

A User's Guide to the
Student Union



*The Student Union
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A User's Guide (U Guide) to the Student Union Table of Contents

	Page
Welcome to the U	4
General Building Policies	4
Mission Statement	4
Offices/Services in the Student Union	6
General Guidelines for Facility Use and Space Reservations	
Access	8
Advertising	8
Animals	9
Audiovisual Equipment, Support and Fees	9
Behavior Expectations	12
BIAS Incident Reporting	13
Building Hours	13
Cancellation Policy	13
Candles	13
Canvassing in the Student Union	14
Certificate of Liability	14
Commuter Student Lockers	15
Costumes	15
Credit Card Marketing	15
Damage, Theft, and Vandalism	15
Decorations	15
Display Case	16
Donation Box	16
Doug Bernstein Game Room	16
Drones	17
Emergencies	17
Event Oversight	17
Excess Cleaning Fee	18
Extended Hours Charge	18
Fire Marshal	18
Fire Pit	18
Food Eating Contests	19
Food Guidelines	19
Food Vehicles	20
Generators	21
Hallways	21
Inappropriate Use of Space	22
Inclement Weather	22
Inflatables	22
Invoices	23
Large, Outdoor, and/or Late Hours Event Policy (Student Affairs)	23
Late Cancellations	28
Lights	28

Loading Dock	28
Lobby Guidelines	28
Lost and Found	28
Minors	29
Movies/Public Viewings	29
No Shows	29
Outdoor Space and Guidelines	29
Outside Amplification of Noise	32
Papered Windows	32
Parking	32
Personal or Organizational Property	32
Quick Response Event Protocol	32
Recording	32
Recreational Devices	32
Request for Space Process	33
Requests beyond Normal Operating Hours	34
Reserving Space and Event Policies	34
Room Capacities and Rental Fees	36
Runs/Walks	38
Shoes and Shirt Requirement	39
Smoking and Tobacco Products	39
Staff Charges	39
Storage	39
Tabling	39
Telephone Lines	40
Tent Guidelines	40
University Contracts	40
User Group Definitions	40
Vending/Sales and Concessions	41
Weapons and Explosives	41
WIFI	41
Windows, Walls, Doors, and Floors	41
 Building Partners and Student Organization Offices	
24-Hour Access	42
Access/Keys	43
Changes to Space	43
Facilities Protocol	43
Hours of Operation	44
Loading Dock	44
Mail	44
Plants	45
Recycling	45
Reporting Problems	45
Routine Maintenance	45
Signage	45
Wall Decorations	45

Welcome to the U

The Student Union is a department within the Division of Student Affairs, and 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.

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 Director of the Student Union in consultation with members of the Student Union Advisory Board. 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.

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.

Offices/Services in the Student Union

African American Cultural Center: 4th floor, Room 407

Asian American Cultural Center: 4th floor, Room 432

Chuck & Augie's Restaurant: 1st floor

Club Sports Office: 2nd floor, Room 231

Community Policing: 2nd floor, Room 229A

Commuter Lounge: 1st floor, Room 108

Dairy Bar Too: 1st floor outside Chuck & Augie's Restaurant

Doug Bernstein Game Room: 1st floor, Room 109

Dunkin Donuts: 2nd floor, above the Food Court, Room 230

Food Court: 1st floor

Fraternity and Sorority Life: 2nd floor, Room 204

Graduate Student Lounge: 1st floor, Room 110

Graduate Student Senate Office: 2nd floor, Room 213

HuskyTHON Office: 2nd floor, Room 218C

Information Center: 2nd floor at the Fairfield Way entrance

Native American Cultural Society Office: 4th floor, Room 416B

Nutmeg Publishing Office: 2nd floor, Room 212

Off Campus Student Services: 3rd floor, Room 315

One Plate, Two Plates: 1st floor within the Food Court

Outdoors Adventure Center: 2nd floor, Room 228

PIRG (Public Interest Research Group): 2nd floor, Room 214

Public Computers and Printer Station: 1st floor, Room 107

Public Phones: A courtesy phone, for campus calls, is available at the Information Center

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

Puerto Rican/Latin American Cultural Center: 4th floor, Room 438

Rainbow Center: 4th floor, Room 403

Student Activities Business Services: 3rd floor, Room 314

Student Activities Leadership and Organizational Development: 3rd floor, Room 302

Student Activities Major Events and Programs: 3rd floor, Room 307

Student Organization Center: 2nd floor, Room 218

Student Trustee Office: 2nd floor, Room 217

Student Union Event Services and Operations Offices: 1st floor, Room 106

Student Union Director's Office: 1st floor, Room 106

Student Union Board of Governors (SUBOG): 3rd floor, Room 307

Student Union Theatre: 1st floor

SUBWAY: 1st floor within the Food Court

TV Lounge: 1st floor, Room 105

UCTV: 4th floor, Room 409

Undergraduate Student Government (USG): 2nd floor, Room 219

Union Central Exchange: 2nd floor, Room 223

Union Street Market: 1st floor within the Food Court

Veterans Oasis: 2nd floor, Room 224

WHUS Radio Station: 4th floor, Room 412

Webster Bank ATM Services: 2nd floor across from Information Center and on the 1st floor across from Chuck & Augie's Restaurant

Women's Center: 4th floor, Room 421

Video Phone for Hearing Impaired: 1st floor, Room 107

General Guidelines for Facility Use and Space Reservations

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, accessible podiums and stage ramps are available for several of the event spaces.

Advertising – Posting, Banners, Bulletin Boards, Lawn Displays and Spray Chalk

For registered student organizations wanting to advertise on campus, please refer to the following website, <http://solid.uconn.edu/guide-to-advertising-on-campus-student-edition/>. Within the Student Union, no postings of any kind are permitted on walls, painted surfaces, windows, doors, floors, bricks, bathroom stalls, or railings.

