

CUB Scheduling Policies

Table of Contents

• ACCESS TO RESERVED CUB ROOMS	2
AFTER / BEFORE BUILDING HOURS ACCOMMODATIONS	2
AFTER HOURS FEE	2
M.G. CAREY SENIOR BALLROOM	2
• BALLROOM – JUNIOR BALLROOM	2
• BUTCH’S DEN, LAIR, REUNION	2
• ACTIVE LOUNGE – (THE “LAIR”)	3
• ALCOHOL	3
WSU DEPARTMENTS AND WSU GUESTS	4
STUDENT ORGANIZATIONS	4
• ANIMALS	5
• AUDIO VISUAL	5
• AUDIO VISUAL – OUTSIDE OF THE COMPTON UNION	5
• CANCELLATION	5
• CATERING	4
• CONCERTS	6
• DECORATIONS	6
• DONATION BOXES	5
• FILM/MOVIES	6
• FLIERS, POSTINGS, SIGNS, ETC.	7
• FREE SPEECH ACTIVITIES	7
• FUNDRAISERS	7
• FURNITURE AND EQUIPMENT USE	7
• INSURANCE	6
• INTERRUPTION OR TERMINATION OF EVENT	8
• LOST AND FOUND	8
• MALL – EVENTS ON GLENN TERRELL MALL	8
• EXTERNAL ORGANIZATIONS / NON-WSU USER REQUESTS	7
• PARKING	9
• POLITICAL CAMPAIGNS	9
• PRIVATE OR COMMERCIAL ENTERPRISE	10
• RATES & SCHEDULING	9
• RSO OPTIONS AND DISCOUNTS	11
• STORAGE	10
• STUDY TABLES – (MEETING ROOMS USED AS STUDY TABLES)	13
• TABLE RESERVATIONS	13
• VIDEO TAPING / PHOTOGRAPHY	14
• TABLE 1 – (RATE TABLE)	13
• TABLE 2 – (SCHEDULING TABLE)	14
SCHEDULING IN ADVANCE FOR CUB SPACES –	14

ACCESS TO RESERVED CUB ROOMS

Patrons may access their reserved space only during the Pre-Event (doors open), "Event", and "Post-Event" (doors closed) times as indicated on the reservation confirmation.

AFTER / BEFORE BUILDING HOURS FEES – Requests for meetings/events to begin/end outside of building hours must be approved in advance and, will be charged a \$50 for WSU organizations and \$100 for guests, per hour CUB Building Hours Exception Fee. No prorating available; exceptions will be charged at full hour increments.

If a CUB Building Hours Exception Fee was previously assigned but then the reservation time is adjusted to no longer need the exception, then the Fee will be removed provided the adjustment was made at least two business days prior to the start of the event. If the adjustment was made less than two business days prior to the start of the event, then a one-hour CUB Building Hours Exception Fee will still be applied.

UNPLANNED AFTER HOURS CHARGE –All guests and non-CUB property must exit the reserved space by the appointed time. Late fees will be assessed at a rate of \$250/per hour.

M.G. CAREY SENIOR BALLROOM

2nd Floor Mezzanine – The 2nd floor mezzanine may not be scheduled separately from the M.G. Carey Senior Ballroom. The area just outside the-M.G. Carey Senior Ballroom may be utilized during a reservation holder's reservation.

Balcony – The second level balcony may be reserved at no extra charge with a Senior Ballroom reservation. The ballroom balcony may not be scheduled separately.

BALLROOM – JUNIOR BALLROOM

Junior Ballroom reservations may include one table space just outside the east entrance (no other 2nd floor space may be utilized).

BUTCH'S DEN, LAIR, REUNION

RSO's will not be charged facility fees for the use of Butch's Den, Lair and Reunion in most instances. RSO's can schedule an unlimited number of events in Butch's Den (L60), The Lair (101), and Reunion Stage (50 S) free of charge but can only schedule them one at a time. RSOs that have more than one reservation at any given time will be charged the departmental rate for the extra reservations.

CUB Resident Student Organizations may make requests up to one year in advance and may have multiple reservations at a time up to one year in advance. Non-resident Student Organizations may schedule one (free) event at a time up to one year in advance.

Butch's Den is self-service and has moveable folding tables and chairs that will be in a default classroom layout set for 48. Users are welcome to rearrange the furniture during their reserved times but will need to reset it before reservation ends. If the room is reset by CUB staff, extra fees could apply. If an event requires a different set up than the default classroom layout, contact scheduling@wsu.edu for special arrangement; additional fees or AV labor charges may apply. NOTE: There is no three-hour minimum reservation with a standard set-up.

