

**W I U**

**UNIVERSITY UNION**

**POLICY MANUAL**

**Revised**  
**August 2013**

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**WIU UNIVERSITY UNION  
BUILDING HOURS**  
*(Hours may vary during breaks)*

General Building	7 am - 11:00 pm	M-F
	7 am - 12:30 am	Sa
	8 am - 10 pm	Su

**WIU University Union Directory**

Union Service Center	298-1941
Administrative Offices	298-1986
Bookstore	298-1931
Burger King	298-1999
C-Store	298-1292
Food Court	298-1292
Go West	298-3353
Scheduling and Event Services	298-2421
Office of Student Activities	298-3232
Sodexo Campus Services	298-1292
Student Assistance & Parent Service Center	298-2092

**Please call the above numbers for information on hours of operation for each area. Hours of operation may vary throughout the year.**

**NOTE:** The University Union will be closed on all observed holidays on the University Calendar: New Year's Day, Martin Luther King Day, Lincoln's Birthday, Memorial Day, Fourth of July, Labor Day, Thanksgiving, and Christmas (and all administrative leave days).

## PERSONNEL – FULL-TIME STAFF

### GUIDELINES FOR DAILY WORK

1. Regular office hours are 8:00 a.m. to 4:30 p.m., Monday through Friday. Other areas of the Union may function on different schedules, so personnel in those areas will have varied work hours.
2. Employees are expected to report to work at assigned times and be ready for work at the official time for shifts. Coffee breaks are limited to the amount of time allotted by Civil Service regulations.
3. All offices are to be covered at all times during office hours.
4. Offices and desks, at the end of a working day are to be neat and orderly with desks cleared.
5. Persons planning to be absent (vacation, personal leave) are to secure prior permission from a supervisor at least 24 hours in advance.
6. All overtime (for Civil Service staff) is to be approved in advance by the supervisor of your area.
7. All Union staff may be asked to wear nametags that are supplied by the University Union.
8. All purchases are to be approved by a supervisor prior to purchase.
9. All accidents must be reported to a supervisor.
10. All administrative employees are expected to follow University regulations as outlined in the Administrative Handbook. All Civil Service employees are expected to abide by Civil Service regulations.

## GENERAL POLICIES

**ANIMALS** are not allowed in the Union (exception – service dogs). WIU’s official mascot, Colonel Rock III, is allowed in the Union.

**FOOD** is allowed only in those areas where it is sold or served by the food service staff (unless otherwise approved by the Union Administration Office).

**POSTING** of all materials shall be under the supervision of the Union management and shall be limited according to the established policies for distribution and posting of printed materials in the University Union. (See specific policy in this manual.)

**DAMAGE** – Any person damaging fixtures, equipment, or any other property of the University Union shall be charged the cost of repair and replacement with the approval of the Union Administration Office.

**PANHANDLING AND/OR BEGGING** is prohibited in the University Union. Persons panhandling or begging should be advised that this is contrary to Union and University policy. Persons who continue to panhandle or beg after being advised of this policy shall be reported to the Office of Public Safety.

**USE OF UNION FACILITIES BY JUNIOR HIGH & HIGH SCHOOL STUDENTS** – The University Union is a service facility for University students, faculty, staff, alumni and their guests. As such, it serves as the central location of most student activities and other class programs. The building and its services are also available to those individuals and groups that have been invited or scheduled by the University and/or University Union.

An adult must accompany any child, 13-years or younger, at all times while in the University Union. Should any child, 13-years or younger, NOT be accompanied by an adult, they will be asked to leave and/or a call will be made to the parents by University Union personnel.

Anyone 13-years and older must have a valid personal ID in their possession.

**ANTIQUES, ART OBJECTS, PICTURES, AND GIFT FURNISHINGS** are placed throughout the University Union, not only to enhance the beauty of the building, but also to provide a cultural atmosphere for the aesthetic education of the University community. These items are not to be removed from their location except by authorization from the Union Administration Office. When new art objects are purchased, such items should be listed with the Union Administration Office so that they may be catalogued accordingly.

# ALCOHOL POLICY

## SALE AND PROVISION OF ALCOHOLIC BEVERAGES

- A. The sale or provision of alcoholic beverages on the Western Illinois University campus is governed by Article VI, Section 11, Chapter 43, paragraph 130 of An act relating to alcoholic liquors, approved January 31, 1934, as amended, which reads as follows:

“Alcoholic liquors may be delivered to and sold at any ... airport, faculty center, or facility in which conferences and convention type activities take place belonging to or under control of any State university provided that with respect to a facility for conference and convention type activities alcoholic liquors shall be limited to the use of the convention or conference participants or participants in cultural, political or education activities held in such facilities, and provided further that the faculty or staff of the State university or members of an organization of students, alumni, faculty, or staff of the State university are active participants in the conference or convention.”

B. **Catering Liquor License – Western Illinois University, University Union**

All sales of alcoholic beverages upon Western Illinois University property are to be scheduled, managed, and supervised by staff of the University Union. In compliance with the pertinent provisions of the Illinois Liquor Control Act and under the conditions approved by the Board of Trustees, Western Illinois University has adopted the following policies governing the sale and service of alcoholic beverages on Western Illinois University property.

1. Alcoholic beverages shall be sold and served on Western Illinois University property only in conjunction with catered events for conferences, conventions, education, cultural or political events that are sponsored by a Western Illinois University college, department, office, faculty/staff or alumni organization. Such events must be approved by and scheduled through the University Union staff member responsible for scheduling and coordinating University Union conferences and activities.
2. In order for alcoholic beverages to be served at conference, convention, educational, cultural, or political events, a substantial number of the active participants must be Western Illinois University faculty, staff, or alumni. Western Illinois University students twenty-one years of age or older who are in attendance as participants or guests or who are student members of a sponsoring organization may be served alcoholic beverages at such events.
3. Under the provisions of this policy, no Western Illinois University student or student organization will be permitted to schedule or sponsor a conference, convention, educational, cultural or political activity where alcoholic beverages are served.
4. An exception to the sponsorship provisions of these regulations will be granted for wedding receptions, class reunions and business/organizational banquets which for purposes of this document are defined as cultural events. This exception does include the understanding that a currently enrolled Western Illinois University student may schedule his/her wedding reception in the University Union at which alcoholic beverages may be served to guests who are twenty-one years of age or older.
5. Arrangements for serving alcoholic beverages at an event must be made with Sodexo at least two weeks prior to the activity.
6. Only the appropriate University Union staff may sell, serve, or otherwise provide alcoholic beverages at activities approve for the sale of alcoholic beverages on Western Illinois University property.

## **ALCOHOL POLICY (cont.)**

7. Possession and consumption of alcoholic beverages by participants must be confined to the area or room scheduled for the activity, and will not be permitted in public areas or lounges.
8. As a general rule, all alcoholic beverages must be paid for on the day on which they are served and consumed.
9. Provision must also be made for the distribution of non-alcoholic beverages at any activity where the sale and service of alcoholic beverages is approved.

Sponsors of the participants in activities approved for the sale of alcoholic beverages will be expected to comply with all relevant rules and regulations of Western Illinois University.

### **C. Retail Liquor License – Western Illinois University – Harry Mussato Golf Course**

1. Alcoholic beverages are available for sale to any person twenty-one years of age or older, with appropriate identification, for on-premises consumption only.
2. Under the provisions of this policy, no Western Illinois University student or student organization will be permitted to schedule or sponsor an event where alcoholic beverages are available.
3. Only the appropriate Harry Mussato Golf Course staff may sell, serve, or otherwise provide alcoholic beverages at the Golf Course.
4. All alcoholic beverages must be paid for at the time of service and consumption.

