

**POLICY MANUAL  
UNIVERSITY MEMORIAL CENTER**

**UNIVERSITY OF COLORADO BOULDER**

**September 19, 2017  
24<sup>th</sup> Edition**

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### Addenda

- A. Joint Board on the University Memorial Center Bylaws: <http://www.colorado.edu/umc/about/info>
- B. UMC Board Office Space Allocations: <http://www.colorado.edu/umc/board/resources>
- C. Campus Use of University Facilities (CUUF): <http://www.colorado.edu/umc/board/resources> U
- D. MC 2<sup>nd</sup> Floor Policies: <http://www.colorado.edu/umc/about/info>

## **POLICY MANUAL**

### **AND OPERATIONAL BROCHURE**

*Approved by the UMC Board on April 4, 2017*

### **UNIVERSITY MEMORIAL CENTER**

#### **I. INTRODUCTION**

This 24th edition of the UMC Policy Manual is a revision of the manual dated May 1, 2013, and was written utilizing other University documents, including: 1) the March, 1973 “Report on Planning Task Force on the University Memorial Center”, 2) the University of Colorado Student Union Constitution dated May 2, 1974, 3) the UCSU/Boulder Chancellor’s Working Agreement: A Guarantee of Rights signed February 8, 1980, 4) the UMC Board Bylaws dated March 21, 2017 and 5) previous minutes of UMC Board meetings.

This policy manual is written with the intent that it allows for flexibility. The programs, services, and activities listed are subject to change at the discretion of the UMC Board and UMC Administration.

#### **II. MISSION OF THE UMC**

The University Memorial Center (UMC) is CU’s student union and a living memorial honoring the service and sacrifice of Colorado veterans. As the heart of campus, we support academic success by providing opportunities for student involvement, leadership development and entertainment in a welcoming and inclusive environment. We value diversity, sustainability, engaging with the community, and quality facilities and services as an auxiliary department and in collaboration with [CU Student Government](#) and the [Division of Student Affairs](#).

#### **III. STUDENT AFFAIRS INCLUSION STATEMENT**

The Division of Student Affairs values the diverse backgrounds, histories, identities and life experiences of every member of our community. We strive toward inclusive excellence in making our policies, processes, and actions socially just and equitable. We celebrate and embrace differences. We are committed to welcoming and including diverse groups and perspectives in building a climate in which all members can thrive in an environment where they feel at home, welcome and safe.

#### **IV. ADMINISTRATION OF THE UMC**

A. The Joint Board for the UMC is governed by the Bylaws adopted by the Board on September 20, 1973, and approved by the Board of Regents on November 19, 1973. The Bylaws have since been revised, the most recent being in March 2017. The Bylaws describe the purpose, governance, general conduct and policies, and accountability of the Board. The responsibilities of the Board are also outlined by the Bylaws and are, in part, detailed below.<sup>1</sup>

1. The Board shall, in cooperation with the UMC Director, review, recommend, and approve policies (except in matters of pricing and personnel, as long as these areas

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<sup>1</sup> A current copy of the UMC Board’s Bylaws shall be maintained as a permanent addendum to the Policy Manual.

remain consistent with general policy guidelines) regarding the quality, quantity, and nature of UMC services, programs, and activities.

- a. Representatives of the Board shall participate in the interview process for selection of UMC staff who report directly to the UMC Director.
  - b. The Board may be consulted in matters affecting pricing.
2. The Board shall, in cooperation with the UMC Director, review, recommend, and approve the annual budget for UMC services, programs, and activities.
  3. The Board shall continuously review, recommend, and approve the policies of the UMC as established in the Bylaws and Policy Manual and in accordance with the Laws of the Regents.
  4. The Board shall review and approve or disapprove all requests for continuing space assignments within the UMC that are consistent with University policies.
  5. The Board shall continuously and conscientiously seek guidance from the student body, and recognizing its diverse nature, serve as a conduit for student opinion regarding the UMC and its policies and objectives.
- B. The UMC Director and his/her/their/zer staff are responsible for the total well-being of the facility. The Director and staff shall take the necessary administrative action to:
1. Maintain those services, facilities, and activities necessary to fulfill the philosophy and purpose of the UMC. The UMC administration shall bear responsibility for the following areas:
    - a. UMC Food Service Contract Operations
    - b. UMC Reception Desk
    - c. UMC Operations-Maintenance/Custodial/Set-Up
    - d. UMC Events Planning & Catering
    - e. UMC Games Area (The Connection)
    - f. UMC Director's/Business Office
    - g. UMC Security
    - h. UMC Contract Operations
    - i. CU NightRide
    - j. Dennis Small Cultural Center

- k. IT Services
  - l. Marketing
2. Implement UMC Board policies.
  3. Provide necessary information on UMC operations.
  4. Ensure compliance with University policies.
  5. Provide assistance and counsel in the development of a broad range of cultural, social, leadership, and recreational activities which meet developmental needs of students in the academic community.
  6. Coordinate UMC services and programs with the needs of the community so as to maximize the attainment of the philosophy and purpose of the UMC.

V. UMC PROGRAMS AND SERVICES

A. Food Service

1. The UMC shall provide a contract food service operation that provides quality service and a variety of foods and beverages which cater to the needs and tastes of members of the University community and of non-University groups and guests. This may be through MOU or contract with an established campus/University food service operator or the UMC may choose to enter into a contract with an established non-university food service operator.
2. The UMC will work with the approved food service operator to offer a wide variety of food service facilities and programs to enhance and complement the service orientation of the UMC. Facilities and service offered shall include but not be limited to the Alferd Packer Restaurant and Grill, which shall provide a wide variety of fast-food services:
  - a. The Tabor Inn
  - b. Al's Lodge Panini Sandwiches
  - c. El Cannibal
  - d. Soup/salad/chili bar
  - e. The Slumgullion Pass grill
  - f. Baby Doe's
  - g. Contract vending machines

- h. At times, the UMC will contract with private food vendors for unique services.
- 3. No outside catered food or any items which can be ingested may be sold or distributed in UMC scheduled spaces. All groups wanting food in the UMC must use a UMC contract food operator unless an exception is made by the UMC Director or designee.
- 4. The sale or distribution of food or any items which can be ingested in the UMC, by anyone other than UMC contract food service operator, is prohibited unless provided by legal contract with the UMC.
- 5. The UMC food service MOU or contract must be fiscally beneficial to the UMC.
- 6. The UMC Food Service shall cater alcohol in accordance with the State alcohol license it has received.
  - a. The UMC food service contract operator shall have, by law, the exclusive right to provide alcohol under the UMC's Hospitality and Restaurant license in the UMC (except as provided for in other UMC program areas or in lease agreements), and shall be responsible for compliance with all existing laws which prohibit underage and excessive consumption of alcohol. This responsibility includes coordination with the sponsoring group and the UMC Security group to insure compliance.
  - b. The UMC food service contract operator and other alcohol vendors in the UMC shall ensure compliance with all laws, regulations and policies governing the serving of alcoholic beverages. This includes strict compliance with UMC policy (see X, B).

B. UMC Reception Desk

- 1. The UMC Reception Desk is provided as a welcome and information service for members of the University community, guests, and visitors to the campus.
- 2. The Reception Desk shall be an information resource center prepared to deal with questions concerning:
  - a. Directions and locator service for the UMC, the CU campus, and the general area.
  - b. Information on current UMC and campus events, activities, programs, conferences, and points of interest.
  - c. Information on services and facilities provided by the UMC.
- 3. The Reception Desk shall provide a lost and found service.

- a. Items considered to be of value such as cell phones, wallets, IDs, credit cards, back packs, etc. shall be turned over to the University of Colorado Police Department (CUPD) each Wednesday.
- b. Non-valuable items such as clothing, books, etc. shall be held for 10 business days and then disposed of or donated.
- c. Staff will make reasonable attempts to contact owner of the lost and found items before items are turned over to CUPD or disposed of.

