

# **Student Unions & Activities**

**Events & Conferences**  
**Departmental Policies**

# Table of Contents

---

<b>General Information</b> .....	<b>1</b>
Users .....	2
<b>Reservation Types</b> .....	<b>4</b>
General Reservations .....	4
Series Reservations .....	4
Multiple Room Requests .....	4
Contact Tables .....	4
Display Cases .....	5
Reservations Conditions for Contact Tables/Display Cases .....	6
Priority System for Contact Table and Series Reservations .....	7
Public Spaces .....	7
Whole Music Club .....	8
Weddings .....	8
CMU Rehearsals, SPSC Rehearsal/Performance Package .....	8
Rain back-ups .....	8
Annual Events .....	8
Outdoor Space .....	9
Dances and Concerts .....	9
Co-Sponsorships .....	9
<b>Planning</b> .....	<b>10</b>
Hold Policy .....	10
Room Setup .....	10
Audio/Visual Needs .....	10
Movies/Gaming .....	10
Catering and Food Permits .....	11
Alcohol .....	11
Event Security .....	11
Insurance and License Agreements .....	11
Additional Building Hours .....	11
<b>Facility Use</b> .....	<b>12</b>
Sales at Events .....	12
Facility Publicity and Promotional Guidelines .....	12
Decorations .....	12
Equipment Loans .....	13
DJ's .....	13
Pianos .....	13
Prep Kitchens .....	13
<b>Fees/Payment</b> .....	<b>16</b>
Facility Rates .....	16
AV/Tech Rates .....	16
Event Staff Rates .....	16
Equipment Loan Rates .....	16
Cancellation Fees .....	16
Additional Custodial/Damage Fees .....	17
Payment .....	17
<b>Appendix A: SUA Dance/Concert Policy</b> .....	<b>18</b>

## General Information

---

The use of Student Unions & Activities (SUA) facilities must be in accord with SUA House Policies.

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.

SUA venues include rooms located in Coffman Memorial Union (CMU), the St. Paul Student Center (SPSC), and the West Bank Union (WBU). SUA venues are available during all building hours unless otherwise noted. Event reservations can be made by contacting the SUA Events & Conferences Office (ECO) at 612-625-7200 or by visiting one of their offices.

The Events & Conferences offices are located in room 309 Coffman Memorial Union and room 42 of the St. Paul Student Center. The Events & Conferences office assists customers in scheduling and planning for events using SUA facilities. This includes room reservations and providing technical support, setup, and security for events. The office also works with the customer on permits, liability insurance, or other services needed to make their event successful and in accord with State, University and departmental rules and regulations.

General facility use:

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, alumni).For further information see “Users” section on page 3.
2. Facilities available for reservation are listed on the SUA Website:  
<http://www.sua.umn.edu/reservations>
3. All requests for the reservation of SUA facilities and services must be filed with the SUA Events & Conferences Office.
4. The Director or his or her designee 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. Failure of an organization or individual to meet financial responsibility for damages incurred in a facility during the terms of occupancy, failure of such an organization or

individual to reimburse the Unions for stipulated and required service, misrepresentation by an authorized representative in regard to a facility reservation request, or failure of officers, members or their guests to observe provisions of these Events & Conferences Policies and/or the Student Unions & Activities House Policies, may subject an organization and its officers as individuals to a denial of further use of facilities, services and programs within SUA.

6. Registered Student Groups and University Departments may not reserve space for other organizations for the purpose of lower rates or to extend limitations for reservations as outlined in this document. 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 that holds the reservation, in addition to being charged the higher of the two rate structures.
7. Department graduation ceremonies or other University Department events cannot receive reduced rates by having a student group sponsor the graduation.
8. Any unfulfilled financial obligation to SUA may result in loss of reservation privileges, collection agency action, charge to University EFS account (department only) and loss of Registered Student Group status (student groups only).
9. Collaborative or co-sponsorship efforts by groups may not be used in order to extend reservation limitations
10. Registered Student Groups that do not show for a scheduled reservation will incur applicable charges for space not used.
11. Payment Schedule/ Overdue Bills

Billing disputes must be submitted to the Events & Conferences Office within 10 business days of the event date in order to be reviewed.

Registered Student Groups:

Invoiced following event

30-60 Days:

Group is placed on bad status with ECO and no new reservations are allowed. Group is not eligible to receive Student Activities grants.

60-90 Days:

Group's reservations are canceled by ECO

90 Days:

Group loses student group status with Student Activities

University Departments:

Rental fees charged to EFS account 1-2 weeks post event

University Guests:

Payment required 10 U of M business days prior to the event

Government Agencies:

Payment required 10 U of M business days prior to the event

The customer, not SUA or the University, is responsible for loss of or damage to any personal property of the customer, its guests, agents, employees or invitees, located within the Facility or on University property, before, during or after the term of the event.

Exceptions to any of the guidelines, policies, or fees mentioned in this document require the approval of the SUA Director or designee.

