



COLORADO MESA
UNIVERSITY

UNIVERSITY CENTER

**Operating
Procedures Manual
2015 - 2016**

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I. Our Mission Statement

The Colorado Mesa University Center is dedicated to serving the campus community. We are a campus community center that provides a wide variety of programs and services in a learning environment that promotes the open exchange of thoughts and ideas, celebrates diversity and builds community.

The staff of the University Center, both students and professionals, is dedicated to providing quality customer service to our students, faculty, staff, alumni and guests.

II. Introduction

The University Center is the “living room” of campus. We provide many services to the students, faculty, staff, alumni and community of Colorado Mesa University. We are a place where students can meet and greet friends, get a meal or a snack and find out information about happenings on campus. Students can relax in the fireplace lounge, game room, and on 2 outside patios between classes. Whether socializing or studying the University Center is the place to be.

The operating procedures outlined in this manual provide guidelines for users and a basis for interpretation by the Director of the University Center and/or the staff of the University Center. Special consideration may be granted in unique circumstances. The Director of the University Center and/or the staff of the University Center are responsible for approving/denying all reservations and responding to grievances.

III. General Information

The University Center serves as a focal point for the Colorado Mesa University community and provides a central location for students, faculty, staff, and community members to relax, socialize, study, dine, and attend programs and meetings. It is the University Center’s primary purpose to serve the University’s students, staff, faculty and visitors by providing facilities and services along with programs and advising. The University Center is comprised of three management areas:

University Center Operations

The operational management areas are defined as the: Staff offices, Information Desk, MAVcard Office, game room, meeting rooms, and Campus Dining. University Center operations are under the supervision of the Director of the University Center and/or appropriate staff. The game room offers students a comfortable atmosphere to relax, unwind and have fun. The equipment within the game room is intended for student use, with proof of a Mavcard, but can be utilized by alumni for \$7 per visit with proof of an alumni Mavcard. Passes can be purchased at the Information Desk.

Student Programs

This management area includes the: Programming Activities Council, Associated Student Government, Club Advisory Board, KMSA 91.3FM, Cultural Diversity Board, the Criterion newspaper and Horizon magazine, and numerous clubs and organizations. Student programs are under the supervision of the Director of Student Life.

The Point

The Point is the student operated pub located in the game room. The operational management is under the supervision of the Department of Business.

Hours of Operation

1. Fall and Spring Academic Semesters

Hours in which the entire University Center will be accessible and staffed, either by students and/or students and professional staff will be:

Monday – Friday	6:30am-12:30am
Saturday	9:00am-12:30am
Sunday	9:00am-10:00pm

These hours may be extended with approved written request. Additional charges may apply if approval is granted.

2. Break Schedule

When there is a University break scheduled, such as Fall Break, Thanksgiving Break, and Spring Break, the University Center reserves the right to adjust the building hours to reflect the activity or lack of activity in the building during these times.

During semester break (winter and summer), the University Center will operate on limited hours, however, will be open for consistent business hours, Monday-Friday. Evening and weekend hours will vary. A schedule of building hours can be found at the Information Desk and online at www.coloradomesa.edu/universitycenter usually one month prior to the time period in question.

3. Staffing Pattern

The University Center is staffed by the following personnel.

Administrative Staff	8am-5pm	Monday-Friday (may vary)
Student Building Manager Staff	6:30am-12:30am	Monday-Friday
	9am-12:30am	Saturday
	9am-10pm	Sunday
Student Utility Crew	7am-10pm	Monday-Friday (may vary)
	9am-10pm	Saturday
	9am-8pm	Sunday
Custodial Staff	TBD	Monday - Sunday

Animals

Animals, other than service animals and guide dogs, are not permitted in the University Center.

IV. Reservations and Scheduling

The University Center is responsible for scheduling all University space for student activities, student organization use, campus departments, and Non-Campus Groups. It is also responsible for scheduling the Plaza and Escalante Hall 101, 301, foyer and terraces.

A. STUDENT GROUPS

1. Student Organizations and Clubs within Student Life - Those student programs, support offices, clubs, groups and organizations currently recognized by the Associated Student Government of Colorado Mesa University and/or the Department of Student Life have use of the University Center space and equipment.
2. Departmental - Those student-related groups, clubs, organizations and programs recognized by other University departments have use of University Center space.
3. Those groups noted above have use of student activities space free of charge except as noted herein.

B. NON-STUDENT CAMPUS GROUPS

1. Offices, departments and groups listed in the Campus Directory.
2. Non-campus groups sponsored by University departments or recognized groups must include active participation by the sponsoring department or group.
4. Non-student campus groups may reserve University Center space for non-academic functions only. Staff support, space and equipment rental fees may be charged (see University Center Fee Schedule). Exceptions may be made by the University Center Director or designee.

C. OFF-CAMPUS GROUPS

1. All groups not listed in A & B above.
2. Staff support, space and rental fees are determined from the University Center Fee Schedule. Exceptions may be made by the University Center Director or designee.

Reservations Contacts

In an effort to provide the most effective and efficient service to our campus clients and our off campus customers, the UC has designated specific groups to staff for reservations.

UC Scheduling Coordinator: Please contact x1414 if the reservation is for:

- student organization/club
- campus department
- on campus food delivery
- WCCC food delivery
- hallway tables (including off campus vendors)
- outside space (except space reserved through the Rec Dept.)
- summer camps

UC Event Coordinator, Please contact x1643 for

- off campus client reservation requests
- off campus catering delivery requests
- conferences

Director, UC Please contact x1636 for

- President's office

However, the UC Scheduling Coordinator, Event Coordinator and Director, are available to answer general questions and make a reservation for all spaces within the building. In addition, there is student staff that can make meeting room reservations or check on ballroom availability during limited hours. Contact them at x1746.