4. Other services available at the UMC Reception Desk include:

- a. Short-term approval of posters and informational bulletins for posting on UMC bulletin boards (see X, A, 8).
- b. Issuance of keys for access to offices and other spaces in the UMC.
- c. Change-making service.
- d. Provide mail distribution for organizations and departments housed in the UMC.
- e. Serve as the central communication center for the UMC.

C. UMC Operations-Maintenance/Custodial/Set-Up/Audio Visual (AV)

- 1. The UMC Operations staff performs the custodial, maintenance, set-up and AV work necessary for the function and multi-use space by the following methods:
  - a. The efforts of assigned UMC staff.
  - b. The support from Facilities Management proctor system.
  - c. Developing and conducting an energy savings program.
- 2. The UMC Set-Up and AV staff provides set-up and AV support for the building. This includes set-ups for banquets, dances, and lectures using special equipment (i.e., projectors, public address systems, chairs, banquet tables, and other event related equipment and services). UMC Set-Up also provides support for the Events Planning and Catering Offices and performs office moves.
- 3. The UMC Operations staff coordinates with the UMC Student Organization Office Allocations Committee, a committee of the UMC Board, to execute student office allocation decisions including:
  - a. Responsibility to inspect and take inventory of each office and obtain the signature of the responsible officer (excluding contract operations).

- b. Coordination with student organizations to provide for necessary painting services.
    - c. Responsibility for the supply and/or exchange of furniture as required.
  - 4. The UMC Operations staff shall monitor the efficient control of property by maintaining a furniture exchange and repair program.
  - 5. The UMC Maintenance staff shall provide general building support including:
    - a. Safety and fire coordination with Facilities Management and Environmental Health and Safety.
    - b. Provide routine maintenance as necessary.
- D. UMC Events Planning & Catering (EP&C) Office
  - 1. In order to meet the organizational needs of the CU community, UMC facilities are provided for university groups, departments, and non-university organizations for meetings, conferences, social events, and special programs which contribute to the social, cultural, and educational objectives of the community.
    - a. It shall be the policy of the University Memorial Center that the facilities of the UMC shall be open to all members of the community so long as the utilization is consistent with UMC and University policies, and Local, State, and Federal laws.
    - b. Any ad hoc individual or group action or response directed towards scheduled events must be carried on in such a manner that participants in the scheduled event are not in any way restricted in their planned activity.
    - c. The unobstructed operations of UMC facilities and services shall be maintained.
    - d. Any scheduled event shall have clear priority over unscheduled or spontaneous events.
  - 2. UMC facilities for these activities and events shall be scheduled according to the following general priorities:<sup>2</sup>
    - a. Out-of-the-classroom activities and programs which are of widespread interest to members of the University community.

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<sup>2</sup> As an exception to the above policy, conferences and special programs not sponsored or housed by the University may be approved for scheduling by the UMC Director, or designee, provided the programs are consistent with the policies and objectives of the UMC and the programs do not conflict with other scheduled University activities.

- b. Formal academic usage of UMC facilities is restricted to extreme emergencies only on a temporary basis and for a rental fee.
3. To provide for maximum utilization of the building, reasonable time limits shall be set for exercising priorities in reserving UMC facilities. Within priority categories, scheduling shall be on a first-come basis.
- a. Ongoing departmental programs such as the University of Colorado Conference Services (CUCS), New Student and Family Programs, and the Conference on World Affairs will be allowed to schedule 5 years in advance.
  - b. Ongoing registered student organizations (RSOs), large events, university departments, and other ongoing events may schedule 3 years in advance of the event. Ongoing annual events are defined as those events that have occurred 2 consecutive years or more.
  - c. University departments and non-university groups wishing to host a conference in the UMC may schedule 2 years in advance. Their conference must meet the following criteria: they must use multiple rooms of which one room must be either the Multipurpose Room UMC (UMC 235) or the Ballroom in its entirety. Attendance at the conference must be at least 300 to schedule the Ballroom and at least 100 to schedule the use of the Multipurpose Room. CU Conference Services rates will apply for university departments or organizations and non-university rates will apply for non-university conferences.
  - d. On the first day of each term any event sponsor or organizer may schedule space in the UMC for the current term. A term is defined as the fall semester, spring semester, or summer semester. For the purposes of this policy, summer semester includes the Maymester and Augmester sessions.
  - e. During the first four weeks of each term, registered student organizations will be allowed to schedule 3 terms in advance of the event date. After the initial 4 weeks of each term, all organizations will be allowed to schedule 3 terms prior to the event date. During the initial four (4) weeks of each term all departmental and non-university organizations may schedule space only for the current term.
  - f. For the Multipurpose Room, Ballroom, and the South Terrace tent, non-university groups will be required to place a non-refundable/non-transferable deposit equal to the amount of the rent to hold the space(s) which is due sixty (60) days after the reservation has been made or placed. If the rental fee is not received within 60 days, the reservation will be cancelled and the date will be released. At that time, the space will become available to be scheduled by another organization.

University departments and student organizations will not be required to place a deposit to hold a Ballroom/Multipurpose Room/South Terrace tent

date unless they are challenged for that date. If a challenge is made, an Event Planner will contact the organization or department and inform them of the challenge and to request a non-refundable/non-transferable deposit be delivered to the UMC Events Planning and Catering Office within three (3) business days. If a deposit is received in time, the reservation is confirmed and is no longer challengeable. If the date is released, upon notification, the challenging group has three (3) working days to deliver a non-refundable/non-transferable deposit to the UMC Events Planning and Catering Office to hold the space.

Event sponsors/organizers for single or one day events for the Multipurpose Room, Ballroom, and the UMC South Terrace tent will not be allowed to hold multiple days for their event and may only schedule or hold one day for their event. Exceptions may be made at the discretion of the UMC Director or designee.

Rehearsals and practices are considered low priority and may be cancelled to accommodate a confirmed event for the Multipurpose Room or Ballroom by the UMC Director or designee. If a rehearsal or practice is cancelled, every attempt will be made to relocate the rehearsal or practice in another location or on another day when the Ballroom or Multipurpose Room is available. Groups wishing to hold a rehearsal in the Multipurpose Room or Ballroom may not use the challenge process to secure space for rehearsals.

- g. Per the agreement between the UMC and the Chancellor's Office for the Administration's contribution to the UMC Ballroom Renovation, the UMC agrees to the following conditions:
  - i. Various divisions and colleges within the University can collectively rent the Glenn Miller Ballroom up to 20 full days per academic year at no cost for University-related events (when available, not including CU Office of Conference Services) for five (5) years following the completion of the renovation (January 2015).
  - ii. UMC will discount its equipment fees related to the Ballroom usage by 50% for programs sponsored by the Office of Admissions, the Office of New Student Orientation, and the Office of the Chancellor (including the CU President and the CU Board of Regents meetings) for five (5) years following the completion of the renovation (January 2015).
  - iii. Admissions, New Student Orientation, and the Chancellor's Office will continue to be able to use the Ballroom at no cost when available at any time during the year for five (5) years following the completion of the renovation (January 2015).
- h. Student organization shall be defined as any organization that meets the criteria and expectations of the CSI Office for a registered student organization and is in good standing. Student groups wishing to schedule space on campus

or apply for office space in the UMC must register with CSI and have a current account and be in good standing. The SECA Lounge has a separate policy for the scheduling of the meeting and resource spaces located within the lounge area (see VI, A, 4). Student organizations wishing to schedule space in this area must abide by the policy stated for this area (see VI, A, 4).

