



WESTERN
ILLINOIS
UNIVERSITY

UNIVERSITY UNION

POLICY MANUAL

UPDATED DECEMBER 2018

UNIVERSITY UNION POLICY MANUAL CONTENTS

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WIU UNIVERSITY UNION BUILDING HOURS

General Building

7 am - 11:00 pm M-F

7 am - 12:30 am Sa

8 am - 10 pm Su

(Hours may vary during breaks)

WIU University Union Directory

| | |
|-------------------------------|----------|
| Union Service Center | 298-1941 |
| Union Administrative Offices | 298-1986 |
| Bookstore | 298-1931 |
| Burger King | 298-1999 |
| C-Store | 298-1292 |
| Food Court | 298-1292 |
| Scheduling and Event Services | 298-2421 |
| Office of Student Activities | 298-3232 |
| Sodexo Campus Services | 298-1292 |

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).

GENERAL BUILDING POLICIES

ANIMALS in the Union:

Service Dogs: Under the Americans with Disabilities Act a service dogs are defined as, “Service animals are defined as dogs that are individually trained to do work or perform tasks for people with disabilities,” and are allowed to be anywhere the general public has access.

Emotional Support Animals (ESA): Emotional Support Animals, by their presence, provide support for emotional or psychological symptoms associated with their handlers condition or disorder. ESA’s are not legally protected to be in public buildings, and are not permitted in the University Union.

WIU’s official mascot, Colonel Rock III and Colonel Rock IV: Colonel Rock III and Colonel Rock IV are the only animals allowed in the University Union, in addition to service dogs.

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.

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.

UNION ADVISORY BOARD

The purposes of the Union Advisory Board (UAB) 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 UAB.

The UAB 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 [UAB Exception Request Form](#) and submit to UAB through Purple Post at least three weeks prior to your event.

Full copies of the [Union Advisory Board constitution](#) are available electronically on Purple Post.

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 Retail Manager 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 shall assume the responsibility of light dusting of shelves and racks. All heavy cleaning and major maintenance will continue to be done by the Building Services staff.

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.

Textbook Refund Policy:

A full refund will be issued for textbooks returned within the first 10 days of the semester if the following apply...

- Receipt must accompany books.
- Books must be in the original condition they were purchased in
- (wrapped, no writing, access codes covered, no water damage, etc.)
- Refunds will be paid back in the same manner they were purchased.
- If items were purchased on a credit card, the refund will go back on the card.
- Cash/Check refunds will be issued in cash.
- Books bought on scholarship will go back to the scholarship.

Textbooks bought after the initial refund period will be fully refunded if brought back before close the next business day, with receipt and in original condition.

Rental books will be refunded under the same guidelines.

Clothing Returns/Exchanges:

Clothing must have tags on them for refund or exchange.

Receipt must accompany merchandise for a full refund, otherwise a store credit will be issued or you may exchange the items for something of the same value.

UNION BOOKSTORE (cont.)

Check Policy:

The bookstore does not accept third party checks or checks made to the bookstore for amounts over purchase. If a check was made to the bookstore for textbooks, only textbooks needed for that students schedule may be purchased, any remaining money will be put on a store credit for later use.

UNION HOTEL ROOMS

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

Check-in time is 4:00 p.m. or later.

- 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

Checkout time is 11:00 a.m., unless prior permission has been secured. Failure to observe this will result in the occupant being billed for another day.

A credit card number or departmental account number is required when making a reservation

The University Union Hotel 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.

Holds on Rooms: Multiple rooms held 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.

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. Hotel reservations for conference groups will be made with the Service Center Supervisor.

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. 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.

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:

- Have correct date
- Be made out to WIU/Cash
- Be endorsed exactly as made out if a two-party check
- Written amount and number amount must be identical
- 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 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:

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

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 scheduling of table tent inserts in the University Union shall be coordinated by Scheduling and Event Services on a first come, first serve basis. A total of two table tent inserts will be allowed to be scheduled consecutively in the Food Court and Murray St. Café areas. One side of the table tent insert is limited to programming taking place in the University Union. The remaining side will be reserved for programming taking place elsewhere on the WIU campus or for registered student organization or departmental recruitment efforts. All table tent inserts must be promoting programming taking place on the WIU campus.