The Lair (101) "Active Lounge" and Reunion (50) may be utilized for performances and other events that are (1) open to the public, (2) do not require significant adding, or moving of furniture, and (3) do not prevent students from utilizing the lounge space. In addition, in response to student feedback, the Lair is to be used for entertainment rather than educational, promotional, or informational programs. Each event will be considered and approved on a case-by-case basis. This space is not available for external guest reservations.

ALCOHOL

WSU DEPARTMENTS AND WSU GUESTS – If approved by Compton Union Administration, WSU Departments and WSU Guests may serve alcohol provided:

- (1) a licensed third party (approved by the Compton Union Administration) will serve as the vendor, or
- (2) if a Banquet Permit is obtained by the Department. Bartender service will be provided by University Catering and will serve beer and wine only.

STUDENT ORGANIZATIONS – The sale and service of alcohol beverages must comply with all Federal and State laws, and University policies. Existing state laws enforced include, but are not limited to, those concerning the checking of identification cards, minors in possession, furnishing alcohol to minors, serving intoxicated persons, driving under the influence, and exhibiting unruly or intoxicated behavior. Organizations or individuals violating this policy may be subject to action by the Center for Community Standards and/or other University entities.

- Washington State University Executive Policy #20: <https://policies.wsu.edu/prf/index/manuals/executive-policy-manual-contents/ep20-alcohol-drug-policy/>
- Washington State University Standards of Conduct for Students: <https://app.leg.wa.gov/wac/default.aspx?cite=504-26>

Student organizations may request to have alcohol (beer and wine only) at an event under the following conditions:

1. Must be recognized/registered by the Center for Student Organizations and Leadership, the Center for Fraternity and Sorority Life, University Recreation, or Housing and Residence Life. Specific departments may have additional/different alcohol requirements.
2. Must submit an event request in Coug Presence <https://wsu.presence.io/> at least 45 days before the event. All requests must be approved by the Vice Chancellor of Student Affairs or a designee within the division.
3. Alcohol will not be served at events held on campus during regular business hours (8a-5p, M-F).
4. Must have a risk assessment meeting with WSU Police ([Dawn Daniels](#)) and Environmental Health and Safety ([Jason Sampson](#) or [Shawn Ringo](#)) to determine security and safety requirements, with the cost of security services charged back to the group.
5. Event request must demonstrate that alcohol is not the primary focus of the event and that drinking or drunkenness as themes are prohibited (e.g., beer pong tournaments, etc.).
6. Must provide alcohol service in a socially responsible manner by offering reasonable quantities and price of non-alcoholic beverages and types of food.
7. Events exceeding 4 hours in duration must have alcohol service discontinued one hour prior to the end of the event.
8. All event participants wishing to drink alcoholic beverages must provide picture identification according to Washington State liquor laws. (i.e., driver's license, state, military or tribal identification cards or a passport).
 - a. Individuals who are 21 or older must be issued an approved identifier (e.g., wristbands).
 - b. The Center for Student Organizations and Leadership can provide wristbands to RSOs if necessary.
 - c. Event organizers must comply with state laws prohibiting underage possession, consumption, or acquisition of alcohol. <https://app.leg.wa.gov/RCW/default.aspx?cite=66.44.270>
9. Only one alcoholic beverage at a time will be dispensed or sold to any individual.
10. Alcoholic beverages must remain within the approved area for the event and individuals may not bring alcoholic beverages from outside to the event.
11. Commercial advertising of specific alcohol companies/beverages is prohibited unless approval is granted by the Vice Chancellor of the administrating area.

Alcohol Service Options:

1. **Third party alcohol providers/caterers** are recommended/required at some locations including CUB, ESFCC (e.g., WSU Catering, Southfork, etc.):
 - a. Third-party alcohol service providers are required to check IDs at the event.
 - b. Groups may be required to provide third-party security as determined at your Risk Assessment meeting with WSU PD and Fire & Safety Compliance.

ANIMALS

Animals/Pets are not allowed in the building except for certified/official service animals. Other exceptions would include animals for programmatic purposes (e.g. Birds of Prey) if the event has been registered in Cougar Presence, pre-approved by CUB Administration, Environmental Health & Safety and Campus Veterinarian.

AUDIO VISUAL

SCHEDULING – All Audio/Visual (AV) equipment must be scheduled through the Compton Union Scheduling Office at least 15 business days in advance. Further notice is preferable and helps ensure availability.

EXCLUSIVITY – No other AV service provider is allowed to provide services in the Compton Union without prior approval. Exceptions are allowed for video streaming, teleconferencing or other services not offered at the CUB's discretion.

WHAT'S INCLUDED – Room rates include basic AV equipment (portable risers, projectors, projection screens, microphones, and podiums). Room rates do not include dedicated staff before/during/after your event, larger concert and lighting equipment, video support, trussing, staging, or setup changeovers. Potential fees and additional labor costs will be discussed at your required details meeting.

