

UNIVERSITY *of*
NORTHERN COLORADO



Student Representative Council

**STUDENT ORGANIZATION
RESOURCE MANUAL
2008 - 2009**



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Student Representative Council

CONTACT INFORMATION

Vice President for Clubs and Organizations.....	351-CLUB (2582)
Graduate Assistant for Clubs and Organizations	351-2927
Student Activities Main Office.....	351-2871
Clubs Website.....	www.unco.edu/clubs
University Center Business Office.....	351-1308 or 351-1309

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Student Representative Council

08-09 STUDENT ORGANIZATION CHARTERING / FUNDING PROCESS

- Step 1: Attend one of the following Student Organization Chartering Meetings in the UC*:
Thursday, September 4, 2008 5:00-6:00pm Columbine B
Monday, September 8, 2008 5:00-6:00pm Columbine B
- Step 2: Complete and submit Charter Packet and Student Organization Funding Request Form to the Student Activities Office, UC Room 2035, attn: SRC Vice-President for Clubs & Organizations.
Charter Recognition Packets are due by 5:00pm Monday, September 15, 2008.
Funding Request Forms are due by 5:00pm, Monday, September 22, 2008.
- Step 3: The SOT reviews the Funding Requests and makes budget recommendations. The SRC Vice President for Clubs & Organizations will present the SOT's funding recommendations to SRC during the public meeting on Wednesday, October 15, 2008.
- Step 4: Student organizations may only appeal on the basis of due process considerations not funding allocations to the AA/EO Facilitator in writing by 12:00 noon on Friday, October 17, 2008. Contact the SRC Vice-President for Clubs & Organizations for the criteria and forms and/or for complete SRC Bylaw information.

*UC = University Center

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Business Office

POLICIES AND PROCEDURES

The following pages review the forms and procedures used by this office when accessing these accounts.

Office hours are Monday – Friday 8 AM to 5 PM. The Business Office is located upstairs on the main floor in the University Center with the UNC Card Office. The phone numbers for the UC Business Office are (970) 351-1308 (Donna Steffins) and (970) 351-1309 (Cherise DeKraai).

DEPOSITS/BALANCES

Procedure to make a deposit:

1. Bring deposit to the UC Business Office. A deposit slip must accompany the deposit. This deposit slip can be picked up in the UC Business Office and will require a signature from the individual making the deposit for your club or organization.
2. Make sure all checks are made out to your organization. If a check is short or returned, the club will be charged the processing costs.
3. The Business Office personnel will count out the deposit and record it in a receipt book. The individual making the deposit for the group will be given a receipt; you will also keep a copy of the deposit ticket that was turned in with the deposit.
4. The Business Office will do daily deposits.

NOTE: Organizations that deposit monies from fund raising sales (i.e., selling calendars) through their groups must deduct 6.36% sales tax. Tax money is deposited into a sale tax account, then the money is transferred into the club's "8" account.

WITHDRAWALS

DUES:

1. Complete a Work Copy.
2. Attach a form from the professional organization being paid which states amount due per individual and any information (membership forms, etc.) that needs to accompany payment. Also include a list of the individuals names for the membership.
3. A check, along with the above information, will be mailed out.

REIMBURSEMENTS:

1. Reimbursements are discouraged but will be processed.
2. Complete a Work Copy.
3. On the Work Copy list the individual's name, address, and UNC Bear ID number in the vendor area.
4. Attach an original, itemized receipt from the purchase.
5. A check will be mailed within 7-10 days or deposited into the individual's checking account.

WORK COPIES

In order for the Business Office to initiate use of an organization's funds, it must receive organizational approval. Submitting a Work Copy does this. A Work Copy is a form created by the UC Business Office. The form allows for the preparation of the official purchasing form needed to make your purchases on and off campus. The Work Copy form can be picked up in the Business Office; these forms are in the hanging file box to your right as you approach our office. The following signatures are required for each organization:

- 1) **SRC ADMINISTRATIVE AND SERVICE OFFICES:** Author's signature & title and SRC VP of Finance.
- 2) **SRC CLUBS & ORGANIZATIONS:** Club Treasurer and one of the other officers on your signature card.
- 3) **UNIVERSITY PROGRAM COUNCIL:** Committee Chairperson and UPC President or Advisor's signature.

Signature cards can be picked up in the UC Business Office and must be filled out prior to making any purchases. Clubs are required to "charter" their organization in the fall of each new school year. When you charter your club, you may be eligible to receive funding which will be put into your account upon SRC approval. UPC, RHA, The Mirror Newspaper and SRC Administrative and Service Offices do not charter; their funding money is received through the Student Fee Allocation process each year.

After the **work copy** has been submitted, the Business Office will prepare the final purchasing form needed to complete your transaction. The following pages show examples of these forms and when they are to be used. You need to come to this office to pick up the completed form you need to make your purchase.

