

## WELCOME

# THE STUDENT'S GUIDE TO THE HAUPERT UNION BUILDING



**MORAVIAN COLLEGE  
BETHLEHEM, PA**

Welcome to the Haupert Union Building, known more affectionately as the HUB. Built in 1962, the HUB was the first college union in the Lehigh Valley. Named for Dr. Raymond Haupert, president of the College from 1944 to 1969, the Union serves students, faculty, staff, alumni and guests of the College.

Each day the HUB doors open at 7:15 a.m., to provide a variety of services and amenities for members of the college community. The Arena Theater, the College Bookstore, Dining Room, Food Court, H. Paty Eiffe Art Gallery, the mailroom, meeting rooms, Prosser Auditorium, and the Leadership Center are all located in the HUB.

The HUB was substantially enlarged in 1994 to provide a food court and entertainment space. Expansion and renovation during 1996 added a new student activities center housing offices for Student Government (USG), the Program Board (IMPACT), the College newspaper (the Comenian), and the College yearbook (Benigna), new meeting rooms, a refurbished lounge with a stone fireplace, enlarged bookstore, and mailroom facilities were added as well. In the spring of 2000, an addition to the Dining Room was built, as well as a new patio area and sidewalks on the west side of the building.

A leadership center was created in the Student Activities Center space in 2005. Student offices were maintained and a leadership library was created. The Center sponsors a variety of events.

Students and faculty may attend meetings in the different rooms, relax by the fireplace in the HUB lounge or mingle with friends while attending a variety of activities and social events. The HUB truly serves as the center of the campus community and strives to enhance the quality of campus life.

# FACILITIES

## Arena Theater

Arena Theater is the home of the Moravian College Theater Company (MCTC). It is located in the lower level of the building. Students audition and perform in approximately three plays each year.

## Bookstore

The Moravian College Bookstore is located on the lower level of the HUB. It is the source of textbooks, College clothing and gifts, stationery, magazines, CD's, College rings, graduation announcements, and cap and gown information. It is a great place to purchase snacks such as candy, cookies, crackers and an assortment of canned and bottled drinks as well as greeting cards and health and beauty aids.

## Dining Services

The HUB Dining Room is the primary dining center on campus. Located on the upper level, it serves the majority of the students on main campus.

The Blue & Grey Cafe offers a variety of food stations which include Rappz and Deli, the Sky Ranch Grill, Pandini's and the Garden Toss.

The Pavilion is one of the largest eating areas in the HUB located across from the Food Court. It is the site of many IMPACT events, special receptions, meetings, and the viewing of television specials such as Monday Night Football, the Olympics and political debates.

The Laros Room serves as a dining room for faculty, administration, and staff during the lunch hour. It may also be reserved for dinner meetings in the evening and seats 32 people.

## H. Paty Eiffe Gallery

Named after the director of the Hauptert Union, from 1962-1995, the Eiffe Gallery is located throughout the hallways on the upper level of the HUB. During the academic year, different art exhibits representing a wide range of media are displayed. Art receptions are held in the HUB Lounge in honor of the artists. The Art Department sponsors student art shows each winter and spring.

## Information Desk

The Desk is located on the upper level of the HUB and serves as the focal point for campus information. It is staffed by student building managers from 8:00 a.m. until midnight seven days a week during the academic year. Students may obtain phone numbers and addresses of members of the College community, check out billiard equipment, buy tickets to campus events, rent lockers, pick up brochures about the college and community and bus schedules, reserve rooms and have announcements made on behalf of a club or organization. The Desk phone number is 610-861-1491.

## The Mailroom

The campus mailroom is located on the lower level of the HUB. It provides mailboxes for all students (commuting and resident), campus organization mailboxes, and a window for stamps and other postal needs.

## Meeting Rooms

The HUB has a variety of meeting rooms which may be reserved by the College community. These include the Amrhein Room (located at the back of the Pavilion), the Air Products Room, the Laros Room, the Recreation Room, the Reinhard Room, the Snyder Room, the Leadership Center, and the United Brethren Church Rooms.

