

STUDENT UNIONS & ACTIVITIES

HOUSE POLICIES

Student Unions & Activities Board of Governors
University of Minnesota

**Approved by the Student Unions & Activities Board of Governors
March 3, 2011**

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**UNIVERSITY OF MINNESOTA
STUDENT UNIONS & ACTIVITIES**

HOUSE POLICIES

I. INTRODUCTION

In recognition of the mission of the Student Unions & Activities and the heavy demand for its services and facilities, the Board of Governors approves and endorses these “house policies” for the use of the Student Unions & Activities by the members of the University community.

The Director of the Student Unions & Activities and her/his staff will enforce the following policies. These policies apply to all areas except the Campus Club. Any exception to the House Policies must be approved by the Director or her/his designee.

Appeals relating to the application of these House Policies may be made in writing to the Executive Committee of the Student Unions & Activities Board of Governors, Room 131, Coffman Memorial Union. Violation of these House Policies may result in the offending party losing their privileges in the Student Unions & Activities.

II. REFERENCES

Reference in these policies to various persons or groups will be as follows:

- University of Minnesota, **University**
- Student Unions & Activities, **SUA**
- Coffman Memorial Union, **CMU**
- St. Paul Student Center, **SPSC**
- SUA Board of Governors, **The Board**
- The Executive Committee of the Board, **EXEC.**
- The Director of the Student Unions & Activities or his/her designee, **The Director.**
- Student Unions & Activities Program Board, **SUAPB.**
- Registered Student Groups.

Services and facilities are available according to the published Building Hours Schedule, (1) available at the either Administration Office (Coffman Memorial Union in Room 500, or St. Paul Student Center in Room 42). Building hours are posted at each entrance and are available on the SUA website.

III. INDIVIDUAL AND GROUP USE OF SUA ACTIVITIES, SERVICES AND FACILITIES

Individuals and groups invited to use the activities, services, and facilities of SUA include:

- A. Currently registered University of Minnesota students, with current identification, and their guests.
- B. All student organizations registered with Student Activities and their guests.
- C. Faculty and Staff members of the University, with current identification, and all established Faculty and Staff organizations and their guests.
- D. Members of the Student Unions & Activities Alumni Association and their guests.
- E. Alumni of the University of Minnesota through membership in the University of Minnesota Alumni Association (UMAA) with current UMAA identification.
- F. Retirees of the University of Minnesota through membership in the University Retirees Association (URA) with current URA identification.
- G. General public may use the Unions facilities to the extent that such use does not interfere with the use of the Union by the members of the University community. Accordingly, the Director or her/his designee may, at her/his discretion, limit general public use of the Unions, or in any one of its facilities at any given time.
- H. Regarding Guests: According to Regents Policy (2), dated March 1995, The University of Minnesota will not, under any circumstances, permit the unrestricted use of its property by non-University groups. Use of University property by non-University groups requires a written license agreement.
- I. Guests of the Unions shall be limited to the use of the facility accommodating the function to which they have been invited, and other general public facilities and services.

IV. GENERAL UNION POLICIES

- A. Established University regulations and Regents policies, as well as federal, state, & local regulations and policies apply to activities in the Union.
- B. In compliance with the University's Smoke-Free Indoor Air Policy (3), the Unions are strictly designated as "**No Smoking**" buildings. Designated outdoor smoking areas have been established for CMU. In SPSC, smokers must be at least 25' away from all public entrances.
- C. In accordance with Minnesota state statues (4) all gambling is prohibited in the Unions. Raffles may be allowed if appropriate permits and licenses are obtained from Student Activities and the State of MN Gambling Commission.
- D. The University of Minnesota and Student Unions & Activities is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status, or sexual orientation.
- E. The University will not provide the facilities of the Unions for assemblies or other activities which in the Director's judgment have a clear likelihood of interfering with processes of the University, or of endangering the health or safety of users of the Unions.
- F. Union facilities will not be available for regular academic classroom activities, except by permission of the Director.
- G. The Unions will not be responsible for any lost, stolen, or damaged personal property belonging to users of the facilities.
- H. Any willful and careless damage to any property of the Unions will necessitate replacement by the person(s) responsible.
- I. Furniture and equipment will not be removed from the building except as authorized by the Director. Only the building management staff will be authorized to relocate furniture or equipment within the building. Any costs associated with relocating furniture may be the responsibility of the requestor.
- J. According to the University of Minnesota Board of Regents Traffic Ordinances (5), the parking, riding or walking of bicycles, use of skates (in-line or otherwise), or use of skateboards will not be permitted within the Unions at any time.
- K. Animals, with the exception of service animals, are not permitted in the Unions at any time except by permission of the Director.

