

**University of North Carolina at Charlotte**  
**Student Union**  
**Use of Space and Reservations Policy**

**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 persons. It includes specific procedures for reserving space and guidelines related to the use of such space.

**2.0 Definitions**

**2.1 Academic Period** - The period between the date of Fall Semester opening of the residence halls for student occupancy and the next following Spring Commencement, excluding periods designated as Fall Break, Winter Break, and Spring Break.

**2.2 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.

**2.3 Non-Affiliated Group** - Any group which is not an "Affiliated Group".

**2.4 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:

2.4.1 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

2.4.2 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

**2.5 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.

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

**2.7 Master Calendar Event** – Master Calendar Events are University-wide functions and special events approved by the Associate Vice Chancellor Student Union, Activities and Recreation for a specific event date on an annual basis. Although there are no specific justification requirements, generally the nature of the event request would fall into one or more of the categories below:

- 2.7.1 The event occurs at the same time each year (i.e., the last Saturday of a given month)
  - 2.7.2 The event is broad based; it is open to the general University community or designed for a large segment of the University population (i.e., International Festival)
  - 2.7.3 It has been historically difficult to schedule the space necessary or appropriate to support the event if the space is reserved during the existing reservation priority time period (i.e., Homecoming).
  - 2.7.4 The event is specifically related to the administration of the University and requires advance scheduling time to insure the availability of the specific space(s) and time period needed, and allows confirmation of the event and participants in advance of the time period in which reservations would normally occur (i.e., Commencement)
  - 2.7.5 There is a real or imminent likelihood of a space scheduling conflict, based on previous scheduling history or Conference, Reservations, and Event Services (CRES) staff determination.
  - 2.7.6 Events that benefit a major segment of the University's student population.
- 2.8 Priority Scheduling** – An event that satisfies the Master Calendar Event qualifications in Sections 2.7.2 – 2.7.6 and is approved by the Associate Vice Chancellor Student Union, Activities, and Recreation 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 Special Event** – Includes events such as Lectures, Socials (Dances, Parties, Receptions, etc.), and Educational Functions (Information Fairs, Video Conferences, etc.).
- 2.11 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.
- 2.12 Open Reservation** – A reservation made after the formal Advance Reservations Process on a space available basis.

### 3.0 General Policy

- 3.1 The Student Union Advisory Board will implement this policy and make recommendations to the 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, all reasonable attempts to limit or minimize user fees for Registered Student Organizations will be made. Rental costs for certain types of equipment and reimbursable labor rates may apply in certain situations. **Standard rental and/or facility use and staffing fees (See Addendum A-Rate Schedule) will apply to all users other than Registered Student Organizations, Student Union Departments and Administrative Offices.**
- 3.3 During the Academic Period, Registered Student Organizations, Student Union Departments and Administrative Offices have priority scheduling privileges in accordance with the reservation process for meetings and special events. **All other organizations, departments, and sponsored non-affiliated users are limited with regard to reserving space no more than thirty (30) days in advance of the event date. In order to assure space availability for students returning to campus in the fall, space is not available for any advance reservation from August 15<sup>th</sup> through September 15<sup>th</sup> unless approved by the Director of the Student Union or her/his designee.**
- 3.4 Registered Student Organizations, University Affiliated Groups, Sponsored Non-Affiliated Groups and persons may be eligible to reserve Student Union facility space for non-academic periods when approved by the Director of the Student Union, and scheduled through CRES.
- 3.5 Individual UNC Charlotte students, faculty, staff or non-affiliated 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 unless approved by the Director of the Student Union or her/his designee.
- 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 the prior written 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.
- 3.10 Use of Student Union audio visual equipment is subject to availability.
- 3.11 Room reservations are considered tentative until date, set-up, and equipment are approved by CRES and confirmed by the reserving party in accordance with section 3.9 above.
- 3.12 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.
- 3.13 All users reserving space accept responsibility for the proper use of the facility and equipment as well as proper conduct of their members and guests. 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.
- 3.14 All users are responsible 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 for any labor required to restore the room to its original state.
- 3.15 All users must be finished with the room and it must be vacated by the time indicated on the reservation form.
- 3.16 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.
- 3.17 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 [Policy Statement #57, 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 Events
  - Recurring Reservations
  - Special Events