## Prosser Auditorium

The auditorium seats 275 people. It is used for films, lectures, and a variety of activities sponsored by faculty and students.

## Leadership Center

The Leadership Center provides space for several student organizations, including United Student Government (USG), the activities program board (IMPACT) and the college newspaper (the Comenian). A large work area is available for meetings and for students to plan publicity for campus events. A variety of leadership programs is sponsored by the Center. There is also an extensive library of leadership materials.

# POLICIES

## Animals

No animals are permitted in the building unless they are trained to provide human assistance.

## Dress

Shirts and shoes are required in all areas of the building.

## Food

No food may be brought into the HUB by an outside caterer, unless special permission is given by the HUB Director.

## Fund Raising

Recognized clubs and organizations may raise money by selling items or sponsoring a raffle. They must complete a fund raising request form at least one week prior to the sale and receive approval from the HUB Director's office. Fund raising guidelines are more extensively outlined in the student handbook.

Moravian College reserves the right to determine what items may be sold and in what locations.

## Posting/Publicity

All materials to be posted in the HUB must be brought to the HUB Desk for approval. No posting is allowed on any painted surfaces or entrances into the building. The HUB building managers post all materials.

## Skates

The use of skateboards, inline skates, roller skates, and bicycles is not permitted in the HUB or the surrounding outside area of the building.

## Smoking

The HUB is a smoke-free building.

## Solicitation Information

All on-campus and off-campus sales/solicitations must be registered with the Director of the Hauptert Union. All requests must be submitted at least one week prior to the date of the proposed sale/solicitation. Contract forms for off-campus vendors are also available in the HUB Director's office. All sales/solicitation involving non-campus vendors must be sponsored by a College office, department, or USG approved organization. The sale of items, which directly compete with the items sold in the College Bookstore will not be permitted within or directly around the HUB. Sales/solicitations on campus may take place only in specified, approved locations. Door-to-door sales/solicitations in the residence halls require the pre-approval of the Residence Life Office using the request form available in the HUB. There will be no sales/solicitation in the residence halls after 11:00pm, nor may items be sold which are not allowed in the Residence Halls (i.e. candles).

## Vendors

Vendors must be invited to campus by an approved student club or organization. They may not sell any article that is available in the College Bookstore or Food Service nor may they sell credit cards or alcohol. They must fill out a contract and submit a \$25 fee as well as an additional charge of \$15 per day to the HUB which, is applied to the SAC supplies fund. Twenty percent of the vendor's gross sales commission will be given to the sponsoring organization. These fees and commissions are to be paid prior to the vendor leaving campus on the day of the sale. Campus organizations providing their own sale items will not be charged these fees. The organization is responsible for reserving the Kiosk or a table at least two weeks in advance.

# SERVICES

## ATM Machine

An ATM machine maintained by Fleet Bank is located on the upper level of the HUB at the north entrance of the building.

## Billiards

Billiard tables are located in the Pavilion. Members of the College community may check out billiard cue sticks and a rack of billiard balls. ID is required. There is a charge of \$1 per stick per hour or \$.25 per fifteen minutes.

## Change Machine

A change machine is located on the lower level of the HUB.

## Computer Service

The HUB provides wireless service.

## Lockers

Lockers are available for rent in the HUB behind the Kiosk and in the stairwell of the lower level. Students may sign up for them at the HUB desk. There is a rental charge of \$10 for the year. Students must supply their own locks.

## Lost and Found

Most articles found on campus are turned in at the HUB Desk. They are held for the semester and then put on display for people to review and reclaim. At the end of the year they become property of the Hauptert Union.

## Promotion of Events

There are a variety of services available at the HUB to assist students in publicizing campus events. Students have access to banner paper and markers to make large signs which may be hung in the HUB. Once the banners are made they are brought to the HUB Desk. The staff will hang them in the appropriate space. Banners may hang for a period of two weeks.

