



# **UNIVERSITY CENTER/CAMPUS COMMONS** **POLICIES AND PROCEDURES**

Includes *University Scheduling and Events Policies*

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*(Revised for FY19)*

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POLICIES AND PROCEDURES  
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## EVENT SCHEDULING POLICIES AND PROCEDURES

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Conference and Event Services (CES) provides a one-stop shop for event planning and scheduling services for all events, special functions, and classes on the University of Northern Colorado campus, including the following:

- Catering
- Events and meetings
- Summer conferences and camps
- Classrooms
- Athletic facilities

Contact the CES main office at 970-351-2558 to initiate the planning process for any event on campus. The office is located on the main level of the University Center.

### PROCEDURES FOR SCHEDULING FACILITIES FOR EVENTS AND MEETINGS

Contact CES as soon as possible in advance of the event with the following information:

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

Space is reserved on a first-come, first-served basis. Once the facility is scheduled, a confirmation will be sent. Confirmations should always be reviewed for accuracy and the office copy must be signed and returned to CES as soon as possible. If the desired facility is not available, an alternate location will be suggested. If CES cannot handle a request for special services or equipment, they will refer it to the proper office.

### UNIVERSITY CENTER RENTAL RATES

The University Center and Campus Commons has a tiered system for the rental of facilities and equipment. The first tier are University Affiliated organizations; the second tier constitutes external groups. Since the University Center is partially student fee funded, chartered student groups are charged the minimal amount, and often there is no charge for use. CES has a list of current rates.

UNC departments and chartered clubs and organizations that order UNC Catering totaling at least \$9.00 per person for any single event hosted in the University Center Ballrooms will have the room fee waived. CES reserves the right to place events in appropriate spaces.

Currently serving elected officials of city, county, state, and national governmental offices hosting non-partisan, open forum discussions that are open to the general public will be charged the same rate as on campus groups.

\*\*\*If an event is not funded and run by a department or recognized student organization, the event is considered external and will be subject to external rates. This applies even if participants or organizers are current students, faculty, or staff of the university\*\*\*

## **PAYMENTS AND CANCELLATIONS**

CES must be notified of all cancellations and changes to scheduled rooms and catering orders. The following non-refundable payment schedule will be followed.

### Initial Deposit

- A non-refundable deposit is required within two (2) weeks after the reservation is made for external clients.

### Three Weeks in Advance

- A non-refundable payment of 50% of the projected total cost of the room, catering and equipment is required three (3) weeks in advance of the event for external clients. The final catering order is also due at this time.

### Five Business Days in Advance

- The remaining projected balance is required to be paid five (5) business days prior to the event for external clients. The final guaranteed catering count is also due at this time for events with catering.

### Payment by EIO or Journal Entry

- UNC departments and chartered student organizations may make payment using an EIO (Electronic Internal Order) or Journal Entry and accompanied by an Official Function Form, if necessary.

### No Show Fee

- A no show fee will be charged for rooms not cancelled at least two (2) business days in advance.

## **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 may subject the customer to termination of event and/or suspension of scheduling privileges for one semester (excluding summer) and/or additional charges.
- CES reserves the right to change a reservation to another location if comparable facilities can be provided when a change is deemed necessary.
- CES 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 on campus.
- 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 of use, all doors must remain unlocked.

## **EQUIPMENT AND AUDIO VISUAL NEEDS**

The University Center and Campus Commons have a variety of equipment available for use within the facility including tables, chairs, staging, CD players, DVD players, LCD projectors, screens, Grand Pianos, easels, podiums, microphones, and sound systems. Certain pieces of audio-visual equipment

will require the services of at least one sound technician. There is a charge for the sound technician's time. Some equipment is provided complimentary with the rental of the room. For a complete list of available equipment and technician costs, check with CES.

### **ADDITIONAL CHARGES**

- A fee will be charged for early openings and/or late closing of the University Center and Campus Commons and for events that are scheduled on days that the University Center and Campus Commons are 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.
- Additional charges may be incurred for decorating time outside of the standard time given for any event.

