

student *life*



Policy and Procedure Manual

2007-2008

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Welcome to the Student Union

Part I Welcome to the Student Union

INTRODUCTION

The Student Union is the focus of campus life at the State University of New York at Buffalo. The building houses approximately 75 student clubs and organizations, a conference theater, a social hall, meeting rooms, an information center, a commuter lounge, a clothing store, and eating establishments.

As the primary caretaker of the Student Union, the Office of Student Unions strives to provide the University community with quality services and programming. Our goal is to make your use of this facility as accessible and affordable as possible. It is our hope that the policies and procedures described in this booklet will assist you in your endeavors.

The Office of Student Unions is located in Suite 150 of the Student Union and can be reached at (716) 645-6125. We look forward to helping you and your organization make the most of what this facility has to offer.

LIST OF FACILITIES

First Floor

Putnam's Dining Area
Lobby-Special Events Area
Information Center
Campus Tees
Automated Teller Machines
Suite 145 - Multipurpose Room (Sections A,B,C,D,E)
Room 142
Lockers

Second Floor

Pistachio's Dining Area
Tiffin Room at Pistachio's
Game Room
Room 201 - Conference Theater
Room 210 - Meeting Lounge
Room 215 - Social Hall
Room 240 - Commuter Lounge
Room 250 - Meeting Room
Lockers

Third Floor

Room 317 - Meeting Room
Room 330 - Assembly Hall
Room 378 - Meeting Room
Outdoor Terrace

For a complete directory of the Student Union, please see Appendix A.

STUDENT UNION HOURS OF OPERATION

Building hours are posted on the doors of the Student Union. Building hours are subject to change during holidays, recess periods, intercessions, and summer session. These changes will be posted as they occur.

Reserved rooms are available for use beginning one-half hour following the scheduled opening time of the building until one-

half hour prior to the scheduled closing of the building. All events must end 30 minutes before closing time.

EXTENDED BUILDING HOURS

In an effort to serve the diverse needs of the University community, building hours of the Student Union may be extended upon written request and with the approval of the Office of Student Unions. This request must be received at least 10 business days in advance of the event. All organizations that are granted approval for extended building hours will incur additional charges. Events that occur beyond regular building hours may or may not be open to the public. University Police will be notified when building hours are extended. If the attendance of University Police is required, the reserving organization assumes that cost.

RULES AND REGULATIONS

All rules of the Board of Trustees of the State University of New York, laws of the Town of Amherst, State of New York [including, but not limited to, the New York State Penal Law, the New York State Vehicle and Traffic Law, and the Alcohol Beverage Control Laws], and applicable Federal Laws apply on campus, and thus are considered part of Student Union Rules and Regulations.

ACCESSIBILITY TO PEOPLE WITH DISABILITIES

Use of the facilities of the Student Union shall be in compliance with SECTION 504 of the REHABILITATION ACT OF 1973, as amended, and the Americans with Disabilities Act of 1990. According to these laws, all programs, services and activities of the University must be accessible and usable by persons with disabilities. Individuals and groups conducting programming in the Student Union are encouraged to contact the Office of Disability Services for assistance and information regarding support services.

General Policies

Part II General Policies

USAGE POLICY

Use of the Student Union and other student activity space is generally restricted to recognized student and University organizations. However, the building and/or reservation spaces, including the Conference Theater, may be made available for non-campus programs, activities, and services that promote the University's mission, including that of service to the community.

SUBSTANCE POLICY

Smoking

Smoking is prohibited in all areas of the Student Union, including the vestibules.

Alcohol

All provisions of the New York State Alcoholic Beverage Control Law and all rules of the State Liquor Authority apply to the State University of New York at Buffalo. Special permission to serve alcoholic beverages at any event held in the Student Union must be obtained from the Office of Student Unions. After receiving permission from the Office of Student Unions, the organization must then work with the Office of Judicial Affairs, 252 Capen Hall, 645-6154, to obtain approval from the University's Alcohol Review Board. Alcohol is prohibited in all offices.

Drugs

Use, sale or possession of any and all illegal drugs is strictly prohibited in the Student Union.

Disaster & Emergency Procedures

General Policy

All persons using Student Union facilities are to act responsibly and in a well-mannered fashion. Individuals displaying disruptive, dangerous, or inappropriate behavior will be escorted out of the Student Union.

All groups and organizations reserving rooms in the Student Union are expected to maintain an orderly, controlled environment. If individuals at an event become unruly, Student Union staff should be notified immediately.

Groups reserving rooms in the Student Union are to become familiar with fire codes and safety policies when preparing for an event.

Noise

Taking into consideration the OSHA regulations, the Office of Student Unions will monitor noise levels and have the right to request organizations to lower noise levels. Failure to do so may result in loss of current and future reservations. The maximum exposure time for unprotected ears per day is 8 hours at 90 decibels (dB), according to the Occupational Safety and Health Administration (OSHA) guidelines.

Fire Codes

The space reserved for an event is not to be used in excess of its capacity. Room capacities are noted inside each space.