### **Users**

Registered Student Groups currently registered with Student Activities are eligible to reserve space and receive a subsidized rate for use of the space in acknowledgement of the department's receipt of student service fees. Only officers of Registered Student Groups are permitted to make reservations for SUA venues.

University Departments and federal, state or local government agencies are eligible to reserve space and pay a rate that is estimated on actual costs. To receive the departmental rate, a University EFS number must be provided. Government agencies must pay in advance with an agency check or provide an agency purchase order and are also required to sign a Facility Use Agreement and provide appropriate insurance coverage.

Individuals, without University affiliation, and Non-University groups are eligible to reserve space, however they must sign a Facility Use Agreement, provide proof of insurance, and are also subject to the guidelines in this manual and pay a guest rate for use of the facilities.

Individual students, faculty, staff, and alumni are eligible for a 10% discount off of the University Guest rate on room rental fees only with a valid U-card and/or UMAA ID. This discount is limited to personal and private events only (e.g. wedding rehearsal dinners, graduation parties, birthday parties, etc)

SUA reserves the right to deny groups or individuals the use of facilities or services based upon any conduct of a harassing, intimidating, or otherwise inappropriate nature, as determined by SUA management.

Persons who are guests at a function in the facilities may be limited in their use of the Unions to the venue accommodating the function, to which they have been invited, and other general public facilities and service areas.

# Reservation Types (not “weekly Reservations/conferences”)

---

## General Reservations

1. In order to avoid a monopoly on space use by any customer, reservations may not be made to exceed more than five events per semester in the larger venues which include: CMU’s Great Hall, Theater, and Mississippi Room.
2. Reservations for events occurring during the academic year may be made up to one year advance, with the exception of annual event reservations (see page 8).
3. Reservations for events during the summer and academic break periods may be made up to two years in advance.

## Series Reservations

Series reservations are for one conference room only, once per week during the semester, and for a five hour maximum reservation.

1. Student groups are permitted to make a series reservation that includes more than one conference room, once per week. However, the organization will be charged the department rate for each additional conference room(s) that is requested.
2. All groups are only allowed one waived series reservation per semester.
3. Series reservations are only valid for one academic semester.
4. Series reservations abide by the priority system and conditions for series/contact table/display case reservations

## Multiple Room Requests (Non-Series Reservations)

Registered Student Groups may reserve several conference rooms simultaneously for events such as a convention or conference once per calendar or academic year (excluding summer) without charge for the rental of the conference rooms.

## Event Types

### Contact Tables

Tables are provided so that groups may make contact with students for the dissemination of information. Personnel from non-University vendors or companies are not allowed at the contact tables for sales-related, fund raising, or commercial activity.

Contact table usage shall follow these terms and conditions:

- There are seven contact tables at CMU and three contact tables at the SPSC. There are two outdoor contact tables on the front plaza of CMU and one outdoor contact table on the Garden Terrace of the SPSC.
- Tables are free for Registered Student Groups. All other organizations will be charged a fee.
- The use of outdoor contact tables requires an approved outdoor space application (with the exception of SPSC’s Garden Terrace contact table).
- Only one contact table reservation is permitted each day by the same group

- Tables are not available for reservations in CMU or on Front or Riverbend plaza during Orientation & First- Year Programs January/Summer sessions.
- Reserved tables must display the name of the organization and be staffed at all times by the members of the organization which have reserved space
- The set-up of the table includes a maximum of one six-foot skirted table, two chairs and a portable panel (portable panels are available only upon request at the SPSC). For CMU: Groups must check in with the Information Desk, located on the First Floor of Coffman, prior to staffing their tables.
- All materials used at the contact tables must be placed on the table, easel or portable panel provided by SUA. Groups may provide their own easel. Tables, groups, and/or distribution of printed material must not obstruct normal traffic flow. In CMU, distribution to patrons using escalators is prohibited
- All literature distribution must be in compliance with the University Wide Policy on Distributing Publications and Installing Banners at the University
- 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.
- Tables are not to be used for distributing credit card information.
- Sales of goods/fundraising activities are allowed by Registered Student Groups with an approved sales/fundraising permit from Student Activities.
- Groups are only permitted one bake sale per semester. Food sales must not interfere with SUA tenant operations.
- Food and sales permits must be completed and on file with Events & Conferences Office ten (10) U of M business days prior to the reservation.
- At CMU food can only be served at Contact Tables 4 through 7, near the Delaware Street entrance. Group must have an approved food permit or bake sale agreement on display at their contact table.
- At SPSC food can only be served at the Larson Gallery Lounge and ATM Contact Tables, located in the Lower Level. Group must have an approved food permit or bake sale agreement on display at their contact table.
- Personnel from non-University vendors or companies are not allowed at the contact tables for sales-related, fund raising or commercial activity.
- Sound amplification at a reasonable volume is permitted at the contact tables. SUA reserves the right to adjust the sound level
- SUA reserves the right to relocate or rearrange contact table locations where there is a conflict with other events or SUA tenant services.
- Groups not staffing their tables within the first hour of their reservation will forfeit their reservation. A contact table that becomes available as a result of a forfeited reservation is available to all Registered Student Groups and Departments, including groups that have reached their reservation limit.
- SUA will not store any materials related to contact tables. Any materials left after the reservation will be discarded.
- Failure to abide by the contact table guidelines may result in the removal of your materials from the premises and/or being ineligible for future contact table reservations.

