



# General Policies for Space Reservations & Events

Jean Hower Taber Student Union and Conference & Event Services  
The University of Akron

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## **General Policies for Space Reservations & Events**

### **Jean Hower Taber Student Union and Conference & Event Services**

#### **The University of Akron**

The Student Union scheduling staff is located in the Jean Hower Taber Student Union administrative offices, Student Union Suite 130 and is responsible for reserving and coordinating the use of all Student Union facilities and outdoor space reservations.

The following policies are set forth to provide a fair opportunity for all constituents to schedule events in the Jean Hower Taber Student Union and to protect and balance the facility's utilization.

All guests using the Student Union facilities will be deemed to have read these policies.

Failure to abide by any of these policies may result in additional fees or forfeiture of reservation privileges.

The Conference & Event Services scheduling staff is located off the main entrance of the Jean Hower Taber Student Union. This scheduling and event team is primarily responsible for reserving and coordinating event reservation details for external clients seeking usage of the student union and/or other campus venue spaces.



## I. Eligibility for Use of Facilities

### USER CATEGORIES

To reserve space in The University of Akron Jean Hower Taber Student Union a user must be a member of one of the following categories:

***Student Organization:*** Must be officially recognized by the University and currently registered with the SOuRCe, Student Union Room 133. Registered Student Organizations can reserve Student Union and campus facilities for general meeting and programming use.

Student Organizations that have been placed on hold by the Department of Student Life or are not in good standing with the University cannot reserve space until the hold is removed and/or it is in good standing.

***Campus-Based Users:*** Must be officially recognized by the University. A valid UA account number must be provided with each request.

***External Client:*** Any group or individual that does not qualify in any of the foregoing categories. All External Clients must sign a contract to confirm reservation.

Individual students, faculty, staff persons, or alumni are considered external clients for personal use events. Event charges will be eligible for a 25% discount.

### FRONTING POLICY

Fronting consists of eligible campus-based users, Student Organizations or individuals reserving space in the Student Union for another person or group. Hiding or concealing the identity of the true client due to non-eligibility for use of facilities, monetary exemptions, or the policies and mission of The University of Akron is not permitted. Fronted events provide an unfair advantage to an otherwise controlled process and create an inability to manage the established method for space reservations and billing. Professional or external organizations are not eligible for University Department or Student Organization rates.

Any event (including information tables) will be considered as being “fronted” if:

- The space is being requested or has been confirmed for an internal user, but the payment is submitted or received from an External Client. This includes local businesses, national branch of the requesting organization, any corporation, private individual, etc.
- Set-up instructions for an internal reservation or request are received from an External Client.



- A campus department/External Client uses the likeness of a Student Organization to schedule an event being hosted by said department/External Client to receive the discounted Student Organization rate.
- An internal request is placed solely for the gain of an external user to gain internal rates.
- The event does not reflect the mission, service, or programmatic goals of the requesting organization/department.
- Student Union scheduling staff will make the determination as to fronting by considering the nature of the event, past experience with respect to similar events, type, and the nature of attendees.

Penalties for violation of the Fronting Policy include the following:

- The user fronting will be charged the maximum applicable rate.
- The user will be subject to the loss of reservation privileges for a period of time to be determined by event scheduling staff.

## **PRIORITIES AND TIMING OF RESERVATION REQUESTS**

To serve the University community, priorities and timing for submission of reservation requests are designed to provide a fair opportunity for all constituents to schedule events in the Student Union. First consideration is given to the Student Union staff and Signature University Events (see definition below). All requests submitted in advance are reviewed on first come, first served basis.

### **Signature University Events**

- a. **Campus-Based Users:** Locations for a limited number of Signature University Events may be scheduled up to five years in advance within the event scheduling staff. The determination of which events are considered Signature University Events will be made by the Director of the Student Union or the Director's designee, in consultation with the Vice President of Student Affairs. Signature University Events include those that:
  - Are targeted at potential students in a recruitment effort.
  - Contribute to the mission of the University by supporting the academic or career goals of students or are related University tradition. Examples include career fairs, Welcome Week, New Student Orientation, Homecoming.
  - Can only be held at a certain time of the year (academic calendar, cultural, religious or national holidays, etc.).
  - Are traditional events that have been held annually in the past.
- b. **Student Organizations:** Recognized groups can submit requests for one signature event one calendar year in advance. Such events should be those that are:
  - Open to all students



- Necessary to the mission and goals of the organization such as induction ceremonies.
- Events that can only be held at a certain time of the year (academic calendar, cultural, religious or national holidays, etc.).