Banners – Food Court

Banner space is available for use by registered student organizations and University departments for advertising events and programs. Banner space is located in the Student Union on the second floor balcony overlooking the Food Court. Banners may not exceed 2' 6" tall x 6' wide. They must include the name of the sponsoring student organization or department, type of event/program and contact information. Banners with glitter are not permitted. Banners are to be brought to the Student Union Information Center for review. If approved, the banner will be hung for two weeks or until the day after the advertised event date, (whichever date comes first). Banner space availability is on a first-come first-served basis. Depending on space availability, student organizations/departments may be limited to one banner per two-week period. Upon request, if space permits, the banners may remain hanging beyond the 2-week period. Student organizations or departments are not permitted to remove banners. Upon removal, the sponsoring student organization or department will have three business days to retrieve the banner or it will be discarded. The Student Union is not responsible for any damage that may occur while the banner is hanging. Candidates in a student-based election are to follow the guidelines of the elections authority.

Bulletin Boards

The Student Union will designate bulletin board locations for the posting of publicity materials to advertise events for the University community. Postings should not exceed 22" x 18" and are limited to four per activity or event. Postings must be brought to the Information Center for approval. If approved, the posting will be stamped and hung in the designated locations within 24 hours of receipt. Advertising will be posted for up to 14 days or until the day after the event, (whichever date comes first). 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
- The sponsor's name must be on the publicity materials

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.

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 registered student organization or University department
- Displays must be able to withstand the elements
- Does not damage the vegetation in the area
- No higher than 2'

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.

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

Animals

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

In accordance with the UConn OAC, IACUC and EH&S policies, any customer that seeks to bring non-UConn owned animals on campus for an outdoor event 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.
- A Certificate of Liability Insurance is required.

Audio and Visual (A/V) Equipment and Support

A/V equipment is available for rent in meeting rooms, event spaces in the building and some SU outdoor spaces. Requests for A/V equipment must be submitted a minimum of five business days in advance (does not include SU Theatre or Ballroom). Requests made after the stated timeline will be handled on a case-by-case basis and are subject to availability of staff and resources. Portable A/V equipment fees include delivery, setup, and breakdown of equipment. If a technician is needed to remain in meeting spaces for the entire program, an additional \$15/hour charge will be assessed. 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.

Customers may bring their own equipment; however, any setup and running of the equipment is the sole responsibility of the person providing the equipment, not the Student Union. Customers providing their own equipment cannot access in-house systems. Any extra equipment that is needed (extension cords, PowerPoint presenters, gaffers tape, etc.) may be subject to a charge. All cables must be gaffer-taped down for safety. If you are unable to tape your cables, SU staff will ensure cables are secure and a service charge will be incurred.

A/V equipment in the Student Union is compatible with devices that output video via HDMI or VGA. Customer-owned devices, which do not output by either of these connectors, will require an adapter. The Student Union does not carry these adapters.

Rooms with A/V Built In				
A/V Packages	Student	Department	Affiliate	Non-affiliate
SU Theatre System Includes CD player, DVD player, podium, podium mic, wireless handheld mic, lapel mic, over the ear mic, projector, screen, Internet, and associated cables (Includes Student Technician)	\$25/hour	\$50/hour	\$75/hour	\$100/hour
Recording (Theatre) 1 copy of the recording on a flash drive	\$25	\$50	\$75	\$100
SU Ballroom (330/331) System Price is for 330, 331, or both combined Includes podium, podium mic, wireless handheld mic, lapel mic, projector, screen, Internet, and associated cables (Includes Student Technician)	\$25/hour	\$50/hour	\$75/hour	\$100/hour
SU Findell Room Teleconferencing (324) (Includes Student Technician)	\$25/hour	\$50/hour	\$75/hour	\$100/hour
SU 304 A/B/C System; Price is for A, B, C, or combined Includes podium, podium microphone or one wireless microphone, projector, screen, Internet, MP3/iPod input and associated cables	No Charge	\$50	\$75	\$100

Presentation Aids				
Equipment	Student	Department	Affiliate	Non-affiliate
PowerPoint Presenter/Laser Pointer	No Charge	No Charge	\$25	\$50
Floor Podium No Microphone	No Charge	No Charge	No Charge	No Charge
Tabletop Podium No Microphone	No Charge	No Charge	No Charge	No Charge
Wheelchair-Accessible Podium No Microphone	No Charge	No Charge	No Charge	No Charge
Assisted-Listening Headsets Theatre, Ballroom, and 304 only	No Charge	No Charge	No Charge	No Charge
Flip Chart Paper with Markers	\$50	\$50	\$50	\$50
Easel	No Charge	No Charge	No Charge	No Charge
Lockout Buzzer System	No Charge	\$50	\$50	\$75

Audio Amplification				
Equipment	Student	Department	Affiliate	Non-affiliate
Large Sound System: 300–500 People or Outdoor Events Includes 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
Medium Sound System: 100–300 people Includes 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
Small Sound System: 25–100 people Includes 2 speakers, 1 microphone and all necessary cables	No Charge	No Charge	\$25	\$50
Stage Monitor for Portable Systems	\$25	\$50	\$50	\$75
CD Player	No Charge	No Charge	\$25	\$50
Boom Box	No Charge	No Charge	\$25	\$50
Wireless Handheld Microphone	\$10	\$25	\$50	\$75
Wireless Lapel Microphone	\$10	\$25	\$50	\$75
Catch Box Microphone	No Charge	\$25	\$50	\$75
Studio Microphone	\$25	\$50	\$50	\$75
Tabletop Microphone (Boundary)	\$10	\$25	\$50	\$75
Meeting Speakerphone (Polycom) Requires \$100 phone activation fee and all charges associated; and 10 business-day notification	\$25	\$50	\$75	\$100
Media Press Feed/Mult Box	No Charge	\$25	\$25	\$50
Internet Conferencing (For computer communications such as “Skype”) (Laptop NOT included and software NOT supported)	\$25	\$65	\$90	\$115

Portable Lighting				
Equipment	Student	Department	Affiliate	Non-affiliate
Up Lighting System Consists of 4 portable lighting fixtures with programmable colors	\$25	\$50	\$75	\$100
Sound Activated Lighting System Consists of trusses & smart lights (spotlight or DJ Mode – no programming needed). (Includes Student Technician)	\$100	\$150	\$200	\$250

