

JULIAN A. McPHEE
UNIVERSITY UNION
FACILITY POLICY

Revised April 2010

JULIAN A. McPHEE UNIVERSITY UNION FACILITY POLICY

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JULIAN A. MCPHEE UNIVERSITY UNION FACILITY POLICY

The McPhee University Union (UU) is operated by the Associated Students, Inc. The policy recommending body for the McPhee University Union shall be the University Union Advisory Board (UUAB).

Within these guidelines, policies recommended by ASI staff and approved by the UUAB shall be the official policies of the Union, subject to approval by the University President. University Union policy shall be in accordance with Federal and State law, as well as University and CSU Board of Trustee Policies. The ASI/UU Executive Director designates the ASI Director of Business Services, or designee, to make decisions as noted in this policy.

Julian McPhee University Union's Facility Policy may be amended, repealed, or adopted by a two-thirds (2/3) vote of the voting membership of the UUAB and is subject to final approval by the University President or designee.

University Union Vision Statement

The Julian A. McPhee University Union is considered a "home away from home" and acts as the hub for an extensive variety of cultural, educational, social, and recreational programs. Centrally located on campus with its expansive high ceilings, comfortable surroundings, numerous meeting rooms and open outdoor plaza appointed with beautiful natural elements, the University Union is an inclusive place where students and other Cal Poly community members can meet, socialize and enhance their experience of being on campus.

A. General Facility Policy

1. Definition:

- a. General facility policies are those policies, which apply to all individuals and/or groups who use the Julian A. McPhee University Union building and University Union Plaza.

2. Policy:

- a. Alcoholic beverages (unless University approved) or gambling will not be allowed in the McPhee University Union in accordance with State and University Policy. (CAM 250)
- b. Use of tobacco products is prohibited within all interior areas of the University Union and shall take place at least 20 feet from any building doors, windows, or air intakes. Smoking is permitted in designated areas only. (CAP 191)
http://www.afd.calpoly.edu/facilities/mapsplans/map/campus_smoke%2085x11.pdf
- c. Proper Cal Poly identification must be shown upon request of UU staff for equipment check out and room use.

- d. Food will not be sold in the McPhee University Union or plaza unless sold by Campus Dining or sold with their approval in accordance with all health and safety codes.
- e. Only authorized University Union tenants will be allowed in the building outside normal business hours with special permission from the ASI Director of Business Services or designee.
- f. Room occupancy levels are set in accordance with State fire regulations and will be enforced by University Union staff.
- g. Temporary commercial sponsorship/advertising is permissible in the McPhee University Union. Permanent advertising is not permitted. The University Union will cooperate with campus and off-campus organizations in the promotion of recreational, educational, or cultural events.
- h. Any person(s) or organization(s) found damaging the building, its contents, and/or its grounds, will be held financially responsible for replacement or repair. Any group or individual failing to comply with these policies will be subject to disciplinary action through the Office of Campus Student Relations and Judicial Affairs and/or campus police.
- i. Use of University Union space (e.g., conference rooms, dining tables, plaza tables, etc.) for commercial activity unrelated to the ASI mission (e.g., recruitment or solicitation) is prohibited unless the Director of Business Services or designee grants prior written approval.
- j. Off campus groups wishing to reserve space in the University Union must do so through the campus Conference and Event Planning office.
- k. The President's directive regarding use of University buildings and grounds is applicable to the McPhee University Union and its adjoining grounds. (CAP 144)
- l. Individuals are prohibited from riding bicycles, skateboards, skates, motorized scooters, and similar human powered vehicles within the University Union and Plaza or near the entry areas to the McPhee University Union and the UU Plaza unless operation of such vehicles is part of an activity which has received formal ASI approval (CAP 855.1). Human-powered vehicles may be walked into the ASI Craft Center as required for repairs, via the rear entrance.
- m. Pets are not permitted in any campus building even though on a leash, except for seeing eye dogs, service dogs, signal dogs serving their owners, or animals involved in authorized research or instruction programs, including social dogs. Dogs must have a valid license which also serves as evidence of a current rabies vaccination. (CAP 357) Pets may not be on campus except when they are either

secured to a leash or chain, the other end of which is retained by a person or securely confined in a vehicle. Pets may not be tethered on campus. (CAP 357.1)

