

# IONA

**Robert V. LaPenta '67, '00 H  
Student Union**



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**Policies and  
Procedures**

## Robert V. LaPenta '67 '00 H Student Union

The Robert V. LaPenta Student Union officially opened its doors for the first time to the students of Iona College in August of 2005, and quickly became the “living room of campus”.

The LaPenta Student Union provides services and materials that are necessary for college students, including the bookstore, a food court, and a place to just unwind from the rigors of college life.

The following information contains policies and procedures for the LaPenta Student Union. For additional policies, please refer to the Iona College Student Handbook and the Student Leadership Resource Manual. The College reserves the right to amend these policies at any time.

### Hours of Operation

The Robert V. LaPenta Student Union is open 24 hours a day to serve the needs of Iona’s students. The following are the hours for the respective areas within the LaPenta Student Union

LaPenta Food Court	Sun - Sat	11:00 AM - 12:00 AM
Starbucks	Mon - Thurs	9:00 AM - 7:00 PM
	Friday	9:00 AM - 2:00 PM
	Sat & Sun	Closed
Campus Ministries	Mon - Fri	9:00 AM - 6:00 PM
Campus Security Office (Annex 24 Hours)	Mon - Thurs	8:30 AM - 8:00 PM
	Friday	8:30 AM - 5:00 PM
Residential Life	Mon - Fri	9:00 AM - 5:00 PM
Student Development	Mon - Fri	8:30 AM - 4:30 PM
Off-Campus Housing	Mon & Tues	8:00 AM - 3:30 PM
	Wed & Fri	9:00 AM - 5:00 PM
	Thurs	9:00 AM - 6:00 PM
Student Retention	Mon - Fri	9:00 AM - 5:00 PM
Bookstore (Hours vary based On time of year)	Mon - Thurs	9:00 AM - 5:00 PM
	Fri	9:00 AM - 3:00 PM
	Sat & Sun	Closed

## Contact Information

<i>Bookstore</i>	633-2356
<i>Campus Ministries:</i>	637-2772
Carl Procairo-Foley	cprocario-foley@iona.edu
Tiffany DiNome	tdinome@iona.edu
Jeanne McDermott	jmcdermott@iona.edu
Fr. Frank Dixon	fdixon@iona.edu
<i>Campus Security Office:</i>	633-2245
<i>Campus Security 24 Hour Annex</i>	633-2560
Dominic Locatelli	dlocatelli@iona.edu
Doug McLeer	dmcleer@iona.edu
Josh D'Andria	jdandria@iona.edu
<i>Gaels Activities Board</i>	633-4784
<i>ICANN - Yearbook</i>	633-2368
<i>Ionian - Newspaper</i>	633-2370
<i>LaPenta Information Desk</i>	633-2633
<i>Office Campus Housing</i>	633-2243
Michelle Sampson	mlsampson@iona.edu
<i>Residential Life:</i>	633-2336
Derek Zuckerman	dzuckerman@iona.edu
Mike Labella	mlabella@iona.edu
Carmen Vason	cvason@iona.edu
<i>Student Development:</i>	633-2360
Charles Carlson	ccarlson@iona.edu
Liz Olivieri-Lenahan	eolivieri@iona.edu
Sherlene Ayala	sayala@iona.edu
Al Thiel	athiel@iona.edu
Thea Schoenberg	tschoenberg@iona.edu
Joanne Vairo	jvairo@iona.edu
<i>Student Government</i>	633-2186
<i>Student Retention:</i>	633-2270
Br. Kevin Devlin	jkdevlin@iona.edu
Felicia Colangelo	fcolangelo@iona.edu
Maureen Kerwin	mkerwin@iona.edu
<i>WICR - Radio</i>	633-2369

## How to Reserve a Room in LaPenta

Students: Contact the Office of Student Development if interested in receiving a space in the LaPenta Student Union.

Faculty and Staff Members: Please use the on-line reservation system to reserve a room in the LaPenta Student Union.

To reserve a space in the LaPenta Student Union please go to <http://www.iona.edu/facilities/spaceReserveindex.cfm>.

Outside individuals and organizations should contact the Facilities Management Department in order to reserve space on Iona's Campus.

## Available Rooms

The following rooms are capable of being reserved in the LaPenta Student Union. Please note that not all rooms are available at all times:

- Coffee Shop (Ground Floor)
- Conference Room 1 (2nd Floor)
- Conference Room 3 (2nd Floor)
- Conference Room 4 (Ground Floor - Student Office Complex)
- Conference Room 5 (Ground Floor - Student Office Complex)
- End Zone (1st Floor)
- First Floor Lobby (1st Floor)
- Food Court TV Area (1st Floor)
- Ground Floor Lobby (Ground Floor)
- LaPenta TV Room
- LaPenta Game Room
- Jeanne & Steve '57 McGrath Room A (2nd Floor)
- Jeanne & Steve '57 McGrath Room B (2nd Floor)
- Second Floor Lobby

Please note room capacities listed on the following pages are for maximum capacity. Set-up of the room can affect this number.