Video-Computer Display-Projection				
Equipment	Student	Department	Affiliate	Non-affiliate
Projector or LED TV (built-in)	No Charge	\$50	\$75	\$100
Laptop (PC) Includes PowerPoint presenter/laser pointer, mouse, and mouse pad	No Charge	\$50	\$75	\$100
Projection Screen (5' x 7')	No Charge	\$25	\$50	\$75
Projection Screen (10.5' x 14')	No Charge	\$40	\$65	\$90
46" LED TV (portable)	No Charge	\$50	\$75	\$100
Document Camera	No Charge	\$50	\$75	\$100

Behavior Expectations & Participation

Use of the Student Union facilities and equipment is a privilege. The UConn community and guests shall respect the rights of others and display acceptable and appropriate behavior while using and/or participating in activities under the jurisdiction of the Student Union. The Student Union reserves the right to refuse access, services or remove any individual(s) or group(s) whose behavior is in violation of University Policy, Student Union Policy, The Student Code and/or the Faculty and Staff Code of Conduct. In addition, the host group that is sponsoring events, meetings, etc. will be held responsible for the conduct of the individuals attending the event and will be held to the policies outlined in the UGuide and standards set forth in The Student Code and/or Faculty and Staff Code of Conduct.

Inappropriate behavior includes, but is not limited to:

- Failing to follow directions of SU Staff and University Public Safety Officials
- Harassing or soliciting other patrons of the building while tabling
- Providing false or withholding important information to SU Event Services staff
- Failure to abide by all existing University contracts
- Using space without authorization
- Posing an unreasonable risk to health or safety to others
 - Exceeding room capacities
 - Using open flame or flammable liquids
 - Use of weapons or weapon facsimiles
 - Smoking, vaping and/or use of tobacco products
 - Unauthorized use of alcohol at an event
- Fronting - reserving a space on behalf of another organization
- Unauthorized use of audio visual equipment
- Willfully violating the food and beverage policy
- Violation of the No Show or Cancellation Policy
- Damage or destruction of property
- Failure to pay invoices in a timely manner

Sanctions:

The Student Union is committed to providing a safe and secure environment for its users and staff. Student Union staff will take appropriate action towards disruptive and/or destructive behavior. The following sanctions may be applied based on the severity of the behavior:

- An individual will be removed from an event or the event may be ended immediately.
- Future existing reservations will be suspended until the group or individual has met with the Associate Director or Director of the Student Union to discuss the behavior. Corrective actions will be identified in order for the group or individual to resume use of SU.
- Group or individual is placed on reservation probation for a semester or academic year.
- Group or individual loses reservation privileges for a semester.
- Group or individual loses reservation privileges for the academic year.
- Event can no longer be hosted on University property.
- Group or individual loses privileges permanently.

BIAS Incident Reporting

A bias-related incident is an incident that negatively targets, intimidates, or threatens an individual or group due to race, ethnicity, ancestry, national origin, religion, gender, sexual orientation, gender identity or expression, age, physical, mental, and intellectual disabilities, as well as past/present history of mental disorders. This includes, but is not limited to graffiti or images that harass or intimidate individuals or groups due to the above characteristics. If you witness a bias incident, or find bias images in the Student Union, immediately notify a Student Union employee.

Building Hours

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

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.

Cancellation Policy

The Event Services Office must 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 canceled. 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 your payment.

Candles

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

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. 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 registered student organization (or candidates for an elected office in a registered 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.

The complete canvassing policy and application is on the Student Union Website: www.studentunion.uconn.edu.

Certificate of Liability Insurance

If an event includes a structure (inflatables, tents, pipe & drape, 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 10 business days prior to the event.

Commuter Student Lockers

Lockers are available for the academic year to 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, Room 229. Commuter Students must bring their student ID in order to verify commuter status. Storage of perishable items, flammable materials, weapons, along with drugs and alcohol is strictly prohibited; students cannot alter the interior/exterior of the locker. The provided lock must remain on the designated locker; no other locks are permitted. Any locks other than the ones provided by the Student Union will be promptly removed. The provided lock should remain on the locker at all times. 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 Wednesday after commencement. Failure to return the lock to the Information Center will result in a charge of \$50 to a student's PeopleSoft Account to replace the lock.

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.

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 act also requires that all credit card vendors register by filling out the Credit Card Marketing Event Registration Form. 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.

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.

Decorations

The use and approval of all decorations will be reviewed during the event planning process. 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. Fog and bubble machines are not permitted.

Display Case

There is one 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 12:00 p.m. and 3:00 p.m. Customers will have access to the display case at this time only. On Monday one week later, the customer must remove their items between the hours of 8:30 a.m. and 12:00 p.m. 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:

- Shelves are 30" x 15" each
- No hazardous materials
- The organization’s name displayed

Donation Box

There is one designated non-secure donation box located in the Student Union, and it is located across from the SU Information Center. The donation box is for registered student organizations and University departments who can reserve the box for up to two concurrent weeks per semester.

The customer will be responsible for checking on the donation box on a regular basis to empty the box of the donation items.

- An 8.5” x 11” sign placard will be attached to the donation box in which the customer may place signage concerning information about the organization receiving the donation and the purpose of the items be collected. A template can be found on the Student Union website: www.studentunion.uconn.edu/event-planning-tools/
- No hazardous materials or perishable items may be collected.

If the customer does not show up to remove their donation items, the items will be removed by Student Union staff, and the group will be restricted from reserving the donation box.

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 and a Facilities Use Agreement (must be completed for non-affiliated customers). 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 reservations on Thursday, Friday and Saturday nights after 6:00 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 two 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.

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 10-business day 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	Student Organizations	Others
Game Room with Tokens	\$75	\$125

In addition to the Game Room, outside parties (non-student organizations) will have access to room 106A for food and beverages. Both rooms must be available to confirm.

