

*A User's Guide to the*  
**Student Union**



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## *Welcome to the U*

The Student Union is a department within the Division of Student Affairs, and in partnership with the Policy Council of the Student Union Board of Governors, is responsible for the management of the Student Union facility, as well as other space on campus. The Student Union is the center of activity for students, faculty, and staff and is designed to enhance the quality of student life, support co-curricular activities, and contribute to the University's educational mission.

### **Student Union Mission Statement**

As an integral part of the educational mission of the University of Connecticut, the Student Union provides program support, services, facilities and amenities for students, faculty, staff, alumni and guests.

### **Our Goals**

- Promote student engagement, leadership, learning, and success by supporting opportunities for participation and involvement in a diverse array of programs, activities, and employment.
- Foster interaction among University constituency groups and guests.
- Provide a safe, accessible, and welcoming environment for the campus community within a well-maintained facility.
- Exercise judicious management of financial, physical and natural resources.
- Support our campus partners located in the Student Union including Cultural Centers, Student Activities, Fraternity and Sorority Life, Student Media, and Student Organizations, etc.
- Offer amenities that enhance campus life including dining options and a variety of services for the campus community.
- Assist patrons with excellent event services support including room reservations, event planning, and event production.
- Participate in on-going assessment and evaluation of services in an effort to best meet the ever-changing needs of the University community.
- Promote school spirit and pride in the University of Connecticut.

***The Student Union Shall Reflect the Division of Student Affairs' Values and Guiding Principles.***

Our guiding values and principles are the tenets by which we do our work as a division. They guide our efforts in pursuit of our specific priorities and goals and describe how we live the **UConn Creed** through our work.

***I will practice personal and academic integrity.***

***We Value Integrity.*** Individually and collectively we meet the expectations and guidelines of our colleagues and the University.

***I will respect the dignity and rights of all persons.***

***We Value Diversity.*** Individual differences and unique perspectives are respected. Inclusion is the foundation for decision-making, and respect for others is non-negotiable. The well-being of each individual is sensitively supported.

***We Value People.*** We affirm individual rights and freedoms in balance with responsibility to the good of the entire community. Social responsibility and an ethic of service to others are fundamentals of our work.

***I will demonstrate concern for others and live up to my community responsibilities.***

***We Value Stewardship.*** We maintain and manage our resources appropriately and are accountable for our actions. We strive to maintain a sustainable community that is environmentally and socially conscious.

***We Value Character.*** Our reputation is built upon reliability. We demonstrate a commitment to dependable performance that produces successful results.

***I will approach learning (work) with a spirit of inquiry.***

***We Value Collaboration.*** Our strength and impact on this campus as a coordinated team can and will be extraordinary.

***We Value Competence.*** Students, staff, and faculty gravitate to the departments within the division with confidence. We demonstrate credibility and knowledge.

***We Value Initiative.*** We create opportunities that encourage and reward new ideas. We support the thoughtful integration of new technologies.

***I will take pride in the University of Connecticut.***

***We Value Service.*** Our services are provided in the best way possible, while thoughtfully balancing educational needs and customer service.

***We Value Excellence.*** Through thoughtful assessment we continuously strive to deliver programs and services with pride and distinction. We will enhance the reputation of the University of Connecticut.

## **The Role of the Student Union**

The Student Union is the community center of the University, serving students, faculty, staff, alumni, and guests. By whatever form or name, a college union is an organization offering and supporting a variety of programs, activities, services, and facilities that, when taken together, represent a well-considered plan for the community life of the college.

- As the center of the college community life, the Student Union complements the academic experience through an extensive variety of cultural, educational, social, and recreational programs. These programs provide the opportunity to balance course work and free time as cooperative factors in education.
- The Student Union is a student-centered organization that values participatory decision-making. Through volunteerism, its boards, committees, and student employment, the union offers first-hand experience in citizenship and educates students in leadership, social responsibility, and values.
- In all its processes, the Student Union encourages self-directed activity, giving maximum opportunity for self-realization and for growth in individual social competency and group effectiveness.

The Student Union's goal is the development of persons as well as intellects.

Traditionally considered the "hearthstone" or "living room" of the campus, today's union is the gathering place of the University. The union provides services and conveniences that members of the college community need in their daily lives and creates an environment for getting to know and understand others through formal and informal associations.

The Student Union serves as a unifying force that honors each individual and values diversity. The Student Union fosters a sense of community that cultivates enduring loyalty to the University of Connecticut.

## General Building Policies

The Student Union is a public facility open to students, faculty, staff, alumni, and guests of the University. The Student Union staff reserves the right to establish policies for use of the Student Union by various types of groups and/or individuals. General authority for the establishment of policies is the responsibility of the Office of the Director in consultation with members of the Policy Council. Ultimate review and approval is vested in the Office of the Vice-President for Student Affairs. Failure to comply with any policies or guidelines outlined in this policy manual and/or any requests by Student Union staff may result in action by the staff to deny privileges, refer to proper authorities, and/or assess appropriate charges.

### Policy Exceptions

Requests for exceptions to any of the Student Union policies should be referred to the Director of the Student Union.

### Offices/Services in the Student Union

**African American Cultural Center:** Located on the 4th floor, Room 407

**Anthony's Hair Salon:** Located on the 2nd floor, above the Food Court, Room 231

**Art Gallery:** Located on the 3rd floor, Room 310

**Asian American Cultural Center:** Located on the 4th floor, Room 432

**The Blue Cow:** Located on the 1<sup>st</sup> floor outside Chuck & Augie's Restaurant. The Blue Cow features delicious UConn Dairy Bar ice cream, fresh popped popcorn, soda, candy, and slushies!

**Chuck & Augie's Restaurant:** Located on the 1st floor, the restaurant is open daily, serving lunch, dinner, and a late-night menu. Dining Services will post daily operating hours.

**Club Sports Office:** Located on the 3rd floor, Room 309

**Community Policing:** Located on the 2nd floor at the Information Center

**Commuter Lounge:** Located on the 1st floor, the lounge includes a large-screen television, commuter lockers, refrigerator, microwave, and sink.

**Doug Bernstein Game Room:** Located on the 1st floor, Room 109. The Doug Bernstein Game Room (DBGR) provides patrons with the opportunity to spend some leisure time partaking in a wide variety of activities. The DBGR has mini bowling, pool tables, a variety of arcade games, and popular console games.

**Dunkin Donuts:** Located on the 2<sup>nd</sup> floor, above the Food Court, Room 230

**E-mail Station:** There are four public e-mail stations and one printer station located in the Conversation Lounge on the 1st floor.

**Food Court:** Located on the 1st floor, the Food Court offers seating for an exciting variety of dining options.

**Fraternity and Sorority Life:** Located on the 3rd floor, Room 315. Information regarding fraternities, sororities, Greek Councils, and leadership opportunities within the Greek community can be found in this office.

**Graduate Student Lounge:** Located on the 1st floor, Room 110, the lounge serves as a gathering place for graduate students to relax.

**Graduate Student Senate Office:** Located on the 2nd floor, Room 213

**Greek Councils Office:** Located on the 2nd floor, Room 218B

**Information Center:** Located on the 2nd floor at the Fairfield Way entrance, across from the School of Business. The Student Union Information Center is staffed by students and provides directions and information to all patrons of the Student Union.

**Native American Cultural Society Office:** Located on the 4th floor, Room 416B

**Nutmeg Yearbook Office:** The UConn Yearbook Office is located on the 2nd floor, Room 212.

**One Plate, Two Plates:** Located on the 1<sup>st</sup> floor within the Food Court

**Panda Express:** Located on the 1<sup>st</sup> floor within the Food Court.

**Public Phones:** A courtesy phone, for campus and local calls, is available at the Information Center on the 2nd floor.

**Public Posting Board:** Located on the 2nd floor, across from the Information Center

**Puerto Rican/Latin American Cultural Center:** Located on the 4th floor, Room 438

**Rainbow Center:** Located on the 4th floor, Room 403

**Student Activities Business Office:** Located on the 3rd floor, Room 314

**Student Activities Involvement Office:** Located on the 3rd floor, Room 302

**Student Activities Program Office:** Located on the 3rd floor, Room 307

**Student Organization Center:** Located on the 2nd floor, Room 218. The Center is open during normal building operating hours during the fall and spring semesters.

**Student Trustee Office:** Located on the 2nd floor, Room 217

**Student Union Event Services and Operations Offices:** Located on the 1st floor, Room 106

**Student Union Director's Office:** Located on the 1st floor, Room 106P

**Student Union Board of Governors (SUBOG):** Located on the 3rd floor, Room 307

**Student Union Theatre:** Located on the 1st floor. Movies are shown in the theatre Thursday through Sunday during the academic semester. The theatre is available for special event programs when movies are not being shown.

**SUBWAY:** Located on the 1<sup>st</sup> floor within the Food Court

**Ticket Booth:** Located on the 2nd floor, adjacent to the Information Center. The Ticket Booth sells tickets for SUBOG programs and events.

**TV Lounge:** Located on the 1st floor

**UConn Outdoors Adventure Center:** Located on the 2nd floor, Room 228. Plan a great outdoor getaway and rent camping equipment, outdoor gear, etc.

**UConn PIRG (Public Interest Research Group):** Located on the 2nd floor, Room 214

**UCTV:** Located on the 4th floor, Room 409

**Undergraduate Student Government (USG):** Located on the 2nd floor, Room 219

**Union Central Exchange:** Located on the 2nd floor, Room 223, the “convenience store” offers food, snacks, and sundry items for the campus.

**Union Street Market:** Located on the 1<sup>st</sup> floor within the Food Court, serves a variety of menu options including: Freshens (smoothies), Tostada Grill (freshly prepared Mexican options), Fire Side Rotisserie (chicken, sides, and so much more), the Good Earth (salads and wraps), and Pompeii Oven (oven-baked pizza and pasta specialties). Market Express offers a wide array of grab-and-go options.

**Veterans Oasis:** Located on the 2<sup>nd</sup> floor, Room 224, next to the Union Central Exchange

**WHUS Radio Station:** Located on the 4th floor, Room 412

**Webster Bank ATM Services:** Located on the 2nd floor across from Information Center and on the 1<sup>st</sup> floor across from Chuck & Augie's

**Women's Center:** Located on the 4th floor, Room 421

## **Student Union Operating Policies**

### **Access**

If you are an individual with a disability requiring accommodations to participate in any Student Union event, please call 860-486-3421. Assisted-listening headsets, as well as accessible podiums and stage ramps, are available for several of the meeting rooms.

### **Animals**

Animals are not permitted in the Student Union, with the exception of service animals and Jonathan XIV, the UConn Husky mascot.