As a general rule, alcoholic beverages may be served/sold by University Union Alcohol Services in conjunction with catered food events on Western Illinois University property. Retail sales are available at the Pro Shop of the Harry Mussato Golf Course for on-premises consumption only. The Student Residential Programs Office should be consulted for rules and restrictions governing the service of alcoholic beverages in residence halls and married student housing areas, with the exception of catered events.

## ART PURCHASE AWARDS

The University Union Art Purchase Awards are an opportunity for full-time, undergraduate or graduate students of Western Illinois University to have their work purchased by the University Union and displayed in that facility.

### Criteria:

- The total award budget allocated to the program is not to exceed \$1,000 per year.
- The number of pieces purchased on a yearly basis would be limited to no more than three.
- Pieces for purchase are to be chosen from the Annual Juried Student Awards Show in April of each year at the WIU Art Gallery. The University Union would select a committee to view the available pieces and make the selection for the University Union Art Purchase Awards.
- Jewelry, sculpture, ceramics, and nude imagery will not be considered.
- Chosen pieces would remain on display in the Annual Juried Student Awards Show for the run of the show.
- Any matting and/or framing required for the purchased pieces would be funded through the award budget, as would any plaques to identify the piece.
- Purchased pieces will be displayed in the University Union for a period of time and place determined by the University Union Administration.



## UNION BOOKSTORE

**Guidelines for Bookstore** – As general guidelines, the below listed policies should be followed:

- **After Hours** – Student employees are not permitted in any area of the Bookstore after closing hours unless supervisory staff or personnel are present. Under no circumstances will students be permitted to go through the Bookstore to get to an elevator.
- In most cases, there is no reason why any staff (student or full-time) should be in the Bookstore after hours. Unless necessary, do not enter the area. If problems arise, contact the Bookstore Director or Building Supervisor.
- **Exits** – The exits entering the stair towers are not to be used by employees unless an emergency arises. There is a security alarm system attached to the doors and anyone exiting will set it off.
- As a general rule, the Bookstore must not be used as a corridor from the elevator to the ground floor area or as an exit for employees parking in the guest/employee lot.
- **Cleaning** – The Bookstore Director shall assume the responsibility of general cleaning of the entire area. All heavy cleaning and major maintenance will continue to be done by the Building Services staff. This schedule is to be set up after consulting the Bookstore Director and Union Administration Office.
- **Discounts** – No discounts will be granted to either students or faculty members. Individual faculty and staff personnel will be assessed the same charges for materials, supplies, etc., purchased in the Union Bookstore as are individual students.
- **Returns Policy** – Most of the Union Bookstore's unsold books may be returned to vendors for credit or refund and each vendor has its own policy for these returns. Working within those policies, the Union Bookstore has its policies as well.

## CHALK WRITING

Writing with chalk to advertise events of campus-wide interest is permitted under the following conditions:

- Chalking is limited to registered student organizations and University divisions, departments, and offices that are conducting University business. The only exception to this policy is the advertising of events (generally charitable in nature) that are sponsored by not-for-profit organizations or agencies within the community of Macomb.
- Campaigning or personal dialogs/opinions are not permitted.
- Promotions of alcohol events including “all U” parties are not permitted.
- Profanity, obscenity, and the promotion of illegal acts are not permitted.
- The sponsor of an event, date, time, and location of the event must be included in all chalking.
- Each organization/office is responsible for removing the chalk as soon as possible after the event takes place (if weather does not remove the chalk) as a courtesy to other groups.
- Specific areas are designated as no chalking areas. These include:
  - ◆ Walls
  - ◆ Trash Cans
  - ◆ Buildings
  - ◆ Steps
  - ◆ Bricks
  - ◆ All other vertical surfaces not listed
  - ◆ Under overhangs at building entrances or within 50 feet of any entrance to the building
- Groups will be charged for clean up if chalking occurs in prohibited areas, advertises something other than a campus-wide event, or is not removed within a reasonable time frame after the event occurs.

Violations of this policy may subject the person or organization to disciplinary charges and judicial process review under the Code of Student Conduct.

## CHECK CASHING

- Effective July 1, 2013, a service fee of \$1.00 will be charged for cashing all checks and/or money orders.
- All checks and/or money orders to be cashed will be limited in amount to \$101.00.
- The check cashing service is only for students and staff of the University.
- WIU faculty, staff and students are required to present a valid WIU picture identification card that can be scanned at the time of check cashing.
- Checks written in pencil will not be accepted.
- All checks must:
  - a. Have correct date
  - b. Be made out to WIU/Cash
  - c. Be endorsed exactly as made out if a two-party check
  - d. Written amount and number amount must be identical
  - e. Have local address, staff/student ID number and phone number on check
- The WIU bad checklist will be used to determine if check and/or money order can be cashed – this will include the person who wrote the check and the person cashing a two-party check.
- WIU payroll checks will be cashed in an amount not to exceed \$300 at the Union Service Center and no check cashing charge will be assessed. Other payroll checks of \$300 or less can be cashed at the Union Service Center and the \$1.00 check cashing charge will be assessed.
- WIU refund checks will be cashed in an amount not to exceed \$300 and no check cashing charge will be assessed.
- A Federal Reserve Board regulation (effective 9/1/88) requires that all marks and endorsements must be kept within 1½-inches from the trailing edge of the check. The rest of the check is reserved for the bank endorsement. The bank has the option of refusing to accept the check for deposit. Any loss in connection with an incorrect endorsement will be charged to the endorser.

## **CROWD CONTROL**

Attendance at social events, dances, movies, or concerts may not exceed that permitted by safety regulations as established by the Illinois State Fire Code. Organizations or sponsors anticipating a capacity attendance shall consult with Scheduling and Event Services in advance of ticket sales to determine current limitations, safety laws and regulations, as per the Illinois State Code.

Attendance at any event is limited to the fixed seating of the room or the established capacity in rooms where seats are not used.

Standing in the aisles and on the back of seats during any program is prohibited.

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 the ordinary door knob or by pressure on the crash bar. Exits serving the room must be adequately lighted at all times during which time the room is occupied.

In the event problems do occur or there appears to be the possibility of crowd control problems, the building supervisor should be notified immediately. The building supervisor can be reached in the Operations Office or through the Union Service Center. The building supervisor, in consultation with the organization or sponsor, will make the decision to request assistance from the Office of Public Safety. The organization or sponsor, along with the building supervisor, shall render any and all assistance to the Office of Public Safety in these situations.

The organization/sponsor and the staff of the University Union will support any action taken by the Office of Public Safety. All crowd control problems and resolution will be reported by the Building Supervisor to the Union Administrative Office.

## DISTRIBUTION AND POSTING OF PRINTED MATERIALS

Distribution and posting of printed materials in the building shall be under the supervision of the Union management and shall be limited according to the established policies for space allocation, time and location.

Distribution and posting of the following materials is prohibited:

- a. Material that is either libelous, or, under current legal standards, obscene.
- b. Material that is likely to incite or produce imminent lawless action.

All distribution of printed materials must be done in the Union Concourse and within the guidelines and policies established for that area. Distribution of printed materials in the Concourse must be scheduled in advance with the University Union Scheduling and Event Services office.

Bulletin Boards/Posting Printed Materials: printed materials to be posted on the University Union bulletin boards must be approved in the Office of Student Activities and adhere to the following specifications:

Printed materials can only be posted on designated bulletin boards in the Union.

Printed materials **CANNOT** be posted on any walls, windows, doors, sidewalks, etc., or on any other University equipment.

All printed materials must identify the issuing person(s) or organization(s).

Any printed materials posted without the Office of Student Activities approval stamp or on any prohibited surface will be removed and destroyed immediately.

### **Table tents:**

All table tents must be approved for content and placement by Scheduling and Event Services prior to distribution.

Table tents must be distributed to the approved locations (tables in Food Court and Murray St. Café) and removed on a specified date by the issuing person(s) or organization(s).