Room Reservation Information

The University Center Staff approves/denies all room reservation requests based on facility availability, requestor requirements, previously scheduled reservations, and University Center usage policies. Meeting rooms in the University Center are scheduled on a first-come, first-served basis.

Reservations are confirmed at the time of the request. Reservation confirmation contracts are mailed or emailed to non-campus requestors within five (5) working days of the request. They must be returned to the University Center Administrative Offices with the signature of an authorized representative to secure confirmation of reservation. All required deposits must accompany the reservation confirmation contract.

Reservation Procedures for Student Organizations/Clubs regarding Ballroom and meeting room reservations

All student organizations/clubs must be a recognized on campus via CAB (Club Advisory Board) or ASG (Associated Student Government) in order to make a reservation for the ballroom or meeting rooms.

When possible, the student organizations have been asked to book major events up to 6 months in advance. When possible, University Center staff will look at the reservation calendar and place reservations on the dates requested. When possible, the University Center staff will attempt to 'hold open' two nights a week for these student activities. If space is available and a community group inquires about the space, University Center staff will communicate with the Director of Student Life to decide whether the space can be booked by an outside organization.

In the event that a smaller club has reserved a quarter of the ballroom and a community group wants a bigger event in the ballroom, the ASG President will discuss with CDB, CAB, and PAC to decide if the student group is a priority that must be in the ballroom or if it can be moved to another location. If it is decided that the student group event is a priority, the ASG President will advise University Center staff on the decision of the group. If this leadership group feels that the group can be moved or is not a priority to the space, the ASG President will inform the group and help them find an alternative solution.

Steps for Student Ballroom Reservations

(All major organizations should be booked 6 months out.)

(All smaller clubs should be booked at least three weeks out.)

Step 1. Organization/Club reserves ballroom

Step 2. In the event of conflict, information sent to ASG President who will convene leadership committee of student life (ASG, CAB, CDB, PAC)

Step 3. During consideration, the student life leadership committee will make every attempt to solve any conflict by re-locating the event or re-scheduling it for another day.

Step 4. If club event is priority to students, the Director of University Center will be informed.

Step 5. If club event is not a priority to students, ASG President will have responsibility to work with club to re-schedule or find different venue.

Classroom Usage

University Related Users cannot schedule the University Center for classroom usage. A faculty member may, however, request the use of University Center facilities for a one-time (not consistent) meeting of their class.

Meeting Room Reservation Cancellation Policy

If a reservation is confirmed by the University Center Administrative Offices, it is expected that the requestor will either use the facility or cancel the reservation. University Related Users, who repeatedly do not utilize reserved facilities and do not cancel will be penalized, and may lose the ability to reserve space within the University Center.

To cancel a reservation, the University Center Scheduling Coordinator and/or Event Coordinator must be notified twenty-four (24) hours before the meeting is scheduled to begin. A late cancellation incurs the same penalties as no cancellation.

Only two (2) no-shows per semester, per organization are permitted without penalty. Notice will be sent to the group's representative on the second (2nd) confirmed no-show. A third (3rd) confirmed no-show causes cancellation of all reservations and the termination of University Related User status for the remainder of the semester. All reported no-shows are confirmed by either the Scheduling Coordinator, the Building Manager, or Director of the University Center or designee. Following the third (3rd) no-show, the Director of the University Center or designee will inform the group's representative and the Scheduling Coordinator of the revocation of University Related User status, and when privileges will be reinstated.

Hallway Table Reservation and Display Policies

There are limited table spaces located in the University Center hallway that may be reserved by University Related Users, Non-University Related Users, and Conference Groups.

Hallway Displays must be informational in nature or promote activities officially sponsored by the University Related User, Non-University Related User and/or Conference Group.

These table spaces are reserved on a first-come, first-served basis. Reservations may require that the request be made in person to verify the identity of the requestor. Charges may apply for Non-University Related Users and Conference Groups. See rate schedule for table rental rates.

Tables cannot be reserved by businesses who sell a product or provide a product in direct competition to on campus departments or auxiliary departments at CMU.

Hallway tables may be reserved for no more than 10 days per academic calendar year and no more than four (4) consecutive days at any one time.

Hallway Table Guidelines

Due to space limitations, groups may only reserve one (1) table at a time. If there is space available, those remaining are available to the first requestor of the day.

The University Center Scheduling Coordinator will monitor the frequency of requests and determines when the reservations for table space need to be altered.

Personnel, authorized by the sponsoring group, must be in attendance at all times and remain behind the table.

Only masking tape may be used to attach signs and decorations to the front of the tables.

The windows, ceiling, and the general interior of the University Center are not available for either display or signage and must remain clear. Groups will be responsible for all cleaning and/or repair fees due to damage. The Director of the University Center or designee may grant exceptions.

Hallway Table: Fundraising Reservation

Tables may be reserved with the University Center Scheduling Coordinator for fundraising activities. This may include ticket sales for an activity as well as product sales. No group may use credit card companies (signing up applications) as a fundraising activity.

Associated Student Government (ASG) Election Campaigns

Candidates for ASG Senator, President/Vice President, and Student Trustee, may reserve hallway tables for distribution of campaign literature. One table per candidate is allowed; campaign personnel must remain behind the table and tables must be staffed at all times.

Table space in the hallway is limited and is reserved through the University Center Scheduling Coordinator's Office on a first-come first-served basis. Hallway guidelines regulate election tables.

