Shepherd Union Facility Use

PURPOSE

POLICY STATEMENT

REFERENCES

REGULATIONS

1.0 PRIORITIES

2.0 GENERAL FACILITY REGULATIONS

2.1 Access

2.2 Animals

2.3 Loading Dock

2.4 Facility Keys/Access

2.5 Emergency Office Access if Lock Out

2.6 Building Access

2.7 Extended Building Hours

3.0 FACILITY SAFETY

3.1 Lost, Stolen or Damaged Personal Property

3.2 Hazardous or Flammable Materials

3.3 Firearms

3.4 Bicycle, Skates, Skateboards, Hoverboards

3.5 Room Capacities

4.0 FACILITY USAGE

4.1 Amplified Sound

4.2 Study Spaces

4.3 Reservable Spaces

4.4 Food and Beverages

4.5 Vendor Sales

4.6 Adherence to Regulations, Policies and Laws

5.0 FACILITY SCHEDULING

5.1 Resolution of Conflicts

5.2 Facility Scheduling Agreement

5.3 Events Form

5.4 Facilities Rental Rates

5.5 Reservation Authorization

5.6 Cancellations and No-Shows

6.0 EVENT REGULATIONS

6.1 Event Set-Up

6.2 Audio Visual Equipment

6.2.1 Meeting Rooms

6.2.2 Larger Event Spaces

6.3 Post Event Clean-Up

6.4 Dances & Late Night Events

6.5 Decorations

6.6 Video/DVD Showings and Federal Copyright Law

6.7 Storage of Personal Property
PURPOSE

Central to the mission of the Shepherd Union is the provision of programs, services, and facilities to meet the non-instructional needs of the students at Weber State University (WSU). At the same time, the Shepherd Union has a strong commitment to complement the education programs of the university and promote the intellectual and cultural life of the campus and the community.

The Facility Use Policy is intended to establish general guidelines for use of the Shepherd Union, protect the mission and image of the Shepherd Union and Weber State University, ensure the safe use of the facility, and provide a mechanism to resolve conflicts.

A major goal of this policy is ensuring the protection for all participants in events that might be expected to bring people to campus or that might present a substantial risk to the campus community.

POLICY STATEMENT

It is the policy of the Shepherd Union that the physical facility be used primarily for student services, programs, and activities in support of the Shepherd Union’s mission. This usage is nonetheless subject to:

- The use of the property for civil defense purposes or in the event of a State or national emergency
- The unanticipated need of the State to meet the demands of the educational objectives of Weber State University

When the facility is not needed for student purposes, it shall be the policy of the Shepherd Union to make the facility available for use by campus and community groups. This policy applies to the use of the facility by university groups as well as groups from the community for all activities other than the following:

- The use of the facility by university groups for the administration and operation of programs and services that provide a direct benefit to the students of Weber State University consistent with the mission of the Shepherd Union
- The use of the facility for the provision of recreation, leisure, retail and food service operations for the convenience of the campus community
REFERENCES

- WSU PPM 5-30 Food Services
- WSU PPM 5-35 Prohibition of Weapons on Campus
- WSU PPM 5-35a Firearms on Campus
- WSU PPM 5-36 Lost and Found
- WSU PPM 5-37 Campus Facilities Use
- WSU PPM 5-44 Lock and Key Policy
- WSU PPM 7-10 Posting and Distribution of Written Materials on Campus
- WSU PPM 5-50 Animals on Campus

REGULATIONS

1.0 Priorities

Highest priority shall be granted to specifically identified major events that: 1) directly support university business; 2) can only take place in the Shepherd Union due to venue capacity and event needs; 3) are extremely difficult to accommodate with other reservations in place; and 4) have a long standing tradition of taking place in the Shepherd Union.

Outside groups: Exceptions may be made for those off campus entities that frequently utilize Shepherd Union facilities and those events which require advanced planning such as weddings, classes, church events and expos.

2.0 General Facility Regulations

2.1 Access

Access to the Shepherd Union is limited to student, faculty and staff, community members 18 years of age and over, and individuals under the age of 18 when accompanied by and/or under supervision of a student, faculty and staff, community members 18 years of age or older. Exceptions may be made for pre-approved special programs and activities.