### **Student Organization Advance Reservations**

Student Organizations that are officially recognized by the University and currently registered with the SOuRCe may submit requests exclusively through the Campus Space Request form (in RooConnect) for events in the Student Union for upcoming semesters according to the following schedule:

- Requests for the Spring semester meetings and non-signature events may be submitted starting **November 1<sup>st</sup>**.
- Requests for the Fall semester meetings and non-signature events may be submitted starting **April 1<sup>st</sup>**.
- Requests for the Summer semester meetings and non-signature events may be submitted starting **January 1<sup>st</sup>**.
- During the advance reservation period, Student Organizations may submit requests for up to two separate reoccurring meetings (this excludes tabling).

### **Campus-Based Users Advance Reservations**

University Departments may submit requests for events in the Student Union for upcoming semesters according to the following schedule:

- Requests for any University Department event may be submitted up to one calendar year in advance.
- During the advance reservation period, University Departments may submit requests for up to two separate reoccurring meetings (this excludes tabling).

### **External Clients**

These groups may reserve space up to two years in advance. Consideration may be given for situations that require a longer scheduling lead time. Set up arrangements and client needs will be discussed at a pre-event meeting when the contract is reviewed and signed.

## **TENTATIVE RESERVATIONS**

A group may tentatively hold a reservation on a space for up to 30 calendar days while they determine if they need it. Consideration may be given for situations that require a longer scheduling lead time. If, while the space is on hold, another client contacts the event scheduling staff with the hope to reserve the space, the group with the space on hold will have two (2) business days to confirm the reservation, or the space will be released to the new group.



## LATE REQUESTS, CHANGES, AND TRANSFERS

The event scheduling staff may not be able to accommodate late requests or changes made **within 5 business days** of the event.

If an appropriate space is available, it may be assigned, but special services may not be available. Special services include changes in room arrangements or requests for audio-visual equipment. Requests for major setup changes are subject to the discretion of the event scheduling staff and may be unavailable or result in additional charges.

Submit requests for changes to the event scheduling staff by phone or email.

Guests are unable to transfer their scheduled space to another user.

## RIGHT TO ASSIGN, REASSIGN OR TERMINATE A RESERVATION

The event scheduling staff reserves the right to assign, and if necessary, reassign facilities considering the size of the group, type of program, and space available to assure the maximum and most appropriate utilization of space.

The event scheduling staff reserves the right to terminate space for a meeting or event when circumstances demand. Reasonable attempts will be made to accommodate the user in finding alternate space.

## CANCELATIONS & NO SHOWS

### **Student Organization Users:**

The Student Union Operations and Event Support staff reports all no-shows of any Student Union space including Concourse Tables and Student Union policy violations.

**No shows:** Failure to show up to a reservation without cancellation three times per semester will result in loss of Student Union space privileges for the remainder of the current semester.

**Cancellations:** If a confirmed request for space is no longer needed by the user, it is the responsibility of the user to cancel the request. Please contact the Student Union scheduling staff at (330) 972-7373, or by email to [sueventplanning@uakron.edu](mailto:sueventplanning@uakron.edu).

Cancellations must be made at least 24 hours prior to an event and seven (7) days prior to a major event. Cancellations made less than 24 hours or seven (7) days prior to a major event may be assessed a cancellation fee.

Cancellation and No-Show fees will be the value of the space reserved and other expenses accrued up to that point.



### **Campus-Based Users:**

If a confirmed request for space is no longer needed by the campus-based user, it is the responsibility of the user to cancel the request. Please contact the Student Union Reservation line at (330) 972-7373 or the Student Union scheduling staff by email at [sueventplanning@uakron.edu](mailto:sueventplanning@uakron.edu).

Cancellations must be made at least 24 hours prior to an event and seven (7) days prior to a major event (ballroom and/or multi-space reservations). Cancellations made less than 24 hours or seven (7) days prior to a major event may be assessed a cancellation fee.