Reserving Space in the Academic Quad, Elm Avenue Pedestrian Area, and Residence Hall Quads (Intramural Quad is reserved through Campus Recreation 248-1058)

University Related Users, Non-University related users, must reserve space in the quad at least forty-eight (48) hours in advance with the University Center Scheduling Coordinator. All space reserved will adhere to the operating procedures/fees set forth in this document.

Decoration Policy

- For safety and liability reasons, only University Center/CMU employees are to hang articles from any height not attainable from the floor.
- STAPLING, GLUING, TAPING, OR TACKING OF ANY MATERIAL, INCLUDING BALLOONS, IS NOT ALLOWED on windows, doors and walls of the University Center.
- No glitter is allowed in the University Center.

All University Center facilities should be left exactly as found. Any furniture that must be moved during the course of a meeting must be returned to its original position before leaving the room. A fee may be charged if any clean up or rearrangement is necessary.

Do not decorate any room in the University Center without explicit approval from the University Center Scheduling Coordinator or Director.

Failure to comply with these University Center policies may result in the cancellations of future reservations and possible charges for damage caused.

Meeting Room Security

All scheduled rooms in the University Center are unlocked one-half (1/2) hour before a meeting or event and are relocked one-half (1/2) hour following unless other arrangements are made.

However, if there are no scheduled meetings in a meeting room, the room may be unlocked/ or remain unlocked for students to use as a group or individual study space. Meeting rooms will remain unlocked until ½ hour prior to a meeting or events start time. This is to make sure the set up is intact as well as the room is ready for the meeting.

Any students using the meeting rooms are asked to check in with the University Center Administration desk (2nd Floor) or the University Center Information desk (1st floor) prior to using the meeting room. However, official reservations do not have to be made.

Personal items left in a room are removed to the lost and found located in the area behind the Information Desk. It is the users' responsibility to retrieve such items. The University Center staff will attempt to personally contact the owner of mislaid items where ownership is discernible, as in the case of wallets and purses. If it is necessary to advertise for the identity of an owner, the responding owner, once identified, bears the expense. Lost and found items will be destroyed or donated if not claimed within 30 days.

Audio-Visual Equipment

Audio-Visual equipment may be scheduled by University Related users, at no cost, through the University Center Scheduling Coordinator's Office on a first-come, first-served basis. All equipment will remain in the building unless other arrangements have been made and charges may be incurred. Equipment is not to leave the premises of campus.

Conference Groups

For the purpose of these operating procedures, a conference is defined as any request for three (3) or more rooms for two (2) or more consecutive days in the University Center. A room is defined as any requested space within the University Center with exception of hallway/vendor tables.

a. Conference Group Reservation Policy

Conference groups may reserve the University Center up to one (1) year in advance. The Director of the University Center/or designee is responsible for reviewing all requests for conferences which occur during academic terms beginning the first day of classes through the last day of finals excluding Thanksgiving, Semester Break(s), Spring Break, as well as other possible breaks during the academic year. Groups will be notified no later than two (2) weeks after the University Center Scheduling Coordinator receives a conference reservation.

b. Criteria Used to Determine Conference Utilization

Both the Director of the University Center/or designee and the University Center Scheduling Coordinator will consider the following criteria when reviewing conference reservation requests for the University Center:

- A) Day of the week
- B) Time of the year
- C) Affiliation with the University
- D) Impact on students' use of the building

c. Conference Group Fee Policy

Room rental fees apply to all conferences scheduled during the "primary" academic term(s) beginning the first day of classes through the last day of finals. Audio, technical, administrative support fees apply throughout the academic as well as non-academic year (365 days) when extended hours and/or weekend support is required.

V. Technical Services

The University Center is a state of the art facility with computers, projectors, wired/wireless microphones, web cameras and assisted listening devices. The University Center will provide a technical services staff/student who will provide assistance to events and meetings.

UC equipment may not be taken from the building without the permission of the UC Director or designee. Any damage to equipment will be the responsibility of the reserving party to replace or fix.

VI. Building Security & Custodial Services

1. Supervision and Custodial Services

Building supervision and/or custodial services are provided during posted operating hours.

Users are not assessed these customary operating expenses, but may be assessed fees when additional operational expenses are incurred in the fulfillment of their reservation. A custodian and/or building supervisor are scheduled one (1/2) hour prior to the beginning of an event until one (1/2) hour after closing. Any additions to normal building hours may result in the assessment of labor fees.

The Assistant Director of University Center Operations publishes building hours each academic term.

2. Facility Maintenance Request Information

The UC Assistant Director of Operations serves as the liaison between the offices/organizations within the University Center and the Department of Facility Services.

To request assistance with a project or minor remodel of an area, contact the UC Director, if space involves general or University Center operations space. If space involves student organization space, the contact is the Director of Student Life. Information will be passed along to Facility Services.

For maintenance issues, contact the UC Assistant Director of Operations or designee. Maintenance issues examples: heat not working, plumbing problem, excessive trash, damage to walls or ceilings, etc. A service request will be generated with Facility Services and the issue will be resolved.

In the case of an emergency, contact Facility Services first and then follow-up with the Director of the University Center or designee.

3. University Center Building Pass/Key Policy

The intent of this policy is to provide a safe environment for the University Center users and to secure the facility against theft and/or vandalism, and misuse of University Center services and resources.

Building Keys/Electronic Door Access – Student Organizations

The Director of the University Center, along with the Director of Student Life, and the appropriate advisors of student organizations identify those students eligible to receive keys/electronic door access to their respective offices.

Electronic door access requests will be done within 48 hours of the proper paperwork turned into the Director of the University Center or staff designee.

Physical keys may take up to 5 business days to be processed, once the appropriate paperwork is turned into the Director of the University Center.

Keys are issued to a specific individual and are non-transferable. If an individual loses his/her key, he/she will be assessed minimally \$30.00 re-keying charge.