### **Banners – Food Court**

Banner space is available for use by registered student organizations or University departments to advertise an event or program. Banner space is located on the second-floor balcony overlooking the Food Court. Banners cannot exceed 2'5" tall x 6' wide and must specify the sponsoring organization. Banners should be submitted to the Information Center and will be hung by Student Union staff once a day (at our discretion), after they are approved. Banner space is available on a first-come, first-served basis. Banners will be displayed for a maximum of seven days and will be limited to one banner per organization at a time. Banners with glitter are not permitted. Candidates in student-based elections must follow the guidelines of the elections authority.

### **Building Hours**

The Hours of Operation for the Student Union during the academic year (fall and spring semesters) are:

Monday – Thursday, 7:00 a.m. – 12:00 Midnight

Friday, 7:00 a.m. – 2:00 a.m.

Saturday, 8:00 a.m. – 2:00 a.m.

Sunday, 10:00 a.m. - 12:00 Midnight

Scheduled Hours of Operation during semester breaks, i.e. Summer, Winter and Spring Break can be obtained by calling the Student Union Information Center at 860-486-1140 or by checking [www.studentunion.uconn.edu](http://www.studentunion.uconn.edu).

### **Candles**

Candles and incense are not permitted in the Student Union. Exception: Catering may be allowed to provide candles for catered events on a case-by-case basis.

### **Canvassing in the Student Union**

The purpose and intent of canvassing in the Student Union is to create a marketplace of ideas and diverse thought. The complete canvassing policy and application can be found on the Student Union Website: [www.studentunion.uconn.edu](http://www.studentunion.uconn.edu).

Canvassing in the Student Union is the initiation of direct contact with individuals for the following purposes:

- Identifying support for a campaign or campaign candidate
- Educating or persuading individuals to adopt a particular philosophy/point of view

- Obtaining signatures for petitions
- Creating issue visibility and/or awareness
- Distributing public health announcements
- Other purposes identified as approved by the Student Union Associate Director of Event Services or designee

Canvassing does not include an option to solicit money or sell any commodity. Canvassing does not include activities for the sole purpose of promotion/advertising of a meeting, event, or program or for soliciting participation in surveys. These activities are permitted at a Union Street table.

Any recognized student organization (or candidates for an elected office in a recognized student organization) or any University department or official University committee may submit an application for canvassing. Approved groups may conduct a maximum of five canvassing events per month. Non-affiliated entities interested in canvassing must be located at a Union Street table and pay the associated fee. There is a limit of two individuals per approved canvassing event.

All applications must be received by the Student Union Event Services Office at least three business days prior to the desired canvassing date(s). A copy of any materials that will be distributed as part of the canvassing event must be included with the application. All materials must adhere to “Responsibilities of Community Life: The Student Code” and must contain the name of the sponsoring individual or organization. The Student Union Associate Director for Event Services or designee will notify the canvasser via e-mail that the application to canvass has been approved/not approved.

Canvassing in the Student Union may take place in two areas: Union Street, located on the first floor, and the Food Court terrace, which is located on the second floor, overlooking the Food Court. The canvassers will be provided with identification badges that must be worn at all times. Canvassers must also carry photo identification with them at all times. Canvassers may not use amplifying devices (including bullhorns). The canvasser is responsible for collecting distributed printed materials that were discarded throughout the Student Union.

### **Costumes**

As many student organizations and university related activities utilize costumed mascots, such mascots shall be allowed in the Student Union. Individuals wearing a costume to promote an organization or event shall be accompanied by an escort.

Individuals wearing a costume without an escort are subject to limitations at the discretion of the Student Union staff. Staff persons are not limited to the following actions, but may request that the mask be removed or that the individual leaves the building.

### **Damage, Theft, and Vandalism**

Persons responsible for any acts of damage, vandalism to the premises, or removal of items from the Student Union will be referred to the appropriate authorities and will be held accountable for their actions. Anyone witnessing a crime or act of vandalism should call 911 to report the incident.

## **Emergencies**

The Student Union is committed to the safety and security of all persons in the building and has developed appropriate emergency procedures. In the case of an emergency (e.g., fire, inclement weather, or bomb threat), persons in the building are asked to follow the directives of Public Safety staff. The Student Union follows all local, state, and federal emergency regulations.

The Student Union Building has a state-of-the-art fire safety system. ***In the event of an emergency that requires evacuation, such as a fire, the emergency system will be activated and all occupants will be directed to exit the building until the “all clear” is given by Public Safety personnel.*** The elevators will not operate in the event the fire safety system is activated, and all personnel are to exit the building using the stairs. Public Safety personnel will be responsible for evacuating any persons unable to exit using the stairs. All individuals must follow the evacuation directions provided by the Student Union staff and Public Safety personnel.

## **Lights**

For the safety and security of all patrons, lights are required to be on in all occupied areas. In some areas, light levels can be adjusted in accordance with the building staff.

## **Loading Dock**

The Student Union Loading Dock is located on Glenbrook Road at the north side of the building. The loading dock is intended for the use of persons or companies delivering or picking up items in the Student Union only. Parking is not permitted in the loading dock area. Vehicles should be moved to a designated University parking location away from the loading dock when the loading or unloading is complete.

## **Lockers/Commuter Student Lounge**

Lockers are available on a semester basis. Lockers may be signed out by commuter students starting on the first day of classes. Lockers are assigned on a first-come, first-served basis at the Student Union Information Center, SU Room 229. No perishable or hazardous materials are permitted in the lockers. The Student Union reserves the right to inspect lockers at any time. Locker combination padlocks must be returned to the Student Union Information Center no later than the last day of finals. Failure to return the lock will result in a charge of \$50 to a student's PeopleSoft Account to replace the lock.

## **Lost and Found**

The Student Union maintains a lost and found service at the Information Center for items found in and around the Student Union. Unclaimed items will be discarded at the end of each semester.

## **Movies/Public Viewing Licenses**

In accordance with federal copyright laws, institutions, organizations, and individuals wishing to engage in non-home showings of videos and DVDs must secure licenses to do so, regardless of whether or not an admission or other fee is charged.

## **Parking**

There is metered parking available across the street, in front of the Student Recreation Center. There is additional visitor parking available at the North and South Parking Garages. The Student Union does not validate for parking. For additional information about parking on campus, please consult the Department of Parking and Transportation Services website at [www.park.uconn.edu](http://www.park.uconn.edu).

## **Posting Policy**

The Student Union will designate bulletin board locations for the posting of publicity materials to advertise registered events for the University community. Postings should not exceed 22" x 18" and are limited to four per activity or event. Postings can be dropped off at the Information Center on the second floor; all materials must be approved and stamped by the Information Center staff. The Student Union staff will be responsible for posting the material in the designated locations within 24 hours of receipt. Advertising can be posted for up to 14 days. In order to be approved, all of the following must apply:

- The event must be open to all students.
- The event must be sponsored by a registered student organization or University department, and the sponsor's name must be on the publicity materials. No postings of any kind are permitted on walls, painted surfaces, windows, doors, floors, bricks, bathroom stalls, or railings.

The Student Union has designated a bulletin board, located across from the Information Center, for public posting of materials by individuals and non-affiliated organizations. Postings should not exceed 8.5" x 11" and are limited to one posting per individual or group. Postings are removed weekly on Sunday evenings. The Student Union does not monitor this bulletin board and assumes no responsibility for damage, loss or theft of the postings.

For information regarding advertising in areas of campus, please refer to the University of Connecticut Posting Policy at <http://uconncontact.uconn.edu/organization/sos/documentlibrary>

Spray chalk is not allowed in or around the Student Union – this includes all sidewalks around and leading up to the Student Union.

## **Recreational Devices**

Wheeled vehicles (with the exception of wheelchairs and motorized accessibility equipment), including but not limited to skateboards, in-line skates, and bicycles are not permitted in the Student Union or on the Student Union patios. The only exceptions to this policy are wheeled vehicles being rented or returned to the UConn Outdoors Adventure Center (customers must use the South entrance—off of Fairfield Way—to enter the Student Union Building).

Individuals can secure bicycles to the bike racks around the exterior of the building. Bicycles should not be attached to railings, handrails, or fences around the Student Union.

It is the policy of the Student Union to remove any bicycles, scooters or similar equipment that have been chained or locked to any part of the Student Union Building, including but not limited to handrails, doorways, accessibility ramps, trash receptacles, tables or other structures. Signage has been placed in prominent locations indicating that students, staff, faculty and guests are encouraged to utilize the bicycle racks located around the exterior of the building to properly secure their bicycles and scooters.

If it becomes necessary to cut a security lock and remove a bicycle or scooter, the Student Union staff will photograph the equipment and then forward an electronic email report to the University Police that this action was taken. We will secure the property in room 002, located on the Student

Union Loading Dock, for thirty (30) days when at that time it will be turned over to the Police Department for final disposition.

### **Responsibility for Personal or Organizational Property**

The Student Union is not responsible for loss, theft, or damage of personal or organizational property. Guests of the Student Union should take appropriate care of such items.

### **Shoes and Shirt Requirement**

For health and safety reasons, all persons entering the Student Union must wear proper attire, which includes shirts and shoes. Persons not wearing proper attire will be asked to leave the premises. Exceptions (for reserved rooms only) for cultural, religious, or other reasons may be made at the discretion of the Event Services staff.

### **Smoking/ Tobacco Products**

For the health of our community, the use of tobacco products of any kind is not permitted in the Student Union. This includes, but is not limited to: cigarettes; cigars; pipes; pellets; chewing tobacco; E-cigarettes and snuff.

There is no smoking permitted in any location inside the Student Union in accordance with the Connecticut General Statute. Smoking outside must be at a minimum distance of 25 feet from any Student Union entry door.

### **University Contracts**

All activities held in the Student Union jurisdiction must support University contracts with regard to vendors and products.

### **Weapons and Explosives**

Weapons or weapon facsimiles are not permitted in areas under the Student Union jurisdiction. A weapon is defined as a tool or other device that can be used to kill, injure, or incapacitate an individual and/or destroy property or other resources, rendering them non-functional or unavailable. This includes but is not limited to: firearms, knives, clubs, bows/arrows, martial arts weapons, bombs, stun guns, etc. No fireworks or other incendiary devices are permitted. Public Safety officials are excluded from this policy.

### **Windows, Walls, Doors, and Floors**

Nothing may be affixed to the windows, walls, doors, and floors in the Student Union without authorization. This includes paint, posters, signage, stickers, flyers, and other items.

## General Guidelines for Space Reservations

The Student Union Event Services Office is located in the Student Union Administrative Office, Room 106. The Event Services staff is responsible for reserving and coordinating the use of the Student Union, and outdoor programming spaces, as well as other University facilities (academic classrooms, residence hall spaces, Hawley Armory, Wilbur Cross North Reading Room, and Rome Ballroom) for registered student organizations.