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 per 8 minors is required during the duration of an event.

Drones

Drones will not be permitted to be flown in the building and must follow University and federal policy, www.faa.gov/uas/.

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 emergency procedure guide and the directives of Student Union staff and Public Safety personnel. 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.

Event Oversight

Due to certain factors (size of event, off-campus attendees, multiple breakout rooms, multiple performances, VIPs, etc.) of an event or conference, the Student Union may require an Event Manager to be on-site to assist, monitor and manage Student Union resources and safety protocols. An Event Manager, including associated fees, will be discussed during the planning process.

Excess Cleaning Fee

In the event that there is breakage, damage, glitter, paint, or an extreme mess left in a room, the customer will incur a cleanup and/or maintenance fee.

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 (no partial allotments).

Fire Marshal

The Student Union abides by all Fire Codes and works in conjunction with the UConn Fire Marshal's Office for all events. This includes room diagrams for fire code compliance and rentals of inflatables, furniture, tents and/or equipment. In addition to requiring a Certificate of Liability from the vendor, other information, certifications and on-site inspections may be required.

Fire Pit – SU North Patio

Booking the Space

- A minimum of three weeks needed to reserve the space
- If no fire, then outdoor space protocol to be used
- If fire
 - Reserve time is a maximum of two hours
 - Cost is \$50 for two hour duration
 - An SU Event Manager is assigned (labor cost is part of the \$50 charge)
 - Only one reservation per day allowed
 - Event must end by 11 pm
 - Payment for the event must be received 5 business days in advance
- Max capacity is 40 attendees
- Available to Registered Student Organizations and Departments only
- University Catering must be used; unless a waiver has been granted to the group for s'mores. If group has been granted a waiver for s'mores, a temporary food permit will be needed for the group to purchase their own food items.
- The UConn Fire Department will be notified prior to the event by Student Union staff

Rules/Protocol

- No alcohol permitted
- No fires if DEEP fire conditions has an increased potential for degradation of air quality or when the Forest Fire Danger is high or above. This will be verified by the Event Production Coordinator the week of the event. The event will be rescheduled if determined unsafe.
- No burning of materials other than the propane fuel source.
- No liquid accelerants to start the fire are allowed, (i.e., gas, starting fluid, etc.)
- No horseplay or physical activities within 15' of fire pit
- A trained Student Union staff member must be present at all times when fire is present.
- Only metal roasting sticks may be used
- If the wind picks up and sparks are blowing towards the building, the fire is to be extinguished.

Food Eating Contests

Food eating contests are prohibited due to health and safety.

Food Guidelines

Food consumed in reserved 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, and/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 (EHS). 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 10 business days in advance of the program to the Event Services Office.

In an effort to support registered 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 EHS.

For private events, University departments and non-affiliated groups are 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/food sales. Groups must submit a Temporary Food Service Events application with EHS and the permit must be displayed on the table.

The Division 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 EH&S.
- 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; unless they are only used for part of the event (for example, purchasing food from University Catering and bringing in additional food), then EHS must receive a TFSE application.
- Student organizations wishing to reserve the Student Union kitchen to prepare food for a fundraiser must submit their Temporary Food Service Event application at least 2 weeks before the proposed event date. EHS will review the application and set up a meeting with the group and representatives of EHS and Dining Services to discuss the details of the fundraising event. The use of the kitchen facilities is subject to availability and requires a \$25 fee. The kitchen is not available on evenings or weekends. Groups should not contact Dining Services directly to reserve the kitchen.

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 also provide a Certificate of Liability 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>
- TFSE Guidelines Booklet: http://www.ehs.uconn.edu/food/TFSE_Pamphlet_2011.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/>

Food Vehicles

These guidelines apply for any vehicle that is equipped to cook and sell food (i.e. food truck and food trailers). If you are considering including a mobile food vehicle as part of an event, a request for space

must be submitted and approved by the SU Event Services Office. Once a location is determined, the following guidelines must be adhered to:

- A Temporary Food Service Application must be submitted to and approved by Environmental Health and Safety.
- A Certificate of Liability must be submitted by the vendor.
- The vendor must have a fire extinguisher for the truck (Class A.B.C rated) at the location.
- The vendor must have a fire extinguisher for the kitchen portion of the truck (Class K) at the location.
- Fuel gases must be properly connected and supported.
- Extension cords must be properly arranged and utilized; and provided with Ground Fault Circuit Interrupter (GFCI) as required.
- Trash must be properly disposed of (no combustible trash piles).

The UConn Fire Marshal and the University EHS Office may inspect the mobile food vehicle prior to the start of the program.

Generators

Portable generators are internal combustion engines to generate electricity for outdoor areas. The SU Event Services Office, in consultation with the UConn Fire Marshal, have determined that generators can be used on campus with the following precautions:

- A Certificate of Liability is required.
- The person setting up the generator should have proper handling knowledge of the equipment.
- The generator needs to be positioned 20' away from any structure.
- Any excess fuel containers need to be stored away from the generator.
- The generator should be monitored at all times or there should be a barrier setup around the generator.
- Extension cords should be properly arranged and utilized and provided with GFCI as required.
- A fire extinguisher must be at the location.
- The generator needs to be properly grounded when required.
- The UConn Fire Marshal may inspect a generator prior to the start of any program.

Hallways

Hallways are “exit corridors,” not assembly areas and cannot be used as event 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 and Event Services Offices are responsible for monitoring furniture placement in these areas and for staying within the approved guidelines.

- The sponsoring group is responsible for monitoring crowds in these areas to allow for safe egress.
- Sternos (or other open flames) or hot plates are not permitted in hallways, including Union Street.
- 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.

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.

Inclement Weather

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; meeting rooms 104, 304 (all sections) and 310; the North & South Lobbies and all outdoor locations. The Doug Bernstein Game Room will be closed. Registered Student Organizations and University 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 and equipment (including special setups and A/V equipment) will not be provided. The first priority for snow removal is the Information Center door so please use this entrance when arriving.