L. There is to be no gratuity given to any employee of the Unions at any time.

V. SPECIAL POLICIES

A. Reservations

1. Union facilities are available for reservation by
 - a. Registered Student Groups
 - b. University Departments
 - c. University Guests (including non-university groups, non-university individuals and individual student, faculty, staff, and alumni). These reservations may require a license agreement and insurance
2. Facilities available for reservation are listed in the “SUA Events and Conferences Department Policies” publication available at the Events and Conferences Office.
3. All requests for the reservation of Unions facilities and services must be filed with the Unions Events and Conferences Office.
4. The Director has the authority to deny the proposed use of Unions facilities at any time, or to impose, at any time, limits on the scope, conduct or audience size of any event in order to carry out the provisions of these policies. The Director may also require, as a condition of use, the services of additional maintenance, technical, or security personnel.
5. Any organization or individual may be denied the further use of facilities, services and programs within SUA for:
 - a. Failure to meet financial responsibility for damages incurred in a facility during the terms of occupancy
 - b. Failure to reimburse the Unions for stipulated and required service
 - c. Misrepresentation by an authorized representative in regard to a facility reservation request
 - d. Failure of officers, members or their guests to observe provisions of the Student Unions & Activities House Policies or the Events and Conferences Department Policies
6. Registered Student Groups and University Departments may not reserve space for other organizations for the purpose of lower rates. The organization or individual who holds the reservation must be primarily responsible for planning, implementing, and financing the

event. SUA reserves the right to evaluate and make final determination of appropriate rates. If intentional misrepresentation has occurred, this may result in suspension of reservation privileges in SUA for the organization who holds the reservation, in addition to being charged the higher of the two rate structures.

7. Any unfulfilled financial obligation to SUA may result in a hold put on individual student records, collection agency action and/or charge to University EFS account (for University Department violations only).
8. Collaborative or co-sponsorship efforts by groups may not be used in order to extend limitations for reservations as outlined in the Events and Conferences Department Policies.

B. Alcohol

This policy is subject to all of the rules and regulations as defined under the University of Minnesota Regents Policy on “Alcoholic Beverages on Campus”. The serving of alcohol in SUA is subject to the requirements listed in and the approval of the “Alcohol Use Application” (6)

C. Food

1. Any food and beverage preparation and serving not handled by University Dining Services or SUA, for meetings, social gatherings, and special events must obtain an approved University Food Permit through the SUA Events and Conferences Office.
2. Registered Student Organizations must obtain an approved Sales/Fundraising Permit from the SUA Student Activities in order to conduct any food sales.
3. The sale, distribution, or serving of food from any approved source may be terminated by the Department of Environmental Health and Safety or by the SUA Director, or her/his designee, if there are, or appear to be, sanitary problems.
4. SUA tenants serving food to the public in their leased premises must obtain an approved University Food Permit from the Department of Environmental Health and Safety. For more information, go to <http://www.dehs.umn.edu/>.

D. Additional Building Hours

1. Use of SUA at other than regularly scheduled hours must be authorized by the Director.
2. Organizations using SUA at these times will be assessed all costs involved, as determined by SUA.

