

Student Union/SSA Policies & Procedures

Student Union/SSA Contact Information

For	Availability	Building	Name	Title	Phone	Email
High level permissions and event planning	8AM - 5PM	SU/SSA	Dan Goodwin	Director	972-883-6418	dan.goodwin@utdallas.edu
Room set up and media service planning	8AM - 5PM	SU	Andy Helgeson	Assistant Director	972-883-6155	andyh@utdallas.edu
General assistance before 5 PM	8AM - 5PM	SU	Daniel Ibarra	Coordinator	972-883-6577	daniel.ibarra1@utdallas.edu
Room set up and media service planning	8AM - 5PM	SSA	Sean Collins	Coordinator	972-883-2464	scolli@utdallas.edu
General assistance after 5 PM	After 5PM	SSA	Dominique Spikes	Coordinator	972-883-6067	dominique.spikes@utdallas.edu
Room reservation questions	8AM - 5PM	SU/SSA	Megan Moser	Interim Assistant Director	972-883-6158	megan.moser@utdallas.edu
Unlocking rooms, reporting need for cleanup, a/v help, assistance after 5 PM	Building Hours	SU	Front Desk	Student Worker	972-883-6157	-

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1. Please contact Student Union/SSA staff well in advance if you plan to visit or use space in these facilities. Advanced notice will allow for accommodating larger groups.
2. All minors are required to be accompanied by Designated Individuals. The minor/Designated Individual supervision ratio must be within the [American Camp Association](#) recommended range.
3. Up to two ping-pong tables and two pool tables can be reserved for a maximum of two hours with advance notice to the Student Union.
4. Counselors/RUO are required to check out equipment at the Student Union front desk for use by minors. A state issued photo ID is required to check out equipment. Counselor/RUO must remain with the minors when using the recreational area.
5. If planning to use dining facilities, we recommend you alert Chartwells well ahead of time. This will allow the various dining options to be prepared to serve the group.
6. The TV lounge cannot be reserved.
7. Each group is responsible for cleaning up the areas they use. Please report spills to the Student Union front desk immediately.
8. Galaxy Rooms can be reserved to use for activities for which the rooms were intended, such as banquets, lectures, theater or classroom style settings, etc. The Galaxy Rooms cannot be reserved for recreation, sports practices, and other activities for which the rooms are not intended.
9. If planning to use Student Union/SSA facilities to show a movie, you must first ensure you have obtained a [motion picture license](#) to do so.