## **Display Cases**

Coffman Memorial Union display cases 2-5 on the Ground floor of Coffman may only be reserved by Registered Student Groups and University Departments. St. Paul Student Center display cases 1-3 may only be reserved by Registered Student Groups and University Departments.

- Each group may reserve a display case for two one week periods per academic year (Summer session excluded).
- Cases may only be used to promote upcoming events or promote Registered Student Groups or University Departments.
- Display cases reservations run from 1pm Monday to Noon the following Monday
- Departments that have not utilized their space by Noon on Wednesday on the week of their reservation automatically forfeit their reservation and pay ½ of the rental rate (\$5/day). The first group requesting to utilize the display case may do so for the remainder of the week without it counting as one of their two one week academic year reservations and pay ½ of the rental rate.
- The name of the organization, the date, time and location of the upcoming event (when applicable), and a contact person's name and phone number must be prominently displayed.

Each display case will be inspected after it has been set up to ensure compliance with these guidelines. In the event that these conditions are not met, the display will be removed. Groups requesting reservations are responsible for removing their display by noon on Monday. Displays not removed will be taken down on Monday and stored for one day at the Events & Conferences office. Items not retrieved by the end of building hours on Monday at CMU and Tuesday at SPSC will be recycled or discarded. The SUA are not responsible for the contents of display cases.

## **Reservations conditions for Contact Tables/Display Cases:**

To allow all registered student groups opportunities for access and to prevent a monopoly on contact table/display case use the following limits are placed on reservations:

### Student Groups:

- Must be registered with Student Activities for the current academic year. Re-registration through Student Activities begins in April, and student groups must fully re-register by July in order to reserve space for fall semester. Reservations for spring semester begin in December. Only officers listed with Student Activities may make reservations.
- Student groups may make contact table reservations for twelve days per semester, with no more than three days in a week. Individual reservations shall be within a Monday-Friday week. Break periods are excluded from this regulation.

### University Departments and Government Agencies:

- University Departments and Government agencies may make contact table reservations up to six days per semester, with no more than three days in a week.
- Reservations by government agencies will not be confirmed until payment is received.
- Only University Departments are permitted to conduct sales at contact table locations.

Job recruitment related reservations:

- Non-University companies or organizations may make contact table reservations up to six days per semester, with no more than three days in a week; for the sole purpose of providing employment information directed at University students.
- A Facility Use Agreement must be completed and on file with the Events & Conferences Office and full payment must be received ten (10) business days prior to the event date or the reservation may be cancelled.
- Tables are not to be used for distributing credit card information or selling products.
- Job interviews may not be conducted at contact tables.

Exceptions:

Any unreserved tables are available on a first-come, first-served basis to Registered Student Groups for information dissemination only, including student groups which have reached their reservation limit. Arrangements for non-reserved contact tables may be made within the Event & Conferences Office only on the day of table use.

**Priority System for Series and Contact Table/Display Case Reservations**

A priority system has been established for contact table/display case and series reservations. Registered Student Groups shall receive Priority One and U Departments, UMAA, and government agencies Priority Two. All other space reservations can be made up to one year in advance and are on a first-come, first-served basis, subject to the limits described in this document. The reservations priority system attempts to balance the need to provide access to student groups with the need to raise revenue. Listed below is the department's timelines for making reservations. The timeline indicates how far in advance of the academic semester the priority level may make reservations.

Priority One

Registered Student Groups

6 weeks prior to 1<sup>st</sup> day of semester

Priority Two

University Departments,  
Govt. Agencies & Guests

4 weeks prior to 1<sup>st</sup> day of semester

**Public Space**

The following areas within CMU & SPSC are designated shared or public space and may not be reserved by student groups, University departments or University guests:

- The Cube
- Fireplace lounges
- Television seating areas
- Corridors excluding contact tables
- Lobby spaces
- Dining area

### **Whole Music Club**

Reservations for the Whole Music Club must be made through the Whole Music Club Manager. All reservations can be made up to one year in advance and are on a first-come, first-served basis.

### **Weddings**

Wedding receptions are not allowed in SUA Facilities

### **CMU Rehearsals**

Groups are eligible for a 50% room rental discount if the rehearsal booking is made within ten (10) business days of the group's full price SUA reservation. All discounted rehearsal bookings must be approved by the Events & Conferences Director before the booking can be confirmed and the discount granted.