# Room Descriptions

## **Club Hub** (Capacity - NA)



The Club Hub is the “Home Base” for all of Iona’s clubs and organizations. Featuring lockers, mailboxes, a copy machine, an information wall, and meeting spaces, the Club Hub provides all of Iona’s clubs with all the resources to meet their needs. The office of the Student Government Association is also located in the Club Hub.

*Open 24 hours*

## **Coffee Shop** (Capacity - 70)



Featuring Starbucks™ coffee, the Coffee Shop provides students a relaxing atmosphere to enjoy a cup of coffee and small snacks

*Mon-Thurs - 9:00 AM - 7:00 PM*  
*Friday 9:00 AM - 2:00 PM*  
*Sat-Sun Closed*

## **Conference Room 1** (Capacity - 14)



The second largest of the five conferences rooms in the LaPenta Student Union. Conference Room 1 has a dry erase board.

*Reservation Only*

## Room Descriptions (continued)

### **Conference Room 3** (Capacity - 12)



Located on the second floor, Conference Room 3 is perfect for a small meeting or informal get together. Conference Room 3 has a dry erase board

*Reservation Only*

### **Conference Room 4** (Capacity - 6)



Located on the ground floor in the Student Office Complex, Conference Room 4 is perfect for a small meeting or informal get together. Conference Room 4 has a dry erase board

*Reservation Only*

### **Conference Room 5** (Capacity - 25)



Located on the ground floor in Student Office Complex, Conference Room 5 is the largest rooms and has permanent seating for up to 25 people.

*Reservation Only*

## Room Descriptions (continued)

### **End Zone** (Capacity - 115)



Located on the first floor, the End Zone is the premiere setting for a variety of events, including movies, comedians, musical acts and more.

*Stage Dimensions - 10"x17.5"*

*Reservation Only*

### **First Floor Lobby** (Capacity - 1 table)



Located on the first floor in front of the Iona College Bookstore, this space provides students and offices a place to advertise programs or fundraise for their events.

*Reservation Only*

## Room Descriptions (continued)

### **Food Court TV Area** (Capacity - NA)



Adjacent to the LaPenta Food Court, the TV Area provides students a comfortable environment to enjoy a meal or relax and watch TV.

*Open during Food Court  
Operating Hours - Reservation by special request.*

### **Game Room** (Capacity - NA)



Located on the ground floor across from the Coffee Shop, the Game Room has a variety of games, including billiards, ping pong, air hockey and more.

*Mon - Fri 10:00 AM - 9:00 PM  
Sat - Sun 12:00 PM - 8:00 PM*

### **Ground Floor Lobby** (Capacity - NA)



Located in the center of the ground floor, the Ground Floor Lobby is a spacious area perfect for vending tables and other attractions.

*Reservation Only*

## Room Descriptions (continued)

**Jeanne & Steve '57  
McGrath Room A**  
(Capacity - 59)



Named in honor of Mr. and Mrs. Steve McGrath, the McGrath Room is capable of being divided into two separate rooms through a retractable wall. Located on the second floor, the McGrath Room is ideal for banquets, small or large scale meetings and more.

**Jeanne & Steve '57  
McGrath Room B**  
(Capacity - 59)



Equipped with a audio/ visual projector, the McGrath Room B can handle all varieties of A/V needs for your meeting.

The McGrath Room has a total capacity of 118 people when the wall is open. Each individual side has a capacity of 50 individuals when the wall is closed.

*Reservation Only*

**TV Room**  
(Capacity - 20)



Located on the ground floor, the TV room is ideal for a small get together to watch a movie, play video games, or watch TV.