Table tent reservations will be limited to seven days – weekends included and will be scheduled Monday-Sunday. One registered student organization or department may not schedule more than one table tent at one time. Registered student organizations or departments may reserve a table tent insert up to four times in a semester with no more than two reservations per month (either a sponsorship or co-sponsorship). All table tent inserts must be approved by Scheduling & Event Services staff for content and size. Approved table tent inserts must be on a one-sided flat sheet that is 8" ½ x 5" ½ in size. Once approved, please bring 80 copies of the approved table tent insert to the Scheduling & Event Services office the Friday prior to your table tent reservation. These will then be inserted in our table tent sign standards by Union staff and removed per the dates of the table tent reservation.

A "No Show Fee" of \$20 will be charged to the sponsoring organization if the scheduled table tent is not submitted to Scheduling and Event Services by the end of the workday the Friday prior to the reservation. Organizations who receive two "No Show Fees" for failure to submit table tents by the specified deadline within an academic year will not be permitted to schedule any more table tents within that academic year.

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.

BANNER DISPLAY POLICY

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.

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.

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.

The hanging time of a banner shall be limited to ten business days. 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.

Banners must be delivered to Scheduling and Event Services before 12:00 p.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.

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.

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.

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.

The Office of Student Activities staff 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.

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.

We recommend including the sponsor of an event, date, time, and location of the event to be included in 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 10 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.

FREE SPEECH

As a public institution, all of Western Illinois University is a “free speech area,” including and especially the University Union. Any demonstrations are permitted on University premises as long as they do not disrupt the academic experience or threaten the safety of students and staff.

If you are planning a protest or demonstration, it is helpful for Scheduling and Event Services and the Office of Public Safety staff to be aware of it ahead of time to account for the safety of students involved with and surrounding the protest. If a registered student organization or WIU campus department wishes to do a flash mob within the University Union, it must be scheduled through Scheduling and Event Services so the Union staff is aware of the event.

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.

UNIVERSITY FOOD SERVICE (cont.)

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.

- All meals are subject to sales tax unless the organization is tax-exempt.
- All bookings will require a University account number.
- Payment of the deposit is to be made to Scheduling and Event Services and may be paid by 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.

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.

ALCOHOL POLICY

SALE AND PROVISION OF ALCOHOLIC BEVERAGES

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.”

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.

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.

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.

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.

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

ALCOHOL POLICY (cont.)

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.

Arrangements for serving alcoholic beverages at an event must be made with Sodexo at least two weeks prior to the activity.

Only the appropriate University Union staff may sell, serve, or otherwise provide alcoholic beverages at activities approved for the sale of alcoholic beverages on Western Illinois University property.

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.

As a general rule, all alcoholic beverages must be paid for on the day on which they are served and consumed.

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.

Retail Liquor License – Western Illinois University – Harry Mussato Golf Course

Alcoholic beverages are available for sale to any person twenty-one years of age or older, with appropriate identification, for on-premises consumption only.

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.

Only the appropriate Harry Mussato Golf Course staff may sell, serve, or otherwise provide alcoholic beverages at the Golf Course.

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.

UNION SCHEDULING

Types of Events:

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.

Special Events: These events are larger in size, open to the public and are typically held in the Grand Ballroom, Heritage Room, Lamoine room or in the University Union Plaza. If planning a special event, organizations must complete a [Special Event Request Form](#).

Weekly Meetings: Weekly meetings can be made for both the Fall and Spring semesters beginning on April 15th (or the closest business day) 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. To reserve a space for a weekly meeting, an organization must complete a [Meeting Room Request Form](#).

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:

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

DESIGNATED SCHEDULERS

Student organizations who wish to schedule rooms in the University Union must do so through the Designated Scheduler process.

Organizations will appoint up to four (4) Designated Schedulers, who will be the only members of their organization who can schedule rooms on behalf of that organization. Each Designated Scheduler must be approved by the organization's President and complete a University Union policy training, which will become available when they are appointed to a Designated Scheduler position on Purple Post. A single person can be a Designated Scheduler for up to three (3) organizations. Once a Designated Scheduler has completed the training, their answers will be reviewed by a University Union staff member.

All trainings are subject to University Union approval, and may be reopened if the Designated Scheduler did not demonstrate comprehension of University Union policies or answered questions in a way that caused concern. A list of Designated Schedulers will be maintained by University Union staff. Please allow 2 business days for new Designated Scheduler trainings to be reviewed.

If an organization wishes to remove a Designated Scheduler, the organization's president should contact the Scheduling and Event Services at 309-298-2421.

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 15th (or the closest business day) 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 - no more than an additional three hours per week.

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.

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 Union 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 Union 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,

GENERAL SCHEDULING POLICIES (cont.)

please contact the Union 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.

