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POLICIES AND GUIDELINES FOR USE OF MEMORIAL UNION FACILITIES

Animals

No animals shall be allowed in the Memorial Union. Any animals found must be removed by the owner. Guide or service dogs as deemed necessary by ADA and security dogs with handlers are exempt from this policy.

Assignment of Space

The Memorial Union Policy Board reserves the right to assign all office space and determine all use of floor space within the Union, subject to the approval of the University President or his/her designated representative.

Banners

Approval:

Recognized Student Organizations and university departments have the opportunity to display banners inside the Union after receiving approval from the Center for Student Involvement (CSI), Memorial Union lower level 014.

Only banners which advertise campus-wide events/activities/announcements **sponsored by University organizations** will be approved. Banner locations will be reserved for the Homecoming banners contest during Homecoming.

Construction:

Banners may be no larger than 2-3 feet high and 6-7 feet wide.

Banners must be made out of paper (no bed sheets).

Criteria:

CSI will hang and remove the banners.

Banners may be displayed no longer than three weeks.

Location:

There are four locations inside the Union available for banner display:

Locations #1 & #2 – First floor lobby railing.

Locations #3 & #4 – Union Station staircase railing

Available Services:

Recognized Student Organizations may use CSI Poster Plus services (at a small charge) or use the CSI workroom supplies (free of charge) to create banners.

Banners outside of the Memorial Union (off-building):

Contact the Memorial Union Director, Memorial Union – 2nd floor 208 for approval and size requirements.

Bicycles, Skates, Roller Blades and Skateboards

Bicycles shall remain outside the Memorial Union and should be secured to bicycle racks only.

Skateboarding, rollerblading and /or roller skating are prohibited inside the building and on the steps and disabled ramps near the building.

Cancellation/No-Show

Due to internal costs and inconveniences incurred by the Memorial Union and to ensure that the facilities are used properly and available for users, guests who fail to cancel their reserved space and do not show

up are subject to warning letters. Student organizations will have letters sent to the student organization president and advisor. If this occurs more than once, a group may lose the privilege of using Memorial Union facilities for a period of time.

Memorial Union reserves the right to change and/or cancel a reservation or alter the use of other assigned space with the understanding that, at all times, every effort shall be made to provide comparable facilities.

Candles

Use of candles in the Union must be approved by the Union Director. Candles must not drip nor smoke and must be used with holders to catch any wax. Wax cleanup costs will be billed to the group.

Center for Student Involvement

General

1. The Center for Student Involvement (CSI) provides three computer work stations with printing abilities, work room, conference room, fax machine, mailboxes, copy machine, and limited storage space (lockers & cabinets) for student organizations registered by the Student Organization Committee. Organizations requesting cabinet space and/or storage lockers are required to contact CSI, as these spaces are on a first-come, first-serve basis. Student Organizations granted cabinet and/or locker space will be for the entire length of the following academic year.
2. The Center for Student Involvement will accept requests for cabinet or locker space during the year on a first-come, first-served basis should space be available. Any disputes regarding the use of office space will be referred to the Union Policy Board through the Union Director for resolution.
3. Organizations are reminded that allocation of cabinet and/or storage lockers space is a privilege and the Center for Student Involvement reserves the right to remove organizations from an allocated space for violating policies stated in this document and/or they are not registered through the CSI/SOC process.
4. The Student Government Association and the University Activities Board have permanent office space in the Center for Student Involvement in the Memorial Union and have priority to utilize the components of their office space.
5. Valuables should not be left on or in the desks. Security of the offices and belongings is the responsibility of each organization. The Center for Student Involvement and the Memorial Union is not responsible for any items lost, stolen, or damaged from any office at any time.
6. Student Organization meetings should be held in one of the Union meeting rooms, and not in the offices as to not disturb the other organizations sharing the office.

Access to offices

1. A Center for Student Involvement office key will ONLY be available for the officers of UAB, SGA, and any student employees of the Center for Student Involvement. Office keys are distributed through the University Lock Shop by a Key Authorization/Agreement Card.
2. There will be no access to offices after the Union has closed. If anyone is in an office after the Union is closed, the Building Manager will notify the Union Director and key privileges may be rescinded for that student officer; unless in conjunction with a scheduled event or meeting.

