

# General Policies for Space Reservations and Events in the The University of Akron Student Union

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# General Policies for Space Reservations and Events in the The University of Akron Student Union

The Office of University Scheduling is located in the Student Union Administration Office, Student Union, Suite 130, and is responsible for reserving and coordinating the use of all Student Union facilities.

The following policies are set forth to provide a fair opportunity for all constituents to schedule events in the Student Union, as well as to protect and balance the utilization of the facility.

Every person, group or organization making use of the Student Union facilities will be deemed to have read these policies.

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

## I. Eligibility for Use of Facilities

### A. In order to reserve space in The University of Akron Student Union a user must be a member of one of the following categories:

*Student Organization:* Must be officially recognized by the University and currently registered with the SOuRCe, located in the Center for Service and Leadership in Student Union Room 133. Currently registered student organizations can reserve Student Union and campus facilities for general meeting and programming use.

Student organizations that have been placed On Hold by the Office of the Vice President for Student Success and Vice Provost for Academic Success or its designee or are not in good standing with the University, cannot reserve space until the issue(s) has been resolved.

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

*Individual students, faculty, or staff persons:* are considered to be an External Client.

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

*Co-Sponsored:* An External Client may seek sponsorship by a Campus Based User or Student Organization and reserve space at the Co-Sponsored rate if the following criteria are met:

- A UA Department or Student Organization contact person must be designated and be present at the event.
- A UA designated contact person and external client contact person are to attend a pre-event meeting with an Office of University Scheduling representative 30 days before the event. All Co-Sponsored customers sign a contract to confirm reservation.
- All charges are billed directly to the account of the sponsoring UA department or student organization who are responsible for reconciling charges with External clients unless alternative billing arrangements are agreed upon.
- Arrangements for parking, food service, and police are the responsibility of the UA designated contact. Direction and assistance will be provided by the Office of University Scheduling.
- All revisions and changes are to be channeled through the designated UA contact person to the Office of University Scheduling.

*Alumni:* Alumni requesting space for personal use will be granted the corresponding Co-Sponsored rate.

## **B. Fronting Policy**

Fronting consists of eligible campus based users, student organizations or individuals reserving space in the Student Union for another person or group. Hiding or concealing the identity of the true client due to non-eligibility for use of facilities, monetary exemptions, or the policies and mission of The University of Akron and the Department of Student Life is not permitted. Fronted events provide an unfair advantage to an otherwise controlled process and creates an inability to manage the established method for space reservations and billing. Professional or external organizations are not eligible for University departmental or student organization rates. **They are considered to be “Co-Sponsored” and will be assessed the “Co-Sponsored” rate.** “Co-Sponsored” events must meet the criteria defined in section I. A. of these policies.

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

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

- The event does not reflect the mission, service, or programmatic goals of the requesting organization/department.
- Student Union staff will make the determination as to fronting by considering the nature of the event, past experience with respect to similar events, type, and the nature of attendees.

Penalties for violation of the Fronting Policy include the following:

- Campus Based users and Student Organizations fronting will be charged the maximum applicable rate.
- Campus Based users and Student Organizations will be subject to the loss of reservation privileges for a period of time to be determined Executive Director or his/her designee.

### **C. Priorities and Timing for Submission of Reservation Requests**

In order to serve the University community, priorities and timing for submission of reservation requests are designed to provide a fair opportunity for all constituents to schedule events in the Student Union. First consideration is given to Department of Student Life and Priority University events (see definition below). Requests for reservations are considered according to the following guidelines:

#### **1. Department of Student Life Events**

In order to fulfill our own mission, the Department of Student Life reserves the right to schedule departmental events prior to the submission of all other requests. This includes events coordinated by the Zips Programming Network and the Undergraduate and Graduate Student Governments.

#### **2. Priority University Events**

- a. Locations for a limited number of Priority University Events may be scheduled up to five years in advance for Student Union locations. Priority University Events include those that:
  - Are targeted at admitting students or accepted students who have not yet enrolled.
  - Events that contribute to mission of the University by supporting the academic or career goals of students or are related University tradition. Examples include career fairs, welcome week, new student orientation, homecoming.
  - That can only be held at a certain time of the year (academic calendar, cultural, religious or national holidays, etc.).
  - Traditional events that have been held annually in the past.