Cancellation and No-Show fees will be the value of the space reserved and other expenses accrued up to that point.

### **External Users:**

If a confirmed request for space is no longer needed by the external user, it is the responsibility of the user to cancel the request. Please contact the Conference & Event Services scheduling team directly.

External users will be held to the outlined contract terms signed in the event/facility agreement.

## **CHARGES & BILLING**

### **Student Organization Users:**

To confirm facilities, Student Organizations must have the necessary funds in their UAF/SAF account to cover the rental rate of the room(s) they are scheduling as well as any audio visual (equipment and staffing), UAPD, and other charges they may incur. If the necessary funds are not available by the cancellation deadline date the space(s) will be released.

One week prior to the event date, funds adequate to cover the balance of all charges including but not limited to catering, UAPD and audio/visual services must be secured in the group's account at the SOuRCe office. If the necessary funds are not deposited in the account, the event will be subject to cancellation.

A Student Organization or campus-based user will be charged for space and services in the following circumstances:

- Three (3) or more rooms are reserved for the same user and will be used concurrently
- A space is reserved for four (4) or more hours at a time
- A Premier Space reservation (ballroom, theatre, and Roo Lounge)



- Special building opening/closing, technology and resource packages, etc.
- Other considerations are at the discretion of the Student Union staff

When preparing to schedule and pay for a major event, Student Organizations must adhere to the following:

- All Major Event space reservations must be scheduled with the Student Union Scheduling at least 30 business days in advance of the selected date.
- All outstanding balances owed to the Student Union, UAPD or Catering, must be paid in full before a Major Event can be scheduled. In addition, the organization must have the financial means necessary to cover all expenses via their EAF/UAF/SAF account.
- Student Organization Users are responsible for understanding and following the Major Event Policy in its entirety. To view the Major Event Policy, please [click here](#).

### **Campus-Based Users**

A valid UA account number is required at the time the reservation request is received and is required for billing charges. All charges will be billed directly within ten (10) business days post-event.

A Student Organization or campus-based user will be charged for space and services in the following circumstances:

- Three (3) or more rooms are reserved for the same user and will be used concurrently
- A space is reserved for four (4) or more hours at a time
- A Premier Space reservation (ballroom, theatre, and Roo Lounge)
- Special building opening/closing, technology and resource packages, etc.
- Other considerations are at the discretion of the Student Union staff

### **External Clients and Co-Sponsored Users**

External Clients must sign a contract, provide proof of insurance and pay a deposit at the time of confirmed booking equal to 50% of the expected costs. A reservation will not be considered confirmed until the deposit is received. **Facilities may be held for up to ten business days after the initial reservation is made.** If the deposit is not received by the end of the ten-day period, the facility will no longer be held or reserved and may be reassigned.

*If an event is cancelled after the deposit is received, the user may receive a 75% refund of the deposit if notice of the cancellation is received 31 days prior to the date of the reservation. There will be no refund if the cancellation is received 30 days or less before the date of the reservation.*





A final invoice of the remaining balance will be issued immediately after the event and must be paid within ten (10) business days. Any additional charges accrued on-site will be included in the invoice.

### **Other Charges**

Charges incurred because of unauthorized rearranging of the room setup or damage to the building or equipment resulting from negligence will be assessed. A cleaning fee will be assessed when an excessive amount of cleaning is required because of event.

Events that require extensive set-ups, or other instances that require additional staffing are subject to additional charges.

Some events may require special services which must be arranged through other University departments. When the coordinating University department charges a fee for that service, the fee will then be billed to the user. If the event sponsor is a University organization, then fees will be charged directly to the users account. For External Clients and Co-Sponsored users, the Student Union will bill the user for such charges.

In the instance that any of these stipulations apply to a reservation, the user will be charged at the rate at which is typically applied to their user category.

Additionally, any event that requires the Student Union staff to open the building early or close the building late will be subject to an approved fee.



## **II. Use for Academic Classes**

The Student Union is not available for classroom use for courses offered by academic departments, or for meetings which are course or degree requirements. Events sponsored by an academic department and publicized as open to the campus community and/or the general public may be scheduled subject to the regular reservation policies of the Student Union.