OPERATION OF EQUIPMENT – All sound systems and lighting are operated by Compton Union event staff only. Hosts are expected to have a knowledgeable staff member to advance PowerPoint slides and manage song cues.

FINALIZATION – Final setup placement of scheduled equipment and event related event details need to be finalized 15 business days prior to the event date. Note: If your event requires specialized AV needs, please contact the scheduling office. Please don't assume we can accommodate.

AV TECH LABOR FEES PER HOUR – RSOs: \$20, WSU Departments: \$25, Guests: \$30

- Senior Ballroom will always have 2 AV Techs in the room for events.
- For complicated or large events, the CUB may require additional AV techs for the event.

*The Compton Union does not provide Audio Visual support or equipment to Classroom Buildings or events outside of the Compton Union Building.

CANCELLATION

Cancellation within 60 days of the reservation will result in a 25% cancellation fee; labor charges and facility rental will be applied if staff already set up for the event (not to exceed the original confirmation amount). There will be no cancellation fee if a reservation is cancelled in less than 3 business days after the reservation was initially made (unless the event is already setup).

CATERING

WSU DEPARTMENTS AND EXTERNAL ORGANIZATIONS– All catering for WSU departments and External Organizations in the Compton Union meeting and event spaces must be purchased through University Catering. More information regarding University Catering can be found at www.catering.wsu.edu

- An individual may purchase or bring food to a meeting room provided it is an individual serving size and is for their own consumption only (e.g. a soda, sandwich, etc.) – food that is being provided for the attendees of a meeting must be purchased through University Catering.

STUDENT ORGANIZATION – University Catering is the preferred caterer for RSOs in CUB event and meeting spaces.

University Catering also provides a 20% discount to all RSOs. Registered Student Organizations have the option to use any food provider for catering in the event venues, with the following exceptions and requirements:

- May not compete with CUB's 3rd Party Vendors who have exclusivity agreements (Asian Concept, Pizza, Made to Order Sandwiches, Mexican)
- Must be an approved Whitman County Caterer
- If an organization uses an outside caterer that requires use of the 2nd floor commercial kitchen, additional rental fees for that space, equipment, and supervision will apply depending on scope of event, and all food and outside equipment must be delivered and removed within the RSOs event venue reservation times.

- Student Organizations may purchase or bring their own snacks or light refreshments from outside vendors to a regular organization meeting in CUB meeting rooms (not for events in CUB event venues). Failure to comply may result in a group's ability to utilize CUB meeting rooms.

POTLUCKS – Registered Student Organizations are allowed to host potluck type events in Butch's Den only if they are not open to the public and are not advertised outside of their RSO membership and invited guests. RSOs that hold office space within the CUB are allowed to have potlucks within their office suite in addition to Butch's Den. Departments within the Compton Union are allowed to have potlucks within their office suite or in Butch's Den. For clarification, potlucks are events that are not open to the public and intended to serve the employees/colleagues of that department. Departments that reside outside of the Compton Union are not allowed to host potlucks inside the Compton Union.

BEVERAGE EXCLUSIVITY – WSU is currently in a contractual agreement with Coca Cola that requires all beverages served on campus to be coke products except for brewed coffee and tea. Other exceptions may be approved by University Catering.

CONCERTS

EXCLUSIVITY AND RISK MANAGEMENT – External organizations/entities are not permitted to reserve space in the CUB for open-to-the-public large-scale concerts or have a department or RSO reserve space for them. Concerts held in the Compton Union event spaces or on Glenn Terrell mall are exclusively reserved and sponsored either by the Student Entertainment Board (and risk managed in conjunction with the Office of Student Engagement Services), or they are sponsored by a WSU department and risk managed by that organization in conjunction with Compton Union Administration. CUB Administration has final approval.

REFERRALS – The Compton Union refers all concert, concert promoters, and programming inquiries to the [Student Entertainment Board](#).

DECORATIONS

All decorations must be approved by and coordinated with specific permission from Compton Union Administration. Hosts are required to disclose all decorations during the event details meeting. Glitter, glow sticks, glow bracelets, or any liquid glow product is not allowed. Candles are not allowed in the Compton Union spaces except during catered banquets and with prior approval from Compton Union Administration. Tea lights, floating, and votive candles may be allowed upon prior approval, during banquets, and if they are contained within a glass display where the top of the flame is at least 1 inch below the rim. There are limited locations available in event spaces for banner display and require advance approval with CUB Administration.

DONATION BOXES

Donation boxes sponsored by Student Organizations or Departments at table reservations are permitted provided they are always staffed. Unstaffed or overnight donation boxes may be allowed with CUB administrative approval for up to 30 days in duration. Once approved the CUB scheduling office will provide written confirmation including the following:

- Must be in neat appearance and in good condition.
- Must be labeled about its purpose, list the sponsoring organization, and contact information.
- Must be regularly monitored and emptied,
- Must be removed by the final reservation date.