2.2 Animals

As identified in the Animals on Campus Policy, Weber State University is committed to ensuring that students, faculty, staff and community members are able to participate fully and equally in the University’s programs and activities within the bounds of maintaining safety, health, and security standards in regards to animals on University Controlled Property.
Service animals are the only designated animals allowed within the Shepherd Union Building. As stated in the Animals on Campus Policy, individuals with disabilities may be accompanied by their service animal on any premises or in any facility at Weber State University where members of the public or participants in services, programs or activities are allowed to go including in University housing. The University may inquire of persons as to whether an animal is a service animal as further described in Section III.B of the policy.

Pets and Emotional Support Animals are not permitted within the Shepherd Union Building.

As stated in section VIII of the Animals on Campus Policy, on limited occasions animals may be permitted in the Shepherd Union Building for University events provided the impact of having the animal(s) on campus has been evaluated and the Events Coordination Committee has approved the event and animal attendance in advance.

2.3 Loading Dock

The entire loading dock area is considered a fire lane; no parking is permitted at the loading dock. Vendors delivering materials must move their vehicle after unloading. If a vehicle is in the loading dock zone past the period of unloading, the vehicle will be asked to move and possibly receive a fire lane ticket, which cannot be appealed. If the vehicle is not moved after warning it will be towed.

2.4 Facility Keys/Access

The Shepherd Union shall issue keys based on rationale of need and not solely as a matter of convenience. The provision of keys should be viewed as a privilege and not a requirement. All persons issued facility keys shall, at all times, be held responsible and accountable for said keys. Keys shall be governed by WSU PPM 5-44.

2.5 Emergency Office Access if Lock Out

The Shepherd Union Building Managers may authorize the opening of any office if proof from the University staff is provided. Immediate access to offices will only be granted to the person who occupies the office, or to their staff or colleague with a written message from the staff member. An email/written message from the office occupant must be sent to Scheduling, Events and Conferences or the Building Manager indicating that the staff member is allowing the specific individual access to their office. The Building Manager will unlock the office for the individual and will immediately close and lock the office for security once the access is completed.

2.6 Building Access
The Shepherd Union will hold regular hours throughout the academic year, with the exception of university observed holidays. All hours, and change of hours, will be posted on the Shepherd Union website, digital TV displays in the building, and inside the external doors on all floors.

2.7 Extended Building Hours Usage

The Shepherd Union will have regular hours throughout the academic year. A request will be needed for any events that will be running/cleaning up after those hours and the fees below will be applied.

$100/hour for events before and/or after set building hours which includes the building manager. Any required public safety/WSU police officers will be charged at the standard rate by the hour on final invoice.

2.8 Speech and Advocacy

The University is committed to ensuring that all persons may exercise the constitutionally protected rights of free expression, speech, assembly, and worship. The time, place, and manner of exercising speech and advocacy on the campuses are subject to campus regulations that shall provide for noninterference with University functions and reasonable protection to persons against practices which would make them involuntary audiences.

The University has a special obligation to protect free inquiry and free expression. All persons may exercise the constitutionally protected rights of free expression, speech, and assembly on University grounds generally open to the public. However, such activities must not interfere with the right of the University to conduct its affairs in an orderly manner and to maintain its property, nor may they interfere with the University’s obligation to protect the rights of all to teach, study, and fully exchange ideas. Physical force, the threat of force, or other coercive activities used to subject anyone to a speech of any kind is expressly

3.0 Facility Safety

3.1 Lost, Stolen or Damaged Personal Property

The Shepherd Union will not be held responsible for any lost, stolen, or damaged personal property belonging to users of the facilities. Any unattended items found within the facility will be turned into and recorded at the lost and found located at the Information Center.

Per PPM 5-36, items not claimed from the Shepherd Union Information Center within 90 days become the property of the University.

3.2 Hazardous or Flammable Materials
Hazardous or flammable materials must not be used or stored in offices, meeting rooms, or within the building at any time for any reason. Per fire code, candles or any open flame are not permitted in the facilities.

3.3 **Firearms**

Per PPM 5-35, No individual may have weapons in his/her possession at any time on University property, except on-duty law enforcement officers and persons authorized under Utah State law.

Refer to PPM 5-35a, which specifically references firearms.