## DECORATING GUIDELINES FOR UNIVERSITY CENTER AND CAMPUS COMMONS EVENTS

- Accessibility of rooms for decorating is determined by the event schedule. Please confirm with CES for the specific times your room will be available for decorating or set up.
- Use of nails, staples, tacks, pins, glue, tape or adhesive is **not** permitted on any surface including windows, floors, ceilings and walls of the University Center and Campus Commons.
- The only tape permitted must be acquired through CES (it is a specific type of blue painter's masking tape), and is only permitted on certain surfaces with staff pre-approval. No taping on wood surfaces of any kind is allowed, including the floors.
- Use of glitter, beads, real rose petals or confetti of any size is **not** permitted. Silk rose petals are allowed.
- Decorations may **not** be placed on any glass portion of the University Center and Campus Commons.
- Sign standards and easels may be used to display signs, posters, and banners.
- **No** objects can be suspended from the ceiling. CES 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.
- Decorations, displays, centerpieces, and/or exhibits that require flame or water **must** be pre-approved by the University Center Director including candles and all such decorations must be in compliance with the City of Greeley fire ordinances. When candles are allowed, they must only be used as part of a table centerpiece. Please check with CES for current requirements.
- Additionally, for safety and liability reasons, CES 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 or if the decoration policy is not followed.

## ALCOHOLIC BEVERAGE POLICIES

- **Colorado laws** with regard to the sale and consumption of food and beverages are strictly enforced.
- **Facilities** - The only UNC facilities licensed for alcoholic beverages are Nottingham Field, Jackson Field, Centennial Hall and the University Center. All alcoholic beverages must be ordered through CES 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.
- **Terms and Conditions agreement** - All users who schedule an event with CES, 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.
- **Security** - To protect the University Center liquor license and for safety purposes, an event serving alcohol is 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.

- **UNC Police** - The UNC Police will be advised by CES of any event that is scheduled in the University Center and Campus Commons which is serving alcohol or has had a history of problems or facility abuse in either building.
- **Right to refuse service** - The University reserves the right to refuse service to anyone who cannot prove legal drinking age or appears visibly intoxicated.

## **CATERING POLICIES**

- **Food and Beverage at the University Center, Campus Commons and Centennial Hall** - Food and beverage for scheduled events (except cakes and mints) served in meeting rooms and public areas at the University Center, Campus Commons and Centennial Hall must be provided by University Catering or University Retail Dining. Plastic ware for cake receptions may be provided by the customer.
- **On-campus departments and student organizations** – On campus groups may bring in snacks for meetings and small group activities at the University Center and Campus Commons. However, outside caterers are not allowed, and food may not be delivered to the University Center and Campus Commons. University groups that bring their own food must provide their own serving ware and must clean up thoroughly, or they will be assessed a clean-up charge.
- **Outside catering vendors** – Outside catering vendors are permitted in facilities other than the University Center, Campus Commons and Centennial Hall if certain procedures are followed. Outside vendors are required to submit to CES, no later than the commencement of the services or delivery of the goods, a copy of their current Colorado Retail Food Services license and an Insurance certificate that meets the following standards:

### **Outside Catering Vendor Insurance certificate requirements**

- Standard Workers' Compensation and Employer Liability as required by state statute, including occupational disease, covering all employees on or off the work site, acting within the scope of their employment.
- Commercial General Liability Insurance written on ISO occurrence form CG 00 01 10/93 or equivalent, covering premises operations, fire damage, independent contractors, products and completed operations, blanket contractual liability, personal injury, and advertising liability (state anticipating HIPAA coverage) with minimum limits as follows:
  - 1) \$1,000,000 each occurrence;
  - 2) \$2,000,000 general aggregate;
  - 3) \$2,000,000 products and completed operations aggregate;
  - 4) \$50,000 any one fire; and
  - 5) Per Project General Aggregate Limit.
  - If any aggregate limit is reduced below \$1,000,000 because of claims made or paid, Contractor shall immediately obtain additional insurance to restore the full aggregate limit and furnish to the State a certificate or other document satisfactory to the State showing compliance with this provision.
- Automobile Liability Insurance covering any auto (including owned, hired and non-owned autos) with a minimum limit as follows: \$1,000,000 each accident combined single limit.
- Professional liability insurance with minimum limits of liability of not less than \$1,000,000.