Alleged violations of this policy should be reported to Scheduling and Event Services for a determination of whether or not a violation is occurring. Upon a determination that a violation is occurring, the person(s) responsible shall be informed that the violation and/or activity must cease.

Violations of this policy may result in the withdrawal of permission to post materials in the University Union in the future.

## EMERGENCIES

### FIRE –

#### Evacuations – Fire Alarm Sounding:

- If the fire alarm sounds, shut down your equipment, close doors and windows, and leave the building.
- When smoke is present, keep low to the floor and use the nearest exit or stairway. **Do not use an elevator during a fire emergency.** Use stairways for a means of egress.
- Supervisory personnel should check their individual work areas to see that everyone is out.
- After you are outside, stay clear of the building and follow the directions of emergency personnel.
- Supervisory personnel should account for their personnel at the designation evacuation meeting point.

#### Report a Fire:

- Activate the alarm system immediately by pulling the nearest alarm station.
- From a safe location, if you have time, call the Office of public Safety and tell them the exact location of the fire and any known special hazards at that location. **DO NOT ASSUME THAT SOMEONE ELSE WILL CALL.**
- If the fire is in a room, and no one is in the room, try to close the door to retard the spread of smoke and heat.
- Personnel witnessing the fire will be taken by supervisory personnel to responding OPS officers to direct them to the location of the fire.

#### BOMB THREAT – BY PHONE:

- Keep the caller on the phone as long as possible. Ask him/her to repeat the message. Record every word spoken by the person.
- If the caller does not indicate the location of the bomb or the time of possible detonation, ask him/her for this information.
- Inform the caller that the building is occupied and that detonation of a bomb could result in death or serious injury to many innocent people.
- Pay particular attention to background noises, such as motors running, music playing, and any other noise which may give a clue as to the location of the caller.
- Listen closely to the voice (male, female), voice quality (calm, excited), accents, and speech impediments.
- Immediately after the caller hangs up, report the threat to the Office of Public Safety and then the University Union Director.
- Remain available, as law enforcement personnel will want to interview you.

#### BOMB THREAT – WRITTEN-

- **SAVE ALL MATERIALS, INCLUDING ANY ENVELOPE OR CONTAINER!**
- Once the letter is recognized as a bomb threat, further unnecessary handling should be avoided. Every possible effort must be made to retain evidence such as fingerprints, handwriting or anything which might aid in identifying the writer. Place item(s) in a clean paper bag to preserve evidence.
- Immediately after recognizing the letter as a threat, notify the Office of Public Safety and then the University Union Director.
- *After the bomb threat is reported to the Office of Public Safety, further instructions will be given to inform the staff and patrons of what actions to take.*

## EMERGENCIES (cont.)

### VIOLENCE ON CAMPUS –

- Previously assigned personnel (Operations Staff, Union/SES Staff, OSA Staff and Sodexo Staff) will proceed to lock down all entrances: Murray St. West, Murray St. East, Ground Level –NW, Basement, East Dock, West Dock and West entrance.
- Shut down and secure individual areas and turn off any equipment that poses potential hazard (i.e., gas stoves, coffee pots, etc.)
- Each area will lock down that area according to plan. Example: Union Service Center – lower gates immediately, lock safe, lock cash registers, etc. Bookstore – lock all doors, turn on alarms, lock safe and cash registers, etc.
- Staff and other occupants in the building are directed to move to secure areas: Grand Ballroom, SOC Center or Heritage Room.
- All cell phones are to be turned down low or put on vibrate. Portable communication radios are to be turned down low.
- Emergency instructions can be made through the communication system by designated personnel.

### VIOLENCE IN THE UNION –

- **STAY IN YOUR AREA!**
- **CLOSE AND LOCK ENTRANCE DOORS TO YOUR AREA!**
- **FIND A HIDING PLACE AWAY FROM WINDOWS!**

### SEVERE THUNDERSTORM WARNING –

A severe thunderstorm warning will be issued by the Office of Public Safety when a severe thunderstorm has been sighted or when radar indicates that a severe thunderstorm is approaching close to the University campus and offers an actual threat to the University community. When a severe thunderstorm warning is reported over the campus communication system, you should:

- Immediately move quickly to a designated safe area in the Union: SOC Center; Billiards Room; Basement hallway; interior office area, closing and securing doors as you leave.
- **Do not use the elevators.** Use the stairways for egress.
- Do not handle any electrical equipment or telephones because lightning could follow the wire. Avoid water faucets and sinks because metal pipes can transmit electricity.
- Remain in the safety area until you receive the all clear message or until you are advised that the thunderstorm has passed.
- After the thunderstorm has passed, evaluate the situation and if emergency help is needed, call 911.

### TORNADO –

Tornado sirens will be sounded and a tornado warning will be issued by the Office of Public Safety when a tornado has actually been sighted in the immediate campus area or when radar indicates a tornado is approaching close to the University community. When a tornado warning is reported over the campus communication system, you should:

- Immediately move quickly to a designated safe area in the Union: SOC, Basement hallway or interior office area, closing and securing doors as you leave.
- **Do not use the elevators.** Use the stairways for egress.
-

## **EMERGENCIES (cont.)**

- Upon arrival in a designated safe area, take cover underneath a table, a large desk or heavy furniture (if possible) and stay close to the floor. If you are wearing a heavy jacket or have access to a blanket or other heavy cloth material, use these items to cover your upper body and face. This will help protect you from any flying glass or debris. Crouch down on your knees with your head lower than your back and your hands clasped around your head.
- Remain in the safety area until you receive the all clear message or until you are advised that the tornado has passed. Once outside, move to a clear area at least 150 yards from the building.
- Do not return to evacuated building unless directed to do so by OPS.

### **HAZARDOUS MATERIAL SPILLS –**

- Immediately move away from the spill and help keep others away.
- Do not walk into or touch any of the spilled substances.
- Try not to inhale gases, fumes, and smoke. If possible, cover mouth with a cloth while leaving the area.
- Close off the air, turn off all ventilation systems and inform supervisory personnel.
- Quickly attempt to identify the chemical involved.
- Call 911 for emergency medical help if there are victims involved and call the Office of Public Safety at 298-1949 for assistance.

### **CHEMICAL BURNS –**

- Quickly attempt to identify the chemical involved.
- Immediately call or have someone else call 911 for emergency medical help.
- Remove clothing and jewelry from around the injury.
- Pour clean, cool water over the burn for 15-30 minutes or until you are relieved by Emergency Medical Personnel, unless you are instructed by authorities not to use water on the particular chemical involved.
- Loosely cover the burn with a sterile or clean dressing. Be sure that the dressing will not stick to the burn.



# FOOD SERVICE

## University Food Service (Contracted)

The following policy was established to effectively delineate the responsibilities of the University Union staff in relationship to contractual food services.

The Union Administration Office shall be the University's representative(s) to contract food service in the University Union. The Union Administration Office must approve all policies and procedures. The day-to-day administrative details shall be channeled as follows:

- The Union Administration Office shall assume direct contact with the catering department on reservations, menu selections and all problems relating to food quality and complaints from patrons concerning food service.
- All housekeeping problems including maintenance, storerooms, loading docks, and outside areas shall be administered through the Union Administration Office.
- The Business Manager in the Union Administration Office shall assume responsibility for all event billings, payments, accuracy of charges, etc., for catered events.
- Information concerning any problems encountered with University Food Services by other University Union staff shall be channeled to the Union Administration Office for resolution.

The director of the contracted food service provider shall work directly with those University Union staff so designated in all day-to-day operations.

All food and beverages for events in the University Union must be provided for and administered by University Food Services.

Catering by University Food Services should be given first consideration for events served on campus; however, catering by University Food Services for such events is not considered mandatory.

Individuals, groups or organizations seeking an exception to provisions of this policy are directed to contact the Union Administration Office where consideration will be given to the rationale and reasons for the request and a decision made to grant or deny the request.