Facilities are reserved in the order in which requests are received, with consideration given to registered student organizations. The Event Services Office reserves the right to determine the appropriate use of space to ensure the maximum and most appropriate utilization of the facility. If a customer requests a location already reserved by another customer, the requesting customer may be put on a waiting list for that facility upon request. If the facility becomes available at a later time, the Event Services Office staff will contact the customer to determine his/her interest in reserving the facility.

The Event Services Office reserves the right to cancel a reservation if it conflicts with general University policies, pre-existing University contracts or in the event of a campus emergency.

In the event of inclement weather, the Student Union will make every effort to remain open. If the University closes, reservations in the following spaces will be canceled: Ballroom; Theatre; all sections of meeting room 304; and the North & South Lobbies. The Doug Bernstein Game Room will be closed. Student organizations and departments with confirmed reservations in other meeting rooms will be provided access to those locations if desired. However, the room must be used “as is” and event support/equipment will not be provided. The first priority for snow removal is the Information Center door so please use this entrance when arriving.

### Student Union Building Overview

The Student Union offers services and facilities to accommodate meetings, conferences, and a wide variety of programs. Events may include but are not limited to: weekly meetings, lectures, movies, concerts, comedy shows, luncheons, and banquets.

Meeting rooms can accommodate groups of varying sizes with a variety of seating arrangements and full catering services. Audio and visual services, internet and telephone access, and special room setups are available. Please contact the Event Services Office at 860-486-3421 for additional detailed information.

In the Student Union, early evening meetings must end by 8:30 p.m. so that a second group can be accommodated.

The Event Services Office reserves the right to reassign space to meet campus needs; however, such changes are made in collaboration with the users and only in extraordinary situations.

### Who Can Use the Student Union?

Priority is given to registered student organizations (that have completed all SOLID training requirements and have an “ACTIVE” status in UConntact) and University departments. Non-affiliated groups have access after the needs of the campus are served. Any group with unpaid

University invoices will be denied access to all University facilities until payment arrangements have been made. In order to avoid conflicting details, one person must be designated as the group contact to make all arrangements for the group's event. The Student Union is designated as a non-academic facility that supports out-of-classroom programs and events. ***Therefore, classes for University credit are not scheduled in the building.***

Space availability for non-affiliated groups during the academic semesters is restricted to daytime use, Monday through Friday, unless the space is being used for a program that is open to the campus community.

### **Reserving Space for Your Event or Meeting**

Requests for space are handled by completing our online reservation request form found at [www.studentunion.uconn.edu](http://www.studentunion.uconn.edu) or by completing a form in person through the Event Services Office located in Room 106 on the first floor of the Student Union. The following information is required to complete the reservation request form:

- Department or student organization name
- Contact person (if a student organization, you must be an officer of a student organization listed in UConncontact; please identify office held)
- Phone number and e-mail address
- Date of event (submit a second choice, if possible)
- Type of event (meeting, banquet, presentation, party, speaker, etc.)
- Start and end times
- Attendance estimate
- Type of space setup needed (empty floor, chairs in rows, banquet tables, etc.)
- Audiovisual needs
- Catering needs
- Payment Type

Requests for space for registered Tier 1 and Tier 2 student organizations must be made by an executive officer of the organization. The executive officer can then designate a member of their organization to plan the event. The support staff and committee chairs of the Tier 3 organizations may make reservations on behalf of their groups. All Student Organizations must meet with an Events Services Staff member to review and plan the event. All arrangements will be confirmed by the Event Services Office, Student Union Room 106 before the reservation can be confirmed.

Student Organizations will be required to sign a Student Organization Theatre Usage Agreement when confirming a reservation in the SU Theatre. The agreement describes the terms and conditions applicable for use of our services and venue. A copy of the Usage Agreement can be found on the Student Union website: [www.studentunion.edu](http://www.studentunion.edu).

Sponsors of all events will be expected to:

- Comply with pertinent local, state, and federal laws, as well as University policies.
- Abide by all University contracts.
- Implement crowd control procedures, including security and admissions procedures.

- Pay all charges for support service personnel (i.e., police, audiovisual technicians, event staff, etc.) or equipment rental.
- Comply with room capacities and fire codes.
- Take steps to guard against personal injury and property damage.
- Cooperate fully with facility or event supervisors, University police, and other University staff.

## **REQUEST FOR SPACE PROCESS**

The request for space in the Student Union and its surroundings is for the academic calendar year (defined as the week before classes begin for the fall semester through spring semester commencement) and is a three-phase process. The Request for Space process will be defined by an established timeline, available in September of each year. Groups interested in using the facility during the summer should contact the Event Services Office at 860-486-3421. Non-conference summer reservations are accepted beginning the first Monday in February for the upcoming summer semesters in the same calendar year. If you are interested in having a conference in the summer, please contact University Events and Conference Services at 860-486-9050.

### **Phase One: Priority Access**

There are a number of events that may meet established criteria of importance that support the mission of the University and the Student Union. The parameters of the criteria may include the following: The activity can only be held at a certain time of the year, and/or due to the size or configuration of the program, can only take place in a certain location, etc. Any recognized student organization or university office/department that has a program believed to fit these criteria may submit a Priority Request Form for an event for priority access consideration. The Student Union Board of Governors Policy Council will review and score all submissions and determine if the program meets the criteria. The Director of the Student Union will notify sponsors of the results of the review process. If the Policy Council determines that the event requires Priority Access, the Event Services Office will reserve the space and send a tentative confirmation to the sponsor. The Event Services Office will also maintain the database of the approved program requests. If Priority Access is denied, the sponsor may appeal the decision to the Director of the Student Union.

If a program has been established as a Priority Access event, it will remain a priority event for future years, and the sponsoring organization need only submit dates and times for the program each succeeding year. The sponsor will be contacted by letter in November to provide this information. While it is not necessary to re-submit the event for Priority Access annually, the Policy Council retains the right to review and amend the list of criteria to respond to future needs. A sponsoring organization that does not request dates for an approved event for two consecutive years will lose Priority Access status for the unrequested event.

Requests for priority access are only accepted during the published timeline, which can be found at [www.studentunion.uconn.edu](http://www.studentunion.uconn.edu). In the event a program or activity opportunity is discovered outside the timeline, the sponsor may ask for a special review by the Policy Council.

### **Phase Two: Student Organization Meetings and Programs**

Once all Priority Access programs have been processed, the Event Services Office will accept requests from registered student organizations for weekly meetings and special events for a specified period of time according to the published timeline. Student organizations may request a maximum

of one weekly meeting for the academic year and venue for one program for each semester, fall and spring. If a student organization needs additional space, the organization may submit a request during the third phase of the Request for Space process.

During Phase Two, the Event Services Office will reserve the requested space, taking into consideration the best appropriate use of space to maximize resources. Every effort will be made to honor first choices for days and times; however, we strongly encourage student organizations to provide alternatives to improve the successful outcome of the request. Space requests for areas outside the Student Union's responsibility (Hawley Armory, classrooms, Rome Ballroom, North Reading Room, and Res Life Spaces) can be made when the Event Services Office is granted access to those resources. For example, classroom space would not be available for the spring semester until the class schedule had been finalized.

### **Phase Three: Open Access**

At the conclusion of Phase Two, the opportunity to reserve space in the Student Union will be made on a first-come, first-served basis for all customers. The Event Services Office reserves the right to determine the appropriate use of space and will monitor excessive requests. For example, an organization's request for all remaining space on Tuesday nights would be considered an excessive request and would be denied.

### **Additional Information for the Reservation Process**

1. All reservations for events (not routine meetings) made during the Request for Space process are considered tentative. Events are not confirmed until detailed information has been provided to the Event Services Office. Setup and program information, including technical requirements, are due at least one month prior to the event date. Final details must be confirmed at least ten working days prior to the event date.
2. Sponsors should familiarize themselves with the policies outlined in "The U Guide." Requests must meet all published regulations within "The U Guide."
3. The Request for Space process has been established as a recommendation from the Student Union Board of Governors Policy Council. Comments and suggestions are welcome at any time. The Policy Council reserves the right to amend its recommendations on an annual basis. Should changes be made, informational updates will be distributed campus-wide.
4. Customers will be informed of specific policies and procedures related to their reservation request at the time their reservation is made. Depending on the venue, additional guidelines may be in place.

### **Inappropriate Use of Space**

No event will be permitted on University property that:

- is unlawful;
- disrupts academic activities, other scheduled events, University functions or other normal pursuits that take place in the area.

Student organizations and University departments may use Student Union spaces for fundraising efforts but not for individual personal financial gain.

### **Changes in Reservation Requests**

Reservation change requests must be made at a minimum of five business days in advance. There is no guarantee the changes will be accommodated; however, every effort will be made.

### **Cancellation Policy**

The Event Services Office should be notified of any reservation or service order cancellation no later than 24 hours in advance, or by noon on Friday for a weekend or Monday meeting/event. Please be aware that the cancellation policies vary in different venues, and the group may still incur charges if the reservation/service order is cancelled. If you have a catering order for food, please see University Catering's event cancellation policy. A customer who fails to cancel a facility/service order within the required time period will remain responsible for all fees associated with using the facility (e.g. technical equipment, staffing, etc.).

The Student Union has a no-refund policy for reservations in which a facility charge is incurred. In the event that you must cancel, you will be allowed to apply your payment to a future event. If you do not comply with the cancellation policy, you will forfeit payment.

### **No Shows**

A student organization or University department that fails to use the reserved space and does not cancel the reservation on two occasions during a single semester may lose its ability to reserve space. A No Show at Hawley Armory will also result in a \$30 charge.

### **Rain or Inclement Weather Alternative Facilities**

Groups planning outdoor events may request a facility as an inclement weather alternative location. Large events may not be accommodated if the Event Services Office staff believes that an adequate facility is not available.

### **Room Rental Charges/Fees**

Registered student organizations and University departments holding meetings in spaces under the jurisdiction of the Student Union are not routinely charged facility rental and staffing fees (with the exception of A/V). However, facility rental and staffing fees may be charged if:

- there is an admission or registration fee;
- it is a conference/event where more than 50% of the attendees are from off campus;
- special setup or rehearsal time is needed to support the event.

### **Student Union User Group Definitions**

**Registered Student Organizations:** Any registered student organization at the University of Connecticut that has completed all requirements for recognition by the registering department (Student Activities, Residence Life, etc.).

**Department:** Any recognized University department, including a recognized department committee or program.

**Affiliated:** An outside group or organization (e.g., professional association) that has a recognized relationship with a University department, not an individual employee.

Non-affiliated: An outside group or organization that does not have a recognized relationship with a University department.

## Room Capacities and Rental Fees

Please be aware that room capacities may vary depending on specific setup requirements. Floor plans are available at the Student Union website.