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 Events.** For consideration of approved campus Master Calendar or Priority Scheduling Events to take place in the Student Union, the following process must be followed:

- 4.2.1 Only events with 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 may request for a Master Calendar or Priority Scheduling Event to take place in the Student Union.
- 4.2.2 The requesting organization will submit the initial written request to the 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.
- 4.2.3 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 Events will only be considered for Master Calendar or Priority Scheduling status if they have occurred at least one time prior to submission of the request and will be continued on an annual basis. If the event has not yet occurred, but the Student Union Advisory Board recommends that it is worthy of special reservation consideration, the Director of the Student Union may grant it priority scheduling for one year.
- 4.2.5 The Student Union Advisory Board will discuss the request to determine the impact on other campus events. Pending "preliminary approval" by the Director of the Student Union, upon recommendation of the Board, the Assistant Director for Reservations and Event Services will invite the requesting department or organization to attend a Student Union Advisory Board meeting to discuss the request.
- 4.2.6 During the Student Union Advisory Board meeting, the requesting department or organization will be given the opportunity to communicate the request. The Assistant Director for Reservations and Event Services will provide information on the impact of the request. A discussion among the members will follow.
- 4.2.7 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 Director of the Student Union. When the Director 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 committee. 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.

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

4.2.9 Master Calendar or Priority Scheduling event status will be reviewed every five (5) years, or as deemed necessary by the 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 event 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).

4.2.10 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.

4.2.11 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.

4.3.3 The following rooms are available for Recurring Reservations in the Student Union:

Room 200	Room 265
Room 261	Room 266
Room 262	Room 267
Room 263	Room 340 (Sections A, B, C, D, E, and F)

## Room 264

### 4.3.4 Specific/special scheduling requirements apply to the following spaces:

#### 4.3.4.1 Rooms 200, 261, 262, 263, 264, 265, 266 and 267

- These rooms will be available for Recurring Reservations up to thirty (30) minutes prior to the scheduled close of the building.

#### 4.3.4.2 Room 340 Multi-Purpose Room

- Room 340 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, users are limited to two (2) events per semester. 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 the Gameroom Lounge, 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.

4.4.4 Requests for additional Special Events may be made at the conclusion of the Advance Reservations Process on a space available basis no more than sixty (60) days prior to the requested date.

## 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 which is still available on a first come, first served basis at the conclusion of the Advance Reservations Process.

4.5.3 During the Academic Period, Registered Student Organizations, Student Union Departments and Administrative Offices have priority scheduling privileges in accordance with the reservation process for meetings and special events. ***All other organizations, departments, and sponsored non-affiliated users are limited with regard to reserving space no more than thirty (30) days in advance of the event date. In order to assure space availability for students returning to campus in the Fall, space is not available for any***

***advance reservation from August 15th through September 15th unless approved by the Director of the Student Union or her/his designee.***

#### **5.0 Promotional Tables**

- 5.1 Promotional tables may be used for display and distribution of materials to interested persons. Any solicitation and/or sales must be in compliance with [Policy Statement #40](#).
- 5.2 The promotional tables must be reserved in compliance with the general reservation procedures and will be assigned on a first come first served basis.
- 5.3 Reservations are limited to one (1) table per day up to five (5) days per semester.
- 5.4 Tables must be occupied by a member of the reserving group at all times.

#### **6.0 Outdoor Areas**

- 6.1 Outdoor areas (North, East, and South Patios) may be reserved for special events in compliance with the general reservation policy.
- 6.2 Outdoor events must be open to the public and access to and from the Student Union may not be impeded at any time.
- 6.3 Use of amplified sound must be approved by the Student Union Director no less than ten (10) days in advance of the event.

Adopted August 7, 2009