E. Postings and Banners

1. All posters or flyers must be approved through the SUA Information Desk, bearing the original stamp of SUA approval.
2. Posters or flyers are allowed at designated posting areas only
3. SUA staff will be responsible for placement of all posters
4. Maximum poster size allowed is 11" x 17"
5. Posters or flyers shall be removed after the advertised event or upon the expiration date noted on the poster by SUA employees.
6. No posters or flyers shall be put on any glass, carpeted, paneled, papered, painted, or wood surfaces in public or reserved spaces.
7. In SUA reservable facilities, hanging of posters or flyers must be approved by SUA Events and Conference staff.
8. Banners are not allowed on exterior spaces managed by SUA, except for Homecoming, Spring Jam, Welcome Week, and Super Fantastic Week. This includes, but is not limited to, exterior surfaces on SUA facilities, light poles, columns, and sidewalks. Banners may be allowed inside reservable interior spaces, subject to approval by SUA Director or her/his designee.
9. SUA Staff reserves the right to remove postings in violation of the House Policy. Organizations or individuals violating the Postings and Banners policy may be assessed a fine and/or be required to pay for repair and/or removal costs.

F. Decorations

1. All decorations must comply with local, state, and national fire regulations and may be subject to approval by local fire authorities.
2. All decorations must be approved in advance by the Events and Conferences Office.

3. All organizations are responsible for setting up their own free standing decorations as well as removing them at the end of the event.
4. The use of glitter, confetti, or excessive use of feathers is prohibited.
5. Open flames will not be permitted. Only materials which are treated with flame retardant may be used for decorations.
6. Tape or adhesive of any kind is not allowed on any surface in the Student Unions & Activities unless approved by the Events and Conferences Office.
7. Tacks, push pins, or staples are not allowed except on bulletin boards or portable panels.
8. SUA Staff reserves the right to remove postings in violation of the House Policy.
9. Fog and smoke machines are prohibited in CMU & SPSC, except for the theater in SPSC.

G. Dances and Concerts

1. Dances/Concerts are permitted by Registered Student Groups or University Departments only. Outside Guests are not allowed to hold dances/concerts with the exception of a wedding reception.
2. Definitions
 - a. A dance is an event where dancing is the primary focus of the event, or an integral part of watching the entertainment.
 - b. Open events are defined as events to which the general public is invited to attend and for which there is no comprehensive guest list requirement.
 - c. Closed events are defined as events for which a comprehensive guest list or RSVP list is provided by the sponsor. In case of closed events, no exceptions or additions will be permitted to the guest list or RSVP list at the time of the event. Events which are closed to the public may request an exemption to the requirements of this policy. A written request for an exemption must be submitted and approved by the Director.
3. Dances and Concerts are only allowed in the following locations:
 - a. St. Paul Student Center Northstar Ballroom

- b. Coffman Memorial Union Great Hall
- c. Coffman Memorial Union Whole

4. Requested use of SUA facilities for a Dance/Concert must meet the following regulations and agree to the following terms:

A. Dance/Concert Sponsors:

1. Registered Student Groups

- Only registered student groups and their officers may sponsor dance/concert events in union facilities.
- The sponsoring organization must make the initial reservation, be involved with the event planning and be present at the event.

2. University Department

- University departments co-sponsoring events with registered student groups designed primarily for students will be held to the dance/concert Policy.
- University departments sponsoring a dance/concert event designed primarily for non-students may request an exemption from the policy by the SUA Director

B. Additional Regulations

All dance/concert sponsors must comply with all conditions of the complete dance/concert policy available through the Events and Conferences office.

H. Public Address (PA)

1. The PA system should be used for official University communication only.
2. The announcements will be pre-approved by the SUA Director.

I. Contact Tables

Contact tables are provided for groups to make contact with students for the dissemination of information. Contact tables are permitted at events inside SUA facilities subject to sales and commercial sponsorship guidelines (see House Policy V.J.). To allow all student groups opportunities for access and to prevent a monopoly on table use SUA has placed limits on length and frequency of reservations. Additionally, SUA maintains a reservations priority system that attempts to balance the need to provide access to student groups and other organizations.