### III. Facilities, Equipment and Services Available

#### MEETING ROOM STYLE AND SEATING CAPACITIES

Usable space in Student Union includes all 3<sup>rd</sup> Floor meeting rooms - 308, 310, 312, 314, 316, 318, 321, 322, 323, and 335. These rooms are equipped with laptops and audio-visual capabilities.

Our **premier spaces** include the Gardner Theatre, Roo Lounge, and the Paul E. and Dorothy G. Martin Grand Ballroom (or a combination of the main Ballroom's A, B, C, D, and E rooms). Use of one of the above spaces will result in a space reservation fee, regardless of the length of time or type of event. Event packages and resources are available for premier spaces.

The seating capacities for the rooms is based on configuration of setup. It is a violation of applicable fire codes to exceed those limits. Student Union personnel will notify the user if attendance for the event is greater than allowed for the facility selected. If asked to do so, the user must reduce the number in attendance. If the user is unable to reduce the number, Student Union administration may require the user to stop the event.

#### LOUNGES AND OPEN SPACES

Lounges and open spaces (First Floor Lounge, First Floor Atrium, Second Floor Concourse, Second Floor Atrium, Piano Lounge, International Lounge, Faculty Staff Lounge, Coffeehouse, Archive Lounge, Third Floor Concourse, & applicable Dining Areas) within the Student Union are dedicated for public use however these spaces may be reserved upon request. Access will be granted upon the discretion of the Student Union staff.

#### OCCUPANCY

State and local fire codes dictate the maximum occupancy for rooms and program spaces in the Student Union based on setup style.

#### ROO LOUNGE

The Roo Lounge may be reserved by user groups for special events. Fees are applicable for users.

#### AUDIO-VISUAL EQUIPMENT USAGE AND STAFFING POLICIES

To protect the facility's equipment any audio-visual equipment used in the Student Union must be provided by the Student Union. Exceptions will be granted for equipment which cannot be provided by the Student Union, such as DJ systems, production-quality sound, broadcast or reproduction equipment, and specialized software programs not owned by the Student Union. Such exceptions must be discussed with the Student Union scheduling staff prior to the event to ensure compatibility with the Student Union's equipment.



Clients who bring in their own equipment without prior authorization may be charged by the Student Union for the equivalent Student Union equipment.

Student Union equipment will not be lent for use outside of the building.

External Clients and University academic or administrative departments and organizations will be charged for audio-visual equipment use.

Student Union audio-visual technicians/event assistants are available when audio visual equipment is used in the Theater and the Grand Ballroom. Technicians/event assistants can also be available in meeting rooms when multiple types of technologies are requested. Technicians/event assistants may be requested for the duration of an event in any other room within the Student Union. Certain types of equipment require that a Student Union audio-visual technician be assigned to operate the equipment. There will be a per hour charge for technicians/event assistants in these situations.



## IV. CAMPUS SERVICES & POLICIES

### CATERING

University Catering is the exclusive catering service for the Student Union. Organizations and clients providing any type of food or refreshments for their event must utilize University Catering. Visit catering services [here](#) for more information.

### EVENTS INVOLVING ALCOHOL

All events sponsored by registered student organizations or University departments, on or off campus, must comply with university alcohol regulations.

### PARKING SERVICES

Parking services are available for Student Organizations, Campus-Based Users and External Clients. Special event parking is available, parking fees will apply.

#### **Student Organizations & Campus-Based Users**

Student Organizations/departments will be responsible for coordinating parking services directly with UAkronPark. Parking requests can be submitted [here](#).

#### **External Clients**

Conference & Event Services scheduling team will assist in identifying parking service needs and coordinate on behalf of External Client. Parking charges will be included in signed agreement.

### EMERGENCY CLOSINGS

If the Student Union is unable to perform its obligations for any reason beyond its control, including but not limited to, facility and/or weather emergency, power outage, accident, riot, strikes/labor disputes, restrictions or regulations on commodities or supplies, epidemic, acts of war or terrorism, or act of God, such non-performance is excused and the Student Union will not be liable for any consequential damages of any nature. The Student Union will attempt to reschedule all events to a mutually agreeable and available date and location.