Gratuities are not expected in the University Union.

Food is allowed only in those areas where it is sold or served by University Food Services. University Food Services must provide food and beverages for **all** functions in the University Union. Setup and menu arrangements must be made at least two (2) weeks in advance.

There is no charge for cancellations made at least **72 hours** in advance. Cancellations within 72 hours may be subject to a charge according to the nature of the event.

Catering services that are required at locations other than the University Union may be subject to additional logistics charges.

Confirmation of final number attending food service vents must be given **72 hours** in advance. Final charges will be based on whichever is greater - the guaranteed number or actual attendance.

For all external (non-University) events:

- A deposit equal to twenty-five (25%) percent of the estimated food charges is required at the time menu choices are finalized or at least two (2) weeks prior to the date of the event.

## FOOD SERVICE (cont.)

- All meals are subject to sales tax unless prior arrangements have been made.
- All bookings will require a University ID number.
- Payment of the deposit is to be made to Scheduling and Event Services and can be cash, check or credit card.
- Failure to pay the deposit by the due date could result in the event being canceled.
- The deposit will be retained by WIU for any events canceled less than two (2) weeks prior to the date of the event.
- The deposit will be applied to the final charges and an invoice will be sent following the event.

A room rental fee of \$300 is required for all wedding receptions held in the University Union, regardless of room choice.

Alcoholic beverages are prohibited unless approval has been given in accordance with the “Policy and Regulations for the Sale and Provision of Alcoholic Beverages on Western Illinois University Property. All inquiries should be directed to the University Union Business Manager.

Requests for donations of food, supplies or equipment by persons or organizations must be made by written request (forms available in the University Union Scheduling and Event Services) to the Director of the University Union, at least 72 hours prior to the event. The University and Sodexo will not be responsible for arrangements, setup or maintenance of any food, supplies or equipment associated with this donation. It is the responsibility of the booking party to operate and attend such donated supplies.

Complaints or concerns regarding food poisoning or other illnesses contracted as a result of eating a meal or food items in the University Union and confirmed by a medical diagnosis should be immediately reported to the Union Administrative Office.

For general information, an indicator for possible food poisoning, etc., is when more than one person out of different households gets sick after attending the same event. Symptoms may include vomiting, abdominal pain, cramping, diarrhea, nausea, headache, and fever. These symptoms could be singular or in any combination. Symptoms usually arise 4 – 48 hours after an individual has eaten, but could stretch out to 72 hours or longer.

All information will be kept confidential. Under no circumstances should a non-medical diagnosis be made or an opinion rendered regarding any complaint. It is very important to obtain the following information:

- Name, address and phone number of individual reporting incident.
- Name, address and phone number of other individuals who attended the same event and have the same symptoms.
- Time, date and location where food was eaten and description of food.
- Name, address and phone number of physician or hospital rendering diagnosis.

There is no responsibility to contact any other agency outside the University until the University has made an assessment of this complaint. Concerns and questions should be directed to the Union Administrative Office.

## **BANNER DISPLAY POLICY – UNIVERSITY UNION CONCOURSE**

1. All scheduling of banners in the Union Concourse shall be coordinated by Scheduling and Event Services on the basis of first come, first served. Banner area may be scheduled before banner approval from OSA has been granted.
2. All registered organizations must be currently recognized by the Office of Student Activities. All banners must first be cleared through the Office of Student Activities and have a stamp of approval from that office prior to hanging. If banner is not approved, the scheduled area must be cancelled through Scheduling and Event Services.
3. There are a total of five banner areas in the University Union. The west wall of the SE entrance of the University Union will be divided into two (2) banner areas. The east wall of the Concourse will be divided into three banner areas. Banner(s) must be made of paper or other lightweight material. Banners must be horizontal, each no greater than 8-feet in length by 3-feet in height. One group may not schedule more than one banner area at one time.
4. The hanging time of a banner shall be limited to one week (7 days – weekends included). The hanging placement of a banner shall be handled by Union Operations Staff. Banner spaces are available on a first come, first served basis. Requests for specific placements will not be taken.
5. Banners must be delivered to Scheduling and Event Services before 9:00 a.m. on the scheduled date, but no more than 3 business days prior to the scheduled date. Scheduling and Event Services staff will attach Velcro to the sign so it can be attached to the banner display area.
6. Banners will be hung by the Union Operations staff beginning at 12 noon on the scheduled date. Organizations must periodically check banners to avoid any problems during the display period.
7. If an event/program date is displayed on the banner, the Union Operations staff will remove the banner once that date has passed. All other banners will be removed on the final schedule day by 12 noon. Only banners marked **“save”** will be kept in Scheduling and Event Services until 4:30 p.m. on the Monday following the last scheduled date, at which time the banner will be disposed of.

### **Content**

1. Banners shall be used by Registered Student Organizations, University departments, and University constituency groups for informative means and/or related media for major campus events.
2. Banners shall not be commercial in nature.
3. Any banner not written in English shall have a literal translation written in English adjacent to the banner.
4. The Assistant Director of Student Activities will determine if the quality of the banner meets the policy standards of the University Union and/or Office of Student Activities and reserves the right to determine the appropriateness of any items for display. If there is a conflict over this decision, a final decision will be made by the Director of Student Activities.

## UNION HOTEL ROOMS

The University Union Hotel functions as a full-service overnight facility in meeting the needs of the University community.

Registration – All guests must be registered. A complete address must be listed for each individual who occupies a room or any part thereof. Identification may be requested if necessary. A false registration is a misdemeanor, punishable under the Illinois statutes.

Conferences – All conferences will be arranged through the Conference Coordinator and/or Scheduling and Event Services. Reservations for conference groups will be made with the Service Center Supervisor.

Hotel Policies –

- Check-in time is 4:00 p.m. or later.
- Checkout time is 11:00 a.m., unless prior permission has been secured. Failure to observe this ruling will result in the occupant being billed for another day.
- A credit card number or departmental account number is required when making a reservation.
- Children under 12-years of age stay free in parent's room.
- The University Union Hotel has a cancellation policy. A guest must notify the Union Service Center by 6:00 p.m. on the day of arrival or their credit card/department will be charged. There are certain weekends (Family Weekend, Homecoming Weekend, Dads' Weekend, Moms' Weekend, and Commencement Weekends) which are the exception to this policy and require cancellation at least 24 hours in advance or the credit card/department account will be charged.
- Guests arriving after 8:00 p.m. must go to the Office of Public Safety in Mowbray Hall to register and pick up their keys.
- A maximum of two keys per room shall be issued regardless of number of guests in a room. One key shall be given to a single guest in one room. For late arrivals, one key per room will be left at the Office of Public Safety.
- There is a \$50 fee for any lost key.
- Any damage to or theft from a University Union Hotel room may result in a charge to the guest as determined by the Service Center Supervisor and/or Director of the Union.
- Holds on multiple rooms by groups, departments or individuals must be confirmed or canceled at least 14 days in advance. An account number, credit card number or prepayment will be required for all holds on rooms. Failure to cancel at least 14 days in advance will result in the group, department or individual being charged unless rooms can be resold.
- Any group, department or individuals confirming multiple rooms must provide the Service Center Supervisor with a list of names of all occupants at least one week prior to the date requested.
- On Homecoming and Family Weekend, the University Union Hotel requires a two-day reservation – Friday and Saturday nights.
- The Presidential Suite must be booked with the Service Center Supervisor only. The Presidential Suite is available for up to two adults. No roll-away beds are permitted in the Presidential Suite.

## **SERVICE REQUESTS**

Service requests are coordinated and approved through the Union Administrative Office.

Only in cases of emergency should a phone call in lieu of a service request be made to the Physical Plant. If an emergency occurs which necessitates a phone call to the Physical Plant (or Office of Public Safety should the emergency occur during the evening or on a weekend), this should be reported to the Union Administrative Office as soon as possible.