Keys must be returned prior to the close of the academic year. If keys are not returned by the indicated deadline, the individual will be charged a re-keying charge.

Depending on the key issued, charges may range from \$30.00 to \$5,000. Keys are to be picked up and returned to the Facility Services department, Monday-Friday, 8am-5pm.

All electronic door access will be changed at the end of each academic semester.

24/7 Access

The University Center will have 24/7 access for all current term student leaders to gain access to the second floor student life area. The northwest entrance and southwest entrance will have card access to allow access to the 2nd floor only.

Students remaining in the University Center will be required to have in their possession a current CMU MAVcard.

Responsibilities of students remaining in the University Center after hours

- Students Leaders will restrict activities to the 2nd floor student life area, restrooms, and adjacent hallways. When entering or exiting the University Center, students will check to make sure the exterior doors and appropriate interior doors are locked and secured. At no time are doors to be propped open or locking mechanisms bypassed or tampered with in any way.
- Any lights turned on must be turned off prior to leaving the building.

4. Enforcement

The University Center's full-time staff and student staff responsible for closing the University Center will adhere to the following procedure:

1. Secure the building.
2. Secure all offices not in use.
3. Check any student or staff remaining in the building. Staff may ask for a valid student/staff identification card.
4. Ask persons who are not in compliance with this policy to leave and then escort them to an exit. Staff will contact Grand Junction Police Department for assistance, if necessary.
5. Report violations of University and/or Departmental policy to supervisors and/or Grand Junction Police.

Possession of CMU MAVcard is mandatory; no exceptions will be granted. Grand Junction Police will perform an unannounced security inspection of the building on a regular basis. University Center staff members will periodically check the building to ensure compliance with this policy. Abuse of any keys issued by any University Center department or student organization, could result in revocation of after-hour building access privileges.

The Director of the University Center should be notified if any unique situations occur which are not addressed in this policy.

5. Video Surveillance

The University Center and parking garage are equipped with surveillance cameras to enhance the safety and security of the premises. In the event of a theft or crime a police report must be submitted to the Grand Junction Police Department. The University Center recognizes the need to balance the right to privacy and the need to ensure safety and security of employees, clients, visitors and property. Video may be viewed only by authorized personnel to include law enforcement, the UC Director, Director of Student Life and the UC Assistant Director of Operations and only in order to comply with investigative reasons.

VII. Emergency Procedures

1. Accident/Incident Report

In the event of an accident or other type of incident in the University Center, call 911 if it is an emergency. The physical address of the University Center is 1455 12th Street. If it is not an emergency, advise the Director of the University Center or the UC Assistant Director of Operations of the incident so they are aware.

The Accident/Incident form must be filled out and given to the Director of the University Center as soon as possible. A copy of this form will also be forwarded to the Purchasing Department for risk management purposes.

2. Fire Alarm Procedure

Anytime a fire alarm is activated in the University Center the building must be evacuated. All occupants are to remain outside the building until the fire department and building staff indicate it is safe to return.

3. AED Devices

There are 2 AED devices located in the University Center. One is on the first floor and one is on the second floor out the staff offices.

4. Emergency Response Guide

An Emergency Response Guide is available at the Information Desk for instructions on how to handle the following campus emergencies: Fire, Chemical Spill, Radiological Emergency, Bomb Threat, Campus wide Evacuation, and Earthquake.

Each office within the University Center should have a guide. Please contact the Director of the University Center if an area or office is without a guide.

VIII. Special Activity Authorization Request

For a special event in the University Center the Special Activity Authorization Request Form must be completed. Contact the Director of Student Life for a copy of the form and more information.

IX. Code of Conduct

Groups or individuals sponsoring an event are responsible for the actions of all participants. Violations of this policy by the group or individual may result in the loss of scheduling privileges in the University Center.

A representative of the group must remain on site until the event is completed. This includes staying until all participants and/or outside contracted vendors have left the building (i.e. entertainers, photographers, media personnel, etc.).

Groups or individuals are responsible for removing all equipment, decorations, and other equipment at the conclusion of the event. The delivery or removal of the above-mentioned items cannot jeopardize use of the space by another customer; if it does one or both of the following will apply:

- 1.) The individual or group may be charged an additional rental fee
- 2.) The individual or group may be charged the cost of removing the items and the University Center does not assume responsibility for damages or loss

All University Related groups or individuals will be held to the policies set forth in the Student Resources Guide and Academic Policies Guide, including all references to violations and the appeals process.

X. Advertising in the University Center

The University Center will adhere to the CMU Posting Policy.

1. On Campus Advertising Policy

Postings

Bulletin boards are located in various locations around campus, including the University Center, Maverick Center, classroom buildings, residence halls, library, and other buildings. The bulletin boards are for use by and for campus groups and the university community to communicate university-related events, programs and services to students and staff. Non-affiliated university entities, outside business' or individuals may not display information on campus bulletin boards to advertise any for-profit product or activity.

All fliers or posters must be approved and dated by the Director of Student Life. Fliers can be approved along with the event registration form through OrgSync. The approving name and office information is displayed on each bulletin board in the lower right hand corner. All materials must show sponsorship and, if written in a foreign language, must provide an English translation. No material may be posted over another flier or poster.

Items will be displayed up to two weeks in advance of the advertised event, and only one poster per bulletin board is permitted. Postings advertising a series of activities may be approved through the last event publicized. Additional written guidelines addressing, for example, size of postings, priorities, method of posting and number of items per building may be developed by the Director of Student Life.

Unauthorized items, without stamped approval or those exceeding the expiration date, will be removed and discarded. All bulletin boards will be cleared every first and third Friday of the month.

