

# **JULIAN A. MCPHEE UNIVERSITY UNION FACILITY POLICY**

Revised May 2024



# TABLE OF CONTENTS

<b>JULIAN A. MCPHEE UNIVERSITY UNION FACILITY POLICY.....</b>	<b>3</b>
<b>UU VISION STATEMENT .....</b>	<b>3</b>
<b>GENERAL FACILITY POLICY .....</b>	<b>3</b>
<b>HEALTH AND SAFETY .....</b>	<b>4</b>
<b>CONDUCT AND RESPONSIBILITY .....</b>	<b>5</b>
<b>AUTHORIZED USERS .....</b>	<b>5</b>
<b>RESERVATION POLICY .....</b>	<b>6</b>
<b>RESERVATION PRIORITY .....</b>	<b>7</b>
<b>CANCELLATION AND NO-SHOW POLICY.....</b>	<b>9</b>
<b>LOUNGES (208, 221).....</b>	<b>9</b>
<b>CONFERENCE ROOMS (216, 218, 219) .....</b>	<b>9</b>
<b>MULTIPURPOSE ROOMS (204, 205, 207, 220).....</b>	<b>9</b>
<b>UU PLAZA .....</b>	<b>9</b>
<b>POSTING, DISPLAYS AND MARKETING .....</b>	<b>11</b>
<b>DANCE POLICY.....</b>	<b>13</b>
<b>KEY POLICY.....</b>	<b>13</b>
<b>UU PLAZA MARKETPLACE AND STAGE MAP.....</b>	<b>14</b>

## Julian A. McPhee University Union Facility Policy

The Julian A. McPhee University Union (UU) is operated by the Associated Students, Inc. (ASI). 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 UU, subject to approval by the university president. UU Facility Policy shall be in accordance with federal and state law, as well as CSU Board of Trustee Policies and [Campus Administrative Policy \(CAP\)](#). The ASI/UU Executive Director designates the ASI Director of Facilities Management, or designee, to make decisions as noted within this policy.

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

The UU Facility Policy may be amended, repealed, or adopted by two-thirds (2/3) vote of the membership of the UUAB and is subject to final approval by the university president or designee.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

### Access and Usage

- General facility policies are those policies which apply to all individuals and/or groups who use the UU and UU Plaza.
- All university policies apply to the UU and UU Plaza.
- UU operating hours will be determined by the ASI Director of Facilities Management or designee, in consultation with the UUAB.
- Only authorized personnel will be allowed in the building outside normal business hours with written approval from the ASI Director of Facilities Management or designee.
- Use of the UU and UU Plaza for commercial activity unrelated to the ASI mission (e.g., recruitment or solicitation) is prohibited. All fundraising activities must be one hundred percent (100%) philanthropic or benefit a Cal Poly department or Recognized Student Organization (RSO).
- Individuals are prohibited from riding bicycles, skateboards, skates, or recreational scooters within the UU and UU Plaza (CAP 359).
- Exceptions to the UU Facility Policy may be granted by the ASI Director of Facilities Management or designee in accordance with campus policy and in consultation with the UUAB.

## Health and Safety

- The ASI Facility Supervisor oversees building security and safety and will serve as the primary customer contact for facility concerns.