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

Inflatables

If your event includes an inflatable structure, the following guidelines should be adhered to per the UConn Fire Marshal. A Certificate of Manufacture (fire resistance rating), a Certificate of Liability and a certificate/proof of annual inspection and required maintenance must be provided from the vendor a minimum of 10 business days prior to the event. The vendor should also provide emergency procedure training to the attendant/operator, in the event of emergencies and how they should be handled. The UConn Fire Marshal may inspect the structure prior to the start of the program.

For outside events, the following additional guidelines must be adhered to:

- If installation requires stakes in the ground, SU Event Services should be notified in advance so that Call Before You Dig (CBYD) and UConn Landscape Services can be contacted.
- Each tie down location must be either staked to the ground or secured with appropriate weight and quantity per manufacturer's instructions.

- In the event of winds 15 MPH or higher, inflatables cannot be setup.
- Generators must be kept a minimum of 15' away from the blower.
- The power source must be a minimum of 20 amp 110v circuit and verify that it does not get turned off by a timer or switch; extension cords must be a minimum size 12/3 and should not exceed 100' from blower to outlet. All power cords should be covered or taped down.

For inside events, the following additional guidelines must be adhered to:

- The structure must be pushed up against the walls (with some give); and cannot block exit signs, doorways, red fire strobe lights or manual pull stations near the exits.
- The power source must be a minimum of 20 amp 110v circuit and verify that it does not get turned off by a timer or switch; extension cords must be a minimum size 12/3 and should not exceed 100' from blower to outlet. All power cords should be covered or taped down.

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.

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

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 Staff and University Police.

Jurisdiction: This Policy applies to any organization or individual who wishes to use facilities managed by the Division of Student Affairs. Additional outdoor on-campus venues are included i.e. parking lots, streets, open fields, etc. but only when requested by registered student organizations.

Definitions:

- Event - any program or event sponsored by any registered student organization, University department or non-affiliated group with a completed Facilities Use Agreement. This includes parties, dances, musical performances, concerts, speakers, and similar types of events. This does not typically include organization meetings, trainings, workshops, etc.
- Facilities - any building or open area under the management of the University of Connecticut Division of Student Affairs, except as previously noted.
- Large Event - any program or event where the anticipated attendance will exceed 200 individuals.
- Late Hours - 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 1:45 am.
- Late Hours Dance Party – any program that meets the definition of a late hours event and includes a DJ or musical performer where the set-up includes a large open area for dancing.
- Outdoor Event - any program or event held on University property that is outdoors including fields, parking lots, streets, etc.

- Outdoor Concert – any program that includes acoustic and/or amplified musical performance(s) held on outdoor University property.
- Outdoor Concert Hours – defined as starting no earlier than 9:00 am and concluding 30 minutes prior to sunset. This is restricted to Saturdays and Sundays or when no classes are in session.
- Approved Event - any event or program approved by any department within the Division of Student Affairs.
- Approval Office - the department within the Division of Student Affairs granting approval for the event or program to occur.
- Student - any graduate or undergraduate student currently enrolled at the University of Connecticut.
- Student Organization - any student organization at the University of Connecticut that has completed all requirements for recognition developed by the Department of Student Activities.
- Student Organization Advisor - the University of Connecticut staff or faculty identified as the official advisor on all Department of Student Activities registration materials.
- University - the University of Connecticut (UConn).
- University Property - any building or open area under the management of the University of Connecticut.
- Venue - any location where an event or program takes place.

Conditions for an Approved Event

General 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. Minor children under the age of 18, must be accompanied by a parent or guardian, but only if the presence of the minors has been approved.
- Any event including minors must adhere to the University’s Minors on Campus policy. The event will be reviewed for compliance by the Office of Audit, Compliance and Ethics.

Guest Policy for Late Hours Events

- Guest are limited to current UConn students and their guests. Each UConn student may bring up to five guests to a program. The Approval Office will verify the individual is a current UConn student by checking their UConn ID using a One Card verification device.
- An entire party must be present to enter a program. Partial groups are not admitted and additional guests cannot enter after the UConn student host has entered.
- The Approval Office will record in a database each UConn student and their guest(s). The Approval Office will also verify that each guest has a photo ID and scan the ID.
- Guests must follow all University and event policies. The host UConn student is 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 Approval Office.
- The Student Organization Advisor may be required to be present at the event at the discretion of the Approval Office within the Division of Student Affairs.
- Additional full-time staff from the Approval 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 the Approval Offices will verify that guests have photo identification on their persons prior to entrance if required for admission.

Staffing for Late Hours Dance Parties

- For registered student organizations, the Advisor **MUST** be present for the duration of the dance, from the pre-event security meeting to the end of the event.
- For University departments and non-affiliated clients, supervision of the program will be determined by the Approval Office.

Security

- Decisions regarding appropriate security for an event will be determined by reviewing the following circumstances: nature of the event; number of participants; location; type of event; time of the event; admission policy (open or closed); history of previous events; marketing plan for the event; University status of the group; etc. Various 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; Wristbands; and/or Re-admittance Policies as defined below. Additional security measures may be required by the Approval Office.

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 Approval 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 Approval Office and University of Connecticut Police Department.
- The Event Services Staff of the Student Union will coordinate all requests for Police Officers. The Approval 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 for indoor events. The Approval Office will pay the remaining 60% of the University Police fees and may require pre-payment (as a deposit) of student organization costs. Non-student organizations will pay 100%

of University Police fees. Police fees for outdoor events will be paid in full by the sponsoring organization.

Private Event Security - a private security agency approved by the University of Connecticut Police Department

- Private security officers are required for Large or Late Hours Programs with an open admissions policy i.e. attendance is expected to include guests with no official affiliation with the University of Connecticut. This requirement may be waived by the Approval 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 Approval 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 Approval 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.
- Event sponsors negotiate and sign contracts with approved private security agencies and are required to pay 100% of private security staff fees.