- The **State of Colorado-University of Northern Colorado shall be named as additional insured** on the Commercial General Liability and Automobile Liability Insurance policies. Coverage required of the contract will be primary over any insurance or self-insurance program carried by the State of Colorado.
  - Insurance shall include provisions preventing cancellation or non-renewal without at least 30 days' prior notice to the State by certified mail.
- **Menu Selection** – University Catering menu selection must be completed at least three (3) weeks prior to the scheduled event. The menu can accommodate special dietary restrictions with sufficient notice.
- **Attendance Guarantees** - A guaranteed attendance count must be given to University Scheduling and Events at least five (5) business days prior to the scheduled event. Charges will be based on the guaranteed number or on the actual number of persons served, whichever is higher. Changes in the guaranteed count after the deadline will be subject to product availability and will be charged a late fee.
- **Time of function** – The confirmation agreement specifies the agreed time set for the function service. Guests should be asked to be prompt in order to insure the success of the meal. Meals served late may impair the quality of the food and incur a late serving charge.
- **Setup** – All informal orders are served with plastic ware and napkins. A formal setup can be ordered at least three (3) weeks in advance through CES, with an additional charge per person. This would include china, linen, wait staff and full service.
- **Official Function Form and Electronic Internal Orders (EIOs)** - Catering for UNC affiliated departments and organizations may require an Official Function Form per University Policy. If required, it must be submitted prior to ordering catering items. The Official Function Form can be found on the University of Northern Colorado website on the Purchasing Department's webpage. Fully approved Official Function Forms should be emailed to CES once completed.
- **Delivery** - Catering may be delivered to locations outside of the University Center. UNC affiliated events requesting delivery outside of the University Center must meet a minimum order of \$300 or a delivery fee will be incurred. Alternatively, some catering items may be arranged for pick up. All non-UNC affiliated catering events, outside of the University Center and all deliveries to off-campus locations may incur a delivery charge.
- **Service Fee** - Catering orders placed by non-UNC affiliated groups must meet a \$500 or 25-person minimum. Events that do not meet this minimum order will be subject to a service fee.



## **SPECIAL FUNCTION ROOM USAGE**

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The following rooms are special function areas that have specific usage limitations:

- Zachariah's Dining Room
- Atrium
- Fireside Lounge
- Centennial Hall
- Patios
- Peggy Haynes Room in Tobey-Kendel Hall

Due to the unique arrangements of each room, the type of function that can be accommodated, and times available are restricted. The permanence of these rooms limits arrangements. Below is the information specific to each of these areas:

### **ZACHARIAH'S DINING ROOM**

- Zachariah's may be available to be reserved for special events. The room rental fees may be waived based on the amount of food ordered. However, any additional services, equipment, or setup will incur a charge.

### **UNIVERSITY CENTER ATRIUM AND FIREPLACE LOUNGES**

- Furniture must stay in place in the lounge and atrium areas. Availability and appropriate use is determined based on academic use and other events in the building.

### **CENTENNIAL HALL**

- A maximum of 10 round tables with 6 to 8 chairs may be set to accommodate the group's needs or the room may be set lecture style with a maximum of 120 chairs. The full maximum may not be able to be set depending on other room requirements.
- Furniture may not be removed from the room.
- AV equipment can be provided upon request at published rates and must be ordered in advance.
- Centennial Hall is wheelchair accessible.
- Parking -
  - Users are encouraged to use Lot Z behind Gray Hall.
  - Permits are required Monday through Friday 8:00 a.m. to 5:00 p.m.
  - Parking is free after 5:00 p.m. and on weekends. (Lot V is an exception).
  - Street parking on 19<sup>th</sup> Street is free to the public
- A walk-through prior to and after an event will be mandatory to ensure the room is in good order and to check for damages following the event.
- Excessive clean up or damage found in the Hall will be assessed to the user.
- Centennial Halls door locks will be unlocked and locked by our Facilities Management Department with the event information that is given to the event planner.
- ONLY University Catering has access to the Centennial Hall kitchen.

- Centennial Hall includes the following special feature for which University Scheduling and Events can provide information.
  - Wet bar

## **OUTDOOR EVENTS – UC PATIOS**

- Only events, programs, and activities scheduled through CES will be permitted on University Center and Campus Commons patios, balconies, and lawns.
- Locations for outdoor events at the University Center and Campus Commons include:
  - The West Patio
  - The Columbine Room A Patio
  - The Spruce Suites Balcony
  - The Panorama Ballroom Balcony
  - The North Lawn
- The patios are available for functions with the following conditions:
  - Scheduling procedures within the facility will apply to scheduling patio functions.
  - The driving of trucks and cars up to the patios will be prohibited except by arrangement with University Center and Campus Commons building management.
  - Limited equipment is available for outdoor use. Excessive requirements such as staging may entail a charge for supplemental labor.
- Outdoor events may occur from 9:00 a.m. until 10:00 p.m.
- A noise permit is required for any event involving amplified sound. Noise permits may be obtained from University Conference and Event Services and are available on their website. Upon approval of a noise permit, a copy must be provided to CES prior to the beginning of the event. A noise permit does not guarantee the right to amplified sound. Reasonable complaints from neighbors may necessitate ending an event early.
- Music or bands will be restricted to the following hours, depending on other events scheduled in the building:
  - 9:00 a.m. to 10:00 p.m.-- Seven days/week
- The user may be required to provide security during the event.