- i. Set up charges will be applied when any part of a food event is separate and distinct from the food function in both location and purpose. For example, set-up charges will be applied to a graduation ceremony in the Ballroom that is followed by a food function on the South Terrace, set-up charges will also apply for the South Terrace event. If a ceremony is held in the Middle Ballroom followed by a reception in the Lounge and West Ballroom (two separate set-ups), set-up charges will be applied for both the ceremony and the reception. If a ceremony and food function takes place in the same location, set-up charges will not be applied unless the set-up is substantially changed. Set-up charges include the rental fees, labor and equipment charges as appropriate.
4. All scheduling and reserving of UMC facilities shall be accomplished through the UMC Events Planning & Catering Office (room 140, 303-492-8833).
  5. Scheduled facilities and services are to be made available only to those individuals and groups who adhere to UMC Board and University policies as well as applicable administrative regulations. Violations against these policies or regulations will constitute grounds for the group or organization to be denied use of scheduled UMC controlled facilities and spaces for future events as determined by the UMC Director or designee. Also per the Student Group Accountability Bill, 77 LCB 06, all registered student organizations will be held accountable for the actions and conduct of the organization and its members.
  6. Registered student organizations, organized around a common interest, shall be allowed to use UMC meeting facilities, if available and if the following conditions are observed.
    - a. Members of such groups will be held responsible as individuals for adhering to University policies and State and Federal laws.
    - b. Persons arranging for such use of UMC facilities must present student identification or be a registered student organization through CSI and be an approved signer for their organization, and must assume full responsibility for using the facility for purposes which are consistent with University policy and UMC operational procedures.
    - c. Individual students, faculty, staff, informal groups, or ad hoc organizations may schedule rooms for use under the following circumstances:
      - (1) UMC Director or designee judges the use to be appropriate.

- (2) The user signs a form that he/she/they/ze accepts responsibility for the facility including, but not limited to, financial responsibility. Acceptance of the EMS reservation by the scheduling party also acknowledges responsibility for the facility including financial responsibility.
7. Reserving blocks of rooms are allowable only under the following circumstances:
  - a. Rooms 351, 404, and 454 are the only rooms available for blocks in the UMC.
  - b. Blocks can last no more than two hours per day.
  - c. Blocks can be no more than a maximum of 30 days per semester.
  - d. Written request to waive this policy can be made to the UMC Director or designee for their consideration.
8. Fees and charges assessed to groups using UMC facilities shall be appropriate.
  - a. Academic use of UMC facilities and activities carried on General Fund accounts are to be charged at a rate sufficient to cover all costs of providing the facilities and services.
  - b. Direct and indirect costs shall be determined by cost studies based on type of facilities, square footage, building overhead costs, and special services involved in providing and maintaining the facilities.
    - (1) Direct costs include service charges for set-ups, security charges, AV labor charges, early and late closing fees, and equipment charges.
  - c. All groups and/or individuals utilizing UMC facilities shall be financially responsible for damage to UMC properties beyond normal wear.
  - d. Open fire or flames are prohibited in the UMC. Waiver of this policy may be granted by the UMC Director or designee with the approval of the Campus Fire Marshal.
  - e. UMC Meeting/Conference/Banquet equipment and services.
    - (1) The UMC shall make available equipment and services which complement the UMC's multi-service facility concept.
    - (2) UMC audio-visual equipment and services are available to all users of UMC facilities, and their use can be arranged through the UMC Events Planning & Catering Office.
    - (3) UMC technicians may be required to operate all UMC equipment.

- (4) No UMC equipment may be taken from the building without the permission of the UMC Director or designee.
  - f. The Campus Use of University Facilities (CUUF) policies are the general guidelines for use and scheduling of UMC facilities and are attached as part of this policy manual.
9. Backup Spaces.
- a. UMC spaces may be scheduled for backup purposes for events hosted outside of the UMC, all associated fees to host the event will apply, including rental, labor and equipment fees. All UMC policies will apply to the event, including policy X, A, 12 relating to catered food.

10. Schedule Display Cases.

The UMC shall maintain display cases where promotional materials and organizational displays may be scheduled on a first-come basis.

- a. Each registered student organization or University department may schedule one case each semester for up to two non-consecutive weeks.
- b. Reservations for these display cases may be arranged through the UMC Events Planning & Catering Office, UMC 140.
- c. Reservation of display cases must be cancelled at least five (5) days in advance of its use or the group will not be allowed to reschedule a display case the following semester.
- d. A display case must be used by noon on Tuesday or it may be reassigned to another group.
- e. The parties who schedule display cases are responsible for the prompt removal of displays at the close of the specified display period. All items left in the display case will be removed by UMC Operations staff and properly disposed or recycled.
- f. Certain display cases will be reserved for UMC events and activities. The northeast display cases will be permanently assigned to Program Council, CUSG proper, and UMC departments that report directly to the UMC Director for their use.

E. UMC Games Area (The Connection)

- 1. The UMC Games Area is provided as a social and recreational center for members of the CU and Boulder communities.

2. Service and facilities are to be provided for bowling, billiards, table games, video games, and other recreational activities that are compatible with the purpose of the area.
3. Other tournaments and programs may be produced in order to encourage interest in the Games Area and its offerings.
4. The Games Area shall sell or make available materials and equipment which will complement and enhance the recreational orientation of the area.
5. At the discretion of the Games Area Manager, the facilities and services of the Games Area can be made available to groups who wish to reserve the space for parties. Groups will be charged a rate which is adequate to cover the direct and indirect costs and return reasonable net revenues to the Games Area.
6. The rates of the Games Area shall be determined in accordance with the following policies:
  - a. Operation of the Games Area shall generate sufficient revenues to cover all direct costs of providing the facilities plus generate net revenues.
  - b. There will be a differential pricing system allowing for reduced prices to CU Boulder students. Differential pricing for faculty, staff, and departments will be considered so long as it does not impact the ability of the center to generate net revenues.
7. The Games Area shall be available for use at all times that traffic patterns and other indicators suggest a reasonable demand and interest in those facilities and services.
8. The goal of the Games Area is to operate in a financially sound manner.

F. UMC Director's/Business Office

1. The UMC Director's/Business Office shall provide the necessary administrative and clerical support required to complete tasks pertaining to the financial, business, and human resource operations for all UMC operations. The UMC Director's/Business Office shall:
  - a. Review, approve, process, and submit documents for payroll/personnel, accounts payable, accounts receivable, procurement, cashier operations, equipment and property inventory in collaboration with UMC Operations, travel, and parking.
  - b. Provide administrative support for the UMC Director.
  - c. Gather and compile data to prepare accurate and timely financial reports.

- d. Clarify, implement and enforce UMC and University fiscal policies, procedures and regulations.
- e. Provide general building support including:
  - (1) The UMC shall provide keys for offices, file cabinets, and desks.
    - (a) Office keys may be issued for up to three (3) individuals from each registered student organization housed in the UMC.
    - (b) Each individual will be required to sign a UMC key record card when a key is issued.
    - (c) Deposits are required for all keys to student organizations and will be forfeited if keys are lost.

G. UMC Security (excluding Book Store)

- 1. The UMC shall establish a team of students to perform routine enforcement of UMC and University policies. The UMC Security staff will be used to offset the demand for regular police support in the UMC for minor security-related problems.
  - a. UMC Security staff are not police officers, but rather coordinate with the CU Police Department when necessary.
  - b. UMC Security staff are not expected to take personal risks in the execution of their duties.
  - c. UMC Security staff patrol the building's facilities to ensure compliance with UMC and University policies including, but not limited to:
    - (1) Shoplifting control in the UMC (primarily in Food Service areas).
    - (2) Theft and loss prevention.
    - (3) Prevention of panhandling.
    - (4) Prevention of unauthorized sales.
    - (5) Supervision of large cash transfers.
    - (6) Supervise compliance with provisions of UMC's alcohol license.
    - (7) Removal of animals from building (except for Service Animals).
    - (8) Prevention of bicycling, skateboarding, rollerskating, in-line skating, and other activities that endanger people or properties in the Dalton

Trumbo Fountain Court, North Arcade, Northeast Patio, South Terrace, and inside the UMC.