## UNIVERSITY UNION ADVISORY BOARD

The purposes of the University Union Advisory Board (UUAB) are:

- To enhance the academic and social experience by extending the learning process outside the classroom for students and the WIU community inside the University Union.
- To propose, develop, implement, and revise policy regulations of the University Union.
- To grant exception requests brought forth to the UUAB.

The UUAB is empowered to grant exceptions to Union policies when they are merited. In order to submit an application for a policy exception, please fill out a UUAB Exception Request Form and submit to the UUAB Chair at least three weeks prior to your event.

Full copies of the University Union Advisory Board constitution are available electronically on the University Union website and in paper form in the Union Administrative Office.

## UNION SCHEDULING

Scheduling of all University Union facilities is done through the University Union Scheduling and Event Services.

**GENERAL SCHEDULING CRITERIA** - In general, the University Union schedules programs on the basis of the following criteria:

- Colleges, divisions, and departments of the University
- Registered student/faculty organizations
- Conferences and workshops of a learning nature involving both on-campus and off-campus groups.
- Any individual or group, whichever is appropriate, which has legal sanction to operate in the State of Illinois.

### **University Events:**

Any department, division or registered student/faculty group of the University.

### **Non-University Events:**

Any group or individual not affiliated with the University.

## UNION ROOM RENTAL POLICIES

Room rental charges for use of space in the University Union will be incurred depending upon the nature of the event and identity of sponsoring groups.

- Registered student organizations are not charged for space for meetings or events that involve public, WIU students, faculty, and staff unless admission or participant fees (including donations) are charged or the event has non-WIU sponsorship.
- Registered student organizations will be charged the WIU rate for space rental for events where admission or participant fees (including donations) are charged or the event has a specific sponsorship. The only exceptions to this room rental policy are University Union Board, Student Government Association, Bureau of Cultural Affairs, and Black Student Association. If any of these groups schedule a room for an event, even though an admission is charged, no room rental is charged to the group.
- Co-sponsor room rental policy - if UUB, SGA, BCA or BSA co-sponsor an event that charges admission or participant fees (including donations), no rent will be charged if the profits from the event are deposited into a CSAF account (other than for UUB, SGA, BCA or BSA). If the group co-sponsoring with UUB, SGA, BCA, or BSA is **not** a CSAF-funded organization, then room rental will be assessed. It will also be necessary for UUB, SGA, BCA or BSA to be actively involved in the co-sponsored events, and all advertising must list **all** organizations sponsoring the event.
- University departments/non-registered organizations will be charged the WIU rate for space rental for events where admission or participant fees (including donations) are charged and/or event includes off-campus participants.
- Classes desiring space in the University Union will be allowed to hold one session per semester subject to the availability of space. The Union Administration Office must approve any exceptions to this policy.
- Off-campus individuals/organizations will be charged the non-WIU rate for space rental for all events scheduled in the University Union.
- Conference/Workshop/Seminar Room Rental Rates: Any group or organization utilizing meeting room facilities which is not exempt from room rental charges will be assessed as follows:
  - a. Will be charged a \$100 administrative fee.
  - b. Full room rental for the largest room used.
  - c. One-half room rental for any or all subsequent rooms used.
  - d. If conference/workshop/seminar is scheduled for more than one consecutive day and room setups remain the same, room charges will be one-half price for all rooms on the additional days.
- Room rental rates are for a full day, or any portion of time between 7:00 a.m. and close, and include reasonable setup of chairs, tables, stage, basic sound/lighting equipment. Additional charges for equipment rental or labor may be made for excessive setup requests.



## UNION ROOM RENTAL POLICIES (cont.)

- **Effective November 20, 2003**, no room rental will be charged for the use of the Lamoine Room or Lincoln Room for any retirement party held to honor a retiring employee of WIU. Due to the increased amount of setup required, the normal WIU fee will be charged for any retirement party for a retiring employee of WIU held in the Grand Ballroom or Heritage Room.
- Presenter(s) at an event selling promotional books, CD's, t-shirts and other items will be charged the following: \$10 – WIU sponsored and \$20 – non-WIU sponsored.
- To be in accordance with the Retail Sales and Credit Act, any craft show held on University property must be open for vendors from the entire surrounding community to participate. Advertisement for vendors must be community-wide and the number of vendor spots available should be filled on a first come, first serve basis with no priority given to any certain person or group.

For events requiring food service, refer to Food Service Policies.

## NON-UNIVERSITY EVENTS

Persons/organizations not associated with the University, and not covered by other existing policies, who want to schedule an event in the University Union that **will provide personal profit to persons or organizations** may be permitted if:

1. The proposed use is under sponsorship, or at the invitation of, an organization associated with the institution or is determined to be consistent with the University Union's mission.
2. The proposed use will not interfere with or detract from the mission of the University Union, or the use of the facilities by organizations associated with the institution.
3. The University Union has appropriate facilities available for the proposed use.
4. The persons/organization seeking to use the facilities has complied with applicable University Union procedures.
5. Persons/organizations using the University Union facilities may be required to pay rental charges for use of the facilities and will be required to comply with insurance requirements.

### **Insurance Requirements for Non-University Events:**

Persons/organizations not associated with the University shall provide liability insurance for itself and all of its participants in the subject conference with limits of not less than \$1,000,000 combined single limit for each person/occurrence for bodily injury and/or property.

To comply with insurance requirements, persons/organizations not associated with the University shall either:

- (a) Provide to the University a certificate of insurance including the WIU Board of Trustees and Western Illinois University as an additional insured for no less than \$1,000,000 combined limits  
*or*
- (b) Purchase coverage for the event through the Tenants and Users Liability Insurance Policy. The Tenants and Users Liability Insurance Policy, which provides affordable General Liability insurance, is available to tenants, users and renters of Western Illinois University facilities. Protection is provided against negligent acts for which the group or organization may be held responsible for property damage or bodily injury. Western Illinois University is named as an additional insured. The cost of the coverage is a per-day charge based on the type of event and number of people attending the event. Non-University groups may contact the Office of the Vice President for Administrative Services, Sherman Hall 200, or phone (309)298-1800.

The use of University facilities will be scheduled according to a priority system. University use will take precedence over non-University use of facilities whenever two requests are made at the same time for the same facility. The University reserves the right in scheduling all activity within the University Union with consideration being given to campus community needs.

## NON-UNIVERSITY EVENTS (cont.)

Updated July 1, 2013, a charge for all non-University entities to use the University Union's AV equipment, pianos, podiums, etc. was established as follows:

<b>Equipment</b>	<b>Non-WIU Rate</b>
Piano/ electric	\$10.00
Table Skirts	\$5.00
Cassette Player	\$10.00
CD Player	\$10.00
DVD Player	\$10.00
Microphone	\$10.00
Projector - Overhead	\$15.00
Projector - Slide	\$15.00
Projector - Video/ PP (Sandburg Theatre/Heritage Room)	\$50.00
AV Media Cart	\$75.00
Capitol Room Cabinet Use Fee	\$75.00
Sound System (suitcase)	\$30.00
TV/DVD	\$20.00
Podium (with or without microphone)	\$10.00

## ROOM RENTAL RATES AND FEES

<b>Multi-Purpose Rooms -</b>	<b>WIU</b>	<b>Non-WIU</b>
Grand Ballroom	\$200	\$300
Western	80	125
Illinois	80	125
University	80	125
Heritage Room	150	200
Nauvoo	50	75
Galena	50	75
New Salem	50	75
Capitol Rooms	75	100
Springfield	25	40
Vandalia	25	40
Kaskaskia	25	40
Cardinal/Oak	25	40 <i>*Room currently offline</i>
Fox Room	25	40
Lamoine Room	100	125
<i>***Post Renovation - \$200 for WIU &amp; Non-WIU &amp; Rate**</i>		
Lincoln Room	50	75
East	20	25
West	30	50
Sandburg Theatre	50	75
Sandburg Lounge	30	50

### **Conference Rooms-**

Algonquin Room	15	25
Board Room	25	40
Chicago Room	15	25
DuSable Room	15	25
<i>Violet Room</i>	<i>10</i>	<i>15 *Room currently offline</i>
Small Conference Room	10	15

### **Lounges-**

Conference Lobby*		20
Prairie Lounge*	50	50
<i>*Special permission is required to reserve lounge space for an event</i>		

### **Wedding Receptions**

\$300 rental charge for any room used

*Prices effective July 1, 2013*

## GENERAL SCHEDULING POLICIES

The facilities and services in the University Union are provided for the benefit of individuals/groups utilizing the building. Only through effective scheduling procedures can the quality and maximum utilization of facilities be maintained. The following are guidelines for scheduling a meeting or event.