NOTE: No other storage in the CUB is available or allowed.

FILMS/MOVIES

Any public performance of any copyrighted material (music, television shows, films, etc.) needs to obtain appropriate public performance rights. Personal subscriptions and logins (Netflix, Hulu, YouTube, etc.) are not sufficient rights and are only valid for home use. Owning a physical copy of the work is not sufficient rights, either, and is only licensed for home use. Educational exemptions to copyright are extremely narrow and in general, do not apply to most events or

meetings in the CUB. Proof of performance rights is required to show films, movies, or television shows inside of the CUB. More information on copyright can be found here <https://www.swank.com/k-12-schools/copyright/>.

FLIERS, POSTINGS, SIGNS, ETC.

Multiple opportunities are available to your organization or department for effective promotion. Please visit the following website to view the Student Affairs Marketing policies: <https://studentaffairs.wsu.edu/about-us/marketing-and-communications/marketing-on-campus/>.

FREE SPEECH ACTIVITIES

The university believes that freedom of expression is an indispensable quality of university life, and that active participation in political and social expression both enhances the education of the individual and contributes to the betterment of society. The university is committed to respecting and promoting the rights afforded by the first amendment to the Constitution of the United States, including the right to free speech, petition, and assembly. The university further recognizes that it has an obligation to maintain an atmosphere that allows it to carry out its broad missions of teaching, research, and public service during the normal operations of the university. To achieve the objectives of [chapter 504-33 WAC](#), it is essential that free expression be accomplished in a manner that allows for the orderly function of normal university operations. Thus, the purpose of the time, place, and manner regulations set forth in chapter 504-33 WAC is to promote opportunities for exercise of the rights protected by the first amendment to the Constitution of the United States on the university campus and to ensure that these activities do not interfere with the furtherance of the university's mission-related responsibilities for which the university's buildings, facilities, and grounds are dedicated by the state of Washington. For more information visit: <https://provost.wsu.edu/freedom-of-speech/> and <https://freespeech.wsu.edu/>.

FUNDRAISERS

As part of a fundraiser WSU Departments and Registered Student Organizations may sell merchandise within the Compton Union and on Glenn Terrell Mall provided the following:

- 1) The Department/Organization owns the merchandise prior to selling it (so as not to merely be fronting for a private/commercial business). For example, RSO purchased Krispy Kreme doughnuts or bake sale items are generally approved items. Reserving tabling or space for external organizations to fundraise is specifically not allowed and may result in a groups loss scheduling privileges.
- 2) Student Organizations must register their fundraising event on Cougar Presence with Center for Student Organizations and Leadership.
- 3) Any food or product distributed **needs to be approved** and should not compete with primary food or product provided by University Catering, or Compton Union 3rd Party Vendors, who have exclusivity agreements (Asian Concept, Pizza, Made to Order Sandwiches, Mexican).
- 4) All regulations regarding the use of tables apply, including sales may only occur within 3 feet of their table – groups may not solicit throughout the building.

FURNITURE AND EQUIPMENT USE

Compton Union tables, chairs, portable risers, display boards, easels, and other event furnishings are not for use outside of the Compton Union Building. [Beasley Event Services](#) provides those rental items for non-CUB events.

INSURANCE

Based on event activities and other event details, Compton Union Administration or Center for Student Organizations and Leadership will determine if you will be required to purchase event insurance. Organizations not directly administered by Washington State University may be required to provide proof of event liability insurance specifically listing Washington State University as additionally insured.

INTERRUPTION OR TERMINATION OF EVENT

Compton Union 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 Compton Union.

LOST AND FOUND

All items left in meeting rooms or event spaces will be brought to the lost and found located at the Information Desk on the first floor. Items that exceed a value of \$25 will be turned over to Public Safety, all other items will be removed after 30 days. Compton Union staff will tag the items with the date and location of where it was found.

MALL – EVENTS IN THE GLENN TERRELL MALL VICINITY

The Todd Steps, Glenn Terrell Mall, Library Road, Library Plaza, and Mall table spaces are scheduled separately, and in any combination depending on the size of the event. Registered Student Organizations will need to complete an event registration form with Center for Student Organizations and Leadership for their events. External Organizations cannot schedule the Mall or any outside space on campus without having approval from the Office of Real Estate and Business Operations (REBO) <https://rebo.wsu.edu>. The only exceptions are Mall Market tables – refer to “Private or Commercial Enterprise” for additional information.

AMPLIFIED SOUND – Any event requiring amplified sound must schedule 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. AV equipment and staff may be scheduled through CUB Scheduling.

