1.0 Purpose of Policy

The Student Union is designed to meet a diverse range of needs for students, staff, and faculty, as well as the greater University community. This policy is intended to regulate the orderly use of Student Union space by Registered Student Organizations, University Affiliated Groups, Sponsored Non-Affiliated Groups and Non-Affiliated Groups and Individuals. It includes specific procedures for reserving space and guidelines related to the use of such space.

2.0 Definitions

2.1 Academic Period (Student Union) –
   - Fall Semester (Beginning with the opening of the residence halls for student occupancy in the fall until the University closes for the winter holiday in December)
   - Spring Semester (Beginning with the first class day in the spring through Spring Commencement)
   - Excludes periods designated as Fall Break, Winter Break, and Spring Break.

2.2 Advance Reservations Process – A process whereby requests for reservations may be made for the following Academic Year. After the conclusion of the process, reservations may be made on a space available basis.

2.3 Affiliated Group – Any group established by the Chancellor or established by virtue of an explicit delegation of Chancellor’s authority to a particular administrator, faculty member, staff member, or to the student body, the faculty, or the staff.

2.4 Conference, Reservations and Event Services (CRES) General Use of Space Policy – Defines the process for how reservations are made on campus.

2.5 Master Calendar Event – University-wide functions and special events approved by the Associate Vice Chancellor for Student Union, Activities, and Recreation for a specific event date on an annual basis.

2.6 Non-Affiliated Group - Any group that is not an "Affiliated Group".

2.7 Open Reservation – A reservation made after the formal Advance Reservations Process on a space available basis.

2.8 Priority Scheduling Event – An event that satisfies the Master Calendar Event qualifications and is approved for scheduling privileges prior to the formal scheduling process for the next Academic Year.

2.9 Recurring Reservation – Recurring (weekly, monthly, etc.) use of space during normal operating building hours that does not require staffing and has limited AV needs.
2.10 **Registered Student Organization** – A student organization is defined as a group of currently enrolled University of North Carolina at Charlotte students who unite to promote a common interest. Student organizations may include other members of the University community such as alumni, faculty, staff, and administrators as long as fifty-one (51) percent of the membership is comprised of currently enrolled students. Only currently enrolled students can serve as officers or vote on organizational matters.

2.11 **Special Event** – Includes events such as Lectures, Socials (Dances, Parties, Receptions, etc.), and Educational Functions (Information Fairs, Video Conferences, etc.).

2.12 **Sponsored Non-Affiliated Group** - A Non-Affiliated Group sponsored by an Affiliated Group. Except with respect to rates charged for use of University facilities, a Sponsored Non-Affiliated Group shall enjoy the rights and obligations of an Affiliated Group under Policy. For purposes of Policy, an Affiliated Group is considered to "sponsor" a Non-Affiliated Group only if the following conditions are met:

- The Affiliated Group, and not merely a member of an Affiliated Group, determines to invite the Non-Affiliated Group to use University facilities, for purposes: 1) Consistent with the mission of the University, and 2) Consistent with the goals and objectives of the Affiliated Group, and

- The Affiliated Group has substantial participation in and responsibility, including financial responsibility, for planning and executing the planned activity, and is not merely lending its endorsement to the Non-Affiliated Group.

2.13 **Student Union Advisory Board** – The governing entity for the Student Union comprised of a representative combination of building occupants and campus constituencies.

3.0 **General Policy**

3.1 The Student Union Advisory Board will implement this policy and make recommendations to the Executive Director of the Student Union, who shall make all decisions regarding interpretation of and exceptions to this policy and/or Student Union space utilization.

3.2 Because the Student Union is a student fee funded operation standard rental and/or facility use will apply to all users other than Registered Student Organizations, and Student Union Departments. Rental costs for certain types of equipment and reimbursable labor rates may apply.

3.3 In order to assure space availability for students returning to campus, only Registered Student Organizations and Student Union Departments may make advance reservations from fifteen (15) days before through fifteen (15) days after the first day of classes in the Fall Semester unless approved by the Executive Director of the Student Union or her/his designee.
3.4 During the Academic Period, in accordance with the reservation process for meetings and special events, the following conditions will apply:

3.4.1 Registered Student Organizations and Student Union Departments have scheduling preference when in the Student Union.