For all customers with questions about University closings or to check if the University is closed, please contact 330-972-7373 or 330-972-4636.



## V. EVENT RELATED POLICIES

### RESERVATION TIMES

When making a reservation with the Student Union please include any necessary pre-access (time for you to set up/decorate) and post-access requests with your initial reservation request. If your reservation time requires the Jean Hower Taber Student Union to be open outside of standard business hours, then a request must be made at least 30 days in advance. If these requests are not made the space will not be available to your group until the stated reservation time on your confirmation.

### SAFETY & SECURITY

For student organizations, the Department of Student Life will consult with the University of Akron Police Department to determine the need for security and the number of officers required. For campus departments, the department will consult with the University of Akron Police. All related fees will be the responsibility of the sponsoring organization/department or client.

Examples for the determination of security include but are not limited to:

- A. Type of event
- B. Location, time, and setup of event
- C. History of sponsoring group or performers
- D. Number of attendees
- E. Open or closed event to the non-University community

### STORAGE & SHIPPING

Student Union staff will accept shipments related to your event **up to three business days prior** to your event with coordinated approval by facility contact/event team. The Student Union cannot be held responsible for damaged, lost, stolen or miss-shipped items.

Shipping event materials must be coordinated during facility operating hours.

After the event, client is responsible for coordinating return shipping within three business days of the conclusion of the event. After three business days, client will be charged a storage fee of \$50 per day.



## USAGE OF LOADING DOCK

Access to the Jean Hower Taber Student Union through the loading dock is for building occupants, deliveries, approved vendors, and authorized physical facilities personnel only. Patrons are prohibited from entering through the loading dock without prior approval. General parking is not permitted in the loading dock area. Arrangements for loading dock use for event needs should be made with the Student Union staff at least one business day prior to the start of the user's event.

## DIGITAL & DIRECTIONAL SIGNAGE

### Digital Signage

Available to event reservations that include 3 or more spaces and premier spaces. Digital signage is scheduled to be active the day of the event. Standard template is available for event welcome slide. Users can provide their own digital content to add logo and branding. Submission must be submitted in JPEG or PDF format and 16:9 ratio. Digital signage content provided by user must be submitted five business days ahead of scheduled event to event scheduling team.

### Directional Signage

Requests for interior directional signs must be submitted at least five business days prior to your event. If you seek to order exterior signage, then please contact [sueventplanning@uakron.edu](mailto:sueventplanning@uakron.edu). There may be a nominal charge for signage. Prices are subject to change.

## SOUND AMPLIFICATION

Amplified sound is defined as:

- Electronic amplification of any sound by AC or DC power sources.
- Mechanical amplification of sound capable of an 85-decibel volume (i.e., megaphones).
- Percussion instruments capable of an 85-decibel volume, (i.e., drums, cymbals).

Sound amplification equipment generally may not be used in any areas other than the meeting rooms however music in any part of the building must not disturb other functions in the building.

Failure to lower the sound level upon request by a Student Union employee may result in the loss of reservation privileges for a period of time to be determined by Student Union staff.

## CONCOURSE TABLE POLICIES

### *General Policies*

- Concourse tables in the Student Union are available to registered Student Organizations and Campus Based Users.
- External groups may only table indoors if invited and accompanied by a campus-based organization.



- Cancellations must be made at least 24 hours prior to the table reservation. Repeated failure to cancel a table reservation 24 hours prior to contracted time three times in a semester may result in loss of privilege to use table space.
- All users must check in at the UA Welcome Center prior to setting up their table.
  
- Failure to comply with concourse table policies (see below) and/or the reasonable requests of Student Union administration staff may result in cancellation of the current and/or future concourse table reservations.
- Posting on walls, columns, and windows is not permitted.
- Student organizations cannot schedule recurring tabling events more than twice per week.
- Student Union staff reserves the right to relocate and provide an alternative tabling location if deemed necessary.