NOISE VARIANCE – Registered Student Organization requests for amplified sound is approved through the event registration process with the Office of Student Organizations and Leadership. Amplified sound without a Noise Variance is allowed on the weekdays if it is at a reasonable level and not disturbing academic classrooms -- any complaints may result in the termination of the event. Additional information about whether a Noise Variance (from the City of Pullman) is required will be explained through the registration process.

BANNERS, SIGNS, ETC. – Banners, signs, etc. can only be placed on or hung from a reserved table. Approval from Facilities Operations must be received in order to use anything else for displaying or advertising, including trees, poles, structures, or sidewalks. <https://apps.leg.wa.gov/wac/default.aspx?cite=504-34-140>

ADDITIONAL TABLES– WSU student organizations and departments may contact–[Beasley Event Services](#) for table and chair rentals beyond a standard mall table reservation.

EXTERNAL ORGANIZATIONS/NON-WSU USER REQUESTS

The Compton Union is available for use by external organizations for private events only, for example, primarily private weddings. Private events may be defined as events that have an invited guest list, do not publicly advertise their event, and whose purpose is not to draw the attention of the public or uninvited guests. This also applies to all CUB spaces including meeting rooms.

EXCEPTION – Organizations that wish to recruit students for any purpose on the WSU campus must contact the [Academic Success and Career Center](#) to seek approval. Once approved, they will manage room and/or tables reservations on behalf of the organization.

INSURANCE – Events in the Compton Union that are private and not related to university business are required to provide Proof of Insurance naming WSU as additional insured. *This may not apply to government entities (School District, City of Pullman, etc.) depending on nature of event.

PARKING

Paid hourly parking for the Compton Union can be found in the Smith Center or Library parking garages. For more information on garage rates go to <https://transportation.wsu.edu/parking-information/>. Take the garage elevator at the North end of the Smith Center up to the Glenn Terrell Mall to access the Compton Union.

PERSONS WITH DISABILITIES – Disability parking spaces are available in the Library Parking Garage, the Smith Center Parking Garage, and the Green 1 Lot in front of the Smith Center Parking Garage entrance.

EVENT PARKING ARRANGEMENTS – If you are hosting an event and would like to make convenient payment arrangements for your guests, please contact Transportation Services in advance at 335-PARK (7275).

EQUIPMENT DROP-OFF FOR SCHEDULED EVENTS – If you have an event scheduled in the CUB you may plan to drop off equipment during the following times: Anytime during building hours Sat/Sun and M-F before 9:00am or after 3:30 pm. In addition, you must follow these instructions:

- Obtain a temporary “MS” tag (“Mall Service”) from the Brelsford WSU Visitor Center or from Transportation Services.
- Drive up Terrell Mall. You may unload in the small lot at the East end of the CUB, or you may unload on the mall (but do not drive beyond the auditorium doors of the CUB).
- Unloading cannot exceed 15 minutes – if you need longer than 15 minutes then you will need to use the Library or Smith Center garages, pay the hourly rate, and cart your items.
- If your drop off involves numerous vehicles, then the drop off times will need to be managed so that no more than 3 vehicles are on Wilson Road at the same time.

POLITICAL CAMPAIGNS

All activities related to Political Campaigns and Issues need to follow the WACs listed below and may require additional approval from Risk Management, Public Safety, and other University Entities.

[504-35-024](#)

[504-33](#)

[504-35-030](#)

PRIVATE OR COMMERCIAL ENTERPRISE

FOR DETAILED INFORMATION ON PRIVATE AND COMMERCIAL USE PLEASE REFERENCE Washington Administrative Code [504-35-050](#)

MALL MARKET – Private or commercial enterprises may request approval to sell items and services and distribute commercial promotional materials during the Mall Market dates as designated by Compton Union Administration or as part of a scheduled event in the Compton Union if they are an invited presenter or performer (see below “Merchandise Sales at Scheduled Events”). There are two Mall Market days per semester. Interested parties may inquire about Mall Market dates at scheduling@wsu.edu.

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

MERCHANDISE SALES AT SCHEDULED EVENTS – Events in the Compton Union that also request a merchandise table, such as a presenter or performer wanting to sell their books, CDs, or T-shirts may be allowed to do so provided the following:

- a. The Student Bookstore management has been provided with the merchandise information and declined the opportunity to acquire and sell the merchandise through their supplier.
- b. The contract between WSU and the presenter/performer reflects that the presenter/performer assumes all liability and responsibility for the merchandise and holds WSU harmless.

The following outlines additional requirements to be in compliance with the Student Book Corporation/Barnes and Noble agreement:

- a. Barnes & Noble College will offer a 20% discount on all authorized departmental purchases except adopted textbooks, special orders, sale books, class and alumni rings, computer software and hardware, periodicals, discounted merchandize, stamps, health and beauty aids, food snacks, and beverages.