No material may be posted on walls, windows, doors, or any location other than on designated bulletin boards.

All campus bulletin boards are governed by this policy, except those to be designated by the Vice President for Student Services (please refer to the gray chart below for designated boards and quantities). The board(s) designated will be available for postings for apartments for rent, students' private sale of items, and off-campus, non-profit events. Colorado Mesa University assumes no responsibility for the meeting and/or transaction between buyer and seller and neither screens nor previews any housing opportunities. Renters and landlords should use their own discretion in determining tenant suitability. CMU does not promote or endorse off-campus events posted on such designated board(s).

Distribution of materials

Distribution of non-university commercial handbills, flyers, posters on campus is prohibited. The university follows the Organization Access Protocol policy adopted by the Board of Trustees, January 2008. Students may distribute non-commercial literature as outlined in the Student Resources Guide.

Bulletin Board Posting Locations at CMU

On Campus Groups				
<i>*The following maroon and white chart is for campus groups and the university community only*</i>				
Building Name	Approval Person	Office	Phone number	How many posters allowed
ACB Building	Jane Sandoval	ACB 309c	1778	5
Fine Arts	Cullen Duffy	FA200	1833	2
Residence Life	Jody Labuda	SLC100	1536	55
Houston Hall	TBD	TBD	TBD	TBD
Library	Kawna Safford	L102	1406	1
Lowell Heiny Hall	Registrar's Office	LHH124	1555	2
Maverick Center	Information Desk	MC	1592	3

Moss Performing Arts	Lynn Ross	MPAC 13	1233	2
Outdoor Program	Ryan Dutch	OP203	1691	1
University Center	Information Desk	UC	1758	4
Wubben Hall & Science Lab	Ronda McDonald	W157	1407	4
			Total Posters Allowed	79

Non-Profit Groups

*For all non-profit events affiliated with an off campus source may only be advertised on these boards *

Building Name	Approval Person	Office	Phone number	How many posters allowed
Maverick Center	Information Desk		1592	3
University Center	Student Life Desk	UC	1111	4
			Total Posters Allowed	7

Also consider advertising in our student newspaper, The Criterion 970-248-1255, on our student radio station, KMSA 970-248-1240, or rent a table in our University Center - 970-248-1414

2. Free Standing Displays

University Related Users and Conference Groups may locate standing displays in the University Center; however, they may not block exits, as this is a fire hazard. The Director of the University Center and/or staff of the University Center will determine and approve locations. It is the responsibility of the sponsoring organization to maintain an adequate supply of promotional materials in their display at all times. Empty stands will be removed to storage and the sponsoring organization will be contacted for a remedy. If after one-month's storage, the display has not been removed by the sponsor, the display will not be retained.

3. University Center Posting Additional Requirements

Posters, banners, flyers and other promotional materials **hung on interior and exterior walls, glass windows, and doors** of the University Center are **strictly prohibited** and will be removed. Any damage done to interior/exterior walls, glass windows and/or doors resulting from the removal of posters, banners, flyers and/or promotional materials will be billed back to the organization or person for the replacement of that area affected.

All posted items must be stamped "approved" and dated by the Director of Student Life. These items must be posted on designated bulletin boards.

At the completion of the advertised event, campaign, etc., it is the responsibility of the individual or group sponsor to properly remove all advertising. Failure to do so may result in loss of posting privileges.

Advertisements should be of reasonable size, i.e., no larger than 22" x 24". Bulletin board signs should be not be larger than 16" x 11".

In major student activity events or ASG elections and campaigns, the sponsor must get special approval by the Director of Student Life to exceed these limitations. Advertisements may not be placed on any glass, painted surface, wood, walls, ceiling, furniture, counters, or any place that, in judgment of the University Center staff, promotes a hazardous or destructive condition. Any damage from improper posting of advertisements, posters, etc., will be charged to the appropriate student and/or organization account. Request for posting on University grounds or buildings must be directed to and approved by the Director of the University Center

No advertisement or product that promotes, in judgment of the University Center staff, obscenity, alcohol, tobacco, drugs, discriminatory content, illegal activities or declaration policies that endanger people or property and other improper declarations, publications, events, etc., will be approved. It is your responsibility to check with the University Center staff for approval before promoting events.

3a. Political Affiliation Signs Policy

Colorado Mesa University is a State facility, and as such, the University Center does not allow postings of political affiliation signs on or around the University Center building. This includes all lawn areas and light poles around the building.

4. Campus Dining Posting Policy

Posters, banners, flyers, table top tents and other promotional materials hung or placed in any of the Campus Dining outlets on campus must have the approval of the Director of Student Life or Director of the University Center.

5. Chalking

The sidewalks within the boundaries of the University may be used as billboards to advertise specific events open to the campus community. Notice of events should be placed no more than five days prior to an event and removed the day after the event.

The University allows expressive chalking within a stretch of sidewalk between Tomlinson Library and Wubben Hall as a place where students can express their thoughts. We ask that this area be a continuation of the Academy's mission – a conversation to the greater community, a conversation of respect and civility.

This area is open from Monday at 12:00 a.m. until Thursday at 11:59 p.m. The zone will be cleaned regularly to allow new comments.

Chalking should remain on sidewalks, not on University buildings. Students found to be defacing University property may be charged through the campus discipline process.