All areas in front of and leading to exit doors should be kept clear to allow doors to be easily opened in case of an

emergency.

Stairways, corridors, walkways and aisles should be kept free of obstructions. Additional seating and storage of materials is prohibited in these areas.

No barrier, lock, or fastening device that prevents free escape may be installed on any window or door in the Student Union.

Bicycles, Rollerblades, Scooters, and Skateboards

For the safety of the users of the Student Union, no rollerblades or skateboards may be utilized in the Student Union. Bicycles should be locked up outside on the bicycle racks, located near the main entrance of the Student Union, and are not permitted inside.

DAMAGE AND LOSS

All persons using Student Union facilities are expected to take reasonable steps to ensure proper care of reservation rooms, allocated office space, common areas and rental equipment. The group who places the reservation will be responsible for any damage or loss to the facilities, furnishings, or equipment in the assigned rooms during the time of such use. Intentional misuse, vandalism, defacing, alteration, and/or destruction of equipment or facilities of the Student Union is strictly prohibited and will be referred to the University Police and/or the Student-Wide Judiciary for appropriate action.

ANIMALS AND PETS

Animals/pets are not permitted in Student Union facilities without prior approval from the Office of Student Unions. However, animals trained to assist the disabled are permitted. To request permission to have an animal in the Student Union, please submit a written outline of the activities involving the animal with discussion of proper safeguards for controlling the actions of that animal to the Office of Student Unions.

LOST AND FOUND

The Student Union assumes no responsibility for lost or stolen articles. Lost and found articles can be turned in at the Information Center on the first floor of the Student Union. People using this service assume any risk of loss. All lost and found property is regularly collected by the University Police, located in Bissell Hall, which maintains the University's central lost and found department.

POSTING RULES

Notice/Flyer Policy

Flyers may be posted on bulletin boards by the University Community only. Posting is NOT ALLOWED on walls, doors, floors, painted surfaces, windows, ceilings, etc. No more than one flyer per event is allowed on each bulletin board. Notices and flyers should be hung on bulletin boards and shall not exceed 14" x 18". Each flyer posted must include the name of the sponsoring organization. Flyers posted on bulletin boards in a language other than English must have a readable English translation.

All bulletin boards are cleared on Sunday evening; replacement/new flyers may be hung on Monday morning. The Office of Student Unions is not responsible for any loss of or damage done to a notice, flyer, or banner posted in the building.

Any posting that violates the above regulations may be removed and disposed of immediately at the discretion of the Office of Student Unions staff. Additionally, violations of the posting policies will result in a \$5.00 fine for each flyer inappropriately posted and may jeopardize the offending organization's Student Union reservation privileges and allocated office space.

DISTRIBUTION OF MATERIALS

Literature and publications, such as bulletins and newsletters, may be distributed in the Student Union provided that the individual or group has received advance approval from the Office of Student Unions.

Groups can distribute flyers when they have a confirmed lobby table reservation only. Groups who are attempting to hand out flyers and do not have a confirmed lobby table will be asked to leave.

BANNER POLICY

Banners in the Student Union are restricted to campus activities and/or University at Buffalo related functions. Only banners that have received approval from the Office of Student Unions are permitted to be displayed in the Student Union. Obtain approval at the Student Union info booth. Banners hung without an approval sticker from the Office of Student Unions will be removed.

Campus groups may hang one banner per event, and all banners should have the parent (sponsoring) organization's name and logo on the lower corner of the banner. Banners must not exceed the size of 4' wide and 6' high.

General information banners may be hung for a maximum of 14 days. Date specific banners will be removed 48 hours after the advertised event date. Set-up and removal of banners is the sole responsibility of the group. The banner area is checked daily, and banners will be removed and discarded as needed to comply with this policy.

DISPLAY CASE POLICY

General Information

The Office of Student Unions is responsible for the display cases in the Student Union as well as on the ground floor from the Student Union to Capen Hall.

There are two types of display cases available for use. Category descriptions follow:

Weekly Reservable Display Case Policy

There are nine reservable showcases in the Student Union for use by any recognized club or organization. The display cases are reservable for a time period of one-week, Monday through Friday. If interested in reserving a showcase, a reservation request form should be completed and returned to the Office of

Student Unions.

Groups are limited to two (2) display case reservations per semester.

Once the request is processed, you will receive a confirmation or denial letter from the Office of Student Union stating the date and case to which you have been assigned, if available. Requests do not guarantee availability.

On the date when your reservation for the display case begins, report to 150 Student Union to sign-out a key. Proper identification, drivers' license or a picture I.D., will be required when signing out keys.

The Office of Student Unions has the right to remove any displays deemed inappropriate. No vulgar language or inappropriate displays will be allowed.

Semester Reservable Time Track Case Policy

University Departments or parent organizations will be eligible for the semester Time Track cases (e.g. SA, UUAB, Career Planning and Placement).

If interested in using one of these display cases, please contact the appropriate staff member in Student Life. A form is also available on line.

Display case usage will be evaluated at the end of each semester to determine continuation of temporary ownership.