Student organization lockers

1. Lockers in the Center for Student Involvement area are provided as a service only to registered student organizations. Each organization that is granted a locker will be assigned a combination lock. Security of locker contents will be the responsibility of the organization. The CSI and Memorial Union is not responsible for any lost or stolen items contained in the lockers.
2. All contents must be removed if locker space is not renewed for the following year. The registration process will be held during the fall semester. Any contents not removed by December commencement, for organizations that have not re-registered, will be removed by the Center for Student Involvement and the organization will forfeit the rights to any materials.
3. The Union staff reserves the right to open and remove locker contents if locker is beyond rent period or if there is a reason to believe the locker contains prohibited items.
4. Organizations requesting more than one locker and/or cabinet space will be granted an appropriate number of lockers and/or cabinet space **ONLY** if space permits.

Mailboxes

1. Mailboxes for all Student Organizations on campus are provided and located in the Center for Student Involvement. The mailboxes will be accessible only during the times that the Center for Student Involvement is open. The Union Staff will not open the Center for Student Involvement during any other times for organizations to pick-up their mail.

Bulletin board space

1. Outside the Center for Student Involvement are two bulletin boards. Each entity of the CSI will be allocated half of a bulletin board for its use. The boards will be split as follows: SGA and UAB/Special Events will use one board, CSI/SO and Diversity/Cultural Affairs will use the remaining board.
2. Each area of the bulletin board will be managed by the entity assigned. Timely monitoring is advised and encouraged.
3. Posting Policies of the Memorial Union and FHSU will be observed for the two bulletin boards.

Lawn signs

1. Lawn signs may be permitted for special events or occasions where appropriate, depending only upon the size of the sign and whether any physical damage to the Campus will occur as a result of use of the sign. Requests can be brought to the Center for Student Involvement. Final approval for lawn signs will be made by the Center for Student Involvement in conjunction with Physical Plant, after considering the size of the sign and the method of affixing the sign to the Campus. The permissible content of the sign is governed by other portions of this policy.

Banners in the quad

1. Banners are allowed in some locations, but must be approved by the Center for Student Involvement. The permissible content of the Banner will be governed by other provisions of this policy. Special care must be taken not to damage or injure trees. Banners are to be no larger than 5' X 7'.
2. Banners must be of material that will stand wind stress. A twin size sheet is the preferred size using twine or clothesline rope to hang the banner. Metal wire or chains are not allowed.

3. Registered student organizations are responsible for hanging and taking down banners. The University reserves the right to remove any form of advertising which does not comply with any provision of this policy.

Chalking

1. Using chalk on sidewalks to promote campus events is allowed, provided all other provisions of this policy are adhered to. Chalking must be approved by the Center for Student Involvement.
2. Specific areas are designated as no chalking areas. These areas include walls, trash cans, landings of buildings, steps, bricks, and all vertical surfaces. Groups will be charged for clean-up if chalking occurs in a prohibited area.

Workroom

1. The workroom can be utilized to create posters and large format PR for events, it is located in the University Activities Board office in the Center for Student Involvement, therefore UAB has the priority to utilize the workroom.
2. Student Organizations must sign-in with a member of the CSI staff before using the workroom. Student Organizations are encouraged to setup a time to use the space, but are not required.
3. Cost of supplies will be covered by the Center for Student Involvement for general Student Organizations. The University Activities Board will use their own supplies.

Conference room

1. The conference room is located in the Student Government Association office in the Center for Student Involvement; therefore SGA has the priority to utilize the conference room.
2. Student Organizations may reserve the conference room for use through the President or Administrative Assistant of the SGA or CSI Sr. Administrative Assistant. Usage of the conference room is on a limited basis with the approval of SGA. Only SGA will be able to utilize the conference room on Thursday afternoon and evening.