### **SPSC Rehearsals/Performance Package**

Groups that book a performance at the full rental rate at the SPSC Theater and North Star Ballroom receive all preceding rehearsals, as well as audio/visual equipment, at half the regular rental rate. The SPSC Rehearsal policy also allows groups to reserve one free conference room for the date of their performance. Requests for the complimentary conference room must be made at least 10 business days prior to the event date.

### **Rain backup**

Inclement weather/rain backup sites must be reserved in advance, and the reserving group must give notice to the Events & Conferences office as to the desired program location. If the rain backup site is used, the customer will be charged the full room rental rate and will not be charged for the outdoor space. If the rain back up is not used, the customer will be charged ½ of the room rental rate for the rain back-up and the full fee for the outdoor space. SUA reserves the right to mandate the time in which rain calls must be made.

### **Annual Events-Priority Reservation System**

In March of each year the Events & Conferences office will begin accepting annual event reservations for events taking place more than a year in advance. For example, in March 2010 Events & Conferences accepted annual event reservations for events that occurred between July 2010 and June 2012. Annual event reservations will be received on a priority basis before taking general reservations.

The order of priority is as follows:

1. University-Wide Annual Events (Convocation, Orientation, GradFest, etc.)
2. MPAC/BOG/SUA
3. Registered Student Groups (large annual events only e.g., Chinese New Year)
4. University Departments
5. University Guests

## **Outdoor Space**

1. Groups must have an approved outdoor space permit and comply with all policies listed at the Outdoor Space website: <http://www.outdoor.umn.edu/>
2. An outdoor space permit is not required for CMU Fountain Terrace and SPSC Garden Terrace.
3. CMU's Fountain Terrace, and St. Paul Student Center's Garden Terrace may be reserved during all building hours. However, the customer must comply with the amplified sound restriction policy. Use of outdoor loudspeakers and amplified sound is not allowed on campus except from noon - 1 pm on weekdays, 5-10 pm on Fridays, and noon-10 pm on Saturdays and Sundays. During such approved instances, the sound level should not exceed 97 decibels.
4. An approved outdoor space application is required for all University of Minnesota outdoor spaces including CMU Front and Riverbend Plaza events.
5. CMU Front and Riverbend Plazas may not be reserved during Orientation and First-Year Programs January/Summer sessions.
6. University Guests must have an event in CMU's Great Hall, Mississippi Room, Theater, and or the Whole in order to be permitted to have an event at CMU's Front and/or Riverbend Plazas.

## **Dances and Concerts**

All dance/concert events must comply with the Dance/ Concert Policies (see attached Appendix A).

## **Co-Sponsorships**

1. The organization or department making the initial reservation is to be held as the responsible organization. If a balance is not paid, the responsible organization will be required to pay costs.
2. Registered Student Groups and University Departments may not reserve space for other organizations for the purpose of lower rates or to extend limitations for reservations as outlined in the Events & Conferences Guidelines. 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 for the reservation based on the above as well as whether misrepresentation has occurred. If intentional misrepresentation has occurred, this may result in the organization that holds the reservation being charged the higher of the two rate structures. This also may result in suspension of reservation privileges in SUA.

# Planning

---

## **Hold Policy**

A 2 week hold on a venue may be placed no later than 20 U of M business days prior to the event. No group can have more than 2 active holds at any given time.

## **Room Set Up**

Most of the venues can be set up in a variety of ways. All room setups will be done by SUA staff members. Customers must communicate event set-up needs to the Events & Conferences Staff at least ten (10) business days prior to the event date. Late requests may not be able to be accommodated and/or may result in additional charges.

## **Audio/Visual Needs**

Requests for tech/media services must be made ten (10) business days prior to the event date.

Late requests may not be able to be accommodated and/or may result in additional charges. Any requests for use of outside sound or other equipment must be approved by the Events & Conferences Director. SUA reserves the right, at its discretion, to require an AV tech at the customer's expense if the event necessitates one. Setup of all stage sets and program support equipment will be accomplished by or be under direct supervision of the Union staff.

## **Movies and Gaming**

In compliance with the Federal Copyright Act (Title 17 of the United State Code) regarding film and video piracy anyone wishing to show a film or a video game in any SUA venue must first obtain a public performance license agreement. Neither the rental nor the purchase of a videocassette, video game, or DVD carries the right to show it outside the home.

Registered Student Groups and University Departments requesting to show a film or play a copyrighted video game in a SUA venue must return a completed Film/Gaming Public Performance application to the Events & Conferences office ten (10) days prior to the event date. The application must include a copy of the public performance license agreement that allows the applicant to show the copyrighted material in a public setting. If this application and license agreement is not received the copyrighted material will not be permitted and or the event may be canceled at the customer's expense. Reservations for film or gaming events will not receive a confirmed status unless the Film/Gaming Public Performance Application has been approved.

## **Catering/Food Permits**

SUA allows any licensed caterer that our customers choose. SUA does not provide catering services, nor table linens or place settings - these will need to be rented from an external source.

