

University of North Florida Student Union Operations Policies

Unifying the Osprey Experience

Policies and procedures articulated in this handbook were current as of 8/14/2009, and are subject to change.

Some material in this handbook is adapted from the University of Connecticut Student Union Policies and the University of North Florida Student Handbook.

Welcome to the UNF Student Union

Unifying the Osprey Experience

The Student Union is a department within the Division of Student Affairs, and in partnership with the Student Union Board, is responsible for the management of the Student Union facility. The Student Union is the center of activity for students, faculty and staff and is designed to enhance the quality of student life, support co-curricular activities and contribute to the University's educational mission.

Mission Statement

The Student Union is the university's community center. It offers our community a variety of facilities, programs, services and activities. The Union is a student-centered organization that complements the academic experience of UNF students through a variety of cultural, educational, social and recreational programs, while providing an engaging learning environment. Through formal and informal associations the Union seeks to create and foster a university community that promotes participatory decision-making, leadership development and citizenship.

The Role of the College Union *(Adopted by the Association of College Unions International)*

The union is the community center of the college, serving students, faculty, staff, alumni, and guests. By whatever form or name, a college union is an organization offering a variety of programs, activities, services, and facilities that, when taken together, represent a well-considered plan for the community life of the college.

The union is an integral part of the educational mission of the college.

- As the center of the college community life, the union complements the academic experience through an extensive variety of cultural, educational, social, and recreational programs. These programs provide the opportunity to balance course work and free time as cooperative factors in education.
- The union is a student-centered organization that values participatory decision-making. Through volunteerism, its boards, committees, and student employment, the union offers first-hand experience in citizenship and educates students in leadership, social responsibility, and values.
- In all its processes, the union encourages self-directed activity, giving maximum opportunity for self-realization and for growth in individual social competency and group effectiveness.

The union's goal is the development of persons as well as intellects.

Traditionally considered the "hearthstone" or "living room" of the campus, today's union is the gathering place of the college. The union provides services and conveniences that members of the college community need in their daily lives and creates an environment for getting to know and understand others through formal and informal associations.

The union serves as a unifying force that honors each individual and values diversity. The union fosters a sense of community that cultivates enduring loyalty to the college.

Table of Contents

I.	General Building Policies	5
II.	Offices/Services in the Student Union	5
III.	Student Union Operating Policies	7
	a. Accessibility	7
	b. Animals.....	7
	c. Building Hours.....	7
	d. Candles.....	7
	e. Damage, Theft, Vandalism, and Removal of S.U. Property	7
	f. Emergencies.....	8
	g. Gambling.....	8
	h. Guests in the Student Union.....	8
	i. Internet Access.....	8
	j. Hallways and Stairwells.....	8
	k. Lights	8
	l. Loading Dock.....	9
	m. Lost and Found.....	9
	n. Movies.....	9
	o. Panhandling	9
	p. Parking for Visitors.....	9
	q. Personal Sound Devices.....	9
	r. Publicizing in the Union	9
	i. Banners.....	9
	ii. Chalking	10
	iii. Electronic Display Boards	10
	iv. Group Leaflets	10
	v. Group Pamphlets.....	10
	s. Recreational Devices.....	10
	t. Responsibility for Personal or Organizational Property	10
	u. Shirts and Footwear Requirement.....	10
	v. Smoking.....	11
	w. Table Tents.....	11
	x. University Contracts.....	11
	y. Weapons and Explosives.....	11
	z. Windows and Doors.....	11
IV.	General Guidelines for Space Reservations	11
	a. Reserving Space	11
	b. Scheduling Guidelines	12
	i. Phase One: Priority Events Scheduling.....	13
	ii. Phase Two: Registered Student Organization Meetings and Programs	13
	iii. Phase Three: Open Access.....	13
	c. Academic Classes	14
	d. Denial of Requests	14
	e. Room Assignments.....	14
	f. Changes and Cancellations	14
	g. No Shows – On-campus organizations	14

h.	After Hours Scheduling	15
i.	Alcohol Policy	15
j.	Amplified Sound.....	15
k.	Cleaning Responsibilities.....	15
l.	Decorations	15
m.	Event and Meeting End Times	16
n.	Food/Beverage Guidelines.....	16
o.	Rehearsal Space	16
p.	Shared Space.....	16
q.	Solicitation, Sales, and Concessions.....	17
r.	Special Events.....	17
s.	Storage Facilities & Delivery of Material for Events	17
t.	Transferring Reservations	17
u.	Vendors	17
v.	Student Union User Group Definitions	18
	i. Student Organizations	18
	ii. University Departments	18
	iii. Co-Sponsored Events.....	18
	iv. Non-Affiliated Events.....	18
V.	Facilities, Rental Rates, and Staff Charges	19
a.	Room Capacities.....	19
b.	Rental Rates	20
c.	Market Day Rates.....	21
d.	Rental Rate Notes	21
	i. Student Organizations & University Departments	21
	ii. Co-Sponsored & Non-Affiliated Events	21
e.	Amphitheatre Reservations	22
f.	The Game Room & Boathouse.....	22
g.	Staffing and Equipment Rates.....	22
h.	Staffing and Equipment Rate Notes.....	23
	i. Student Organizations and University Departments	23
i.	Insurance.....	23
j.	Deposit and Invoices	23
VI.	Guidelines for Late Night Parties and Programs	24
a.	Definition of a Light Night Party.....	24
b.	Advertising Plan	24
c.	Admissions Policy.....	24
d.	Event Management.....	25
e.	Event Security	25
f.	Post-Event Review	26
VII.	Building Partners and Student Organization Offices.....	26
a.	Access/Keys.....	26
b.	24 Hour Access.....	27
c.	Hours of Operation	28
d.	Facilities Protocol.....	28
e.	Reporting Maintenance Problems.....	28

f. Wall Decorations.....	29
g. Changes to Space	29
h. Routine Maintenance	29
i. Recycling	29
j. Signage	29
k. Plants.....	29
l. University Catering.....	30
i. Catering by Chartwells.....	30
ii. Mayes Food Service.....	30

General Building Policies

The Student Union is a public facility open to students, faculty, staff, alumni and guests of the University. The Student Union staff reserves the right to establish policies for use of the Student Union by various types of groups and/or individuals. In addition, all activities in the Student Union are subject to state laws and rules and regulations of the University of North Florida. General authority for the establishment and interpretation of policies is the responsibility of the Director of the Student Union in consultation with members of the Student Union Board. Ultimate review and approval is vested in the Office of the Vice President for Student and International Affairs.

For your safety, security, and convenience the Student Union Building Managers conduct periodic rounds throughout the facilities. Building Managers must be able to enter all common and reservable spaces at any given time. Therefore, doors to an event space must remain unlocked and free of obstruction while the event is in progress.