CHARTERED STUDENT ORGANIZATION EXPENSE GUIDELINES

"2" ACCOUNTS

General

- May not fund food for regularly scheduled organizational meetings.
- May not fund gifts or flowers as gifts including memorial, anniversary and birthdays. Exception is for receptions only.
- All speakers and/or entertainers must utilize university contract process before payment is disbursed. See Student Activities, UC Room 2035.

Food and Beverages

- Food and beverage purchases require official function form **approval before** food may be ordered or purchased. See UC Business Office and Student Activities.

Conferences/Travel

- Conferences are only funded through the Academic Enrichment Grant process and are ineligible for funding through the student organization funding process.

Donations

- May not fund donations to charities or charitable organizations including registration for charity events.

Dues

- Individual membership dues are not eligible for disbursement. Use the 8 account.
- Organizational/Institutional dues are eligible for disbursement.

"Typical" or "Appropriate" Expenses

- Supplies (including Printing, Copying, and Postage)
- Rental of rooms, equipment, or vehicles
- Telephone charges
- Books & subscriptions
- Equipment maintenance
- Advertising and/or publicity
- Equipment purchases
- Registration fees
- Payroll expenses (including fringe benefits, speakers, lecture fees)

"8" ACCOUNTS

General

- May not fund alcoholic beverages.
- Requires appropriate contract authorization for speakers and/or entertainers. See Student Activities, UC Room 2035.

Conferences/Travel

- May be used for travel and requires appropriate university authorization for disbursement of funds. See UC Business Office.

Donations

- May fund donations to charities and/or charitable organizations including registration for charity events.
- May fund gifts or flowers as gifts including memorials, anniversary, and birthdays.

Food and Beverages

- May be used for food purchases and does not require official function forms.

Dues

- Individual membership dues may be paid with 8 account funds

DEPARTMENTAL PURCHASE ORDERS

If a completed Work Copy involves a purchase costing less than \$999.99 and is being issued to a business off campus, a Departmental Purchase Order (DPO) will be used. UNC is tax exempt.

If student fees are being used for food purchases, an Official Function Form must be completed 5-7 days prior to the event. To obtain this form, do the following:

1. Go to the UNC Homepage.
2. Choose Administrative Areas.
3. Choose Accounts Payable under Accounting Services.
4. Under Quick Links (left hand side) choose Official Functions.
5. After reading the guidelines for official functions and employee training functions, fill out the form and print it. Bring the completed form and a Work Copy to the Business Office for processing. **Do not sign the Official Function Form.**

Procedure to follow to obtain a **Departmental Purchase Order (DPO)**:

1. Submit a completed Work Copy to the Business Office.
2. Give the office 24-hour turn around time to complete your DPO.
3. Pick up the DPO in the Business Office unless your organization requested it be mailed.
4. After making a purchase leave the DPO copy with the vendor and bring any invoice or bill to the Business Office.
5. The Business Office will mail a check directly to the vendor paying for the purchase made by your group.

PURCHASE REQUISITIONS

Any purchase costing over \$1,000.00 must be approved by the UNC Purchasing Office.

NEVER MAKE ANY TYPE OF PURCHASE WITHOUT HAVING A PURCHASE ORDER NUMBER FIRST. YOU WILL BE LIABLE FOR THE PURCHASE MADE.

Procedure to follow for a **Purchase Order** over 1,000.00:

1. Complete a Work Copy and turn it in to the UC Business Office
2. The UNC Purchasing Office approves and issues a PO number from the requisition (created by the UC Business Office and sent to Carter Hall) so 48 hours are required.
3. The Business Office will notify your organization when the PO number is ready.
4. On your Work Copy request, mark whether the PO be faxed, mailed or held by our office to be picked up.
5. Generally the receipt from these types of purchases will be mailed directly to our office. If you would receive any type of billing bring it to the Business Office.

If a purchase costs \$10,000 or more, the University will bid this purchase out. The Business Office will assist any organization in writing specs for this type of purchase and walk you through this process. It will take 2 to 3 weeks. Business Office employees need to meet with the Director of Purchasing to begin this procedure.

ELECTRONIC INTRAMURAL ORDERS

If at any time your organization is doing business with another department on campus, payment occurs through an EIO. The EIO will transfer funds from one department to another when purchasing goods or services. Procedure to follow for an EIO:

1. Submit your Work Copy to the UC Business Office.
2. Give the office 24-hour turn around time.
3. When an EIO is used, the Business Office will print a copy of the electronic transfer and put it in your group's file.
4. Be specific on what you need when filling out your Work Copy

TRAVEL PROCEDURES

Please do the following after receiving travel funding:

1. Visit the UC Business Office to verify amount funded and discuss what travel arrangements need to be made.
2. Registration and lodging expenses can be prepaid; bring information pertinent to your travel with you when making arrangements.
3. Following your trip you must bring receipts in to close out the travel request form. We issue no cash up front so at that time we will make arrangements to reimburse for any expenses that were not prepaid.
4. If you chose not to prepay any of your trip expenses, arrangements will be made to reimburse you following your travel. You must visit the Business Office and bring your trip receipts with you.