- n. For health and safety reasons, bare feet are not allowed in any area of the McPhee University Union.
- o. All room reservations shall be made pursuant to guidelines established in this document.
- p. No person, while on University property, shall possess, carry, or have control of any firearm, whether loaded or not, unless such person is transporting the firearm directly to Public Safety Services for storage and/or safekeeping, or has prior written approval from the President of the University, or his designee, and has notified the Chief of University Police of such approval. Exception would be sworn peace officers of the State of California, and where otherwise provided by law. (CAP 354.4)
- q. Distribution of free campus and community newspapers is allowed in designated locations as space provides. Pornographic, sexual and racially degrading material will not be placed for distribution.
- r. Posting of any materials will be done in designated “free posting” areas and in accordance with posting policy set forth in this document.
- s. There shall be no posting on any University Union window unless the ASI Director of Business Services or designee grants approval.
- t. Tenants of the University Union may facilitate informational or promotional events in the general use area directly in front of their main office once per quarter with prior approval from the ASI Director of Business Services or designee. No such event may exceed 5 days.
- u. After business hours and on weekends, the student Facility Supervisor is responsible for overseeing building security and safety. The Facility Supervisor will serve as the primary contact to facility customers for problem resolution.
- v. All use of electricity must conform to an applicable edition of the National Electrical Code.
- w. The ASI Director of Business Services or designee will determine property to be stored in the McPhee University Union.
- x. Furniture moving will be done by University Union Operations staff only.

- y. University Union equipment will be set up and removed by UU staff or student volunteers covered by ASI/UU insurance, with prior approval from the ASI Director of Business Services or designee.
- z. For inventory purposes, furniture or AV equipment may not be removed from the University Union, without prior approval of the ASI Director of Business Services or designee.
- aa. University Union operating hours will be determined by the ASI Director of Business Services or designee, with consultation of the University Union Advisory Board (UUAB).
- bb. The ASI Director of Business Services or designee has the right to adjust facility and equipment fees in individual situations, as necessary, in order to address improving customer service.
- cc. Exceptions to the University Union Facility Policy may be granted by the ASI Director of Business Services or designee in accordance with campus policy and with consultation of the University Union Advisory Board.
- dd. Per the Campus Fire Marshall, no open flames are allowed in Chumash Auditorium, i.e. candles, torches, etc.
- ee. In Chumash Auditorium all beverage/ice coolers, tubs, etc. that may condensate or leak must be placed upon a table with a towel or other liquid guard underneath it to help prevent damage to the wooden floor.

B. Conduct and Responsibility

1. All groups are required to follow campus policies and regulations pertaining to their activity or program.
2. All groups are required to follow University Union policies and procedures.
3. Groups reserving University Union facilities are responsible for the conduct of their members and guests.
4. Groups shall be held responsible for any damages caused to the University Union facilities, property, and equipment by their members or guests.

C. Groups Authorized to Use UU Facilities

1. Associated Students:
 - a. All ASI/UU staff, student staff, student government and sub-committees, ASI/UU programs and services staff.
2. University Union Tenants and Non-ASI Programs:

- a. Student Life and Leadership programs, Campus Catering businesses, contracted sub-leased venues, and the El Corral Bookstore.
3. Chartered Student Organizations
 - a. Clubs and organizations that have been officially recognized by the University.
 - b. Special programs and events organized by chartered student organizations.
4. CPSU Departments, Administrative Units, and Support Groups
 - a. Groups conducting University business and support functions. Groups to be included in this category include the following: CPSU offices, departments, schools, administrative units, and support groups; recognized faculty and staff committees and boards; CSU Chancellor and trustees; alumni groups.
5. Private use by CPSU Students and Faculty/Staff
 - a. Students and faculty/staff scheduling facilities for private, non-professional, non-campus programs and activities can do so on a space available basis through the University Conference and Event Planning office.
6. Off campus organizations and individuals
 - a. Community organizations and individuals must make arrangements through the University Conference and Event Planning office.