### Use of Alcohol (CAP 172)

- The university president or a designee (per CAP 172.3) is authorized to approve additional organizations to hold temporary or permanent ABC licenses for locations on campus to produce, serve, and/or sell alcoholic beverages and products.
- Students' events are not allowed to serve or sell alcohol on campus; thus, university events, meetings, and activities that are student club and/or student managed are not considered university events under this definition, unless they are under the direction and control of a university host and have an approved permit (CAP 172.5.2).
- Gambling is not allowed in the UU or UU Plaza.
- Smoking, vaping, and the use or sale of tobacco products are prohibited on the Cal Poly campus. (CAP 171).
- Food will not be sold in the UU or UU Plaza unless authorized by Campus Dining in accordance with all health and safety codes.
- Room occupancy levels are set in accordance with state fire regulations and will be enforced by ASI staff.
- Animals or pets are not permitted in any campus building except for service animals, assistance animals, or animals involved in authorized research or instruction programs. Dogs must have a valid license that also serves as evidence of a current rabies vaccination. Pets may not be left unattended on campus (CAP 353).
- Bare feet are not allowed in the UU or UU Plaza.
- 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 university president or designee (CAP 351).
- All use of electricity in the UU and UU Plaza must conform to an applicable edition of the National Electrical Code.
- No open flames are allowed in the UU or UU Plaza (with the exception of heat sources used by authorized food vendors for food safety).

### Equipment and Furniture

- The ASI Director of Facilities Management or designee will determine the property to be stored in the UU.
- Setup and removal of ASI furniture and equipment must be done by ASI staff or volunteers covered by ASI/UU insurance. ASI staff is not responsible for the set-up or removal of non-ASI equipment.
- Furniture or audio visual equipment may not be removed from the UU or UU Plaza.
- Groups wishing to use the freight elevator must request prior approval and seek assistance from the ASI Facility Supervisor.

- An item that may condensate or leak must be placed on a table with a liquid guard to prevent damage to surfaces.
- Individuals and/or groups are prohibited from bringing small appliances including refrigerators, hot plates, microwaves, etc., inside the UU.

## Conduct and Responsibility

- All individuals must follow campus and UU Facility Policy and procedures pertaining to their activity or program.
- Groups reserving UU facilities are responsible for the conduct of their members and guests. Groups will be held financially liable for any damage caused to UU facilities, property, grounds, or equipment by their members or guests.
- Groups reserving UU facilities are responsible for leaving spaces in a reasonably clean and orderly condition.
- Any group or individual failing to comply with policies may be denied further use of campus facilities, loss of scheduling privileges, and will be subject to disciplinary action through Office of Student Rights and Responsibilities and/or campus police. If a reservation is approved a damage/security deposit of one thousand dollars (\$1,000) may be required.

## Authorized Users

Authorized Users are defined as users that are permitted to reserve space within the University Union:

1. Associated Students, Inc.
  - All programs, including Student Government.
2. Cal Poly Recognized Student Organizations (RSO's)
  - RSO's and Club Sports teams that have been officially recognized and chartered by the university.
  - Independent Student Organizations that have been officially recognized and rostered by the university.
3. Cal Poly departments, administrative units, and support groups. The following groups are included in this category:
  - Cal Poly Offices and Administrative Units
  - Cal Poly Departments
  - Cal Poly Academic Colleges
  - Recognized faculty and staff committees and boards
  - CSU Chancellor and Trustees
  - Alumni Groups
4. Cal Poly Conference and Event Planning

- Private use by Cal Poly students and faculty/staff.
- Students and faculty/staff scheduling facilities for private, non-professional, non-campus programs, and activities.
- Off campus organizations and individuals.
- Community organizations and individuals not associated with campus.

## Reservation Policy

1. The UU and UU Plaza must be reserved through the appropriate scheduling entity.

Requestor	Scheduling Entity
ASI	ASI Facility Scheduling
Recognized Student Organizations (Clubs, Clubs Sports, ISOs)	RSO Reservation Process
Campus Departments	University Scheduling
Private use by Cal Poly students, faculty, and staff	Conference and Event Planning (CEP)
Off-campus organizations	Conference and Event Planning (CEP)

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.

Reservations and event details must be completed by the deadline dates below.