- Determination of which events are considered Priority Events will be made by the Executive Director of Student Union, or the Executive Director's designee, in consultation with the Associate Vice President of Student Affairs.
- b. Each student organization can submit a request for a Priority Event. Such events should be those that are:
- Open to all students or,
  - Necessary to the mission and goals of the organization such as induction ceremonies.
  - Events that can only be held at a certain time of the year (academic calendar, cultural, religious or national holidays, etc.).
  - Traditional events that have been held annually in the past.

### **3. Student Organization Advance Reservation Period**

Student organizations that are officially recognized by the University and currently registered with the SOuRCe may submit requests for events in the Student Union for upcoming semesters according to the following schedule:

- Requests for the Spring Semester may be submitted September 1 through September 15.
- Requests for the Summer and Fall Semesters may be submitted January 15 through January 31.
- During the advance registration period, registered student organizations may submit requests for up to three traditional events. Traditional events, for the purposes of this policy, are those with more than 100 attendees, held in the Ballroom, or those that have multiple locations.
- During the advance reservation period, registered student organizations may submit requests for up to two separate weekly meetings.

### **4. Departmental Advance Reservation Period**

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

- Requests for the Spring Semester may be submitted September 15 through September 30.
- Request for the Summer and Fall Semesters may be submitted February 1 through February 15.
- During the advance registration period, University departments may submit requests for up to three traditional events. Traditional events are those with more than 100 attendees, held in the Ballroom, or those that have multiple locations.
- During the advance reservation period, University departments may submit requests for up to two separate weekly meetings.

## **5. Open Reservations**

After the Advance Reservation Period, requests will be accepted on a first come first served basis according to the following schedule:

- Beginning October 1 requests can be submitted for the Spring Semester.
- Beginning February 16 requests can be submitted for the Summer and Fall Semesters.

## **6. External Events**

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

## **D. Tentative Reservations**

Facilities may be placed on hold for a reserved date for a maximum of ten (10) business days, after which time the sponsoring group must provide the required information needed to have a confirmed reservation. If not confirmed by the end of the ten (10) business day period, the room(s) may be released. Another group needing the same space, and prepared to confirm the space, may place a request with the Office of University Scheduling. At that time, the group tentatively holding the space must either confirm or release the room.

## **E. Late Requests, Changes and Transfers**

The Office of University Scheduling may not be able to accommodate late requests or changes made within 24 hours of the event.

If an appropriate space is available, it may be assigned, but special services will not be available. Special services include changes in room arrangements or requests for audio-visual equipment. Major set up changes requested within 48 hours of your event are subject to our discretion and may result in additional charges.

Submit requests for changes to the Office of University Scheduling by phone or email.

Customers are unable to transfer their scheduled space to another customer.

## **F. Right to Assign, Reassign or Terminate a Reservation**

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

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

## **G. Cancellations & No Shows**

### **1. Student Organization Users**

The Student Union Operations staff reports all no-shows of any Student Union space including Concourse Tables and Student Union policy violations. Failure to cancel a reservation more than two times per semester will result in loss of privileges for the remainder of the current semester.

In the event that a confirmed request for space is no longer needed by the user, it is the responsibility of the user to cancel the request. Please contact the Office of University Scheduling by telephone (330) 972-8689, or by email to [sueventplanning@uakron.edu](mailto:sueventplanning@uakron.edu).

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

### **2. Campus-Based, Co-Sponsored and External Users:**

In the event that a confirmed request for space is no longer needed by the user, it is the responsibility of the user to cancel the request. Please contact the Student Union Reservation line (330) 972-8689 or the Office of University Scheduling in writing. Email is acceptable – [sueventplanning@uakron.edu](mailto:sueventplanning@uakron.edu).

This may be done at any time prior to a meeting and must be done seven (7) days prior to a major event. Cancellations less than seven (7) days prior to a major event will be assessed a cancellation fee.

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

## **H. Charges and Billing**

### **1. Student Organization Users**

To confirm facilities, student organizations must have the necessary funds in their UAF/SAF account to cover the rental rate of the room(s) they are scheduling as well as any audio visual (equipment and staffing), UAPD, and other charges they may

incur. If the necessary funds are not available by the cancellation deadline date the space(s) will be released.