### ***Student Organizations and Campus Based Users using Concourse Tables***

- At least one member of the sponsoring organization must be present at the table for the duration of the reservation. An organization may have no more than three representatives at the table at any time. No more than two chairs will be provided for each table. Representatives must stay behind the table or within two feet of the front of the table.
- Distribution of information by means involving shouting, yelling, or physically approaching individuals is prohibited. Concourse tables may only be used for drop-in, grab-and-go, or informational purposes.
- Literature, promotional items, or other ‘giveaways’ may only be distributed from concourse tables located in the Student Union. All literature distributed must clearly identify the Student Organization or Campus Based User. All individuals or organizations distributing literature will be held responsible for cleaning up litter resulting from its distribution.
- Interference with the normal business of the Student Union or interruption of the free flow of traffic throughout the Student Union is prohibited.
- All Student Organization literature must clearly contain the University of Akron Student Organization Disclaimer. More information about the disclaimer can be found by visiting the SOuRCe office on the first floor of the Student Union.
- Any equipment, supplies, displays or materials must be contained within the designated table space.
- The use of any audio-visual equipment or electrical needs must be approved in advance by the Student Union.
  - The use of audio-visual equipment without sound may be used as space is available.
  - Requests for the use of such equipment must be made no later than three business days before.
  - The use of audio-visual equipment with sound may be used upon the discretion of Student Union staff. Volume must be kept at a reasonable level as determined by Student Union staff.





- Failure to lower the sound level upon request by a Student Union employee may result in the loss of reservation privileges for a period to be determined by Student Union staff.
- Concourse tables and chairs must remain in the designated area.
- Concourse table users may not sell items which are in direct competition with items sold by the service areas of the Student Union. If the item(s) to be sold are in direct competition, the activity may be subject to additional review by Student Union staff.
- Organizations and campus-based users are not permitted to sell food items at concourse tables without prior, written permission from Catering.

## DECORATION POLICIES

- All arrangements for the delivery and setup of decorations, exhibits, and displays must be or occur within pre-determined event setup window as provided by Student Union staff. Additional requests must be made no later than ten business days prior to the event.
- Doorways, hallways, corridors, staircases and fire exits cannot be blocked or obstructed.
- Decorations may not be attached to ceilings, light fixtures, walls, floors, woodwork, draperies, windows, curtains or any painted or papered surface unless approved by the Student Union staff. Failure to comply will result in an automatic maintenance/cleaning fee.
- Special effects equipment, such as smoke, fog and fire machines, sparklers, etc., are not permitted in the Student Union.
- Banners and displays made with flammable materials may be used only where no danger of fire exists, as determined by Student Union scheduling staff.
- Groups utilizing decorations, exhibits or displays for their event are responsible for the setup and removal of materials.
- The Student Union is not responsible for the loss of any materials, displays, gifts, favors or other items left in the building.
- Decorations, balloons, exhibits, and displays must be removed/disposed of immediately following the event or activity, unless other arrangements have been approved by the Student Union staff.
- Candles are not permitted without the consent of the Director of the Student Union and the University's Department of Occupational Health and Safety.
- The Student Union does not permit sand, confetti, glitter, rice, dance wax, powder or similar materials. Failure to comply will result in an automatic maintenance/cleaning fee.
- Any special needs for decorations, exhibits, and displays beyond the scope of this policy must be approved by the Student Union staff.

## MOVIES & TELEVISION LICENSING

Proper license and copyright approval must be obtained and provided to Student Union staff **at least five business days prior to showing any movies/television shows**. If proper licensing is not obtained, the event is subject to cancellation.

Movie showings must clearly identify the sponsoring organization, the name of the film, and the movie rating in all advertisements and promotional efforts.



## SET-UP INFORMATION

Set-up information should be shared and finalized **no later than five business days prior** to the event. Major changes, as deemed by Student Union staff, that are requested within five business days may not be accepted if adequate notice is not provided and will be subject to additional charges.

Clients may be contacted to meet with Student Union staff to discuss event needs.

## BEST USE

To preserve the condition of the facility Student Union staff reserves the right to determine the “best use” of facilities regarding how a space may be utilized, set-ups available, and movement of existing furniture.

Furniture may not be moved by client without prior authorization of Student Union staff. If client fails to return furniture and equipment to its original location, client will be subject to additional charges.

## PERSONAL PROPERTY

The Jean Hower Taber Student Union is not responsible for loss, theft, or damage of personal property. Guests of the Jean Hower Taber Student Union are to take appropriate care of such items. Lost items in the building will be turned into the UA Welcome Center. Thefts should also be reported to the Jean Hower Taber Student Union staff and UAPD.