- Events which require no staffing, set-up, or audio visual.
  - Reservation: Three (3) business days prior to the event date
    - Requests for UU Plaza information tables, booths or canopies
    - Requests for UU Conference Rooms (216, 218, 219)
    - Requests for UU Lounges (208, 221)
- Events that require staffing, set-up, audio visual, or approval from the ASI Director of Facilities Management.
  - Reservation: Twenty-one (21) calendar days prior to the event date
    - Requests for the UU Plaza stage or marketplace
    - Requests for Chumash Auditorium (204, 205, 207)
    - Requests for UU 220
  - Event Details: Fourteen (14) calendar days prior to the event (i.e. room diagrams, audio visual needs, itinerary).
  - Revisions: Seven (7) calendar days prior to the event (i.e. minor changes to room diagram, audio visual needs).
  - Cancellation: Seven (7) calendar days prior to the event date.
- Events that require a special permit (e.g., campus building permit for electrical use, temporary structures, etc.)

- Reservation: Thirty (30) calendar days prior to the event date.
  - Fire Marshal Approval: Thirty (30) calendar days prior to the event date.
  - Event Details: Fourteen (14) calendar days prior to the event (i.e. room diagrams, audio visual needs, itinerary)
  - Revisions: Seven (7) calendar days prior to the event (i.e. minor changes to room diagram, audio visual needs, itinerary).
  - Cancellation: Seven (7) calendar days prior to the event date.
- All reservations are subject to cancellation if the details are not submitted by the due date.
  - Changes or cancellations made after the due dates will incur a cost as outlined on the applicable [ASI Rate Sheet](#).
  - Major cleaning and routine maintenance will take priority during academic breaks and holidays.
  - Reassignment of space may be necessary and shall be done at the discretion of the ASI Director of Facilities Management 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.

## Reservation Priority

ASI reserves the right to give priority to university events sponsored or endorsed by the university president.

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.

Reservation requests must be submitted by April 17 to maintain priority status. Requests submitted after this date will be processed first come, first served.

### **APRIL 10 – Priority Users**

Groups listed are processed in priority order:

1. University events sponsored by the university president
2. ASI contractual agreements
3. Career Fairs hosted by Career Services
4. ASI Events
5. ASI Student Government (BOD, UUAB, Exec Cab)
6. ASI reservations
7. Academic Senate
8. Week of Welcome (WOW)
  - Fall WOW

- Weekly meetings

9. SLO Days

- Summer
- Weekly meetings

10. Open House

- Spring Open House
- Weekly meetings

11. Disability Resource Center's Finals Schedule

12. Finals weeks Admissions Information Sessions

13. Alumni Relations Banquet/Breakfast

- Homecoming weekend only

14. Poly Cultural Weekend

15. Club Governance Entities weekly meetings

- Inter Fraternity Council (IFC)
- Panhellenic
- Club Sports Council

**May 1**

- Reservations are processed in priority order on a first come, first served basis.
  - University Union sponsored programs
  - Cal Poly Recognized Student Organizations

**June 15**

- Reservations are processed on a first come, first served basis.
  - Alumni groups
  - Campus Departments
  - Conference and Event Planning
  - CSU Chancellor and Trustees
  - Recognized faculty and staff committees and boards
  - Other groups conducting university business and support functions



## Cancellation and No-Show Policy

- Cancellations of reservations must be made seven (7) days prior to the scheduled event.
- If a group fails to notify their scheduling entity of a cancellation seven (7) days in advance, the group will be considered a last-minute cancellation and incur a fee as outlined on the applicable [ASI Rate Sheet](#).
- A group will not be allowed to book further reservations, nor will their current reservations be honored until all last-minute cancellation fees are paid.
- Failure for a group to cancel an event in UU 220, Chumash Auditorium, or the UU Plaza more than three (3) times in an academic year will result in the cancellation of all remaining reservations in the UU.
- 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)

- Each lounge may be reserved a maximum of once (1) per week, not to exceed four (4) hours.
- Lounges may not be reserved during the week prior to Finals or during Finals Week.
- Multiple lounges may not be reserved at the same time.