Additional Security Measures

- 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 denied entrance.
- 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, Private Security Officers or Event staff. 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 Approval 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 number of wristbands issued for each event is determined by the Approval Office based on the established room capacity for each venue. All guests (including student organization representatives, speakers, performers, stage crew, etc.) must receive wristbands and are included in the room capacity.
- 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. Once an event has reached capacity, no additional entrances 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 all federal, state and local laws 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 <http://www.studentunion.uconn.edu> for reservable space. This is the first step in the process and is used to determine space availability and place a tentative hold on the space. A tentative hold on space does not imply an approved program or event.

Event organizers will schedule an event planning meeting with the Approval Office. The organization and the Approval 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

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 Approval Office responsible for the event's production and a representative from all security groups required for the event. 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 Approval Office.

Post Event Review

The organization representative and the Approval 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 Approval 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; updated July 2017

Late Cancellations

Cancellations made later than 24 hours in advance, or after 12:00 pm (noon) on Friday for a weekend or Monday meeting/event are considered a late cancellation. Two (2) late cancellations will result in probation for your organization (if your organization is on probation a mandatory meeting with Event Services Office staff is required or you will lose your current reservations and any new request for space) and four (4) late cancellations will result in the loss of the use of space and resources for the current semester (and if the last late cancellation happens within the final 3 weeks of the semester the loss of space will extend to the following semester).

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 entrance is located on Glenbrook Road at the north end 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 without a temporary parking permit from the Student Union. Vehicles should be moved to a designated University parking location away from the loading dock when the loading or unloading is complete. When unloading your vehicle please have your flashers on and you have 30 minutes to unload your materials.

Lobby Guidelines

Program space in the Student Union Lobbies (North and South) is restricted to the areas within the half walls. The Student Union Lobbies are public lounge spaces and cannot be reserved for private/closed events. Existing lobby furniture cannot be removed; and therefore, must be incorporated into the program/event setup.

The North Lobby can be reserved after 5:00 pm Monday through Friday and during regular building hours on the weekends for public events. By request, a performance stage can be set up as part of an event.

The South Lobby can be reserved after 5:00 pm Monday through Friday and during regular building hours on the weekends for limited use. Two 6' tables can be added to the NE corner of this space. No additional equipment is permitted.

Programs with amplified sound are allowed after 5:00pm Monday through Friday and during regular business hours on the weekends. Amplified sound cannot exceed 80 decibels A weighted (SU staff will monitor).

During academic breaks and summer, the space will be available on a case-by-case basis outside the time parameters stated above.

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. The Student Union does not keep records of items turned in to the Lost and Found. Unclaimed items will be discarded after two (2) weeks from the date of receipt. Any item in the Lost and Found must be described and picked up by the owner. Confirmation of items

contained in the Lost and Found is not permitted over the phone. Lost UConn ID's will be handed over to the One Card Office. Lost University keys will be handed over to the Locksmith.

Minors

The University of Connecticut is proud to serve the broader community through a wide range of educational and enriching opportunities, and is committed to promoting a welcoming and secure experience for the children and youth who participate in activities at UConn.

For planning events that involve minors, requests must be received 4 weeks prior to the date of the event. The sponsor of the event will be responsible for adhering to the policies required by the UConn Minor Protection Policy and the State of Connecticut. The following website will serve as a resource for members of the University community and those responsible for coordinating programs and activities involving minors, www.minorprotection.uconn.edu. If an event has not been approved by the UConn Minor Protection Coordinator, the event may not take place.

For additional assistance and guidance regarding the scope of UConn's Protection of Minors and Reporting of Child Abuse and Neglect Policy, please contact the UConn's Minor Protection Coordinator at (860) 486-5682.

Movies/Public Viewing Licenses

In accordance with federal copyright laws, institutions, organizations and individuals wishing to engage in non-home showings of Movies, DVDs, Videos, TV Shows, online streaming content, or any copyrighted material must secure a license to do so, regardless of whether or not an admission or other fee is charged.

No Shows

A student organization or University department that fails to use the reserved space and does not cancel the reservation on two (2) occasions during a single semester will be put on probation. A mandatory meeting with the SU Event Services Office is required or you will lose your current reservations and any new request for space. Three (3) No Shows will result in the loss of ability to reserve space through the SU Event Services Office for the rest of the semester. If the last no show happens within the final 3 weeks of the semester, the loss of space will extend to the following semester. In addition, a No Show at Hawley Armory will result in a \$30 per hour charge for the reserved time.

Outdoor Space and Guidelines

Some events are best held outdoors, weather permitting. The Event Services Office will determine if the event is appropriate for the space requested. For Registered Student Organizations planning an outdoor event on campus, outdoor space request will go through the SU Event Services Office. Outdoor locations directly managed by the Student Union are the Student Union Mall; Student Union Terrace; Student Union North Patio, Fairfield Way; the Oak Leaf; and University Seal Plaza. A non-student organization needing outdoor space not managed by the Student Union will need to contact University Events and Conference Services at 860-486-0229.

Outdoor Space Managed by the Student Union Definitions:

- The "SU Mall" is the lawn space to the east of the Student Union
- The "SU Terrace" is the patio connected to the Student Union

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

When planning an outdoor event, you should consider 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 – see Outside Amplification of Noise Policy
- 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
- 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 followed
- 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

Grass Locations

- SU Event Services will work with UConn Landscape Services to receive approval to use any grass space.
- No cleats or carnival rides will be allowed on the SU Mall.
- In some locations, tents are allowed. If the event is on the SU Mall, Event Services will contact Call Before You Dig (CBYD) and UConn Landscape Services to mark the gas, electric, irrigation lines, etc.
- Based on the event, if a tent is used then turf mats may be required to protect the grass (ex. <http://terraplasusa.com/products/outdoor-natural-grass-cover-systems-2/>). Additionally, the duration that the flooring may be on the lawn will be limited and stipulated on an individual event bases, primarily dependent upon seasonal, weather and other conditions.

