



A. Ray Olpin University Union Facilities Use Policy

1. Introduction

- a.** This policy is intended to facilitate the fair allocation and efficient use of facilities within the A. Ray Olpin University Union. This policy is intended to provide for the uniform and consistent administration of Union facility usage.
- b.** This *A. Ray Olpin University Union Facilities Use Policy* applies to the temporary use of facilities in the A. Ray Olpin University Union that are made available for meetings, activities, and events. This policy does not apply to the use of space assigned on an annual or long-term basis for student organization office space assigned by the Union Board.
- c.** As used in this policy, unless the context otherwise requires:
 - i. "Union" refers to the A. Ray Olpin University Union.
 - ii. "University individual" specifically refers to any one student, faculty or staff member, or alumnus of the University of Utah.
 - iii. "Student organization" means a student organization currently recognized by the Associated Students of the University of Utah or other official departments of the University of Utah.
 - iv. "Group" means a student organization, University department, non-University individual or other organization.
 - v. "Union facility" refers to any facility in the A. Ray Olpin University Union made available by the Union for scheduling by groups.
 - vi. "Booking" means any use or planned use of a Union facility.
 - vii. "Reservation" means arrangements for one or multiple bookings of Union facilities by one group where the bookings are logically or cohesively joined in some manner.
 - viii. "Regularly scheduled" means a series of bookings involving the same group for the same purpose at habitual intervals over the course of a semester.
 - ix. "Admission fee" means any charge or contribution associated with an event, regardless of label, which is either required or voluntary in nature.
 - x. "Engaged in fund raising" means (1) charging admission, (2) conducting a sale, or (3) soliciting contributions at an event where one of the purposes of the event is to obtain funds.
 - xi. "Security Personnel" means police, university security, fire or emergency personnel, or other such personnel that may be required by the University of Utah or its representatives.

2. General Guidelines

- a.** Union facilities are reserved in the order in which requests are received, with consideration being given to the size of the group, type of program, and space available. Union Reservations reserves the right to assign, and if necessary, reassign facilities to assure the maximum and most appropriate utilization of Union facilities.
- b.** After a facility has been scheduled, food service arrangements can be made. Food or beverages may not be brought in, sold, distributed, or given away without Chartwells' specific approval.
- c.** Decorating and posting limitations must be discussed with Union Reservations and abide by the rules included in Section 13.
- d.** The individual or group scheduling Union facilities will be held financially responsible for any special clean-up, maintenance, or repair, resulting from the event or the activity.
- e.** The Union reserves the right to require security personnel for events in the Union. The need shall be determined based on the time, place and type of event. Security personnel may also be provided at the request of the sponsoring organization. When required, Union Reservations must arrange for security personnel. The sponsor of the event is responsible for all security charges. There is a minimum charge for security personnel provided by the

University of Utah.

- f. The individual or group sponsoring an event in a Union facility may determine the participants at the event and will be responsible for the actions of the participants. High schools may make reservations to which only their own students, faculty, and family will be in attendance.
- g. All individuals or groups using Union facilities shall obey all published University and Union policies, regulations, guidelines, and all local, State and Federal laws.
- h. Individuals and groups shall use Union facilities at scheduled event time and properly cancel events. Violations of this procedure may result in the loss of scheduling privileges in the Union.
- i. The Union will not actively seek reservation business from off-campus, but will instead respond to requests and inquiries about use of Union facilities.
- j. The A. Ray Olpin University Union is a smoke-free and alcohol-free building.
- k. Excepting service animals, no animals are permitted entry to the Union.
- l. Reservations records are available to the public in accordance with GRAMA.
- m. Union Administration approves normal hours of operation. These hours can and do change during the year due to holidays, semester breaks, etc. Reservations may be for any time during the Union Building hours. It is possible to request the building open beyond normal operating hours. This includes opening Union facilities on days the Union is scheduled to be closed. Extended hour fees are assessed to cover additional staffing and operating costs.
- n. Any type of acrobatics, tumbling and gymnastic activity is prohibited in the Union building, infractions will result in a loss of building space privileges.