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.

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.

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 one 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 may be reserved with the understanding that other people are allowed to walk through an event being held there.. The purpose of the lounges is to provide an atmosphere for relaxation. Lounges will be reserved by special permission only on a case by case basis.

Scheduling rain locations for outdoor events in advance is highly recommended if the event is feasible indoors. Rain location scheduling is subject to room availability. If an event is cancelled or moved due to inclement weather, Scheduling and Event Services should be notified at least 4 hours prior to the scheduled start time of the event. If your event requires extensive set-up, please notify Scheduling and Event Services at least 24 hours prior. In the event there is a last minute move inside, we cannot guarantee you room will be set up, though we will do our best to accommodate you. If Scheduling and Event Services is not notified

GENERAL SCHEDULING POLICIES (cont.)

regarding the status of your rain location for an event held in the Grand Ballroom, Heritage Room, or Lamoine Room, your group will receive a \$50 no-show charge.

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).

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:

- 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 gases may not be brought in without special arrangements. The use of glitter and confetti for decoration is prohibited in the Union.
- Velcro attached to the edge of the soffit in the Grand Ballroom can facilitate suspending displays, signs, and posters.
- The only adhesive agent that may be used on walls and pillars throughout the building is masking tape.
- Use of nails, tacks, staples, scotch tape, duct tape, and other such devices are prohibited in the University Union.
- 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.
- Fire regulations require that all display materials used must be of a non-flammable nature.
- Nothing may ever be attached to the velvet draperies in the Heritage Room or Grand Ballroom.
- 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.

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GENERAL SCHEDULING POLICIES (cont.)

- 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.
- 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.
- 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.

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.

UNION ROOM RENTAL FEE STRUCTURE

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 and University departments 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.

Other registered student organizations may qualify for a fee waiver in the event they submit a [Policy Exemption Request Form](#) to the Union Advisory Board at least three weeks prior to the event.

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:

- Full room rental for the largest room used.
- Full room rental for rooms in which a conference meal is served.
- One-half room rental for any or all subsequent rooms used.
- 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.

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.

NON-UNIVERSITY EVENT POLICIES

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:

- 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.
- 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.
- The University Union has appropriate facilities available for the proposed use.
- The persons/organization seeking to use the facilities has complied with applicable University Union procedures.
- 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:

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

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 of 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.

NON-UNIVERSITY EVENT POLICIES (cont.)

Updated July 1, 2017, a charge for all non-University entities to use the University Union's AV equipment, pianos, podiums, etc. was established as follows:

| Equipment | Non-WIU Rate |
|--|--------------|
| | |
| Piano/ electric | \$20.00 |
| DI Box | \$20.00 |
| Microphone | \$20.00 |
| Projector - Video/ PP (Sandburg Theatre/Heritage Room) | \$50.00 |
| AV Media Cart (Includes projector, speaker, microphone, DVD player, and iPod hookup capabilities) | \$75.00 |
| Capitol Room Cabinet Use Fee | \$75.00 |
| Sound System (suitcase) | \$50.00 |
| Podium (with or without microphone) | \$20.00 |

ROOM RENTAL RATES AND FEES

| Multi-Purpose Rooms - | WIU | Non-WIU |
|-----------------------|-------|---------|
| Grand Ballroom | \$250 | \$300 |
| Heritage Room | \$150 | \$200 |
| Capitol Rooms | \$75 | \$100 |
| Cardinal/Oak | \$25 | \$40 |
| Fox Room | \$25 | \$40 |
| Lamoine Room | \$200 | \$200 |
| | | |
| Lincoln Room | \$50 | \$75 |
| 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 |

*Includes flat screen TV compatible for presentation (includes laptop connection)

Lounges-

| | |
|-------------------|------|
| Conference Lobby* | \$20 |
|-------------------|------|

*No charge unless setup exceeds 1 registration table.

| | | |
|-------------------|------|------|
| Brattain Lounge** | \$50 | \$50 |
|-------------------|------|------|

**Special permission is required to reserve lounge space for an event

Wedding Receptions

\$300 rental charge for any room used

Prices updated July 1, 2017

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.

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.

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. A [University Union Table Request Form](#) is available on Purple Post.

- 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:

- Registered student organizations selling tickets to an event being sponsored by that organization.
- Registered student organizations selling chances or selling a product.
- Registered student organizations accepting donations of any kind.
- University department or agency selling any tickets, chances or products.
- 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 \$20 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.

CONCOURSE TABLES (cont.)

