1. **Purpose**
   1.1. The Student Union strives to be the active, safe, and inclusive center of campus life, providing activities and opportunities for involvement in a welcoming, friendly and respectful environment.
   
   1.2. This policy defines the principles under which programming will occur in the Student Union so as to most efficiently, effectively, and respectfully utilize its space.

2. **Definitions**
   2.1. **Amplified Sound** – Sound that has been made louder by use of power or sound reinforcement equipment such as amplifiers, bullhorns or loud speakers, or sound produced by loud musical instruments such as drums, cymbals, brass instruments or heavy bass.
   
   2.2. **DB Level** – The decibel (db) is a measure of sound pressure level and is commonly used in acoustics to quantify sound levels.
   
   2.3. **Fixed Venue** – Existing furniture, fixtures, and/or décor may not be removed from the venue for an event, but may be moved within the venue to accommodate event requirements.
   
   2.4. **Flexible Venue** – Existing furniture, fixtures, and/or décor may be removed from the venue for an event in order to accommodate event requirements.
   
   2.5. **Normal Business Hours** – Normal business hours are Monday-Friday, 8:00am to 5:00pm
   
   2.6. **Normal Operating Hours** – Normal operating hours are Monday-Friday, 7:00am to 1:00am and Saturday-Sunday, 9:00am to 1:00am
   
   2.7. **Extended Hours** – Any time the building is open outside of normal operating hours. These may require a charge for staffing.
   
   2.8. **Promotional Tables** - Promotional tables are used for display and distribution of materials to interested persons. Any solicitation and/or sales must be in compliance with Policy Statement #40.
   
   2.9. **Recurring Meetings** – Multiple, regularly scheduled reservations over a set period of time (i.e. Mondays at 5pm) that take place during normal building operational hours that does not require staffing.
   
   2.10. **Special Events** – A one-time event that is not part of a group or organization’s Recurring Meeting schedule.
3. **General Policy**

3.1. As a student fee funded building, it is encouraged that events be free of charge and open to all fee paying UNC Charlotte students.

3.2. Consistent with University policy, the Student Union shall operate its programs, activities, and services to ensure that no individual shall be excluded from participation in, be denied benefits of, or be subjected to discrimination.

3.3. For events with food, refer to University Policy 709, “Food Service Policy”.

3.4. Unless an exception has been made, events may not disrupt the normal operation of the building.

3.5. Multiple events may occur simultaneously, with the exception that they may not interfere with the execution of any other event in the building.

3.6. Removal of existing furniture, fixtures, and/or décor is at the discretion of the CRES Office and Student Union Operations.

3.7. Use of Norm’s, the Art Gallery, Art Gallery Lounge, Meeting Rooms, Movie Theater, Rotunda, Multipurpose Room, Multipurpose Room Lobby, and Outdoor Areas is governed by the Student Union “Use of Space and Reservations Policy”.

3.8. At their discretion, Student Union Staff may determine decibel levels during event sound checks.

3.9. Any event with amplified sound must be considerate of meeting room usage and be prepared to reduce its volume if requested to do so by Student Union Management.

4. **Rotunda Events**

4.1. **General Conditions**

4.1.1. The Rotunda is defined as a Fixed Venue

4.1.2. Rotunda events must be free of charge and open to the public.

4.1.3. Promotional tables must comply with conditions established in this policy and in the Student Union “Use of Space and Reservations Policy”.

4.1.4. Any stage set-up in the Rotunda will contain a maximum of two sections.

4.2. **Rotunda Events with Amplified Sound**

4.2.1. Rotunda events must not exceed sound levels of 75db during normal business hours if the event does not have SU 200 reserved (85db if SU 200 is reserved) and 85db during non-business hours.

4.2.2. During Normal Business Hours events:

4.2.2.1. Event duration limited to two total hours of actual sound (including a sound check).

4.2.2.2. A maximum of one event per day is allowed

4.2.2.3. Drum kits are not allowed

4.2.3. During Non-Business Hours events:

4.2.3.1. No restrictions on length of event
5. **Norm’s Events**
   5.1. **General Conditions**
      5.1.1. Norm’s is defined as a Fixed Venue.
      5.1.2. Norm’s pool tables will remain open and in play during any event. One event per week will be designated as an exception whereby programming may occur with the pool tables out of service with the following conditions:
         5.1.2.1. Pool table blackout will occur consistently one day or night each week
         5.1.2.2. Sufficient notice will be provided to the campus for blackout events
         5.1.2.3. Pool tables will be covered and off line during the blackout period.
         5.1.2.4. Pool table blackout duration limited to four total hours per event.
         5.1.2.5. Pool table blackout not scheduled during UNC Charlotte Billiard Club practice sessions.
   5.2. **Norm’s Events with Amplified Sound**
      5.2.1. Norm’s events must not exceed sound levels of 85db during normal business hours and 115db during non-business hours

6. **Movie Theater Events**
   6.1. **General Conditions**
      6.1.1. The Movie Theater is defined as a Fixed Venue.
      6.1.2. Events may not conflict with the regularly scheduled Student Union Movie Series
      6.1.3. Proof is required that content supplied by an outside entity for viewing meets all legal requirements and/or has obtained all required permissions.
   6.2. **Movie Theater Events with Amplified Sound**
      6.2.1. Movie Theater events must not exceed sound levels of 115db at any time.