Cleaning and Damage Charges

The group responsible for the reservation will be charged for any damages occurring to the room or equipment. If necessary, a minimum of \$25.00 for custodial services will be charged for excess cleaning after room use. This includes excessive carpet cleaning or stain removal, trash or decorations left in room, damage to walls or equipment, adhesive tape removal, etc. If this occurs more than once, a group may lose the privilege of using Memorial Union facilities for a period of time.

Cody Commons

Cody Commons is designed as a multi-purpose space for dining, studying, watching TV, browsing on computers and just relaxing. Equipped with computer stations and state of the art sound and video projection equipment, it serves as a venue for live performances, film showings, and other activities. It is open and available for use during regular Memorial Union building hours.

Campus groups, departments, and outside organizations may reserve Cody Commons for private use at times that would not interfere with the operating hours of Cody Commons -- primarily evenings and weekends.

Conference/Seminar Room Use Policy

A reservation booked by any group falls under the Conference/Seminar Room Use Policy when a registration fee is charged to participants using the room(s) and participation is open to on- and off-campus guests.

All groups, both on-campus and off-campus, will be charged meeting room fees when the above criteria are met.

Fees:

- \$2.50 per delegate per day, when sponsored by a FHSU department or organization.
- \$3.50 per delegate per day, for non-FHSU sponsored events

Note: Fees are waived for FHSU students, faculty or staff in attendance

Decorations

Decorations for events in the Memorial Union must be approved in advance by the Memorial Union Administrative Office.

The use of tape, glue, thumbtacks or adhesive on the walls, ceilings, frames, chandeliers, columns, or staging for attaching any materials is not permitted unless by special permission from the Memorial Union Administrative Office. Paper that bleeds color when wet onto tables or tablecloths (crepe paper, astrobright paper) is not allowed.

Equipment

No equipment will be loaned from the Memorial Union without permission from the Union Director.

Food and Alcoholic Beverage Policy

Alcoholic Beverages

Fort Hays State University permits the serving of alcoholic beverages in the following designated non-classroom areas in buildings on the University campus:

- Memorial Union
- Robbins Center - FHSU Foundation and Alumni Association
- Dreiling Lobby at the Beach/Schmidt Performing Arts Center (Sheridan Hall)
- Hubbard Press Box
- Moss/Thorns Gallery of Art (Rarick Hall)
- Sternberg Museum, Seibel lobby and food service area
- Gross Memorial Coliseum (designated area for entertaining)

Liquor may only be served at luncheons, dinners or receptions which honor individuals and which occur in connection with official University events and/or fund-raising activities for University programs. The serving of alcohol at such events must be approved, in advance, by the President of Fort Hays State University.

Self-Catering

Student organizations can request permission to bring food into the Memorial Union (self-cater) for meetings and events. Student Organizations must first make a room reservation in the Union Admin Office, then go to the Catering Office (Room 147) to fill out a form to ask permission to bring food into the Memorial Union. All groups given permission to self-cater are responsible to remove all trash and food items.

Because the Memorial Union receives the majority of its revenue for Union operation from student fees:

- The policy allows only student organizations to self-cater.
- University departments and off campus groups are required to use Chartwells exclusively in the Memorial Union.

Exceptions to this policy must be granted by the Memorial Union Director and the Food Service Director. Members of the University community may bring personal lunches into the Memorial Union. Personnel in offices of the Memorial Union may allow restaurants to deliver food to their offices for their staff or members.

Access to Union Kitchen facilities and Equipment

Access to kitchen facilities and equipment are limited exclusively to Chartwells. Non-food service deliveries from the loading dock and through the kitchen are limited. Exceptions must be granted by the Directors of the Memorial Union and Food Services.

Pizza Delivery Service

Pizza delivery service in the Memorial Union is limited in the following manner:

- Student organizations can order pizza from pizza restaurants following the guidelines that allow student organizations to request permission to self-cater. Chartwells has the first opportunity to encourage student groups to order pizza from Chartwells. However, student organizations have the option to order from off-campus pizza restaurants as well.
- Student organizations that order pizza from off-campus pizza restaurants without meeting in advance with Chartwells will be informed of their violation of this policy and warned that if this occurs in the future, the student organization may lose its privilege of reserving meeting space in the Memorial Union.
- FHSU Departments and off-campus groups are required to order pizza in the Memorial Union through Chartwells for meetings and events in reserved meeting spaces.
- Pizzas ordered by persons in offices in the Memorial Union, for personal consumption in their offices, are able to order from their pizza restaurant of choice.

