

JULIAN A. MCPHEE UNIVERSITY UNION FACILITY POLICY

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Julian A. McPhee University Union Facility Policy

The Julian A. McPhee University Union (UU) is operated by Associated Students, Inc. The policy recommending body for the UU 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. UU 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.

The President's directive regarding use of University buildings and grounds is applicable to the UU and its adjoining grounds, (CAP 144).

The UU's Facility Policy may be amended, repealed, or adopted by two-thirds (2/3) vote of the membership of the UUAB and is subject to final approval by the University President or designee.

UU Vision Statement

The UU 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 UU is an inclusive place where students and other Cal Poly community members can meet, socialize and enhance their experience of being on campus.

General Facility Policy

1. Access and Usage

- a) General facility policies are those policies, which apply to all individuals and/or groups who use the UU and UU Plaza.
- b) All University policies apply to the UU and UU Plaza.
- c) UU operating hours will be determined by the ASI Director or Business Services or designee, in consultation with UUAB.
- d) Only authorized UU tenants will be allowed in the building outside normal business hours with written approval from the ASI Director of Business Services or designee.
- e) Use of UU and UU Plaza space 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.
- f) Individuals are prohibited from riding bicycles, skateboards, skates, motorized and human powered vehicles within the UU and UU Plaza unless operation of such vehicles is part of an activity which has received written approval from the ASI Director of Business Services or designee, (CAP 855.1).
- g) Bicycles and human-powered vehicles must be walked into the ASI Craft Center as required for repairs, via the rear entrance.
- h) Tenants of the UU may facilitate informational or promotional events in the general use area directly in front of their main office once per quarter with prior written approval from the ASI Director of Business Services or designee. No such event may exceed 5 days.

2. Health and Safety

- a) The Facility Supervisor is responsible for overseeing building security and safety and will serve as the primary customer contact for facility concerns.
- b) Neither alcoholic beverages (unless approved by the Office of the University President) nor gambling will be allowed in the UU in accordance with State and University Policy, (CAP #TBD).
- c) Use of tobacco products is prohibited within all interior areas of the UU, (CAP 191). Smoking is permitted in designated exterior smoking areas only.
- d) Food will not be sold in the UU or UU Plaza unless authorized by Campus Dining in accordance with all health and safety codes.
- e) Room occupancy levels are set in accordance with state fire regulations and will be enforced by ASI staff.
- f) Pets are not permitted in any campus building except for service dogs, or animals involved in authorized research or instruction programs. Dogs must have a valid license which also serves as evidence of a current rabies vaccination, (CAP 357). Pets may not be tethered on campus, (CAP 357.1.)
- g) Bare feet are not allowed in the UU or UU Plaza.
- h) No person, while on university property, shall possess, carry or have control of any firearm, whether loaded or not, unless it is with the written permission of the Office of the University President or designee, (CAP 354.4).
- i) All use of electricity in the UU and UU Plaza must conform to an applicable edition of the National Electrical Code.
- j) No open flames are allowed in the UU or UU Plaza (with the exception of heat sources used by Campus Dining for food safety) without prior written approval from the ASI Director of Business Services or designee.

3. Equipment and Furniture

- a) The ASI Director of Business Services or designee will determine property to be stored in the UU.
- b) Setup and removal of furniture and ASI equipment must be done by ASI staff or volunteers covered by ASI/UU insurance.
- c) Furniture or AV equipment may not be removed from the UU without prior written approval from the ASI Director of Business Services or designee.
- d) Groups wishing to use the freight elevator must seek assistance from the Facility Supervisor for safety guidelines and instruction.
- e) 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.
- f) An item that may condensate or leak must be placed on a table with a liquid guard to prevent damage to surfaces.
- g) Exceptions to the UU Facility Policy may be granted by the ASI Director of Business Services or designee in accordance with campus policy and in consultation with the UUAB.

Conduct and Responsibility

1. All individuals are required to follow campus and UU policies and procedures pertaining to their activity or program.
2. Groups reserving UU facilities are responsible for the conduct of their members and guests. Groups will be held financially liable for any damages caused to the UU facilities, property, grounds or equipment by their members or guests.
3. Each group is responsible for leaving all UU spaces in a reasonably clean and orderly condition. A damage/security deposit may be required from groups, based on the nature of the event.
4. Any group or individual failing to comply with these policies may be denied further use of campus facilities and will be subject to disciplinary action through Office of Student Rights and Responsibilities and/or campus police.