The Student Union Administrative Office and/or Building Manager should be notified in the event of an emergency and/or made aware of emergency situations that arise.

All persons using the Student Union facilities are to act responsibly. Individuals that display disruptive, dangerous or inappropriate behavior will be asked to leave. All groups using the Student Union should become familiar with fire codes and safety policies when planning an event. Failure to comply with any policies or guidelines outlined in this Policy Manual and/or any requests by Student Union Staff may result in action by the staff to deny privileges, refer to proper authorities, and/or assess appropriate charges.

Policy Exceptions

Requests for exceptions to any of the Student Union policies should be referred to the Director of the Student Union. To the extent of any inconsistency between these policies and procedures and state or federal law, rule, or regulation, these policies shall be subordinate to the provisions of such laws, rules, and regulations.

Offices/Services in the Student Union

African American Student Union: East Building, 3rd Floor, Room 3402

ATM Services: East Building, 1st Floor, hallway across from the Game Room

Auditorium: West Building, 2nd Floor, Room 2704

Ballroom: West Building, 3rd Floor, Room 3703 (A, B, C & D)

Boathouse Restaurant: West Building, 2nd Floor, Room 2600, open daily serving lunch, dinner and a late night menu. Dining Services will post daily operating hours.

Center for Student Media, including the Spinnaker, Osprey Radio, and Osprey TV: East

Building, 2nd Floor, Room 2200

Club Alliance: East Building, 3rd Floor, Room 3007

Club Commons: East Building, 3rd Floor, Room 3003

Community First Credit Union: East Building, 1st Floor, Room 1402

Cultural Gallery: Located in the Intercultural Center for PEACE in the East Building, 2nd Floor, Room 2401 The Lufrano Intercultural Gallery will display art and exhibits by students, faculty and traveling works from all over the world.

Food Court: West Building, 1st Floor, Room 1600, features Coyote Jack's Grill (Grill-style food), Quiznos (bold, toasty, delicious sub sandwiches), Salsarita's Fresh Cantina (Fresh-Mexican food) and Chef Yan Can Cook (Asian cuisine).

Fraternity and Sorority Life: East Building, 2nd Floor, Room 2102

Game Room: East Building, 1st Floor, Room 1201

Graduate Student Lounge: West Building, 3rd Floor, Room 3613

Information Center: East Building, 1st Floor, Lobby, Phone: 904-620-2525

Intercultural Center for PEACE: East Building, 2nd Floor, Room 2300

Interfaith Center: East Building, 1st Floor, Room 1107

International Center: East Building, 2nd Floor, Room 2300

Lesbian Gay Bisexual Transgender (LGBT) Resource Center: East Building, 1st Floor, Room 1111

Meeting Rooms: West Building, 3rd Floor, Rooms 3601-3606 & 3803-3806

UNF Bookstore: West Building, 1st and 2nd Floors, Rooms 1800 and 2800

Osprey Productions: East Building, 3rd Floor, Room 3102

Outtakes Convenience Store: East Building, 1st Floor, Room 1401

Senate Chambers: East Building, 3rd Floor, Room 3200

Student Government: East Building, 3rd Floor, Room 3300

Student Government Business Office: East Building, 3rd Floor, Room 3409

Student Organization Work Space: West Building, 1st Floor, Loading Dock, Room 1714

Student Union Administration and Event Services Office: East Building, 1st Floor, Room 1302, Phone: 904-620-1496

Student Union & Division of Student Affairs C-Tech: East Building, 1st Floor, Room 1116

T.V. Lounges: West Building, 1st Room 1502 and 2nd Floor Room 2503

Vice President for Student and International Affairs: East Building, 2nd Floor, Room 2309

Volunteer Center: East Building, 3rd Floor, Room 3104

Student Union Operating Policies

Accessibility

If you are an individual with a disability requiring an accommodation to participate in any Student Union event, please call 904-620-1496. Assisted listening headsets are available for several of the meeting rooms.

Animals

Animals other than those trained to assist the disabled are not permitted in the Student Union without prior approval from the Student Union Administration Office and the Office of Environmental Health and Safety.

Building Hours

The Student Union Administration will establish building hours in consideration of the needs of the University community. Standard hours will be established for times when classes are in session. Hours may vary for holidays, break periods, and the summer. Current hours may be found on the union website at <http://www.unf.edu/studentunion>.

Candles

The burning of candles and incense are not permitted in the offices of the Student Union. The burning of candles for events may be approved through the Event Process on a case-by-case basis.

Damage, Theft, Vandalism and Removal of Student Union Property

All individuals using the Student Union facilities are expected to take reasonable steps to ensure proper care of the buildings and equipment. Any costs related to repair and/or replacement of Student Union facilities and/or equipment due to damage, misuse or vandalism, whether accidental or intentional, shall be the responsibility of the sponsoring organization of the specific event.

Requests to move or remove any property purchased by and for use in the Student Union (i.e. furniture, paintings, sculptures, displays, flags, etc.) must be sent to the Student Union Administration Office for processing and approval.

Emergencies

The Student Union is committed to the safety and security of all persons in the building and has developed appropriate emergency procedures. In the case of an emergency (e.g., fire, inclement weather or bomb threat). The Student Union follows all local, state, and federal emergency regulations. The Student Union Building has a state-of-the-art fire safety system. In the event of an emergency, such as a fire, the emergency system will be activated and all occupants will be directed to exit the building until the “all clear” is given by UPD. The elevators will not operate in the event the fire safety system is activated and all individuals are to exit the building using the stairs. UPD personnel will be responsible for evacuating any persons unable to exit using the stairs. All individuals must follow the evacuation directions provided by the Student Union staff and UPD personnel.

Gambling

Gambling as described in the UNF Student Conduct Code is not permitted in the Student Union.

Guests in the Student Union

Activities in the Game Room and those sponsored by student organizations should be designed for the benefit and enjoyment of the UNF community. Although guests of UNF students and personnel are typically welcome, attendance by non-students may be limited so that UNF students are not restricted in their use of the building or involvement in the event. Individuals without a valid Osprey Card are restricted from using the facilities or services in the Student Union unless they are here to use the services of individual businesses such as the UNF Bookstore or Food Court, or attend an approved open event. Students who present their valid Osprey Card are permitted to bring one guest with them in the Game Room. UNF students are responsible for all actions of their guests.

Internet Access

The Student Union is completely wireless and all guests can access the internet via UNF’s guest network. There are also hard line ports available on the 2nd Floor of the East Building.

Hallways and Stairwells

In compliance with fire and safety codes, hallways and stairwells must be free and clear of unauthorized items. An unauthorized item is defined as anything that is not a permanent Student Union item such as a trash receptacle. Easels, display boards or other items are not to be placed in hallways and stairwells without approval from the Student Union Administrative Office.