- If your outdoor event requires equipment to be staked/dug into the ground, CBYD 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 business days in advance of your event.
- If any object will generate heat, it must be placed on a hard surface area (ex. grill).
- If there is a large event (ex. Convocation) then a 14-day recovery time is needed post event. All other events will require a 7-day recovery period post event.
- No setups will be permitted under the drip lines of the trees.

Information Specific to SU Outdoor Spaces

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. The Event Services Office must approve all equipment.

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 lightweight 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 by electrical mats or gaffers taped down across all walkways so that they are not a safety hazard.

The SU 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 Tents). Access in and out of the Student Union needs to be maintained through or around the tent.

The furniture (tables and chairs) on the terrace is not reservable and is always available to the general public. The Terrace is typically furnished from April through October. Furniture will not be re-arranged for an event; the terrace must be used as is. 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 SU North Patio is equipped with furniture and a rentable fire pit. When the fire pit is reserved, a fee is charged and an Event Manager is assigned.

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 A-weighting.

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.

Parking

There is 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.

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.

Quick Response Events (QRE) Protocol

The Student Union recognizes the need for the community to respond in a timely and expedited manner to significant events. Quick Response Events (QRE) might include, but are not limited to, a violent or bias incident of significance to our community or a natural disaster. The Student Union reserves the right to determine if the request meets the definition of a QRE.

A registered student organization or department will contact and work directly with the Associate Director for Event Services to plan a QRE event with an expedited timeline. In the event the Associate Director of Event Services is not available, the group will contact the Director of the Student Union and work directly with them to plan the event. This does not guarantee space availability; however, the Student Union will work with the group to find the best possible solution.

Recording

Recording (filming or audio) in public areas of the Student Union requires prior approval from the Student Union Director.

Recreational Devices

Wheeled vehicles (with the exception of wheelchairs and motorized accessibility equipment) including but not limited to skateboards, in-line skates, hoverboards 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 may 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 any of the above equipment has been identified to break this policy, Student Union management will contact Parking Services. If the equipment is removed it will be secured at the Parking Services facility.

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 and posted on the Student Union website. Groups should familiarize themselves with the policies outlined in “The U Guide.” Requests must meet all published regulations within “The U Guide.” 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 hosting a conference, please contact University Events and Conference Services at 860-486-0229. All non-affiliated customers will be directed to go through University Events and Conference Services to use meeting and event space in the Student Union.

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 event information, including technical requirements, are due at least one month prior to the event date. Final details must be confirmed at least ten business days prior to the event date.

The Request for Space process has been established as a recommendation from the Student Union Advisory Board. Comments and suggestions are welcome at any time. The Student Union Advisory Board reserves the right to amend its recommendations on an annual basis. Should changes be made, informational updates will be distributed campus-wide.

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 registered student organization or University office/department that has a program believed to fit these criteria may submit a Priority Access Request Form for an event for priority access consideration. The Student Union Advisory Board 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 Advisory Board determines that the event requires Priority Access, the SU Event Services Office will reserve the space and send a

tentative confirmation to the sponsor. The SU 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 is 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 Student Union Advisory Board 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.

Phase Two: Registered 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 submit a request for a maximum of one weekly meeting for the academic year and one event 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, 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. Requests for Rome Ballroom, Dodd Center, and Wilbur Cross North Reading Room can be made at any time through our online request form and are handled by University Events and Conference Services.

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.

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.

Reserving Space and Event Policies

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 event spaces, as well as other University facilities (academic classrooms,

residence hall spaces, and Hawley Armory) for registered student organizations. The Student Union offers services and facilities to accommodate meetings, conferences, and a wide variety of events. Events may include but are not limited to 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. A/V services, internet, telephone access, and special room setups are available. Please contact the Event Services Office at 860-486-3421 or visit our website at www.studentunion.uconn.edu for additional detailed information. Requests for space are accepted through our online reservation request form found at www.studentunion.uconn.edu.

Facilities are reserved in the order in which requests are received, with priority given to registered student organizations (that have completed all SOLID training requirements and have an “ACTIVE” status in UConn) 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 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 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.*** Departments may request an exception to this policy to reserve tabling space for class projects on behalf of their students. These requests must be approved by the Associate Director of Event Services.

In the Student Union, evening meetings must end by 8:30 p.m. or start after 9:00 p.m. so that a second group can be accommodated.

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 an event that is open to the campus community.

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.

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.

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.

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

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.

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 (President, Vice President, Secretary, and Treasurer) 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 Registered Student Organizations must meet with an Event Services Staff member to review and plan the event. All arrangements will be verified by the SU Event Services Office, Room 106 before the reservation can be confirmed.

Drinking games, including the simulation of drinking games, or other activities involving or promoting the rapid consumption of excessive alcohol are not permitted.

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. For a copy of the Usage Agreement go to www.studentunion.uconn.edu/event-planning-tools/.

Room Capacities and Rental Fees

Registered Student Organizations and University departments holding meetings in spaces under the jurisdiction of the Student Union are not routinely charged facility rental. However, facility rental and staffing fees will 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.

Please be aware that room capacities may vary depending on specific setup requirements. Floor plans are available at studentunion.uconn.edu.

Room	Sq. Ft.	Conference	Row	Banquet	Affiliated	Non-affiliated
101 Theatre	4,230	x	500	x	\$350	\$700
104^	900	24	60	40	\$100	\$200
106A	440	18	x	x	\$75	\$150
221	411	x	32	x	\$75	\$150
303 Lounge	846	x	30	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	x	x	\$75	\$150
316	325	16	x	x	\$75	\$150
317	324	16	28	x	\$75	\$150
318	353	16	x	x	\$75	\$150
319	353	16	32	x	\$75	\$150
316/317	648	24	42	30	\$100	\$200
318/319	715	24	42	30	\$100	\$200
320	478	22	x	x	\$75	\$150
321	368	22	x	x	\$75	\$150
322	344	22	x	x	\$75	\$150
324	667	24	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	x	x	\$75	\$150
416A	252	14	x	x	\$75	\$150
Food Court	tables and chairs for 300				\$300	\$600
North Lobby	987	as is - small tables and chairs for 35			\$75	\$150
South Lobby	987	as is - lounge space			\$75	\$150
Union Street Tables (1-6)	At each location, one 6' skirted table with two chairs				\$100	\$100

^ = Multiple Configurations Available

x = Room not available in this configuration.