6. Guidelines for Temporary Signs on Campus (as directed by Facilities Services)

1. Signs are not allowed to be fastened to any buildings using tape, nails, staples or any other method that could damage the building surface. The only exception is that tape may be used on windows or other glass surfaces.
2. Signs may be fastened to building rails, fences, or eyebolts using zip ties or heavy cord. Facilities Services have installed eyebolts for this purpose. The maximum size is 10 feet wide by 3 feet high.
3. Freestanding signs on stakes are permitted in lawn areas, but the stakes must be located at least three feet from any sidewalk. Wood stakes with flat tops only, **no metal stakes.**
4. It is recommended that all signs be made from vinyl or other weatherproof material. Any signs that fall down, become damaged or otherwise unsightly will be considered litter and removed.
5. No signs are allowed to be fastened in any manner to trees or other plants unless specifically authorized by the Grounds Department.
6. No signs may be placed in a manner that interferes with the ingress or egress from any building.
7. Windshield advertising is not permitted.
8. Sidewalk chalk is permitted, but must not be closer than 50 feet from any building entrance.

Questions about these guidelines should be directed to either the Grounds Department or Labor/Trades/Crafts Supervisor in the Facilities Services Department at 248-1465.

XI. Alcohol and Tobacco Policy

Alcohol

Sodexo Campus Dining Services has a liquor license for the University Center premises as well as designated premises on campus. Contact the University Center Scheduling Office for room reservations, catering options and liquor pricing. Within the University Center, Sodexo has exclusive catering and alcohol rights for service.

Alcohol may not be brought into our facilities for consumption.

CMU Department and Student Events Involving Alcohol

General Alcohol Protocol

All students at Colorado Mesa University must adhere to applicable federal, state, and local laws and university regulations related to the possession, consumption, distribution, and sale of alcoholic beverages. This includes, but is not limited to, issues of legal drinking age, alcohol-free housing, manufacturing of alcoholic beverages and planning events with alcohol.

All student events at which students and alcohol are present, must be properly approved by the Vice President of Student Services prior to the event. This includes both on and off-campus events as well as student events planned by faculty or staff members. Beer and wine are the only types of alcohol allowed at student events. Hard liquor is never permitted at student events.

CMU students are accountable for their actions and judgment and are expected to make responsible decisions regarding alcohol. Violations of this policy are subject to appropriate institutional and legal sanctions.

To have a student event approved to serve alcohol, a Request to Serve Alcohol Form – Student Events must be filled out and approved by the Vice President of Student Services. This form must be filled out for on campus and off campus events requesting the service of alcohol.

CMU Department and Student Events Involving Alcohol

University Center or Optional premises license

1. The Vice President of Student Services must approve all student events in which alcohol is served.
2. Sodexo Campus Dining Services holds a liquor license for the University Center and 4 optional premises licenses on campus. In these locations all alcoholic beverages must be supplied and served by Sodexo Campus Dining Services food service personnel. *For optional premise locations, please contact the University Center Scheduling Coordinator or Assistant Director.*
 - a. If an event is planned for a location other than the University Center or one of the 4 optional premises, a special event liquor license may be required, applicable to local and state law.
3. ID's are to be validated by Sodexo or officially trained T.I.P.S *personnel only*.
4. Alcoholic beverages may not be removed from the premises. Adherence to Colorado Mesa University alcohol policies and local/state liquor laws will be strictly enforced.
5. Sodexo Campus Dining Services reserves the right to refuse service if clients are intoxicated, abusive, or violate University policies. Refusal of service may result in the termination of the event and closure of the facility at the discretion of campus dining services and University personnel.
6. Campus Safety (GJPD or 3rd party Security) may be required to supervise the event. This cost will be billed to the individual or sponsoring organization per reservation contract.
7. Alcohol served during a student event may be limited to a set duration.

8. Student events will operate a cash bar only.
9. Student fees cannot be used to pay for alcohol.
10. Students who are consuming alcohol are solely responsible for their costs associated with a violation of this policy, such as the cost of emergency transport or medical care or building damages.
11. Conduct violations may result in the revocation of groups or individual's university privileges per the student code of conduct
12. A person under the age of 21 may enter the event under the following conditions:
 - a. The area in which alcohol is served is in a separate room. (may be interpreted to be a fenced area or stantioned area.
 - b. There is a separate exit from the "alcohol free" room so that those under 21 can enter and leave the event without being in the room where the alcohol is served.
 - c. The students who *are 21 and over* are clearly identified e.g. either with wristbands or under 21 are identified. This will be determined by expected number of attendees, over 21 and under 21.
13. Student club advisors may be required to be present at club events where alcohol has been approved.
14. Donations of alcohol products may not be sold at events unless approved by the University and as defined by local and state law.

Tobacco

The Colorado Mesa University Center is a tobacco free building. Smoking , including electronic cigarettes, and chewing tobacco are not permitted within the building. Per CMU Tobacco policy: "The policy states that all tobacco products are prohibited within forty feet (40') of any Colorado Mesa University building."

XII. Food Service Policy

CMU contracts Sodexo Campus Services (referred to as Campus Dining Services on campus) to manage and operate food service for the entire campus, including the University Center.

Campus Dining Services has exclusive rights to provide food service for all functions scheduled in the University Center. This means that groups **MAY NOT** bring any food or beverage of their own into the meetings and/or events held in the University Center without prior approval from the Director of Campus Dining Services.

The University Center Scheduling Coordinator and Campus Dining Services coordinate room arrangements requiring food service.

To ensure that room arrangements are properly coordinated, it is necessary for all users to notify the University Center Scheduling Coordinator when food service is requested in the University Center.

The University Center Scheduling Coordinator coordinates service with the requestor and either the Campus Dining Operations Director or Catering Manager.

XIII. Other Services

1. FAX Machine

The University Center furnishes facsimile services (FAX) upon payment of a per-page fee for incoming and outgoing transmissions within the continental United States. The fax service is available at the Information Desk.

Faxes sent and received are billed at \$1.00 per page.