Display cases are to be updated regularly, with any date sensitive material removed promptly.

Keys for the display cases must be signed out at 150 Student Union. Further details will follow from a Student Union staff member.

The Office of Student Unions reserves the right to revoke use of the cases at any point and will remove any displays deemed inappropriate.

CHALKING POLICY

Chalking of walls inside and outside, or sidewalks of the Student Union is prohibited under all circumstances. Groups found chalking will be charged a cleaning fee.

WINDOW PAINTING POLICY

Painting of windows in the Student Union is allowed for authorized windows for special events with permission of the Office of Student Unions. Painting is restricted to the windows in the first floor lobby. Groups will be billed a removal fee of \$20.00 per window if not removed at the end of the event. Painting of doors is prohibited.

Organization/Club Offices & Reservation

Part III Organization/Club Offices

ROOM ASSIGNMENTS

Introduction

Currently the Student Union houses over 75 student clubs and organizations. The number of clubs and organizations requesting office space in the Student Union has grown immensely since its opening in 1992. Organizations meeting the minimum criteria set forth below may be considered for the allocation of space, and of those eligible organizations, additional criteria relative to the allocation of space, generally, shall be considered.

The Student Union Advisory Council will evaluate the organization's application based on the criteria set below. If additional issues or questions arise during committee deliberations, the Council reserves the right to call student organizations for a question and answer session until the issue is resolved to the satisfaction of the Council.

Club/organization room assignments in the Student Union are made by council recommendation. Room assignments are granted by the Director of Student Unions for officially recognized organizations only.

Criteria

An organization shall be considered eligible for space, only if the organization:

1. is a registered student organization with permanent recognition from the University at Buffalo;
2. has at least two executive officers;
3. has officers which meet the criteria set forth by the Student Conduct Rules, University Standards, and Administrative Regulations of the State University of New York at Buffalo; and
4. Has an active membership limited to UB students. However, faculty, staff, alumni, and student spouses may be associate members.

The Committee will consider the following criteria:

1. Your group is recognized by the university;
2. Abide by the rules of the Student Union;
3. Nature and Size of your organization;
4. Previous use of space

No allocations shall exceed the term of one (1) year, and upon the expiration of the allocation, the organizations shall vacate and leave the premises in the same condition as when they entered, excepting reasonable wear and tear, unless granted a new allocation as provided for herein. The Committee may require an organization to submit additional information as might be deemed necessarily relevant to the criteria set forth above. The Committee may require an organization to agree to specific terms and conditions of an allocation prior hereto.

During this one (1) year term, space allocated to a given organization shall be subject to termination or modification if, at any time, the organization:

1. fails to meet the minimum criteria set forth above;
2. fails to maintain its allocated space in a neat and

clean condition;

3. damages above and beyond reasonable wear and tear property furnished to it by the University;
4. defaults on any of its financial obligations regarding the payment for equipment or services used in connection with its space;
5. fails to furnish any information requested by the Office of Student Unions or its designees, or to permit the inspection of documentation of programs and activities relative to the criteria set forth herein;
6. ceases to conduct activities or programs; and
7. breaches any of the terms and conditions agreed upon for the allocation and use of space.

Appeals from denial, termination, or modifications may be made in writing to the Director of Student Unions.

MAINTENANCE OF SPACE/EQUIPMENT

No student organization room may be decorated or altered, permanently or temporarily, structurally, or otherwise, without first being granted permission by the Office of Student Unions. Such permission must be granted in advance of any changes being sought. Modifications of space in no way predisposes organizations the use of that space for subsequent years. Outside windows are to be kept free of clutter in order to allow easy access in case of fire. All windows in offices should remain closed at all times to maintain the appropriate heating/cooling in the building.

No equipment of any nature or other item, including but not limited to furniture, may be moved or taken from the Student Union except by special prior permission from the Office of Student Unions.

Intentional misuse, vandalism, defacing, alteration, and/or destruction of equipment or facilities of the building is strictly prohibited and may be referred to the University Police and/or the Student-Wide Judiciary Council for appropriate action.

Organizations are not permitted to bring in their own furniture without prior permission from the Office of Student Unions & Activities.

SWIPE CARD POLICY

Student Club and organization presidents are to provide a list of individuals that are entitled access to their organization office at the beginning of each semester. Swipe cards will be assigned to individuals, not organizations. Upon acceptance of a swipe card, the individual assumes sole responsibility for its ownership, including the liability for actions relative to its use. If a card is lost, cardholders are asked to notify their supervisor *immediately*. Please be aware that lost cards are only deactivated when the new card is swiped through each door to which the card holder has access.

Student organization swipe cards are valid during the academic semester only; exceptions will be reviewed by the Office of Student Unions. If at any point during the year cardholder status changes, the Office of Student Unions should be notified and the card should be returned immediately.