MOTOR POOL

1. Any group wanting to use a vehicle from UNC's Motor Pool will be required to fill out a Vehicle Reservation Request Form. To obtain this form, come to the University Center Business Office.
2. Upon approval of this form, the Business Office will help you reserve the vehicle through the UNC Motor Pool (351-1258) by calling in a Vehicle Request number.
3. If a 15-passenger van is being rented, you will be required to take a short training session to be scheduled at your convenience prior to using the van.
4. You will communicate with UNC Motor Pool on pick-up and drop off dates and times of your rented vehicle.
5. Motor Pool is self-insured for liability only.
6. Driver may be under the age of 21 with a valid driver's license.

CAR RENTAL

1. Under the new state agreement, there is no longer a primary rental car provider for the state. Enterprise is the local vendor that can be used.
2. Insurance coverage is provided for cars to the full value of the vehicle for 8 passengers or under.
3. Drivers must be 21 years old with a valid driver's license
4. The Business Office will assist you in the required paperwork for the car agency.

MILEAGE REIMBURSEMENT

1. If you need to be reimbursed for mileage, UNC pays \$.53 a mile. Travel forms must be completed; these forms are available in the University Center Business Office.

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University Center

SOLICITATION, SALES, AND ADVERTISING POLICIES

For purpose of this policy, "solicitation" shall be defined as any effort to raise funds, any promotional activity, or any effort designed to disseminate information.

AREAS RESERVED FOR SOLICITATION

- The Lower Level is the only location designed for direct contact solicitation at the University Center. Solicitation tables may be scheduled in the ballroom and main lobby as part of a University recognized, scheduled event. Bulletin boards, sign standards, and displays cases are available.
- Various meeting rooms may be rented for solicitation on a space-available basis.

GENERAL CONDITIONS

- Direct contact solicitation, the sale or distribution of any items, and the use of tables on the University Center Lower Level, must be scheduled through the Scheduling and Events Office.
- Bulletin boards, standards, banners, signage, and balcony areas must be arranged through the Scheduling and Events Office. Sign standards may be obtained through the Scheduling and Events Office.
- The University Center Lower Level corridor area is designated for the dissemination of information, the sale of tickets, petition signing, donation solicitation, and personnel recruiting. All activities must be scheduled through the Scheduling and Events Office.
- Information distribution within an individual department must be arranged through the department managers.
- An officer of the sponsoring organization must make all arrangements. The sponsor is responsible for any violations of University policy or damage to the building and/or equipment.
- The name of the sponsoring organization must be prominently displayed at all times.
- Any literature distributed must comply with University policy.
- Free distribution of publications from racks (particularly magazines and newspapers) shall be limited to the Mirror (UNC official student publication).
- Distributions of coupon books or flyers of any type must be approved through the Scheduling and Events Office.
- No chalking of the sidewalks is allowed (campus-wide policy).

TABLE RENTAL POLICY

- University departments and SRC chartered organizations may utilize corridor table facilities at no charge, unless they are sponsoring a vendor. All tables must still be reserved through the Scheduling and Events Office. Non-UNC groups must pay the current rental rates.
- Table(s) must be reserved at least 24 hours before they are to be used.
- Special bookings for the use of all tables in the lower level may be scheduled for fair or festival-type presentations. The following conditions must be met:
 - All sponsoring groups must be a campus department or chartered/recognized organization.
 - The event must be of general campus interest, particularly to the academic community.
 - The number of spaces and locations as specified shall not be altered.

TABLE RENTAL POLICY CONTINUED

- Users must stay within the assigned space and table and may not spread into the aisle or onto the benches. Traffic flow may not be interfered with.
- Members of the sponsoring organization must attend the table at all times and adhere to all University policies and procedures.
- Table must be occupied one hour after the start time of occupancy or may be released to another group.
- Due to fire and safety regulations, the space available for vendor has to be limited to the following: six feet wide by five feet deep (5' x 6') space. The table may be put anywhere within this space or removed if necessary.
- All merchandise, materials, and equipment must be removed from the building each day.
- Radios, CD-players, etc., must be played at a level not objectionable to other users of the building, and their use is at the discretion of University Center Management.
- Electrical outlets are available at some locations. Last minute electrical power requests may be rejected due to safety problems.
- Table rental fee must be paid no later than the day the table is reserved for.
- Additional charges will be assessed for equipment reserved through the University Center.
- Cancellations must be received at least 24 hours in advance or vendor will be assessed the table rental fee. Cancellations for tables reserved during peak periods (first two weeks of a semester and finals week) must be received at least two (2) weeks in advance or vendor will be assessed the table rental fee.