Lights

During normal operating hours, general lobby lights will be on. All offices, event and meeting rooms are equipped with sensor lights. For the safety and security of all patrons, appropriate emergency lights are required to be on in all areas.

Loading Dock

The Student Union loading dock is located at the north side of the West building. The loading dock is intended for the use of persons or companies delivering and picking up items or servicing equipment in the Student Union only. Company vehicles making should be clearly identified by markings otherwise contact the Student Union Administration Office for a permit. Vehicles should not block either compactor. General parking is not permitted in the loading dock area. Vehicles should be moved to a designated University parking location away from the loading dock when the loading or unloading is complete.

Students utilizing the workspace in the back of the loading dock must walk around and through the amphitheater to enter the back door. For safety reasons, students should not walk through the loading dock vehicle area.

Lost and Found

The Student Union maintains a lost and found service at the Information Center for items found in and around the Student Union. Unclaimed items will be sent to UPD on a daily basis.

Movies

In accordance with federal copyright laws, institutions, organizations and individuals wishing to engage in non-home showings of videos and DVDs must secure licenses to do so, regardless of whether or not an admission or other fee is charged.

Panhandling

Panhandling and/or begging is/are prohibited in and around the Student Union.

Parking for Visitors

Visitors should purchase a Premium Daily Parking Permit from the Information Booths as you enter campus. Parking is available in the garage on the east side of the building (floors 2-4). Handicap parking is available on the north side of the Student Union with both a valid UNF parking permit and appropriate disability permit. For more information on parking visit <http://capricorn.anf.unf.edu/parkingservices/index.html>.

Personal Sound Devices

Portable radios, portable personal audio devices, MP3 players, cassette decks, compact disc players, instruments or other sound devices should be used with personal earphones in the public areas of the Student Union and Osprey Plaza. Any amplified sound must be approved in advance from the Student Union Administration Office.

Publicizing in the Union

Banners: Banners may be used by on-campus organizations to advertise programs and events that occur in the Student Union. Space is limited and is available on a first-come, first serve basis. Banners may be displayed outdoors along the Osprey Plaza 2nd and 3rd floor walkways connecting the East and West buildings and along the 3rd floor East balcony. Banners may NOT

be placed on the UNF logo screen wall between the 2nd and 3rd floors. Student Government will have priority to hang banners on the 3rd floor East balcony (SG branch banners on the balcony have no limitation for length of time to be hung).

Banners must be submitted to the Student Union Administration Office (East Building, 1st floor, room 1302) for approval and hanging. Banner size may not exceed 4' high x 8' wide. Banners can hang for a maximum of two weeks.

Chalking: Chalking is not permitted on any surface of the Student Union building, seating areas, nor on any of the engraved pavers in the Osprey Plaza. Chalking sidewalks is limited to only those sidewalks which are not covered and are exposed to the rain. All messages must be appropriate.

Electronic Display Boards: Student organizations and University departments may submit events for publication on the electronic display boards, located throughout the Student Union. Request forms are available in the Student Union Administrative Office. Announcements for upcoming programs are run a maximum of five days prior to the event. Additional information can be obtained at the Student Union Administrative Office, Room 1302.

Group Leaflets: Leaflets/flyers from campus organizations, university departments and student election publicity material may be posted in the Student Union only on bulletin boards provided for this purpose. The posting of these materials must comply with UNF's Posting Policy.

Group Pamphlets: Pamphlets and brochures of general interest to the university community and sponsored by a campus group may be left at the Information Center for display on the desk counter on a space-available basis.

Recreational Devices

Wheeled vehicles (with the exception of wheelchairs and motorized accessibility equipment), including, but not limited to, skateboards, in-line skates and bicycles, are not permitted in the Student Union, the amphitheater stage or on the Osprey Plaza.

Responsibility for Personal or Organizational Property

The Student Union is not responsible for loss, theft or damage of personal or organizational property. Guests of the Student Union should take appropriate care of such items.

Shirts and Footwear Requirement

For health and safety reasons, all persons entering the Student Union must wear proper attire, which includes shirts and footwear. Persons not wearing proper attire may be asked to leave the premises.

Smoking

There is no smoking permitted in any location inside the Student Union in accordance with the Florida State Health laws. Smoking outside must be at a minimum distance of 25 feet from the Student Union and covered walkways (including the Osprey Plaza and dining areas).

Table Tents

Off-campus table-tents, flyers and other literature may not be placed on tables in lounges and the Osprey Plaza in the Student Union. Limited on-campus literature may be placed with the approval from the Student Union Administration Office. University Dining Services must approve the placement of literature on tables in the Food Court and the Boathouse.

University Contracts

All activities held in the Student Union jurisdiction must support University contracts with regards to vendors and products.

Weapons and Explosives

Weapons or weapons facsimiles are not permitted in the Student Union. A weapon is defined as a tool or other device which can be used to injure or incapacitate an individual and/or destroy property or other resources, rendering them non-functional or unavailable. This includes, but is not limited to: firearms, knives, clubs, bows/arrows, martial arts weapons, bombs, stun guns, etc. No fireworks or other incendiary devices are permitted. All law enforcement officials are excluded from this policy.

Windows and Doors

Nothing may be displayed in exterior windows or affixed to the windows or doors in the Student Union. This includes posters, signage, stickers, flyers and other items. Window painting is not permitted. Small trinket items on the window ledges to decorate the interior office are permitted. Easels standing from the floor facing out with signage are permitted.

General Guidelines for Space Reservations

Reserving Space

Requests for meeting and event space are handled in person by the Student Union Event Services office located in the East Building, 1st floor, room 1302. Requests may also be made through the Student Union online reservations www.unf.edu/studentunion or through email at r.reservations@unf.edu. One person must be designated as the group contact to make all arrangements for the group's event to avoid conflicting details.

The standard office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday.

Event Sponsors are expected to:

- Comply with all local, state, and federal laws;
- Comply with all Student Union policies regarding safety (including, but not limited to, proper risk management procedures, crowd control and room capacities);
- Sign appropriate confirmations and provide information regarding the substance and logistics of the event;
- Complete an Event Approval Form (as required);
- Hold event planning meeting(s) with the Event Services Office (as required) at least 2 weeks in advance of the event.

Note: Reservations for the Senate Chambers, SG Courtroom and John E. Sapp Conference room are made directly through Student Government. Please contact Monet Wheatley-Phillip at m.wheatley-phillip@unf.edu or 620-1086 for those policies and procedures.

Scheduling Guidelines

Facilities are reserved in the order in which requests are received, with consideration given to registered student organizations.

