

Compton Union Scheduling Policies

ACCESS TO RESERVED ROOMS.....	2
ACTIVE LOUNGE	2
ALCOHOL.....	2
AUDIO VISUAL -- CUB AVS (Audio Visual Services).....	2
Scheduling	2
Exclusivity	2
What's included	2
Operation of Equipment	2
Finalization	2
AUDIO VISUAL SERVICES – OUTSIDE OF THE CUB BUILDING.....	2
BALLROOM -- M. G. CAREY SENIOR BALLROOM	3
2nd level lobby	3
Balcony.....	3
Banners	3
BALLROOM -- JUNIOR BALLROOM	3
BUTCH'S DEN	3
CANCELLATION.....	3
CATERING.....	3
CUE 512/518	4
To Schedule	4
Kitchen	4
Storage	4
Equipment.....	4
DECORATIONS.....	4
FLIERS, POSTINGS, SIGNS, etc.	4
FUNDRAISERS.....	4
FURNITURE & EQUIPMENT USE.....	4
INSURANCE	4
INTERRUPTION OR TERMINATION OF EVENT	4
LOST AND FOUND	4
MALL – EVENTS ON GLENN TERRELL MALL	4
PRIVATE OR COMMERCIAL ENTERPRISE.....	5
Mall Market.....	5
Prohibitions	5
RATES & SCHEDULING	5
TABLES	5
"Spine" Tables	5
"Exhibit" Tables – (for Departments & Commercial Businesses)	5
"Mall" Tables – (for RSO's and Departments)	6
SANDWICH BOARDS	6
STORAGE.....	6
TABLE 1 -- (Rate Table)	7
TABLE 2 – (Scheduling Table)	8
APPENDIX 1 – (Confirmation Policies).....	9

ACCESS TO RESERVED ROOMS

Customers will be allowed access to their reserved space only during the times indicated on the reservation form, i.e. during the "Pre-Event", "Event", and "Post-Event" times.

ACTIVE LOUNGE

This space may be scheduled for presentations, small performances, and other events that are open to the general public and do not require the removal of furniture or prevent students from utilizing the lounge space. Each event will be considered and approved on a case by case basis. RSO's will not be charged a standardized room fee for the Active Lounge.

ALCOHOL

Summary: Organizations or private groups may request to serve alcohol provided the following: (1) The sale and service/serving of alcohol beverages will be in compliance with all Federal and State laws, and University policies. (2) Either a Banquet Permit or Special Occasion License must be obtained. (3) All requests for the sale or serving of alcohol beverages by events sponsored by student organizations must be approved by the Vice President or his or her designee within their division. (4) All requests must be reviewed and/or approved by the Compton Union Director or his/her designee. Contact the CUB Administration Office for more details and instruction.

AUDIO VISUAL -- CUB AVS (Audio Visual Services)

Scheduling -- All AV support equipment items need to be scheduled through the CUB Scheduling office at least two weeks in advance, even further, to ensure availability.

Exclusivity -- No other AV service provider is allowed to provide service in the CUB Building without prior approval. Exceptions will be allowed for video streaming and teleconferencing services.

What's included – Room rates include setup labor, tables/chairs, and basic AV equipment (portable risers, projector, projection screen, microphone, and podium). Room rates do not include dedicated staff during your event, larger concert and lighting equipment, pipe & drape, video support, trussing, elaborate staging, or setup changeovers.

Operation of Equipment – All sound/concert systems/portable lighting are operated by CUB event staff. NO client setup or operation is allowed.

Finalization – Final setup placement of scheduled equipment and event related event details need to be finalized one week prior to the event date.

AUDIO VISUAL SERVICES – OUTSIDE OF THE CUB BUILDING

The CUB can provide support to events outside of the CUB building, but as a secondary priority and on a limited basis only. In most cases, no more than one non-CUB AV event will be scheduled at a time.

Todd, CUE, Wilson Hall – RSO's having events in these locations and that need AV support in addition to what's built into these rooms may receive basic AV equipment and setup at no cost, when resources are available.

Other classrooms and off site locations –All organizations will be charged equipment rental, labor, and delivery fees for AV services not in the CUB.

Confirmation – Events will not be considered confirmed until a signed confirmation with detailed charges has been returned to the CUB Scheduling office.