- Banquet and meeting rooms are assigned on the basis of the type of event, the anticipated number of guests and the availability of rooms. The University Union may change room assignments to accommodate larger or smaller attendance.
- A request made does not guarantee a space, even if available at the time of the request. Groups or individuals should not make any arrangements to do any advertising of the event until a confirmation copy of a reservation is received from the University Union Scheduling and Event Services.
- Scheduling and Events Services will hold multiple dates for departments/organizations on a tentative basis for two weeks. It is up to the sponsoring organization to confirm or cancel these dates within the allowed two-week time period. If no communication has been received from the sponsoring organization by the two-week deadline Scheduling and Event Services reserves the right to cancel all of the dates.
- Late Cancellations – cancellations for the Grand Ballroom, Heritage Room, and the Lamoine Room within two (2) weeks of the scheduled event will result in a \$50 surcharge to the sponsoring organization.
- Weekly meetings can be made for the both Fall and Spring semesters beginning on April 15<sup>th</sup> of the previous school year, unless the meeting is listed on the Priority Meeting list.

Registered student organizations are limited to no more than two (2) meeting rooms per week with a four (4) hour time limit for routine weekly activities with each individual meeting lasting no longer than three (3) hours. Additional space can be requested one week in advance, pending availability.

The Grand Ballroom, Heritage Room, and Lamoine Room are priority locations for special events – weekly meeting requests are not permitted in these rooms, unless space is available in one of these locations one week in advance of the meeting.

Sunday weekly meetings will be scheduled for Sundays

A “NO SHOW” is designated by failure of the organization to be present 15 minutes after the scheduled time of the event.

A no-show charge of \$20.00 per meeting will be assessed if a group does not use the room reserved and does not cancel the reservation in advance. If extra setup is necessary and the group fails to use the room, Scheduling and Event Services reserves the right to assess a greater charge.

The Night Supervisor’s report will be used to determine if the organization utilized the room. There will be NO exceptions to this policy, so it is in the organization’s best interest to check with the Night Supervisors if there is any question regarding room usage. Should you arrive and find there are insufficient members to hold a meeting, you should contact the Night Supervisor and inform that person that you did not utilize the room. Time changes of a meeting must be cleared through Scheduling & Event Services. The organization is expected to utilize the rooms only at the times scheduled. Should you have a problem with your room, please contact the Night Supervisor. Any group canceling a meeting should contact Scheduling & Event Services during business hours (Monday-Friday, 8am-4:30pm). If a meeting needs to be canceled after business hours (8am-4:30pm) the organization must inform the Service Center of the cancellation, this message will be relayed to both Operations and Scheduling & Event Services staff so a no show fee will not be assessed.

## GENERAL SCHEDULING POLICIES (cont.)

The organization and/or its officers shall be held financially responsible for any damage resulting to the building or equipment as a result of maliciousness and/or negligence on the part of any officer of the organization or participant.

Food is allowed ONLY in those areas where it is sold or served by University Food Services. Failure to comply may result in a fine. Food and beverages for private parties must be provided by University Food Services. Setup and menu arrangements must be made at least (2) weeks in advance.

The burning of candles or other flammable items in the University Union is forbidden. Any violation of this policy will result in a charge to be determined by the Union Staff and a week's suspension on using the University Union rooms.

Extraordinary clean-up requirements as determined by the Union Staff will result in additional labor charge. Any damage to the room and/or its contents will be charged to the organization. The use of glitter and confetti are forbidden and require additional clean-up requirements that will result in a charge to the sponsoring organization.

The organization is responsible for the removal of all decorations and props immediately after the event. A service charge will be made by the University Union if decorations and props are not removed by the designated time.

A cancellation penalty may be charged if your reservation for a room requiring special setup and/or food service is not canceled at least 72 HOURS PRIOR TO THE EVENT and/or too late for another group to plan and schedule an event in the space reserved.

Smoking is NOT permitted in the University Union. Smoking is only permitted at least 50 feet away from entrances to the University Union.

- If a registered student organization schedules a room (facility) and allows a non-registered group to use that room (facility), the group who scheduled the room will lose its scheduling privileges for one full semester.
- Any event that is co-sponsored must be booked in the name of both groups and both sponsors must be in good standing – at the time of booking and at the time of the event.
- Misrepresentation of the purpose for the use of any University Union facility and/or concourse table by any individual or group will result in the loss of the privilege to use University Union facilities or concourse tables. The length of time for the loss of these privileges will be imposed by the Scheduling and Event Services according to the following schedule: first offense – 30 days; second offense – 60 days; third offense – one semester (minimum).
- The person/organization scheduling the use of the facility shall be held financially responsible for any damage resulting to the building or equipment as a result of maliciousness and/or negligence on the part of any participator.
- All individuals and groups are expected to follow the itinerary scheduled for their particular events. Other groups may be using the facilities prior to or following your scheduled event.
- Final room setups are due in the Scheduling and Event Services office **at least one (1) week in advance**. All setup and equipment requirements should be included in any request, as the room will be set by the University Union staff according to these instructions. Failure to meet this deadline could result in cancellation of the event or implementation of a surcharge.

## GENERAL SCHEDULING POLICIES (cont.)

- Extraordinary clean-up requirements as determined by the Union Staff will result in additional labor charges for the organization/sponsor. Any damage to the room and/or its contents will be charged to the organization/sponsor.
- For parking concerns and questions, individuals/groups must contact Parking Services at 298-1921.
- Rehearsal for recitals and special events are **limited to two sessions**. Department recitals and programs related to school subjects necessitate having an advisor sheet and/or having a department chair present.
- Public lounges in the University Union should not be used for meetings or other types of events. The purpose of the lounges is to provide an atmosphere for relaxation. Any request to utilize a lounge for an event must be submitted in writing to the Director of the Union.
- The grand pianos are **never** to be placed on the stage in the Grand Ballroom or Heritage Room for any event. (Only the Union Administration Office can grant special permission).
- Any individual or organization with an unpaid invoice at the end of the semester or is listed on the delinquent list issued by the WIU Business Office, will be denied University Union services until these charges are paid or account setup requirements are met.
- With proper scheduling of an event, everything will be ready at the scheduled time. In order to prevent immediate or accumulated damage or depreciation to the appearance of the Union, please adhere to the following:
  - a. Decorations - shall not include highly flammable substances such as excelsior straw or quantities of paper napkins, cleaning tissues, or any type of paper that is not flame proofed. Gasoline or any other highly flammable liquids or gasses may not be brought in without special arrangements. The use of glitter and confetti for decoration is prohibited in the Union.
  - b. Velcro attached to the edge of the soffit in the Grand Ballroom can facilitate suspending displays, signs, and posters.
  - c. The **only** adhesive agent that may be used on walls and pillars throughout the building is masking tape.
  - d. Use of nails, tacks, staples, scotch tape, duct tape, and other such devices are prohibited in the University Union.
  - e. Electrical outlets should not be overloaded during any event. Requests for additional electricity should be made to Scheduling and Event Services at least one (1) week prior to scheduled event.
  - f. Fire regulations require that all display materials used must be of a non-flammable nature.
  - g. Nothing may ever be attached to the velvet draperies in the Heritage Room or Grand Ballroom.