D. Reservation Priority

The University Union reserves the right to give preference to University events sponsored or endorsed by the University President. Additionally, as a result of the 2001 referendum and the corresponding mandate to expand ASI Events, Club Services, Poly Escapes and Student Government, ASI Events will be given first priority on reservations for event dates. Other than those dates, reservations for UU facilities are made available to various campus and community groups based on certain priorities and, secondarily, on a first come first served basis. Detailed below is the schedule of annual dates and group priority. Please note that there are many events that are of global importance on campus and will be given top priority. Among these events are: ASI Board of Directors, Academic Senate, University Union Advisory Board (UUAB), WOW, Open House, DRC's finals schedule, Admissions Information Sessions and Homecoming.

The following schedule identifies the first date each year that the listed groups may request reservations. The groups are listed in the following priority:

- APRIL 10:
 1. University Events sponsored by the University President
 2. ASI sponsored events/ASI contractual agreements
 3. ASI Board of Directors
 4. Academic Senate
 5. University Union Advisory Board
 6. Week of Welcome (weekly meetings and fall quarter WOW Week)

7. Open House (weekly meetings and spring quarter Open House)
8. Disability Resource Center's finals schedule (finals week only fall, winter and spring quarters)
9. Admissions Information Sessions
10. Alumni Relations Banquet/Breakfast (Homecoming Weekend)
11. PolyCultural Weekend
12. SOAR (Student Orientation Advising Resources) (summer quarter)
13. Club Governance Entities weekly meetings (IFC, Panhellenic, Sports Club Council)

Reservation requests must be submitted to the appropriate scheduling entity and are prioritized on a first come, first served basis.

- MAY 1:
 - Student Clubs
 - Student Organizations
 - University Union tenant sponsored programs

- JUNE 15:
 - Campus Departments
 - Conference Services
 - Recognized faculty and staff committees and boards
 - CSU Chancellor and Trustees
 - Alumni groups
 - Other miscellaneous groups conducting University business and support functions

NOTE: Reservations for use during the Summer Quarter will be accepted up to 5 years in advance.

E. Reservation Policy

1. University Union facilities are to be reserved through the UU Epicenter or University Scheduling. The UU Epicenter is responsible for Cal Poly club and organization reservations; University Scheduling is responsible for all other campus departments and the Conference and Event Planning office is responsible for all off campus organizations.
2. The Julian A. McPhee University Union facilities will not be scheduled over quarter breaks or holidays to allow for major cleaning and routine maintenance.
3. All facilities must be scheduled in advance. All details associated with the use of facilities must be completed by the deadline date. The deadline date will be determined according to the following schedule:
 - a. Minor events: Events which require no special staffing or set-up or have simple audiovisual and technical requirements must be finalized seven (7) business days prior to the event date.

- b. Major events: Dances, banquets, concerts, and other events that require special staffing or set-up or have complex audiovisual and technical requirements must be finalized fourteen (14) business days prior to the event date.
4. All reservations are subject to automatic cancellation without notice if the details are not completed by the set-up deadline date.
5. The scheduling process is completed only when the requestor has met all deadline dates and received written confirmation.
6. The UU Epicenter must be informed in advance of any change in the specifics of an event. Set-up changes made after the deadline dates referenced above will incur a fee as outlined on the applicable fee schedule.
7. No organization may reserve space on behalf of another organization. Organizations may not sell, sublease, or transfer reservations to another individual or organization.
8. Reassignment of space may occasionally be necessary and shall be done at the discretion of the ASI Director of Business Services or designee. Whenever possible, the University Union will notify groups of any facility change in advance. The UU reserves the right to cancel an event or modify the extent of services provided in the event of utility interruptions, campus emergencies, threat of imminent danger, or acts of God.
9. Failure of a group to comply with this policy may result in the immediate loss of all scheduling privileges at the discretion of the ASI Director of Business Services or designee.