Room	Sq. Footage	Conference Table	Row Seating	Banquet	Affiliated	Non-affiliated	
101 Theatre	4,230	x	500	x	\$350	\$700	
104^	900	24	60	x	\$100	\$200	
106A	440	20	x	x	\$75	\$150	
221	411	16	x	x	\$75	\$150	
303	846		30 (lounge)	x	\$75	\$150	
304^	3,356		300	180	\$250	\$500	
304A or C^	918	24	60	40	\$100	\$200	
304B^	1525	36	120	80	\$125	\$250	
304A–B or 304 B–C^	2,430				\$200	\$400	
310^	832	24	60	40	\$100	\$200	
312	410	13 (11)		x	\$75	\$150	
316	325	16		x	\$75	\$150	
317	324	16	28	x	\$75	\$150	
318	353	16		x	\$75	\$150	
319	353	16	32	x	\$75	\$150	
316/317 combined	648	24	42		\$100	\$200	
318/319 combined	715	24	42		\$100	\$200	
320	478	18 (13)	x	x	\$75	\$150	
321	368	14		x	\$75	\$150	
322	344	13 (8)		x	\$75	\$150	
324	667	17 (13)	x	x	\$75	\$150	
325	457	x	44	x	\$75	\$150	
330^	2,361		196	120	\$200	\$400	
331^	3,020		196	150	\$200	\$400	
330/331^	5,381		400	310	\$350	\$700	
410	474	18 (15)		x	\$75	\$150	
416A	252	14 (2)		x	\$75	\$150	
Union Street Tables (#1–6)	At each location, one 6' skirted table with two chairs				\$100	\$100	
Food Court	Tables and chairs for 300				\$300	\$600	
North Lobby	987	Small tables and chairs for 40				\$75	\$150

South Lobby	987	Lounge furniture for 20	\$75	\$150
North and South Lobby			\$100	\$200
University Seal Vending Space^^			\$200	\$200
University Seal Program Space^^			\$500	\$500
Oak Leaf Vending Space^^			\$200	\$200
Oak Leaf Programs Space^^			\$500	\$500
Fairfield Way Vending Space^^			\$200	\$200
Fairfield Way Program Space^^			\$500	\$500
Terrace Program Space^^			\$250	\$500

^^ = Specific guidelines for outdoor spaces can be found on page 30.

Setup/Breakdown Time: Default of one hour on each side (this will give the previous group time to get cleaned up and leave, and it will allow for a change in setup).

Conference Table: Number indicates chairs located at the table (parenthetical number indicates chairs around the perimeter of the room).

x = Room not available in this configuration.

### **Audio/Visual Equipment Support**

The Student Union provides audiovisual equipment in most meeting and program facilities in the building. If Student Union equipment is lost or damaged, charges for the cost of replacement or repair will be billed to the sponsoring organization or department. Requests for audiovisual equipment must be submitted a minimum of five working days in advance. Requests made after the stated timeline may be denied. The setup, operation, and breakdown of all non–Student Union equipment are the responsibility of the customer. In-house systems cannot be accessed by customers providing their own equipment.

### **Connecting to the WIFI**

If you are not affiliated with UConn and need wireless internet access during your visit, information about connecting can be found [www.wireless.uconn.edu](http://www.wireless.uconn.edu).

### **Electronic Devices VGA Adapters**

The Student Union uses VGA connections for all our Audio Visual equipment. If you have an electronic device which does not have a VGA port you will need to bring a VGA adaptor in order to use our systems.

### **Live Streaming (of events from the Theatre)**

ITL manages streamed events in the Student Union Theatre. The customer will need to fill out the request form located on the ITL's website, [www.itv.uconn.edu](http://www.itv.uconn.edu) and arrange through ITL for the event to be streamed.

- Streaming will only be available on weekdays from 8 am to 9 pm due to the limit of ITL personnel. No weekend streaming is available.
- All requests must be at least one week prior to the event.
- ITL will only cover academic type events.
- Please be aware that ITL staff will manage the streamed events remotely. No ITL staff will be physically present in the SU Theatre during the event.
- Prior to an event, ITL will do a test of the system and contact the Student Union if any issues occur.

### **Customer Supplied Equipment**

Customers are allowed to bring their own equipment. Any setup and running of the equipment is the sole responsibility of the person providing the equipment, not the Student Union. Any extra equipment that is needed (extension cords, adapters, PowerPoint presenters, etc.) may be subject to a charge. All cables must be gaffer-taped down for safety. Please be aware that Student Union equipment is the priority for audiovisual technicians, but if help is needed with the customer's equipment, the on-duty technician will help if available.

**Audio/Visual Rental Fees**

<b>Audio/Visual-Equipped Rooms &amp; Equipment</b>	<b>Student</b>	<b>Department</b>	<b>Affiliate</b>	<b>Non-affiliate</b>
<p><b><i>SU Theatre System</i></b>                      System includes CD player, DVD player, podium, podium mic, wireless handheld mic, lapel mic, projector, screen, Internet, and associated cables  <b>(Includes Student Technician)</b></p>	\$25/hour	\$50/hour	\$75/hour	\$100/hour
<p><b><i>SU Ballroom (330/331) System</i></b>  <b>Price is for 330, 331, or both combined</b>                      System includes CD player, DVD player, podium, podium mic, wireless handheld mic, lapel mic, projector, screen, Internet, and associated cables  <b>(Includes Student Technician)</b></p>	\$25/hour	\$50/hour	\$75/hour	\$100/hour
<p><b><i>SU Findell Room Premier System (324)</i></b>                      System includes CD player, DVD player, teleconferencing, projector, screen, Internet, and associated cables  <b>(Includes Student Technician)</b></p>	\$25/hour	\$50/hour	\$75/hour	\$100/hour
<p><b><i>SU Findell Room Basic System (324)</i></b>                      Basic system using only projector and screen</p>	No Charge	\$50 (flat rate)	\$75 (flat rate)	\$100 (flat rate)
<p><b><i>SU 304 A/B/C Premier System; Price is for A, B, C, or combined</i></b>                      System includes CD player, DVD player, podium, podium mic, wireless handheld mic, lapel mic, projector, screen, Internet, and associated cables  <b>(Includes Student Technician)</b></p>	\$25/hour	\$50/hour	\$75/hour	\$100/hour
<p><b><i>SU 304 A/B/C Basic System; Price is for A, B, C, or combined</i></b>                      Basic system using only projector, screen, Internet, podium with microphone, or MP3/iPod input</p>	No Charge	\$50 (flat rate)	\$75 (flat rate)	\$100 (flat rate)
<p><b><i>DVD Recording</i></b>                      1 copy of the DVD and Standard Tech is required at additional charge<sup>^</sup></p>	\$25+ \$12/hr <sup>^</sup>	\$50+ \$12/hr <sup>^</sup>	\$75+ \$12/hr <sup>^</sup>	\$100+ \$12/hr <sup>^</sup>

<b>Video-Computer Display-Projection</b>				
<b>Audio/Visual Equipment</b>	<b>Student</b>	<b>Department</b>	<b>Affiliate</b>	<b>Non-affiliate</b>
<i>Video/Data Projector</i>	No Charge	\$50	\$75	\$100
<i>Laptop Computer (PC)</i> Includes PowerPoint presenter/laser pointer, mouse, and mouse pad	No Charge	\$50	\$75	\$100
<i>Overhead Transparency Projector</i>	No Charge	No Charge	\$25	\$50
<i>Slide Projector</i>	No Charge	No Charge	\$25	\$50
<i>Projection Screen (60" x 80")</i>	No Charge	\$25	\$50	\$75
<i>Projection Screen (10.5' x 14')</i>	No Charge	\$40	\$65	\$90
<i>46" monitor</i>	No Charge	\$25	\$50	\$75
<i>Document Camera</i>	No Charge	\$50	\$75	\$100
<i>DVD Player</i>	No Charge	No Charge	\$25	\$50
<b>Audio Amplification—Public Announcement</b>				
<b>Audio/Visual Equipment</b>	<b>Student</b>	<b>Department</b>	<b>Affiliate</b>	<b>Non-affiliate</b>
<i>CD Player</i>	No Charge	No Charge	\$25	\$50
<i>Sony Boom Box</i>	No Charge	No Charge	\$25	\$50
<i>Wireless Handheld Microphone</i>	\$10	\$25	\$50	\$75
<i>Wireless Lapel Microphone</i>	\$10	\$25	\$50	\$75
<i>Wired Handheld Microphone</i>	\$5	\$10	\$15	\$25
<i>Podium Microphone</i>	\$5	\$10	\$15	\$25
<i>Studio Microphone</i>	\$25	\$50	\$50	\$75
<i>Tabletop Microphone (Boundary)</i>	\$10	\$25	\$50	\$75
<i>Powered PA Speaker</i>	\$25	\$50	\$50	\$75
<i>Stage Monitor</i>	\$25	\$50	\$50	\$75
<i>Meeting Speakerphone (Polycom)</i> **Requires \$100 phone activation fee and all charges associated; and 10 business-day notification **	\$25	\$50	\$75	\$100
<i>Media Press Feed/Mult Box</i>	No Charge	\$25	\$25	\$50
<b>VoIP Cart (Voice over Internet Protocol)</b> (For computer communications such as "Skype") 55" monitor w/ Speakers; Camera Microphones (2); Cart (Laptop NOT included) (Software NOT supported)	\$25	\$50	\$75	\$100

<b>Portable Lighting</b>				
<b>Audio/Visual Equipment</b>	<b>Student</b>	<b>Department</b>	<b>Affiliate</b>	<b>Non-affiliate</b>
<b><i>Sound Activated Lighting Trees</i></b> Consists of trusses & smartlights (spotlight or DJ Mode – no programming needed). (Includes Student Technician)	\$100	\$150	\$200	\$250
<b>Audio Amplification—Public Announcement</b>				
<b>Audio/Visual Equipment</b>	<b>Student</b>	<b>Department</b>	<b>Affiliate</b>	<b>Non-affiliate</b>
<b><i>Large Sound System: 300–500 People or Outdoor Events</i></b> Consists of 2 speakers and subwoofers, mixing board, wireless handheld microphone, wireless lapel microphone, 3 wired microphones, 4 DI boxes, CD player, and all necessary cables (Includes Student Technician)	\$75/hour	\$100/hour	\$125/hour	\$150/hour
<b><i>Medium Sound System: 100–300 people</i></b> Consists of 2 satellite speakers, mixing board, wireless handheld microphone, wireless lapel microphone, 3 wired microphones, 2 DI boxes, CD player, and all necessary cables (Includes Student Technician)	\$50/hour	\$75/hour	\$100/hour	\$125/hour
<b><i>Small Sound System: 25–100 people</i></b> Consists of 2 speakers, mixer/amplifier, 2 wired microphones, 2 DI boxes, CD player, and all necessary cables (Includes Student Technician)	\$25/hour	\$50/hour	\$75/hour	\$100/hour
<b><i>Peavey Messenger System: 1–25 people</i></b> Consists of 2 speakers, 1 wired microphone, and all necessary cables (Includes Student Technician)	\$25/hour	\$50/hour	\$50/hour	\$75/hour
<b>Presentation Aids</b>				
<b>Audio/Visual Equipment</b>	<b>Student</b>	<b>Department</b>	<b>Affiliate</b>	<b>Non-affiliate</b>
<b><i>PowerPoint Presenter/Laser Pointer</i></b>	No Charge	No Charge	\$25	\$50
<b><i>Floor Podium</i></b> **No Microphone**	No Charge	No Charge	No Charge	No Charge
<b><i>Tabletop Podium</i></b> **No Microphone**	No Charge	No Charge	No Charge	No Charge