Outdoor Locations	Setup	Student	Department	Affiliated	Non-affiliated
University Seal Vending Space	Space is limited to 2-6' tables (end to end) provided by the customer			\$200	\$200
University Seal Program Space	Any space request beyond 2-6'tables			\$500	\$500
Oak Leaf Vending Space	Space is limited to 2-6' tables (end to end) provided by the customer			\$200	\$200
Oak Leaf Programs Space	Any space request beyond 2-6'tables			\$500	\$500
Fairfield Way Vending Space	Space is limited to 2-6' tables (end to end) provided by the customer			\$200	\$200
Fairfield Way Program Space	Any space request beyond 2-6'tables			\$500	\$500
Terrace Program Space	Any space request beyond 2-6'tables.			\$250	\$500
North Patio (Includes Student Staff)	Fire Pit for 2 hrs	\$50	\$75	N/A	N/A

Runs/Walks (Storrs Campus)

Customers must reserve space to host a campus run/walk in the Event Services Office in Student Union Room 106. 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.

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. Consistent with the General Rules of Conduct and Connecticut Laws, smoking is prohibited in all University buildings and vehicles. Smoking is banned within 25 feet of all campus buildings.

Staff Charges

All requests for Student Union support staff require advance notice. Please allow for a minimum of ten business days notice to secure staff services. University staff charges are arranged through the SU Event Services Office. Hourly charges are subject to change.

<i>SU Standard Student Technician</i>	\$15/hour
<i>SU Custodian</i>	\$25/hour
<i>SU Skilled Maintainer</i>	\$40/hour
<i>SU Event Manager Staff</i>	\$15/hour
<i>SU Setup Crew Member</i>	\$15/hour
<i>University Police Officer</i>	\$99.70/hour
<i>University Fire</i>	\$106.06/hour
<i>University EMT</i>	\$106.06/hour
<i>University Electrician</i>	\$70.00/hour

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.

Tabling Space - Union Street

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 (maximum 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.
- 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 (or other open flames) or hot plates are not permitted at Union Street tables.
- "Giveaways" must be available without condition of participation in the promotion or business activity.

Telephone Lines

Most locations within the Student Union have available phone lines; however, there is a \$100 activation fee and additional charges for long distance calls. Please allow a minimum of ten business days for this request.

Tent Guidelines

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. The Student Union does not provide tents. Tent rentals need to be arranged by the customer and set up/delivery and break down need to be coordinated with the Event Services Office. 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; and will work with the company on CBYD and notifying the UConn Fire Marshal for the permit process and setting up an inspection. The customer making a request to use a tent must complete a Fire Marshal Tent Inspection form with information from the company/vendor providing the tent as to materials being used and method of set up, etc. The customer must also provide Certificate of Liability insurance for the tent a minimum of 10 business days prior to the event.

University Contracts

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

User Group Definitions

- **Registered Student Organizations (RSO):** Any registered student organization at the University of Connecticut that has completed all requirements for recognition by the Student Activities Involvement Office.

- **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. Vendors will be required to complete a “Facilities Use Agreement” with the Student Union and all other groups will reserve space through University Events and Conference Services.

Vending/Sales and Concessions

Customers may reserve space for a sale 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. A vendor is not allowed to sell food on the UConn campus. Vendors may setup to give out food samples. They must have a signed “Facilities Use Agreement” on file with the Student Union before space reservations can be made.

- The following locations can be reserved for these activities: Union Street tabling spaces, Fairfield Way; Oak Leaf on 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.

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.

WIFI

If you are not affiliated with UConn and need wireless internet access during your visit, information about connecting can be found www.network.uconn.edu.

Windows, Walls, Doors, Tables and Floors

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

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.

24-Hour Access

The Student Union has installed one swipe card access system, located at the Husky Dog entrance 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 at the conclusion of each semester, 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. 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 at the conclusion of each semester 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.

Access/Keys

Those needing access must have a key or key card to their offices, centers and/or suites. Building Partners may request keys or key cards. Building Partners have an additional option to establish an access list that will allow designated individuals to sign out a key from the Information Center. Please send all requests to the Information Center Manager, jamie.larkin@uconn.edu. There is a fee for each key requested. Lost or misplaced keys must be reported to the Information Center Manager immediately. Please be aware that the Student Union staff will not provide access into individual offices, centers and/or suites. In the event that keys are lost, it may be necessary to change the keying system in the area. Any cost associated with re-keying an office suite will be the responsibility of the Building Partner. Keys must be returned to the Information Center upon the conclusion of an individual's employment with the Building Partner.

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 email both anthony.noel@uconn.edu and 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. No items can be left on the loading dock without permission from the Student Union Operations Office.

Mail

The U.S. Post Office delivers the mail to the Student Union either directly or via University 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 U.S. 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, do not arrange to have personal mail or packages delivered to the Student Union. To ensure quick and accurate mail sorting, include the department unit number and the Student Union room number or department name.

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. Building Partners may pick up mail and drop off out-going mail at the Information Center. 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. Mail addressed to former members of a department is the responsibility of that department to forward or discard. The Student Union is not responsible for the length of time it takes for mail to be sent to recipient or received from sender.

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 University 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 uses a single stream system for recycling. Deposit all mixed paper, plastic bottles, aluminum cans, and glass in the receptacles located in each office or public areas.

Reporting Problems

Report all problems or concerns in writing via e-mail to both anthony.noel@uconn.edu and tonya.lemire@uconn.edu. In the event of an emergency, call the Operations Office 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 Office staff will investigate the problem and identify the means and method to remedy the problem: by the Operations Office staff or referred to University Facilities or an outside vendor as appropriate. The Operations Office staff is the only authorized entity that can submit an UConn facilities work order for the Student Union.

The Operations Office 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 staff 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. Building 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.