3. Scheduling A. Ray Olpin University Union Facilities

- a. The Union Reservations Office is the official agency responsible for coordinating the use of all Union facilities. Reservation requests for the use of Union facilities must be submitted to Reservations Office. Union Facilities include spaces within the Union building, as well as the Union Patio, Union Lawn, Tanner Plaza, and sidewalks and lawns extending to the large rocks on the south side of the building and Tanner plaza on the north side of the building. Members of the University community or their organizations reserving use of the facilities shall have preference in its use in the order of their application and over those seeking to use the facilities without reservation. All reservations will be in accordance with Campus Policy Regulations 1-007.
- b. University individuals and groups may reserve Union facilities by approval of Union Reservations.
- c. Reservation requests may be made by phone, in writing, by e-mail or in person.
- d. Union facilities for regularly scheduled meetings are available on a semester by semester basis only and may be requested beginning on Reading Day at 8:00am the semester prior to when the meetings will be held. Reservations for such meeting rooms may be requested up to the beginning of the subsequent semester.
- e. Individuals and groups affiliated with the University may schedule events up to one year in advance of the event.
- f. Individuals and groups not affiliated with the University may schedule events up to **six months** in advance of the event.
- g. Requests for reasonable accommodation should be made at the time of the reservation request or as soon as accommodation is known to be needed.
- h. No individual or group may release space to another individual or group. Reservations for space are group or event specific, and may be changed only by the Reservations office.

4. Defamatory or Obscene Speech – Must reserve space/table

- a. Both tabler and bystander must adhere to these guidelines and with Campus Policy Regulations 1-007.

Nothing in these regulations shall be construed as authorizing or condoning unlawful defamatory or obscene exercises of the speech rights defined under these regulations. Any person engaging in such conduct or using University facilities or grounds to do so shall be subject to the laws governing defamatory or obscene speech, including the authority of the University to remove signs, posters, handbills, structures or other unlawful expressions of defamatory or obscene speech or publications.

b. Distribution of Handbills, Petitions and Other Written Material Campus Policy Regulations 1-007

Tabler or person posting or distributing non-commercial handbills, petitions or other written material on campus without prior approval, so long as such distributed materials clearly identify the author or sponsor of the materials. Time, Place and Manner Restrictions and must be posted in designated area or at a reserved space. No person is allowed to approach bystander with materials. Must reserve space and students must approach the tabler. Distribution outside of University buildings is permissible but must not interfere with the entrances to the University buildings or the normal flow of pedestrian or vehicular traffic.

5. Demonstrations and Picketing - Must reserve space

General Policy: Campus Policy Regulations 1-007

- a.** Demonstrations and picketing and on campus **must reserve space** and are legitimate means of expression. Anyone who wishes to engage in demonstrations and picketing shall be permitted to do so freely, as long as their conduct is not violent and does not unduly disrupt the functioning of the University or interfere with the rights of other members of the University community or damage University or private property.
- b.** Picketing or demonstrating must be orderly at all times and must not jeopardize public order or safety.
- c.** Picketing or demonstrating must not interfere with the entrances to buildings or the normal flow of pedestrian or vehicular traffic.
- d.** Picketing or demonstrating must not interfere with organized meetings or other assemblies in such a way as to invade the rights of others to assemble and the rights of speakers to free expression.

6. Waivers

- a.** Specific items in the A. Ray Olpin University Union Facilities Use Policy may be waived upon approval by the Union Director. Waiver forms are available from Union Reservations.
- b.** Procedure
 - i.** Requests for waivers must be submitted to the Union Director for approval prior to the date of the event. If Union facilities need to be reserved prior to when the waiver request can be considered, the organization will be expected to abide by the existing policy.
 - ii.** The request should thoroughly describe the event and include what would be the alternative if the waiver cannot be approved.

7. Holds

- a.** A group may put a "hold" on a maximum of three separate Union facilities or one Union facility for three dates.
- b.** A Union facility on "hold" may be challenged by a group definitely planning an event and in need of the same facility. At the time the "hold" facility is challenged, the group "holding" the facility must either confirm or release the room.

8. Back-up Venues

- a.** When Union facilities are booked as a back-up venue for an event taking place elsewhere (normally outside), the then the full rental rates apply.

9. Cancellations

- a.** Cancellations must be given to Union Reservations immediately.

- b. An authorized officer from the student organization must cancel student organization reservations.
- c. Groups will be held responsible for all charges incurred prior to cancellation because of any commitments made to facilitate reservations.
- d. If a group fails to cancel a room reservation at least 30 days prior to the scheduled reservation, the group will be assessed the room rental fee.
- e. If a group fails to use a reserved room and did not cancel the room reservation, the group shall be assessed room rental fees.