<b><i>Wheelchair-Accessible Podium</i></b> **No Microphone**	No Charge	No Charge	No Charge	No Charge
<b><i>Assisted-Listening Headsets</i></b> **Theatre, Ballroom, and 304 only**	No Charge	No Charge	No Charge	No Charge
<b>Miscellaneous Items</b>				
<b>Audio/Visual Equipment</b>	<b>Student</b>	<b>Department</b>	<b>Affiliate</b>	<b>Non-affiliate</b>
<b><i>Gaffers Tape</i></b>	\$20/roll	\$20/roll	\$25/roll	\$30/roll
<b><i>Electronic Keyboard</i></b>	\$25	\$50	\$50	\$75
<b><i>Flip Chart Paper with Markers</i></b>	\$50	\$50	\$50	\$50
<b><i>Easel</i></b>	No Charge	No Charge	No Charge	No Charge
<b><i>Lockout Buzzer System</i></b>	No Charge	\$50	\$50	\$75
<b>Technician Fees</b>				
<b><i>Standard Student Technician</i></b>	\$12/hour	\$12/hour	\$12/hour	\$12/hour

Non installed **equipment** fees include delivery, setup, and breakdown of equipment. If a technician is requested or required to remain in the room for the entire program, an additional \$12/hour charge will be assessed. The request for an A/V technician to work a program needs to be made at least five working days in advance (any requests made within five working days of an event may be denied pending staff availability).

### **Student Union Staff Charges**

All requests for Student Union support staff require advance notice. Please allow for a minimum of ten working days' notice to secure staff services.

Custodian	\$25/hour
Skilled Maintainer	\$40/hour
Event Staff	\$12/hour
Setup Crew Member	\$12/hour

University staff charges are arranged by the Student Union Event Services Office.

University Police Officer	\$101.05/hour <sup>^</sup>
University Fire Personnel	\$104.48/hour <sup>^</sup>
University Electrician	\$72.00/hour <sup>^</sup>

<sup>^</sup> Hourly charges are subject to change.

Excess Cleaning Fee – In the event that there is breakage, damage, glitter, or an extreme mess left in a room, the customer may incur a cleanup and/or maintenance fee.

**Invoices for Student Union Fees**

An invoice will be sent to the group's contact person listed on the reservation. Invoices are due and payable no later than 30 days after receipt or prior to the group's next scheduled event. The Student Union may request payment for certain services in advance. If a department or organization wishes to have the charges made directly to a University account, the KFS number must be provided prior to the event.

**Extended Hours Charge**

Requests to open the Student Union early or to keep it open after the normal closing time will be assessed \$50 per hour.

**Requests beyond Normal Operating Hours**

There is a \$500 fee to open the Student Union on a day when it is normally closed. If the request is for more than eight hours, the extended hours charge of \$50 per hour will be added.

**Reservation Times**

Reservation start times for events in the Student Union can be no earlier than 30 minutes after the posted building opening hours. This includes any time needed for A/V sound check, customer setup time, and registration time. All reservations must end 30 minutes prior to the scheduled closing time for the Student Union. Any exceptions to this policy will incur an extended hours fee.

## **Guidelines for Facility Use**

### **Animals**

In accordance with the UConn OAC, IACUC and EH&S policies, a UConn student organization that seeks to bring non-UConn owned animals on campus for an outdoor event (ex. Petting Zoo) must meet the following requirements:

- Only contract with entities that have a current USDA License as applicable
- The chosen site on campus must accommodate the non-UConn owned animals in order to ensure no interaction or contact with UConn owned animals
- The owner is responsible for the health and wellbeing of their animals while on UCONN property
- Hand washing stations and signs reminding participants to wash their hands before and after touching the animals must be provided
- Liability Insurance Required

### **Campus Runs/ Walks**

Customers must reserve space to host a campus run/walk in the Event Service Office in Student Union Room 106K. The space requested is for the start/finish which typically happens on Fairfield Way or the University Seal. The event details must be confirmed with Event Services at least one month prior to the event date.

- The date/time should not conflict with a similar activity and should not be scheduled during high traffic times or during large events on campus, i.e. commencement.
- Event Services will be the point of contact with UConn Police.
- The run/walk route (either via map or in written directions) needs to be submitted to the Event Services Office in advance for review and approval. It is important to provide a safe route; you should minimize crossings major roads, utilize sidewalks and stay on UConn property. The route should also be checked for construction areas, big potholes, or other hazards.
- If road closures are needed based upon the nature and size of the run/walk, Event Services will work with the UConn Police to determine the number of police needed. The group will incur all associated costs.
- Groups should consider having participants sign a Liability Waiver form. If you are working with a named charity, the organization may have a standardized waiver. The waiver should state that participants “shall hold harmless the University of Connecticut, the (student organizations) sponsor, the charity, etc. for any injuries or damaged arising directly or indirectly from their involvement with this event.”
- The group must have volunteers to help with all aspects of the event, i.e. registration, route patrol and clean up. The group should have volunteers to monitor the corners and make sure that all participants are abiding proper safety rules when crossing the streets.

### **Certificate of Liability**

If an event includes a structure (inflatables, tents, stages, etc.), food and/or vehicles that are a part of the program, a Certificate of Liability will be required. On the certificate, The University of Connecticut and its Board of Trustees and their agents, officers and employees shall be named as

Additional Insured and the insurance policy must be at a minimum of one million dollars. The certificate must be received 5 business days prior to the event.

### **Decorations**

The use and approval of all decorations should be discussed at the time of confirmation during the event planning meeting. All materials used must be fireproof or fire retardant; glitter and confetti may not be used. All decorations must be hung with painter's tape only. No decorations may be placed in hallways, aisles, stairwells, or exit routes. All exits must be free of barricades. Exit signs, fire extinguishers, smoke detectors, fire pull alarms, and emergency lights cannot be decorated, covered, or obstructed in any way. Fog and bubble machines are not permitted.

### **Display Cases**

There are four glass display cases located on Union Street for registered student organizations and University departments to reserve on a weekly basis. A customer who has a display case reserved will have access to setup their display on Monday between 12 pm and 3 pm. Customers will have access to the display case at this time only. Please make sure you have your whole display ready to go up at this time. On Monday one week later, the customer must remove their items between the hours of 8:30 am and 12:00 pm. If the customer does not show up to setup their display, they lose their reservation and will be marked as a "No Show." The "No Show" policy outlined in the U Guide will be applied. If the customer does not show up to remove their display, the items will be removed by Student Union personnel, held in the main office for two days and then sent to lost and found. Please be aware if items have to be removed, the Student Union takes no responsibility for these items. Please note the following:

- The shelves are 30" x 15" each.
- No hazardous materials can be placed in a display case.

### **Doug Bernstein Game Room**

The Doug Bernstein Game Room is available for rental for private functions. Reservations are limited to a two-hour time block. In order to reserve the space, an initial request is made to the Student Union Event Services Office. A representative from the game room will be in contact to work out the potential details of the reservation. Because of the uniqueness of the space, during the academic year (September through May) the game room is available for one reservation per day and is not open for reservation on Friday and Saturday nights after 8:00 p.m. The game room may also be available for reservation during non-academic times.

If food is being served at a game room event, customers have the following options. Food can be ordered through University Catering Services (860-486-5053), or it can be purchased at one of the retail operations in the Student Union Food Court (Union Street Market, SUBWAY, or Panda Express). For birthday parties, customers may bring in their own birthday cake.

If an event is being held during off-hours (when the Student Union and/or the food operations are closed), the customer may bring outside food to his/her event. Any beverages brought into the Student Union for any event must be Coca-Cola products. This includes soda, water, energy drinks, etc.

The customer is responsible for any cleanup associated with the serving of food or beverages.

A two-week notice will be strictly enforced when reserving the game room. This will ensure that staff coverage is available and that all patrons are alerted to any alteration of normal business hours.

### ***Current Costs***

	<b>Student Organizations</b>	<b>Others</b>
Game Room with Tokens	\$75	\$125

In addition to the Game Room, outside parties (non-student groups) will have access to room 106A for food, presents and cake. Both rooms must be available for a confirmation to be issued to the customers.

A special note to potential users of the Doug Bernstein Game Room - the Student Union's primary mission is to serve the students at the University of Connecticut. Please consider this aspect of the environment when you plan your event, especially when guests are young children. At least one adult needs to be present during the duration of an event.

### **Food Guidelines**

Food consumed in reservable areas under the Student Union jurisdiction falls into one of two categories: food for public events or food for private events. A public event is defined as any event that involves the greater student population, the UConn community, or guests from outside the University. A private event is defined as consisting of the group's members only (e.g., a student organization meeting for which there has been no advertising).

For public events, all customers are required to use University Catering/Dining Services for food and beverage (including alcohol) services. If your event calls for special ethnic foods, please contact University Catering as soon as possible to give them ample time to prepare. University Catering maintains the right of first refusal for any event. If University Catering consents, an outside food source may be used and the group must follow all guidelines established by Environmental Health and Safety. A certificate of liability insurance will be required.

Student organizations may accept food donations for fundraising/charity events at the discretion of the Event Services Office staff. Donated food and Coca-Cola beverages must come from and be prepared by a licensed food vendor and must be in compliance with the guidelines established by Environmental Health and Safety. A letter of donation is required to be submitted in advance of the program to the Event Services Office.

In an effort to support recognized student organizations on campus and their limited budgets, the Student Union has made special provisions to support their *private* meetings/events. Food and beverages for private student organization events can be procured from University Catering/Dining Services or can be obtained on-site from any of the retail establishments in the Student Union. Groups may also bring external snack or menu items such as pizza, subs, and prepared sandwiches, Coca-Cola (only) beverages, prepared snack foods, non-processed produce, and desserts that are procured from a restaurant/food establishment that is licensed by the local health department or district. All safe food handling must be in compliance with the guidelines established by Environmental Health and Safety.

For private events, University departments and non-affiliated groups are also required to use University Catering/Dining Services for all food and beverage needs. University departments seeking a waiver from this policy can make their request to the Director of the Student Union.

Potluck meals, where guests bring home-prepared food items to share, are prohibited. Mishandling of food items that require temperature control for food safety can easily occur during preparation, storage, transport, and service, and can result in food-borne illness. Student organizations and University departments may request a waiver from the Director of the Student Union for private potluck events only.