ADVERTISING

All advertising within the building must be legal in content and must not:

- Support illegal sales or transactions such as unlicensed liquor sales, etc.
- Promote events that have as their only purpose the consumption of alcohol.

Advertising, such as posters, must be in designated areas and requires approval by Scheduling and Events Office.

POSTING

Posters and flyers can only be placed on designated kiosks, located on the lowest west end of the University Center. No posters/flyers are to be taped to the walls or glass in the University Center.

FUNDRAISING ACTIVITIES

The University recognizes the legitimate need for chartered organizations to obtain financial support through various types of fund raising activities under the following conditions:

- A plainly visible sign must be displayed identifying the organization or benefited cause.
- The University Center is not required to furnish merchandise/materials storage.

SIGN STANDARDS AND EASELS

A limited number of standards and easels are available through the Scheduling and Events Office. These may be used to publicize events under the following conditions:

- The event is scheduled within the next 48 hours.
- The posters must adhere to the building advertising regulations.
- Standards, easels, and posters must be located to allow free passage of all customers. The Center staff may relocate standards and easels in the best interest of good traffic flow, maintenance, and safety.
- Sign standards are restricted to the mall level except for special events. Any signs on the main and Panorama level must be machine lettered.

TABLE TENT POLICY

- Advertisers are limited to contract operations within the UC, UPC, and chartered student clubs and organizations.
- All table advertising must be scheduled through the Scheduling and Events Office.

TABLE TENT POLICY CONTINUED

- Only the following areas are authorized for placement of table advertising:
 - Zachariah's Dining and Food Court
 - Atrium Lounge
- Only one table advertising campaign at a time per location will be permitted.
- Table advertising placement must adhere to the guidelines listed and are limited to one table tent per table.
- Each single table advertising campaign may not exceed one week in duration.
- Table advertisements must adhere to standardized sizes and paper stock as follows:
 - Size - 3"x 5" per panel with a minimum of 2 panels, maximum of 4 panels.
 - Paper - card stock or heavier.
- Advertisers are responsible for replenishing their table advertisements. UC staff will discard damaged tents.

BANNERS: BALCONIES

Banners may be attached to building balconies under the following conditions:

- The banner must promote an "all campus" event, sponsored by a recognized student organization, University department or an off-campus group hosting a conference on campus.
- The event must occur within two weeks of the date of posting the banner. Each banner will be limited to seven (7) posting days per event.
- Posting will be on a first-come, first-served basis.
- Banners must be water fast printed. Maximum banner size permitted is 12 feet in horizontal length by six feet in vertical height. The Scheduling and Events Office must approve all banners.
- SRC Candidates may reserve banner space two weeks prior to the election date. Those wanting space must reserve it through the SRC Election Commissioner.

SALE AND DISTRIBUTION OF FOOD ITEMS

UNC Dining Services must provide all food and beverage served in the University Center.

The University Center is concerned with the sale and/or distribution of food items due to

- Sanitation – State Law requires certain sanitation requirements such as sneeze guards, sinks, etc., for many types of food sales and production.
- Liability - The University and the Center is liable for food sales within the facility.

Sales of food and beverage items by non-University Center departments will be limited to the lower level. Other areas may be designated for "festival" type events.

SPECIFIC VENDOR RESTRICTIONS

Credit card, loan and E-mail companies are not allowed to rent tables nor solicit customers in the University Center.

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Residence Life

POSTING/SOLICITATION POLICY

- Only designated Housing & Residence Life staff members may post flyers or distribute information in the UNC residence halls.
- Assistant Hall Directors [AHD's] are responsible for approving publicity materials with an authorized stamp. AHD's will not approve materials that do not coincide with the mission of the university or the Department of Housing & Residence Life (i.e. advertisements for alcohol, off-campus living, etc.).
- Organizations or businesses that do not follow this policy will lose their privilege to advertise in the hall for an amount of time determined by the Coordinator for Staffing.
- Mailbox stuffers will be accepted from UNC organizations [UNC departments or officially recognized UNC student organizations] according to the flyer policy below. Non-UNC affiliated materials [from Greeley Businesses, unofficial student groups, etc.] will not be placed in student/staff mailboxes.
- Promotional tables must receive prior approval from the AHD's by submitting a request form [available at each reception desk] a minimum of two weeks in advance of the event. The approved request form must be present at the table at all times of operation. Taping signs/items to Housing & Residence Life walls is not permitted. Approval for tables near dining areas must be obtained through Dining Services [Harrison 351-2828, Tobey-Kendel 351-2652].
- The same organization can submit one flyer per event per month for dated materials, and one flyer per month for general information.
- All dated flyers must be submitted at least five business days before the event occurs. Staff will post fliers within 48 hours of approval.
- Generally, materials will be posted for no longer than two weeks, and will be removed after the events occur.
- Vandalized/worn materials will be removed.
- Menus, coupon books, and handouts must be submitted to the AHD for approval.
- Posters from **Off-Campus** organizations can be no larger than 11" x 17".
- General questions regarding this policy may be directed to the Housing & Residence Life Office at 351-2721.