- (9) Prevention of illegal consumption of alcohol products or drugs.
- (10) Prevention of sleeping in the UMC (this does not include students who “doze off” in lounges).
- (11) Enforcement of UMC policies on eating and drinking in certain areas.
- (12) Provide routine assistance and information.

- d. In addition to these duties, UMC Security personnel assist and advise police authorities with problems of a more serious nature.
- e. UMC Security personnel serve as monitors for special events produced in the UMC. Organizers will be responsible for all or some of the security costs related to the event, including security personnel, police officers and equipment used to ensure a safe event.
- f. For events lasting past building hours a minimum of two (2) security guards, two (2) CU Police Officers (at the discretion of the UMC Director or designee), and two (2) to three (3) people from the organization may be required to work security. The organization will be required to submit names of the student monitors prior to the event.
- g. UMC Security shall monitor and enforce Information/Vending table policies.

#### H. UMC Contract Operations

- 1. Banking facilities (ATM)
- 2. Kaplan Testing Services
- 3. Inkspot
- 4. Elevations Credit Union
- 5. Peace Corps
- 6. Greek Affairs
- 7. Campus Dining Services
  - a. Celestial Seasonings Teahouse
  - b. Alferd Packer Grill

- c. Subway
  - d. Panda Express
  - e. Jamba Juice
  - f. Papa John's Pizza
  - g. Starbucks Coffee
  - h. UMC Market
- 8. University of Colorado Book Store
- 9. Poster Sales
- 10. Health Promotion
- 11. CU Collegiate Recovery Center (CUCRC)
- 12. Women's Resource Center
- I. Club 156:
  - a. Management and scheduling of Club 156 will be the responsibility of Program Council. Program Council will book the space through the UMC Events Planning & Catering Office for all events and all UMC and CUUF policies will be enforced. When appropriate, a pre-event or "Safe" meeting will take place to ensure the proper use, safety of attendees, and policies are considered when scheduling the facility.
  - b. When programming Club 156, Program Council will be responsible for all costs related to the operation of Club 156 and will retain all revenue generated by rental, ticket sales, concessions, novelties and other activities. Program Council will provide all labor necessary to operate Club 156 including management, production, concessions, security and miscellaneous.
  - c. Club 156 will be available for scheduled programs but the volume may not disrupt other planned or scheduled UMC programs.
  - d. Program Council will maintain a schedule of events to be posted inside the venue. This schedule will inform other users, including UMC Security, UMC Reception Desk and UMC Events Planning & Catering Office of Club 156 events taking place and general event times.
  - e. Additional guidelines for the use of Club 156 include:

- (1) On Sunday, Monday, Tuesday and Wednesday use of Club 156 is free to student groups unless an admission fee is charged. If admission is charged, room rental is \$150 plus security and production costs.
- (2) Event security may be required and will be determined by the UMC Director or designee.
- (3) A \$150 deposit is required for all events where a fee is charged for attending the event and for all non-university groups.

J. CU NightRide

1. CU NightRide exists to provide safe, night-time transportation (within Boulder city limits) to CU students, faculty, and staff with a valid CU ID.
2. CU NightRide is a program of the UMC and is overseen by the UMC Director or designee and through a program director who is a student eligible for student employment.
3. The program is funded through general funds and a directed student fee.
4. All drivers must voluntarily submit to a background check, per campus HR policies. Hiring decisions which are affected by background checks will be reviewed by the UMC Director or designee.
5. CU NightRide may establish satellite locations to facilitate escorts.

K. Dennis Small Cultural Center

The Dennis Small Cultural Center (DSCC) is a dedicated multicultural space which provides meeting opportunities to groups of color and underrepresented groups. All other groups may request the use of the space on a case by case basis. The DSCC is a UMC space and managed by the Center for Student Involvement (CSI). The Dennis Small Cultural Center exists to provide three (3) essential elements to underrepresented students:

1. A space which is attractive and safe in which students may gather for scheduled or informal meetings;
2. Cultural programming which suits their needs and may be initiated by the center or funded by the DSCC Advisory Board; and
3. Outreach to students is a daily charge of the DSCC staff. Students of underrepresented groups are targeted and reached through multimedia sources as well as personal contact. The center also provides cultural enrichment opportunities and exposure to the non-underrepresented community.

L. IT Services

1. The UMC's IT Services department shall provide for the Information Technology needs of the UMC, the UMC staff, and the Center for Student Involvement. This department assists UMC departments with equipment and software acquisition, installation, and maintenance. In addition, the UMC IT Services department establishes protocols and system procedures to regulate and monitor UMC technology issues. UMC IT works with the Office of Information Technology and the Campus Treasuries Office when applicable.
2. The IT Services personnel may provide services to CUSG and others on a consultation basis. Payment or consideration for services and consultation will be approved by the UMC Director or designee.

M. UMC Marketing

1. The UMC Marketing Department provides an essential support function to the various departments of the UMC and the Center for Student Involvement by providing marketing services. The department accomplishes this by advising, analyzing, strategizing, creating, consolidating, coordinating, and implementing a variety of programs and promotional products.
2. Goals of the UMC Marketing Department include increasing revenues for applicable departments, providing appropriate and successful public relations, creating new innovative programs that attract more traffic to the facility, surveying target markets, providing benchmarking criteria, generating promotional materials, overseeing website and social media development and maintenance, and acting in an advisory capacity.

VI. UMC FACILITIES

A. Lounge areas for study and quiet reflection.

1. Sal Aunese Lounge/Terrace (5<sup>th</sup> Floor Lounge)
  - a. The Lounge will be for study and student interaction and maintained as an open area when not scheduled for events.
  - b. Amplified music is not allowed from the Sal Aunese Lounge and adjacent Terrace, unless approved by the UMC Director or designee, and other noise levels will be monitored by UMC Security.
  - c. The Sal Aunese Lounge shall be open for scheduled events on Fridays after 5 P.M., and all day Saturdays and Sundays. Exceptions may be made by the UMC Director or designee.
  - d. Access to the balconies overlooking the South Terrace and Atrium area is not permitted.

- e. Tents are not allowed on the adjacent 5<sup>th</sup> Floor Terrace unless approved by the UMC Director or designee.
  - f. UMC Security will be required for all events taking place in the Sal Aunese Lounge and Terrace. Requests to the security requirement may be made to the UMC Director or designee.
2. Glenn Miller Pre-function/Atrium Landing
    - a. The area will serve as a pre-function area for 2<sup>nd</sup> floor conference rooms and as a place for study and student interaction.
    - b. Furniture shall not be removed from the lounge unless approved by the UMC Director or designee for their consideration.
  3. Veterans Memorial Lounge
    - a. The Veterans Memorial Lounge will be reserved on an exception basis by the UMC Director or designee.
    - b. UMC Veterans Memorial materials will be maintained in this Lounge.
    - c. The UMC Board shall be consulted on any changes to the Veterans Memorial Lounge.
  4. Student Engagement and Collaboration Area (SECA)
    - a. The Student Engagement and Collaboration Area (SECA) is a space where student organizations can come together, collaborate and prepare for events and projects. For use and scheduling policies see the UMC 2<sup>nd</sup> Floor Policies, Student Engagement and Collaboration Area Lounge and Veteran Memorial Lounge (Addendum D).
  5. Lounge and Pre-function Spaces (127A, 380, 442, and 449)
    - a. These spaces are available for study and student interaction.
- B. The UMC shall provide meeting rooms to accommodate groups ranging in size from two (2) people to 1,100 people.
1. Meeting rooms can be scheduled in advance through the UMC Events Planning & Catering Office (see section V, D).
  2. Meeting rooms are free of charge to University organizations provided no exchange of money takes place (including no admission fees and/or donations being collected), no special set-ups are required, and no damage to University property results from the meeting.