3.4.2 University Affiliated and Sponsored Non-Affiliated Groups are limited with regard to reserving space within the Student Union no more than thirty (30) days in advance of the event date, with the exception that they have scheduling privileges for the 200-level meeting rooms (200 and 261 - 267) Monday through Thursday from 7:00am to 3:00pm and Friday from 7:00am to noon as follows:

- Fall Semester – Reservations may be made starting September 11th for the period ending when the University closes for winter holiday
- Spring Semester – Reservations may be made starting January 15th for the period ending at Spring Commencement

3.4.3 Non-Affiliated Groups and Individuals may reserve facility space within the Student Union under Non-Affiliated Group status pending space availability and in compliance with all other policies and no more than thirty (30) days in advance of the planned date.

3.4.4 The Executive Director of the Student Union or her/his designee must approve exceptions.

3.5 During Non-Academic periods, all users may be eligible to reserve Student Union facility space when approved by the Executive Director of the Student Union or her/his designee, and scheduled through CRES.

3.6 Space within the Student Union is not available for academic class purposes.

3.7 All political campaign activities are subject to the UNC General Administration “Guidelines Concerning Use of University of North Carolina Resources for Political Campaign Activities”.

3.8 Facilities authorized for use by an organization may not be transferred, assigned or loaned to another organization without approval of CRES.

3.9 Reservations must be completed as follows:

3.9.1 All reservations are subject to availability.

3.9.2 A reservation that does not require a room set up must be completed at least two (2) business days in advance.

3.9.3 A reservation that requires a room set up (audio visual, catering, staffing, etc.) must be completed at least ten (10) business days in advance.
3.9.4 A reservation requiring contracted services or that involve entertainment contracts and/or riders must be confirmed and all arrangements completed no less than four (4) business weeks in advance.

3.9.5 Room reservations are considered tentative until date, set-up, and equipment are approved by CRES and confirmed by the reserving party.

3.10 Use of Student Union audiovisual equipment is subject to availability.

3.11 The room requested will be assigned when feasible. Although a user’s request for a particular room will be given consideration, final assignments will be made by CRES according to the event or meeting's approximate number of participants and intended use. CRES reserves the right to substitute assignments or move a user to another area when it is deemed necessary.

3.12 All users reserving space accept responsibility for the proper use of the facility and equipment, the proper conduct of their members and guests and for leaving the room in the same condition as when the meeting or event started. The Student Union reserves the right to charge the user and/or its sponsor for any and all damages to Student Union facilities, equipment, or furnishings and/or any labor required to restore the room to its original state.

3.13 All users must be finished with the room and it must be vacated by the time indicated on the reservation form.

3.14 All users must notify CRES of a cancellation no later than two (2) business days prior to the event. Failure to comply with this cancellation notice requirement could result in a charge for any costs incurred by the Student Union. Repeated violations may result in the loss of scheduling privileges.

3.15 An Acknowledgment of Responsibility form must be completed at least seventy-two (72) hours in advance for any event including the service of alcoholic beverages, which must be in compliance with University Policy 706, Alcoholic Beverages.

4.0 Student Union Reservation Process

4.1 The Student Union will, during the Advance Reservations Process, process reservation requests in the following tiered order:

- Master Calendar
- Priority Scheduling
- Recurring Reservations
- Special Event Reservation

At the conclusion of the Advance Reservations Process, requests will be accommodated on a first come first served basis including Recurring Reservations and Special Events.

4.2 Master Calendar and Priority Scheduling. For consideration of approved campus Master Calendar or Priority Scheduling to take place in the Student Union, the following process must be followed:
4.2.1 Only events with 1) student participation exceeding fifty-one (51) percent of anticipated attendance and exceeding the capacity of the Student Activity Center Salons and/or the Cone University Center John Paul Lucas Room and 2) that have occurred at least one time prior to submission of the request and will be continued on an annual basis may request for a Master Calendar or Priority Scheduling event to take place in the Student Union. If the event has not yet occurred, but the Student Union Advisory Board recommends that it is worthy of special reservation consideration, the Executive Director of the Student Union may grant it priority scheduling for one year.

4.2.2 Requests for Master Calendar or Priority Scheduling status must be received before November 1st to be considered for the following Academic Year.

4.2.3 The requesting organization will submit the initial written request to the Executive Director of the Student Union for transmission to the Student Union Advisory Board, a minimum of twenty (20) business days prior to its next scheduled meeting. The request must include a justification for the request, as well as the specific dates/time period/date range, space(s) and times that are being requested.