To unlock and open a locked door, place the card at the top of the center panel in the lock. The strip should be vertical and

facing to the right. Pull the card down slowly and gently through the center panel. The green light to the left of the center panel should light and the door will open when the handle is pulled downward. If the green light does not illuminate or is accompanied by a red light, the card will not grant access to that space. Please contact the Office of Student Unions, suite 150, for assistance. The lock is powered by a battery pack with an approximate 10,000 card swipes. When the battery is losing power, both the green and red lights will flash. Please notify the Office of Student Unions and a new pack will be installed.

The Office of Student Unions staff has the authority to enter student organization offices if necessary during closing procedures and in emergency situations including, but not limited to the following: fire, bomb threats, vandalism, robbery or by the order of the Office of Student Unions designee.

Part IV Reservation Space

RESERVATION INFORMATION

Reservation Request forms for space in the Student Union are available online at www.studentunions.buffalo.edu, in the Office of Student Unions located in Suite 150 of the Student Union, and at the Information Booth located in the lobby of the Student Union.

PROCEDURE FOR RESERVING SPACE IN THE UNION

Space will not be considered "officially confirmed" until the reserving group completes and submits a Student Union Space Request Form AND receives a confirmation letter from the Office of Student Unions. The reservation process for University-affiliated groups should proceed as follows:

1. An officer of the recognized group wishing to reserve space in the Student Union should complete a Student Union Space Request Form or Lobby Table Request Form.
2. Completed Space Request Forms must be received by the Office of Student Unions seven (7) business days in advance. For special set-ups and equipment needs, please confirm event with the reservations coordinator at least ten (10) business days before the event. Certain spaces require 21 days.
3. The Office of Student Unions will review all space requests on a "first come, first served basis". Only completed requests, which include a signature on the bottom of the form, will be accepted for review.
4. The Student Union has an automatic locking system on all the doors in the Student Union including reservation rooms. The locks are on a timer and are set to open 15 minutes prior to the scheduled start time of your reservation and lock 15 minutes after the scheduled end time of your reservation. The swipe card mechanism, located to the side of the door has a dot on it to indicate whether the door is locked. If the dot is green, the door is unlocked. If the dot is red, the door is locked. If a door is locked at the appropriate time, please notify the Union Manager located at the Information Booth in the Student Union lobby.

Groups and organizations are responsible for rooms and all their contents during their scheduled reservation time. It is the group's responsibility to reset the room to its original setup and

discard of any food, papers, etc. In addition, turn out the lights and close the door when the reservation is finished.

GENERAL POLICIES FOR RESERVATION AREAS

Lobby Tables

Student Groups/University Departments may reserve only one (1) lobby information and vendor table per day with a maximum of three (3) per week and 10 per semester. Music is not permitted at these tables.

Priority

Every attempt will be made to give student groups first priority of Student Union facilities. Student groups wishing to reserve a room have exclusive reservation privileges from **March 15** through **June 1** for the following Academic year. After these dates, University Departments and non-University Organizations are able to request space.

Cancellation/No Show Policy

An organization wishing to cancel a confirmed space reservation must notify the Office of Student Unions and complete a cancellation form **no later than 48 hours prior to the scheduled event**. Groups who fail to cancel their reservation or do not do so on time may be billed for any applicable charges (i.e., set-up fee, equipment rental, etc.). Groups failing to use reserved space repeatedly may have their reservation privileges suspended.

Room Changes

The Office of Student Unions reserves the right to reassign space in order to accommodate larger or smaller groups. Careful consideration will be exercised to protect the interest of the original group. In addition, the Office of Student Unions reserves the right to alter, change, void or deny a reservation that will or has the potential to disrupt other reservations or interfere with public, office, classroom, or other University functions.

Noise Conflicts

The possibility of a noise conflict can occur due to the nature of certain events and, therefore, the Office of Student Unions will determine the location based on OSHA regulations and other events scheduled within the building and outside areas.

Any type of musical performance must be discussed and approved by the Office of Student Unions.

Decoration Policy

All decorations must be removed immediately following an event unless the Office of Student Unions has given prior permission for decorations to remain. If decorations are not removed from reservation areas, the group will be charged an additional clean-up fee.

The use of nails, staples, tacks, pins, tape, glue, or other adhesive materials on walls, windows, ceilings, columns, doors, doorframes, staging, stage curtains, and draperies for attaching materials is not permitted. The Office of Student Unions must approve decorations, displays, or exhibits that require flame or water.

Candles

Candles may be used in reservation rooms only with prior approval of the Reservation Coordinator. Approval should be sought at least one (1) week before the scheduled event.

If candles are used, they must be placed on a nonflammable surface away from other combustibles. The group must cover the floor/table or other surface where the candle is being used. There is a clean up fee for the removal of wax from Student Union property. Burning candles should **never** be left unattended.

Christmas Trees

Any organization wishing to put up a Christmas tree must receive prior approval from the Office of Student Unions.

Christmas trees should not be placed in hallways, stairways, doors, or near heat sources (radiators, baseboard heaters, etc.). Tree lights should not remain on for extended periods of time, especially while the tree is unattended. Lights should not be left on over night. Imitation trees and decorations are required to be fireproof or fire retardant.