3.4 **Bicycle, Skates, Skateboards, Hoverboards**

The riding of any of the above is forbidden in the Shepherd Union

Refer to PPM 5-47

3.5 **Drones/Unmanned Aerial Vehicles (AUV)**

The flight or use of drones/unmanned aerial vehicles are not permitted in the Shepherd Union Building. Any usage outside of the building on University property must be cleared by the identified University administrators; WSU Campus Police, Risk Management, Facilities Management, Athletics and Facility Managers.

3.6 **Room Capacities**

Attendance at events or gatherings shall not exceed the estimated attendance listed on the reservation forms which must comply with room capacity limits. All capacities at the Shepherd Union will follow all state and university regulations. All user groups are required to abide by University and Shepherd Union policies and related procedures.

For the current capacities, please visit www.weber.edu/conferenceservices

4.0 **Facility Usage**

4.1 **Amplified Sound**

Amplified sound is permitted within designated areas within the Shepherd Union. Amplified sound is described as voice, music or any sound increased by electronic devices. Amplified sound must be approved in advance and must remain below 75 decibels inside the Union or 110 decibels in outdoor spaces at all times. Public performances with amplified sound shall refrain
from the use of foul language. The Shepherd Union has the right to require amplification systems to be turned down or off entirely if it is determined the sound level presents a disruption to services, students or other events. Event sound levels may be monitored by Shepherd Union staff using a digital sound meter.

4.2 Study Spaces

The Shepherd Union provides a combination of collaborative work areas, and public services areas. In order to provide an environment conducive to learning and studying, it is expected that all students will uphold the following community standards for shared study space:

- All students have equal access to study spaces;
- No table, desk or room may be claimed as one's own;
- Personal belongings must be removed when one leaves the study area;
- Personal items may be removed by Shepherd Union staff if left unattended for an extended period of time. The Shepherd Union is not responsible for lost, stolen or misplaced items;

In all cases, students are expected to be considerate of their fellow students. If a student is leaving the premises for an extended period of time (longer than 10-15 minutes), they may not "hold" a space by leaving their belongings unattended. In other words, claiming a space as your own and "camping out" is strictly prohibited.

4.3 Reservable Spaces

Most areas within the Shepherd Union Building are available for reservations by registered WSUSA clubs & organizations, university departments, and non-university groups. Reservations for meeting rooms, tables, and event spaces, as well as certain outdoor spaces can be reserved through weber.edu/roomrequest or weber.edu/conferenceservices.

4.4 Food and Beverages

All food sold and provided on campus must be supplied by University Food Services, approved by the University in an agreement with a user of University facilities, or as otherwise allowed in other sections of Policies and Procedures Manual, including exceptions allowed under PPM 5-30a. All food services will be in compliance with University food policies and guidelines. A clean up fee (minimum of $50) will be charged when outside food has been brought in.

4.5 Vendor Sales

Off campus groups may only have 10 vendor spaces per semester. All reservations must be submitted in the normal way.
Businesses wishing to sell items in the Union or outside areas must reserve a vendor table through the Scheduling, Events & Conferences office. All state sales tax laws must be followed.

4.6 Adherence to Regulations, Policies and Laws

All other applicable University, federal, state, and local regulations, policies, and laws will apply to use of the Shepherd Union facilities.

5.0 Facility Scheduling

5.1 Resolution of Conflicts

In the Shepherd Union, the Scheduling, Events and Conferences office is designated as the office responsible for identifying potential conflicts, such as when noise or crowds from one activity would interfere with another activity in the same vicinity. This office shall assist the groups in finding a resolution to the conflict (e.g., by choosing an alternative date or location for one of the events).

If no informal resolution of a conflict is possible, the decision shall be made by the Administration of the Shepherd Union.