*Open 24 hours*

## Room Descriptions (continued)

### Vending Lounge (Capacity - NA)



Located on the ground floor, the Vending Lounge is highlighted by a mural of the New York City skyline. The Vending Lounge has lockers available for semester rental, vending machines, and a commuter student information board

*Open 24 hours*

## Additional Areas

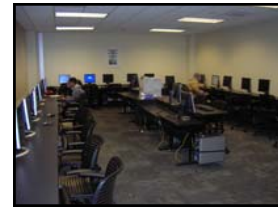
### Food Court (Capacity - 120)



### Mrs. Harold Bautista, '82 Control Center



### Computer Lab A (Capacity - 26)



### Computer Lab B (Capacity - 21)



### Student Office Complex



### Student Leadership Resource Center



## Additional Areas (continued)

**Iona College  
Bookstore**



**Bartley & Julie  
Livolsi Terrace**



**Coffee Shop  
Terrace**



**Union Square**



**Main Entrance**



**Meditation Room**



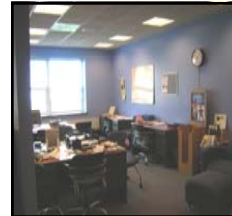
**The ICANN**



**Lobby - 2nd Floor**



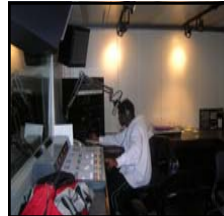
**The Ionian**



**McGrath Room  
Terrace**



**WICR**



## Equipment

We have large variety of equipment to help your meeting or event a success. Please indicate the desired equipment on the reservation form:

- |   |   |
|---|---|
| <ul style="list-style-type: none"><li>• Folding Chairs</li><li>• 6' Foot Tables</li><li>• 60" Round Tables</li><li>• Large Arch Tables</li><li>• Small Round Tables</li><li>• Small Corner Tables</li><li>• VCR/DVD Player</li><li>• TV with VCR/DVD Player</li><li>• Microphones (corded)</li><li>• Wireless Microphones</li><li>• Portable Projection Equipment</li></ul> | <ul style="list-style-type: none"><li>• Microphone stands</li><li>• PA System</li><li>• 2 Speakers for PA System</li><li>• 1 Monitor for PA System</li><li>• Power Strips</li><li>• Extension Cords</li><li>• Easels</li><li>• Projector Equipment (End Zone and McGrath B)</li><li>• Portable Bulletin Boards</li><li>• Dry Erase Boards</li><li>• PowerPoint Remote</li></ul> |
|---|---|

## Popcorn and Cotton Candy Machines

The Office of Student Development has a popcorn and a cotton candy machine that can be rented to compliment your meeting or event. Please contact the Office of Student Development at 914-633-2360 if you are interested in reserving the machine and rental pricing. The rental policy is:

- Upon receiving the machine, inspect all parts of the machine. Make sure that all parts are working properly (i.e. - motor , lamp, doors, etc.). If something is not working properly, please inform a member of the Student Development staff. All needed supplies: popcorn, oil, salt, cotton candy floss, cotton candy cones and bags are included in the rental.
- The machine must be cleaned before it is returned. If the machine is returned and not cleaned appropriately, your organization or department will be charged for the cleaning. The rate is \$30 for cleaning the machine.
- A member of the Office of Student Development must inspect the machine upon return to verify that it has been returned in the proper conditions.

## Posting Policy



All flyers and posters must be approved and stamped by the Office of Student Development. They are only allowed to be hung on bulletin boards throughout the building. Any flyer or poster not stamped or improperly posted will be removed without notification.

If you would like to have a poster hung up in the LaPenta Student Union, the following policy will be used to hang them up:

- All posters must be hung up on bulletin boards or easels. Posters will not be placed on any walls or on any doors in the building. Any poster hung inappropriately will be removed without notification.
- Due to the lack of available space, posters will be hung on a first come, first serve basis.
- If there is no space available in the building, you will be notified via your Iona College email address for you to come and pick your poster up. They will be located in the Office of Student Development.
- Please refer to the Student Handbook for campus posting regulations.



## Computer Labs



**Computer Lab A**  
(Capacity - 26)



**Computer Lab B**  
(Capacity -21 )

To meet the needs of students, the Computer Labs in the LaPenta Student Union are open 24 hours a day. The computers are equipped with all of the software necessary for students to complete an assignment or project. Computer Lab A has 26 computers and Computer Lab B has 21 computers. Food and drinks are strictly prohibited in the Computer Labs. Persons in possession of these items will be asked to leave the lab or dispose of the items.

There are also Computer Lab Quiet Hours for each room. Computer lab A is a Quiet Zone between the hours of 11:00 PM and 8:00 AM; Computer Lab B is a 24 hour Quiet Zone. Any student in violation of the Quiet Hours will be asked to leave the lab.

## Proper Attire

All occupants of the LaPenta Student Union are to be in proper attire at all times (i.e. - Shirt, Shoes, Pants ). Any student or visitor found to be in violation of this policy will be immediately asked to leave the building.

## Incendiary Devices

Incendiary Devices (i.e.- candles, lighters, matches) are strictly prohibited in the LaPenta Student Union. Any person found in violation of this policy shall be asked immediately to extinguish the device or face removal from the building.