Definitions of Authorized Users

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) Dean of Students programs, Campus Dining businesses, contracted sub-leased venues, and the University Store.
3. Chartered Student Organizations
 - a) Clubs and organizations that have been officially recognized by the University.
 - b) Special programs and events organized by recognized student organizations.
4. CPSU Departments, Administrative Units, and Support Groups
 - a) Groups conducting University business and support functions. The following groups are to be included in this category: 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 through the University Conference and Event Planning office (CEP).
6. Off campus organizations and individuals
 - a) Community organizations and individuals making reservations must make arrangements through CEP.

Reservation Priority

ASI 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, these programs will be given first priority on reservations for event dates.

All requests must be submitted to the appropriate scheduling entity. The following schedule identifies the first date that groups may request reservations in the UU or UU Plaza for the following academic year. Reservations for use during the Summer Quarter will be accepted up to 5 years in advance.

1. APRIL 10

- a) Groups listed and processed in priority order.
 - i) University Events sponsored by the University President
 - ii) ASI Events/ASI contractual agreements
 - iii) ASI Student Government (BOD, UUAB, Exec Cab)
 - iv) ASI reservations
 - v) Academic Senate
 - vi) Week of Welcome
 - (1) Fall quarter WOW Week
 - (2) Weekly meetings
 - vii) SOAR
 - (1) Summer Quarter
 - (2) Weekly Meetings
 - viii) Open House
 - (1) Spring quarter Open House
 - (2) Weekly meetings
 - ix) Disability Resource Center's finals schedule
 - (1) Finals week Fall, Winter and Spring Quarters only
 - x) Admissions Information Sessions
 - xi) Alumni Relations Banquet/Breakfast
 - (1) Homecoming Weekend only
 - xii) PolyCultural Weekend
 - xiii) Club Governance Entities weekly meetings
 - (1) IFC
 - (2) Panhellenic
 - (3) Sports Club Council
- (a) All reservation requests must be submitted by April 17th to maintain priority status. Requests submitted after this date will be processed on a first come, first served basis.

2. May 1
 - a) Reservations are processed in priority order on a first come, first served basis.
 - i) University Union tenant sponsored programs
 - ii) Cal Poly chartered Clubs and Rostered Independent Student Organizations (ISO)
3. June 15
 - a) Reservations are processed on a first come, first served basis.
 - i) Alumni groups
 - ii) Campus Departments
 - iii) Conference and Event Planning
 - iv) CSU Chancellor and Trustees
 - v) Recognized faculty and staff committees and boards
 - vi) Other groups conducting University business and support functions

Reservation Policy

1. The UU and UU Plaza must be reserved through the appropriate scheduling entity.
 - a) Clubs and ISOs submit requests through the ASI E-Plan process.
 - b) Campus Departments submit requests through University Scheduling.
 - c) Off campus organizations submit requests to Conference and Event
2. No organization may reserve space on behalf of another organization. Organizations may release space by contacting their appropriate scheduling entity. A sponsoring organization may schedule an event that incorporates multiple participating entities within one reservation. Organizations may not sell, sublease, or transfer reservations to another individual or organization.
3. All details associated with the use of UU facilities must be completed by the deadline date. The deadline date will be determined as follows:
 - a) Three (3) business days prior to the event date:
 - i) Reservations which require no staffing, set-up, or audiovisual
 - ii) Requests for UU Plaza information tables, booths or canopies
 - iii) Requests for UU Conference Rooms (216, 218, 219)
 - b) Fourteen (14) calendar days prior to the event date:
 - i) Reservations that require staffing, set-up or audiovisual
 - ii) Requests for UU Plaza Stage or Marketplace
 - iii) Requests for Chumash Auditorium or UU 220
 - c) Twenty-one (21) calendar days prior to the event date:

- i) Reservations that require a building permit. This includes but is not limited to career fairs.
4. All reservations are subject to cancellation if the details are not submitted by the due date.
5. ASI Event Management and the appropriate scheduling entity must be informed in advance of any change regarding an event. Changes made after the due dates referenced above will incur a fee as outlined on the applicable fee schedule.
6. Major cleaning and routine maintenance will take priority during quarter breaks and holidays.
7. Reassignment of space may be necessary and shall be done at the discretion of the ASI Director of Business Services or designee. Whenever possible, ASI will notify groups of any facility change in advance. ASI reserves the right to cancel an event or modify the extent of services provided in the event of construction, utility interruptions, campus emergencies, natural disasters, or catastrophic events.
8. Failure 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.

Cancellation and No-Show Policy

1. Cancellations of reservations must be made by the requestor or other authorized individuals two (2) business days prior to the scheduled event.
2. If a group fails to notify their scheduling entity of a cancellation two (2) business days in advance, the group will be considered a "no show."
3. "No shows" will be issued a written warning and incur a fee as outlined on the applicable rate sheet (asi.calpoly.edu).
4. A group will not be allowed to book further reservations, nor will their current reservations be honored, until all "no show" fees are paid.
5. Failure for a group to cancel an event more than three (3) times in a quarter will result in the cancellation of all remaining reservations for the quarter.
6. Charges will be assessed for all canceled or "no show" events when staff support is required or when costs have been incurred by ASI.

