

CUB Scheduling Policies

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ACCESS TO RESERVED CUB ROOMS

Patrons may access their reserved space only during the event 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 external organizations 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 for WSU departments and \$500 for External Organizations.

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.

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, THE LAIR, GROUND FLOOR LOUNGE

RSO's will not be charged facility fees for the use of Butch's Den, The Lair and Ground Floor Lounge in most instances. RSO's can schedule an unlimited number of events in Butch's Den (L60), The Lair (101), and Ground Floor Lounge (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 and/or use the RSO Venue Fee Waiver. The free event will not reset and be available again until all events scheduled have taken place.

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 the 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 Ground Floor Lounge (50-S) 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. Each event will be considered and approved on a case-by-case basis. In addition, in response to student feedback, the Lair is to be used for entertainment rather than educational, promotional, or informational programs. These spaces are not available for external organization reservations.

ALCOHOL

WSU DEPARTMENTS AND EXTERNAL ORGANIZATIONS— If approved by Compton Union Administration, WSU Departments and EXTERNAL ORGANIZATIONS 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.
- (3) WSU Alcohol event request form has been completed and approved by EH&S:

<https://policies.wsu.edu/prf/index/manuals/business-policies-and-procedures-manual/bppm-10-19/>

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/business-policies-and-procedures-manual/bppm-10-19/>
- 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 WSU Involve <https://wsu.presence.io/> at least 45 days before the event. All requests must be approved by the Vice Provost 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 requests 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 the 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 Provost 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 WSU Involve, pre-approved by CUB Administration, Environmental Health & Safety and Campus Veterinarian.

AUDIO VISUAL (SEE RATES AND SCHEDULING)

SCHEDULING – All Audio/Visual (AV) equipment and support 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 – Event space rates include basic AV equipment (microphones, speakers, cabling) but do not include the required Event Technician labor charges. 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 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.

EVENT TECHNICIAN LABOR FEES PER HOUR – RSOs: \$20, WSU Departments: \$25, External Organizations: \$30

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

*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 have 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 set up).

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 spaces). Failure to comply may result in a group's inability 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 (LARGE-SCALE)

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. Large-scale concerts held in the Compton Union event spaces or on Glenn Terrell mall are exclusively reserved and managed either by the Student Entertainment Board (and risk managed in conjunction with the Center for Student Organizations and Leadership), or by a WSU department and risk managed by that organization in conjunction with Compton Union Administration. CUB Administration has final approval.

TIMELINE – ALL CONCERT AND SHOW REQUESTS MUST BE SUBMITTED MINIMUM SIX WEEKS IN ADVANCE. Final venue needs, tech needs, and event details must be finalized four weeks in advance. Depending on technical and venue needs, more than 1 day may be required to be reserved to allow for load-in and load-out of the show.

SMALL-SCALE CONCERTS – At the determination of CUB Administration, RSO's may be permitted to schedule small-scale concerts without needing SEB or a department as a co-sponsor See below "What is a large-scale concert" for factors that may determine small vs large concerts.

TICKET ALLOTMENTS – CUB Administration and WSU Fire and Safety Compliance will work with the host to determine allowable amounts of tickets to be sold and must include any comped tickets or workers in total capacity.

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

WHAT IS A LARGE-SCALE CONCERT? - If any of the following criteria are met, your event may be considered a large-scale concert and may be subject to the above risk management requirements:

- 100 or more attendees expected
- Ticket sales
- Senior Ballroom, Auditorium or outdoor venue
- Contracted/paid performers
- Non-WSU performers
- Rented backline/outside service providers
- Non-WSU sponsor or promoter
- Open to the public
- Extensive AV requirements

- Public Safety determination of security being required

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, confetti, sand, 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. Banner displays are allowed in event spaces with the required advanced approval from the CUB Administration. Blue painters' tape or 3M command products must be used on walls or pillars. No décor is allowed to be hung from the ceiling.

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/k12/licensing-copyright-compliance/>.

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

At Washington State University, freedom of speech and expression is essential to who we are. We aspire to be an affirming community that encourages respect and learning where we can engage in diverse viewpoints. Throughout the academic year and beyond, students, faculty, and staff are likely to encounter those who share viewpoints different from their own. While we hope that this discourse can happen in a respectful manner, it may be important to remind our community of WSU's guidance around free speech. Free speech activities may be subject to time, place, and manner restrictions as set forth in [chapter 504-33 WAC](#). 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 tables or space for external organizations to fundraise is specifically not allowed and may result in a group's loss of scheduling privileges.

- 2) Student Organizations must register their fundraising event on WSU Involve with the Center for Student Organizations and Leadership.
- 3) Any food or product distributed **needs to be approved** by EH&S in WSU Involve and indoor reservations should not compete with primary food or product provided by Compton Union 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 or other University authorities reserves the right to cancel, interrupt, or terminate any event in the interest of public safety, non-compliance 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 of value (e.g. Phones, keys, Identification) will be turned over to public safety, medical devices are given to Cougar Health Services, and all other items will be removed after 60 days. Compton Union staff will tag the items with the date and location of where they were 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 through WSU Involve 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>. 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 through WSU Involve. 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 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.

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 the nature of event.

PARKING

Paid hourly parking for the CUB is conveniently located in the Smith Center (SCUE) Parking Garage or Terrell Library Parking Garage. For more information on parking locations and rates go to <https://transportation.wsu.edu/parking-information/>.

PERSONS WITH DISABILITIES – Disability parking spaces are available across campus. Please note that a state-issued disability placard accompanied by an hourly, daily, or annual permit is required to utilize disabled persons parking spaces on campus.