For specific guidelines on Christmas tree safety and permitted decorations, please contact the Office of Environmental Health and Safety (829-2401).

University Police/Security Requirements

For those events that require the hiring of University Police personnel (645-2227), it is the responsibility of the reserving party to make arrangements that meet the approval of the Office of Student Unions and the University Police. All events involving 100 or more participants will be sent to the University Police for security considerations. Security request forms can be obtained in the Office of Student Unions.

EMERGENCIES AND RESERVATION AREAS

Severe weather or some other crisis may result in a change of Student Union public hours, including the closing of the entire building, if deemed necessary. This may interfere with room reservations for that time period. Every attempt will be made to notify organizations of the situation in advance of their scheduled reservation time.

In circumstances where an immediate danger to an individual or the public is observed, the University Police (645-2222) should be notified immediately. The Office of Student Unions staff should be notified as soon as possible of any emergency situation and are available to provide assistance if needed.

Stored Materials Responsibility

There is no storage available for the materials or equipment of any group utilizing a reserved space in the Student Union. The Office of Student Unions does not assume any responsibility for damage to or loss of equipment or materials left in the building or on display.

Cleaning Responsibilities

All student groups are required to return the reserved room to the original condition in which it was found by referring to the layout chart posted on the door. The tables and chairs should be returned to their original positions and the space should be free of all garbage and debris. Failure to adhere to this policy will result in additional clean-up/reset charges and/or a suspension of the group's reservation privileges.

FACILITY USE CHARGE POLICY

In an effort to promote appropriate and maximum usage of the Student Union, the following policies have been adopted by the Office of Student Unions:

Use of the Student Union reservation rooms by **recognized student organizations and University- departments** is available at **no charge**. However, appropriate user and equipment fees will be charged to organizations and units that arrange for or require: special room set-up or break-down (different than standard room arrangement), access to space before or after scheduled building hours, cleaning, damage to room or equipment, and repairs required due to use beyond normal wear and tear, security due to the nature of the event.

Non-University groups will be charged a fee for use of reservation space. In addition, the room rental fee will include set-up and clean-up services provided that the work required is within reasonable limits. Additional user fees will be charged to groups who require: special set-up, use of A/V equipment, cleaning and repairs due to negligence or misuse of facilities, security due to the nature of the event.

All organizations using the building must adhere to all building policies designed to promote safety and protect the facilities and equipment. Organizations will be charged for damage and loss associated with organizational misuse and may lose space reservation privileges as a result of building misuse.

Complete cost estimates are available from the Office of Student Unions prior to a planned event. Organizations are billed for facility usage after the scheduled event has taken place; however, an estimate will be provided prior to the event as part of the reserving group's confirmation letter.

Reservation Space

ROOM RESERVATION FEES

FEES ARE BASED ON PER DAY USAGE.

<u>Room</u>	<u>Standard Set-Up</u>	<u>Capacity</u>	<u>Fee Schedule</u>	
			<u>University</u>	<u>Non-University</u>
<u>Student Union</u>				
142	Conference Room	12	N/C	\$50.00
201	Theater	350	Theater Manager	\$300 + Theater Manager
210	Lounge/Open	75	N/C	\$100.00
215 (Social Hall)	Lounge/Open	175	N/C	\$150.00
250	Conference Room	20	N/C	\$75.00
317	Conference Room	20	N/C	\$50.00
330	Lecture	105	N/C	\$150.00
378	Conference Room	20	N/C	\$50.00

* Theater Manager - \$20.00/hr.

Room 145 - Multipurpose Room

145 A	Lecture	50	N/C	\$50.00
145 B	Open	100	N/C	\$75.00
145 C	Lecture	45	N/C	\$50.00
145 D	Lecture	30	N/C	\$50.00
145 E	Lecture	20	N/C	\$50.00
145 A+E or C+D	Open	100	N/C	\$100.00
145 A+B+E or C+D+B	Open	150	N/C	\$200.00
145 All Sections	Open	250	N/C	\$300.00

Harriman Student Center

105	Auditorium	300	N/C	\$300.00
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ADDITIONAL CHARGES

All rooms are subject to additional set-up and clean-up charges. See below.

	<u>University Groups</u>	<u>Non-University Groups</u>
Set-up Charges	\$ 20.00/person/hour	N/C
Clean-up Charges	\$ 20.00/person/hour	\$ 20.00/person/hour
Extended Building Hours	\$ 20.00/hour	\$ 20.00/hour

For banquets held in the reservation spaces, an additional fee may be assessed to cover the cost of carpet cleaning.

EQUIPMENT

Use of amplification/audiovisual equipment in any of the reservation facilities must receive advance approval from the Reservation Coordinator and, if granted, must not interfere with any public, office, library, classroom, or other University function. Requests for reduction in volume by the Office of Student Unions will be made if necessary. (please see noise policy)

All groups using equipment owned by the Student Union (i.e., projectors, microphones, etc.) should not leave this equipment unattended, nor shall the equipment leave the building. The reserving group will assume responsibility for any damage to or loss of equipment. Please notify the Union Manager when a function has ended so that equipment can be retrieved and safely stored. The group will be charged for repair and/or replacement if the equipment is damaged or stolen while left unattended. The Office of Student Unions will provide regular maintenance of the equipment.