## CLEANING & DAMAGES

It is the responsibility of the client to leave all facilities used in their original condition. Facilities that require special cleaning will be cleaned by the Student Union and charged back to the client.

**Special cleaning** may include but is not limited to clearing of excessive trash, boxes, pamphlets, and other event supplies, removing flyers, posters, directional signs, anything affixed or attached to windows or doors and cleaning up spills and leftover food.

## OUTDOOR SPACE RESERVATIONS AND RAIN LOCATION

### Coleman Common Events (and other outdoor spaces)

**Student Organizations:** Reservations of space on Coleman Common will incur a reservation fee of \$25 (up to \$75) should the reservation be three or more hours (including pre- and post- time needed in the space) OR if reservation requires additional work on behalf of university staff members. This means notifying Student Union staff to communicate with other university staff to request access to special services such as: water hook-ups, outdoor tables/chairs, trash and recycling bins, and any other amenities from Physical Facilities.



**Campus-Based Users and External Clients:** Reservations of space on Coleman Common will incur a reservation fee. For external clients, additional charges may apply for special services such as: water hook-ups, outdoor tables/chairs, trash and recycling bins, etc.

### **Rain Location (Alternate Event Spaces)**

Users seeking to reserve an outdoor space may request a rain location. Depending on the user, the request for a rain location must be determined and finalized by the event reservation confirmation. An indoor rain location cannot always be guaranteed. Availability of alternate locations is to be determined by event scheduling staff.

- Must opt into the holding of a rain location during initial reservation.
- Must inform Event staff of call to change locations no less than 2 business days in advance (ex: Sunday 1pm event must be called by previous Thursday morning) to allow event staff to prepare accordingly.
- **If the decision is not made within 2 business days, the event will be in the originally agreed upon location.**
  - External Clients
    - \$200 non-refundable rain location fee will be assessed to hold space for rain location.
    - If possible, the cost of outdoor equipment will be removed from the invoice. If supplies are curated through a 3<sup>rd</sup> party vendor (tents, lighting, etc.), charges are subject to remain based on vendor's stated cancellation policy.
    - If a rain location is to be added, a separate tentative invoice may be created upon request to account for indoor space and associated equipment.
    - During the event planning process, payment will proceed with the assumption that the first-choice of space will be utilized. Any refunds or additional charges will be assessed once the choice to move to a second location is made.
    - If rain location takes place after normal building operating hours, an early/late opening charge will be assessed to open doors and staff the facility accordingly.
  - Campus-Based Users/Student Organizations
    - A non-refundable rain location fee will be assessed to hold space for a rain location in a premier space (Ballroom, Roo Lounge, Gardner Theatre), requires three or more spaces, or if the reservation is four or more hours.
      - Campus-based users: \$100
      - Student Organizations: \$50
    - During the event planning process, payment will proceed with the assumption that the first choice of space will be utilized. Any refunds or additional charges will be assessed once the choice to move to a second location is made.
    - If rain location takes place after normal building operating hours, an early/late opening charge will be assessed to open doors and staff the facility accordingly.



### **“Pie-a-Person” Events**

Pie events are required to be scheduled outdoors. Should it start to rain or produce poor weather during the event, the table and equipment can be moved to the space in front of the corkboard on the second floor near Starbucks. The group is required to provide their own tarp and cover the space around them. They are required to clean up after the event is over. If any cleaning is required by Student Union staff, a \$75 cleaning fee will be charged.

The room change due to weather conditions is excluded from the 48-hour rain location policy and permitted to be the day of decision pending weather. If the location must be moved, the group is required to notify Events and Operations staff that they’ve moved indoors. They must then place their tarp and everything down to cover the space. Failure to follow these guidelines could result in loss of indoor rain location space for future outdoor events.

### **WAIVER OF POLICIES**

These policies may be waived on a case-by-case basis by the Director or his/her designee when compelling reasons justify the waiver.

A waiver of any of the provisions in these policies for one group or organization does not constitute a waiver for any other group or organization.

### **REVIEW & UPDATES**

These policies will be reviewed for updates on a regular basis to be determined by the Student Union staff.