Event Requirements – Size, type, and cost of sound systems will be determined by CUB staff after the venue and event details are presented by the requestor. The CUB is not responsible for satisfying entertainment contract requirements. No event will be confirmed until after CUB staff has the opportunity to study tech rider information. It will not be presumed the CUB will provide any services until our staff has determined the CUB can satisfy event requirements.

Rain or any inclement weather – Weather that may damage equipment will result in termination of services during the event and/or during setup/teardown time. Clients that do not cancel prior to event loading will be charged the entire amount of the AV order.

Cancellation – CUB AV services may be cancelled by the CUB administration at anytime, including during an event, if the event poses a potential safety or health risk to staff or patrons.

Delivery & Setup -- A CUB technician will always deliver, setup, and accompany CUB equipment during off site events. The client will be charged labor fees when they apply.

Operation of Equipment – All equipment (including sound/concert systems/portable lighting, etc.) are to be operated by CUB event staff. NO client setup or operation is allowed.

BALLROOM -- M. G. CAREY SENIOR BALLROOM

2nd level lobby – May be reserved at no extra charge with a Sr. Ballroom reservation. The lobby may not be scheduled separately unless the party who has the Ballroom reserved approves the other event being held at the same time.

Balcony – may not be scheduled separately.

Banners – Must be delivered to the CUB two days prior to the event and will be attached by CUB staff, but only to locations where hanging hardware has been installed.

BALLROOM -- JUNIOR BALLROOM

Jr. Ballroom reservations will include the area outside the main doors (but not the 2nd level lobby, above).

BUTCH'S DEN

RSO's will not be charged for the use of Butch's Den and may request it no farther than one year out for events, or one semester in advance for meetings. Resident RSO's may schedule meetings up to one year in advance and may schedule multiple events at a time, for the semester. Non-resident RSO's may only schedule one event at a time.

CANCELLATION

Cancellation within 30 days of your event will result in a 10% Cancellation fee.

CATERING

Exclusivity -- All catering in the CUB or on the Glenn Terrell Mall will be provided by University Catering – catering from outside food vendors is not allowed.

Attendance Figures -- The guaranteed attendance figure for each event must be submitted to the Compton Union Administrative/Catering Office by noon of the third (3rd) working day prior to the event.

Late Requests -- Requests for catering within three working days of the event will have a limited menu selection.

Late Changes -- Changes in the attendee list within three working days of an event will result in appropriate fees to cover food and overhead costs incurred by University Catering.

Leftover Items -- Food/refreshment items may not be removed from the catering site, unless approval is granted in advance for specific items by the Food Service Director or his/her designee.

RSO Discount – RSO's receive a 20% discount from University Catering and may request catering from the food vendors within the CUB. These privileges do not extend to University Departments or Off Campus groups.

Potlucks – Departments within the CUB are allowed to have potlucks within their office suite or in a meeting room. Potlucks are not open to the public and are intended to serve the employees/colleagues of that Department. Departments outside of the CUB are not allowed to host potlucks inside the CUB.

Violations - Departments may not allow Student groups to “front” for Departmental events in order to get a less expensive rate. Events that are coordinated, staffed, and/or paid for by Departments are considered Departmental events. The following guidelines will be used to address potential violations of these policies.

After a 1st time violation, groups/departments will be contacted by CUB Administration in order to clarify policies and answer any questions or concerns. A warning will be given to the group/department at that time and to the groups Advisor. Documentation of the violation will be kept on file.

After a 2nd violation, groups/departments will again be contacted by CUB Administration to clarify policies and answer any questions or concerns. In addition to a second warning the group/department may be temporarily suspended from all scheduling activity within the Compton Union.

A 3rd violation may result in suspension from all scheduling activity within the Compton Union for up to one year.

CUE 512/518

To Schedule – These rooms are scheduled by CUB Scheduling on a first come-first served basis and are available to WSU departments and RSO's at no charge. Off campus organizations are assessed a fee. The facility fee is \$25 for less than 4 hours or \$45 for more than 4 hours.

Kitchen -- CUE 514 is a kitchenette between 512 and 518 that can be scheduled with one of these rooms. Not separately.

Storage -- No storage of any kind is allowed overnight, or in between events.

Equipment -- It will not be assumed by the requestor that there will be telephones or any other AV equipment supplied/rented without a specific prior request and scheduling with the CUB Scheduling office.

DECORATIONS: All decorations must be approved by and coordinated with express permission from the CUB.