RULES AND REGULATIONS GOVERNING UNIVERSITY BUILDINGS AND GROUNDS

1. Admission to Property

Property shall be closed to employees, students, and general public during times other than designated open hours of operation to each building or property. The closing of property will not apply to that space and in those instances where the Department of Facility Services has approved entry by key issuance into the property, after posted operating hours, or where the office of Conference, Catering, and Event Scheduling has approved use of the building or property for educational, cultural, recreational, or public service use consistent with Conference, Catering, and Event Scheduling policies. During posted operating hours property shall be closed only when situations require such action to ensure the safe and orderly conduct of University functions. The decision to close property shall be made by the President of the University (or official designee).

2. Preservation of Property

The improper disposal of rubbish on property; the willful destruction of or damage to property; the creation of any hazard on property to persons or things; the throwing of articles of any kind at a building; the climbing upon roofs, or any part of a building; or golfing on any part of the grounds, is prohibited.

3. Conformity with Signs and Directions

Persons in and on property shall at all times comply with official signs of a prohibitory, regulatory, or directory nature and with the direction of University Police Officers and other authorized individuals.

4. Disturbances

Any unwarranted loitering, disorderly conduct, or other conduct which creates loud or unusual noise or a nuisance; which otherwise impedes or disrupts the conduct of University functions; or which prevents students, faculty, staff, or the public from obtaining the services provided on the property in a timely manner is prohibited.

5. Gambling

Participating in games for money or other personal property or the operating of gambling devices the conduct of a lottery or pool, or the seeing or purchasing of numbers of tickets, in or on property is prohibited. This prohibition shall not apply to the vending or exchange of chances by licensed operators of vending facilities for any lottery set forth in a State law and conducted by an agency of the State.

6. Alcoholic Beverages and Narcotics

Operating a motor vehicle while on the property by a person under the influence of alcoholic beverages, narcotic drugs, hallucinogens, marijuana, barbiturates, or amphetamines, is prohibited. Entering upon the property, or while on the property, under the influence of or using or possessing any narcotic drug, hallucinogen, marijuana, barbiturate, or amphetamine is prohibited. This prohibition shall not apply in cases where the drug is being used as prescribed for a patient by a physician. Entering upon the property, or being on the property, under the influence of alcoholic beverages on property is prohibited, except upon occasions and on property designated for appropriate uses granted under the provisions of the University's approved Alcohol Use Policy.

7. *Soliciting, Vending, and Debt Collection*

Soliciting alms and contributions, commercial soliciting and vending of all kinds, displaying or distributing commercial advertising, or collecting private debts in or on University property is prohibited. This rule does not apply to: a) national or local drives for funds for welfare, health, or other purposes as authorized by the University and approved by the President; b) concessions or personal notices posted by employees or students on authorized bulletin boards; and c) solicitation of organizations membership or dues authorized by occupant departments.

8. *Posting and Distribution of Handbills*

Posting or affixing materials such as pamphlets, handbills, posters, or flyers on bulletin boards or elsewhere on property and grounds is prohibited, except as authorized by the University's approved Posting Policy. Distribution of materials such as pamphlets, handbills, or flyers is prohibited, except in those areas of the property open to the public such as entrances, lobbies, and open corridors, unless conducted as part of authorized University activities. The Department of Facility Services and the UNC Police Department shall be advised in advance of the proposed distribution in public areas, but shall not exercise control over the content of the materials.

9. *Photographs for News, Advertising, or Commercial Purposes*

Photographs may be taken in space occupied by a University Department only with the consent of the occupying Department concerned. Except where security regulations apply or a court order or rule prohibits it, photographs for news purposes may be taken in entrances, lobbies, foyers, corridors, or auditoriums when used for public meetings. Subject to the foregoing prohibitions, photographs for advertising and commercial purposes may be taken only with written permission of University Publications and Communications.

10. *Dogs and Other Animals*

Dogs and other animals, except seeing-eye dogs or other guide dogs, shall not be brought upon property for other than official University purposes.