## Conference Rooms (216, 218, 219)

- Conference rooms may be reserved in advance through the appropriate scheduling entity.
- RSO reservations may not exceed two (2) consecutive hours on weekdays.
- Unscheduled conference rooms may be used on a first come-first served basis for a maximum of two (2) hours. A current Cal Poly ID card must be shown upon request.
- The furniture in conference rooms may not be moved from the standard setup.

## Multipurpose Rooms (204, 205, 207, 220)

- Multipurpose rooms must be reserved in advance. Walk-ins are not permitted.
- ASI provides audio visual and lighting services; all external sound and lighting systems must be pre-approved for use in Chumash Auditorium.
- Chumash Auditorium and UU 220 are both available in several audio visual and set-up options. Please reference the [ASI Rate Sheet](#) for applicable costs.

## UU Plaza

### Free Speech

- Free Speech (CAP 140) The UU Plaza is a designated University Common free speech area where individuals and groups can assemble to exercise the right of free expression. Cal Poly

strongly encourages individuals to notify campus of your presence via Cal Poly University Scheduling (CAP 140).

- 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 145)

### **Amplified Sound**

- Amplified sound is permitted in the UU Plaza as part of an event scheduled through the appropriate reservation process and must adhere to the following:
  - Base decibel rates of one hundred and one (101) with spikes of one hundred and eight (108).
  - Amplified sound may not occur outside of University Union operating hours.
  - Amplified sound is only permitted at the following times:
    - 11 a.m. – 12 p.m. on Thursdays
    - 5 p.m. – 10 p.m. on weekdays
    - 7 a.m. – 10 p.m. on weekends and holidays

### **Vehicles**

- Vehicles may not be parked or operated in the UU Plaza.
- Display vehicles, (i.e., cars, boats, planes, floats) may be allowed for special events with prior written approval of the ASI Director of Facilities Management or designee.
- Electric scooters and bicycles must be parked in bike racks. Electric vehicles (including scooters and golf carts) may not be charged in the UU Plaza.

### **Marketplace and Stage Area (see map)**

- An RSO or department may reserve the entire marketplace for an event one time per academic term. The event can last no more than three (3) consecutive days.

### **Tables and Booth Reservations**

- Organizations wishing to use a table, booth, or canopy must reserve space through the appropriate scheduling entity.
- Tables, booths, and canopies must be placed in the designated locations (see map).
- Space may be reserved for a maximum of five (5) consecutive days during any academic term.

### **Tables**

- Seven (7) spaces have been designated for tables. Tables are also allowed in any reserved booth space.
- Each table space is 5'X5' and includes one table and two chairs provided by ASI.
- ASI tables and chairs will not be available on rainy days or on days where the weather is questionable.

### **Booth**

- Seven (7) spaces have been designated for booths. Booths are not permitted in any table space.
- Each booth space is 10'x10' and includes one (1) table and two (2) chairs provided by ASI.
- If tables, chairs, or canopies are being used, they must be placed in the designated booth spaces.
- Booths must be removed immediately after the reservation date. An hourly labor charge will be assessed to remove the booth from the UU Plaza.

### **Tents, canopies, and pop-ups**

- All tents, canopies, and pop-ups must comply with Fire Marshal guidelines.
- Organizations may use canopies for shade purposes; no reservations can be made for storage.
- Canopies must be no larger than 10'x10' and must be placed within the designated booth spaces.
- Tents, canopies, and pop-ups larger than 10'x10' are not permitted in the UU Plaza. This includes requests for storage, sales, events, and all other activities.

### **Food**

- Serving food must follow food safety guidelines.
- Open flames are not permitted in the UU (with the exception of heat sources used by authorized food vendors for food safety).
- Cooking and BBQing are not permitted in the UU Plaza. Exceptions may be granted by the ASI Director of Facilities Management.
- Food trucks are not permitted in the UU Plaza.