Food permits may be required for any groups bringing food into the building for meeting or events. All food permits must be submitted to the Events & Conferences office ten (10) days in advance if the Department of Environmental Health and Safety approval is required. Catered events/Potlucks/Bake Sale events require the approval of the Department of Environmental Health and Safety (DEHS). Please see Events & Conferences Office for all DEHS forms.

## **Alcohol**

Customers that want to serve alcoholic beverages at their Event must submit to the Events & Conferences Office a completed "Alcohol Use Application." The University may grant or withhold its consent to the serving of alcoholic beverages at the Event in its sole discretion. For further information see House Policy V.B.

## **Event Security**

Security for events will be determined by SUA or UMPD personnel. Dance/Concert security is subject to the Dance/Concert policy (see Appendix F)

## **Insurance and Facility Use Agreements**

Insurance and Facility Use Agreements are required for various types of events. Please see the Events & Conferences office for details.

All University Guest reservations need to provide a certificate of insurance (\$1,000,000 General Liability and MUST name the Regents of the University of Minnesota as additionally insured) or purchase special event coverage.

## **Additional Building Hours**

Requests for use of SUA facilities beyond normal building hours require the approval of the SUA Director. An additional building hour request form is available through the Events & Conferences office and must be submitted to the Events & Conferences office no later than twenty (20) U of M business days prior to the requested event date.

Additional building hours are \$75.00/hour for CMU and \$50.00/hour for the SPSC.

# Facility Use

---

## 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. Sales must comply with the provisions of any exclusive contract between University and a beverage provider.
4. A sales/fundraising permit must be approved through Student Activities for student group events.
5. University Guests must complete a sales permit as part of an exhibit to their Facility Use Agreement.
6. The approved permit must be displayed at the site of the sale.

## Facility Publicity and Promotional Guidelines

The following promotional materials are allowed in the SUA facilities subject to the following:

1. Posters and flyers: posting of posters and flyers must be conducted in accordance with the House Policy on Posting and Decoration (Section V.E.). All posters must get approval from the SUA Info Desk and will be posted and removed by staff.
2. Display cases: (see Page 6)
3. Easels: easels are allowed in designated areas of the CMU and must be approved in advance by the Events & Conferences Office. See the following website <http://www.coffman.umn.edu/reservations/faq.php> under the 'Promoting an Event' section or visit the Events & Conferences office for a listing of designated areas. Easels will be provided on a first come, first serve basis and may advertise and/or direct patrons to an event within the building. Signs are to be displayed on the day of the event only. If an easel sign is placed without prior approval, it will be removed and discarded. If signs are not picked up by the customer at the end of the event, they will be removed and discarded upon closing of the building.
4. Customers with a reservation in CMU Great Hall or SPSC North Star Ballroom are allowed to provide a maximum of two sandwich boards advertising their event. Locations of boards must be approved by the Events & Conferences Office.

## 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 & 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 or confetti is prohibited.
5. The use of candles is not permitted in carpeted areas of the facility.
6. Open flames will not be permitted. Only materials which are treated with flame retardant may be used for decorations.
7. Tape or adhesive of any kind is not allowed on any surface in the Student Unions & Activities unless approved by the Events & Conferences Office.

8. Tacks, push pins, or staples are not allowed except on bulletin boards or portable panels.
9. SUA Staff reserves the right to remove postings in violation of the House Policy.
10. Fog and smoke machines are prohibited in CMU & SPSC, except in the SPSC Theater.

### **Equipment Loans**

SUA tenants may rent furniture from the Events & Conferences Office for use within SUA facilities (see fees on page 16 for a complete list of available furniture and rental fees).

### **DJs**

DJs may be used to provide music at events in the CMU Great Hall, Theater, Whole Music Club, Goldy's Gameroom and the SPSC North Star Ballroom, Gopher Spot, and Theater only.

### **Pianos**

Pianos in CMU (President's room & Whole Music Club) and SPSC (MN Commons) may be used by students, faculty, and staff for free. However, the rooms cannot be reserved in advance for practice purposes only. Those wishing to practice piano must contact the Events & Conferences Office on the day they wish to practice. If a room is available and the sound will not affect other meeting or events, the room will be made available.

There is a piano located on the first floor of CMU. This piano is not reservable but is available free of charge on a first come, first served basis.

SUA will tune all pianos once per semester. Any additional tunings will be charged to the customer. If pianos need to be moved, a professional mover must be hired and the customer will be charged.

### **Prep Kitchens**

There are two prep kitchens in CMU, one within the Great Hall the other within the third floor adjacent to the Mississippi Room. The SPSC has one prep kitchen located within the North Star Ballroom. The kitchens are not licensed and therefore cannot be utilized for cooking or baking food for public consumption. The kitchens are preparation rooms designed to keep cooked food warm, thus there are no ovens in the prep kitchens. The rooms do not contain freezers, silverware, or utensils for use. Cleaning instructions are posted in the prep kitchens on how to operate and clean the equipment.