If you purchase a disposable catering order from University Catering or if you are given a waiver to bring food from an outside source, you are responsible for cleaning up the room at the end of your event. If you do not clean up, you may incur a cleaning fee.

Student organizations may reserve space in the Student Union to host bake sales. Groups must submit a Temporary Food Service Events application and the permit must be displayed on the table.

The Department of Environmental Health and Safety (EHS) offers information and support to ensure that all food service establishments, including Temporary Food Service Events (TFSE), are held to consistent standards and are operated in a safe and sanitary manner. Adherence to guidelines established by EHS is required and will help reduce the risk of food-borne illnesses and ensure safe food handling on campus:

- All food served to the PUBLIC, regardless of whether a fee is charged, must be approved by EHS.
- Any organization wishing to sell or serve food to the public must complete and submit a TFSE application to EHS at least two weeks prior to the event. TFSE applications submitted with less than two weeks' notice will be charged a late fee and may not be approved. The permit must be displayed during the event.
- The person responsible for food service at the event must complete a brief food safety training course on HuskyCT prior to the event. Details on how to enroll are found in the TFSE online application.
- If University Dining Services is used to cater the event, the sponsoring organization is not required to submit a TFSE application.

All off-campus caterers must have a valid food license or permit from their local health department and a copy of the license or permit must accompany the TFSE application. The caterer must have insurance; additional information can be found on the Environmental Health and Safety website. Off-campus caterers will not have access to campus kitchen facilities. Please follow the links below to access the TFSE application and food safety information:

- TFSE application: <http://www.ehs.uconn.edu/food/request.php>
- "Temporary Food Service Events: A Guide to Food Safety": <http://www.ehs.uconn.edu/Biological/T.F.S.E.%20Pamphlet.11.30.06.pdf>
- "Bake Sale Food Safety": <http://www.ehs.uconn.edu/Biological/Bake%20Sales.pdf>
- Department of Environmental Health and Safety: <http://www.ehs.uconn.edu/>

## **Hallways**

Hallways are “exit corridors,” not assembly areas, and in general cannot be reserved as program spaces. The UConn Fire Marshal’s Office has approved lounge furniture in some hallway areas of the building, and additional furniture has been approved for other specific locations. The Student Union Operations Office and Event Services Office are responsible for monitoring furniture placement in these areas and for staying within the approved guidelines.

Union Street Tables: These are limited to the six approved tabling spaces with a maximum of 2 chairs each, and tables should be placed no farther than six feet from the wall. Access to electricity and wired internet is available at some locations.

Theatre: There is a limit of one six-foot table and two chairs allowed in front of the ticket booth, and up to two six-foot tables along the wall opposite the theatre under the Chuck & Augie’s windows.

3rd Floor North Corridor: There is a limit to tables and chairs for registration purposes in the 304B alcove.

3rd Floor South Corridor: There is a limit to tables and chairs that can be set up outside the ballroom.

4th Floor South Corridor: There is a limit of three six-foot tables with two chairs behind each table, or three large poster boards allowed along the west wall (next to the Women’s Center main entrance). Furniture should be placed no more than six feet from the wall.

Sternos (or other open flames) are not permitted in hallways, including Union Street.

The sponsoring group is responsible for monitoring crowds in these areas to allow for safe egress.

## **Outdoor Space Guidelines**

Some events are best held outdoors, weather permitting. Space for all outdoor events on campus must be requested and reserved through the Event Services Office. Outdoor facilities include but are not limited to: Student Union Terrace, Fairfield Way; University Seal Plaza; roads and parking lots; patios; grass areas; and some recreational areas in the residence hall complexes.

- Activities must not interfere with academic and residential activities.
- Alcohol is not permitted at outdoor events, unless provided by University Catering, and specific guidelines must be adhered to.
- The sponsoring group is responsible for cleaning up the area immediately following the event.
- Vehicles are not permitted on grass areas. Vehicles are allowed on paved surfaces only and cannot block building access. All vehicles must be moved immediately upon unloading to a legal parking area.
- A right-of-way must always be maintained for pedestrians and emergency vehicles in any outdoor area.
- If your outdoor event requires a tent or other equipment to be staked/dug into the ground, CT Call Before You Dig must be notified in advance and the area must be inspected. The

details must be reviewed and approved with Event Services Staff at least ten working days in advance of your event.

- When planning an outdoor event, you should consider some of the following:
  - Additional dates required for setup and dismantling
  - Rain or inclement weather backup location
  - Additional tents/space for food and beverage service
  - Power requirements
  - These are public spaces, not private
  - Music/noise considerations (if classes are in session)
  - Police needed, depending on size and scope of event
  - Fire marshal inspections
  - Parking considerations (including availability for any setup crew needs)
  - Restroom facilities—rental units
  - Hand-washing stations
  - Lighting needs
  - Trash containers and removal

### **Lawn Displays**

The Student Union has designated the grass area located at the corner on Hillside Road and Fairfield Way for lawn displays. In order to use the space, the following criteria must be met:

- Must be a recognized student organization or UConn department
- Displays must be able to withstand the elements
- Does not damage the vegetation in the area
- No higher than 2 feet

All lawn display reservations will be limited to 7 days per semester. The customer is responsible for daily maintenance of the display and for removing it upon conclusion of the reservation.

### **Student Union Outdoor Spaces (Fairfield Way, The Oak Leaf on Fairfield Way, University Seal Plaza, and Terrace)**

Space Definition:

- The “Terrace” is the patio connected to the Student Union;
- “Fairfield Way” is the space within the circle between the Student Union and The School of Business;
- The “University Seal Plaza” is the circle space between the Babbidge Library and the John W. Rowe CUE Building;
- “The Oak Leaf on Fairfield Way” is the semi-circle area of Fairfield Way by Laurel Hall.

The Terrace area is reservable but the space is still considered public space and patrons cannot be asked to leave the space. These areas are reservable for programs and events. The Event Services Office will determine if a program is appropriate for the space requested.

Student organizations and University departments can reserve two six-foot tables for any of these outdoor locations. Requests for additional tables may be considered based on availability. The customer will be responsible for signing out the tables from the Information Center and moving

them to their reserved area (as well as returning them clean at the end of the event). No chairs are available for outdoor setups. Affiliated and non-affiliated groups will be responsible for supplying their own equipment for outdoor space events.

Vehicle access to these areas is very limited. Vehicles can be driven on paved roads, brick or concrete but cannot be driven on the grass areas. Vehicles must be moved immediately upon unloading (limit of 30 minutes) to a legal parking spot. The sidewalk in front of the SU Terrace area is made of reinforced concrete from Glenbrook Road to the corner of Castleman and also from Fairfield Way to the handicap ramp entrance to the SU Food Court. This sidewalk area can support a truck for deliveries; beyond these points only light weight vehicles can be supported. No vehicles are allowed on the Terrace.

There is access to electricity at the Oak Leaf and on the SU Terrace. Access to electricity needs to be requested in advance. The customer is responsible for making sure all electrical cords are covered across all walkways so that they are not a safety hazard.

The Terrace is equipped with tent tie down mechanisms that can support a tent up to 30' x 70'. Access to the tent tie downs must be coordinated in advance and all requirements for use of a tent must be adhered to (see Guidelines for use of Tents, page 34). Access in and out of the Student Union needs to be maintained through or around the tent. The Student Union does not provide tents. Tent rentals need to be arranged by the customer and setup/delivery and break down need to be coordinated with the Event Services Office.

The furniture (tables and chairs) on the terrace is not reservable due to it being open to the general public. The Terrace is typically furnished from April through October. Furniture will not be re-arranged for a program; the terrace must be used as is. Movement of the furniture is discouraged. Specific areas are designated as appropriate locations for cooking on the terrace for programs and events. Cooking grills need to be a minimum of 50' from the Student Union so that the smoke does not enter the building through the ventilation system.

The Student Union abides by all Fire codes and works in conjunction with the UConn Fire Marshall's Office in regards on all events. Special attention is required when outdoor events include tents, temporary structures and generators.

### **Guidelines for the Use of a Tent**

For the purpose of this policy, "tent" is defined as any structure with or without side panels having wood or metal supports and using any kind of textile or similar material for coverage, and having a capacity sufficient to shelter 100 or more persons or covering a ground area of 1,200 square feet. Requests to set up a tent on University property within the Student Union jurisdiction must be approved in advance by the Student Union Event Services Office. The Event Services Office will review and approve any request for the use of a tent for any event. The staff will determine the need for a tent and the location where it can be set up prior to contacting the University Fire Marshal for review and permit application. The customer making a request to use a tent must provide information from the company/vendor providing the tent as to materials being used and method of setup, etc. The customer must also provide a certificate of insurance for the tent.

### **Outside Amplification of Noise**

In accordance with the University Senate's Speakers Forum and Outdoor Amplification policy, amplification may take place between the hours of 12:00 p.m. and 1:00 p.m. on Mondays, Wednesdays, and Fridays, and between the hours of 12:30 p.m. and 1:30 p.m. on Tuesdays and Thursdays, when classes are in session, unless an exception has been granted. Amplified sound may also be approved on weekends and when classes are generally not in session. Amplification is limited to 90 decibels.

### **Papered Windows**

If your organization requires privacy for a ritual meeting, you can request papered windows once a month. Papered windows can also be requested for dressing rooms associated with planned events. The request for papered windows must be pre-arranged with the Student Union Event Services Office. Groups are not allowed to cover the windows themselves.

### **Vending/Sales and Concessions**

Customers may reserve space for a sale, concession, or fundraising activity in the Event Services Office in Student Union Room 106. These activities include but are not limited to: charging admission to an activity; selling a product, service and/or information; making a request for a pledge or donation; any other request for money or donations of food, clothes, etc. Vendors are non-affiliated customers, working directly with the SU Event Services Office to book space that is providing services or a program open to the University community.

- The following locations can be reserved for these activities: Union Street tabling spaces, Fairfield Way; and the University Seal Plaza.
- All products for sale or fundraising activities must be in compliance with all existing University contracts and State of Connecticut contracts and laws.
- Approval for a concession reservation will depend on space availability. The Event Services Office staff will make the best effort for non-duplication of concession reservations.
- Aggressive selling tactics are prohibited. Representatives from the group must stay in the assigned area.
- Credit card vending is limited to the Student Union Building. The organization's name must be clearly visible on all advertising and at the table.
- If a group is using a bake sale as a fundraiser, there is a limit of one bake sale at a time.
- A Certificate of Liability will be required. On the certificate, The University of Connecticut and its Board of Trustees and their agents, officers and employees shall be named as **Additional Insured** and the insurance policy must be at a minimum of one million dollars.

### **Union Street Tabling Space**

There are six locations along Union Street available for groups to use for informational purposes, concessions, etc. The space for each location is limited to one six-foot skirted table and two chairs (two chairs maximum are allowed at each table) that are provided by the Student Union. The table must remain in the location identified at the time of setup, and chairs must remain behind the table at all times. Union Street tables will be skirted by the Student Union staff, and the skirts may not be removed for any reason.