5.2 Facility Scheduling Agreement

All groups scheduling meetings and activities must sign the Facility Use Agreement prior to using the facility. The agreement specifies that:

- All co-sponsors of an event are responsible for the event and subject to any liability associated with the event.
- All persons or groups using the Shepherd Union must abide by Weber State University policies regarding the use of the facility.
- Approval for the use of the facility is subject to the availability and suitability of the space requested and the conformity of the proposed event with university policy.
- The Shepherd Union reserves the right to rescind space previously confirmed if the facility is needed by the University President for university purposes, but will do so only under extreme circumstances.
- The Shepherd Union reserves the right to impose limits on time, place, manner, and/or size of an event.
- The Shepherd Union will terminate reservations for the facility during an activity if it is determined that damage is resulting from its use, or that activities are taking place which endanger the health or safety of other persons.
- Activities scheduled may not interfere with the operation of the university or infringe negatively on the surrounding community.
- Events must be conducted in a manner consistent with existing laws and university policies.
The Shepherd Union shall provide a written statement setting forth specific requirements for insurance, deposits, fee payments, rules covering cancellation of a rental agreement, and any other rules/policies governing this agreement.

5.3 Event Form

The events form must be filled out and returned no later than seven (7) days in advance of the event. Failure to do so will result in the event being cancelled.

5.4 Facilities Rental Rates

Per PPM 5-37, the Shepherd Union Building operates with rental rates under four usage categories; Campus Department or Division, Student Club & Organization Usage, Off-campus Non-Profit Usage, and Off-campus For-Profit Usage.

- Campus Department or Division: Members of the University faculty and staff for University produced events who meet the 90% of attendance are WSU students, faculty, and/or staff threshold and with no registration or admission costs. 100% discounts

- Student Club & Organization Usage: Student groups which are registered with the clubs and orgs office for the current academic year. Student Club & Organization produced events who meet the 90% of attendance are WSU students, faculty, and/or staff threshold and with no registration or admission costs. $50 per ballroom 100% discount for all other rooms

- K-12 age students events that are produced by a University department that is educational in nature. 50% discount

- Non-Profit: A group which is not part of campus but holds a non-profit tax designation. University produced events who do not meet the 90% of attendance are WSU students, faculty, and/or staff threshold. This includes University produced events or professional associations where registration or admission will be charged. 35% discount

- For-Profit: All groups which do not fit into the above categories. No discount

Fronting is prohibited. Any individual who is found to be involved in fronting may face restriction, be charged for costs incurred on the part of the University, or other appropriate consequences.

5.5 Reservation Authorization
To be authorized to make a reservation, all registered WSUSA clubs & organizations must be up to date each year. The Scheduling, Events and Conferences office will verify the clubs President and Advisors to make reservations.

5.6 Deposit

On campus departments, divisions, or student clubs or organizations must provide a cost code prior to the date of the event.

Off Campus Non and For Profit must provide a 50% deposit within 10 business days of making the reservation. The balance is due within 5 business days after their event takes place.

5.7 Cancellations and No-Shows

All meeting, booth or banner spaces in the Shepherd Union must be reserved through the Scheduling, Events and Conferences office. Priority use is given to recognized student organizations and University departments. Sponsoring groups or organizations may cancel or change their reservations with twenty-four hours advance notice. A reservation is considered a no-show if group members have not utilized the reserved area within 30 minutes of the scheduled reservation. Please review the sanctions listed below for violations of the no-show policy:

- The first no-show will result in the student organization receiving a written notice of warning from the SEC office, with a copy to the organization’s advisor.
- The second no-show will result in the student organization losing its scheduling privileges for a period of two academic weeks. During the time of suspension, all previously approved reservation requests will be cancelled within the 2 weeks suspension.
- The third no-show will result in the organization losing its scheduling privileges for a period of 8 academic weeks. During the time of the suspension, all previously approved reservation requests will be cancelled within those 8 weeks suspension. During the 8 week suspension, no reservations will be approved and current reservations will be forfeited.

Reservations are not accepted for regularly scheduled academic classes. Informal study groups are permitted in the public lounges and dining areas. Student organizations may not reserve space during study and exam periods.

The organization agrees to cancel reservations as soon as possible if plans are changed in order that the space will be available for other groups. Failure to cancel/use of the Wildcat Theater, Wildcat Lanes and game center, and the ballroom at least 30 days in advance of the event may result in a cancellation fee.
University groups reserving meeting space at no charge are expected to use
the space or cancel the reservation no later than 24 hours in advance.
Failure to use the space as reserved two times in one academic term may
result in a charge for that space and/or a forfeiture of the reservation
privilege for one academic term.