- All reservations made during the Request for Space process are considered tentative.
- Events become confirmation-pending once the Event Approval Form (if required) is turned into the Event Services Office.
 - The Event Services Office reserves the right to cancel any reservation that has not received a confirmation-pending status 2 weeks prior to the event.
- An event is confirmed once all necessary signatures have been obtained and forwarded to the Event Services Office. Events should not be advertised until confirmed status has been secured.
 - The Event Services Office reserves the right to cancel any reservation that has not received a confirmed status 48 hours prior to the event.

Reservations are made according to the academic calendar, beginning the last week of August and ending the first week in May, adjusted to fall between the University's Week of Welcome and Spring Commencement. Summer reservations are made separately, and are open starting November 1 each year for the coming summer.

The following system of priority scheduling is in place in order to maximize space utilization and best serve the UNF community's needs.

Phase One: Priority Events Scheduling

UNF student organizations and departments may submit an application for an event to be considered for first priority scheduling. These events must meet certain criteria of importance that support the mission of the University and Student Union. These criteria may include events that must be scheduled at certain times of year and can only be accommodated in the Student Union. The Student Union Advisory Board will review all applications and make determinations as to priority events. Once an event has been deemed priority, the sponsoring organization does not need to resubmit an application yearly as long as the event remains active (that is, it happens every year). If an organization fails to hold the event two years in a row, the event will be removed from the priority list, and the sponsoring organization must resubmit the application. All priority events are subject to review by the Student Union Advisory Board. Events denied priority status may appeal the decision to the Director of the Student Union.

Priority events may submit reservation dates up to two years in advance (if charges apply to any of these events, they will be subject to the rate schedule at the time of the actual event).

Phase Two: Registered Student Organization Meetings and Programs

After priority events have been established, registered student organizations may make reservations for regular meetings (a maximum of one per week) for the academic year. Student organizations wishing to hold regular meetings should submit a request to the Student Union Event Services Office including their setup needs and expected attendance. Groups may state a room preference; however, the Reservations Coordinator will assign meeting spaces to maximize space utilization. At this time, organizations may also request space for one special event per semester (spring and fall only).

Phase Two reservations will be made as follows (exact dates will be established annually):

- *For fall semester dates:* may be made in January of the same calendar year;
- *For spring semester dates:* may be made in September of the prior semester;
- *For summer and intersession dates:* may be made starting the November 1 each year for the coming summer.

Phase Three: Open Access

Once student organizations have had the opportunity to schedule regular meetings and some special events, the Student Union reservations will be taken on a first-come, first-serve basis. UNF departments may make space requests and student organizations may request space for additional events. At this time, non-affiliated organizations may rent space. Exact dates will be established annually.

Academic Classes

Recurring, credit-bearing academic classes should only be scheduled in the Student Union on an emergency basis or for special events. Faculty should coordinate with Enrollment Services for regular classroom scheduling.

Denial of Requests

Requests may be denied based upon lack of available space, previous misuse of facilities and equipment, outstanding invoices or previous failure to pay fees, health and safety issues, violations of University policy, including whether a registered student organization is in good standing, or when determined to be in the University's best interests.

Room Assignments

While every effort will be made to accommodate an organization's first or second preference for room assignment; the final assignment is up to the discretion of the Event Services Office and based upon maximizing space utilization in the Student Union. If a customer requests a location already reserved by another customer, the requesting customer may be put on a waiting list for that facility upon request. If the facility becomes available at a later time, the Event Services Office staff will contact the customer to determine his/her interest in reserving the facility. The Robinson Theater and banquet hall should not be reserved for regular meeting dates.

The Event Services Office reserves the right to reassign space to meet campus needs; however, such changes are made in collaboration with the users and only in extraordinary situations.

Changes and Cancellations

The Event Services Office should be notified in writing of changes and cancellations no later than 48 hours in advance. Organizations may still be responsible for space and staff charges if the reservation is cancelled. Failure to cancel an event will result in a "No Show" recorded for on-campus sponsoring organizations.

The Student Union reserves the right to cancel reservations due to emergency situations or other unforeseen circumstances.

No Shows – On-campus organizations

All 'No Shows' (events scheduled, but the sponsoring organization does not show or cancel the event) will be recorded. After two 'No Shows', your organization will receive a warning letter. A third "No Show" will result in the withdrawal of reservation privileges for the remainder of the semester. No shows for space that involves a custom setup or staffing may result in a charge.

After Hours Scheduling

In some circumstances, an organization may wish to schedule an event outside of the Union's regular operating hours. Organizations should submit these requests to the Event Services Office no later than two weeks prior to the event. There may be fees associated with after-hours scheduling.

Alcohol Policy

Meetings and events with alcohol must be in compliance with the current University Alcohol and Other Drugs Policy. This policy can be found at:

http://www.unf.edu/unfinfo/policies-regs/chapters/miscellaneous/14_0060P.html.

Amplified Sound

Events with amplified sound have the potential to interfere with University activities including academic classes. It will be at the discretion of the Student Union Administration Office to determine appropriate levels of amplified sound in the Student Union and individuals/organizations must reduce the levels upon request. Amplified sound other than personal listening devices must be pre-approved by Event Services.

Cleaning Responsibilities

All organizations are required to return the room to its original condition before departing. The space should be free and clear of all trash and debris and all decorative materials removed. If the Student Union staff has to remove decorations and/or provides additional cleaning, a minimum charge of \$25.00 will be assessed.

Decorations

All decorations must be coordinated with and approved by the Event Services Office. No holes, paint or markings of any kind, size or location that may permanently damage the facility are permitted. No decorations may be affixed with duct tape, nails, tacks or paste to any moveable wall or painted wall surface. Light tape may be used in the multipurpose rooms only. All exits must be free of barricades. Exit signs, fire extinguishers, smoke detectors, fire pull alarms, and emergency lights cannot be decorated, covered or obstructed in any way.

The burning of candles and incense are not permitted in the administrative offices of the Student Union. The burning of candles for events may be approved through the Event Process on a case-by-case basis.

Balloons are not permitted in the Osprey Plaza (under then canopy), the auditorium or the Boathouse. Balloons are permitted in the ballrooms and there is a charge (*see cleaning responsibilities*) if they have to be removed from the ceiling.

Event and Meeting End Times

All meetings scheduled in the Student Union must end no later than thirty (30) minutes prior to the scheduled building closing time.

All events must end no later than one hour prior to the scheduled building closing time. The organizing group can use the hour before closing to break-down the event.