1. Tables are free for registered student organizations. All other organizations will be charged a fee.
2. All literature distribution must be in compliance with the “University Wide Policy on Distributing Publications and Installing Banners at the University”
3. Tables, groups, and/or distribution of printed material must not obstruct normal traffic flow. Group members are not allowed to harass patrons any SUA facilities. In Coffman Memorial Union, distribution or display to patrons using escalators is prohibited.
4. Reserved tables must display the name of the organization and be staffed at all times by members of the organization that has reserved space.
5. Use of the table must be by the organization who holds the reservation. Organizations are not allowed to sponsor other organizations.
6. Personnel must remain seated behind or standing to the side of the contact table. Solicitation in the hallways or active distribution to patrons in the hallways is prohibited.
7. Personnel from non-University vendors or companies are not allowed at the contact tables for sales-related, fundraising or commercial activity.
8. Registered Student Organizations may conduct sales/fundraising activity at contact tables with approval from the Student Activities Office.
9. No sales, solicitation and/or sponsorship of any alcohol, tobacco, or credit card products is allowed.

J. Distributing Publications

1. This policy is subject to all of the rules and regulations as defined under the “University Wide Policy on Distributing Publications and Installing Banners at the University” (appendix, 7).
2. Distribution of publications is allowed only at a reserved contact table.
3. Publications may be distributed outside of SUA facilities provided the distribution is not disrupting traffic or blocking any SUA facility entrance. Such distribution must be at least 25 feet from any SUA building entrance.

K. Non-University Vendor Sales

1. Non-University commercial vendors inside SUA facilities may be allowed if deemed appropriate to the University mission, a valued service to students, not in violation of University policies and contracts, and upon approval by the SUA Director. The location of vendor sales is restricted to the Great Hall in Coffman Memorial Union and the Northstar Ballroom in the St. Paul Student Center.
2. Outdoor sales will not be allowed.
3. Non-University vendors are required to have a license agreement with SUA, provide proof of appropriate insurance coverage, possess appropriate business licenses, and pay all costs related to the sale, including rent and storage at the Non-University rate.
4. A flat fee and/or percentage of gross sale will be paid by the vendor to SUA.
5. Sales are restricted to a maximum of five consecutive days within a semester per vendor. A maximum of three major sales will be allowed per facility per semester.
6. All sales must be in compliance with the Regents' Policy on Business Enterprises.
7. The SUA Director will review vendor sales proposals using the following criteria for selection of vendors:
 - a. All applicants will be judged on financial stability, previous successful sales experience and performance both on campus and off, compatibility with existing goals and objectives of SUA.
 - b. Selection of merchandise must be unique to the company in one or more of the following ways:
 - The major focus of the merchandise offered is not repeated in another company (such as original movie posters, hand-screened prints, individually fabricated jewelry).
 - The company carries an exclusive line, unavailable from other companies being considered.
 - The range of lines offered by the company is significantly larger than any other company being considered.
 - c. Prices must be competitive within the collegiate and metro area markets.

- d. The company's display must be individually designed for clear presentation of work, ease of customer movement, and aesthetic appeal.
8. University of Minnesota staff reserve the right to inspect and approve the quality and selection of merchandise. Examples include quality and registration of prints, quality commensurate with price, etc.
9. No sales, solicitation and/or sponsorship of any alcohol, tobacco, or credit card products is allowed.

L. Sales at Events

1. Sales at events are permitted if items sold are directly related to the event.
2. Sales are limited to the venue in which the event occurs.
3. A sales/fundraising permit must be approved through the Student Activities Office.
4. The approved permit must be displayed at the site of the sale.
5. No sales, solicitation and/or sponsorship of any alcohol, tobacco, or credit card products is allowed

M. Possession and Carrying of Weapons

This policy is subject to all of the rules and regulations as defined under the "Regents Policy on Possession and Carrying of Weapons" (appendix 9).

N. Keys

1. The Director shall be responsible for maintaining building security and will control the issuing of all keys.
2. Organizations occupying space in the Union will be assessed the cost for re-keying affected areas when security is compromised by the organization.

O. Zoning

The Board shall designate certain areas of the Unions for specific activities and services. These zones shall be as follows:

Commercial Zones

Commercial Zones 1, 2, and 3 shall be available only to commercial enterprises where goods and/or services are provided at a cost to the patron.