FLIERS, POSTINGS, SIGNS, etc.

All requests for posting information (electronic and paper) within the Compton Union will be referred to the Marketing Office for approval. Priority is given to events & information associated with WSU and to the Compton Union. Organizations and/or activities not associated with the University or to the benefit of students will not be posted.

FUNDRAISERS

There are three ways in which merchandise can be sold, either (1) a recognized student organization owns the merchandise prior to selling it (e.g. Krispy Kreme doughnuts), (2) the private or commercial business has a contract or agreement with the University, or (3) the private or commercial business attends one of the designated Mall Market days on the mall – there are two per semester.

FURNITURE & EQUIPMENT USE

CUB tables, chairs, portable risers, display boards, easels, and other event furnishings are not available for out of the CUB building rental.

INSURANCE

Based on event activities and other event details, CUB Administration will determine if you will be required to purchase event insurance. All organizations not directly administered by Washington State University are required to provide proof of event liability insurance specifically listing Washington State University as additionally insured.

INTERRUPTION OR TERMINATION OF EVENT

CUB administration reserves the right to cancel, interrupt, or terminate any event in the interest of public safety, noncompliance with university policies, or if the event can be viewed as inappropriate or not consistent with the mission of the Student Union.

LOST AND FOUND

All items left in meeting rooms will be brought to the lost and found at the information desk. CUB staff will tag the items with the date/room/location it was found.

MALL – EVENTS ON GLENN TERRELL MALL

The Todd Steps, Terrell Mall, and Mall Table Spaces are scheduled separately and in any combination depending on the scope of the event. RSOs will need to complete an Event Registration Form with Student Involvement for their events.

Tables from Facilities Operations – Groups may contact Facilities Operations to schedule full-sized (8') tables, 335-9022.

Amplified sound -- Any event requiring amplified sound, must schedule the Todd Steps to avoid scheduling two events with amplified sound at the same time. Events that have only scheduled the General Mall and or Mall Table Spaces may not have amplified sound.

Noise Variance – Amplified sound is typically allowed on the Mall between 12:00 and 1:00 weekdays as long as it is at a reasonable level and is not disturbing academic classrooms -- any complaints may result in the termination of

the event. RSO requests for amplified sound are approved through the Event Registration process with the Office of Student Involvement.

Banners, Signs, etc. – Sidewalk chalk, signs affixed to the ground, banners or other displays are not allowed and may not be hung on trees, structures, or poles without written permission from Facilities Operations.

PRIVATE OR COMMERCIAL ENTERPRISE

Mall Market – Private or Commercial Enterprise may request to sell items and services and distribute commercial promotional materials during the Mall Market dates (only) as designated by CUB Administration. There are two dates set aside each semester for Mall Market.

Prohibitions -- The distribution of credit card application material is prohibited. The sale of food and food products, drugs and drug paraphernalia, firearms, or pornography is prohibited.

Per Washington Administrative Code 504-34-050:

(1) University facilities may not be used for private or commercial gain or by charitable organizations except by special permission granted by the president of the university or his/her designee and when an agreement, lease, or other formal arrangement is entered into between the university and the person, corporation, or other entity desiring to engage in commercial activity.

(2) Delivery service such as cleaning, laundry, newspaper, and food service is permitted.

(3) Soliciting and merchandising of any goods, food, services, articles, wares, or merchandise of any nature whatsoever, within the boundaries of Washington State University owned and controlled property is prohibited except by written permission of the president of the university or his/her designee. Vendor representatives authorized by the WSU purchasing department with appropriate identification are exempt from this provision.

RATES & SCHEDULING

What's included – Room rates include setup labor, tables, chairs and basic AV equipment (portable risers, projector, projection screens, microphone, and podium).

What's not included -- Room rates do not include dedicated staff during your event, larger concert and lighting equipment, pipe & drape, video support, trussing, elaborate staging, or setup changeovers.

Scheduling -- All AV support equipment items need to be scheduled through the CUB Scheduling office at least two weeks in advance, even further, to ensure availability.

RSOs must register their events -- It is the responsibility of RSO's to register all events and table reservations with the Office of Student Involvement and Leadership Development. Student Involvement is sent electronic notification of all RSO event and table reservations.

Event Insurance: RSO's WSU Departments are not required to purchase event insurance for common activities on campus.

Finalized -- Final setup placement of scheduled equipment and event related event details need to be finalized one week prior to the event date.