Food/Beverage Guidelines

All groups are responsible for informing the Union Event Services Office if there will be food served at a scheduled event. Completion of an Event Approval Form is required at least one week prior to the event date. Food can be catered from one of two in-house caterers (*see University Catering at the end of this document*) or an approved vendor or additional vendors may be approved by the Office of Environmental Health and Safety. In order for a vendor to be approved the following documents need to be on file with the Office of Environmental Health and Safety:

1. A current copy of the vendor's liability insurance
2. A current health department operating permit

Certain homemade foods may be served at events, but completion of an Event Approval Form is still required. The user will receive a "Fight Bacteria" brochure and must acknowledge in writing that they have received and understand it on the permit.

Rehearsal Space

In order to accommodate as many organizations' special events as possible, rehearsal space in the auditorium will be limited to one full dress rehearsal date and the performance date only. Organizations are encouraged to find alternate locations for additional rehearsal dates.

Shared Space

All reservations are subject to "shared space" as determined by the Student Union. "Shared Space" designations are given to areas where more than one reservation can happen simultaneously without interfering with each other and are used for outdoor areas and lounge areas. All users in a "shared space" must respect each other and their reasons for being there in an appropriate manner or will be asked to leave.

Solicitation, Sales and Concessions

When selling any items, all vendors must complete the vendor (see *vendors section below for more information*) information section of the Event Approval Form, including the release of liability, to gain approval for distribution.

- Products for sale must not infringe on the rights of existing contractors with the university and must benefit the University, in accordance with Florida Administrative Code Rule 6C9-7.010 regarding Commercial Activity.
- Approval will depend on space availability and non-duplication of existing concessions reservations.
- Aggressive selling tactics are prohibited. Vendors must stay in the assigned area.

Special Events

Organizations requesting special events requiring University police, entertainment contracts, parties, high attendance, liability releases, or other similar events are required to schedule a meeting with the Union Event Services Coordinator at least one month prior to the event to review event management procedures. The sponsoring organization is also responsible for coordinating with University Police, Parking Services, and Environmental Health & Safety as appropriate. Important resources regarding these offices and campus events can be found at:

UPD Special Events -- <http://www.unf.edu/dept/upd/specialevents.html>

EH&S Event Checklist – http://www.unf.edu/dept/ehs/docs/InsRisk/special_events.pdf

Organizations must also fill out the Special Event Form, due to the Event Services Office at least three weeks prior to the event so that appropriate staffing can be arranged.

Storage Facilities & Delivery of Materials for Events

Storage space is not available for materials or equipment used in association with an event. The Student Union is not responsible for items left in the building after an event. Delivery of materials and equipment should be coordinated with the Event Services Office.

Transferring Reservations

Organizations may not transfer or assign their reservation to another organization. All requests for waitlist status are processed through the Event Services Office.

Vendors

Vendor space for non-University entities is available in the Student Union in which tables and chairs are provided for a fee. The tables and chairs must remain in the location identified at the time of setup and chairs must remain behind the table at all times. All materials, i.e., flyers and boxes must be stored under the tables and removed each day. No overnight storage is allowed. Signs and merchandise may be attached to the front of a vending table. Posting on walls or

other structures are prohibited. Additional display structures (including sandwich boards) must be approved for a particular location by the Event Services Office. Vendors or their representatives are to staff the table at all times. "Giveaways" must be available without condition of participation in the promotion or business activity. Audio equipment must receive prior approval.

Student Union User Group Definitions

There are many different types of organizations that use the Student Union. In order to determine priority use and define a rental structure, the following guidelines are used to identify event types.

- *Student Organizations:* Events held by all student organizations registered through Club Alliance, the Office of Fraternity and Sorority Life, the Division of Student Affairs and student academic societies. Events in this category must be consistent with the mission of the student organization.
- *University Departments:* This group includes all departments at the University of North Florida, the President's Office and faculty and staff associations. Events should be linked to the mission of the university.
- *Co-Sponsored Events:* Co-Sponsored Events are defined as a joint programming venture between a University organization or department and a non-affiliated entity. These collaborative events must be relevant and beneficial to the University of North Florida community and should be linked to the mission of the university.

Co-Sponsored Events are linked to the organizing groups and not the attendees. The event shall be considered Co-Sponsored if:

- Prior to the day of, the non-affiliated entity organizes the event in any way (i.e. requesting space/resources or publicizing on or off-campus);
 - The on-campus organization makes money from the event.
- *Non-Affiliated Events:* Any event sponsored by a group or individuals with no official recognition by the University. The organization will enter a contractual agreement with the Student Union Office for use of the space.

University student organizations and departments may not serve as fronts (sponsoring a Non-Affiliated organization and failing to inform at the time of the reservation) to circumvent policies for off-campus organizations. If fronting is discovered, Non-Affiliated rental rates will apply and reservations privileges will be impacted.

Facilities, Rental Rates and Staff Charges

Meeting rooms can accommodate groups of varying sizes with a variety of seating arrangements and full-catering services. Complete audio visual services, public address systems, internet and telephone capability and special room setups are available. Please contact the Event Services Office for additional detailed information. The Student Union Event Services reserves the right to determine the appropriate use of all facilities.

Room Capacities

Room	Type	Sq. Ft.	Open	Conference Table	Classroom	Banquet	Theater
2704 Auditorium	Fixed Seating	n/a	X	X	X	X	244
3601	Pre-Set	659	44	18*	X	X	
3602	Pre-Set	446	30	12*	X	X	
3605	Pre-Set	571	38	18*	X	X	
3606	Pre-Set	573	38	18*	X	X	
3613	Lounge	n/a	50	X	X	X	X
3073 (1/4 Ballroom)	Open Space	1308	187	42	45	72	
3073 (1/2 Ballroom)	Open Space	2616	374	72	120	152	
3073 (3/4 Ballroom)	Open Space	3924	561	X	180	232	
3073 (full Ballroom)	Open Space	5232	749	X	240	312	
3803 North Star Board Room	Fixed	677	X	20	X	X	X
3804	Pre-Set	886	59	32	30*	40	
3805	Pre-Set	875	58	32	30*	40	
3806	Pre-Set	1030	69	32	30*	48	

*Indicates the pre-set configuration. Room capacities may vary depending on specific setup information.

X = Room not available in this configuration

Rooms 3804, 3805 and 3806 include a shared exterior balcony space (see *shared space policy*).