Reservation Space

AV EQUIPMENT FEE SCHEDULE

Fees for AV equipment are determined on a per event basis. Rates are subject to change. The reserving organization is responsible for the equipment. Failure to cancel equipment requests 48 hours prior to the scheduled reservation time will result in a charge of the total rental rate. If the equipment is stolen, lost, removed from the original location, or broken, displays beyond the normal wear and tear or is destroyed, the organization will be charge a replacement fee.

<u>Equipment Costs</u>	<u>University Department</u>	<u>Non-University Groups</u>	<u>Student Group</u>	<u>Replacement</u>
6 Foot Table	N/C	N/C	N/C	\$250.00
4 Foot Table	N/C	N/C	N/C	\$200.00
Stacking Chair	N/C	N/C	N/C	\$75.00
TV/VCR Combo	\$35.00	\$40.00	N/C	\$1100.00
Overhead Projector	\$10.00	\$15.00	N/C	\$250.00
Slide Projector	\$10.00	\$15.00	N/C	\$450.00
Screen	N/C	N/C	N/C	\$250.00
Microphone	\$10.00	\$15.00	N/C	\$150.00
Wireless Microphone	\$15.00	\$25.00	N/C	\$250.00
Mic Stand - Table	N/C	N/C	N/C	\$50.00
Mic Stand - Floor	N/C	N/C	N/C	\$50.00
Portable PA - Large	\$50.00	\$60.00	N/C	\$1200.00
Portable Cassette	\$15.00	\$20.00	N/C	\$300.00
Presidential Podium	\$10.00	\$15.00	N/C	\$250.00
Plain Podium - Metal	N/C	N/C	N/C	\$75.00
Sign Poles - 3 Foot	N/C	N/C	N/C	\$30.00
Sign Poles - 7 Foot	N/C	N/C	N/C	\$50.00
Tensabarriers	N/C	N/C	N/C	\$50.00
Easel	\$5.00	\$10.00	N/C	\$75.00
Flipchart	\$5.00	\$10.00	N/C	\$80.00
Upright Piano**	\$20.00	\$30.00	N/C	Repair costs
Grand Piano**	TBD	TBD	N/C	Repair costs
Tablecloth	\$5.00	\$5.00	\$5.00	\$40.00
Tableskirt	\$5.00	\$5.00	\$5.00	\$40.00
Flag Set	N/C	N/C	N/C	\$150.00
Popcorn Machine	\$40.00 + Supplies	\$50.00 + Supplies	Supplies	\$1000.00
Cotton Candy Machine	\$40.00 + Supplies	\$50.00 + Supplies	Supplies	\$600.00
SnoKone Machine	\$40.00 + Supplies	\$50.00 + Supplies	Supplies	\$1000.00
Extension Cord	\$3.00	\$5.00		\$10.00
Video Projector	\$80.00	\$100.00	N/C	Repair costs
Portable Stage Section	\$10.00	\$15.00	N/C	Repair costs

*Built-in PA's with microphones are available in the Social Hall (215), Theater, and Assembly Hall (330).

**Additional tuning fee may be required.

BILLING POLICY

Organizations are charged for use of Student Union space, equipment, and services according to the fee schedule presented in sections above. The Reservation Coordinator is responsible for billing the appropriate organization following use of Student Union facilities.

If a bill remains unpaid after the initial billing period, follow up statements are sent to the offending organization every 30 days thereafter. Accounts 90 days past due may lead to a suspension of the organization's reservation privileges.

Fundraising & Commercial Events

Part V Food and Beverage Services

The State University of New York at Buffalo has a contract with the Faculty Student Association (FSA) to provide food, beverage and vending services at the University. It is the policy of the State University of New York at Buffalo that all food and beverages be prepared, handled, and served in accordance with all applicable local, state and federal laws.

FSA may permit other organizations to provide food and nonalcoholic beverage services, under its own restrictions and regulations. It is the responsibility of FSA to ensure that all policies and procedures be followed.

FOOD AND BEVERAGE SERVICE FOR UNION RESERVATION SPACE

Use of Faculty Student Association (FSA)

Faculty Student Association (FSA) Food Service **must be used** to provide food/drink for an event when there are more than fifty (50) people involved.

Arrangements to use FSA are made through Campus Catering, which is located in the Statler Commissary or you can call 645-2344.

FOOD SERVICE PERMIT

A Food Service Permit is required for all food served or sold at a large organized event (such as International Fiesta). Applications for Food Service Permits must be completed at least two weeks prior to the planned event.

University groups sponsoring a function that is limited in scope (i.e. less than 50 people) and is not advertised outside of the University community, may obtain a University Food Service Permit by contacting the Office of Environmental Health and Safety, 301 Michael Hall, 829-3301.