RATES & SCHEDULING

WHAT'S INCLUDED – Room rates include standard setup labor, tables, chairs and basic AV equipment including: portable risers, projectors, projection screens, microphones, and podiums.

WHAT'S NOT INCLUDED – Room rates do not include dedicated staff prior to and during your event, large sound and lighting equipment, additional video support (provided by AOI/PMT), or setup changeovers.

SCHEDULING – All AV support needs to be scheduled through the Compton Union Scheduling Office at least 15 business days in advance, to ensure availability. Additional fees may apply.

EVENT INSURANCE – Student Organizations and WSU Departments are not required to purchase event insurance unless specified during the event registration process.

EVENT DETAILS – Event details must be received by the Compton Union Scheduling Office a minimum of 15 business days prior to the event. A meeting with a Compton Union Scheduling representative must be scheduled to discuss and determine these details. Significant changes to an event within 15 business days of the event will not be approved.

RATE TABLE – See table 1

REGISTERED STUDENT ORGANIZATION RATES AND USAGE –

- Registered Student Organizations receive FREE and unlimited use of Butch's Den for events. However, to maintain availability, only one event may be scheduled at a time. AV labor fees will apply to all bookings.
 - * See the section titled "Butch's Den"
- Registered Student Organizations can schedule an unlimited number of meeting room reservations in the CUB. However, individual reservations are not to exceed 2 hours.
- It is the responsibility of Registered Student Organizations to register all events and table reservations in Coug Presence prior to their details meeting with a CUB Scheduler
- In order to receive the Registered Student Organization rate the reservation must meet the same criteria listed under "Venue Fee Waiver" (except for the first one, which states that a Student Organization must be recognized for at least 1 semester prior to the event).

EVENT SPACE VENUE FEE WAIVER – To utilize a venue fee waiver RSOs must complete the Venue Fee Waiver Request Form <https://wsu.presence.io/form/cub-rso-venue-fee-waiver> and meet the following criteria (below). Events will be evaluated to ensure these criteria are fulfilled. If the criteria are not fulfilled, then the waiver will be voided, and the appropriate fees will be applied. RSOs are permitted two waivers per year (July 1- June 30).

- 1 Recognized for 1 semester: RSO must have been active and continue to be in good standing on Coug Presence for at least one full semester prior to event request.
- 2 Change in Official Sponsorship: The event sponsor on record since initial request may not change to any other organization. The event sponsor can only be changed if the original requester cancels, and the venue is then requested by another organization. NOTE: The 30-day cancellation fee noted in the initial confirmation may apply.
- 3 Official Event Contact of Record: Must be a listed member of the RSO on Coug Presence and will be the only official point of contact for event details. The contact may transfer ownership of the event to another RSO member with the CUB Scheduling Office in writing/email no less than 15 business days prior to the event date.
- 4 Good Standing: The sponsoring RSO must be and continue to be in good standing with Center for Student Organizations and Leadership/Coug Presence, University Recreation, or Fraternity and Sorority Life.
- 5 Primary Activity: The event being planned shall coincide with the goals and mission statement listed on the RSO's Coug Presence page if applicable.
- 6 75% Participation: This waiver will only apply to events that have at least 75% student participation. An exception may be granted if the event is a fundraiser completely managed by the sponsoring RSO.
- 7 No Fronting: The initial reservation holder (individual or organization) may not be a sponsor in name only or acting on behalf of a WSU department or external group. RSO access to CUB venues are only intended for actual RSO programs.
- 8 RSO Account Payment: As with all RSO events in the CUB, payment for any and all expenses related to this event reservation must be paid for by the sponsoring RSO's account. No other requested routing of invoice is allowed.

- 9 Waiver Due by Date: Unless otherwise arranged with a CUB scheduler, this waiver must be submitted at least 15 business days prior to the event. In no case will it be accepted after the event date.
- 10 Change in Venue: The event contact may change the venue to another available CUB venue 15 business days in advance without forfeiting assuming all details are finalized 15 business days prior to the event.
- 11 Waiver Void Notice: The CUB reserves the right to void this waiver if it is determined the RSO fails to comply with reservation agreements, requirements, or misrepresents activities for the event. Please make sure you are very specific when you describe the activity to the CUB scheduling office and in your Cougar Presence event registration.

Events will be evaluated to ensure these guidelines are fulfilled. If these guidelines are not fulfilled, then the appropriate rate level and fees will be applied.

CUB RESIDENT DEPARTMENTS – CUB Resident Departments and service centers will not be charged for meeting room space but will, however, be charged for event space.

LEASE BUSINESSES – Lease Businesses (e.g. WSECU, Bookie) will not be charged for meeting room space but will, however, be charged for event space. Exhibit tables will be billed at the commercial business rate of \$20.