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

## **2. Campus Based Users**

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

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

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

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

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

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

Events that require extensive set-ups, early opening or late closing which require additional staffing are subject to additional charges.

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



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

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

## **III. Facilities, Equipment and Services Available**

### **A. Meeting Room Style and Seating Capacities**

Usable space in Student Union includes all 3<sup>rd</sup> Floor meeting rooms - 307 (for student organizations only), 308, 310, 312, 314, 316, 318, 321, 322, 323, 335); the Grand Ballroom, or any combination of Ballroom A, B, C, D, and E.

To see chart **click here (hyperlink to Style and Seating Capacities chart and room photos set)**

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

### **B. Lounge and open spaces**

Lounges and open spaces within the Student Union are dedicated for public use however these spaces may be reserved upon request. Access will be granted upon the discretion of Student Union administration.

### **C. Occupancy**

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

### **D. Concourse Table Policies**

#### *General Policies*

- Concourse tables in the Student Union are available to registered Student Organizations and Campus Based Users.
- Reservation of Concourse Tables is at the discretion of the Student Union staff.

- Space is reserved in order of dated requests.
- Cancellations must be made at least 24 hours prior to the table reservation. Repeated failure to cancel a table reservation 24 hours prior to contracted time may result in loss of privilege to use table space.
- Failure to comply with concourse table policies and/or the reasonable requests of Student Union administration may result in cancellation of the current and/or future concourse table reservations.
- All users must check in at the Student Union Information Center prior to setting up their table.
- The name of the sponsoring organization must be displayed. Signs are to be displayed at the table.
- Posting on walls, columns, and windows is not permitted.

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

- At least one member of the sponsoring organization must be present at the table for the duration of the reservation. An organization may have no more than three representatives at the table at any time. No more than two chairs will be provided for each table. Representatives must stay behind the table or within two feet of the front of the table.
- Distribution of information by means involving shouting, yelling, or physically approaching individuals is prohibited. Interference with the normal business of the Student Union or interruption of the free flow of traffic throughout the Student Union is prohibited.
- Literature, promotional items, or other ‘giveaways’ may only be distributed from concourse tables located in the Student Union. All literature distributed must clearly identify the Student Organization or Campus Based User. All individuals or organizations distributing literature will be held responsible for cleaning up litter resulting from its distribution.
- All Student Organization literature must clearly contain the University of Akron Student Organization Disclaimer
- Any equipment, supplies, displays or materials must be contained within the designated table space.
- The use of any audio-visual equipment must be approved in advance by Student Union administration.
  - The use of audio-visual equipment without sound may be used as space is available.
  - Requests for the use of such equipment must be made no later than one business day before.
  - The use of audio-visual equipment with sound (including TV, VCR, DVD, CD or tape player) will be limited to a maximum of one concourse table per day.
  - Requests for the use of such equipment must be made no later than one business day before.

- The volume must be kept at a reasonable level as determined by the Student Union administration.
- Failure to lower the sound level upon request by a Student Union employee may result in the loss of reservation privileges for a period of time to be determined by Executive Director or his/her designee.
- Concourse tables and chairs must remain in designated area.
- Concourse table users may not sell items which are in direct competition with items sold by the service areas of the Student Union. If the item(s) to be sold are considered to be in direct competition, the activity may be subject to additional review by Student Union administration.
- Organizations are not permitted to sell food items at concourse tables without prior, written permission from Student Union administration.

### **E. Game Room**

The Game Room may be reserved by user groups for private parties. Fees are applicable for user groups. To reserve the Game Room for a special event, contact [sueventplanning@uakron.edu](mailto:sueventplanning@uakron.edu).

### **F. Audio-Visual Equipment Usage and Staffing Policies**

The Student Union has a variety of audio-visual equipment available for use. Requests for equipment must be made at least three business days prior to the event. A client may cancel an equipment order or staffing request up to one business day prior to an event without penalty.

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

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

External Clients and University academic or administrative departments and organizations will be charged for some audio-visual equipment use. **Student organizations are not charged for normal usage of equipment.**

The Student Union reserves the right to substitute equivalent or better equipment to provide the same result. If a substitution is made by the Student Union and the equipment used carries a higher rental fee, then the client will be charged for the original equipment requested, and thus the lower fee.