- All materials (i.e., flyers and boxes) must be stored under the table and removed each day. No overnight storage is allowed.

- Signs and merchandise may be attached to the front of a Union Street table. The use of additional display structures (including sandwich boards) is prohibited.
- Signage can be hung, using painter's tape only, at Union Street tables 4, 5, and 6.
- The table must be staffed for the duration of the reservation. Representatives from the group must remain within arm's length of the table at all times and may not call out to passers-by. Aggressive marketing is not permitted. Customers must be allowed to self-select to participate at the table.
- Activity at the Union Street tabling space must be conducted within an arm's length of the table. Groups cannot put tape on the floor around their table for any reason.
- No audio equipment is permitted at Union Street tables.
- Access to electricity is limited to Union Street tables 4, 5, and 6.
- The use of sternos is not permitted at Union Street tables.
- "Giveaways" must be available without condition of participation in the promotion or business activity. The Student Union will post signage indicating that the giveaway is available without condition.

### **Credit Card Marketing**

The University of Connecticut adheres to PA No. 09-167, "An Act Concerning Credit Card Offers on College Campuses." This act:

- prohibits credit card companies from marketing during orientation and class registration periods;
- requires companies to distribute credit management education materials along with marketing materials.

The complete act can be found at <http://www.ctdhe.org/info/pdfs/2009/CreditCardPolicy.pdf>.

The act also requires that all credit card vendors register by filling out the Credit Card Marketing Event Registration Form. The form can be found at [www.studentunion.uconn.edu](http://www.studentunion.uconn.edu).

### **Storage**

The Student Union is not responsible for items left in the building, and storage space is not available for materials or equipment used in association with an event. Such items are the sole responsibility of the student organization, University department, or user of the facility.

### **Student Union Lobby Guidelines**

The event space that may be reserved in the Student Union lobby is limited to the areas within the half walls. This space is not available for private/closed events because it is a public lounge space. Programs or events that create noise that is disruptive to the normal business routine are not permitted Monday through Friday between the hours of 8:00 a.m. and 5:00 p.m. Programs with amplified music are also prohibited during the evening hours. A request for exception can be made to the Associate Director for Event Services. The furniture will remain in the lobby area and should be incorporated into the event setup whenever possible. A performance stage can be set up as part of an event by request.

## Telephone Lines

Most locations within the Student Union have available phone lines, but these must be activated. Please allow a minimum of ten working days for this request. There is a \$100 fee for this service. Long distance charges may be incurred.

## Division of Student Affairs Large, Outdoor, and/or Late Hours Event Policy

**Objective:** The purposes of this Policy are to create a safe environment for event sponsors and the guests attending these activities and to clarify expectations of all entities involved in managing these events including, but not limited to, sponsoring organizations, Student Affairs Employees and University Police.

**Jurisdiction:** This Policy applies to any organization or individual who wishes to use facilities managed by the Division of Student Affairs

### Definitions:

- “Event” means any program or event sponsored by any organization (including registered student organizations, residence hall governments, and Greek chapters). This includes parties, dances, musical performances, concerts, speakers, and similar types of events. This does not typically include organization weekly meetings.
- “Facilities” means any building or open area under the management of the University of Connecticut. It will also include off-premise locations if a registered student organization is hosting an event off-site of campus facilities.
- “Large Event” means any program or event where the anticipated attendance will exceed 200 individuals.
- “Late Hours” means any program or event that begins after 9:00 p.m. or ends after 11:00 p.m. Unless otherwise specified, all events must end by 2:00 am.
- “Outdoor Event” means any program or event that is held on University property that is outdoors including fields, parking lots, streets, etc.
- “Sanctioned Event” means any event or program that has been authorized by any department within the Division of Student Affairs.
- “Sanctioning Office” means the department within the Division of Student Affairs granting approval for the event or program to occur.
- “Student” means any graduate or undergraduate student currently enrolled at the University of Connecticut.
- “Student Organization” means any registered student organization at the University of Connecticut that has completed all requirements for recognition by the registering department (Student Activities, Residence Life, etc.).
- “Student Organization Advisor” means the individual University of Connecticut staff or faculty member listed as the official advisor on all registration materials.
- “University” means the University of Connecticut.
- “University Property” means any building or open area under the management of the University of Connecticut.
- “Venue” means any location where an event or program will be held.

## **Conditions for Sanctioned Event**

### **Guest Policy**

- Photo ID is required for all guests. All guests must present a College/University ID or show proof that they are 18 years of age. If children (under the age of 18) are permitted at an event, they must be accompanied by a parent or guardian.

### **Guest Policy for Late Night Parties**

- Guests are limited to current UConn students and their guests. Each UConn student may bring up to ten guests to a party. The Sanctioning office will verify the individual is a current UConn student by checking their UConn ID using a One Card swipe machine.
- An entire party must be present to enter a party. Partial groups will not be admitted and additional guests cannot enter after the UConn host has entered.
- The Sanctioning office will record in a database each UConn student and their guests. The Sanctioning office will also verify that each guest has a photo ID and scan the ID.
- Guests are expected to follow all University guidelines and the UConn student will be held responsible for the conduct of their guests at the event.

### **Staffing**

- Organization representatives identified on all event or program-related materials (reservation confirmation, catering confirmation, etc.) must be present at the event at all times. Additional organization representatives may be required by the Sanctioning Office within the Division of Student Affairs.
- The Student Organization Advisor may be required to be present at the event at the discretion of the Sanctioning Office within the Division of Student Affairs.
- Additional full-time staff from the Sanctioning Office may be required at the discretion of the department i.e. Student Union may require Student Union staff to be present at the event.
- Organization representatives will be required to collect all entrance fees from guests (if applicable) and Sanctioning Offices will verify that guests have photo identification on their persons prior to entrance if required for admission.

### **Staffing For Late Night Parties**

- The Student Organization Advisor **MUST** be present for the duration of the event, from the pre-event security meeting to the end of the event.

### **Security**

Depending upon the nature of the event, determined by elements including but not limited to the number of participants, the desired location, the type of event, the time of the event, admission policy (open or closed), the history of previous events, the marketing plan for the event, the University status of the group, etc. varied levels of security may be required. The security required may include but is not limited to University Staff, Student Organization Advisors, University Police, Private Event Security, Bag Searches, Wrist Bands, and/or Re-admittance Policies as defined below.

- **Police:** University of Connecticut Police Officers assigned specifically to the event. A minimum of two officers are required for a minimum of four hours of service time for Large or Late Hours Programs with a closed admissions policy i.e. attendance is limited to University of Connecticut students, faculty and staff. This requirement may be waived by the Sanctioning Office based on the information provided about the event.

Additional officers may be required based on the size of event, venue, admissions policy, marketing plan, etc. The decision to require additional officers will be made by the Sanctioning Office and University of Connecticut Police Department.

The Event Services Staff of the Student Union will coordinate all requests for Police Officers. The Sanctioning Office staff will contact the SU Event Services Office at least 3 weeks in advance to arrange for police security.

Student organizations are required to pay 40% of University Police fees. The Sanctioning Office will pay the remaining 60% of the University Police fees. Non-student organizations will pay 100% of University Police fees.
- **Private Event Security:** A private security agency approved by the University of Connecticut Police Department.

Private security officers are required for Large or Late Night Programs with an open admissions policy i.e. attendance is expected to include individuals with no affiliation with the University of Connecticut. This requirement may be waived by the Sanctioning Office based on the information provided about the event.

The number of private security officers will be based on the size of the event and venue location by the Sanctioning Office in cooperation with the University of Connecticut Police Department.

The Event Services Staff of the Student Union must be notified when private security officers are required by the Sanctioning Office staff and be provided with a copy of the contract between the student organization and the private security agency at least 2 weeks in advance of the event. The SU Event Services Staff will notify the University of Connecticut Police that an approved private security agency is scheduled for an upcoming event.

Organizations negotiate and sign contracts with approved private security agencies and are required to pay 100% of private security staff fees.
- **Bag Searches:** All guests at Large or Late Hours programs will be required to open bags, purses, backpacks, pockets, etc. at the request of University of Connecticut Police or Private Security Officers. Individuals failing to comply with the request will be asked to leave the event.
- **ID Checks:** All guests at Large or Late Hours programs are required to show photo identification prior to entrance to the event. At any time during the program, guests may be required to show identification at the request of University of Connecticut Police or Private Security Officers. Individuals failing to comply with the request will be asked to leave the event.
- **Pat Downs:** Private security officers will pat down guests to search for items restricted from venues e.g. weapons, beverage containers, medications, drugs, etc. Guests will select a gender-specific pat down area and searches will be conducted by gender-specific security

officers. Private security officers may also use metal-detector “wands” to assist in this security check-in area.

- **Wristbands:** Once a guest has completed the entrance process, the Sanctioning Office staff will place a wristband on the guest to indicate compliance with all security requirements. Wristbands are provided free of charge to student organizations. The Student Union will supply the Sanctioning Office with the wristbands at no cost however the wristbands must remain under the control of the Sanctioning Office at all times. The number of wristbands issued for each event is determined by the Sanctioning Office based on the established room capacity for each venue. All guests (including student organization representatives, speakers, performers, stage crew, etc.) must receive wristbands.
- **Re-admittance Policies:** Wristbands are issued once. If a guest leaves an event prior to the end of the program, a new wristband will not be issued to maintain capacity. Once an event has sold out, no additional entrance will be permitted even if a guest surrenders his or her used wristband.
- For Late Hours programs extending past 11:00 pm, a cut-off time of 11:30 pm will be established for admission to the program. This includes re-admission. If a guest leaves the program after 11:30 pm, s/he will not be re-admitted even if a wristband is displayed.

All Participants are required to comply with federal, state and local law as well as all relevant University policies, including The Student Code.

## **Event Protocol**

Organizations will submit a Student Union Event Services request form found at [www.studentunion.uconn.edu](http://www.studentunion.uconn.edu) for all Student Affairs reservable space. This is the first step in the process and will be used to hold space only.

Student organizations will schedule an event planning and registration meeting with the Student Activities Program Office, Office of Fraternity and Sorority Life, Residence Life, or other Sanctioning Office.

The organization and the Sanctioning Office will discuss and determine details of the event. The organization representative present at the planning meeting must be in attendance at the event. Topics will include:

- Date, time, location, etc.
- Purpose of the event
- Admissions Policy, ticket sales, handling money
- Emergency information
- Contracts, agreements, permits, etc.
- Risk Management including security and staffing
- Logistics (Room, A/V, food, rain location, etc.)
- Estimated budget
- Planning timeline and checklist

At the conclusion of the meeting, the Sanctioning Office will sign the event registration form. This form must be provided to the Student Union Event Services Office or other Student Affairs Department, responsible for the program venue that will plan and produce the program.