## GENERAL SCHEDULING POLICIES (cont.)

- h. Candles - the burning of candles is prohibited at events scheduled in the University Union with the exception of events where candles are provided in appropriate candleholders by University Food Services for catered events only. Centerpieces including candles must be approved in advance. The unauthorized use of candles in any events will result in a charge to the sponsoring organization and a one week suspension from use of the University Union facilities.
  - i. Special arrangements for hanging banners, lights, etc., in any facility in the Union must be arranged with Scheduling and Event Services at least seven (7) days prior to the event. If extra janitorial and/or other services (electrician, carpenter, etc.) are needed, there may be an additional charge.
  - j. All decorations and/or displays are to be removed immediately following the event or as arranged with Scheduling and Event Services. If not removed immediately, they will be discarded. A service charge will be assessed by the University Union if decorations and props are not removed by the designated time.
  - k. Special arrangements for moving furniture into meeting rooms for special events must be arranged with Scheduling and Event Services at least (7) days prior to the event. Final approval on the movement of furniture is made by Scheduling and Event Services.
- **Smoking is NOT permitted in any University facility.**
  - The University Union will assume no responsibility for damage or loss of any merchandise, articles, group displays, equipment, decorations or other property left in the facility preceding, during or following any event. All decorations or materials are to be removed at the close of any event. Any such items left in the facility following an event will be discarded.
  - Food is allowed **ONLY** in those areas where it is sold or served by the University Food Service staff. All food and beverages for private meetings/parties must be provided by University Food Service. Setup and menu arrangements must be made at least two (2) weeks in advance. There will be a penalty charge for any food brought into the Union or provided in the Union from any source other than University Food Services.
  - Alcoholic beverages are prohibited unless approval has been given in accordance with the "Policy and Regulations for the Sale and Provision of Alcoholic Beverages on Western Illinois University Property." All inquiries should be directed to Scheduling and Event Services.
  - University and/or student sponsored activities shall not be scheduled in the University Union during the final examination period or one calendar day prior to the final examination week in accordance with the University Policy on Final Examinations (Approval Date 05/03/88, Revision Date 2/14/06), paragraph 9. The scheduling week in the University Union begins on Sunday, so no student sponsored activities/meetings (including cultural, athletic and extracurricular activities) will be scheduled after 11:59pm on the Friday prior to final examination week each semester. Appeals for exceptions to and interpretations of this policy shall be made to the Council on Admission, Graduation and Academic Standards (CAGAS) -- if there are unusual circumstances surrounding a given event.
  - Audio-visual equipment is available on a limited basis in the University Union. Requests for equipment should be made to Scheduling and Event Services at least two (2) weeks prior to the event.
  - The security needs for any event held in the University Union will be determined by Union Administration. All security charges will be charged back to the sponsoring organization.



## **DANCE PRACTICES**

### **Rooms**

- Dance practices may be only be held in the Grand Ballroom or Heritage Room of the University Union

### **Times**

- Practices will be scheduled by Scheduling & Event Services staff at times when there is no demand for the room
- One practice per week is permitted. Practices can be scheduled by coming into the Scheduling & Event Services office one week prior to the practice
- Practices times will be limited to a three hour session

**NOTE: If the room is needed for another event the practice may be moved to another room or canceled**

**\*\*Dance practices in lounge spaces of the Union are prohibited**

## **AFTER HOURS FUNCTIONS**

After hours social functions held in the University Union require:

- Written request of the event be made to Scheduling and Event Services two (2) weeks in advance of the event.
- Organizational advisor (for recognized student organizations) must be in attendance throughout the event.
- One building supervisor in attendance at overtime wages – to be paid by sponsoring organization.

Final approval is left to the discretion of Union Administration

## SOCIAL/DANCE EVENTS (STUDENTS)

Social/dance events sponsored by WIU student organizations must be consistent with the educational mission of the institution. Student organizations are responsible for ensuring that a safe and orderly environment is provided to those who attend their events. To help ensure that this safe environment exists, the following policies and expectations will be enforced.

1. To confirm space for a social (dance/party) event, a Dance Authorization Form must be completed by the student organization. Upon completion of the form, a representative of the sponsoring organization must meet with either the OSA Director or an OSA Assistant Director to review estimated attendance, charges, and dance policies and expectations. The form must then be submitted to Scheduling and Event Services by **noon on Wednesday of the week prior to the date of the event.**
2. Concert Safety Corps personnel are required at the event to help maintain a secure environment. It is the responsibility of the group to manage all aspects of the social event. Concert Safety Corps is responsible for responding to observed or reported violations of State law and for reporting violations of University rules and regulations.
3. Requests for Concert Safety Corps must be completed and submitted to Scheduling and Event Services by no later than **noon on Wednesday of the week prior to the date of the event – along with a payment of \$206.00 to cover security charges. This payment is not refundable after the previously stated deadline.** This will confirm security coverage of five personnel for 4 hours, plus the administrative fee of \$15. Any additional charges will be billed to the sponsoring organization following the event. For all other events, the number of personnel will be determined on an event-by-event basis.
4. The sponsoring organizations must identify at least **six (6) monitors** who will be directly responsible and present throughout the event. Those individuals must report their presence to and meet with Concert Safety Corps (CSC) personnel at least one-half hour prior to the start and at the close of the scheduled event and be responsible for completing any necessary forms.
5. **Social (dance/party) events will begin at 9:00 p.m. and end at 12-midnight unless otherwise approved at least two weeks in advance.**
6. All people attending the event will have to show a photo identification card (ID).
  - Western Illinois University (WIU) students must present a valid student ID
  - **All others must present a driver's license, state ID, or photo ID from another college or university. Name and ID number on a roster maintained by those working the event will register the attendees, in writing.**
7. **A faculty/staff adviser must be present at any student organization social event.** This University representative is expected to take an active role in the presentation of an orderly event.
8. Under no circumstances will the use of alcoholic beverages or drugs be permitted in the building or on the grounds around the building. **If evidence of alcohol or drug usage is found at the event, the sponsoring group will be held accountable.**
9. The groups will be responsible for displaying a large sign that states, **"University rules and regulations will be strictly enforced at all times."** Groups will be responsible for borrowing and returning the poster to the Office of Student Activities.
10. **NO SMOKING** will be permitted in any University facility. Smoking is only permitted at least 50 feet from University Union entrances.

## SOCIAL/DANCE EVENTS (STUDENTS) (cont.)

11. The groups assume all responsibility for all damages incurred during the activity. The sponsoring organization will be billed for any damage to the building or surrounding area.
12. No **food or beverages** may be served unless purchased from the University Food Service.
13. It will be the responsibility of the group to **announce the end of the event and turn on all lights at 12-midnight. All music and entertainment activity must cease at 12:10 a.m.** On request, CSC will assist sponsoring group monitors in verbally instructing people to leave after the music and entertainment activity concludes. The sponsoring group remains primarily responsible for escorting people out of the building. **The building must be cleared by no later than 12:30 a.m.**
14. All groups shall conduct a **visual surveillance** of the public areas adjacent to the facility where the social/dance is hosted and for maintaining an **awareness of what is going on in the area of their event.** It is the group's responsibility to immediately report suspected university rules violations or inappropriate behavior to CSC personnel.
15. **Failure to comply** with any of the expectations expressed in this document will result in the sponsoring organization losing the privilege of using University facilities to host similar activities. The length of any facility suspension shall be determined by the totality of the circumstances involved, including prior situations where the sponsoring organization failed to abide by the expectations mentioned herein.
16. **To avoid charges to sponsoring organizations, cancellation of any social event must be made 24-hours prior to the date of the event.**

## CONCOURSE TABLES

The placement of tables in the Union Concourse will be determined by Union management and will be scheduled through Scheduling and Event Services on a “first come, first serve” basis. Appropriate forms and fees must be submitted prior to date of use.