3. Catering of food and beverages is only available from the UMC food service contract vendors in all meeting rooms. Arrangements can be made in the UMC Events Planning & Catering Office, UMC 140.
- C. Glenn Miller Ballroom
1. Refer to Category V, D.
- D. Dining Rooms
1. The dining rooms are designed as a place for the semi-quiet enjoyment of meals, to study, and/or to meet and socialize with friends.
  2. During the Fall and Spring terms, the North Dining Room and stage may only be scheduled for use after 5 P.M. on Fridays, and all day Saturdays and Sundays. Exceptions to this policy may be made for UMC and CUSG specific programs. Examples of programs allowed include UMC, CSI, and CUSG programs; CUSG election-related events; UMC, CSI, or CUSG programs that celebrate culture and diversity; and UMC, CSI, or CUSG forums or speakers who provide important information of interest to the university community. Exceptions may be made by the UMC Director or designee.
  3. During the Summer, the North Dining room may be scheduled by CU Conference Services as a backup location for outdoor events. All UMC costs associated with the event including rental, labor, and equipment fees will be charged for use of the space.
  4. The East and West Dining Rooms shall only be scheduled in extreme situations and as a last resort and require the approval of the UMC Director or designee.
  5. A rental charge may be assessed for the use of these rooms even if admission is not charged. The rental charge does not cover the cost of set-up and security (see V, D and V, G).
  6. For University departments and student organizations, a non-refundable deposit may be required to confirm the space when the space is requested by another group. The deposit must be received within three (3) business days after the initial contact by the UMC Events Planning and Catering Office, or the reservation will be cancelled and the space rescheduled to the requesting group. Once the deposit is made, it will not be refunded, but will be applied toward any UMC charges. If the date is released, upon notification, the challenging group has three (3) working days to deliver a non-refundable/non-transferable deposit to the UMC Events Planning & Catering Office. Non-University groups will be required to place a non-refundable/non-transferable deposit to hold the spaces at the time of the booking. The amount of the deposit shall be determined by the UMC Scheduling Rate Plan and shall be consistent with other reservations in similar sized venues.
  7. The dining rooms may not be held or used as backup spaces for outdoor events held in the Dalton Trumbo Fountain Court or other outdoor venues. Other backup spaces should be considered and scheduled at the time of booking for outdoor venues.

E. Vendor/Information Table Areas

The UMC shall maintain an area appropriate for the dissemination of information. These areas shall include: the North Corridor, the area behind the Atrium stairwell, Northeast Patio, UMC Arcade, Fountain Area, and the Visual Arts Complex Breezeway.

1. Several tables are available for the purpose of distributing information, recruiting, fundraising, and sales and promotions. The following guidelines apply to all types of table uses:
  - a. Tables must be reserved in advance through the UMC Events Planning & Catering Office, UMC room 140.
  - b. Tables will be reserved on a first-come first-serve basis and not for more than 15 days per term. Scheduling of tables may begin 30 days prior to the beginning of each term for that term. Requests for extensions may be granted by the UMC Director or designee.
  - c. Specific table locations will be assigned at the discretion of the UMC Events Planning & Catering Office.
  - d. The use of this area must be consistent with UMC and University policies.
  - e. Audio equipment can be operated only from scheduled booths and the volume must be regulated to avoid interference with other activities and nearby tables.
  - f. Banners, not exceeding the length of the table (5' approx.), may be hung on the scheduled table. Groups are not permitted to tack or tape anything to the wall spaces, ground, or floor.
  - g. A Vendor or a representative of the sponsoring organization must be present at all times the table is scheduled. All groups are required to clean off their tables and remove their materials at the end of every day. All leftover materials will be discarded by UMC Operations staff. Storage is not available for equipment or other materials. The UMC will not be responsible for lost or stolen materials.
  - h. No food or consumable items may be sold or distributed anywhere in the UMC unless catered through the UMC contract food service operator, allowed by existing contract, or approved by the UMC Director or designee.
  - i. Groups may not change tables or move tables from one location to another unless specifically approved in advance through the UMC Events Planning & Catering Office.
  - j. All printed materials must comply with UMC printing and posting policies.

- k. Spray chalk is not allowed at the outdoor vendor/information tables per the CUUF policy. Cost to remove spray chalk will be the responsibility of the sponsoring organization.
  - l. Violators of any tabling policies may be given one warning. If the problem is not resolved, the group/merchant will be subject to denied use of tabling areas by the UMC Director or designee.
  - m. The UMC Events Planning & Catering Office will provide five (5) loggia tables dedicated to the Dalton Trumbo Fountain Area. These vendor/information tables are for the sole use of students or student organizations for their use and may not be scheduled by university departments or non-university organizations. Student Organizations may sponsor non-university businesses as a way to fundraise for their organizations. The tables will be located on the South and East areas of the Fountain Area.
2. The following policies apply to tables used for non-commercial information purposes:
- a. Student organizations and University departments may schedule information tables without a contract, and table rent will not be charged.
  - b. Petitioning must be done only from a scheduled table.
3. The following guidelines apply to tables used for student organizations or department fundraising:
- a. All student group sales must be approved by the Center for Student Involvement (CSI).
  - b. A registered student organization can conduct sales if it owns the item(s) being sold. There does not need to be a contract nor will table rent be charged. Consignment sales are not allowed.
  - c. Departments may schedule a table for fundraising purposes as long as they submit a letter to the UMC Events Planning & Catering Office stating the following: purpose of the fundraiser, what they will be selling, dates and times of the sale, and assurance that they will be responsible for making sure all monies collected will be deposited into the department's University account. There does not need to be a contract nor will table rent be charged.
  - d. All student sales and fundraising may be subject to campus policies and regulations not listed in these policies.
4. The following policies apply to tables used for sales and promotions:
- a. Sales by any outside vendor require sponsorship by a University department or student organization. A contract is required and table rent will be charged.

- b. Tables must be reserved in advance by the sponsoring organization.
- c. Departments shall only be allowed to sponsor individuals for fundraising if the department is represented by a faculty or staff person from that department who will be responsible for staffing the table.
- d. All clothes racks, lights, hangers, etc. must be placed within the table area.
- e. By MOU, the CU Book Store has the right to deny certain items from being sold in the UMC. Prohibited items include but are not limited to:
  - 1. Books
  - 2. School supplies
  - 3. Calculators
  - 4. Cosmetics
  - 5. Clothing with "CU" logo
  - 6. Products in direct competition with UMC and CU Book Store products
- f. Any products in direct competition with UMC contract vendors are not allowed.
- g. Any items prohibited through CUSG legislation are not allowed.
- h. All ingestible items including vitamins and other health products are not allowed unless approved by the UMC Director or designee.
- i. All merchandise/services must be received at the time money is exchanged for the product/service. No mail order or future delivery sales will be allowed, with the exception of newspaper subscriptions.
- j. Vendors may accept cash, checks, or credit cards as payment for their goods/services. Vendors cannot utilize the University of Colorado's Wi-Fi to collect or transmit credit card information.
- k. Vendors are responsible for the collection of all sales tax on items sold, and are responsible for submitting sales tax directly to the appropriate tax collection agency.
- l. Vendors must cancel no later than 11 A.M. three (3) business days prior to the first date of the reservation in order for the vendor to be eligible to transfer payment to another day or to be refunded.
- m. Vendors cannot park at the UMC Loading Dock or any adjacent service vehicle areas, and vendors are responsible for their own parking needs.