Ethnic/International Food

With permission in advance from the Directors of the Memorial Union and Food Service, certain food items may be brought into the Memorial Union for scheduled events when the food reflects a unique ethnic character.

Fronting

University student organizations, individuals or departments may not serve as “fronts” for off-campus groups in order to gain free use of meeting space for the off-campus user. Meetings and events reserved by FHSU student organizations, individuals or departments must fall under the following guidelines:

- The event/meeting must be conceptualized, planned, and managed by the University student organization or department and must truly be an organization or department initiative.
- A majority (over 50%) of those attending events/meetings scheduled by University student organizations or departments must be FHSU students, faculty or staff.
- Any costs associated with the event/meeting must be paid by the student organization and/or university department.

The Memorial Union will make the determination as to on-campus vs. off-campus sponsorship by considering the nature of the event, past experience with respect to similar events, type, and the nature of attendees.

Hours of Operation

The hours of operation during the fall and spring semester may be reviewed by the Memorial Union Policy Board. The Bookstore hours will be extended during the first part of each semester. Vacation and summer hours will be recommended by the Union Director based upon the needs of the University.

During the summer months when FHSU is closed Friday - Sunday, the Memorial Union may be open under certain conditions, such as meals for summer camps or special events by University or off-campus groups. A \$25 per hour charge will be assessed for any hours requested beyond the normal operating hours of the Memorial Union. (Summer camps using the Memorial Union for meals will not be assessed this \$25 per hour charge). This will include campus groups as well as off-campus groups who request the Union to be open beyond the normal hours of operation. However, student organizations will not be charged.. Air conditioning will not be running in all areas of the Memorial Union -- only those areas that are reserved. Off campus groups are assessed an additional rental fee. Groups interested in using meeting space in the Memorial Union should contact the Union Reservations Coordinator at (785) 628-5305. Rental fees, as well as policies for the use of the Memorial Union can be found on-line at fhsu.edu/union/rooms/.

Information or Solicitation Tables

Reservations are made on a first-come, first served basis. Tables will be scheduled up to a maximum of 10 days at a time. An off-campus vendor is limited to a total of 5 days per semester. Fees are charged to off-campus groups for informational tables and if any items are for sale. Any rental charges are to be paid in advance. Items to be distributed or for sale must be approved in advance by the Director, Memorial Union.

Injury, Lost, Stolen or Damaged Items

The Memorial Union and Fort Hays State University shall not be held responsible nor will assume responsibility for injury to individual person(s) or items lost, stolen or damaged in the Union.

Memorial Union Property

All groups using the Memorial Union facilities are responsible for any and all damages in their reserved area(s). The Memorial Union reserves the right to bill any organization or department for damages or losses resulting from the use or misuse of the facilities or equipment.

The Memorial Union does not assume responsibility for damage or loss to any materials or equipment left in the building or in storage.

No property of the Memorial Union may be removed from the building without the consent of the Director of Memorial Union.

Parking

Visitors to campus attending events in Memorial Union may park in areas designated for visitor parking, 15- and 30-minute stalls, metered parking stalls or obtain a visitor permit from the University Police Department.

Groups should make arrangements in advance for parking accommodations. For further information, contact the Union Reservations Coordinator at 628-5305 or FHSU Police at 628-5304.

Visitors are required to observe the rules and regulations regarding restricted areas, staff parking stalls, yellow zones, etc. Permits are only valid when hung from the interior rearview mirror.

Political Activities

Fort Hays State University encourages political awareness among members of the campus community by recognizing the educational and civic merits of participation. Furthermore, the University is committed as an institution to strict neutrality regarding candidates and political events and to providing equality of treatment in so far as possible.