F. Cancellation and No Show Policy

1. The requestor or officer for student organizations or the chairperson for non-student organizations must make cancellations of reservations. Cancellations must be completed according to the timelines listed below or additional charges will result:
 - a. Cancellation of meetings must be made no later than one (1) business day prior to the meeting, or prior to noon Friday for reservations on Sunday and Monday.
 - b. Cancellations of minor and major events must be made no later than seven (7) business days prior to the event.
2. If a group fails to notify the UU Epicenter of a cancellation in advance, the group will be considered a “no show”.
3. After the first “no show”, the group will be issued a written warning and assessed fees. A “no show” charge of 25% of estimated charges will be assessed or \$25 (whichever is greater) if cancellation is not received at least one (1) business day prior to a meeting, and

seven (7) days prior to any major or minor event. This includes stage rental and equipment set-up.

4. After the second “no show” within one academic year, the group will be fined \$50. This fine must be paid within five (5) business days, or by the next reservation, whichever comes first. The group will not be allowed to book any further reservations until the fine is paid. Additionally, any reservations already made will not be honored until the fine is paid.
5. Should groups fail to cancel an event more than three (3) times in an academic year, space reservation privileges shall be suspended for a period of fourteen (14) days. Furthermore, groups will be denied the privilege of making any future reservations during that fourteen (14) day period. After the third “no show” within the same academic year, the group will be fined \$100.00. All reservations already made will be immediately cancelled and the group will not be allowed to make any further reservations until the fine is paid.
6. Labor charges will be assessed for all canceled events when physical set-up costs have been incurred by the University Union staff.
7. Changes in reservations requested after the given deadline will result in an administrative fee if these changes involve a change in the facility reserved, the physical or audiovisual or technical set-up, staffing requirements, or facility access time.

G. Lounges – San Luis Lounge & Bishop’s Lounge

1. Policy:
 - a. Lounges (San Luis Lounge and Bishop’s Lounge) are rooms for use by individuals or groups for the purpose of quiet socializing, relaxing, studying, or special events.
 - b. Each lounge may be reserved no more than one time per week, not to exceed four hours, **as a last resort**, if no other meeting space is available in the University Union.
 - c. The lounges may not be reserved during the week prior to Finals or Finals week
 - d. Both lounges may not be reserved at the same time, without prior written approval of the ASI Director of Business Services or designee.

H. Conference Rooms/Multi-Purpose Facilities

1. Policy:
 - a. All reservations will be confirmed by the UU Epicenter.
 - b. Conference rooms (UU 216, UU 218, and UU 219) and multi-purpose facilities (Chumash Auditorium and UU 220) may be reserved in advance for meetings.

- c. The furniture in conference rooms (UU 216, UU 218, and UU 219) is not to be moved from the standard set-up posted on the wall.
- d. Chumash Auditorium and UU 220 are both available in several standard set-ups. If an option other than one of the standard set-ups is chosen, the group will be charged the actual set-up and teardown costs.
- e. Each group is responsible for special equipment, furniture, and space(s) they reserve. This includes such areas as restrooms and other related circulation spaces. If groups do not leave space(s) in a reasonably clean and orderly condition, a charge will be assessed for cleanup. A damage/security deposit of up to \$1,000 may be required from groups, based on relative historical information and size of event. A charge, based on cost of repair or replacement, may be levied against the sponsoring organization in the case of damage occurring during the time space is reserved. Groups using any space in the UU will be responsible for the cleanliness and maintenance of the space during their event. If any damage has occurred during their event, the group will be responsible for any replacement of, or will be billed for, replacement of furniture in the room.
- f. 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. Groups wishing to post materials relating to their room reservation must seek approval of the on-duty Facility Supervisor for acceptable locations and blue tape.
- g. Groups wishing to use the freight elevator must seek approval of the on-duty Facility Supervisor for safety guidelines and instruction.
- h. In order to guarantee compatibility with the ADA required assisted listening system, all external sound systems must be pre-approved for use in Chumash Auditorium.

I. UU Plaza

- 1. Free Speech:
 - a. The UU Plaza and stage are free speech areas for use by the campus community. People may use the UU Plaza as long as they are not in violation of the University President's directive regarding use of University buildings and grounds, including rules for selling, soliciting, and distributing materials (CAP 141).
 - b. Freedom of expression is an individual right and not restricted to place. Several outdoor campus spaces are viewed as University Commons, where individuals and groups assemble to exercise the right of free expression without having to schedule the space in advance.