Coffman Memorial Union:

Commercial Zone 1-Basement floor rooms: none

Commercial Zone 2-Ground floor rooms:

Retail: GO57

Commercial Zone 3-First floor rooms:

Retail: 101, 103C

Commercial Zone 4:

This zone shall be available only to groups and organizations for the distribution of publications. CMU location is the Cube.

The requirements for distributing free newspapers / magazines in SUA are as follows:

- 1) Publications must be free of charge.
- 2) The literature rack must be used on a regular basis, with a distribution of not fewer than four publications a year.
- 3) Publications must be placed in the assigned location in a neat and orderly manner.
- 4) Old publications must be removed from the premises.

The University gives first priority to literature published by or for SUA, the University, and by registered student groups. Priority is given to others based on a first-come, first-serve basis for available space. All approved publications require a license agreement. Organizations external to the University are also required to provide a certificate of insurance as outlined in the lease agreement.

Student Service Fee funded publications are allowed additional distribution sites in SUA facilities as designated by the Director.

This policy does not affect distribution of publications in SUA lease holder office spaces, nor does it affect distribution of material in accordance with other house policies.

St. Paul Student Center:

Commercial Zone 1:

This zone shall be available only to groups and organizations for the distribution of publications. The News Center on the first floor is designated as Commercial Zone 1.

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Student Organization Zones

The Student Organization Zones are for office spaces for registered student groups.

1. The second floor of CMU shall be available only to registered student groups, and shall be approved by The Board.

Auxiliary Services Zones

Coffman Memorial Union

Auxiliary Service Zone 1-Basement floor:

Security Monitor Station: BO002-BO012c

Computer Lab: BO60-BO60g

Auxiliary Service Zone 2-Ground floor:

Bookstore: G54-G56r
Printing Services: GO14
U-Card: GO22
University Dining Services: GO07, GO44-GO50
(UDS also includes building-wide vending machine locations)

Auxiliary Service Zone 3-Fourth Floor:
The entire fourth floor is used for Campus Club.

St. Paul Student Center

Auxiliary Service Zone 1-Basement floor:
Bookstore: 5, 7-7c
Printing Services: 6, 6a, 8, 8a,

Auxiliary Service Zone 2-First floor:
University Dining Services: 105,105a-c,109, 132, 134

Administrative Zones

These zones shall be available only for occupancy by the SUA Administration and/or University departments.

Coffman Memorial Union

Administrative Zone 1-Basement floor:
Game Rooms: BO18-BO32C
The Whole: BO52-BO55

Administrative Zone 2-Ground floor:
Post Office: GO011-GO011b
C-Store: GO012-GO012b
Facilities: GO063-GO063d

Administrative Zone 3-First floor:
Info Desk: 134-135b
AV Control: 130-130b
Student Activities Office: 126-126K

Administrative Zone 4-Third floor:
Conference and Event Services: 309-309J, 311

Administrative Zone 5-Fifth floor:
The entire fifth floor is for administrative offices

St. Paul Student Center

Administrative Zone 1-Basement floor:

Post Office: 32
Gopher Spot: 45, 55, 55a, 55f
COA: 4, 4a
Larson Gallery: 25, 25a
Administration office: 42-42k
Finance: 34, 36-36a
Communications Media: 61

Administrative Zone 2-First floor:

SUA Admin: 115a

Administrative Zone 3-Second floor:

MCAE: 207

VI. Appendix

1. History and Mission of the University of Minnesota-Twin Cities
2. Regents Policy, Using and Leasing University Real Estate, March 1995
3. University Administrative Policy, Smoke-Free Indoor Air, April 1998
4. Minnesota Anti-Gambling Statute, Minnesota Statutes Section 609.75-609.76
5. Regents Policy, Traffic Regulation Ordinances 2000
6. Regents Policy, Alcoholic Beverages on Campus, February 1974
7. University Wide Policy, Distributing Publications and Installing Banners at the University, August 2003
8. Regents Policy, Possession and Carrying of Weapons, July 2003