Candidates for political office wishing to reserve space in Memorial Union for a political rally open to the public are required to be sponsored by an appropriate campus organization and coordinate the event with the organization. Organizations may not utilize any other area except that which they have reserved.

Campus Posting Policy (FHSU and Memorial Union)

The intent of this policy is to provide Fort Hays State University students, faculty and staff with maximum opportunity and space to advertise approved events, products, services, and at designated locations throughout the campus on bulletin boards, outdoor kiosks, and other posting areas, within the guidelines set forth in this policy.

Advertising of events at Fort Hays State University is limited to events approved by Fort Hays State University, including but not limited to events sponsored or organized by registered student organizations, students involved in campus campaigning, and University divisions, departments, and offices that are conducting University business, in accordance with separate University guidelines governing the use of campus facilities.

General Guidelines for Posting

The Center for Student Involvement in the Memorial Union must approve all indoor and outdoor postings on campus, including postings on or in kiosks, bulletin boards, table tents, etc. and will do so under the terms and conditions set forth in this policy. If the intended poster is denied by the Center for Student Involvement, a written explanation for the denial will be issued. Any person or group wishing to appeal this decision shall submit a written request along with the denial by the Center for Student Involvement, to the Director of the Memorial Union, who will issue a decision on the request.

Items to be posted on academic departmental boards require permission from the appropriate academic department. Bulletin boards in classrooms fall under the jurisdiction of academic departments, and are not intended to be available for posting by the general public. It is intended that bulletin boards in academic areas will be reserved for academically-related postings.

Posters/flyers, table tents, etc., should be posted for a period not exceeding three weeks. Posters/flyers or table tents will be cleared by Center for Student Involvement staff after event dates have passed, or 3 weeks following the posting date. Any flyers/posters or table tents will be removed that do not comply with

these guidelines. The CSI will not accept the responsibility for any flyers/posters or table tents taken or removed. Please refer to the Center for Student Involvement's "Poster Route" policy for more information regarding posting deadlines.

All posters and flyers to be displayed on Fort Hays State University's campus must conform to the University's Student Code of Conduct and not contain any obscene and demeaning sexual content, and any racial, or other discriminatory reference.

Postings may not be misleading, promote the excessive use of alcohol or the use of illegal drugs; or promote the engagement in illegal activities.

All posters must clearly indicate the full name of the registered student organization and /or department sponsoring the event, activity, etc. as well as the date, time and location of the event printed clearly. The posting of paper with tape on sidewalks or using any kind of paint on sidewalks is not permitted. No handbills exclusively used to advertise a product or service not related or beneficial to the mission of the University or its students are permitted.

Placing flyers, posters, etc. under windshield wipers of cars parked on campus is not permitted.

No posting is allowed on windows, doors, walls, floors, trees, trash cans, lamp posts, building markers, bridges, or other surfaces that are not designated for such purposes unless given permission by the Assistant Director of the Memorial Union.

Specific Guidelines Related to the Form, Location, Method and Manner of Posting

Subject to the other provisions of this policy relating to posting, the following is intended to provide guidelines for the specific location and form of posting allowed.

Memorial Union

The Memorial Union provides space for on-campus groups to display information on bulletin boards, sign holders, and table tents. Commercial businesses may not use the Memorial Union space for posting notices without prior approval from the Director of the Memorial Union. Permissible posting is that which is in all respects in compliance with this policy and those which is in some way related to the Union's general purpose and function as a student service and support center. Any person or group seeking to utilize the Memorial Union for posting purposes should submit a request to the Center for Student Involvement. Utilizing the guidelines contained in this policy, as well as other University guidelines regarding the use of campus facilities, the Assistant Director of the Memorial Union will determine the request, and if the request is denied, provide written explanation of the denial. Any person or group whose request to utilize the Memorial Union for posting purposes is denied may then submit the request along with the denial to the Director of the Memorial Union, who will determine the request in accordance with the guidelines of this policy.