11. *Vehicular and Pedestrian Traffic*

Drivers of all vehicles entering or while on property shall drive in a careful and safe manner at all times and shall comply with the signals and directions of University Police Officers or other authorized individuals and all posted traffic signs. The blocking of platforms, or fire hydrants on property is prohibited. Except in emergencies and where otherwise posted, parking on property is not allowed without a permit. Parking without authority, parking in unauthorized locations or in locations reserved for other persons, or parking contrary to the direction of posted signs is prohibited. Vehicles parked in violation, where warning signs are posted, shall be subject to removal at the owner's risk and expense. Sidewalks shall not be used for vehicular traffic except for designated service routes that require a special permit. Vehicles without proper authority will be ticketed and towed at the owner's expense. This paragraph may be supplemented from time to time by the issuance and posting of such specific traffic directions as may be required, and when so issued and posted such directives shall have the same force and effect as if made a part hereof. Proof that a motor vehicle was parked in violation of these regulations or directives may be taken as prima facie evidence that the registered owner was responsible for the violation. Specific Parking Regulations are available from the Department of Parking Services.

12. *Weapons and Explosives*

No person entering or while on property shall carry or possess firearms, other dangerous or deadly weapons, explosives, or items intended to be used to fabricate an explosive or incendiary device either openly or concealed, except for approved official purposes.

13. *Enforcement*

Whoever shall be found guilty of violating any of the above rules, regulations, and related policies, shall be subject to all civil and criminal liabilities as called for in the applicable State Statutes including fine, or imprisonment, or both. Requests for interpretation of these rules and regulations should be forwarded to the Chief of the UNC Police Department.

The information in this document is based on University of Northern Colorado documents and policy statements including the Academic Freedom, Rights, and Responsibilities of Students, "Code of Conduct", graduate student petition and appeals procedures, and policies regarding discrimination in general and sexual harassment in particular. Copies of these policies and documents may be obtained in the Vice President for Academic Affairs Office, the Graduate School Office, and the Dean of Students Office.

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Event Planning Office

Requests to use the University Center, Tobey-Kendel Peggy Haynes Room, Faculty and Student Residence Halls and surrounding grounds are to be made with the Event Planning Office. Services include room reservations, technical equipment, and catering orders. Contact (970) 351-1123.

Attached is information from the UC Policies and Procedures Handbook pertaining to event booking and catering. We hope this information will be helpful to you this coming year. REMEMBER: Meetings booked and not cancelled will be assessed a \$10.00 fee. We prefer 24-hour notice and more if possible.

We look forward to working with you this year!

Academic/Athletic Scheduling Office

Requests to use academic buildings, athletic facilities and fields, indoor and outdoor theaters and auditoriums, and surrounding grounds and parking lots are to be made with the Academic Scheduling Office at (970) 351-2558.

Campus Recreation Scheduling Office

Requests to use the Campus Recreation Center are to be made with the Campus Recreation Scheduling Office at (970) 351-2643.

Nottingham Stadium Scheduling Office

Requests to use Nottingham Stadium are to be made with the Nottingham Stadium Scheduling Office at (970) 351-2756.

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University Center

SCHEDULING, POLICIES, AND PROCEDURES

The Scheduling and Events Office provides event planning and scheduling services for the following:

- Catered events for all UNC facilities
- Events and meetings at the University Center
- Events and meetings at Centennial Hall
- Events in Peggy-Haynes room in Tobey-Kendal Hall

Space is reserved on a first-come, first-served basis.

PROCEDURES FOR SCHEDULING FACILITIES FOR EVENTS AND MEETINGS

Contact the Scheduling and Events Office as soon as possible in advance of the event with the following information:

- Date and time of event
- Sponsoring group's name
- Type of event
- Estimated attendance
- Special requirements (A/V equipment, etc.)
- Admission charge or registration fee information
- Food service catering needs (Requests for food require a three (3) week notice)

Once the facility is scheduled, a confirmation will be sent. It is recommended that the confirmation be reviewed for correctness and the office copy be signed and returned to the Scheduling and Events Office as soon as possible. If the desired facility is not available, an alternative will be suggested. If the Scheduling and Events Office cannot handle a request for special services or equipment, they will refer it to the proper office.

PAYMENTS AND DEPOSITS

Catered Event payment policy

A deposit is required within 30 days of booking the event. The deposit is not refunded if the event is canceled within six months of the event. Otherwise, the deposit is applied to the bill. A payment of 50% of the cost is required three (3) weeks in advance. The remaining balance is required at the time the guaranteed count is given, no later than five (5) days prior to the event. All UNC departments and student clubs and organizations must submit a signed Official Function Form three (3) weeks in advance of the event.