EVENT PARKING ARRANGEMENTS – If you are hosting an event and would like to make convenient payment arrangements for your guests, please contact [Transportation Services](#) at least 72 hours in advance at 335-PARK (7275) or email: transportation@wsu.edu.

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](#). An hourly, daily, or annual permit is required to obtain the mall service authorization free of charge.
- Once an MS authorization has been obtained, drive up Wilson Road/Mall. You can unload in the small service parking lot at the East end of the CUB, adjacent to the Gesa Field/Martin Stadium premium seating gate or you may unload on Wilson Road/Mall. (Do not drive beyond the auditorium doors of the CUB or onto Terrell Mall).
- Unloading cannot exceed 15 minutes – if you need longer than 15 minutes then you will need to use the Terrell Library or Smith Center parking garages, pay the hourly rate, and cart your items.
- If your drop-off involves more than one vehicle, then drop-off times will need to be managed so that no more than three vehicles are on Wilson Road/Mall 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](#)

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.

RATES & SCHEDULING

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

WHAT'S NOT INCLUDED – Event Space rates do not include dedicated staff prior to and during your event, large sound and lighting equipment, additional video support (provided by PMT: <https://provost.wsu.edu/media-team/>), 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 allowed to exceed 2 hours.
- To receive the Registered Student Organization rate the reservation must meet the same criteria listed under "Venue Fee Waiver".
- Non-Pullman Registered Student Organization rate is based on 70% of CUB department rates.
 - Lower-Level meeting rooms: \$12/hour
 - CUB 206, 208, 310 and 406: \$15
 - CUB 204 Senate Room: \$20

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).

NOTE: AV Labor Charges: The RSO Waiver will cover up to 8 hours of space reservation time and/or 16 hours of event labor – anything beyond that will either need to be covered by use of a second RSO waiver or charges at the RSO rate.

- 1 Recognized for 1 semester: RSO must have been active and continue to be in good standing on WSU Involve 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 WSU Involve 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/WSU Involve, 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 WSU Involve 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 spaces is only intended for actual RSO programs.
- 8 RSO Account Payment: As with all RSO events in the CUB, payment for all expenses related to the event reservation must be paid for by the sponsoring RSO's account. No other requested route of invoice is allowed.
- 9 Waiver Due by Date: Unless otherwise arranged with a CUB scheduler, the waiver must be submitted at least 15 business days prior to the event.
- 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 the 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 during the required details meeting and in your WSU Involve 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. Department tables will be billed at the commercial business rate of \$20.

RECURRING EVENTS

Events booked for 2 or more consecutive weeks in a row, or more than six times per semester at a regular interval, held at a regular day and time, may be considered recurring and subject to the following policies:

- Recurring events may be booked six weeks in advance and are subject to availability of the space. Events may be added weekly as soon as the six-week mark has passed.
- For events held in Butch's Den, the "one on the books" rule doesn't reset until all events have taken place and no more are booked. Recurring events, after the first "one on the books", will be at the departmental rate.
- Recurring events are not available to outside groups, only departments and RSO's/CSO's.
- CUB Administration has the right to apply these policies to events, even if they fall outside of the above description.

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 cannot accept shipments or store event materials outside of the venue reservation period. University Central Receiving may be able to accommodate short-term storage in some cases; for more information, contact Central Receiving at 335-5575. More commonly, WSU departments have materials delivered to their campus address then transported to the CUB on the day of the event during the reserved venue time.

STUDY TABLES – (MEETING ROOMS USED AS STUDY TABLES)

Meeting rooms in the Compton Union Building are not reserved as designated study areas unless the requesting organization agrees to pay the applicable 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). Below are the various types of table reservations.

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.

SALES, FOOD APPROVAL, AND EXCLUSIVITY – See “Fundraising” section. Any food or other sales at tables must be for the club or organization and may not be for personal profit or uses.

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 in WSU Involve.
- **Table Staffing:** Must always be staffed by a listed student member of the RSO.
- **Audio:** Any music or sound amplification must be contained within a three-foot radius.
- **Manner:** Participants and materials should remain either behind, to the side, and within three feet of the table.
- **Marketing:** Banners, signs, etc. can be placed on or hung from the table. Nothing can be hung or taped on the walls.
- **No-Shows:** Consecutive days of missed table reservations may result in the cancellation of all future table reservations.

DEPARTMENT TABLES –

- **Fees:**
 - Compton Union Resident Departments = no fee
 - Other WSU Departments (i.e., Non-CUB Residents) = \$10 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 one 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.
- **Audio:** Any music or sound amplification must be contained within a three-foot radius.
- **Manner:** Participants and materials should remain either behind, to the side, and within three feet of the table.
- **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 Resident 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 in WSU Involve.
- **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.
- **Manner:** Participants and materials should remain either behind, to the side, and within three feet of the table.
- **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 and an approved Noise Variance.
- **Canopies:** The CUB Does not provide canopies for Mall Tables.
- **Power:** The CUB does not provide access to or supply power or extension cords. Power access may be provided by Facilities Services.

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 primarily designed 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 – Due to trademark considerations, 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 from the respective 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			
Ground Floor Lounge (50-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 they default to residence rate.

**RSOs can schedule an unlimited number of events in Butch's Den (L60), The Lair (101), and Ground Flour Lounge (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)	External Guests
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.	1 yr.
# of weekly meetings	Unlimited number of 2 hr. meetings	No restriction	No restriction	No restriction	No restriction