- c. Designated University Commons include the UU Plaza, Dexter Lawn and the Theatre Lawn. On occasion, all or portions of the University Commons may be reserved in advance. In such cases, the individuals or groups having reserved the University Commons will have priority and other individuals or groups may be referred to an available University Common.
 - d. There are no time restrictions for general “free speech” use of the UU Plaza.
2. Policy:
- a. Student clubs and Independent Student Organizations wishing to reserve space in the UU plaza must make arrangements through the UU Epicenter; other on-campus groups should make arrangements through the University Scheduling office. Off campus groups wishing to reserve the plaza must do so through the Conference and Event Planning office.
 - b. Vendor and marketer use of any kind in the upper UU Plaza (see attached map) is prohibited. Marketers are allowed only in the lower UU Plaza when scheduled through the El Corral Bookstore. Marketers are prohibited from offering gifts or incentives to students.
 - c. Sandwich boards may be placed in the UU Plaza Marketplace, Pathways, and Breezeway (see attached map), provided they do not impede the normal flow of traffic. Sandwich boards can be no larger than 2x 4’ and no more than (6) signs can be placed in the plaza at any one time. Sandwich boards must be reserved via the designated reservation process and cannot be on display for more than seven (7) consecutive days.
 - d. Sandwich boards are not allowed on the grass, on the stage, on the concrete steps, or in seating areas (i.e. planters etc.).
 - e. Stake signs are not allowed in the UU Plaza planters or grass areas.
 - f. Free standing tri-fold wood sign structures can be no larger than 7 feet tall and will be restricted to the space adjacent to the Backstage Pizza entrance and the concrete stairwell leading to the UU’s second floor. This space creates a “concrete corner” that can serve to anchor these types of displays and prevent them from falling over on passersby.
 - g. Posters/banners attached to the railing can be no larger than 3’ tall x 8’ long and must be attached by string or plastic zip ties. Paper banners must be affixed using blue tape available at the Information Desk.
 - h. Posters/banners may not be chained or locked to the railing nor affixed to concrete walls or windows. Any banner displayed improperly will be removed and disposed of.

- i. Banners may not be displayed for more than seven (7) consecutive days. After seven days, banners will be removed and disposed of.
 - j. ASI is not responsible for damage to or loss of banners/posters, sandwich boards or other personal items.
 - k. Amplified sound may be used in the UU Plaza, with allowed decibel rates beginning at 101 with spikes of 108. Amplified sound may be used between 11:00 a.m. and 12:00 noon on Thursdays and between 11:00 am and 12:00 noon on Tuesdays for Free Speech Hour.
 - l. Amplified sound may also be used for evening and weekend events in accordance with campus policies (CAP 180).
 - m. Activities using amplified music may be scheduled in the UU Plaza on Thursdays, 11 am to noon, or other times when University classes are not in session. Such amplification must begin no earlier than 7 am and conclude by 10 pm. Exceptions to policy may only be granted by the Office of the President. Groups wishing to use the stage area in the UU Plaza must submit a request to the appropriate scheduling entity (CAP 853.1).
 - n. On Thursdays, only one (1) space per club, organization, and/or department may be reserved.
 - o. Only five (5) Thursdays may be allotted to each group per quarter.
3. Market and Stage Area Plaza Space Reservations (see map for zone names)
- a. The reservable areas of the UU Plaza may be requested for events beginning after 5 pm on weekdays or anytime on the weekends during regularly scheduled University Union hours.
 - b. The market and stage may be reserved a maximum of three (3) consecutive weekdays during any academic quarter.
 - c. The maximum limitations set forth in this section shall not apply to events sponsored by ASI
4. Vehicles
- a. No vehicles are to be parked in the UU Plaza. Display vehicles, (i.e., cars, boats, planes, floats) may be allowed for special events with prior approval of the ASI Director of Business Services or designee. No display vehicles will be allowed in the UU Plaza on Tuesdays or Thursdays.
 - b. Individuals are prohibited from riding bicycles, skateboards, skates, Segways, unicycles and similar human powered vehicles within the University Union, near

entry areas to the University Union and in the UU Plaza, unless operation of such vehicles is part of an activity which has received formal ASI approval (CAP 855.1).