Table space priority will be given to on-campus, registered student groups and University agencies.

No table rental will be assessed to any University agency or registered student organization distributing material (for which there is no charge) promoting that organization.

### **Table rental will be charged to:**

1. Registered student organizations selling tickets to an event being sponsored by that organization.
2. Registered student organizations selling chances or selling a product.
3. Registered student organizations accepting donations of any kind.
4. University department or agency selling any tickets, chances or products.
5. Non-university related, outside vendor. Credit card solicitation is not allowed on the WIU campus.

### **Rental fees:**

A \$10 per day per table charge will be assessed to registered student organizations soliciting donations, selling or taking orders for a product or merchandise (raffles included), and selling tickets to a specific program.

Outside vendors using the space in the concourse to promote/advertise a product or service will be assessed \$75 per day. Any giveaway items (including coupons) must be reviewed and approved in the Union Scheduling and Event Services prior to the use of the concourse table.

Outside vendors **selling** a product or service (including accepting applications for products or services) are required to pay space rental only - \$125.00 per day in advance. All products, services, and giveaway items (including coupons) must be reviewed and approved in the Union Scheduling and Event Services prior to the use of the concourse table.

Rental fees must be turned in prior to the scheduled Concourse Table reservation start time.

### **Usage Policies:**

A \$10 no-show fee will be assessed if a group does not use the Concourse Table they reserved and does not cancel the reservation in advance.

Table usage by on-campus registered student organizations and University agencies may be scheduled for a maximum of three days in one week.

Table usage by non-university related, outside vendors is limited to three days per month. Only one outside vendor will be scheduled per day.

Table sponsors are required to staff the table at all times. If the table is not staffed, it will be removed.

Solicitation in front of the tables is prohibited.

## CONCOURSE TABLES (cont.)

Registered student organizations selling tickets, merchandise, or collecting monies must have prior approval through Scheduling and Event Services. UUB and SGA are exempt from rental fees.

The sale of food or any edible material must have prior approval of Scheduling and Event Services. Any food, beverage, or candy items to be sold in the Concourse must be purchased University Food Services or be pre-packaged from an approved vendor.

New or prospective student organizations are permitted the use of one table in the concourse for one three-day period, providing the purpose is to solicit membership.

Table requests for political purposes – refer to University-wide policy on political activities.

### **Raffles:**

All student organizations and University departments holding raffles in the Union Concourse must complete the appropriate paperwork in the Vice President for Administrative Services Office prior to reserving the Concourse Table with Scheduling and Event Services.

## **UNION EQUIPMENT**

Requests for Union equipment to be used in locations outside of the Union will be permitted only one (1) month prior to the scheduled event. Priority of Union equipment will be given to Union events.

Charges due to loss or damage of Union equipment used outside of the Union will be charged back to the sponsoring organization.

Overtime charges resulting from equipment being delivered outside of the Union by Facilities Management will be charged back to the sponsoring organization.

## **UNIVERSITY KEYS**

All key requests for the University Union facility must be made through and approved by the Union Administrative Office.

Keys are distributed through the Office of Public Safety. Individuals must sign for the keys assigned to them and are responsible for the replacement charge assessed when a key is lost or stolen.

Upon termination of employment at the University Union, individuals must return all keys to the Office of Public Safety.



## UNIVERSITY UNION PROCEDURES

- Only paying guests of the University Union Hotel shall operate the televisions located in the guest rooms. Televisions are **not** to be used by any staff (full-time or student) except for the purpose of repair, installation, etc., by specific campus personnel.
- The correct procedure for opening outside doors in the Lamoine Room, Sandburg Lounge and Heritage Room and windows in other meeting rooms of the Union for air flow:

**If the heat pumps have been turned off for the season and the air conditioning has not been turned on,** these outside doors/windows can be opened for additional air flow if necessary. The critical information here is in bold above.

If the doors/windows are opened when the heat pumps or air conditioning is functioning, the air flow will affect the thermostats and cause additional problems with the temperature in the room and the building.

If a request to have the doors/windows opened is made, either the Operations staff or the Sodexo staff can open the doors/windows for that event only. Once the event is over, the doors/windows must be closed and locked. This means close attention must be given to re-locking the doors and closing the windows.

## ADMINISTRATION

**ADMINISTRATION OF BOND REVENUE BUILDINGS** – Several serious questions have been raised concerning the proper administration and management of all bond revenue buildings (residence halls, University Union, etc.) at WIU. This directive is issued to clarify, for all interested parties, the basis of policies of the governance and administration of buildings. The governance of all phases of Western Illinois University, including bond revenue buildings, is a function of the Board of Trustees. The administration of bond revenue buildings is delegated, by the Board of Trustees, to the President of the University who, in turn, has delegated portions of this function to appropriate vice presidents and other campus administration officers. These officers are accountable to the Board for the proper management of bond revenue buildings.

The authority to administer bond revenue facilities has not been delegated to students, faculty, alumni, or other constituent groups of the University. It needs to be clearly understood by all members of the University community that the payment of a fee does not establish a basis in law, Board policy, or sound administrative practice for student governance or administration of bond revenue buildings. The rationale for this position is:

1. The management of bond revenue buildings must be subject to the same administrative and budgetary controls as all other functions of the University. Operation and control of these facilities must be entrusted to those with professional experience, commitment, permanence, and accountability. The source of funds has no direct relation to the choice of persons qualified to assume administrative responsibility.
2. Some students have drawn the incorrect inference that payment of fees entitles them to a level of participation in the control over bond revenue buildings, which is different from that which they exercise in academic areas of the University by virtue of the payment of tuition. Neither fees nor tuition are a precise dollar measurement of any individual student's use of a particular facility or participation in a particular program. The fact that bond revenue fees are an alternative method of financing certain University operations in no way justifies a different governance or administrative pattern from that which relates to tuition, endowment or tax-supported activities.
3. Further, it is apparent that bond revenue buildings derive support from a number of sources. In addition to today's students (and tomorrow's), many generations of former students – now alumni – paid fees while enrolled at the University, to amortize the costs of residence halls, the University Union and Western Hall. The state of Illinois has provided the land. The current operating costs for most of the bond revenue buildings are met largely by the income from their services to students, staff, faculty, alumni and guests of the University; however, the University provides utilities, and some other supportive services.

The opinions and guidance of students and other interested and affected members of the University community should certainly be taken seriously into account in establishing operating policies for the bond revenue buildings. The Board of Trustees has consistently affirmed its commitment to this principle by providing or approving mechanisms through which full-time professional University personnel work in close consultation with advisory groups of students and staff.

## ADMINISTRATION (cont.)

However, the line between advisory and administrative functions must be maintained. This is not a technique aimed at excluding students from influencing policy. To the contrary, the distinction between advice and decision-making permits significant participation by those whose limited time, experience, interest, and conflicting constituencies make it impossible to maintain the same commitment as those who are devoting their energies and professional skills “full-time” to the University. These operations require training and experience in such areas as counseling, management, contractual relations, State and Federal law, budget policies, building services, etc.

All policy and operation decisions for the bond revenue facilities at Western Illinois University must rest with the administrators whose authority is derived from the Board of Trustees, through delegation from the President.

## **UNIVERSITY-WIDE POLICIES**

Refer to the Administrative Procedures Handbook for all University-wide policies at Western Illinois University – on the WIU website at: <http://www.wiu.edu/adminhandbook>.