Part VI Fundraising & Commercial Events

POLICY ON SOLICITATION

The primary use of Student Union facilities should be of an "educational nature relative to cultural, recreational, and social activities and programs." Commercial activities are subject to the following regulations, along with those governing space reservations.

Commercial transactions may be conducted in the Student Union when:

- * The sales benefit the student or University organization and benefit the campus community,
- * The organization has a legitimate, confirmed reservation to sell on University/Student Union property,
- * The sale item may be legally sold, used, and possessed,
- * Baked sale items that are to be sold are properly maintained and protected (all baked goods being sold must be non-refrigerated items and individually wrapped),

- * The items are sold for fundraising purposes, the name of the organization receiving the funds and the percentage or amount from each sale will go to the organization is clearly indicated, and a receipt, canceled check, or/and acknowledgment is received by the University within 30 days of the sale,
- * The sales are controlled, conducted, or sponsored by student organizations or campus unit members, not private commercial representatives (representatives may be present to assist organization members),
- * The student organization sales are conducted under cash and inventory controls, such as those developed by the Ticket Office,

In general, only officially recognized State University of New York at Buffalo organizations and clubs may reserve space and tables for fundraising activities. Recognition is defined as official recognition status granted via recognized student governments and/or units of the University administration. Organizations not affiliated with the University require special permission in advance from the Office of Student Unions.

Authorization must be requested for all sales intended to be made in the Student Union or other activity spaces, including spaces allocated to student governments, clubs, and organizations.

Sales conducted in the Student Union or other activity spaces without authorization will be terminated by the Office of Student Unions and/or the Department of Public Safety. Organizations conducting unauthorized sales may lose future space assignments and access to reservation areas.

Questions, concerns, or applications related to sales and commercial enterprises in the Student Union or other student activity space should be directed to:

Reservation Coordinator
Office of Student Unions
Suite 150, Student Union
(716) 645-2055

STUDENT UNION VENDOR POLICY

A University agent, such as a recognized student organization, must sponsor all outside vendors. **NO** vendor will be permitted to sell on University property without such sponsorship.

The vendor will be provided with two (2) six-foot tables and up to four (4) chairs on the day of sale. Each vendor must also adhere to the maximum table allotment, regardless of whether they use the Student Union's or have brought their own alternate assembly.

Student organizations may reserve only one (1) vendor or lobby space per day with a maximum of three (3) per week. Only up to two (2) groups sponsoring vendors will be allowed to sell in the Student Union lobby per day. Vendor tables may be reserved for up to a total of 10 days per semester per organization.

A member of the sponsoring organization must be present and sitting with the vendor at all times. If a vendor is found

Food and Beverage Services

unaccompanied, he/she will be asked to leave. University organization/club members should be prepared to show identification (UB SUNY Card) upon request.

Groups/vendors may set up no earlier than 9:00 a.m. and sell any time between 9 a.m. and 4:00 p.m., Monday through Friday, when classes are in session. Groups/vendors must set up in their designated location only.

Sound equipment, live music, entertainment, or speeches are not permitted at lobby tables.

All sales must be in compliance with the guidelines of the sponsoring group's parent organization.

Vendors must comply with the requests of the Student Union Staff.

Procedures to follow the Day of Sale:

The sponsoring organization should meet the vendor at the Student Union. The sponsoring organization must sign out the tables and

Procedures to follow the Day of Sale

The sponsoring organization should meet the vendor at the Student Union. The sponsoring organization must sign out the tables and chairs at the Information Center each day. The vendor may not do this.

Vendors must unload in the loading dock behind the Food Service loading area. It is the sole responsibility of the vendor for loading and unloading of materials and supplies. There is **NO** parking permitted on the sidewalk in front of the Student Union. This area is for emergency vehicles only and violators will be ticketed. (Repeat violators will be towed.)

Vendors cannot post or hang any materials on the painted or glass surfaces of the Student Union. Banners, flyers, and signs may not be affixed to the building, benches, trees, or railings.

The table front must display a clearly legible sign indicating the sponsoring group's name.

The lobby area used by the vendor must be left in satisfactory condition. Failure to adhere to this may result in the billing of the sponsoring group or a suspension of table reservation privileges.

The sponsoring group must return the tables and chairs to the Information Booth. A charge will be assessed to the sponsoring organization for lost or damaged tables and chairs.

FUNDRAISING ACCOUNTING PROCEDURE

All sales activity with a projected income exceeding 10 dollars must adhere to the following procedures for control and accountability: All student organizations directly affiliated with a recognized student government must make arrangements with the UB Ticket Office (645-2353) for the handling of money and fiscal accountability. The UB Ticket Office will be the agent involved with required controls and accountability. Prior to the sale, all groups must fill out and submit to the UB Ticket Office, a Merchandise Inventory Reconciliation Form. At the beginning of each business day, the amount of money and the

number of items to be sold must be checked by an agent of the UB Ticket Office. At the end of each business day, the money and unsold items must be returned to the UB Ticket Office and checked by an agent thereof. Daily receipts will be deposited into the Sub Board I account of the organization.