- c. Electric scooters and bicycles must be parked in the bike racks provided. Electric vehicles (including scooters and golf carts) may not be recharged in the plaza.
 - d. Electric golf carts are not allowed to be driven or parked in the plaza.
 - e. Motorcycles, mopeds, motor scooters, or similar motor-driven vehicles cannot be parked or operated on walkways, sidewalks, stairwells, stages, patios, or lawns in and around the UU Plaza.
 - f. All use of electricity must conform to the current National Electric Code
5. Requests to reserve the UU Plaza will adhere to the following date submittal process:
- a. Reservation request must be submitted to the appropriate scheduling entity and are prioritized in the following order.
 - APRIL 10:
 1. University Events sponsored by the University President
 2. ASI sponsored events/ASI contractual agreements
 3. ASI Board of Directors
 4. Academic Senate
 5. University Union Advisory Board
 6. Week of Welcome (weekly meetings and fall quarter WOW Week)
 7. Open House (weekly meetings and spring quarter Open House)
 8. Disability Resource Center's Finals Schedule (finals week only fall, winter and spring quarters)
 9. Admissions Information Sessions
 10. Alumni Relations Banquet/Breakfast (Homecoming Weekend)
 11. PolyCultural Weekend
 12. SOAR (Student Orientation Advising Resources) (summer quarter)
 13. Club Governance Entities weekly meetings (IFC, Panhellenic, Sports Club Council)
 - b. Reservation requests must be submitted to the appropriate scheduling entity and are prioritized on a first come, first served basis.
 - MAY 1:
 1. Student Clubs
 2. Student Organizations
 3. University Union tenant sponsored programs
 - JUNE 15:

1. Campus Departments
 2. Conference Services
 3. Recognized faculty and staff committees and boards
 4. CSU Chancellor and Trustees
 5. Alumni groups
 6. Other miscellaneous groups conducting University business and support functions
6. All groups must have their event confirmation notice available at their table, booth, or event and attached to the back of sandwich boards.
 7. No household furniture (sofas, beds, etc.) will be allowed in the UU Plaza.
 8. The maximum number of BBQ's allowed in the UU Plaza is two (2). BBQ's must be brought or wheeled into the plaza by hand rather than with the use of a vehicle.
 9. Tables and Booths
 - a. Organizations wishing to use a table must reserve a space through the Epicenter, University Scheduling, or the Conference and Event Planning office.
 - 1) The maximum number of tables allowed in the UU Plaza is thirty-three (33).
 - 2) Tables will be provided by ASI .
 - 3) Each table space is 4'X4' in diameter and includes one 4' table and two chairs.
 - 4) Tables will not be available on rainy days or on days where the weather is questionable.
 - b. Organizations wishing to use a booth to hand out information must reserve a space through the Epicenter, University Scheduling, or the Conference and Event Planning office.
 - 1) The maximum number of booths allowed in the UU Plaza is sixteen (16).
 - 2) Booths must be no larger than 8'x 8'.
 - 3) If a table is being used, it must be placed inside the booth. UU booth space may be reserved a maximum of five (5) consecutive days during any academic quarter.
 - 4) The ASI Director of Business Services or designee must approve construction.

- 5) Booths must be removed immediately after the last reservation date. A daily charge will be assessed until the booth is removed from the UU Plaza.

10. Chalking

- a. In general, Cal Poly and the UU do not encourage chalking as a method of communication due to the negative environmental and resource impacts associated with it (removal via washing wastes water and runs the risk of introducing pollutants into the natural storm water removal network of campus streams). For these reasons, the University encourages members of the campus community to use other more environmentally friendly modes of expression.
- b. Requests to communicate via chalking will be considered only from members of the campus community (student clubs, state-sponsored student programs and organizations, faculty and staff members or individual students) and those off-campus individuals or organizations that are co-sponsored by a recognized Cal Poly organization.