Lounges (208, 221)

1. Each lounge may be reserved a maximum of once per week, not to exceed four hours.
2. The lounges may not be reserved during the week prior to Finals or during Finals Week.
3. Multiple lounges may not be reserved at the same time without prior written approval of the ASI Director of Business Services or designee.

Conference Rooms (216, 218, 219)

1. Conference rooms may be reserved in advance through the appropriate scheduling entity.
2. Unscheduled conference rooms may be used on a first come-first served basis for a maximum of two hours. A current Cal Poly ID Card must be shown upon request.
3. The furniture in conference rooms may not be moved from the standard set-up.

Multi-Purpose Rooms (204, 205, 207, 220)

1. Multi-Purpose Rooms must be reserved in advance. Walk-ins are not permitted.
2. 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.
3. Chumash Auditorium and UU 220 are both available in several standard set-ups. Please reference the ASI rate sheet for applicable costs (asi.calpoly.edu).
4. A damage/security deposit of up to \$1,000 may be required from groups, based on historical experience.

UU Plaza

1. Free Speech (CAP 140)
 - a) The UU Plaza is a designated University Common free speech area where individuals and groups can assemble to exercise the right of free expression without scheduling the space in advance.
 - b) The UU Plaza may be used for free speech as long there is no violation of the University President's directive regarding use of University buildings and grounds, including rules for selling, soliciting, and distributing materials.
 - c) There are no time restrictions for general free speech in the UU Plaza.
 - d) Priority will be given to individuals or groups that have reserved the space in advance. Other individuals or groups may be referred to an available University Common, (CAP 141.3.2.2).
2. Off-campus entities are prohibited from reserving the upper UU Plaza for commercial use of any kind. Marketers are prohibited from offering gifts or incentives to students.
3. All space reservations must be made through the appropriate scheduling entity
4. Amplified Sound
 - a) Amplified sound base decibel rates of 101 and spikes of 108 are permitted. Amplified sound may be used between 10:00 a.m. and 1:00 p.m. on Tuesdays and Thursdays.
 - b) Amplified sound may also be used after 5 pm on weekdays or anytime on the weekends during regularly scheduled UU hours.
 - c) All amplified sound is subject to Campus Administrative Policy.
5. Vehicles
 - a) No vehicles of any kind are to be parked or operated in the UU Plaza without prior written approval.
 - b) Display vehicles, (i.e., cars, boats, planes, floats) may be allowed for special events with prior written approval of the ASI Director of Business Services or designee. Exceptions will not be granted on Tuesdays or Thursdays (CAP 857).
 - c) Electric scooters and bicycles must be parked in bike racks. Electric vehicles (including scooters and golf carts) may not be recharged in the plaza.
6. Marketplace and Stage Area (see map for zone names)

- a) A campus club or department may reserve the entire marketplace for an event one time per quarter for a maximum of three consecutive weekdays.
- b) One group may not reserve the entire marketplace on Thursdays from 11:00 am to 12:00 pm.

7. Tables, Booths, and Canopies

- a) Organizations wishing to use a table, booth, or canopy must reserve a space through the appropriate scheduling entity.
- b) Tables, booths and canopies must be placed in the designated locations (see map).
- c) Space may be reserved for a maximum of five (5) consecutive days during any academic quarter.
- d) Only one (1) space per organization may be reserved on Thursdays between 11:00 a.m. and 12 p.m.

e) Tables

- i) Ten (10) spaces have been designated for tables (see map). Tables are also allowed in any reserved booth space.
- ii) Each table space is 4'X4' and includes one 4' round table and two chairs provided by ASI.
- iii) ASI tables will not be available on rainy days or on days where the weather is questionable.

f) Booth

- i) Nine (9) spaces have been designated for booths (see map). Booths are not permitted in any table space.
- ii) Each booth space is 10'x10'.
- iii) If tables, chairs or canopies are being used, they must be placed in the designated booth spaces.
- iv) Booths must be removed immediately after the reservation date. A daily charge will be assessed until the booth is removed from the UU Plaza.

g) Tents, canopies, and pop-ups

- i) Organizations may use canopies for shade purposes; no reservations can be made for storage.
- ii) Canopies must be no larger than 10'x10' and must be placed within the designated booth spaces (see map).
- iii) Tents and canopies larger than 10'x10' are not permitted in the UU Plaza. This includes requests for storage, sales, events and all other activities.
- iv) Requests for larger tent or canopy sizes for a single day may be considered on a case by case basis subject to the approval of the ASI Director of Business Services or designee.

