

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 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 10.

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.

### **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.

- 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 fax, 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. 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.

#### **5. 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.

## **6. Back-up Venues**

a. When Union facilities are booked as a back-up venue for an event taking place elsewhere (normally outside), the normal charge is reduced by half if the event does not move to the Union. In cases when Union facilities are used then the full rental rates apply.

## **7. 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.

## **8. Information 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 between the Recreation/Bowling area and the Union Café.

ii. Each table/slot is 4' 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 or of 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. University groups have a wide range of latitude in how they use a table. They may use tables for their own purposes or they may sponsor off-campus groups.

ii. The Union generally classifies table usage into two broad categories, information and solicitation. These are defined as:

#### 1. 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 fifteen days table usage per reservation. Upon completion, groups may make an additional reservation for fifteen days based on availability.

#### 2. 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.

#### iii. Table Reservations

1. Request table space from Union Reservations at least one day in advance.

2. Reservations are made only for the current semester.

3. Beginning on Reading Day of the ending semester, organizations may start reserving table space for the upcoming semester.

4. Tables are for use from 9:00am to 5:00pm.

5. Cancellations without prior notice may jeopardize future reservations

#### iv. Table Etiquette

1. Conduct activities in a respectful manner. For example, let people approach the table if they are interested.

#### v. Food and Beverages

1. Food or beverage arrangements must be made through University Dining Services by Chartwells.

2. Food or beverages may not be sold, distributed, or given away without Chartwells' specific approval.

3. One exception to this is prepackaged; individually wrapped candy may be given away.

#### vi. Unloading and Parking

1. Loading/unloading may be done at the Union's East entrance.

2. Parking is available in the pay lot directly east of the Union, no validations will be given out.

## 9. Banners

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

i. The banner poles at the entrance to the Ballroom Corridor

- ii. The railing facing the main lobby on the stairway landing to the fourth floor
  - iii. The outside railing at the top of the stairway from the Union Patio to the Ballroom Corridor.
  - iv. The railing on the Mezzanine level at the west end of the Ballroom Corridor.
  - v. The railing on the first floor at the bottom of the stairway across from the Recreation Desk
- 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
    - iii. During ASUU elections, each party is allowed one six-foot (6') space on the Patio rail.

## **10. 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 will be used only with permission of Union Reservations. 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 without express written consent of Union Reservations.
- 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 must be enclosed in glass to prevent a fire hazard.

l. All table centerpieces must be non-flammable or constructed of fire resistant materials.

m. Confetti, rice, dance wax, artificial snow, and 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.

## **11. 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.

## **12. 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 \$50 per hour (maximum \$250), will be charged to the group making the request if the request is approved.

### **13. 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