The Events & Conferences Office must be notified if customers plan on using the prep kitchen facilities. Visit the Events & Conferences Office in Room 309 CMU or Room 42 SPSC Mon. - Fri. 8:00am - 5pm to have the prep kitchen unlocked -OR- visit the Information Desk to contact a building manager, who can assist with your prep kitchen use.

Trash cans and liners are the only items provided by the SUA. Customer is responsible for cleaning of any equipment used and must remove any items brought into kitchen upon departure. For assistance in removing trash from the prep kitchen, please contact a building manager at the Events & Conferences Office or by going to the Information Desk. A fee of \$22.00 per hour will be charged to customer if extra cleanup is required.

## **Coffman Union 2nd Floor Kitchen Policy**

The 2nd floor kitchen is to be used by Registered Student Groups with office or storage space in Coffman only. The kitchen is available for use during regular building hours only. The kitchen is classified as a residential kitchen, not a commercial kitchen. Therefore, only food for individual consumption or for small private meetings can be prepared in the kitchen. It is not to be used to prepare food for large private events or public events/meetings, which includes Bake Sales. All use of the kitchen must be in compliance with the University of Minnesota Department of Environmental Health and Safety's Policy for Serving Food or Refreshments on University Property in Association With Meetings, Social Gatherings, and Special Events. This policy can be viewed online at [http://www.dehs.umn.edu/poh\\_fwh\\_serfevfood.htm](http://www.dehs.umn.edu/poh_fwh_serfevfood.htm). The kitchen can be used on a first come, first served basis, unless it has been reserved by a Registered Student Group for an event.

### ***Policy and Procedure***

#### *Reservations:*

1. To reserve the 2nd floor kitchen, please contact the CMU Events & Conferences Office at 612/624.9954.
2. The kitchen can be used on a first come, first served basis, unless it has been reserved by a registered student group for an event.
3. When the kitchen has been reserved, a sign will be posted on each door that says Kitchen Reserved-Authorized Access Only.

#### *Access:*

1. Unless it is reserved for an event, the kitchen is to remain locked at all times for safety and security reasons. Each student group with office space in Coffman will receive one key for the groups use.

#### *Cleaning:*

2. Each student group is responsible for cleaning the kitchen after use. SUA will provide a cleaning kit (consisting of dish soap, dish rags, and paper towels) for events in which the kitchen has been reserved. The group is responsible for cleaning all countertops and appliance surfaces.
3. SUA will not provide dishes or cooking utensils. All dishes and cooking utensils must be provided by each individual student group.

Washing of dishes and utensils is also the responsibility of each individual student group.

4. Dirty dishes and dirty cooking utensils left in the kitchen at the end of the day following the event will be disposed. Clean dishes left in the dishwasher will be put into the cabinets as 'lost and found'.
5. Instructions for the dishwasher are posted in the kitchen. Please follow these instructions carefully and note that the dishwasher does not use soap. It uses scalding hot water to clean the dishes.
6. There are two refrigerators in the kitchen. The black refrigerator is designated as reservable with the kitchen. The white refrigerator is available for use by any group on a daily basis. Food left in refrigerators must be labeled with group name and date.
7. There is sign posted next to each refrigerator with 'throw out' days listed as every other Monday.
8. SUA is not responsible for lost items such as dishes, containers, etc.

#### *Loss of Privileges:*

1. Failure to adhere to the above policy may result in the offending person and/or group losing kitchen access privileges for up to 60 days.

Lost keys may result in loss of the above privileges and the cost to re-core the kitchen doors and supply the keys to the other 2nd floor tenants, a minimum cost of \$150.00.

# Fees

---

## Facility Rates

See SUA website

## AV/Tech Rates

See SUA website

## Event Staff Rates

See SUA website

## Equipment Loan Rates

SUA tenants can rent furniture from the Events & Conferences office for use within SUA facilities for the following per day prices:

Piano	\$300.00 (includes delivery and tuning)
Portable Panel	\$15.00 each
Platforms	\$10.00 each
All tables	\$5.00 each
Easel	\$5.00 each
Chair	\$2.00 each
AV Cart	\$5.00 each
Lectern	\$5.00 each
Table Skirts	\$5.00 each

Due to the potential damage and the increased depreciation cycle for mobile items, the use or rental of SUA furniture, equipment or other furnishings is not allowed outside of facilities controlled by SUA.

## Cancellation and No Show Fees

Cancellation fees are a percentage of the original price quote based on the number of business days in advance of the event date that the event is cancelled. Technicians must be cancelled ten (10) U of M business days in advance or groups will be charged full technician rental costs.

16-20 U of M business days	25%	0- 5 U of M business days	100%
11-15 U of M business days	50%	Failure to cancel	100%
6-10 U of M business days	75%	No show	100%

Customers are charged cancellations fees for events that are rescheduled, in accordance with the preceding structure. Failures to cancel, and no shows will be assessed 100% of the room rental and audio visual fees. Registered Student Groups that fail to cancel their conference room reservations will be charged 100% of the waived room fee.