Requests to chalk must conform to the following procedures:

- 1) A request to chalk, including date(s), location, the name of the responsible individual(s) or organization(s) and a commitment to clean and remove the chalking (following university guidelines) must be submitted via an approved e-plan (for student clubs) or via referral to the University Scheduling Office (for other groups, organizations and individuals).
- 2) The chalking, like other temporary signage, must identify the responsible organization(s), group(s) or individual(s).
- 3) Message content will not be considered in ASI reviews of requests to chalk.
- 4) Only water-soluble chalk may be used.
- 5) Chalking is permitted only on flat, horizontal exterior surfaces (excluding roadways), e.g., sidewalks and plazas – no building surfaces or walls whatsoever.
- 6) Chalking must not interfere with pedestrian traffic.
- 7) A five-day maximum duration must be observed.
- 8) Removal must be scheduled to avoid disruption of campus activities.
- 9) Cleanup will be performed by UU staff and charged to the sponsoring organization (CAP 144.6).

J. Bulletin Boards

1. Designated bulletin boards housed within University Union are for the purpose of posting campus and community activities and events.
2. Policy:
 - a. Bulletin boards within the University Union and adjoining areas shall be administered in accordance with the University President's directive as outlined in the Campus Administrative Policy regarding use of University buildings and

grounds. Posting of commercial materials on any bulletin board is not allowed. Posting on undesignated areas of the McPhee University Union and adjoining plazas, including walls, steps, poles, doors, windows, etc., is not allowed.

- b. Only thumbtacks shall be permitted -- no staples, scotch tape, or any other devices or materials.
- c. Posted materials may be no larger than 11" x 14".
- d. Name of sponsoring organization is required on all posters and announcements on bulletin boards.
- e. No material posted may remain longer than two weeks. Facility Supervisors will discard outdated materials.

K. Marquee

1. Policy:

- a. The ASI marquee operates daily from 6:00 am until midnight. The operation of the marquee is administered through the UU Epicenter.
- b. Eligible users:
 - 1. ASI sponsored events: Program areas, Student Government, Cal Poly student clubs and organizations recognized by the University.
 - 2. Official University events: Departmental programs and activities sponsored by the University.
- c. Marquees are to be used as an informational tool to advise campus community of campus-sponsored events.
- d. No message space is to be provided for off-campus entities, including those co-sponsoring events.
- e. Messages of a personal nature will not be displayed.
- f. Messages listing specific prices or discounts for goods or services will not be displayed.
- g. Special logos or graphics will not be accepted. ASI will include standard graphics available for use upon request.
- h. Messages may not run for more than two weeks prior to the scheduled event.
- i. Spaces are assigned on a first come, first served basis.

L. Dance Policy

1. A dance must be sponsored by a currently recognized student organization in good standing. A non-campus group may sponsor a dance if they are licensed by the Cal Poly Conference and Event Planning office.
2. All DJ's and band members and their staffs must be over eighteen years old.
3. Attendance at dances in Chumash Auditorium must not exceed 300.
4. All University and McPhee University Union facility policies apply.
5. All dances are open to students, faculty, staff and alumni of Cal Poly with a valid Cal Poly identification card. Each Cal Poly student may bring one (1) guest age 18 or older. Each guest must show proper identification including proof of age prior to entering the dance.
6. Chumash Auditorium may be reserved by student organizations through the use of an E-plan.
7. An additional Facility Supervisor must be present for the entire dance event as scheduled on the E-Plan. The group will be charged for the actual cost of the Facility Supervisor.
8. Campus policy mandates that all concessions and catering be coordinated and purchased through Campus Dining.
9. A copy of the E-Plan must be in the possession of sponsoring group at the event.
10. If an organization fails to comply with any of the above-mentioned provisions of this policy, it may be denied use of the University Union facilities.
11. All sound equipment for a dance must be provided by the sponsoring organization.