Rental Rates

Room	Type	Student Organizations & UNF Departments		Co-Sponsored Events		Non-Affiliated Events	
		Standard	Ticketed/ Admission Charged**	1 – 4 hours	4+ hours (per day)	1 – 4 hours	4+ hours (per day)
1200	Fixed	\$0	n/a	n/a	n/a	n/a	n/a
2600	Dining	\$0	n/a	n/a	n/a	n/a	n/a
2704	Fixed	\$0	\$50	\$75	\$150	\$150	\$300
3601	Conference	\$0	\$25	\$25	\$40	\$40	\$80
3602	Conference	\$0	\$25	\$25	\$40	\$40	\$80
3605	Conference	\$0	\$25	\$25	\$40	\$40	\$80
3606	Conference	\$0	\$25	\$25	\$40	\$40	\$80
3613*	Lounge	n/a	n/a	n/a	n/a	n/a	n/a
3073 (1/4 Ballroom)	Open	\$0	\$25	n/a	n/a	n/a	n/a
3073 (1/2 Ballroom)	Open	\$0	\$50	\$150	\$300	\$300	\$600
3073 (3/4 Ballroom)	Open	\$0	\$75	n/a	n/a	n/a	n/a
3073 (full Ballroom)	Open	\$0	\$100	\$250	\$500	\$500	\$1000
3803	Conference	\$0	\$30	\$30	\$50	\$50	\$100
3804	Conference	\$0	\$30	\$30	\$50	\$50	\$100
3805	Conference	\$0	\$30	\$30	\$50	\$50	\$100
3806	Conference	\$0	\$30	\$30	\$50	\$50	\$100

*Room 3613 is not available for reservations, but may be used for events at the discretion of the Event Services Office.

**Student Government sponsored concerts are in the Standard Student Organization rate structure.

Outdoor Spaces	Type	Student Organizations & UNF Departments		Co-Sponsored Events		Non-Affiliated Events	
		Standard	Ticketed / Charges**	Standard	Ticketed / Charges	Standard	Ticketed / Charges
Osprey Plaza	Table*	\$0	\$0	\$15	\$15	\$20	\$30
Union Amphitheater	Open Space	\$0	\$250	\$500	\$1000	\$1000	\$2000
Green & Alumni Plaza	Table*	\$0	\$0	\$15	\$15	\$20	\$30
Union Lawn	Open	\$0	n/a	n/a	n/a	n/a	n/a
Gandhi Plaza		\$0	n/a	n/a	n/a	n/a	n/a
Library Walkway		\$0	n/a	n/a	n/a	n/a	n/a
Green		\$0	\$125	\$250	\$500	\$500	\$1000

*Rates are for one 10'x10' area with a table and two chairs. Additional space is \$10 per 10'x10' area.

**Student Government sponsored concerts are in the Standard Student Organization rate structure.

Market Day Rates

The Student Union will periodically host events where vendors will be able to participate in a market-style program to sell their items. Rates for these events will be as follows (there is no distinction of co-sponsored/non-affiliated for Market Days):

\$50 per 10'x10' area with a table and 2 chairs.

Rental Rate Notes

Student Organizations & University Departments:

- Rates are for space only. See equipment and staffing charges.
- Florida Tax is added to the above prices unless payment is made from a state budget or a current tax exemption number is provided.
- All rates assume regular building operating hours. There will be an additional \$50.00/hour rental charge plus applicable staffing charges for reservations outside of the normal operating hours and ending time must be approved by the Event Services Office.
- There is a \$500.00 fee to open the Student Union on a day it is normally closed. For requests more than eight hours, the extended hours charge of \$50/hour will be added.
- Hours are based on actual times-in/out of the client (Student Union set-up/clean-up are not factored into the rental rate; *see Staffing and Equipment Rates*).
- Charges may apply for phone use for temporary activation and actual usage.

Co-Sponsored & Non-Affiliated Events:

- Rates include all standard staffing and equipment available directly by the Student Union (see a listing of standard equipment in the Event Services Office). Anything additional would be the responsibility of the organization to secure with approved vendors. If equipment is lost or damaged, charges for the cost of replacement or repair will be billed to the sponsoring organization or department.
- Florida Tax is added to the above prices unless payment is made from a state budget or a current tax exemption number is provided.
- All rates assume regular building operating hours. There will be an additional \$100.00/hour rental charge plus applicable staffing charges for reservations outside of the normal operating hours and ending time must be approved by the Event Services Office.
- There is a \$500.00 fee to open the Student Union on a day it is normally closed. For requests more than eight hours, the extended hours charge of \$100/hour will be added.
- Hours are based on actual times-in/out of the client.
- Non-profit organizations (must provide 501(c) (3)) receive a 20% discount on all rental rates.

Amphitheater Reservations

- Load-in/Load-out Days – \$250.00 per day.
- Parking needs for all events is available and will be in agreement with the rates and policies established by Parking Services. The costs will be the responsibility of the sponsor.
- Security needs for all events will be in agreement with the UNF Police Department and the costs will be the responsibility of the sponsor.
- Sponsor must provide appropriate Fire Rescue and Medical services.
- There are no outdoor restroom facilities to accommodate events. Sponsoring organizations must provide appropriate portable sanitation units according to health department guidelines.
- Sponsor must use the Student Union affiliated vendors for production and concessions unless otherwise agreed upon.

The Game Room & Boathouse

The Game Room and Boathouse are other venues in the Student Union that can, on occasion, play host to special events. These reservations are made using the following priority system:

First priority – Events hosted by the facility

Second priority – requests for Student Organizations & University Departments

Any request may be denied due to conflicting events, if deemed either inappropriate or not in the best interest of the hosting facility.

Staffing and Equipment Rates

	Student Organization	Student Organization Ticketed Event* / University Department	Co-Sponsored Event	Non-Affiliated Event
Special Set-up	\$0	\$8/hr	Included	Included
Special Tech	\$0	\$10/hr	Included	Included
House Manager	\$10	\$12/hr	Included	Included
Ushers	\$8/hr	\$8/hr	Included	Included
Custodial	Direct recharges from Facilities	Direct recharges from Facilities	Direct recharges from Facilities	Direct recharges from Facilities
Security	Direct recharges from UPD	Direct recharges from UPD	Direct recharges from UPD	Direct recharges from UPD
Parking	Direct recharges from Parking Services	Direct recharges from Parking Services	Direct recharges from Parking Services	Direct recharges from Parking Svcs.

*Student Government sponsored concerts are in the Standard Student Organization rate structure.

Staffing and Equipment Rate Notes

Student Organizations & University Departments:

- Standard set-up and tech needs are included in the rental fees.
- The use of all standard Student Union equipment is included in the set-up/tech charges (see a listing of standard equipment in the Event Services Office). Additional charges apply for any equipment that must be acquired for the success of the event.
- The level of needs required (standard vs. special) will be determined by the Event Services Office, or at the request of the sponsor at the time of the event planning meeting. There is a two-person minimum for all Special Set-ups.
- All rates are based on actual time it takes to set-up and/or run the event. There is a three (3) hour minimum for all Tech services.
- The Student Union provides audio visual equipment in most meeting and program facilities. If equipment is lost or damaged, charges for the cost of replacement or repair will be billed to the sponsoring organization or department.