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

#### **IV. Event Related Policies**

##### **A. Reservation Times**

When making a reservation with the Student Union please include any necessary pre-access (time for you to set up/decorate) and post-access requests with your initial reservation request. If these requests are not made the space will not be available to your group until the stated reservation time on your confirmation.

##### **B. Safety & Security**

The Office of University Scheduling will consult with the University of Akron Police Department to determine the need for security and the number of officers required. All related fees will be the responsibility of the Sponsoring Organization/Department or Client.

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

- Type of Event
- Location, time, and setup of event
- History of sponsoring group or performers
- Number of attendees
- Open or closed event to the non-University community

##### **C. Storage & Shipping**

The Office of University Scheduling will accept shipments related to your event up to three business days prior to your event. The Student Union cannot be held responsible for damaged, lost, stolen or miss-shipped items.

- The Student Union cannot receive shipments of materials without advanced approval from staff for storage arrangements. Items shipped without prior approval will be refused and returned to sender.
- If items are left for pickup longer than three business days after your event, you will be charged a storage fee of \$50 per day.

- The Office of University Scheduling will not accept COD packages or be responsible for shipping packages after an event unless special arrangements have been made.

#### **D. Directional Signage**

Requests for exterior and interior directional signs must be submitted at least two weeks prior to your event. There is a nominal charge for signage. Prices are subject to change.

#### **E. Parking and Shuttle Service**

Parking and Shuttle services are available for Student Organizations, Campus Based users and External Clients. Special event parking fees may apply.

##### **Student Organizations:**

Student Organizations needing parking and/or shuttle services for a Major Event occurring at the University of Akron should address these needs in their Major Event Meeting with the Office of University Scheduling. Other parking/shuttle service needs must be arranged for directly with Parking Services.

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

Campus based users needing parking and shuttle services must arrange for parking and/or shuttle service through Parking Services.

##### **External Clients:**

External clients may arrange to be billed for such charges through the Student Union. If special shuttle services are requested arrangements will be made through Parking Services and billed in accordance with their pricing structure.

#### **F. Special Services**

Special equipment requests may be fulfilled by UA Special Services. Examples of such requests are for tables outside, or for equipment demands that exceed the inventory of the Student Union. In these situations, rental charges will be levied in accordance with Special Service's price list.

#### **G. Sound Amplification**

Amplified sound is defined as:

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

- Percussion instruments capable of a 85 decibel volume, (i.e., drums, cymbals).

Users reserving space who plan to have amplified sound at higher than normal levels must communicate this to the Office of University Scheduling to ensure that the impact on other guests is minimized. Sound amplification equipment generally may not be used in any areas other than the meeting rooms however music in any part of the building must not disturb other functions in the building.

Failure to lower the sound level upon request by a Student Union employee may result in the loss of reservation privileges for a period of time to be determined by Executive Director or his/her designee.

## H. Emergency Closings

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

For all customers with questions about University closings or to check if the University is closed, please contact 330-972-8689 or 330-972-4636.

## I. Decoration Policies

- All arrangements for decorations, exhibits and displays must be made prior to the deadline for finalizing arrangements.
- Doorways, hallways, corridors, staircases and fire exits cannot be blocked or obstructed.
- Decorations may not be attached to ceilings, light fixtures, walls, floors, woodwork, draperies, windows, curtains or any painted or papered surface unless approved by Student Union administration.
- Special effects equipment, such as smoke, fog and fire machines, sparklers, etc., are **not permitted** in the Student Union.
- Banners and displays made with flammable materials may be used only where no danger of fire exists, as determined by Student Union administration.
- Groups utilizing decorations, exhibits or displays must arrange for labor to set up and remove materials.

- The Student Union is not responsible for the loss of any materials, displays, gifts, favors or other items left in the building.
- Decorations, exhibits and displays must be removed immediately following the event or activity, unless other arrangements have been approved by Student Union administration.
- Candles must be enclosed in glass to prevent a fire hazard.
- All table centerpieces must be non-flammable or constructed of fire resistant materials.
- The Student Union does not permit sand, confetti, glitter, rice, dance wax, powder or similar materials.
- Any special needs for decorations, exhibits, and displays beyond the scope of this policy must be approved by Student Union administration.