### **Additional Damage/Cleaning Fees**

Customers shall surrender possession of the SUA venue to SUA at the conclusion of the Event in good condition and repair. Customer shall reimburse SUA for any and all costs SUA incurs to repair any damage to the SUA venue or other SUA property or equipment arising out of or connected with the Customer's use of the SUA venue, unless such damage is caused solely by University, its officers, employees, agents or representatives. Customers will also be charged a custodial fee for any post event cleaning that goes above and beyond the standard cleaning time. Additional custodial fees are \$22.00 per hour outside of normal cleaning time.

### **Payment Schedule/Overdue Bills**

Registered Student Groups: Invoiced following event

30-60 Days:

Group is placed on bad status with ECO and no new reservations are allowed.

Group is not eligible to receive Student Activities grants.

60-90 Days:

Group's reservations are canceled by ECO

90 Days:

Group loses student group status with Student Activities

University Departments: Rental fees charged to EFS account 1-2 weeks post-event

University Guests: Deposit required at time of booking.

50% of rental rate due at time of booking to confirm reservation

100% of rental rate due 30 days prior to event date

Government Agencies: Payment required 10 U of M business days prior to the event

## **Appendix A: SUA Dance/Concert Policy**

### **Preamble:**

The Student Unions & Activities (SUA) at the University of Minnesota (U of MN) provides facilities to accommodate Dance/Concert events. These events must be either sponsored by a Registered Student Group or sponsored by a University Department as specified in A2 below and must be booked a minimum of twenty (20) business days in advance. Dance/Concert events as defined by this policy are not allowed if sponsored by a non-university guest. This policy is predicated on the reality that events open to the public present a measure of risk for those in attendance.

This policy applies to Dances/Concerts that are open to the public, as well as those events that qualify as closed to the public. Dance/Concert events may only be scheduled in St Paul Student Center's North Star Ballroom, Coffman Union's Great Hall and the Whole Music Club. The following definitions are offered to define events that fall into these categories:

1. "Dance/Concert" is an event where dancing is an integral part of the program
2. "Open" events are events which are intended to be available to all interested persons complying with the admittance policy.
3. "Closed" events are events which are intended to be available to a specific group of participants, clearly stated in an RSVP or official invite list. No exceptions or additions will be permitted to the guest list or RSVP at the time of the event.

### **I. Dance/Concert Sponsors**

#### **A. Registered Student Groups**

1. Only Registered Student Groups and their approved officers may sponsor a Dance/Concert event in SUA facilities.
2. The sponsoring organization must make the initial reservation, be responsible for event planning, and be present at the event.

#### **B. University Departments**

1. University Departments co-sponsoring a Dance/Concert event with student groups will be held to the policy under section I-A.
2. University Departments sponsoring a Dance/Concert event designed for students as the primary participants will be held to this policy under section I-A.
3. University Departments sponsoring a Dance/Concert event other than described in sections I-B-1 and I-B-2 must obtain an exemption from the Events & Conferences Director.

## **II. Open Dance/Concert Events**

- A. An individual may only gain entry to an “Open” event as follows:
  - 1. *Identification.* All persons attending the event, without exception, must show a valid picture ID and be 18 years of age or older (a current U of MN ID card is acceptable).
  - 2. *Metal Detector.* All persons attending the event, without exception, must comply with a metal detector search. All bags will also be searched before admission will be granted. All weapons (including knives, pepper spray), alcohol, and open containers are prohibited and will be confiscated.

## **III. Closed Dance/Concert Events**

- A. Definition: “Closed” events are events which are intended to be available to a specific group of participants, clearly stated in an RSVP or official invite list.
- B. The sponsoring organization will provide a typed alphabetical list of individuals invited to attend. This list must be submitted before the end of the business hours on the date of the event (note: groups having Saturday or Sunday events must submit the guest list before the end of business hours on the Friday before the event).
- C. Besides paying the admittance fee, if any, an individual may only gain entry to a “Closed” event as follows:
  - 1. *Identification.* All persons attending the event, without exception, must show a valid picture ID and be 18 years of age or older (a current U of MN ID card is acceptable).
  - 2. *RSVP List.* Each individual must be on the official invite list.
  - 3. *Metal Detector.* All persons attending the event must comply with a metal detector search. All bags will also be searched before admission will be granted. Exceptions may be made if deemed applicable by SUA Director or designee.
- D. Unannounced guests cannot be accommodated at “Closed” events as defined in this policy. All participants of the event must be included in the sponsoring organization’s invite list.

## **IV. Publicity/Ticket Pre-sale**

- A. “Open” Dance/Concerts are the only types of events under this policy that can accommodate ticket pre-sale or publicity.
- B. The sponsoring organization will submit all publicity and potential pre-sale tickets for review by SUA staff prior to its printing or distribution. At a minimum, submissions should be made ten (10) days before the event. The SUA review will be limited to information related to the Dance/Concert policy.