The bulletin boards on the first floor across from Union Station are the designated location in Memorial Union for displaying posters and flyers. The bulletin boards are identified with laminated signs at the top of each board as follows: BUY, SELL, RIDE AND RENT, AND EVENTS AND NOTICES.

The BUY, SELL, RIDE AND RENT board is intended to display notices of items for sale or rent or to buy, or notices for people wanting rides or riders. The EVENTS AND NOTICES board displays notices of events or information of local interest.

Postings are limited to one (1) flyer/poster per heading. The size of the posting is limited to no larger than 11" x 17." Groups should place the flyer/poster under the appropriate heading on the bulletin boards.

Larger signs advertising campus events may be posted in the display signs both inside and outside the Memorial Union. The size of the inside sign holder is 22" x 28", and the size of the outside sign holder is

24" x 43." Signs for these holders must be taken to the Center for Student Involvement (CSI), Lower Level Memorial Union, in advance for approval and posting.

No flyers/posters or signs shall be posted on the exterior of the Memorial Union, nor on walls, doors, or glass anywhere on the interior or exterior walls of the Memorial Union without special approval by the Director of the Memorial Union.

Flat Screen Monitor Advertising is available in the Memorial Union for on-campus groups. Please refer to the Center for Student Involvement "Union Flat Screen Monitor Advertising" policy for more information. Table tents may be placed only in the seating areas of Union Station and Cody Commons, and must be taken to the Center for Student Involvement (CSI), Lower Level Memorial Union, in advance for approval and posting. Table tents are not allowed in any lounges or other spaces in the Memorial Union.

Table tents can be no larger than a 4" x 6" or quarter sheet of flat letter paper (4" x 5 ½"). Only flat flyers in the approved plastic holder may be placed onto a table. Only eight table tents, each with a different message, are allowed per table. A maximum of 48 table tents (12 sheets of letter paper) may be displayed (approximately 28 in Union Station and 20 in Cody Commons). Space is limited – first come, first serve.

Posters/flyers or table tents will be cleared by CSI staff after event dates have passed, or 3 weeks following the posting date. Any flyers/posters or table tents will be removed that do not comply with these guidelines. The CSI will not accept the responsibility for any flyers/posters or table tents taken or removed.

During Homecoming king and queen candidate elections or Student Government Association elections, a separate bulletin board will be placed in the Union Station lobby. Each candidate may post one flyer or poster, no larger than 8 ½ by 11 inches.

The posting of paper with tape on the Union floor is not permitted unless given special approval by the Director of the Memorial Union.

Permission or exceptions to any of the above guidelines must be requested in writing to the Director of the Memorial Union.

Organizations that violate the notices, signs, and tent card guidelines will be notified and asked to comply with the policy. If a violation occurs a second time, the organization may lose the privilege of posting notices, signs, or tent tents in the Memorial Union.

Bulletin Boards

The use of bulletin boards within campus classrooms is restricted to instructional information, as defined by the instructors who use each room.

Posting on campus is limited to one poster/flyer per event per bulletin board. Student candidates campaigning for an office or position or Homecoming king and queen on campus will be limited to one poster per candidate/campaign per designated bulletin board. Campaign posters may not be larger than 8 ½ by 11 inches.

Posters are not to exceed 11" X 17" in size on bulletin boards inside buildings. Posters should be attached with tacks whenever possible. Staples and tape are not appropriate as they are difficult to remove.

All posters must be submitted to the Center for Student Involvement in the Memorial Union for approval and posting.

Kiosks

Posters are not to exceed 11" x 17" in size in Kiosks.

Posters will be stamped with the earliest date that they may be placed in the kiosks and the date for removal from the kiosks.

Posters will be placed and removed by the CSI staff.
One poster per kiosk is allowed for each organization and event.

Posting is permitted only on the kiosk corkboards, not on the Plexiglas that protects them. Posters must be attached to the corkboards using tacks. Taping or stapling posters to the boards is not permitted. All posters must be submitted to the Center for Student Involvement in the Memorial Union for approval and posting.