M. Key Policy

1. All keys are issued by the ASI Director of Business Services or designee. A student or staff key authorization check-out card is filled out and signed by the ASI Director of Business Services or designee.
2. Authorization for keys to be issued to ASI Officers must be submitted in writing from the ASI President.
2. An individual issued a key will sign and date the checkout card. Keys are not to be loaned or transferred to others. Any unauthorized use of keys will result in the revocation of the key privilege by the ASI Director of Business Services.
3. Student key authorization is valid only for a specified period of time, not to exceed the fiscal year in which the key is issued. The key must be returned to the ASI Director of

Business Services or designee by the last day of finals for the period of issue. A staff key authorization is valid for the duration of employment.

4. Lost keys must be reported immediately to the ASI Director of Business Services or designee. The signatory agrees to pay a \$25 replacement fee for each lost key. Students who fail to return a key(s) or pay the replacement fee will have a hold placed on their final paycheck. In the event of a master key or exterior door key being lost, the person losing the key may be held liable for costs incurred for re-pinning all areas accessible by the lost key.

N. Art Policy

Promoting aesthetic and cultural development in students and the community is one of the major goals of the University. Developing and nurturing an appreciation of the visual arts is an important aspect of this goal. The programs and facilities funded by ASI and University Union student mandatory fees are a vehicle for reaching this goal through the provision of space to display works of art. The facilities are ideal locations for the display of art because students, faculty, staff, alumni and visitors to the campus heavily utilize them.

1. The artwork displayed in ASI-managed (UU funded) facilities should consist of broad and varied art media which would include two-dimensional art, three-dimensional art, graphic design and photography with a focus on representing students and the local community. The ASI/UU Art Committee will establish art acquisition criteria and process, recommend use and maintenance of ASI owned art, commission new art, and manage exhibition and display. The ASI/UU Art Committee will work closely with the University Union Advisory Board and provide fall and spring updates about its activities.
2. ASI/UU Art Committee Membership: The intent of the ASI/UU Art Committee is to include a cross-section of Cal Poly students, Cal Poly staff, ASI staff and the local community. The committee makes recommendations to the University Union Advisory Board and Executive Director in accordance with ASI policy.

The ASI/UU Art Committee will be composed of the following:

- ASI Associate Director for Facilities
- ASI Assistant Director for Programs
- ASI Program Coordinator
- Representative from UUAB
- Representative from Student Life & Leadership
- ASI Events Outreach Student Supervisor
- Department of Art & Design Student Representative (designated by ASI Student Government President)
- Department of Art and Design Faculty Representative
- San Luis Obispo County Art Community Member
- Additional members as deemed appropriate by the existing committee

3. Guidelines for Art Display and Selection

- a. Works of art displayed in ASI-managed (UU funded) facilities must be in accordance with current Facility and ASI Policy.
 - b. The ASI/UU Art Committee shall make recommendations to the ASI Executive Director for the purchase, selection or acceptance of works of art.
4. Grants, Gifts & Donations
 - a. The ASI/UU Art Committee will solicit grants, gifts and donations to support the acquisition of art.
 - b. Solicitation will take place in conjunction with existing ASI and University procedures, working with the Cal Poly Vice President of Advancement and other appropriate University departments.
5. Location
 - a. The following suggested locations within the Julian A. McPhee University Union should be considered locations for works of art: lobbies, lounges, and conference rooms. As appropriate, the ASI/UU Art Committee will work with the University Union Advisory Board when determining locations.
 - b. All art located within the interior and exterior of the University Union must be in accordance with existing guidelines for art display and selection (Section 3 above).
6. Security & Maintenance
 - a. Security and maintenance of art pieces will primarily be the responsibility of ASI.
 - b. All art will be insured by ASI with the cost to be equally shared as appropriate.
 - c. All works of art shall be documented through receipts, photographs, Certificates of Authenticity and a complete description of each item, to include the name of the artist and medium used. In addition, each item will be documented in accordance with the ASI Inventory Process.
7. Ownership
 - a. All other donated works of art will be labeled with an appropriate marking reflecting the donor's name. Ownership shall be in accordance with the ASI Gift Acceptance Policy and shall be considered part of the ASI Art Collection.

UU Plaza Zone Map



UU Plaza Table Locations



UU Plaza Booth Locations



UU Plaza BBQ Locations