F. South Terrace

1. The South Terrace is available for scheduling through the UMC Events Planning & Catering Office (UMC 140, 303-492-8833).
2. The UMC may charge for the use of this space based on scheduling rates.
3. Users of this area must keep noise at an appropriate level as determined by the UMC Director or designee.
4. Amplified sound is not permitted Monday through Thursday except by approval of the UMC Director or designee. During the summer, sound shall not interfere with the Colorado Shakespeare Festival.
5. Tent Policies
  - a. The UMC South Terrace is for the enjoyment of all but may be scheduled for use for special events.
  - b. UMC scheduling policies will be followed when the tent is scheduled for special events, including priority of use, rate structures, and alcohol service policies.
  - c. The tent is not intended as a permanent structure and will be installed on the South Terrace in late spring and dismantled and stored mid-fall of each year.

G. Dalton Trumbo Fountain Area

1. The Fountain Area may be scheduled for special events. Scheduling must take place in the UMC Events Planning & Catering Office (UMC 140, 303-492-8833). The Fountain Area may be used by the public for discussion or public expression as outlined in the CUUF policy.
2. The Fountain Area may be scheduled for amplified sound between the hours of 12 P.M. to 1 P.M. weekdays, between 5 P.M. and 11P.M. on Friday, and between 8 A.M. and 11 P.M. on Saturday and Sunday. No amplified sound is allowed outside of these time limits, or as allowed by CUUF.
3. Groups scheduled to use the Fountain Court during the noon hour who wish to use amplified sound must use the amplification equipment provided by the UMC.
4. Amplified music is not permitted at any time Mondays through Thursdays. Amplified music is not permitted at any time prior to 5:00pm on Fridays.
5. Any activity which obstructs academic classes in the neighboring buildings constitutes a violation of University policy. Participants in the disruption may be subject to a penalty.
6. The UMC Director or designee may review all requests to schedule the Fountain Area, and reserves the right to approve or deny any and all requests at their discretion.

H. Atrium Area

1. The Atrium area may be scheduled in the spring and fall semesters on Fridays after 5 P.M., and all day Saturday and Sunday.
2. During the summer semester, reservations will be considered on a case by case basis.
3. Ingress and egress must be maintained throughout the event.
4. UMC Security may be required for some events. Security needs will be determined by the UMC Director or designee.

I. Non-Traditional Scheduled Spaces

The following areas may not be scheduled on a regular basis, but requests to schedule these spaces may be made to the UMC Events Planning & Catering Office (UMC 140, 303-492-8833) and the use of these areas will be considered on a case by case basis.

1. UMC North Arcade
2. North Corridor
3. Northeast Patio
4. Sal Aunese Lounge
5. Student Engagement and Collaboration Area (SECA)
6. Veterans Memorial Lounge
7. Dennis Small Cultural Center
  - a. Refer to section V, K for DSCC scheduling policies.
6. UMC South Plaza/Broadway Underpass

VII. OFFICE SPACE

A. The UMC Board may provide office space for student organizations.<sup>3</sup>

1. Student organizations may be assigned office space upon application to the UMC Board. In screening requests, the Board will consider the following general criteria. (See Addendum B)

B. The UMC Board may make office space available to non-student and non-University groups.

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<sup>3</sup> A copy of the Application for UMC Office Space shall be included as a permanent addendum to the Policy Manual.

1. A rental rate may be charged at the discretion of the UMC Board upon the advice of the UMC Director.
- C. The UMC Director and designees shall determine, in cooperation with the Board, office and other space requirements for groups and departments based on their specific needs.
- D. The UMC Director and staff will develop general policies of use which pertain to offices in the UMC. These policies are primarily designed to protect the health and safety of office holders and their guests, but also regulate the appearance and general use of the space.
1. Offices are to be kept in an uncluttered and organized manner. The occupants may be warned of unsafe or unsightly conditions and requested to remedy the situation. If the situation remains unresolved, the UMC may take steps to remove and dispose of materials that are hazardous or unsightly.
  2. There will be no storage of flammable materials (paints, solvents, etc.) in UMC offices.
  3. No material may be stored above ceilings, under floors, in air ducts, or in any other space not specifically authorized for storage or use. Materials found to violate this policy will be removed and discarded and the office holder will be referred to the UMC Board for possible action (such action could include probation or eviction).
  4. Any physical alteration of the space (including painting) is prohibited without the specific authorization of the UMC Director or designee.
  5. The use of personal heating devices (space heaters) and portable air conditioners is prohibited in UMC offices without the specific authorization of the UMC Director or designee.
  6. Office holders are expected to use the copy services provided and to refrain from installing individual copiers in UMC offices without the specific authorization of the UMC Director or designee.
  7. Use of hot plates and other cooking devices is prohibited in UMC offices (excluding microwaves).
  8. Violations of these restrictions and policies will be referred to the UMC Board for possible actions, including possible revocation of office space.

#### VIII. SPECIAL BUILDING AND SERVICE POLICIES

- A. The UMC building and service area hours shall be set to provide maximum service to the University community.
1. Determination of building and service area hours shall be based on the following criteria:

- a. The University calendar.
  - b. Special events in the UMC or on campus.
  - c. The needs and desires of the members of the University community.
  - d. Budget constraints.
2. Individuals and groups are not permitted within the UMC after closing hours except with the expressed permission of the UMC Director's Office.
- a. Groups or individuals may be given late privileges on a semester-to-semester basis at the discretion of the UMC Director or designee.
3. Special events that require an early opening or late closing of the building must be arranged through the UMC Events Planning & Catering Office. Sponsors of such events will be charged an hourly rate sufficient to cover all direct costs associated with such early opening or late closing. (See section V for requirements.)

IX. BUDGETS

- A. The UMC Director shall prepare an annual budget covering all financial operations of the UMC for the forthcoming year. This budget shall serve as:
- 1. A guideline for allocating resources in order to best meet UMC policies and goals.
  - 2. A basis for measuring the effectiveness in meeting these policies and goals through financial management of UMC resources.
  - 3. A basis for determining and justifying annual requests for the allocation of student fees to the UMC.
- B. All UMC budgets shall be reviewed by the UMC Board before final approval to examine the consistency of budget presentation with the implementation of the UMC Board policy.
- C. The UMC Board shall participate in the presentation and justification of the approved UMC budget to the Joint Finance Board and Legislative Council for the purpose of obtaining financial support for the UMC.
- D. Any significant changes made in financial operations or budgets by the UMC Director shall be reviewed by the Chair of the UMC Board for consistency with current policies.
- E. The UMC Director or designee shall provide annual budget training to the UMC Board.

X. GENERAL USE POLICIES

- A. The UMC shall establish policies in order to facilitate the efficient operation of the UMC. Specific policies include:

1. Physical activities that could endanger UMC patrons are forbidden.
  - a. Bicycles are allowed in the building as long as they are being walked or stored in offices for safekeeping.
  - b. Bicycle riding is strictly forbidden inside the UMC.
  - c. Bicycles should not be parked, chained, tied, or otherwise attached to any UMC structures, except designated bike racks.
  - d. Bicycles must in no way impede, block, or otherwise interfere with normal building traffic.
  - e. Inline skating, skateboards, and use of scooters is forbidden inside the UMC.
  - f. Hackey Sack playing is forbidden inside the UMC.
  - g. Bicycling, inline skating, rollerskating, scooters, and other activities that endanger people or properties are also prohibited in the Fountain Area, North Arcade, Northeast Patio, South Terrace, and inside the UMC. This includes the climbing of the stone facades of the UMC building.
2. Pets.
  - a. Boulder County ordinances specifically state that no live animals or fowl shall be allowed in any room where food or drink is prepared, served, or stored. The UMC policy shall be consistent with all health-related constraints concerning animals.
  - b. No pets shall be permitted in the UMC, except Service Animals, as defined by campus policy: <http://www.colorado.edu/institutionalequity/ada/service-support-animals>
  - c. Pets found in the UMC shall be removed from the building and their owners advised of current UMC policies.
3. Peddlers/Panhandlers.
  - a. University facilities may not be used for solicitors, sales persons, peddlers or canvassers seeking student contact<sup>4</sup> unless approved by the UMC Director or designee.
  - b. Panhandling shall not be permitted in the UMC.