STORAGE

ROOM RENTAL – Meeting rooms may be rented for storage provided the space is available and the request is approved by Compton Union Administration. The rental fee applies to all Registered Student Organizations as well.

CONSECUTIVE DATES – Groups that have consecutive dates scheduled may leave event materials in the rooms overnight with approval and the expressed understanding that the Compton Union will not be responsible for missing or lost items.

DELIVERIES & SHIPPING – The Compton Union is not able to accept shipments and store event materials outside of venue reservation times. University Central Receiving may potentially be able to make short term accommodations but contact the Central Receiving main number for information (335-5575). More commonly, WSU departments have had materials delivered to their campus address then had them transported on event day to the CUB during venue reservation times.

STUDY TABLES – (MEETING ROOMS USED AS STUDY TABLES)

Meeting rooms in the Compton Union are not reserved for designated areas of study unless the requesting organization chooses to pay the departmental rental fee for the room.

TABLE RESERVATIONS

Below are the various types of table reservations. Tables must be reserved at least 24 hours (1 business day) in advance (table requests for the same day will not be approved). External Organizations must either have a contractual relationship through the Office of Real Estate and Business Operations (REBO) <https://rebo.wsu.edu/> Academic Success and Career Center or complete a Mall Market Table Request Form - for more information see "Private or Commercial Enterprise".

BEVERAGE EXCLUSIVITY – WSU is currently in a contractual agreement with Coca Cola that requires all beverages served on campus to be coke products except for brewed coffee and tea. Other exceptions may be approved by University Catering.

STUDENT TABLES – (a.k.a. "Spine Tables")

- Fees: No fee.
- Included: Reservation includes one 5' table to be used along the Spirit Wall bench. The CUB does not provide access to or supply power or extension cords.
- Duration/Frequency: Allowed to schedule only one table per day (e.g. cannot reserve two tables at the same time in one day).

- Requests: Fall Semester requests can be made after August 1st. For Spring, must wait until December 1st. For Summer, must wait until May 1st.
- Registration: Registered Student Organizations will need to complete an event registration form with Center for Student Organizations and Leadership for anything beyond just an information table (for example, food, political promotion, fundraisers, etc.).
- Table Staffing: Must be staffed at all times by a listed student member of the RSO.
- Audio: Any music or sound amplification must be contained to within a three-foot radius.
- Manner: Participants should remain either behind, to the side, or within three feet of the front of their table.
- Marketing: Banners, signs, etc. can be placed on or hung from the table. Nothing can be hung or taped on the walls.

DEPARTMENT TABLES – (a.k.a. “Exhibit Tables”)

- Fees: Compton Union Resident Departments = no fee
Other WSU Departments (i.e., Non-CUB Residents) = \$10 fee per table
Off-Campus Businesses = \$20 (Must be approved by ASCC) fee per table
CUB Resident Commercial Businesses = \$20 fee per table
Registered Student Organizations (request within 2 business days only) = \$10 fee per table
- Included: Each reservation includes an 8’ table and 2 chairs to be used at either the corner near the main (South) entrance, or the corner of the red carpet near the entrance of the food court. The CUB does not provide access to or supply power or extension cords.
- Requests: Fall Semester requests can be made after August 1st. For Spring, must wait until December 1st. For Summer, must wait until May 1st.
- Off-campus Businesses: All off-campus commercial businesses must be approved by ASCC. CUB resident commercial businesses are approved and must pay the \$20 fee.
- Audio: Any music or sound amplification must be contained to within a three-foot radius.
- Marketing: Banners, signs, etc. can be placed on or hung from the table. Nothing can be hung or taped on the walls.
- Registered Student Organizations: “Exhibit” Tables are typically reserved for Departments and Commercial Businesses. However, Registered Student Organizations (RSO) may also request an “Exhibit” Table but only within two business days of the date that is being requested, and all Spine tables are booked. Same day requests are not allowed. RSO’s must also pay a \$10 fee per day for an Exhibit Table. To schedule, please visit the Scheduling Office in CUB room 140 to check availability and to make your request in person.

“MALL” TABLES – (REGISTERED Student Organizations AND Departments)

- Fees: No fees.
- Check-in: Groups must check in at the Compton Union Information Desk on the first floor upon their arrival.
- Location: Mall tables may be set up on the mall anywhere between Library Road and the west end of the CUB; not in the direct path of any building entrance; and not in the middle of the mall (to allow for emergency vehicle access).
- Registration: Registered Student Organizations will need to complete an event registration form with Center for Student Organizations and Leadership for anything beyond just an information table (for example, amplified sound, food, political promotion, fund-raisers, etc.).
- Duration/Frequency: Only one scheduled table per day. Multiple table reservations are considered an event and require a Glenn Terrell Mall reservation and details meeting with a CUB Scheduler.
- Marketing: Banners, signs, etc. can only be placed on or hung from the table.
- Audio: Amplified sound on the Glenn Terrell Mall is required to have a Todd steps reservation.
- Canopies: Canopies are not available for Mall Tables from the CUB.
- Power: The CUB does not provide access to or supply power or extension cords.