10. Information, Vendor and Solicitation Space

a. Intention Statement: Most people come to the Olpin Union to relax, study, eat, or attend events. To encourage an open and inviting atmosphere, the University and the Olpin Union limit the time, place, and manner for information and solicitation activities. Designated table space for these activities is provided in a high census area to be used by University groups and other sponsored organizations trying to reach the University community. This policy establishes a balance between groups seeking visibility and individuals present for other purposes.

b. Table Space

- i. Six table spaces/slots are available in a well-trafficked location on the first floor in the Crimson Commons.
- ii. Each table/slot is a 4'x3' section and includes two chairs.
- iii. Reserving groups must provide extension cords, cash box, etc... as their needs dictate.
- iv. All supply or display items must be placed on top of or underneath the table and removed at the end of each day's reservation. No additional display, demonstration, or sale space is allowed.
- v. All publicity must be confined to the table. Posters or signs cannot be fastened to walls, pillars, or glass.
- vi. Tables may not be reserved for display purposes only and must be staffed at all times.
- vii. With permission of the Union Reservations Office, reserved tables may be moved from the recreational area to the Patio or Patio Walk. Groups are responsible for relocating and returning their table.
- viii. The Union will not provide any overnight storage for groups.
- ix. The Union is not responsible for any lost, stolen, or damaged property.

c. Table Usage

- i. The Union generally classifies table usage into three (3) broad categories, information, solicitation and vendor. These are defined as:
 - ii. Information Tables
 - a. Table spaces are available to recruit members, advocate various issues, fund-raise for an on-campus department, club, organization, or other benevolent causes or promote programs and services.
 - b. Fund-raisers of this type are performed voluntarily by members or individuals of the campus group.
 - c. Information groups are limited to ten (10) days table usage per reservation. Upon completion, groups may make an additional reservation for ten (10) days based on availability.
 - iii. Vendor Tables
 - a. Table spaces are available for sales of consumer goods.
 - b. Off-campus solicitation groups are limited to ten (10) days table usage per semester.
 - c. The products must be sold directly off the table – if additional services are sold "off the table", the that would be classified as a solicitation table. Items classified as: vitamins, sports drinks, health products are not allowed to be sold off the table.
 - d. Information about the products may be used at the table is acceptable.
 - e. Table fees are due at the time the reservation is made.
 - iv. Solicitation Tables
 - a. Table spaces are available for advertising, order taking, and/or sales of consumer goods or services.
 - b. Off-campus solicitation groups are limited to fifteen days table usage per semester.
 - c. Table used by off-campus groups involved in fund-raisers are always classified as solicitation tables.
 - d. A \$125.00 fee per table, per day will be collected from the off-campus agency when the reservation is made. On campus agencies/departments or groups can table free of cost.

d. Table Reservations

- i. Request table space from Union Reservations at least one day in advance.
- ii. Reservations are made only for the current semester.
- iii. Beginning on Reading Day of the ending semester, organizations may start reserving table space for the upcoming semester.
- iv. Tables are for use from 9:00am to 5:00pm.

v. Cancellations without prior notice may jeopardize future reservations

e. Table Etiquette

- i. In accordance with Campus Policy 1-007 - Conduct activities in a respectful manner. **For example, let people approach the table if they are interested.**
- ii. Individuals are required to stay behind their tables unless otherwise approved by the Reservations Office.
- iii. Complaints brought to the Union Administration regarding aggressive solicitation will result in immediate removal without refund and future reservations jeopardized.

f. Food and Beverages

- i. Food and/or beverage arrangements must be made through University Dining Services by Chartwells.
- ii. Food or beverages may not be sold, distributed, or given away without Chartwells' specific approval.
- iii. One exception to this is prepackaged; individually wrapped candy may be given away.

g. Unloading and Parking

- i.. Loading/unloading may be done at the Union's East entrance. Vehicles must keep hazard lights on at all times.
- ii.. Parking is available in the pay lot directly east of the Union, no validations will be given out.

11. Banners

a. Three areas of the Union have been designated for the hanging of banners on a regular reservable basis:

- i. The vertical banner pole at the entrance to the Ballroom Corridor
- ii. The outside railing at the top of the stairway from the Union Patio to the Ballroom Corridor,
- iii. The lower railing along the Patio Walkway near the statue.

b. Policy for the above named banner areas

- i. Banners in reservable locations have a one-week limit for presentation, renewable at the end of the reservation.
- ii. Content is restricted to Union events only.
- iii. Special waivers may be made to accommodate banners for ballroom events (reverse side of banner pole, take down one and put up another, etc.).
- iv. Groups may reserve only one space during a given period.
- v. Exceptions for hanging banners in non-designated areas of the Union Building will be considered by waiver and the requesting organization will pay installation and mounting/removal costs.

c. One additional area has been designated for the hanging of banners. This area is defined as the railing along the Union Patio.