- C. The sponsoring organization's name must be included in all public notice of the event (including print media, broadcast, etc.).
- D. The following statement regarding the admittance policy for "Open" Dance/Concert events must be included on ALL pre-sale tickets and publicity (posters, radio ads, etc.)

**"18+ with valid picture ID or U of MN UCard required for entry"**

- E. All publicity must comply with the U of MN Equal Opportunity Statement: "The University of Minnesota 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."
- F. Sponsoring organizations are encouraged to provide publicity in alternative formats.

**V. Security and Event Support**

- A. All Dance/Concert events under this policy must provide the following security and event support.
  - 1. All individuals entering a Dance/Concert event must be willing to submit to having their ID checked. A SUA employee(s) in the role of ID Checker is required to insure that all participants have provided proper identification for access to the event. All events under this policy must have a *minimum* of one (1) ID Checker. The sponsoring organization will be responsible for the cost of the ID Checker(s).
  - 2. All Dance/Concert events included in this policy are required to use a metal detector. Operating the metal detector is the sole responsibility of the SUA security staff. All events under this policy must have a *minimum* of one (1) metal detector operator, unless exception is granted by SUA Director or designee. The sponsoring organization will be responsible for the cost of the security staff member(s).
  - 3. U of MN Police Officer(s) must be employed for any Dance/Concert included in this policy. The number of officers will be determined by the U of MN Police Department in conjunction with SUA staff based upon projected attendance figures and the history of previous events held by the sponsoring organization. The U of MN Police Department requires a minimum of two (2) weeks notice for personnel requests. All events under this policy must have a *minimum* of two (2) UMPD Officers. Exceptions to the minimum for events taking place in the Whole can be directed to the SUA Security & Operations Director. The sponsoring organization will be responsible for the cost of the U of MN Police Officer(s). (If attendance exceeds projections, crowd control concerns develop, patron safety issues arise, or suspicious behavior is observed, the SUA security staff and the U of MN Police Department

reserve the right to call in additional officers at an additional cost to the sponsoring organization)

- B. The sponsoring organization will provide a minimum of four (4) volunteers, who may or may not be student members of the organization, to serve as hosts and assist SUA staff with the management of the event and its attendees. These volunteers must be distinguishable from others attending the event (nametag, hat, button, etc.).

## **VI. Advance Arrangements**

All Dance/Concert events under this policy must comply with the following advanced arrangements.

- A. No later than fifteen (15) business days prior to an event, a planning meeting must be held between the sponsoring organization and SUA staff. It is the responsibility of the sponsoring organization to arrange the meeting with the SUA staff.
  - 1. All reservations for Dance/Concert events included in this policy will be considered tentative until authorized representatives of the sponsoring organization meet with authorized SUA staff to review all event arrangements required by this policy.
  - 2. Planning meetings must be scheduled with appropriate SUA staff. If this meeting is not arranged fifteen (15) business days prior to the event, the event in question will be automatically canceled.
  - 3. The “Dance/Concert Planning Guide and Checklist” document should be used by the sponsoring organization to prepare for the meeting.
- B. All arrangements for the event must be finalized ten (10) business days prior to the event.
- C. The closing statement of the Dance/Concert Policy must be read and signed by the sponsoring organization as well as an authorized SUA staff member.

## **VII. Administrative Procedures**

- A. Each facility included in this policy will establish fees for services that reflect the individual facilities costs. Examples of fees include, but are not limited to: room rental costs, audio/visual charges, equipment set up fees, late fees, security costs, etc.
- B. Under this policy SUA will provide any forms needed to allow the sponsoring organization and the facility to demonstrate compliance with policy.

## **VIII. Cancellation**

- A. The SUA staff and U of MN Police reserve the right to take action if there is a failure by the sponsoring organization to comply with the Dance/Concert policy, any applicable SUA policy, U of MN policy, Minnesota State Law, or Federal Law. Under such circumstances the event may be cancelled or halted prior to the scheduled conclusion. The sponsoring organization may be assessed a late cancellation fee or be assessed the complete room rate charge in such cases. Disciplinary action may be taken with the individual or sponsoring organization based upon the nature of the violated policy.
- B. In the unlikely event that the SUA or U of MN Police cannot provide adequate staffing for a Dance/Concert event covered in this policy, the event may need to be rescheduled or cancelled. No cancellation fees will be assessed to the sponsoring organization in such a case.

## **IX. Evaluation**

- A. Within ten (10) business days of the event an evaluation will be completed using a standard format and sent out to the sponsoring organization. The evaluation will include written remarks, when applicable, by a SUA representative, a representative of the sponsoring organization, and a representative from the U of MN Police Department.
- B. The results of an event evaluation may influence decisions regarding the specified sponsoring organization's future use of all SUA facilities for a period of up to three (3) years. In addition, the results of an event evaluation may determine the level of security required for future events or denial of future use of SUA facilities.

Last Revised: 2/19/2010