Non-catered event payment policy

Payment for room rental charges is required in advance and no later than two (2) days prior to the event. Tentative holds can be placed on a facility for no more than two (2) weeks. Any special payment procedures must be arranged with the Scheduling and Events Office at the time of request in order to have the space guaranteed. It is the applicant's responsibility to notify the Scheduling and Events Office to confirm dates or cancel within the required period.

Payment by TIO

UNC departments and chartered clubs and organizations are allowed to make payment using a TIO. However, TIOs must be signed and received by the Scheduling and Events Office following the payment deadlines as otherwise stated.

CANCELING OR CHANGING A SCHEDULED EVENT

Events utilizing Panorama, Ballrooms, or Centennial Hall: If it is necessary to cancel a scheduled event in Panorama, Ballrooms, or Centennial Hall within **six (6) months of the event**, there will be a cancellation fee equal to the deposit. The cancellation fee for cancellations occurring 15 - 21 days prior to the event will equal an additional 10% of the estimated cost; for cancellations occurring 7 - 14 days prior to the event will equal an additional 25% of the estimated cost; and for cancellations occurring 4 - 6 days prior to the event will equal an additional 40% of the estimated cost.

Catered event room rentals (for all other UC rooms): If food is involved with the event or meeting, notice of cancellation or change must be received at least **ten (10) business days** prior to the scheduled event, otherwise a cancellation fee will apply up to the estimated cost of the catering.

Non-catered room rentals: If it is necessary to cancel or change the information for an event or meeting in rooms other than the Panorama, Ballrooms, or Centennial Hall, the Scheduling and Events Office must be advised **two (2) business days** prior to the event. A no show fee will be charged for rooms not cancelled.

REGULATIONS GOVERNING USE OF FACILITIES

- The University reserves the right to cancel a reservation if it conflicts in any way with the general policies of the University regarding events on campus.
- Violation of any of the stated policies will subject the customer to termination of event and/or suspension of scheduling privileges for one semester (excluding summer) and/or additional charges.
- The Scheduling and Events Office reserves the right to change a reservation to another location if comparable facilities can be provided when a change is deemed necessary.
- The Scheduling and Events Office must approve any changes in scheduled facilities. Such changes include but are not limited to the removing, moving, or addition of any furniture, equipment, decorations, and/or stage properties.
- Unauthorized changes will result in billing for labor charges incurred to return facility to original condition.
- No smoking is permitted in Colorado state buildings.
- In the interest of personal safety of guests of the University, students, and staff, all reservations for University space are approved on the assumption that the space will not be used in excess of the normal seating capacity and will be used as follows: (a) that all aisles leading to exit doors must be kept clear and unobstructed, (b) during the period use, all doors must remain unlocked.

AUDIO VISUAL NEEDS

The University Center has a variety of media equipment available for use. Certain pieces of audio-visual equipment will require the services of at least one trained technician. Equipment requiring a technician must be reserved **at least one (1) week** in advance. There is a charge for the equipment and the technician's time. For a complete list of available equipment and technician costs, check with the Scheduling and Events Office.

ADDITIONAL CHARGES

- A fee will be charged for early openings and/or late closing of the UC and for events that are scheduled on days that the University Center is closed.
- The customer is responsible for the general behavior of event participants. Additional charges will be assessed for excessive cleaning required and for damage to the facility or equipment.

DECORATING GUIDELINES FOR UNIVERSITY CENTER EVENTS

- Use of nails, staples, tacks, pins, tape, glue, or adhesive is **not** permitted on any surface of the University Center. Painter's masking tape is permissible for certain usage with staff approval.
- Use of glitter is **not** permitted.
- Decorations may **not** be placed on any glass portion of the University Center.
- Sign standards and easels may be used to display signs, posters, and banners.
- **No** objects can be suspended from the ceiling.
- Decorations, displays, and/or exhibits that require flame or water **must** be approved by the Scheduling and Events Office staff.
- Candles are not permitted in the University Center except for special events which have been approved by the Director of the University Center and events in the ballrooms. Candles must be in an enclosed container.

For safety and liability reasons, the Scheduling and Events Office staff must approve ALL decorations, displays, and exhibits. Times for decorating must be scheduled in advance and all decoration materials must be removed immediately following the event. The group will be assessed a clean-up fee if the decoration materials are not removed as arranged or if the decorations cause damage to the facilities.