Insurance

Insurance may be required of Co-Sponsored and Non-Affiliated events. Final decision will lie with the Student Union Administration and Environmental Health & Safety Offices. When required, event must be covered by a minimum of 1 million dollars of general liability insurance naming the University of North Florida and the Board of Trustees as additionally insured, by written endorsement. Proof of coverage must be provided to EH&S.

Deposit and Invoices

An invoice will be sent to the group's contact person. A 25% deposit of the rental fee is due one month prior to the event for Co-Sponsored and Non-Affiliated events. Final payment is due at the conclusion of the event. The Student Union may request payment for certain events in advance. All payments must be by check.

Guidelines for Late Night Parties and Programs

Definition of a Late Night Party

This policy covers any social event sponsored by student organization where the event will begin after 9:00 p.m. or end after 11:00 p.m. This includes parties, dances, musical performances, speakers, and similar types of events. This does not include every type of event sponsored by a student organization, such as weekly meetings. After the initial request for space is reviewed and space placed on *tentative* status, a Special Event Form must be submitted and a meeting is scheduled with the primary contact and campus advisor to discuss details of the event (this meeting will include the Event Services Office, UPD and possibly EH&S). The details to be discussed include: advertising plan, admissions policy, event management, security requirements and setup needs.

The number of Late Night Parties will be limited each semester based on availability of Ballrooms and UPD. These dates will be distributed on a first come first serve basis. Each organization is only allowed to sponsor 1 open dance/social party per semester as the sponsoring or the co-sponsoring organization.

Advertising Plan

The sponsoring group must provide information on how the event is being advertised. The sponsor must declare if the event is being advertised off campus to non-University individuals, including advertising on social networking sites such as MySpace and Facebook. All advertising must clearly indicate the name of the sponsor, date and time of the event and the location. The group may not advertise until the Event Services Office has confirmed the reservation.

Admissions Policy

If there is an admission charge for the event, these prices must be set at the initial planning meeting and are not flexible.

The Student Union requires that the admissions policy include no re-entry after 11:30 p.m. for any late night event as defined above. The use of tickets is required for large late night programs, in order to comply with the venue capacity. Attendance cannot exceed the legal capacity of a facility and may be limited by the Dance Coordinator/Event Services/UPD. All band members, DJ's, guests, student organization staff and volunteers will be issued a wristband entitling them to re-entry and will be included in the capacity determination. Once an event has sold out, no additional entrance will be permitted (no "one in-one out" policy).

The sponsoring group must declare if the event is open to the public, meaning that non-University guests may attend the event. The open admissions policy is one of the primary factors in determining, the level of security required for the event. Student Union Event staff will determine in conjunction with the sponsor, the admissions setup for selling tickets. All guests must have valid UNF ID or a valid photo ID (for non-UNF students).

Event Management

The sponsoring group must attend the pre-event meeting on the date of the late night event no later than 30 minutes prior to the start of the program. This meeting will be attended by the University Police, private security company (if required), EH&S (if required), Student Union staff, representatives from the sponsoring group and the DJ and/or entertainment hired to perform. The admissions policy and procedures will be reviewed. The Student Union will display banners indicating the expectations of guests attending the event. In addition to expectation information, additional banners announcing the no re-entry policy and event sell out information will also be displayed in prominent locations.

The DJ and/or entertainment must be set up thirty minutes prior to the start of the event and must attend the pre-event meeting. The DJ/entertainment is also asked to assist in containing any disturbances that occur in the audience by stopping the music and assisting the organization and authorities with conveying safety information.

All volunteers must be at the event 30 minutes prior to the event and attend the pre-event meeting. Volunteers will assist the UPD and Student Union staff with any problems or questions that may arise and enforce the Special Event Policies; this includes assisting with disbanding the crowd after the event has finished from the Student Union and surrounding vicinity.

Events must have reached at least 50% of minimum attendance originally stated on the Event Form by midnight; otherwise administration reserves the right to shutdown the event. In this instance the organization will only be charged half the cost of the room rental from the Event Services Office.

The event will end promptly at the scheduled time.

Event Security

The safety and security of the guests is the most important issue with special events in the Student Union. Items that will be considered when determining the level of security include

whether or not the event is open to the public; the anticipated attendance; the nature of the event, the history of the group and the history of similar events.

All Special Events will be reviewed and a decision will be made in conjunction with EH&S and the UPD as to the safety and security needs. The number of officers assigned will be determined collaboratively with UPD and Student Union Event Services. Once a decision is made, arrangements for UPD Police for an event must be coordinated by the sponsoring organization. UPD will have complete supervision over all security at events.

Neither the University, nor any of its personnel, agents, or representatives, including the UNF UPD and Board of Trustees, absolutely guarantee or in any way represent that the event premises and/or surrounding areas will be completely safe and secure during an event. Student organizations and university personnel working together in full cooperation and compliance with this policy should promote a reasonably safe and secure environment.

Post-Event Review

The sponsoring group must attend a post-event meeting to review the event with the Student Union Event Services Office.

Building Partners and Student Organization Offices

Building Partners are all departments and units that have physical space in the Student Union. UNF Physical Facilities is responsible for the maintenance of the Student Union Building and surrounding grounds. This includes, but is not limited to, the daily cleaning of all public common space, meeting rooms, program space, administrative offices and rest rooms. It is our intention to maintain the Student Union to the highest standard possible and present an inviting and welcoming environment for our partners, students, faculty, staff, alumni and guests. The respective Auxiliary Services vendors are responsible for the cleanliness for their areas. If facility issues occur in Building Partner space, the operations staff will determine the nature of the problem and the remedy.

Access/Keys

All doors in the Student Union use an Intellikey that is maintained by the University Lockshop. Requests for keys are made in writing using the Physical Facilities Key Request Form. Forms must be signed by the respective Director/Department Chair and the Student Union Administration Office. Departments are responsible for determining who should receive keys for their areas. For security protocols, the Student Union Administration Office is responsible for approving appropriate access.

In the event that keys are lost, charges for replacing the key will be the responsibility of the building partner. These are charges that are assessed by the University Lockshop. Lost or misplaced keys must be reported to the Lockshop and the Student Union Administration Office immediately. Keys should be returned to the Lockshop upon an individual's termination of

employment from the University or at the end of a student leader's term of office (keys should not be transferred to a successor under any circumstances). Refer to the UNF Key Policy for more information (http://www.unf.edu/unfinfo/policies-regs/chapters/finance/6_0040P.html).

24 Hour Access

All Department Heads and appropriate professional staff, student staff and student leaders, as determined by the Student Union Administration Office and their respective department, will be granted 24-hour access to the Student Union and their respective offices.