6.0 Event Regulations

6.1 Event Set-Up

All reservable spaces in the Shepherd Union are arranged in predetermined
or “standard” set-ups which vary from room to room. Alternate room set-ups
may be requested by event sponsors. Set-up requests must be submitted to
the Scheduling, Events and Conferences office at least seven (7) working
days prior to the event.

Each meeting room can be set in different types. When making your
reservation you will be asked to identify which setup you are wanting and if it
is available with your expected capacity.

Most conference rooms, multipurpose rooms, and the ballrooms are set with
the standard set up upon request. All tables and requested items in the room
may NOT be moved and must be left in the condition they were found at the
beginning of the reservation.

Furniture and other equipment in the reserved room may be moved, within
reason, to suit the needs of the organization: however, at the end of the
event, the room must be returned to its original condition. Any changing or
moving of furniture or equipment must be approved by the Scheduling,
Events and Conferences office during regular business hours, or the
Building Manager after 5:00 PM. However, all event set ups will be required
seven (7) days prior to your event.

6.2 Audio Visual Equipment

6.2.1 Meeting Rooms

Each conference room is set with a computer cart (e.g. computer, clicker,
document camera) and Flat screen TV. All events and meeting spaces
are set up with state of the art technology. No projection sound equipment
is needed or provided in conference rooms.

6.2.2 Larger Event Space

All large event spaces, including the ballrooms, Wildcat Theater and room
404 are set with the same equipment as conference rooms, but these
spaces have extra audio and visual equipment upon request, including
projectors and sound. This equipment must be coordinated through the SEC office and be requested in advance.

6.3 Post Event Clean-Up

All spaces will be left as they were found at the beginning of the reservation. All personal items should be taken at the conclusion of the reservation or they will be disposed of by the Shepherd Union staff. Damages and unusually dirty rooms will be assessed and charged accordingly. A cleaning fee (minimum of $50) will be charged when outside/off campus food has been brought in.

6.4 Dances & Late Night Events

A minimum of two campus police officers per ballroom will be required at this type of event. For safety and security reasons, the maximum number of guests may not exceed 300-1000 in the ballrooms based on the room setup and number of ballroom reserved.

Shepherd Union Building Managers will monitor occupancy levels to ensure that occupancy codes and safety regulations are not violated.

Groups sponsoring events in the Shepherd Union Building that are held outside set building hours will be assessed a building and staffing fee and will be invoiced following the event. Additional WSU police officers may be called to the facility at the end of the event to assist in dispersing the crowd. If this extra support is required, it will be at the expense of the sponsoring organization.

6.5 Decorations

Decorating and the removal of decorations must occur during the reserved time of the event. Smoke, fog and bubble machines are not permitted. Use of candles, oil lamps, or incense is not permitted. Additionally, confetti and glitter is also not permitted. Only sticky tac may be used to hang signage, all other decorations must be free standing. Nothing may be hung from the ceiling.

To ensure public safety and guard against property damage, entrances and exits must be kept free of obstacles and must remain unlocked. Only flameproof material should be used for decorations. The use of rubber cement, cellophane tape, nails, paint, duct tape, or other material that might damage building surfaces is prohibited.

Any questions regarding decorations should be referred to the Scheduling office at the time the reservation is made. All display materials must be removed immediately following the event. The Shepherd Union cannot accept responsibility for lost, damaged, or stolen articles. Organizations may be billed for excessive cleaning charges in rooms.
6.6 Video/DVD Showings and Video Games: Federal Copyright Law

Any public showing of a film or playing of video games (VHS, DVD, video stream, XBOX, Playstation, etc.) requires a license. This includes personally owned copies and home use versions of films obtained from video stores, Redbox, retailers, and Wildcat One. Private at home exhibition versions have not been cleared for public performance. Proper licensing fees must be paid to the copyright owners before such use may be granted. Valid copyright authorization must be presented to the Scheduling, Events & Conferences office before showing a film or video in the Shepherd Union. Materials obtained through the Stewart Library are considered to be education and already approved.

6.7 Storage of Personal Property

Storage space will only be provided by prior arrangement with the Scheduling, Events and Conferences Office. Items left in the Shepherd Union after the reservation period ends shall become property of WSU unless previous arrangements have been made with the SEC Office and will be discarded.