### **Furniture**

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

## **Posting, Displays and Marketing**

### **Display Boards**

- 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.
- Sandwich boards can be no larger than 2'x 4' and no more than ten (10) signs can be placed in the plaza at any one (1) time.
- Sandwich boards must contain the name of the sponsoring organization.
- Sandwich boards may not impede the normal flow of traffic.
- University Union programs may place sandwich boards within ten (10) feet of their space without prior reservation. Stake signs are not allowed in the UU Plaza planters or grass areas.
- Free standing display boards can be no larger than seven (7) feet tall and must be placed in the designated area of the UU Plaza.

- UU Program staff may facilitate informational or promotional signage directly in front of their main office.

### **Banners**

- No reservation is required to display banners.
- 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 painter's tape. Any banner displayed improperly will be removed and disposed of.
- Banners must contain the name of the sponsoring organization.
- Banners may be displayed for a maximum of seven (7) consecutive days. After seven days, banners will be removed and disposed of.

### **Bulletin Boards**

- No reservation is required for bulletin board postings.
- Designated bulletin boards are for the purpose of posting campus and community activities and events. Posting of commercial materials is not allowed.
- Posted materials may be no larger than 11" x 14" and must contain the name of the sponsoring organization.
- Posted material may remain for a maximum of one (1) week. Outdated materials will be discarded.
- Only thumbtacks are permitted on bulletin boards.

### **Chalking (CAP 145)**

- Cal Poly and ASI do not encourage chalking as a method of communication due to the negative environmental and resource impacts.
- Request to chalk must be submitted to the appropriate scheduling entity. Message content will not be considered in requests to chalk.
- Any use of chalk in the UU plaza without a valid reservation will be removed by ASI.
- Chalking reservation must identify the sponsoring organization(s). Only water-soluble chalk may be used. Chalking is permitted only on flat, horizontal, exterior surfaces, such as sidewalks and plazas. Chalking must be located at least twenty (20) feet away from building entrances and may not be located under an overhang, canopy, or other cover.
- Chalking is prohibited in all other locations, including but not limited to: stairs, structures, buildings, walls, fences, gates, steps, windows, posts, lawn areas, railings, trees, signs, traffic control signs, vehicular roadways, bike lanes, utility poles, construction fences, vehicles, in planted garden areas or flowerbeds, newspaper racks, campus directories, within ponds or fountains, or on trash or recycle bins.
- 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 RSOs) or via an online Facilities and Event Request form to University Scheduling in the Office of the Registrar (for Cal Poly affiliated departments and auxiliary organizations).

- Those who chalk, like those who post temporary signage, shall identify the organization(s), group(s) or individual(s) responsible for the chalking on the chalk-marked sign. Message content will not be considered in university or ASI reviews of requests to chalk.
- Chalking must not unreasonably interfere with pedestrian traffic. A five-day (5) maximum duration must be observed. Removal must be scheduled to avoid disruption of campus activities.
- Should the responsible individual/organization chalk without permission or fail to adhere to the written removal plan, cleanup may be performed by the university and charged to sponsor(s).

### **Posting**

- 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 painter's tape.
- There shall be no posting on any exterior UU window, light poles, unless approved in writing by the ASI Director of Facilities Management or designee.
- ASI is not responsible for damage to or loss of banners, sandwich boards or other personal items.
- 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**

- All individuals working, attending, or providing entertainment for a dance must have a valid Cal Poly ID card or be eighteen (18) years or older.
- Attendance at dances in Chumash Auditorium must not exceed four hundred (400).

### **Key Policy**

- All keys are issued by the ASI Director of Facilities Management or designee. A key authorization card must be completed and signed by the ASI Director of Facilities Management or designee.
- Keys cannot be loaned or transferred. Unauthorized use of keys will result in the revocation of key privileges.
- Key authorization for student officers is valid for the term of service; staff authorization is valid for the duration of employment.
- All keys must be returned as appropriate. Lost keys must be reported immediately to the ASI Director of Facilities Management 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 Marketplace and Stage Map