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<sup>4</sup> CUUF Policy.

- c. The CU Police Department may be called when UMC staff meet resistance, when a repeat offender is involved, or when there is a threat of danger.

4. Shoplifting.

- a. Violators of criminal law pertinent to petty theft or shoplifting in the UMC may be given the opportunity to pay for the merchandise. In most cases, shoplifters will be referred to CUPD.<sup>5</sup>
- b. The CU Police Department will be called for unruly or repeat offenders.
- c. Grand theft will be handled by University Police (CUPD).

5. Distribution of Literature.

- a. The free distribution of literature (solicitation or acceptance of contributions for literature is not “free” distribution)<sup>6</sup> by individuals is permitted provided that:
  - (1) Distribution does not interfere with the normal activities of a particular place.
  - (2) Ingress and egress to and from the building is unencumbered.
  - (3) Distribution is prohibited in:
    - (a) Alferd Packer Grill service area.
    - (b) Games Area.
    - (c) All lounges.
    - (d) Ballroom Foyer and Aspen Rooms hallway.
    - (e) Conference/meeting rooms without the invitation of sponsoring groups.
    - (f) Individual offices without the invitation of the occupant.
    - (g) Atrium and hallways.
- b. Unattended literature distribution will be allowed from the permanent shelves in the following areas: coin-operated and free newspapers near the northwest entrance of the Atrium.

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<sup>5</sup> Shoplifting falls into the general classification of a Class IV misdemeanor.

<sup>6</sup> CUUF Policy.

- c. Sale of literature is permitted only if:
- (1) Use of a vending machine has been arranged.
  - (2) A vendor/information table has been scheduled through the UMC Events Planning & Catering Office consistent with UMC scheduling policies.

6. Advertising.

- a. Distribution of written matter which is predominantly advertising or commercial in nature (handbills, etc.) is not permitted on the campus inside or outside buildings or as allowed by the CUUF polices.<sup>7</sup>

7. Table Top Tents.

- a. Use of table top tents in the Grill seating areas may be approved and scheduled for display through the UMC Events Planning & Catering Office.
- b. The tents cannot be made of “astrobrite” materials and must not exceed 8 1/2” x 11” whole size.
- c. Table top tents may be scheduled for display for a period not to exceed five (5) business days.
- d. Sponsoring organization name and a contact phone number or e-mail address must be printed on the table top tents.
- e. Student groups may schedule one (1) semester in advance.
- f. Departments housed in the UMC may schedule table top tent space within the current semester only.
- g. Departments outside the UMC may no longer schedule table top tent space.
- h. Non-University organizations are not allowed to schedule table top tent spaces.
- i. Exceptions to this policy can be brought to the UMC Director or designee for consideration.
- j. Priority for use of table top tents is the following:
- Registered Student Organizations
  - CUSG Cost Centers
  - UMC Contract Vendors

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<sup>7</sup> CUUF Policy.

8. Posting Policies.

Posting of materials in the UMC is prohibited on walls, doors, restrooms, windows, furniture, or anywhere other than authorized bulletin boards and approved display devices (easels, standards, etc.), with the exception of temporary directional signage for conferences. Improperly posted materials will be removed promptly by UMC staff. All individuals wishing to post on the UMC bulletin boards must have their posters approved through the UMC Reception Desk. The postings will be approved for posting for 10 calendar days. Material approved for posting on UMC bulletin boards must conform to certain policies:

a. Posters

- (1) The maximum size is 18" x 24".
- (2) The poster must contain the name of the sponsoring group or individual.
- (3) Furthermore, any individual or group, which is not part of the University, cannot post commercial advertisements. In order to post ads, non-University groups must prove they are non-profit or that no commercial gain will result from their advertisements.
- (4) The effective date or date of the event must be on the poster at the time of stamping.
- (5) A valid e-mail address and/or phone number must also be put on the poster if there is no University sponsor.
- (6) The maximum number of posters, which can be stamped is four (4).
- (7) After the 10 day posting limit has expired, UMC staff will remove the posting.
- (8) Material to be posted must not be unlawful in nature or in violation of hate crime statutes.

b. Prohibited Materials

- (1) Posters which exceed the maximum allowable size are prohibited without the expressed approval of the UMC Director or designee.
- (2) The UMC will not approve any posters, handbills, table top tents, or notices which are printed on paper stock commonly called "astrobrites" as this stock is harmful to the environment.

- (3) Postings which consist of any material or substance other than paper or simple cloth are prohibited without the expressed approval of the UMC Director or designee.

9. Banners.

- a. The UMC Assistant Director for Events Planning is responsible for approving the hanging of banners in and around the UMC. The following guidelines will be used when authorizing the hanging of banners:
  - (1) Banner size may not exceed 36" x 96". Requests for exceptions may be made to the UMC Director or designee.
  - (2) The following locations are approved for hanging of banners:
    - (a) Along the north wall of the UMC South Terrace beginning just east of the main entrance of the UMC and extending east to the western edge of the Aspen Room windows. Groups hosting events in the UMC will have the right of first refusal on the hanging of banners related to their specific event(s) in this location.
    - (b) Outside UMC room 247, off the balcony railing. No more than 6 banners may be scheduled at any one time, with a maximum of one (1) banner per sponsoring group.
    - (c) Hanging of banners in the Atrium will be allowed under the following conditions:
      - (i) The banner must be a professionally designed banner.
      - (ii) The size may not exceed 36" x 96".
      - (iii) The banner must be for a current program, service or event in the UMC.
      - (iv) Banner may only be scheduled for display for one (1) calendar week.
      - (v) Only one (1) banner may be scheduled at a time for display. Exception requests may be made to the UMC Director or designee.
      - (vi) The banner must be approved and scheduled through the UMC Events Planning & Catering Office (UMC 140, 303-492-8833).
      - (vii) Banners must be made of a fire proof material.

- (d) All other areas require the approval of the UMC Director or designee.
- (3) Banners will be allowed to stay up for display for a period not to exceed one (1) week.
- (4) Groups may request the use of banner spaces up to two (2) times per semester. Exceptions may be granted by the UMC Director or designee.
- (5) During the Fall and Spring semesters, UMC Events Planning & Catering will reserve the area located outside of UMC 247 for CUSG election-related banners. The reservation period will begin two (2) weeks prior to the first day elections are to begin, and end the day after the elections are scheduled to be completed.
- (6) In general, banners are not allowed to be hung inside the UMC. Requests for waiver of this policy may be made to the UMC Director or designee, and will be considered on a case by case basis.
- (7) The UMC Operations staff will be responsible for the hanging and removal of all approved banners in and around the UMC. The UMC Operations staff will promptly remove all unauthorized banners.
- (8) Banners must be picked up 72 hours after the last scheduled date or they will be disposed of.

10. Fundraising.

- a. University facilities may not be used for fundraising except through programs scheduled and sponsored by students, faculty or staff for educational, charitable or on-campus organizational purposes or for cultural programs presented for members of the University community. Student organizations or individual students using University facilities for such fundraising programs may contract for these program services and collect monies, and must account for these funds through the Center for Student Involvement. Arrangements for proper control of monies raised (i.e., tickets, receipts, etc.) must be made with this office well in advance of the event.<sup>8</sup>
- b. For profit fundraising is not allowed.
- c. Exceptions to the above regulations include:
  - (1) Dues, membership fees, or collections from group members in the normal operation of an organization.

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<sup>8</sup> CUUF Policy.