Rate Table – See table 1

TABLES

"Spine" Tables – (for RSO's only)

- No fee.
- Reservation includes one 4' table to be used along the Red Wall bench.
- RSO's may schedule up to 10 weekdays per 30 day period.
- RSOs will need to complete an Event Registration Form with Student Involvement for anything beyond just an information table (for example, food, political promotion, fund-raisers, etc.).
- Banners, signs, etc. can be placed on or hung from the table. Nothing can be hung or taped on the walls.

"Exhibit" Tables – (for Departments & Commercial Businesses)

- Fees: CUB Resident Departments = no fee

WSU Departments = \$10 fee

Approved commercial businesses = \$20 fee

- Reservation includes up to two 8' tables and 4 chairs.
- All off-campus commercial businesses must be approved by Career Services. CUB resident commercial businesses are approved and must pay the \$20 fee.
- Banners, signs, etc. can be placed on or hung from the table. Nothing can be hung or taped on the walls.

"Mall" Tables – (for RSO's and Departments)

- Groups must check in at the information desk upon their arrival.
- RSOs will need to complete an Event Registration Form with Student Involvement for anything beyond just an information table (for example, amplified sound, food, political promotion, fund-raisers, etc.).
- May schedule up to 10 weekdays per 30 day period.
- Banners, signs, etc. can only be placed on or hung from the table.
- Amplified sound is not allowed with only a Mall Table reservation. All Amplified sound on the Mall is required to have a Todd Steps reservation.
- Tents – there are two canopies available for Mall Table use. They may be requested in advance or upon arrival, but subject to availability and to the Facility Manager workload. There is no charge for RSO's.

SANDWICH BOARDS

To Schedule – Postings on the Mall must be scheduled and (content) approved by the Marketing office in the CUB.

Removal -- Any postings on the Mall that have not been approved will be removed. It is the responsibility of the organization to post and remove their boards. Any signage left after the end reservation date will be discarded by CUB staff.

Duration -- Sandwich Boards may be scheduled for up to one semester.

Size and Standard -- All boards must be no larger than 2'wide x 3', in good condition, and must be secured and have signs posted on both sides.

Location -- No board can be placed in an open area, in foot traffic/fire lanes, or within 20' of building entrances.

STORAGE

No storage space is available in the CUB building for event related items.

For Rent -- A client may (if available) and approved by CUB administration, rent a meeting room at the appropriate room fee. For RSO's and residents that normally are not charged for meeting room spaces, they will be charged the department rate or off campus rate. This will only be an option for event storage needs of up to 24 hours.

Consecutive Dates – Groups that have multi-consecutive dates scheduled, may leave conference items in the rooms overnight with the expressed understanding that the CUB will not be responsible for missing or lost items. It will be their responsibility to have the building manager paged to lock the room at the end of the day.

TABLE 1 -- (Rate Table)

ROOM NAME	Student		Resident		Department		Guest		Approx. Capacity
	1-4	4+	1-4	4+	1-4	4+	1-4	4+	
	LL Meeting #1 (L37)	-	-	-	-	40	60	75	95
LL Meeting #2 (L38)	-	-	-	-	40	60	75	95	20
LL Meeting #1 (L39)	-	-	-	-	40	60	75	95	20
LL Meeting #1 (L43)	-	-	-	-	40	60	75	95	19
Butch's Den	225	450	225	450	250	500	300	600	175
Auditorium	250	500	250	500	300	550	525	725	439
Lounge	225	450	225	450	300	500	500	600	300
Ballroom	425	850	425	850	450	950	700	1650	1200
Full Junior Ballroom	325	650	325	650	400	700	600	1000	350
* Large Junior Ballroom	200	400	200	400	350	550	450	850	150
* Small Junior Ballroom	150	300	150	300	250	400	300	700	100
204 - Senate Room	-	-	-	-	60	85	95	115	49
206	-	-	-	-	60	85	95	115	24
208	-	-	-	-	60	85	95	115	33
310	-	-	-	-	60	85	95	115	24
406	-	-	-	-	60	85	95	115	24

RSOs receive...