Lawn Signs

Lawn signs may be permitted for special events or occasions where appropriate, depending only upon the size of the sign and whether any physical damage to the Campus will occur as a result of use of the sign. Requests can be brought to the Center for Student Involvement in the Memorial Union. Final approval for lawn signs will be made by the Center for Student Involvement staff in conjunction with Physical Plant, after considering the size of the sign and the method of affixing the sign to the Campus. The permissible content of the sign is governed by other portions of this policy.

Banners

Banners are allowed in some locations, but must be approved by the Center for Student Involvement in the Memorial Union. The permissible content of the Banner will be governed by other provisions of this policy. Special care must be taken not to damage or injure trees. Banners are to be no larger than 5' X 7'.

Banners must be of material that will stand wind stress. A twin size sheet is the preferred size using twine or clothesline rope to hang the banner. Metal wire or chains are not allowed.

Registered student organizations are responsible for hanging and taking down banners. The University reserves the right to remove any form of advertising which does not comply with any provision of this policy.

Chalking

Using chalk on sidewalks to promote campus events is allowed, provided all other provisions of this policy are adhered to. Chalking must be approved by the Center for Student Involvement in the Memorial Union.

Specific areas are designated as no chalking areas. These areas include walls, trash cans, landings of buildings, steps, bricks, and all vertical surfaces. Groups will be charged for clean-up if chalking occurs in a prohibited area.

Reservations

Memorial Union facilities are available on a first-come, first-served basis. Major annual University events will receive priority scheduling. FHSU student groups, faculty and university-sponsored groups are encouraged to make reservations as early as possible, up to one year in advance.

Room reservation requests should be made in person in the Memorial Union Administrative Office by phone at (785) 628-5305. Requests should be made at least 72 hours prior to a requested date. Requests made less than 72 hours in advance are subject to availability.

Classes may be scheduled occasionally in the Memorial Union so long as there is no conflict with other Union uses. Permanent scheduling of classes is prohibited.

A \$25 per hour charge will be assessed for any hours requested beyond the normal operating hours of the Memorial Union. This will include campus groups as well as off-campus groups who request the Union to be open beyond the normal hours of operation. Student organizations are exempt from this fee.

Changes or cancellations can be made by phone or in person by the contact person who made the original reservation.

Right of Refusal

The Memorial Union reserves the right to deny access to any group promoting products or services which are in direct competition with current interests within the Union building. The Memorial Union also retains the right to deny access to any group based upon the needs and/or best interests of Fort Hays State University.

Safety

The sponsoring organization/department of an event hosted with the Memorial Union is responsible for the safety of persons attending. Attendance at all events is limited to the number of fixed seats in the rooms or established capacities of rooms as dictated by fire and safety codes. Standing in the aisles during any program is prohibited except for persons working the event.

All materials used for decorations must be fire retardant or flame proof in accordance with University regulations.

Exits must open readily and be accessible at all times. During the period of use, no required exit door may be fastened so that the door cannot be opened readily from the inside by use of ordinary doorknob or by pressure on the crash bar. Exit ways serving the room must be adequately lighted during all times that the room is occupied.

Student Recruitment Events

Events that are considered student recruitment opportunities by a department are given special consideration when using the Memorial Union. These types of activities will be permitted to use the Memorial Union at no charge.

The Memorial Union requires that there is a campus representative of the sponsoring Fort Hays State University department/organization at the event at all times. Participation of the Admissions Office must be requested. Departments will be required to present an email to the Memorial Union office stating this request from Admissions with their confirmation as a student recruitment event. Representation at the event by the Admissions Office should minimally include a presentation at the event about FHSU by an Admissions Office representative, as well as a display table with materials present throughout the event.

Solicitation Policy

When planning fund raising projects, registered student organizations must follow the University Solicitation Policy. It is against University policy for anyone to solicit, peddle, canvass, or otherwise engage in contacting faculty, staff, or students for any purpose not specifically approved in advance by University authorities. Campaigners, salespeople, and others desirous of solicitation activities should be reported immediately to the Office of Student Affairs.

Sales of products and services in Memorial Union by individuals, partnerships, corporations, or other such entities not associated with or related to the university must be approved in advance by the Director of Memorial Union.