“MALL MARKET” TABLES – (SEE THE SECTION TITLED “PRIVATE OR COMMERCIAL ENTERPRISE”)

VIDEO TAPING / PHOTOGRAPHY

Amateur photography or videotaping is generally allowed, provided the photographer has expressed permission to photo subjects or is photographing general crowd shots of an event considered open to the public. In general, all other forms of photography or videotaping should obtain permission by Compton Union staff. Other considerations include:

COMMERCIAL - Photography or videotaping which is carried out by a commercial or entertainment entity designed primarily for entertainment or commercial use will generally not be permitted unless special permission is granted by Compton Union administration and/or the WSU Media Relations Office.

FINANCIAL - Use of images from amateur photographs for personal financial gain is prohibited.

INTRUSION - Any photography will not be allowed if it is deemed disruptive, intrusive or out of compliance with university policies.

LOCATION - Photograph or videotaping equipment may not be set up in areas that will restrict or obstruct traffic flow or otherwise potentially be a safety concern. Wires may not cross passageways or otherwise create tripping hazards.

PROPERTY - Union property may not be moved in any fashion without written permission.

TRADEMARK - Because of trademark implications, any photography or videotaping (with the exception of that by press invited in to cover University events) which portrays official signs, insignia or emblems of Washington State University (or vendors) needs advance permission from the WSU Media Relations Office or (permission of the owner).

TABLE 1 – (RATE TABLE)

Compton Union Building Venue Pricing

Venue	Hourly Rates		
	Registered Student Organizations	Washington State University Departments	Guests
Meeting Rooms			
L37	-	\$17	\$30
L38	-	\$17	\$30
L43	-	\$17	\$30
206	-	\$22	\$45
208	-	\$22	\$45
310	-	\$22	\$45
406	-	\$22	\$45
Senate Room (204)	-	\$30	\$75
Small Public Performance Spaces			
Reunion Stage (50S S)	**	\$50	N/A
The Lair (101)	**	\$50	N/A
Event Spaces (three-hour minimum reservation)			
Butch's Den (L60)	**	\$45	\$140
Auditorium (177)	\$65*	\$100	\$275
Full Junior Ballroom (210-212)	\$65*	\$100	\$275
210	\$30*	\$45	\$140
212	\$45*	\$65	\$210
M.G. Carey Senior Ballroom (220)	\$90*	\$145	\$415
Building Hours Exception (per hour)			
	\$50	\$50	\$100
AV Tech Labor (per hour)			
	\$20	\$25	\$30

Rates include basic audio/visual equipment, tables & chairs, and standard set up labor; does not include tech labor during the event.

*Registered Student Organizations (RSOs) receive two Venue Fee Waivers per year, otherwise default to residence rate. This waiver includes up to 8 hours event labor.

**RSOs can schedule an unlimited number of events in Butch's Den (L60), The Lair (101), and Reunion Stage (50 S) free of charge, but can only schedule them one at a time. RSOs that have more than one reservation at any given time will be charged the departmental rate for the extra reservations. Butch's Den may also be requested for weekly CUB resident RSO meetings up to one year in advance and may have multiple reservations at a time up to one year in advance. AV support fees apply to all bookings.

TABLE 2 – (SCHEDULING TABLE)SCHEDULING IN ADVANCE FOR CUB SPACES –

	RSO (non-resident)	RSO (resident)	Dept (resident)	Dept (non-res)	WSU Guest
Request for Fall mtgs. begin	August 1 st	No restriction	No restriction	No restriction	No restriction
Request for Spring mtgs. begin	December 1 st	No restriction	No restriction	No restriction	No restriction
Request for Summer mtgs. begin	April 1 st	No restriction	No restriction	No restriction	No restriction
Schedule in advance for event spaces	1 yr.	1 yr.	2 yrs.	2 yrs.	2 yrs.
# of weekly meetings	Unlimited number of 2 hr. meetings	No restriction	No restriction	No restriction	No restriction
Venue Fee Waiver	One venue, one date/ year	One venue, one date/ year	N/A	N/A	N/A
Butch's Den	One free event at a time up to one year in advance. Note: AV labor fees will apply.	Make Requests up to one year in advance and may have multiple reservations at a time up to one year in advance. Note: AV labor fees will apply.	Charge	Charge	Charge
The Lair	No charge	No charge	Charge	Charge	NA
Reunion Stage	No charge 1 Reservation at a time	No charge	Charge	Charge	NA

[updated 1/3/25]