The University of North Florida Student Union acknowledges that co-curricular activities housed in the Student Union may dictate a need to occupy individual offices or administrative space beyond routine operating hours. In order to provide a safe and secure environment for all Student Union patrons, the following measures have been established to permit "after-hours" occupation of identified space:

1. All individuals granted "after hours" access to space must sign the *After Hours Building Access Form* agreeing to the appropriate rules/regulations of this privilege. Signed agreements expire with the termination of the individual's respective position that required such access.
2. Individuals granted "after hours" access to space may only occupy the space affiliated with their department. Designated space would also include use of the restrooms, as well as hallways, stairways and elevators, for the purpose of movement from the exterior of the building to the designated space. Loitering in common areas, such as hallways, lounges, etc. is not permitted.
3. Individuals granted "after hours" access to space must carry photo identification with them at all times.
4. "After hours" access to space is limited to the approved individual and one guest. In the event additional guests are requested for specific program purposes (i.e. recorded interview with band members), the approved individual must notify the Student Union Administration Office and s/he will alert on-duty staff. **The approved individual is responsible for the actions of all guests.**
5. All policies listed in the Student Union Policies and Procedures apply to "after-hours" occupation of the building. This includes, but is not limited to, policies regarding smoking, alcohol and other drugs, weapons, pets, and parking. All violations of the Rights and Responsibilities listed in the Student Handbook will be reported to the Office of Vice President for Student and International Affairs. Non-students are expected to comply with all regulations. Approved individuals not in compliance with policies will lose their "after-hours" access privilege, including the ability to be an "after-hours" guest. **Guests who fail to comply with policies will not be permitted to return during "after-hours", and violations by guests may impact the status of the approved host's access, including forfeiture of "after-hours" access.**
6. Individuals granted "after-hours" access must agree to be responsible for their personal

safety as well as the security of the approved designated space. Individuals must evacuate the building if the alarm system is activated and remain outside the facility until the University Police Department personnel indicate that it is safe to return to the facility.

7. The UPD has an identified presence in the Student Union and will be given a list of all approved individuals with “after-hours” access. Individuals present in the building “after-hours” should anticipate requests to show identification to the University Police and Student Union staff. Those unable to provide identification will be asked to leave the premises.

8. “After-hours” access will be provided through the individual’s Intellikey. Specific exterior access will be based on the location of the individual’s office.

9. The Director of the Student Union will interpret and enforce the tenets of this agreement. A decision to revoke an approved individual’s “after-hours” access privilege may be appealed to the Associate Vice-President for Student Affairs.

10. Comments, concerns or questions regarding the “after-hours” access policy should be forwarded to the Director of the Student Union.

Hours of Operation

The hours of operation for each area should fall within the normal operating hours of the Student Union. If staff that have NOT been granted “after-hours” access must remain in the building after normal operating hours, please notify the Student Union Administrative Office staff prior to 5:00 p.m. that day, so that building staff can be notified.

Facilities Protocol

The Student Union Administration Office is responsible for coordinating with Physical Facilities regarding any facilities-related issues. These include, but are not limited to, heating and cooling, plumbing, lighting, electrical and minor maintenance problems.

Reporting Maintenance Problems

Problems or concerns should be reported in writing via email to the Student Union Administration Office. Please call the office at 904-620-1496 during normal business hours or the Information Center at 904-620-2525 after 5:00 p.m. or on weekends.

The Student Union Administration Office will investigate the problem and identify the means and method to remedy the problem. The Operations Office is the only authorized entity that can submit a facilities work order for problems in the Student Union Building. Individual offices can submit work orders for routine needs of their offices.

In the event of an emergency, call Physical Facilities at 904-620-1993 during normal business hours or UPD at 911 (from a campus phone)/904-620-2800 (from a cell phone) afterhours.

Physical Facilities and/or the Student Union Administration Office will charge for any labor and parts for work that can be identified as beyond normal wear and ordinary use or as the result of

vandalism or negligence. If a charge is necessary, this will be discussed in advance with the appropriate department head.

Wall Decorations

The Student Union Maintenance staff will provide assistance in hanging pictures, plaques and artwork. Maintenance staff will identify the appropriate method for hanging these items and then perform the work. Requests of this type can be made by sending a request including room number and request details to pfwork@unf.edu. This type of request may take several days before the work is completed based on priority issues of the Student Union. Tools and other maintenance equipment are unavailable for loan.

Changes to Space

The Student Union Administration Office can assist you in identifying the appropriate procedures for making changes to your spaces. The Office will review requests with appropriate external departments to ensure that all changes meet building code requirements and comply with the warranty for building systems and equipment. The requesting department will be responsible for all costs associated with any modifications, changes or alterations. Requests for major modifications must be requested through the UNF CPSR form available on the Facilities Planning website (<http://www.unf.edu/dept/facplan/>).

Routine Maintenance

The Student Union/Physical Facilities trained professional staff will perform routine cleaning of all spaces on a daily basis. This includes sweeping, vacuuming, mopping, dusting, cleaning of glass, cleaning and sanitizing rest rooms, stocking paper supplies and emptying trash and recycling containers. The Student Union Administration Office will conduct regular inspections of all spaces in order to identify unusually soiled carpets, walls that may need touch-up paint, missing or damaged ceiling tiles, and any other significant issues that need to be addressed by the Student Union. Partners are also encouraged to report problems so that they can be resolved as quickly as possible.

Recycling

The Student Union recycles all office cardboard and mixed white papers. Mixed paper should be placed in the recycling bins that will be provided in each office suite. Plastic bottles, aluminum cans and glass should be deposited in the receptacles located in the public areas.

Signage

Building Partners are included on all Student Union directory signage. Additional directional signage is also located throughout the Student Union. Any other signage must follow policies as outlined in this handbook accordingly.

Plants

The Student Union maintains living plants as part of the building environment. We ask that building occupants not service these plants but notify the Student Union Administration Office

of any plant in distress. This service does not extend to department or individual offices. Plants in these locations are the responsibility of the office occupants.

University Catering

The UNF Dining Services Catering and Mayes Food Service are on-site approved vendors and can provide you with a full range of food and beverages from coffee service to a full-course catered and decorated event to a simple no-frills pickup food service in which you do most of the work. Before making any food arrangements in the Student Union you must reserve a room through the Event Services Office.

Catering By Chartwells

A listing of menus and catering services are available online at <http://www.dineoncampus.com/unf/?cmd=Catering>. For information regarding booking and billing of catered affairs, call 904-620-3888 or e-mail catering@unf.edu.

Mayes Food Service

A listing of menus and catering services are available online at <http://www.mayesfoods.com>. For information regarding booking and billing of catered affairs, call 904-249-8437 or e-mail mayesfood@comcast.net.

If you wish to use an outside vendor or your own food for an activity, contact the Event Services staff in the Student Union Administration Office to be advised of the appropriate policies and the process of securing approval of Environmental Health and Safety.