6.8 Public Safety

All events will be reviewed by WSU police and event staff. If police are needed, the client will be informed prior to the event, and the cost will be added to the final invoice.

6.9 Damages

It is the responsibility of the event sponsor to leave the facility used in its original condition. Any damages to the facility as determined by Shepherd Union personnel incurred during the activity, the preparations for the activity or the clean-up after the event must be paid by the event sponsor. Any loss or damage to equipment as determined by Shepherd Union personnel will also be charged to the event sponsor. Damages will be assessed in the final invoice.

7.0 Marketing Materials

7.1 Atrium Banners

The form to have a banner hung in the Shepherd Union is available for sign-up in the Scheduling, Events and Conferences office. Banners will be hung up 14 days in total. You may sign the sheet only 48 hours in advance to
have your banner posted. You must retrieve your banner within three business days after your event date or your banner will be thrown away.

7.2 Bulletin Boards

Any items posted to the bulletin boards within the Shepherd Union building and on the Weber State University campus must follow the posting policy (section 7.5 below). All fliers must be respected and not covered by other fliers. Fliers must not be removed from the bulletin boards unless the event date advertised has passed. Only push pins may be used to hang materials, no staples or adhesive of any kind.

7.3 Digital TV Displays

The Shepherd Union owns and operates digital display monitors on each floor of the building. Customers with meetings inside the Shepherd Union may request to display a slide or short video clip with meeting info, a speaker’s photo, or any other relevant information. No sound is available on these digital displays. For information on the requirements for posting please contact Scheduling, Events & Conferences or email the office at unionscheduling@weber.edu.

7.4 A-Frame Usage

University groups may use designated places in Union for A-frame advertisement. Space must be reserved at least 72 hours in advance through the Scheduling, Events & Conferences office. A-frames may be placed outside at least 20 feet from a doorway and not in the path of traffic.

The Scheduling, Events & Conferences office does not provide A-frames.

Registered student groups may check out A-frames through the SIL office.

7.5 Posting Policy

The Shepherd Union provides space for publicity materials at designated areas of the Shepherd Union for recognized campus organizations and events. The Shepherd Union will follow the guidelines set in the WSU “Posting and Distribution of Written Materials on Campus” policy (PPM-7-10) which, in summary states, “Weber State University affirms its commitment to academic freedom, to the concept of a University that encourages the free flow of ideas on all subjects, including controversial issues, and to the opportunity of subjecting all ideas to objective, critical analysis. The University shall not adopt any policy or practice of censorship and shall protect the rights of all students guaranteed under the First and Fourteenth Amendments.”

All persons on the campus of Weber State University, whether administrators, faculty, students, employees, or guests, are subject to the law.
The University maintains the authority and right to prohibit the distribution of any material which, in the estimation of the University, will cause a security problem or interfere with any instructional or University event. The University also maintains the right to regulate the time, manner and place of any distribution of written material which is likely to cause harm to University property, physical danger to any individual, or in any other way breaches the security of the University or disrupts the furtherance of education.

Additionally, to post items in the Shepherd Union, the following guidelines must be met:

Written Materials/Posters:

- Written materials/posters may be posted ONLY in the approved areas of the Shepherd Union which include bulletin boards, located on the west and east sides of the building. There is no posting allowed on windows, walls, vending machines, cement building structures, etc. Bulletin boards designated for “student use only” will be for that purpose only. All other printed material on those bulletin boards may be removed.
- The departments may put up their materials no earlier than ten (10) days prior to the event. The materials will be taken down the next business day after the event has concluded.
  - All written material must be of direct interest to the mission of the University and must be socially responsible. Product advertisements in the Shepherd Union must also follow the same guidelines. Shepherd Union personnel may take material down that is questionable.
- All written material must include: the name of the sponsoring group or company, WSU department or organization, location of the event, date, time and cost of the event.
- University guests that rent the Shepherd Union may post their advertising material in the designated areas. The advertising material is subject to the same rules and policies as apply to University departments.
- There will be no posting on any doors, glass areas or windows of the Shepherd Union. The only exceptions will be official University communications (closure, etc.)
- Posting on vending machines and outside building materials is not allowed.
- Posters will be stamped by management to state when it must be removed. It will be removed by staff on that day.