All organizations not directly affiliated with a recognized student government must make arrangements for handling of moneys and fiscal accountability, agreeable to the Office of Student Unions on a per case basis. Such organizations include, but are not limited to, fraternities, sororities, hall councils, and departmental units.

Organizations not following these procedures are subject to suspension of space use privileges.

FUNDRAISING - PERMITTED SALE ITEMS

Student groups are permitted to fund raise in the Student Union. Items to be sold must receive prior approval from the Office of Student Unions.

Commercial enterprises are prohibited from using Student Union space for solicitation or advertising. This also applies to organizations operating as an agent for an outside commercial enterprise. Any organization operating in violation of this rule will have its space use privileges suspended for one (1) semester, and the student organizations may have their recognition status revoked.

The only food allowed for sale is bake sale type items, such as cookies, cupcakes, brownies, and doughnuts. Such items must be individually wrapped and protected. No other food may be sold. Perishable items are strictly prohibited.

Any sales activity involving mandatory student activity fees is restricted as to the type of items that may be sold by the guidelines governing mandatory student fees.

PERMITTED LOCATIONS FOR FUNDRAISING

Fundraising activities are generally restricted to the first floor Lobby unless permission has been granted for sales elsewhere by the Office of Student Unions.

Part VII Disaster & Emergency Procedures

To ensure the safety of all occupants of the Student Union in the event of an emergency, the following procedures should be followed:

EVACUATION PROCEDURES

In the event of an emergency, an evacuation alarm, Student Union staff, or the University Police will notify users of the Student Union. If necessary, the Student Union will be evacuated in a calm, orderly fashion. All persons are to remain outside the building until the proper University authority gives the "all clear" signal.

FIRE DRILLS/ALARMS

Fire alarms and fire fighting equipment including, but not limited to fire extinguishers, fire hoses, heat and smoke detectors, and sprinkling systems are for the protection of the

Disaster & Emergency Procedures

public and users of the Student Union facilities.

Any tampering with or misuse of this equipment is prohibited and punishable by University and/or Civil Court action. Any time a fire alarm is activated, all persons are required to evacuate the building or follow the directions of the Office of Student Unions staff, Public Safety, Environmental Health and Safety, or other emergency personnel. Any violations will be referred to the appropriate University and/or Civil judiciary.

When a fire alarm is sounded, the following procedure should be used:

1. Leave lights on.
2. Close all windows.
3. Turn off room fans; leave hood fans on.
4. Turn off all electrical and gas appliances.
5. Doors to corridors are to be closed. In the event of an actual fire, leave doors in the immediate area unlocked.
6. Do not use elevators.
7. Proceed by the most direct means to the nearest exit and stand at least 25 feet from the building.
8. Occupants may re-enter the building when a university representative gives the "all clear" signal.

MEDICAL EMERGENCY

Any person at the scene of an accident or onset of a serious personal illness should obtain medical, ambulance, and University police aid by calling the Department of Public Safety at 645-2222.

The caller should state, "I WISH TO REPORT A MEDICAL EMERGENCY..."

The Department of Public Safety Dispatcher will then ask:

- * Location - building, floor, room
- * Extension for call back
- * Who is calling?
- * Nature of emergency
- * Name of victim (if known)
- * Is ambulance required?

The University Police will then dispatch a patrol to the scene and decide if any more assistance is needed.

EMERGENCY ACTION - ELEVATORS

When mechanical or electrical failure causes elevators to

breakdown so that the doors cannot be opened automatically, the University Police should be called and the Office of Student Unions should be notified immediately.

BOMB THREAT POLICY

Consistent with the University's building evacuation and security policies and procedures, the Department of Public Safety will evaluate a bomb threat on the basis of available details relating to the threat and will then determine if evacuation is necessary. The Department of Public Safety will notify the department head or building representative.

Any person noticing unusual objects, activities, or persons in the Student Union should report them to the Office of Student Unions, which will contact Public Safety if appropriate.

All occupants of the Student Union will be notified that there has been a bomb threat by interoffice communication or personal warning. All occupants will be told of the Department of Public Safety's decision on whether or not evacuation is necessary. If the decision is **not** to evacuate, any person wishing to leave temporarily should be permitted to do so.

When the threat has been evaluated as a real threat, the Student Union will be evacuated immediately.

Staff members and student organization officers should close and lock doors when leaving their areas.

Evacuees must leave the Student Union and stay away from the building until an all clear for re-entry is announced.

SEVERE WEATHER

When weather conditions become so severe that the University can not operate effectively, an announcement to that effect will be made over local radio stations, including WBFO-FM 88.7, or call 645-NEWS (645-6397) for an update. In the event that the University is closed, the Student Union will also be closed. When possible, notices will be posted on public access doors. Any scheduled events/room reservations for that day will also be canceled.

CONTACT INFORMATION

The **Office of Student Unions**, located in Suite 150 of the Student Union, 645-2055, is responsible for the Student Union facility and all policies and procedures outlined in this manual.