## J. Student Organization Major Events

- All Major Event space reservations must be scheduled with the Office of University Scheduling at least 30 business days (6 weeks) in advance of the selected date.
- All outstanding balances owed to the Department of Student Life, University of Akron Police Department or University Dining Services, must be paid in full before a Major Event can be scheduled. In addition, the organization must have the financial means necessary to cover all expenses via their EAF/UAF/SAF account.
- Once the space has been confirmed for the organization, the group will be informed if the Major Event Policy is applicable.
  - a. If the event is found to meet the criteria of a Major Event, the group will be asked to meet with representatives from across campus. This Major Event Meeting must be held at least twenty (20) business days (4 weeks) in advance of the event.
  - b. Required at the Major Event Meeting are at least one (knowledgeable) organization representative and the Campus Advisor.
    - i. If the Campus Advisor is unable to be physically present for the meeting, prior arrangements must be made with the Office of University Scheduling. If both the student organization and Campus Advisor fails to attend the Major Event Meeting and make final arrangements, the Department of Student Life has the right to cancel the event.
    - ii. All pre-event paperwork with the Campus Advisor's signature is due back to the Office of University Scheduling no later than five (5) business days following the Major Event Meeting.

### Definition of a Major Event:

A major event is defined as, but not limited to an activity where a space has been reserved on campus and **ANY** of the following applies:

- The event is open to the public (non-university students)

- Will be attended by more than 100 people
- Is a speaker/performer and open to campus
- Music will be provided and dancing may occur
- An event where alcohol will be served
- Is outdoors
- Includes a walk or run

The Executive Director or his/her designee reserves the right to schedule a Major Events Meeting for any event to determine any potential risk to the University.

Student Organization Users are responsible for understanding and following the Major Event Policy in its entirety. To view the Major Event Policy **click here** ([http://www.uakron.edu/studentlife/source/student-leadership-resources/docs/StudentOrganizationReSOuRCeManual\\_Final\\_August2014.pdf](http://www.uakron.edu/studentlife/source/student-leadership-resources/docs/StudentOrganizationReSOuRCeManual_Final_August2014.pdf))

#### **K. Events Involving Alcohol**

All events sponsored by registered student organizations or University departments, on or off campus, must comply with University alcohol regulations (link: <https://www.uakron.edu/ogc/UniversityRules/pdf/47-01.pdf>).

Any registered student organization event involving alcohol will be considered as a major event. Registered student organizations must notify the Department of Student Life during the Campus Space Request process. It is required that the event be scheduled with the Student Union at least 30 business days prior to the event.

- A meeting will be arranged with the organization to review the policy related to major events and ensure a successful program for the group (see section IV J. Student Organization Major Events in these guidelines).
- UAPD Officers are required at events involving alcohol. The number of police will be determined at a pre-event meeting.
- Student organizations cannot schedule activities that promote drinking contests or alcohol abuse.

#### **L. Movies and Television Licensing**

- Proper license and copyright approval must be obtained and provided to the Office of University Scheduling prior to showing any movies/television shows.
- Movie showings must clearly identify the sponsoring organization, the name of the film, and the movie rating in all advertisements and promotional efforts.



## **M. Set-Up Information**

Set-up information should be provided at least two weeks prior to an event. Major changes may not be accepted if adequate notice is not provided.

Clients may be contacted to meet with Student Union Administration and Office of University Scheduling staff to discuss the set-up for an event.

## **N. Best Use**

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

## **O. Cleaning & Damages**

### **Cleaning**

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

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

### **Damage**

It is the responsibility of the event sponsor to leave all facilities used in their original condition. Facilities that require repair due to damage by event attendees will be repaired by the Student Union administration. All charges for repairs will be charged back to the user.

## **P. Catering**

University Dining Services is the exclusive catering service for the Student Union. Organizations and clients providing any type of food or refreshments for their event must utilize University Dining Services.

The Union Market and Subway may also be used for meals during an event.

## **Q. Waiver of Policies**

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

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

## **R. Reviews and Updates**

These policies will be reviewed for updates on an annual basis.