Union Flat Screen Monitor Advertising Policy

Three TV monitors located: main floor Southeast entrance, lower level Cody Commons, and lower level feature wall lounge area (outside of CSI) may be used for advertising any FHSU entities' events, announcements, and resources.

Ads must be submitted to the Center for Student Involvement (CSI) for approval and posting.

- Student organizations and university departments may submit advertisements, **not to exceed one (1)** advertisement per event, announcement, or service.
- All advertisements must clearly state the following information:
 - Name of event, announcement, or service
 - Date, time, and location
 - Sponsoring organization or department name
 - Contact information, if applicable
- All advertisements can be submitted via email to csi@fhsu.edu.
- All advertisements must be submitted as either a **Microsoft PowerPoint slide** or **JPEG** file, using Tru-Type fonts. **Be sure to format your JPEG horizontally** to accommodate a PowerPoint slide.
- Advertisements for an event maybe posted no more than three weeks in advance. On-going advertisements for announcements and resources may be submitted for a longer period of time, for up to six weeks. Additional advertisement time for events, announcements, and resources may be requested by resubmitting the ad to csi@fhsu.edu.
- Event advertisements will be taken off-line the day following the event.
- The CSI reserves the right to refuse any advertisements that do not adhere to the policies stated here.
- The CSI reserves the right to utilize necessary screens for university-wide events or announcements.
- Advertisement content must be in accordance with University values and policy. Refer to University Relations identity standards for logo, color, tagline, etc.
- Advertisements containing any FHSU identifiers (Fort Hays State University, FHSU, or the Tiger) must obtain permission for advertising through University Relations before submitting the Ad to CSI. Approval by University Relations does not guarantee approval for posting by the CSI."
- No candidate advertising, i.e. Homecoming candidates, SGA candidates, is allowed.
- The CSI reserves the right to change a format or design in order to improve the appearance of the ad.

Tobacco Use

Smoking and the use of tobacco products are prohibited in all Fort Hays State University buildings and facilities. Smoking is only permitted in designated parking lots on the FHSU campus proper.

Undesirable Conduct Policy

Any person who engages in misconduct in the Memorial Union may be requested to leave the premises. In the event that any person(s) engaged in misconduct refuses to leave the premises, FHSU police assistance will be requested. Student may also be subject to the student code of conduct.

Misconduct shall be defined as behavior which in any way defaces or damages the premises, or obstructs or interferes with the intended use of the premises. Federal and state law, city ordinances and University policies apply.

Student Code of Conduct--As stated in Article VI of the FHSU Bill of Student Rights and Responsibilities, the University has a duty to establish the rules and policies that all students are required to follow. Students have a right to expect enforcement of these rules and policies. The University also has a right to expect students to abide by them as befits responsible students as members of the learning community. Students shall abide by the Student Code of Conduct and administrators, faculty and staff are expected to enforce them. For more information about procedures regarding the enforcement of this code of conduct, consult the section of the Student Handbook, located in the FHSU Campus Directory.

Weather Issues

Rain site reservations in Memorial Union may be made if there is weather-related concern for events scheduled outside. All rain site reservations must be made in advance and cancelled if not needed at least five hours prior to the scheduled start of the event.

Weddings and Receptions

Memorial Union facilities are available for use for weddings and receptions. The following guidelines apply:

- The rental fee for use of Memorial Union for weddings and receptions is due two weeks prior to the event.
- No rice, birdseed, flower petals or other substances that can either stain, mar or become imbedded in the carpet or floor may be used in or outside of Memorial Union.
- All delivery of items is the responsibility of the organizers of the event and a designated individual from the event must be present to receive the delivery.
- The storage or setup of items in the rooms must be coordinated with the Memorial Union Reservations Coordinator. Storage is subject to availability. Permission must be obtained if storage is needed past the end of the event. The Memorial Union is not responsible for any damage, theft, or loss of any items left or stored in the facility.
- Containers holding water or ice (coolers, fountains, etc.) may not be placed on wooden floors.

Revision: April 29, 2011