### **Day of Event Logistics**

The organization representative must attend a pre-event meeting on the date of the program no later than thirty minutes prior to the start of the event. This meeting will also be attended by a representation of the Student Affairs Department responsible for the event's production and a representative from all security groups if applicable. During this meeting, all policies and procedures will be reviewed as well as expectations for all guests. Posters outlining these policies and expectations will be displayed at all events and will be provided by the Sanctioning Office.

### **Post Event Review**

The organization representative and the Sanctioning Office Representative will schedule a post event meeting to review the program. This should take place within two weeks of the event's conclusion and will be arranged by the Sanctioning Office.

**Method of Compliance:** The Vice-President of Student Affairs or designee shall review this policy annually and provide guidance on the interpretation of this policy.

**Approval Date:** January 22, 2009; updated June 2010; updated January 2011

## **Building Partners and Student Organization Offices**

The Building Services Manager is responsible for the maintenance of the Student Union Building. This includes but is not limited to the daily cleaning of all public common space, meeting rooms, program space, cultural centers, administrative offices, and restrooms. It is our intention to maintain the Student Union to the highest standard possible and present an inviting and welcoming environment for our partners, students, faculty, staff, alumni, and guests. If facility issues occur in Building Partner space, the operations staff will determine the nature of the problem and the remedy.

### **Access/Keys**

Requests for room/suite keys are made to the Student Union Administrative Office, Room 106, in writing. Users have the option to establish a key-card access list that will allow designated individuals to sign out a key from the Information Center. Building Partners will be charged for keys that are requested. These are charges that are assessed by the University locksmith to the Student Union. In the event that keys are lost, it may be necessary to change the keying system in the area, depending on the type of key. Any cost associated with re-keying an office suite will be the responsibility of the building partner. Lost or misplaced keys must be reported to the Operations Office immediately. Keys should be returned to the Student Union Administrative Office upon the conclusion of an individual's employment from the University.

### **24-Hour Access**

The Student Union has installed two swipe card access systems, located at the northwest entrance (between the theatre and restaurant) and at the Husky Dog entrance (at the south end of building on Hillside Road) that requires a standard University ID card to gain entry. Those individuals with 24-hour access must exit the Student Union Building at closing and swipe back into the building for after-hours access.

The University of Connecticut Student Union acknowledges that co-curricular student activities housed in the Student Union may dictate a need, not a desire, to occupy individual office/administrative space beyond routine operating hours. In order to provide a safe and secure environment for all Student Union patrons, the following measures have been established to permit "after-hours" occupation of identified student organization office space:

1. The president or chief student officer of a registered student organization must schedule a meeting with the Director of Student Activities to determine if a need exists to function outside of established operating hours.
2. The president or chief student officer of a registered student organization must submit a written request for access to his or her office/administrative space to the Director of the Student Union. The request must include a supportive endorsement from the Director of Student Activities. This request is called the After Hours Building Access Form.
3. Individuals granted after-hours access to space may only occupy the space affiliated with the registered student organization and designated in the signed After Hours Building Access Form. Designated space would also include use of the restrooms, as well as hallways, stairways, and elevators, for the purpose of movement from the exterior of the building to the designated space. Loitering in common areas, such as hallways, lounges, etc., is not permitted.
4. Signed agreements expire July 1 each year, unless otherwise indicated on the agreement. New agreements must be signed prior to the expiration date. Access accounts will be terminated each

year and whenever approved individuals are no longer affiliated with the registered student organization.

5. Individuals granted after-hours access to space must carry photo identification with them at all times.
6. After-hours access to space is limited to the approved individual and one guest. In the event additional guests are requested for specific program purposes (e.g., a recorded interview with band members), the approved individual must notify the Building Services Manager and she or he will alert on-duty custodial staff. The approved individual is responsible for the actions of all guests.
7. All policies listed in “The U Guide: Policies and Procedures for the Student Union” apply to after-hours occupation of the building. This includes but is not limited to policies regarding smoking, alcohol, and other drugs; weapons; pets; and parking. All violations of “The Responsibilities of Community Life: The Student Code” will be reported to the Office of Community Standards. Non-students are expected to comply with all regulations. Approved individuals not in compliance with policies lose their after-hours access privilege, including the ability to be an after-hours guest. Guests who fail to comply with policies will not be permitted to return after hours, and they will impact the status of the approved host’s access, which may include forfeiture of after-hours access.
8. Individuals granted after-hours access must agree to be responsible for their personal safety as well as the security of the approved designated space. Individuals must evacuate the building if the alarm system is activated and remain outside the facility until the University fire or police personnel indicate that it is safe to return to the facility.
9. The University police have an identified presence in the Student Union and will be given copies of all approved After Hours Building Access Forms. Individuals present in the building after hours should anticipate requests to show identification to the University police as well as Student Union staff. Those unable to provide identification will be asked to leave the premises.
10. After-hours access will be provided through a swipe card access panel. Students will be required to swipe their official UConn ID card. Non-students will be given a guest ID card that will allow them access to the facility. Guest ID cards must be returned to the Building Services Manager for renewal or termination before July 1 or the approved expiration date.
11. The Director of the Student Union will interpret and enforce the tenets of this agreement. A decision to revoke an approved individual’s after-hours access privilege may be appealed to the Assistant Vice-President for Student Affairs.
12. Comments, concerns, or questions regarding the after-hours access policy should be forwarded to the Director of the Student Union.

### **Changes to Space**

Requests for modifications to existing space, including data/phone lines, must be submitted to the Building Services Manager via email. The Building Services Manager will review requests to ensure that all changes meet building code requirements and comply with the warranty for building systems and equipment. The requesting department will be responsible for all costs associated with any modifications, changes, or alterations.

### **Facilities Protocol**

The Student Union Operations Office, SU 106 (860-486-3422), is responsible for responding to any facilities-related issues. These include but are not limited to heating and cooling, plumbing,

lighting, electrical, and minor maintenance problems. To report a problem please email [anthony.noel@uconn.edu](mailto:anthony.noel@uconn.edu) and copy [tonya.lemire@uconn.edu](mailto:tonya.lemire@uconn.edu).

### **Hours of Operation**

The hours of operation for each area should fall within the normal operating hours of the Student Union. If staff must remain in the building after normal operating hours, please notify the Student Union Administrative Office staff prior to 5:00 p.m. that day, so that building staff can be notified.

### **Loading Dock**

The Student Union Loading Dock is available for loading and unloading program supplies and equipment. No extended parking is permitted. During normal business hours, vehicles should be pulled onto the short ramp, unloaded, and then removed from the ramp. Access after 4:00 p.m. can be arranged by contacting the Building Manager at the Information Center on the second floor (860-486-1140), or by prior arrangement with the Student Union Administrative Office, SU 106. We ask that all deliveries be made in the loading dock area only. Deliveries are prohibited on Fairfield Way, on the south side of the building.

### **Mail**

The U.S. Post Office is charged with delivering the mail to the Student Union either directly or via Campus Mail Services. Any mail with the street address of **2110 Hillside Road, Storrs, CT 06269** is considered “delivered” once it has been received by the Student Union. Once delivered, it is the responsibility of the Student Union to make its best effort to deliver the mail to the proper addressee. The United States Postal Service has determined that any mail that is not properly addressed, or for which the recipient cannot be readily identified, can be opened by Student Union staff in an effort to appropriately deliver the mail to the designated office or individual. Therefore, personal mail should not be delivered to the Student Union. Only University of Connecticut business-related mail may be sent to the Hillside Road address.

Campus and U.S. mail for the Student Union will be delivered to and picked up at the Student Union Information Center, SU 229. Student Union staff will sort the mail upon delivery. Partners may pick up mail and drop off out-going mail at the Information Center counter. No access to the mailboxes will be provided. Parcel delivery service operators (FedEx, UPS, DHL, Airborne Express, etc.) will be directed to deliver all parcels and overnight mail directly to the addressee.

Outgoing U.S. postage-required mail must be labeled with a KFS number and bundled. **If the mailing is large, arrangements must be made with Mail Services for pickup**, and the mailing should be delivered the day it is being picked up. Outgoing parcel delivery service mail (FedEx, UPS, DHL, Airborne Express, etc.) will not be accepted at the Information Center for pickup. Packages can be dropped off at the pickup boxes located in the Athletics Ticket Office breezeway, or you can arrange for pickup from your office area.

Student organization mailboxes are located on the second floor in the Student Organization Center, Room 218.

## **Plants**

The Student Union maintains living plants as part of the building environment. We ask that building occupants notify the Building Services Manager of any plant in distress rather than servicing these plants themselves. This service does not extend to department or individual offices. Plants in these locations are the responsibility of the office occupants.

## **Recycling**

The Student Union recycles all office cardboard and mixed white papers. Mixed paper should be placed in the blue recycling bin that will be provided in each office suite. Plastic bottles, aluminum cans, and glass should be deposited in the receptacles located in the public areas.

## **Reporting Problems**

Problems or concerns should be reported in writing via e-mail to [anthony.noel@uconn.edu](mailto:anthony.noel@uconn.edu) and [tonya.lemire@uconn.edu](mailto:tonya.lemire@uconn.edu). In the event of an emergency, call the Operations staff at 860-486-3422. To report a facilities problem to the Building Manager after 5:00 p.m. or on weekends, call the Information Center at 860-486-1140.

The Operations staff will investigate the problem and identify the means and method to remedy the problem. Problems can be handled internally by the Operations staff or referred to University Facilities or an outside vendor as appropriate. The Operations staff is the only authorized entity that can submit an UConn facilities work order for the Student Union.

The Operations staff will charge for any labor and parts for work that can be identified as beyond normal wear and ordinary use or as the result of vandalism or negligence. If a charge is necessary, this will be discussed in advance with the appropriate department head.

## **Routine Maintenance**

Trained professional staff will perform routine cleaning of all spaces on a daily basis. This includes sweeping, vacuuming, mopping, dusting, cleaning of glass, cleaning and sanitizing restrooms, stocking paper supplies, and emptying trash and recycling containers. The Operations Office will conduct regular inspections of all spaces in order to identify unusually soiled carpets, walls that may need touch-up paint, missing or damaged ceiling tiles, and any other significant issues that need to be addressed by the Student Union. Partners are also encouraged to report problems so that they can be resolved as quickly as possible.

## **Signage**

Building Partners are included on all Student Union directory signs and are identified on the Student Union website.

## **Wall Decorations**

The Operations Office staff will provide assistance in hanging pictures, plaques, and artwork. Student Union staff will identify the appropriate method and location for hanging these items and then perform the work. Requests of this type are considered an internal work order and are processed as part of the routine work schedule. It may take several days before the work is completed based on priority issues of the Student Union. Tools and other maintenance equipment are unavailable for loan.