## Decorating for Events

Decorations may not be hung on the walls of the LaPenta Student Union with the following substances:

- Duct Tape
- Scotch Tape
- Masking Tape
- Glue
- Or any other variety of adhesive

Decorations may be utilized, but they must be hung up with materials that will not damage the paint on the walls or the fixtures (i.e. - Sticktac). Any items hung up with prohibited substances will be removed immediately and the parties notified immediately following the event. Individuals or groups will face repercussions including but not limited to fines and/or loss of reservation privileges. If in the event any damage is done by the use of adhesive products, you or your organization/department will be charged for the repairs.

## Late Night Occupants

All occupants of the LaPenta Student Union between 1:00 AM and 8:00 AM other than on the Ground Floor must notify Campus Safety & Security at 633-2560 of their location.

Only students authorized by the Assistant Vice-Provost of Student Development will be permitted in the following areas after 1:00 AM: The Ionian, the ICANN, WICR, SLRC, Pipe Band Office, SGA Office, GAB Office, CGG Office, and the CML Office. Any person found in violation shall be immediately removed from the area and Security will be noti-

## Emergency Phones



In case of emergency, the Ground Floor and Second Floor have Emergency Phones. To contact Security, dial 2560 and to contact 911, dial 9-911.

## Animal Policy

With the exception of guide or service dogs, or security dogs with handlers, no animals are permitted within the LaPenta Student Union. The Assistant Director of Student Activities (Student Union Operations) must approve exceptions to this policy, such as requests to allow animals into the LaPenta Student Union for educational purposes.



## Bicycle, Skates, & Skateboards Policy

For the safety of all, the use of bicycles, skateboards, in-line skates, scooters or roller skates is prohibited within the LaPenta Student Union.



## Firearm Policy

The possession of and/or discharge of firearms and/or explosives on the Iona College Campus is prohibited.



## Noise Policy

In order to provide usable space for all groups inside the LaPenta Student Union, amplified sounds must be held to acceptable levels. The LaPenta Student Union Staff is authorized to ask groups to bring their activity to within acceptable sound levels.



## Trash Policy

Please clean up after yourself while in the LaPenta Student Union. If an event will generate a large amount of trash, arrangements must be made of its disposal. Depending on the location, size, and duration of the event, such arrangements may include the need for additional trash containers and/or additional staff to empty existing containers.



## Smoking Policy

Smoking is prohibited inside the LaPenta Student Union. When standing outside please dispose of cigarette butts in the appropriate receptacles.



## Storage of Personal Items

Personal items may not be left at the Information Desk or placed in the LaPenta Student Union storerooms for any period of time. We will store items for departments or organizations on campus overnight if it is related to an event that is taking place in the building. There are lockers available in the Vending Lounge for individuals who wish to store items.

All clubs and organizations have access to a locker in the Club Hub. Please see an Assistant Director in the Office of Student Development for more information.

## Locked Areas

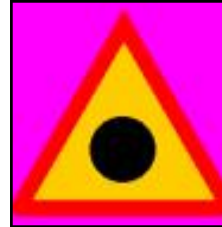
No one may enter locked areas of the LaPenta Student Union without proper authorization from a LaPenta Student Union Building Manager. Only on-duty LaPenta Student Union staff should be accessing those areas, and for business purposes only. If you need access to a space, please contact:

- The Assistant Director for Student Development - Union Operations



## Accidents

In the event of an accident or sudden illness, please contact the Office of Health Services at 633- 2548. If the staff is not available, call the Security Annex at 633- 2560.



## Lost & Found

Any articles lost shall be taken to the Office of Student Development. A description of the lost article will be asked for to ensure that it is indeed your item. Due to the limited amount of space, please be sure to claim your lost items as soon as possible.

## Union Square Parking Policy

The Union Square Parking Lot is reserved for the following:

- Visitors (Visitor Pass Required) - 10 spaces
- Reserved (Directors) - 9 spaces
- Handicap (Handicap Decal Required) - 4 spaces
- Campus Services (Facilities, Culinary) - 5 spaces

During the weekends and after 4PM Monday through Friday anyone may park in the visitor spaces only. Any vehicle in violation will be ticketed.



## Vending Machine Refunds

If a vending machine fails to dispense your desired product, refunds can be obtained from the Business Services Office, located in the lower level of Doorley Hall. The Business Services phone number is 633-2243.



## Balloons

The Office of Student Development has helium tanks and balloons to use for your event. A small charge will be applied for the cost of these balloons and for the helium. Please make arrangements with an Assistant Director of Student Development to gain access to the balloons and other associated equipment/ order form.



