an admission charge, an approved Advisor of Records, Business and Finance staff person and a University Police officer must be present before the event can begin. This does not apply to off-campus groups who are renting the facility.
10. All rooms (Conference, Commuter Lounge, and Royal Room) must be cleaned and restored to its original order after use.

Valley's Video Store Policy

Valley's Video Store Check-Out Policy

1. Only two (2) videos may be checked out at a time.
2. There is no charge to check out videos.
3. A **current** and **valid MVSU I.D. card** must be presented at the time of checkout.
4. All videos are checked out for a one (1) day period.
5. All videos must be returned before 4:00 p.m. the next workday.
6. All videos checked out Friday, are due back the following Monday by 12 noon.
7. A late fee of **\$25.00** per movie, per day, will be applied to your student account, up to five (5) MVSU work days for all videos that are not returned by the due date.
8. After five (5) MVSU workdays, a **\$100.00** fee per VHS or **\$100.00** fee per DVD will be applied to your account in the Business and Finance Office.
9. If videos are damaged upon return, a **\$100.00** fee per VHS or **\$100.00** fee per DVD will be applied to your account in the Business and Finance Office.
10. Movies may be returned to the Valley's Video Store, main office of the Student Union, Assistant Director's office or Game Room office.
11. Only currently enrolled MVSU students and MVSU employees, with MVSU I.D., may check out movies from the Valley Video Store.

Mississippi Valley State University JACOB ARON STUDENT CENTER

VALLEY'S VIDEOS Check-out Agreement

This Agreement is made and entered on _____ between MVSU Valley's Video Store and
Date

Name MVSU I. D. Number

Residence Hall/Room # or Campus Address/Department Contact Number

Terms of Agreement

1. Only two (2) videos may be checked out at one time.
2. A **valid MVSU I. D. card** must be presented at the time of check out.
3. All videos are checked out for a **ONE** (1) day period.
4. All videos **MUST** be returned before 4:00 p.m. on the due date. All videos checked out on Friday, are due back on Monday by 12 noon.
5. There is no charge to check out videos.
6. A late fee of **\$25.00** per movie per day will be applied to your account, up to five (5) MVSU work days, for all videos that are not returned by the due date.
7. After five (5) MVSU work days, a **\$100.00** fee per VHS or **\$100.00** fee per DVD will be applied to your account in the Business and Finance Office.
8. If videos are damaged upon return, a **\$100.00** fee per VHS or **\$100.00** fee per DVD will be applied to your account in the University Business and Finance Office.

Name of Movie

1. _____ VHS or DVD Returned yes or no
2. _____ VHS or DVD Returned yes or no

Date Due _____ Date Returned _____

Please **READ** and sign.

I have read the Terms of Agreement. I understand and agree to abide by the Terms of Agreement as set forth by the staff of the Mississippi Valley State University Jacob Aron Student Center.

Signature Date Student Leadership & Engagement Staff Date

Received In By Date

JACOB ARON STUDENT UNION GAME ROOM RULES

1. **EVERYONE MUST SIGN IN WHEN THEY ENTER THE GAME ROOM AND PRESENT THEIR MVSU STUDENT I.D. CARD. NO EXCEPTIONS!**
2. **You must have a current and valid MVSU I.D. card to use any and all Game Room equipment and receive service. There are no EXCEPTIONS! Patrons who are not Mississippi Valley State University students will not receive service. The Game Room staff reserves the right to refuse service to anyone not having proper identification.**
3. **EVERYONE** must leave their MVSU I.D. card with the Student Leadership & Engagement staff person when using Jacob Aron Student Union and Game Room equipment and games. This includes video games with 2 joy sticks, pool, bowling, ping-pong, quiet table games, and etc. (EXAMPLE: Four (4) students playing cards, ALL 4 students must leave their MVSU I.D. card with the Student Leadership & Engagement staff person until they finish with MVSU equipment.)
4. Profane and/or vulgar language is **UNACCEPTABLE** and **NOT PERMITTED** and will not be tolerated.
5. Gambling is not allowed in the Student Union.
6. The pool game is over when the eight ball drops.
7. Twirling pool sticks is not permitted.
8. Sitting on the pool tables and/or card tables is not permitted.
9. Fighting in the Game Room is not permitted. University Police will be called to escort you out of the building.
10. Playing with more than one Cue Ball is not permitted.
11. Drinks and food are not permitted on the pool tables.
12. Students cannot use the Game Room office telephone to make or receive phone calls.
13. Bills larger than a \$10.00 bill are not accepted to expend change.
14. Smoking is not permitted in the Student Union, it's a smoke-free building..
15. Hair braiding is not permitted. The Game Room is not a beauty shop!
16. Children under the age of twelve (12) are not allowed in the Game Room unless accompanied by a parent, guardian, or adult.
17. There is a set 30-minute time limit on the use of all video games, which the Game Room Attendant will strictly enforce.