Users may set up a charge account with the University Center Scheduling Coordinator if they wish to be billed for the service. Charges will be based on current charges for incoming and outgoing faxes.

2. Lost & Found

The University Center maintains a "Lost and Found" service for the facility through the Information Desk at the University Center.

A log is kept to record the date, time, and general description of each item turned in.

Every effort will be made to contact the individual when possible.

If item appears to be a value of \$100 or more, the item will be turned in to the GJPD CMU Police Substation.

Items will remain in lost and found for 30 days. After 30 days the items will be thrown away or destroyed.

The following items will be turned over to the GJPD CMU substation immediately:

- Items that have an estimated value of \$100 or more.
- Items that contain cash or identification information (i.e. a driver's license, a checkbook, an item with a name engraved on it, etc.)
- Articles that are questionable or suspicious in nature (i.e. possibly part of a weapon or drug paraphernalia) should be reported to the GJPD before disturbed. An officer will respond and investigate such items where they are found and will make the determination as to whether the officer must take possession of the item or leave it with the reporting party.
- Items that are illegal to possess.

GJPD substation personnel will advise owners by letter, when possible, that their property has been turned over to the GJPD property room.

4. Copy Machines

The Information Desk has a copy machine with scanning ability that can be used by students for a nominal fee.

There is a coin operated copy machine located in the Tomlinson Library. Copies are \$0.10 a piece.

There is a copy machine for clubs and organizations in the Student Life Office. To have a code set, please see the Director of Student Life.

Off campus visitors with meeting room reservations may set up a charge account with the Conference Coordinator if they wish to be billed for the service.

XIV. Student Organizations Office Area Policy

As agreed upon by the Director of Student Life and the Director of the University Center.

The University Center at Colorado Mesa University serves as: "The community center of the University, for all the members of the university community, students, faculty, administration, alumni, and guests..." As the "living room" of the university, the University Center provides for the services, conveniences, and amenities the members of the university community need in their daily life on the campus and getting to know and understand one another through informal association outside the classroom...(ACU-I definition of the role of a Union).

To meet this goal, the University Center is committed to providing space for recognized student organizations. Due to limited space in the University Center, this policy has been created to equitably determine which organizations have the greatest need for space in the building.

Rules and Responsibilities for Student Organization Space

Applies to student organizations allocated space in the Center.

- The organization is responsible for the general cleanliness of their area. The custodial staff will vacuum and empty trash on a regular basis.
- The University Center will supply the organization with the space, office or general area. It is the financial responsibility of the organization to provide furniture, wiring, phone line, phone for the space, etc.
- No stickers, non-authorized window coverings, window writing will be tolerated in any student organization/office space. If a window is damaged due to stickers, or other window covering, the student organization will be held financially responsible for replacing the window. Windows in doors are also included in this policy.
- The University Center will pay for all utilities at this time. The organization should practice energy saving conservation at all times.
- All damages or needed repairs to an organization's space must be reported to the Director of the University Center, and it may be the financial responsibility of the organization for any repairs.
- Common office courtesy and decorum must be observed at all times.
- The organization assumes total responsibility for all damages, intentional and unintentional, to their areas.

Complaint Resolution

Problems or complaints regarding space utilization should be directed to the Director of Student Life and the Director of the University Center. If possible, this staff member will attempt to resolve the complaints. If needed, the Vice President of Student Services can be contacted for final resolution.

XV. Sales, Solicitation and Canvassing

1. Canvassing

You may conduct canvassing (surveys, petitions, and questionnaires) on campus after obtaining authorization from the University.

For canvassing to be conducted in the classroom, approval must be given by the Vice President for Academic Affairs.

For canvassing in all other areas, the Director of the University Center must give approval.

For surveys or questionnaires conducted on campus as part of a student research project, authorization must be obtained from the university through the Human Subjects Committee. Please contact the Director of Sponsored Programs (248-1424) for procedural and approval processes.

2. Sales and Solicitations

Sales and solicitations by recognized student organizations must be approved in advance by the Director of Student Life or designee.

Non-Student groups sales and solicitations are prohibited in the University Center and on campus. See Vendor table section for information on how to set up a table on campus.

The University reserves the right both to restrict sales on campus as well as to invite sales as deemed beneficial to the University community.

XVI. Free Speech/Protest Policy

In an effort to support the rights of students and others, a Free Speech Zone has been designated within the perimeter of the University. *The concrete patio adjacent to the west door of the University Center has been designated the Free Speech Zone.* The location is a central pedestrian thoroughfare for daily campus life and easy access to classroom, residential, and activity centers on campus.

While the area has been established as the gathering point for students and others to exercise their right to free speech, the rights and privileges of all persons shall be respected and there will be no endangerments to the health or safety to the campus community, visitors, or guests. In regards to the area west of the University Center, this area is associated with the entrance/exit to the University Center itself. If this area is being used, a clear path into and out of the University Center must be made available and not disrupt the flow of traffic for those using the facility. Additionally, such gatherings must not unreasonably disrupt the normal conduct of University operations or endanger University property or persons.

In the event safety becomes an issue to the University, its students, staff, and faculty, or the individual or organization(s) involved in free speech activities, this policy does not limit or constrain the University or law enforcement authorities to maintain and protect public safety, as established in law. For further details, please refer to The Maverick Guide.

XVII. Security and Insurance Policy

1. Security

Required Security services for Colorado Mesa University Center will be based on the Scheduling Coordinator, the Director of the University Center or designee's discretion. Security arrangements and associated fees will be the responsibility of the event customer.

The number of required officers will be based on alcohol service or crowd control needs and final numbers of officers will be at the Scheduling Coordinator, the Director of the University Center or designee's discretion.