8. The ASI Director of Business Services or designee must approve safety of structures.

9. BBQs are not permitted in the UU Plaza.

10. Household furniture (sofas, beds, etc.) is not permitted in the UU Plaza.

11. Stake signs are not allowed in the UU Plaza planters or grass areas.

Posting, Displays and Marketing

1. Display Boards

- a) Display board and sandwich board space must be reserved via the designated reservation process; boards can be on display for a maximum of seven (7) consecutive days.
- b) Sandwich boards may only be placed in the UU Plaza Marketplace, Pathways, and Breezeway (see attached map), provided they do not impede the normal flow of traffic.
- c) Sandwich boards can be no larger than 2'x 4' and no more than (10) signs can be placed in the plaza at any one time. Tenants of the building may place sandwich boards within 10 feet of their space without prior reservation. All other sandwich boards must be processed through the designated scheduling process.
- d) Sandwich boards are not allowed on the grass, stage, concrete steps, or in seating areas (i.e. planters etc.) of the UU Plaza.
- e) Free standing display boards can be no larger than 7 feet tall and must be placed in the designated area of the UU Plaza (see attached map).

2. Banners

- a) Banners can be no larger than 3' tall x 8' long, and must be attached to the UU Plaza balcony railing using string, plastic zip ties or blue painters tape. Any banner displayed improperly will be removed and disposed of.
- b) Banners may be displayed for a maximum of seven (7) consecutive days. After seven days, banners will be removed and disposed of.

3. Bulletin Boards

- a) Designated bulletin boards are for the purpose of posting campus and community activities and events. Posting of commercial materials is not allowed.
- b) Only thumbtacks are permitted on bulletin boards.
- c) Posted materials may be no larger than 11" x 14" and must contain the name of sponsoring organization.
- d) Posted material may remain for a maximum of one week. Outdated materials will be discarded.

4. Chalking (CAP 144.6)

- a) Cal Poly and ASI do not encourage chalking as a method of communication due to the negative environmental and resource impacts.
- b) Request to chalk must be submitted to the appropriate scheduling entity. Message content will not be considered in requests to chalk.
- c) Chalking must identify the responsible organization(s), group(s) or individual(s).
- d) Only water-soluble chalk may be used.
- e) Chalking is permitted only on flat, horizontal exterior surfaces, not building surfaces; it is not permitted on walls, planters or stairs etc.
- f) Chalking is allowed for a maximum number of five (5) consecutive days.
- g) Chalking must be scheduled to avoid disruption of campus activities.

- h) Cleanup will be performed by UU staff and charged to the sponsoring organization.
- 5. Groups wishing to post materials relating to their reservation must seek approval from the Facility Supervisor for acceptable locations. All materials must be posted with blue painters tape.
- 6. There shall be no posting on any exterior UU window unless approved in writing by the ASI Director of Business Services or designee.
- 7. ASI is not responsible for damage to or loss of banners, sandwich boards or other personal items.
- 8. Distribution of free campus and community newspapers is allowed in designated locations only as space provides. Obscene material may not be placed for distribution.

Dance Policy

- 1. All individuals working, attending or providing entertainment for a dance must have a valid Cal Poly Identification card or be eighteen years or older.
- 2. Attendance at dances in Chumash Auditorium must not exceed 300.
- 3. Additional ASI Supervisor(s) must be present for all dances with greater than 50 in attendance for the entire event and the group will be charged accordingly.
- 4. Please refer to additional dance guidelines at asi.calpoly.edu

Key Policy

- 1. All keys are issued by the ASI Director of Business Services or designee. A key authorization card must be completed and signed by the ASI Director of Business Services or designee.
- 2. Keys cannot be loaned or transferred. Unauthorized use of keys will result in the revocation of key privileges.
- 3. Key authorization for student officers is valid for the term of service; staff authorization is valid for the duration of employment.
- 4. All keys must be returned as appropriate. Lost keys must be reported immediately to the ASI Director of Business Services or designee. The signatory agrees to pay a replacement fee for each lost key. Individuals who fail to return keys or pay the replacement fee will have a hold placed on their academic record. If a master key or exterior door key is lost, the signatory may be held liable for the cost of re-pinning all areas accessible by the lost key.

UU Plaza Table and Booth Locations

In the graphic below, there are seven booth spaces in the centrally located Marketplace up against the exterior, south windows of the University Store. Also in the Marketplace are ten table spaces which dot the short, concrete wall to a planter. Opposite the planter to the south are two more booth spaces. South of the Marketplace is the Upper Plaza which houses a stage. East of the Marketplace is the breezeway and entrance to Ciao where a display board location is available.