4.2.4 The requesting department or organization is required to present its request to the Student Union Advisory Board, which will discuss the request to determine the impact on other campus events. The request will be tabled until the next Student Union Advisory Board Meeting at which time a vote will be taken. The Board shall then make a recommendation to the Executive Director of the Student Union. When he or she makes a decision he or she shall notify the Assistant Director for Reservations and Event Services, who in turn will notify the requesting department or organization by written communication of the decision reached by the Board. Several options exist:

- Approval of Master Calendar status.
- Approval for Priority Scheduling status for one year or on a “year by year” basis.
- Approval of modified request.
- Denial of Master Calendar and/or Priority Scheduling status.

4.2.5 Master Calendar or Priority Scheduling status will be reviewed every five (5) years, or as deemed necessary by the Executive Director of the Student Union, upon recommendation of the Student Union Advisory Board. Continued Master Calendar or Priority Scheduling status is not guaranteed. A letter requesting updated information and a confirmation of a continuing need for Master Calendar or Priority Scheduling status will be sent annually to each sponsoring department or organization. The Student Union Advisory Board will review submitted information as well as a synopsis of the program presented by the Assistant Director for Reservations and Event Services. The merits of each request will be evaluated based on a review of the information available, and status will be assessed using the same options available for original requests (see above).
4.2.6 Any changes in existing Master Calendar or Priority Scheduling events that would extend or significantly alter the original request should be presented to the Student Union Advisory Board for review using the same guidelines as for an original request. Failure to do so may result in loss of Master Calendar and/or Priority Scheduling status.

4.2.7 Any Master Calendar or Priority Scheduling events that are discontinued by the department or organization (e.g., those that do not occur in a given year) will lose Master Calendar or Priority Scheduling status and must be re-submitted for consideration in the following academic year to the Student Union Advisory Board for review of status using the same guidelines as for an original request.

4.3 Recurring Reservations

4.3.1 During the Advance Reservations Process, only Registered Student Organizations and/or Student Union Departments are eligible to make Recurring Reservations for the following Academic Year. Eligible users may request only one (1) Recurring Reservation per week at a time. Additional requests will be considered on a space available basis at the conclusion of the Advance Reservations Process.

4.3.2 All Recurring Reservations are limited to a two (2) hour time block. Rooms available for Recurring Reservations in the Student Union are 200, 261-267 and 340 (Sections A, B, C, D, E, and F)

4.3.3 Specific/special scheduling requirements apply to the following spaces:

- Rooms 200 and 261 - 267 are available for Recurring Reservations up to thirty (30) minutes prior to the scheduled close of the building.

- Room 340 Multi-Purpose Room sections A, B, C, D, E, and F will be available for Recurring Reservations between 4:00 pm Sunday and midnight Thursday. Users may engage no more than two (2) sections of the multi-purpose room.

4.4 Special Event Reservation

4.4.1 During the Advance Reservations process, Registered Student Organizations and Student Union Departments are limited to two (2) Special Events per semester. Eligible users may schedule any/all of the nine (9) sections of Room 340 between Friday and 4:00 pm Sunday.

4.4.2 Requests for Special Events to be held in larger portions of Room 340 between 4:00 pm Sunday and midnight Thursday will be reviewed by CRES on a space available basis.

4.4.3 Requests for Special Events to be held in Norm’s, Art Gallery, Art Gallery Lounge, Movie Theater, Rotunda, Outdoor Areas and other public spaces will be reviewed by CRES on a case-by-case basis.
4.5 Open Reservation

4.5.1 Requests for Open Reservations will be made in accordance with the aforementioned guidelines.

4.5.2 Requests for Open Reservations may be made for any date/time that is still available on a first come, first served basis at the conclusion of the Advance Reservations Process.

5.0 Promotional Tables

5.1 Promotional tables may be used for display and distribution of materials.

5.2 Registered Student Organizations, Student Union Departments, University Affiliated and Sponsored Non-Affiliated Groups may reserve promotional tables.

5.3 The promotional tables must be reserved in compliance with the general reservation procedures and will be assigned on a first come first served basis. Any solicitation and/or sales must be in compliance with Policy Statement 601.9.

5.4 Reservations are limited to one (1) table per day up to five (5) days per semester.

5.5 Promotional tables must be occupied by a member of the reserving group at all times.

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