Security on duty must be unarmed; this applies to security provided by a show promoter as well. The only armed security allowed at the University Center are City of Grand Junction Police Officers or County Sheriff officers.

Show promoters may provide security over and above the required security; however, promoter security must coordinate directly with the Scheduling Coordinator, the Director of the University Center or designee. Promoter security may not take the place of required security by the University Center.

Any person whose conduct is objectionable, disorderly or disruptive to the University Center's use or is in violation of any law shall be refused entrance or shall be immediately ejected from the premises. Customer assumes full responsibility for the acts and conduct of its exhibitors, agents, employees, licensees, invitees and attendees of the event.

Overnight security within, outside, and off-show hour security of the University Center shall be at the discretion of the Scheduling Coordinator, the Director of the University Center or designee and is the responsibility of the customer.

2. Insurance

Colorado Mesa University Center may require the lessee to provide to lessor proof of insurance, as required below, at least 10 days prior to the scheduled event. Such proof shall be in the form of a certificate of insurance evidencing the existence of commercial general liability insurance applicable to premises and operations hereunder with liability limits in the amount of \$1,000,000 per occurrence: combined single-limit bodily injury and/or property damage. Liability insurance covering all owned, non-owned and hired automobiles; and workers

compensation and occupational disease insurance including employer's liability, meeting and statutory requirement of the State of Colorado.

The certificate shall show the lessor, Colorado Mesa University Center, and its agents, as an additional named insured under the policy and shall contain substantially the following statement: "The insurance described in this certificate will not be cancelled or materially altered unless ten (10) days' written notice has been received by the lessor."

APPENDIX A

Non-Related CMU User Fee Schedule

Room	Sq. Ft	Full Day	Half Day	Comments
Ballroom 235	8,570	\$1,800	\$900	
Section 1	4,407	\$900	\$450	
Section 2	2,060	\$450	\$250	
Section 3	2,060	\$450	\$250	
Meeting Room 213	1400	\$400	\$200	
Meeting Room 221	729	\$200	\$100	
Meeting Room 222	669	\$200	\$100	
Meeting Room 223	297	\$100	\$50	
Meeting Room 224	336	\$100	\$50	
Meeting Room 225	517	\$200	\$50	
South 2 nd Floor Terrace		\$500	\$250	
2 nd floor Lounge		\$200	\$400	When reserved independently
Vendor Tables		\$100		Except 1 st 2 weeks of semester, \$150 per table per day
Booth for Trade Show 10 x 10 booth incl. 8'table, 2 chairs, table cloth, pipe & drape		\$50 per booth		
Plaza				
Plaza with Tent				

APPENDIX B

SPECIAL ACTIVITY AUTHORIZATION REQUEST

The Director of Student Life is the approval-granting authority for all student activities/programs in the Colorado Mesa University Center. This form is designed to ensure all student groups/organizations become aware of policies governing special activities and complete necessary steps to receive approval.

This request must be returned properly signed 2 weeks prior to the event.

Sponsoring Organization _____

Date of Event _____ Type of Event _____

Location _____

Beginning Time _____ Ending Time _____

Estimated Attendance _____

Event description and physical set up diagram (attach another sheet if necessary)

To the best of our knowledge, the above information is correct. By our signature, we are accepting responsibility for our organization for the accuracy of this information and compliance with the University regulations. We also indicate that we have received a sheet outlining those sections of the Student Code potentially relevant to our organization's activities.

Group/Organization Representative

Signature _____ Date _____

Group/Organization Advisor

Signature _____ Date _____

Required Signatures (to be obtained by Sponsoring Organization):

Director of Facility Services: _____ Date: _____

Grand Junction Police Department: _____ Date: _____

Security Company Name: _____ Number of Security Guards Required: _____

Phone: _____ Contact Person: _____

Director of Student Life: _____ Date: _____

Approved _____ **Denied** _____



Accident and Incident Report

Accident Report (Injury):

Name: _____

Age: _____

Date and Time: _____

Description of Accident: _____

Incident Report (i.e. suspicious person, seizure, etc.)

Name: _____

Age: _____

Date and Time: _____

Description of Accident: _____

Please include who was contacted and the outcome in the descriptions. Please include any witnesses or anyone who was involved with either the accident or incident.

Name and signature of person filling out this form: _____

Date and Time: _____

Please give a filled out copy to the Director of the University Center

Appendix D

Request to Serve Alcohol Form – Student Events

*NOTE: Please submit to and schedule a meeting with the VP of Student Services at least two weeks prior to the event. *

Today's Date: _____

Event Name: _____ Event Date: _____

Event Time: _____ To _____ Time Alcohol will be served: _____ To _____
From From To To

Location (please be specific): _____

Group Sponsoring Event: _____

Person(s) Responsible for the Event: _____

Phone: _____ Email: _____

Expected number of attendees?

_____ Undergraduate Students

_____ Graduate Students

_____ Faculty/Staff Members

_____ Other: _____

Who will be checking IDs?

_____ Sodexo Campus Dining

_____ Security Staff

_____ Not required as all will be over 21

_____ Other: _____

ALCOHOL:

Amount of alcohol being served? _____

From where will you purchase/obtain the alcohol, if not by Sodexo? _____

What funds are being used to purchase/pay the invoice for the alcohol? _____

FOOD & NON-ALCOHOLIC BEVERAGES: Please list the items and quantity that will be available during the event:

SIGNATURES: By signing this form you are agreeing to all aspects of the alcohol policy and will enforce the policy as needed.

Signature: Person responsible for the event

Signature: Organization Advisor

For official use only – do not write in this box

Submitted: _____

Approved: _____

Signature, Vice President of Student Services

Returned: _____