- i. Space on the Patio rails is available on a first come, first serve basis with a recommended one-week display period.
- ii. Content is limited only by applicable free speech laws in accordance to Campus Policy 1-007.
- iii. During ASUU elections, each party is allowed one six-foot (6') space on the Patio rail.

12. Signs, Posters and Literature

a. Posting of Signs, Notices and Posters by Members of the University Community General Policy

- i. The Union is not responsible for the content or the safety of your flyer. All material accepted unless it incites violence or encourages illegal activities.
- ii. All flyers must be stamped.
- iii. All flyers are removed on the 7th and 22nd of each month (the Monday after if the 7th or 22nd is on a weekend). Or 30 days or less if the poster has a date printed.

b. Rules:

- i. Put only on cork boards. Flyers posted to the walls, windows, and doors will be removed.
- ii. No tape or staples.
- iii. Please provide your own thumbtacks or push pins (don't steal from others).
- iv. Failure to follow these rules may result in not being permitted to post flyers in the Union again.

c. Distribution of Handbills, Petitions and Other Written Material

General Campus Policy

- i. Any person may hand out and distribute non-commercial handbills, petitions or other written material on campus, but must adhere to rules stated in #12a and/or reserve space to solicit and distribute, refer to #10.
- ii. Distribution outside of University buildings is permissible but must not interfere with the entrances to the University buildings or the normal flow of pedestrian or vehicular traffic.

Distribution inside buildings is permissible so long as those distributing handbills or other written materials do not disrupt the functioning of the University or interfere with the rights of other members of the University community. Handbills or other written material may not be attached or affixed to private property without the owner's permission.

13. Decorations, Exhibits, and Displays

- a. Union Reservations must approve the method of placing decorations, exhibits, and displays in Union facilities.
- b. Doorways, hallways, corridors, staircases and fire exits cannot be blocked or obstructed.
- c. Decorations may not be attached to ceilings, light fixtures, walls, floors, woodwork, draperies, windows, curtains or any painted or papered surface unless approved by Union Reservations.
- d. No tape, glue, tacks or nails are permitted on the walls, doors, floors, ceilings, glass or woodwork of Union facilities. Fog machines are not permitted in the building. Easels, flipcharts, clip stands, T-stands, and tack boards are available for posting purposes.
- e. Light bulbs may not be placed where the heat from the bulbs might create a fire hazard. "Special effects" equipment, such as smoke, fog, and fire machines, are not permitted in the Union.
- f. Signs, banners and displays made with flammable materials may be used only where no danger of fire exits, as determined by Union Reservations.
- g. Groups utilizing decorations, exhibits or displays must arrange for labor.
- h. The Union is not responsible for loss of any materials of displays, gifts, favors or other items left in the building.
- i. Decorations, exhibits, and displays must be removed immediately following the event or activity, unless other arrangements have been approved by Union Reservations. If it becomes necessary for the staff to remove materials left by a group, the sponsoring organization will be billed for all costs of removing the materials.
- j. Groups may schedule audio/visual equipment in advance through Union Reservations. Requests should be made no less than one week prior to the event.
- k. Candles- only battery operated candles are allowed. **NO open flame of any kind is permitted.**
- l. All table centerpieces must be non-flammable or constructed of fire resistant materials.
- m. Confetti, glitter, rice, party poppers, dance wax, artificial snow, chalk drawings, stickers, floor vinyls, and all similar materials may not be used in Union facilities.
- n. Live evergreen trees are permitted if they are balled, wrapped with burlap and watered. Cut evergreens are not permitted in any form.
- o. Union Reservations must approve any special needs for decorations, exhibits, and displays beyond the scope of this policy.

14. Pass-through Charges

- a. Within the limits explained on the Reservations Charge Sheet, use of equipment and furnishings in the Union's extensive inventory is without charge.
- b. Additional equipment rented from third party suppliers to support a group's reservation will be billed at cost to the group.
- c. Sub-contracted personnel charges (i.e. sound, lighting, security, electrical) will be passed on to the reserving group.

15. Extending Building Hours (early open/late close) and Opening on Closed Days

- a. Requests are made through the Reservations Office at least ten day in advance.
- b. Union Administration will determine outcomes of these requests.

c. Approval is subject to the availability of Union staff.

d. Additional fees and operating costs, usually \$60 per hour (maximum \$250), will be charged to the group making the request if the request is approved.

16. Last Minute Changes

a. Last minute changes or additions should be relayed through Union Reservations or the Manager on duty.

b. Union staff will attempt to accommodate group needs whenever possible.