- * Free two hour weekly meeting reservations in any meeting room or Butch's Den
- * One free reservation (per year) in either the Sr. Ballroom, Jr. Ballroom, or Auditorium
- * Free use of Butch's Den for events
- * All of the above includes free basic audiovisual equipment, tables/chairs, and labor

TABLE 2 – (Scheduling Table)

	RSO (non-resident)	RSO (resident)	Dept (resident)	Dept (non-res)	Off-campus
Request for fall mtgs. begin	End of summer classes	No restriction	No restriction	No restriction	No restriction
Request for Spr. mtgs. begin	After Thanksgiving Break	No restriction	No restriction	No restriction	No restriction
Schedule in advance for events	1 year for events	2 years for events	2 yrs.	2 yrs.	2 yrs.
# of weekly meetings	(1) two-hour mtg/week Charged Dept. rate for anything more than this	No restriction	No restriction	No restriction	No restriction
Free Room Waiver	One venue, one date/ year	One venue, one date/ year	N/A	N/A	N/A
Free room waiver exchange	Can exchange waiver for a meeting room request for up to 5 consecutive days	N/A	N/A	N/A	N/A
Butch's Den	No charge Up to <u>one year</u> out for <u>events</u> Up to <u>one sem.</u> out for <u>mtgs.</u> (1) two-hour mtg/week Additional events can be scheduled after initial event	No charge Up to <u>one year</u> out for mtgs. Up to <u>one year</u> out for events (1) two-hour mtg/week Additional events can be scheduled after initial event	Charge	Charge	Charge
Active Lounge	No charge	No charge	Charge	Charge	Charge

Non Resident RSO will need to wait until after summer classes (for Fall) and after Thanksgiving Break (for Spring) to schedule regular meetings in the CUB provided they are listed on the RSO portal at that time and will be allowed up to one 2 hour meeting per week. Events maybe scheduled one year in advance.

Resident RSO's can schedule anytime (no farther than one year out) and are not restricted to one weekly meeting.

One Free Waiver: All RSO's are eligible to receive one CUB venue fee waiver for one date through each academic school year (Fall through Fall).

Non-resident RSO's requesting exception to the "up to one regular meeting for up to 2 hours per week" in CUB meeting rooms will be charged the WSU Departmental rate for the meeting room space. If they choose, they can elect to use their one event venue fee waiver for meeting room requests of up to one week or 5 consecutive days.

APPENDIX 1 – (Confirmation Policies)

The policies below are on the confirmation that is sent to each customer, they are also on the CUB website.

NOTICE: ALL RESERVATIONS ARE NOT FINAL AND NO RESOURCES WILL BE SCHEDULED UNTIL A SIGNED COPY OF THIS CONFIRMATION OR UPDATES HAS BEEN RETURNED TO THE CUB SCHEDULING OFFICE IN THE COMPTON UNION BUILDING, ROOM 140.

EVENT INSURANCE: Based on event activities and other event details, we will determine if you will be required to purchase event insurance. All organizations not directly administered by Washington State University are required to provide proof of event liability insurance specifically listing Washington State University as additionally insured.

CANCELLATION: Cancellation within 30 days of your event will result in a 10% Cancellation fee.

ACCESS: You will be allowed access to the space you reserved only during the times you indicated on your request from, i.e. during the "Pre-Event", "Event", and "Post-Event" times.

STORAGE: No storage is available in the building for materials your event requires.

RESOURCES/EQUIPMENT: Tables/chairs, basic AV equipment, and CUB resources are included in the room fee. Other resources are subject to availability.

CATERING: All catering in the CUB event/meeting spaces will be provided by University Catering. The guaranteed attendance figure for your event must be submitted to the Compton Union Administrative/Catering Office by noon of the fourth (4) working day prior to your event. I (we) understand that food/refreshment items may not be removed from the catering site, unless approval is granted in advance for specific items by the Food Service Director, or his/her designee.

DAMAGES: Your organization will be responsible for any loss or damages to the CUB facility, furnishings, or equipment during your event.

DECORATIONS and SIGNS: All decorations must be approved by and coordinated with express permission from the CUB.

INTERRUPTION OR TERMINATION OF EVENT: CUB administration reserves the right to cancel, interrupt, or terminate any event in the interest of public safety, noncompliance with university policies, or if the event can be viewed as inappropriate or not consistent with the mission of the Student Union. I (we) agree to the above and understand that space and/or resources have been ordered for this event. I have reviewed the arrangements in this confirmation and in the pricing summary. This confirmation does not serve as your bill. An invoice will be prepared and sent to you for payment after the conclusion of your event. Please do not send an IRI for event payment until you receive your invoice copy.