Patrons who do not abide by these Game Room RULES will be escorted from the Game Room by University Police.

VIOLATORS WILL BE ASKED TO LEAVE AND ARE SUBJECT TO DISCIPLINARY ACTION.

Jacob Aron Student Union Game Room Tournaments Rules and Regulations

ALL TOURNAMENTS WILL HAVE BRACKETS POSTED TO ENTER ANY GAME ROOM TOURNAMENT

1. You must be currently enrolled at Mississippi Valley State University.
2. You must have a valid MVSU Student I.D. card.
3. You must sign up for the tournament in advance with the Student leadership & Engagement staff person.
4. All tournaments start at 7:00 p.m.
5. The Student Leadership & Engagement staff reserves the right to disqualify anyone for using profane language.
6. The Student Leadership & Engagement staff will supply all materials needed for tournaments.
7. All participants must be signed in by 6:00 pm the day of the tournament.
8. The winner(s) of the tournament will receive a \$5.00 Wal-Mart gift card.

Pool

- The Leadership & Engagement staff will bracket off all participants in alphabetical order by last name.
- The Leadership & Engagement staff will assign tables.
- The game is automatically forfeited when a participant does not show up for the tournament. The other player advances to the next round.
- A coin toss is used to determine who breaks the balls first.
- The rounds are determined by the number of participants who sign up.
- Participants will play the best two out of three games in the first round.
- All participants must call all shots and pockets when shooting pool. If a player fails to do so, he/she loses their turn, and the other player shoots.
- Participants play the best three out of five games in the final round. The player, who wins the most games, wins the tournament.
- All games end when the 8 ball drops.

Spades

- The Student Leadership & Engagement staff will bracket off all participants in alphabetical order by last name.
- All hands will be played in a clockwise order.
- In the spades tournament, Aces are the highest cards in the deck.
- The first round is played to 35 points.
- The minimum bid a team can make is 4 books; the maximum bid is 10 books.
- In the final round, the game is played to 50 points.

Dominoes

- All games begin with the “big six” or double-six domino.
- Dominoes begin by shuffling the dominoes face down with the balance being left for future use.
- Each player must score 10 points to have their name written on the score card. “Fives” are not counted.
- All hands will be played with 7 dominos and 3 participants.
- The top player from each table will advance to the next round, pending the number of participants to sign up.
- If only 3 participants sign up for the tournament, participants will pull from the extra dominoes, if they are able to play
- The number of rounds will be determined by the number of participants to sign up.
- The first player to call “Domino” after playing all of their dominoes wins the game.
- The game is scored to 100 points in the first round.
- The last 4 players will be in the finals.
- The final game is scored to 300 points.
- The player who reaches the score of 300 points first, wins the tournament.
- The Student Leadership & Engagement staff reserves the right to disqualify anyone who slams the dominoes on the table.

Cut Throat Spades

- Aces are the highest cards in the deck.
- There are no teams and/or partners. Each player bids their own hand.
- The minimum bid is 2 books and the maximum is 8.
- In the first round, the game ends when the first player scores 25 points. The player advances to the next round.
- The second round ends when the first player scores 35 points.
- If a player bids and makes 8 books during the first round, they automatically win the game.
- The Student Leadership & Engagement staff reserves the right to disqualify anyone caught cheating.

Additional rules: No profanity, talking loud, spiking cards and arguing during tournaments is permitted. Any player of any tournament that violates these rules will be automatically eliminated from the tournament.

JACOB ARON STUDENT UNION GAME ROOM

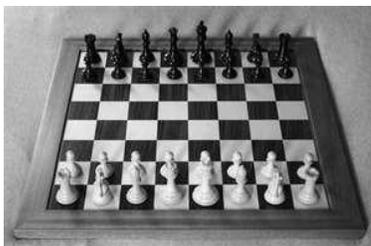
GAME ZONE

CONSOLES AVAILABLE

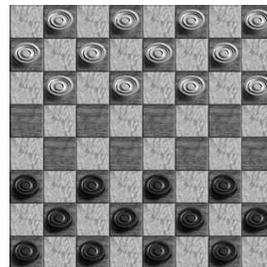
Wii PS3 XBOX 360 XBOX 360 Kenect



TABLE GAMES



Chess



Checkers



Dominoes

1. Table games will be played in the Game Room only.
2. The Game Room staff does not provide playing cards except for card game tournaments.

VALID MVSU I.D. REQUIRED! ~ NO EXCEPTIONS!

0612

Jacob Aron Student Union FEES

ACTIVITY	COST	
Pool	\$.50	Per game
Ping-Pong Ball	\$.25	Per ball
*Table/Board Games	Free	With current and valid MVSU I.D.
Vendor's Set-Up Fee	\$75.00	Per day
Royal Room Rental	\$300.00	Per day
Valley Videos	Free, unless late or not returned	With current and valid MVSU I.D.