REGULATIONS FOR EVENTS INVOLVING ALCOHOLIC BEVERAGES

- Colorado laws with regard to the sale and consumption of food and beverages are strictly enforced. ***All food and beverages consumed within the University Center and Centennial Hall must be purchased from the University Catering Service.***
- The only UNC facilities licensed for alcoholic beverages are Nottingham Field, Jackson Field, Centennial Hall and the University Center. All alcoholic beverages must be purchased through and be served by University Catering. No outside alcohol may be brought into the facilities.
- Alcoholic beverages will not be allowed outside the designated service area and/or building.
- The University reserves the right to refuse service to anyone who cannot prove legal drinking age or appears visibly intoxicated.
- All users who schedule an event with the Scheduling and Events Office, that will include alcoholic beverages, must review the Terms and Conditions contract and sign the document. This individual, or his/her identified designee, will coordinate with university staff before the event, acting as a contact person ***throughout the event***. It is important that the designee have on-going communications with university staff, as may be necessary and; therefore, shall refrain from over-indulgence of alcohol.
- To protect the University Center liquor license and for safety purposes, an event serving alcohol may be required to have uniformed security on site at the expense of the host. Security may also be required if the event is open past regular building hours or if there has been a history of abuse of alcohol or facilities by the requesting group. The level of security will be determined by University Center Administration.
- The UNC Police will be advised by the Scheduling and Events Office of any event that is scheduled in the UC which is serving alcohol or has had a history of problems or facility abuse in the building.

REGULATIONS FOR EVENTS INVOLVING FOOD

- Catering services for reserved events at the University Center, Centennial Hall, Peggy-Haynes room, and all other Auxiliary facilities **must** use University Catering. Events at all other UNC facilities may use University Catering or outside catering vendors.
- Outside catering vendors are required to provide evidence of a current Colorado Retail Food Services license and maintain standard Workman's Compensation and Employer's Liability Insurance; and General and/or Personal Injury and/or Automobile Liability Insurance with a single occurrence limit of \$600,000 or an annual aggregate limit of \$1,000,000 with the State of Colorado named as an additional insured. Vendors shall submit to the Scheduling and Events office a certificate of insurance coverage with a reference to the State being named as an additional insured at least seven working days prior to a scheduled event.
- University Catering menu selection must be completed at least three (3) weeks prior to the scheduled event. A guaranteed attendance count must be given to the Scheduling and Events Office at least five (5) business days prior to the function.
- Food is allowed in the University Center only in those areas where authorized.
- Food/beverage brought into the University Center from outside vendors will be removed.

POLICY FOR RITUALS AT STUDENT ORGANIZATION EVENTS

- All chartered/recognized student organizations must schedule private rituals 10 working days in advance.
- It is recommended that the group's representative meet with Scheduling and Events Office or the UC building supervisor on duty to cover all the details and check the room before the event so that it will meet their requirements.
- All ritual meetings held in the UC will require a walk-through check-in and check-out to evaluate the room for damages. The Scheduling and Events Office staff or the UC building supervisor (Student Assistant Manager) on duty shall perform the walk-through. The group must leave the room as they found it.
- Provided the group is in compliance with the above, the UC building supervisor (SAM) will not interrupt the ceremony to inspect the room or do a room count while the equipment is visible, except in the case of an emergency.
- Use of candles is not permitted as part of a ritual ceremony.
- The Scheduling and Events Office must be notified if there are special drapes or hangings that are necessary. Assistance will be given to hang them.
- The pinning of the window drapes is not permitted.
- All decorations must conform to the standards listed in the University Center Policies and Procedures handbook.

**CHARTERED STUDENT ORGANIZATION
ROOM CHARGES/CAPACITY
(as of 7/1/03)**

Room	Charges	Room Capacity		
		Auditorium	Classroom	Dining
Rocky Mtn Grand Ballroom (Long's Peak, Mt. Evans, Pike's Peak)	\$100/section	225 (625)	100 (300)	150
Panorama	\$100	225	130	150
Centennial	\$150	N/A	N/A	80
Haynes Room	\$95	N/A	N/A	48
Zachariah's Food Court:				
Lower	None	N/A	N/A	230
Upper	None	N/A	N/A	72
Columbine Suite A	None	135	75	80
Columbine Suite B	None	90	50	70
Both A & B	None	225	125	150
Spruce A	None	35	16	24-32
Spruce B	None	35	16	24-32
Spruce C	None	35	16	24-32
All three Suites	None	105	48	All 72-96
Aspen Suite A	None	20	10	20-24
Aspen Suite B	None	20	10	20-24
Aspen Suite C	Not Available			
Council Room	None	58	24	20
South Platte	None	12	12	12
North Platte	None	12	12	12
Big Thompson	None	16	8	12-16
Poudre	None	16	8	12-16
St. Vrain	None	16	8	12-16

***Chartered Rates:** Student groups chartered by SRC

***Campus Rate:** Non-chartered groups include students, faculty, staff, and administration.

In the Spruce Suites, Aspen Suites, Council Room and River Rooms, there will be no charge for UNC departments and related groups (i.e. SPEEC, PASC, Faculty Senate) utilizing the University Center for meetings under two hours. The fee waiver is only for 1 room and for a meeting and does not include receptions or other activities.