- (2) Monies collected for informational materials directly related to the purpose of the group, which are sold essentially at cost.
  - (3) All UMC rooms may be used for off-campus fundraising activities, so long as the event is scheduled by and sponsored by a University user and the recipient of such monies is a recognized non-profit charitable organization. A rental fee will be assessed. Proof of non-profit charitable status is required, such as a 501(c) (3) certificate. Student fundraising activities must have the approval of the Center for Student Involvement.
  - (4) Exceptions are at the discretion of the UMC Director or designee.
11. Safety/Security Procedures. The UMC Director's staff shall develop and maintain procedures to enhance the safety posture of the UMC. These procedures will include a safety/security plan for use in the event of a bomb threat; procedures for smoke detection alarm response; and procedures for emergency or critical incidents, and other alarm responses.
  12. All groups wanting catered food in the UMC for scheduled events and all meetings, both formal and informal, must use the UMC contract food service operator or a UMC contract food vendor.
  13. Temporary signage will not be allowed in the UMC except for contract vendors unless an exception has been made by the UMC Director or designee.
  14. Atrium Signage.
    - a. Permanent signage is not allowed in the Atrium (current Credit Union and CU Book Store marquee is exempted from this policy).
    - b. No signs, posters, or flyers may be attached to the walls of the Atrium. (refer to the UMC policy manual IX, A, 9 for policies regarding banners).
    - c. The use of easels is discouraged and will only be allowed with the permission of the UMC Director or designee.
    - d. Student organizations may schedule the use of one (1) small sign standard (13" x 16") for their use with the following conditions:
      - (1) Use of sign standard must be scheduled through the UMC Events Planning & Catering Office.
      - (2) Sign standards may be scheduled for one (1) calendar week.
      - (3) Sign must be professionally designed or computer generated (no handwritten signs).

- (4) Sign standard must be placed so that it does not impede traffic flow or interfere with ingress or egress of the Atrium doorways and stairways.
  - (5) Student organizations may schedule the use of a single sign standard for non-concurrent weeks per semester.
  - (6) No more than three (3) small sign standards for use in the UMC will be allowed to be scheduled at any one time and individual groups, organizations, or departments may only schedule one (1) sign standard at any one time.
  - (7) Material to be posted must not be unlawful in nature or in violation of hate crime statutes.
- e. One (1) permanently assigned sign standard, not to exceed 30" x 36", will be allowed for the use of the following UMC Departments or vendors:
    - (1) Center for Student Involvement.
    - (2) UMC Administration.
    - (3) UMC Connection.
    - (4) Two (2) for UMC Marketing (contact UMC Marketing for availability).
  - f. Directional signage will be allowed to be displayed in the Atrium for large events (i.e. Conference on World Affairs, etc.) or conferences. Blue painter's tape must be used to mount to wall. UMC Stairwells may not be used for signage postings.
  - g. Additional signage or posters will be allowed on a case by case basis to promote UMC programs or services with the approval of the UMC Director or designee.
  - h. Written requests for waiver of these policies may be submitted to the UMC Director or designee for their consideration.
- B. The dispensation or consumption of alcoholic beverages in the UMC must comply with the following policies.
- 1. Sale of alcohol in the UMC will be performed only by UMC and contract food service operator employees and such sales will comply specifically with State laws concerning the selling of malt beverages.
    - a. Individuals may be required to produce a valid identification to prove that they are legally eligible to drink. Service shall be refused to persons unable or unwilling to produce such proof of age.

- b. UMC and contract food service operator employees shall not sell or otherwise serve alcohol to anyone who is obviously intoxicated.
  - c. UMC and contract food service operator employees shall not sell or otherwise serve alcohol to anyone who is legally eligible to drink for the purpose of reselling or giving said alcohol to person(s) not legally eligible to drink.
  - d. UMC and contract food service operator employees who serve alcohol must be Serv Safe or TIPS trained and certified.
  - e. UMC and contract food service operator employees who serve alcohol must be 18 years of age or older and a manager/supervisor must be onsite who is of 21 years of age or older.
  - f. UMC and contract food service operator employees who check IDs must be Serv Safe or TIPS trained and certified.
2. Possession or consumption of alcohol not purchased in the UMC is prohibited except as approved for specific special events that are scheduled and approved by the UMC Director or designee.
- a. Certain areas of the UMC may have the Hotel and Restaurant license lifted, as permitted by State liquor laws, and other alcoholic beverages are permitted in those designated areas with prior approval from the UMC Director or designee.
  - b. Student violators of these alcohol policies may be referred to the CU Police Department and the Office of Student Conduct for action.
3. Serving or selling of alcohol at special events in the UMC shall be performed by UMC and contract food service operator employees. Employees are responsible for insuring compliance with these general policies.
- a. If all guests or patrons are required to be of legal drinking age, identification will be checked at the entrance(s) to the event to insure compliance.
  - b. If guests are expected to attend a special event where alcohol is to be sold or served, ID will be checked at a central point and hands stamped with ink or another non-transferable identification process or wrist banding may be used to identify guests who may purchase or consume alcohol.
  - c. Point of sale or service control is necessary. The individual employee who sells or serves alcohol in the UMC is responsible for insuring that alcohol is not served to anyone under 21 years of age or anyone who is obviously intoxicated.

- d. Event sponsors and/or UMC personnel (depending upon the judgement of the UMC) will be responsible for monitoring guests to insure that non-UMC purchased alcohol is not carried into a special event. A physical check may be necessary to prevent violations of the conditions of the UMC's alcohol license. Cooperative violators will be issued a UMC warning. Persons who refuse to comply will be referred to CU Police.
  - e. UMC Events Planning & Catering Office, who may also consult with the CU Police Department, shall determine the appropriate number of UMC Security Guards or CU Police required to ensure event safety and compliance with all laws and regulations
  - f. Security is required at all events with alcohol and the guards working the event must be trained and certified through the Serv Safe or TIPS program.
  - g. The sponsoring group will be responsible for paying all costs of security and all costs associated with the serving of alcohol.
  - h. UMC and contract food service operator personnel shall display appropriate signage at all events and locations where alcohol is either served or sold. The signs may include, but are not limited to, age requirements for consumption of alcohol, no alcohol beyond this point, alternative transportation, warning against over indulgence of alcohol, etc.
  - i. For events in which alcohol is to be served or sold, the UMC shall define the event perimeters in which the alcohol may be served/sold and consumed. The UMC shall insure that the perimeters are clearly defined and alcohol is not allowed beyond the established perimeter of the event.
4. UMC shall be responsible for insuring that additional policies listed below are observed:
- a. "Last call" will occur no later than 11:30 P.M.
  - b. All alcohol will be picked up by 11:55 P.M.
  - c. No more than one (1) alcoholic drink at a time will be sold or served per person.
  - d. False or altered IDs will be held and UMC Security and CU Police Department will be notified.
  - e. Service will be refused to obviously intoxicated or belligerent guests or patrons.
  - f. Employees shall confront guests or patrons who possess non-UMC purchased alcohol or who otherwise violate any laws, or policies regulating the sale,

consumption or possession of alcoholic beverages. Employees may summon UMC Security or CU Police Department to aid in such attempts.

5. Events hosted in the UMC shall not promote the abuse of alcohol.
  - a. Uncontrolled sampling events are prohibited in the UMC. These include “drown nights” or “all you can drink” promotions.
  - b. Drinking contests or other forms of irresponsible alcohol use will not be promoted or permitted in the UMC.
6. The UMC shall insure that when alcohol is served or made available at a scheduled event in the UMC, food and alternative, non-alcoholic beverages shall be available.
7. The UMC will strictly enforce all State rules, regulations, and policies. The UMC will be diligent in the enforcement of the University policies, especially those which are relative to student sponsored or primarily student attended events.

XI. CHANGES TO POLICY MANUAL

- A. Amendments shall be attached to the end of this document. The UMC Policy Manual will be reviewed at least every two (2) years.
- B. It shall be the responsibility of the UMC Director to keep a list of current policy changes.