Announcements can be made by staff on the intercom system over the lunch and dinner hour. A form is available at the HUB Desk which must be filled out and given to the staff for review.

An electronic signboard located in the Food Court promotes campus activities. If an organization wishes to promote an event, a form must be completed at the HUB Desk. The board is changed each week.

Table tents may be distributed in the Pavilion and the Dining Room. Organizations must reserve the space at the HUB Desk. They may put table tents on the tables themselves once they have been approved by the HUB staff. They may be up for one week and must be taken down by the organization at the end of that period.

Flyers may be posted in the HUB. They must be brought to the HUB Desk for approval and will then be posted by the HUB staff. Flyers may also be placed in the information rack located next to the HUB Desk.

Helium is available at the HUB Desk if groups wish to inflate balloons.

Window painting and chalking of sidewalks is permitted with the approval of the HUB Director's office.

## Tables

Tables may be reserved for informational displays, fundraising activities, and off-campus vending by registered clubs and organizations. They may not be reserved for individual use. Tables and outdoor spaces are booked on a first-come first-serve basis. To reserve a table contact the HUB Director at x1491.

## Ticket Sales

Tickets are sold at the HUB Desk for many campus events. These include bus trips, dances, concerts, and lectures. Student groups may sell tickets to events or for raffles at the Kiosk in the HUB.

## ROOM RESERVATIONS

Reservations for all programs and major events at the College must be made through the HUB Director's office at x1492. There are various facilities on campus that can be reserved for meetings or events. The most frequently reserved spaces are in the HUB.

Other frequently reserved spaces are located on the Priscilla Payne Hurd Campus, Johnston Hall, the ARC, Borhek Chapel, Collier Hall of Science, and the Bahnson Center.

To reserve a room in the HUB or another space on campus you may:

- A. Contact Ann Claussen, HUB Director at x1492. She will direct you accordingly.
- B. Go to the Moravian College Intranet Site, click on Room Reservation Form under the Administrative section on the left hand side of the page. Then e-mail it to the HUB Desk.
- C. Fill out a reservation request form available at the HUB Desk.

Please allow at least 2 days in advance for the processing of meeting room reservations and 2-4 weeks for any major program space request.

If you need any assistance in planning an event, please contact the HUB Director's office at x1492.

## Hours of Operation

<b>HUB</b>	Monday-Friday	7:15am-12 midnight
	Saturday-Sunday	8am-12 midnight
<b>DININGHALL</b> <i>Breakfast</i>	Monday-Friday	7:15am-10am
	Saturday-Sunday	8:45am-10:30pm
<i>Lunch</i>	Monday-Friday	11am-1pm
	Saturday-Sunday	10:30am-1:15pm
<i>Dinner</i>	Monday-Friday	4:30pm-7:00pm
	Saturday-Sunday	4:30pm-6pm
<b>BLUE &amp; GREY CAFE</b>	Monday-Friday	7:15am-10:00pm
	Saturday-Sunday	9:30am-10:00pm
<b>MAILROOM</b>	Monday-Friday	9:00am-4:00pm
<b>BOOKSTORE</b>	Monday-Friday	8:30am-5pm
	Saturday	11am-3pm

## HUB Staff

Director Responsible for	Ann Claussen Hauptert Union Building, and Event Management
Director of Student Activities Responsible for	Holly Nonnemacher IMPACT, Concert Committee, Class Officers, Gamma Sigma Sigma
Facility Services Responsible for	Tom Brobst Room Setups, Daily Maintenance of the HUB  Don Sotak Evening Maintenance of the HUB
Director of Food Service Responsible for	Mark Kopenhaver Wood Dining Services
Manager of the Bookstore Responsible for	Sandy Giordano Management of Bookstore
Moravian College Mail Service Responsible for	Barbara Bedics Post Office Management