7. **Art Gallery and Art Gallery Lounge Events**
   7.1. **General Conditions**
      7.1.1. The Art Gallery and Art Gallery Lounge are defined as a Fixed Venue.
      7.1.2. The Art Gallery and Art Gallery Lounge are considered adjacent spaces; separate events may not occur in each simultaneously.
      7.1.3. Art Gallery exhibits take precedence over other activities and may restrict use of the Gallery and the Lounge
      7.1.4. The Art Gallery Lounge Piano will remain in service during normal operating hours but its use is conditional based on scheduled events and activities in the building.
   7.2. **Art Gallery and Art Gallery Lounge Events with Amplified Sound**
      7.2.1. Art Gallery and Art Gallery Lounge events must not exceed sound levels of 85db at any time.
      7.2.2. During Normal Business hours:
         7.2.2.1. Event duration limited to two total hours of actual sound (including a sound check)
         7.2.2.2. A maximum of one event per day is allowed
      7.2.3. During Non-Business Hours events:
         7.2.3.1. No restrictions on length of event or number of events
8. **Meeting Room Events – 200 Level**
   8.1. The 200 (200, 222, 261-267, and 269) level meeting rooms are defined as flexible venues.
   8.2. Amplified sound may not exceed 50db at any time.

9. **Multipurpose Room Events**
   9.1. **General Conditions**
      9.1.1. The Multipurpose Room is defined as a Flexible Venue.
   9.2. **Multipurpose Room Events with Amplified Sound**
      9.2.1. Multipurpose Room events sound levels are dictated by the specific configuration of the venue as follows:
         9.2.1.1. One wall between event with amplified sound and other sections – 50db
         9.2.1.2. Two walls between event with amplified sound and other sections – 85db
         9.2.1.3. Entire room, normal business hours – 115db
         9.2.1.4. Entire room, after business hours – 115db
         9.2.1.5. Multiple events may occur simultaneously in adjacent rooms

10. **Multipurpose Room Lobby (Pre-Function)**
    10.1. **General Conditions**
        10.1.1. The Multipurpose Room Lobby is defined as a Fixed Venue.
    10.2. **Multipurpose Room Lobby with Amplified Sound**
        10.2.1. Multipurpose Room Lobby events must not exceed sound levels of 100db at any time.
        10.2.2. The Multipurpose Room and Multipurpose Room Lobby are considered adjacent spaces.
        10.2.3. Use of the Multipurpose Room Lobby as event space may be restricted by activity in the Multipurpose Room and is subject to the discretion of CRES.
        10.2.4. During Normal Business Hours events:
           10.2.4.1. Event duration limited to two total hours of actual sound (including a sound check).
           10.2.4.2. A maximum of one event per day is allowed
           10.2.4.3. Drum kits are not allowed
        10.2.5. During Non-Business Hours events:
           10.2.5.1. No restrictions on length of event
           10.2.5.2. Multiple events may occur simultaneously

11. **Terrace Events**
    11.1. **General Conditions**
        11.1.1. The Terrace is defined as a Flexible Venue
        11.1.2. Events require oversight throughout their duration to ensure all activities are confined to the Terrace footprint.
    11.2. **Terrace Events with Amplified Sound**
        11.2.1. Terrace events must not exceed sound levels of 85db during normal business hours and 115db during non-business hours.
        11.2.2. Amplified sound must be integral to the nature of the event
        11.2.3. Outdoor events with sound are restricted to the following times:
           11.2.3.1. Friday: 5pm-11pm, Saturday: 8am-11pm, Sunday 8am-11pm
11.2.4. Sound restrictions apply to both formal and informal events and activities
11.2.5. Outdoor events must comply with University Policy 710, “Outdoor, On-Campus Activities”.
11.2.6. Amplified sound must be in compliance with the City of Charlotte Noise Ordinance as well as any other applicable policies and/or guidelines that have been established for outdoor functions.

12. Outdoor Events
12.1. General Conditions
12.1.1. All outdoor locations are defined as Fixed Venues.
12.1.2. Outdoor events may be held on the North, East, and South patios and under special circumstances, the Student Union Loading Dock.
12.1.3. Outdoor events must comply with University Policy 710, “Outdoor, On-Campus Activities”.
12.1.4. Outdoor locations may be reserved for special events in compliance with the general reservation policy.
12.1.5. Outdoor locations not reserved for special events must be open to the public and access to and from the Student Union may not be impeded at any time.

12.2. Outdoor Events with Amplified Sound
12.2.1. Outdoor events must not exceed sound levels of 85db during normal business hours and 115db during non-business hours.
12.2.2. Outdoor events with sound are restricted to the following times:
   12.2.2.1. Friday: 5pm-11pm, Saturday: 8am-11pm, Sunday 8am-11pm
12.2.3. Sound restrictions apply to both formal and informal events and activities
12.2.4. Amplified sound must be in compliance with the City of Charlotte Noise Ordinance as well as any other applicable policies and/or guidelines that have been established for outdoor functions.

13. Enforcement
13.1. General Conditions
13.1.1. The Student Union reserves the right to take necessary and appropriate action to protect the safety and well-being of the campus community who are using or visiting the facility.
13.1.2. Failure to comply with the requests of Student Union Staff or any other campus authority will lead to immediate cancellation of the event.
13.1.3. Multiple violations of this policy may lead to sanctions up to and including restricting an organizations ability to hold meetings and programs in the Student Union.

Approved: Rotunda Event Policy - April 15, 2011
Student Union Event Policy – March 28, 2014