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.

No amplified sound is permitted in the Union Concourse.

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.

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).

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.

DANCE PRACTICES/B-ROOM

The B-Room in the University Union is provided for the benefit of registered student organizations that are in need of an empty space to rehearse routines for their respective organization. Only through effective scheduling procedures can we maintain the quality and maximum utilization of this space. The following list of policies for the B-Room should be followed by all organizations.

All dance practices must be scheduled in the B-Room. Dance practices in all other rooms of the Union (lounge spaces included) are prohibited and will not be scheduled. The B-Room is an as-is room – no special setup requests will be taken.

Registered student organizations are limited to no more than two (2) dance practices per week with each individual dance practice lasting no longer than three (3) hours. Organizations are limited to four (4) total hours of practice time per week. Additional dance practice time can be requested one week in advance.

Pending availability of the B-Room - additional practice time is limited to an additional three (3) hours per week.

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

A no-show charge of \$20.00 per dance practice/rehearsal will be assessed if a group does not use the room reserved and does not cancel the reservation in advance. Organizations who receive three “No Show Fees” within an academic semester will not be permitted to schedule any dance practices within that academic semester.

Union building supervisors make periodic rounds of the building and indicate on a night report if there are any “NO SHOWS”. The building 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 Union building supervisors if there is any question regarding room usage. Should you arrive and find there are insufficient members to hold a practice, you should contact the Union building 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 B-Room only at the times scheduled. Should you have a problem with the B-Room, please contact the Union building supervisor. Any group canceling a meeting should contact Scheduling & Event Services during the day or the Service Center at night to avoid being charged for the room.

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.

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. Taping on the floor and use of confetti and/or glitter is prohibited.

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

DANCE PRACTICES/B-ROOM (cont.)

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.

To schedule regular practices in the B-Room, fill out the [B-Room Request Form](#) on Purple Post. Please note that submitting a request does not guarantee your space.

**Dance and modeling practices in lounge spaces and hallways of the Union are prohibited

AFTER HOURS FUNCTIONS

After hours social functions held in the University Union require:

- Completed [Special Event Request Form](#) on Purple Post 30 days 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
- Additional security for event as determined by the Office of Public Safety based on review of Special Event Request Form - to be paid by sponsoring organization
- Pre-event meeting prior to event including representatives from the sponsoring organization, Office of Public Safety, Concert Safety Corps, and the University Union.

Final approval 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.

Student organizations are to tentatively reserve space for a special in the University Union Scheduling & Event Services Office. To confirm the space reservation special event, a [Special Event Request Form](#) on Purple Post must be completed by the student organization at least 30 days prior to the scheduled event. Scheduling & Event Services will hold the tentative reservation for the Late Night event for two weeks prior to cancellation if an online Special Event Request Form is not submitted on Purple Post. Upon completion of the form, a representative of the sponsoring organization must meet with Scheduling & Event Services staff to review estimated attendance, charges, and late night event policies and expectations at least 10 business days prior to the scheduled event. One student representative and the organization's advisor are required to attend this meeting.

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.

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. The charges for Concert Safety Corps 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.

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.

Social (dance/party) events will begin at 9:00 p.m. and end at 12-midnight unless otherwise approved at least 30 days in advance.

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.

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.

SOCIAL/DANCE EVENTS (STUDENTS) (cont.)

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.

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.

NO SMOKING will be permitted in any University facility.

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.

No food or beverages may be served unless purchased from the University Food Service.

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.

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.

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.

To avoid charges to sponsoring organizations, cancellation of any social event must be made 24-hours prior to the date of the event.

SERVICE REQUESTS

Service requests, such as outdoor electricity and equipment deliveries for events, 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 Facilities Management. If an emergency occurs which necessitates a phone call to Facilities Management (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.

UNION EQUIPMENT

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.

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.

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.

UNION AIR FLOW PROCEDURES

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:

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.

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.

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.

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.

PERSONNEL – FULL-TIME STAFF GUIDELINES FOR DAILY WORK

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.

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.

All offices are to be covered at all times during office hours.

Offices and desks, at the end of a working day are to be neat and orderly with desks cleared.

Persons planning to be absent (vacation, personal leave) are to secure prior permission from a supervisor at least 24 hours in advance.

All overtime (for Civil Service staff) is to be approved in advance by the supervisor of your area.

All Union staff may be asked to wear nametags that are supplied by the University Union.

All purchases are to be approved by a supervisor prior to purchase.

All accidents must be reported to a supervisor.

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.

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>.