## **UC SOLICITATION, SALES, AND ADVERTISING POLICIES**

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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 and sign standards are available.
- Various meeting rooms may be rented for solicitation on a space-available basis.

### **GENERAL INFORMATION**

- 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 CES.
- Bulletin boards, standards, banners, signage, and balcony areas must be arranged through CES. Sign standards may be obtained through CES.
- The University Center Lower Level corridor area is designated for the dissemination of information, petition signing, donation solicitation, and personnel recruiting. All activities must be scheduled through CES.
- 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.
- Distributions of coupon books or flyers of any type must be approved through CES.

### **TABLE RENTAL POLICY**

- All tables and chairs must be reserved through CES.
- University departments and chartered clubs and organizations must pay current Non-UNC group rate if they are sponsoring a vendor.
- 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:
  - The sponsoring group must be a campus department or chartered/recognized student organization.
  - The event must be of general campus interest.
  - The number of spaces and locations as specified shall not be altered.

- No moving of tables is permitted. Only University Center staff are authorized to move tables. Tables are not allowed out of the building except in special circumstances that must be approved in advance for events on the University Center lawn.
- 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.
- All boxes and other items must be kept either on top of or underneath the tables, and may not be stacked against the walls or in the aisles
- 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 for the table areas. Less space may be available for other areas.
- 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 Staff.
- Electrical outlets are available at some locations and may incur a fee. Electrical power requests may be rejected due to safety issues.
- 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 main purpose the consumption of alcohol.

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

## **POSTING**

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

## **DIGITAL MONITOR**

UNC campus groups and departments that are hosting an event on campus may submit an event announcement to be posted on the University Center digital monitor located behind the University Center Information Desk on the main level. Announcements must the following requirements to be posted:

- The group hosting the event or activity must be a UNC chartered student organization, a UNC department, or a UNC-affiliated group.
- The event or activity must be open to the public.
- Regular meeting announcements will not be posted.
- Job announcements will not be posted.
- The University Center reserves the right to limit the length of time any specific announcement is posted and to restrict the total number of announcements posted on any particular day in order to ensure that event notices are receiving maximum exposure.
- Campus Events will be posted generally for no longer than two weeks prior to the event, but exceptions may be made for larger events.
- To submit an announcement:
  - Create a PowerPoint slide that is in the 2003 format (.ppt file extension or JPG)
  - Slide may not include animations
  - Email to the University Center administration contact as noted on the website (<https://www.unco.edu/university-center/events-meetings/digital-monitor-postings.aspx>).
  - Please allow at least 2 working days for your announcement to be posted.

## **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 and Campus Commons is not required to furnish merchandise/materials storage.

## **SIGN STANDARDS AND EASELS**

A limited number of standards and easels are available through CES. 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 University Center and Campus Commons staff may relocate standards and easels in the best interest of good traffic flow, maintenance, and safety.
- Sign standards are restricted to the lower level except for special events. Any signs displayed must be machine lettered.

## **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. CES must approve all banners.
- Student Senate candidates may reserve banner space two weeks prior to the election date. Those wanting space must reserve it through the Student Senate Election Commissioner.

Banners may be posted inside of the University Center, primarily from the overhang in front of the Council Room, only with approval from University Center Administration.

## **SPECIFIC VENDOR RESTRICTIONS**

Credit card and loan companies are not allowed to rent tables nor solicit customers in the University Center and Campus Commons.

## **PRESERVATION OF PROPERTY**

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To preserve the appearance and safety of the University Center and Campus Commons, the following are prohibited:

- The improper disposal of trash or objects on University property
- Destruction of or damage to University property
- Theft of University property
- Creation of any unreasonably hazardous condition to persons or things on University property
- Throwing of articles of any kind from or at the building
- Climbing upon statues, roofs, or any parts of a building

### **DISTURBANCES**

- Any conduct or action, which creates a disturbance, is prohibited. This includes the following:
  - Loud or unusual noise, or a nuisance.
  - An action which unreasonably obstructs the usual use of entrances, foyers, lobbies, corridors, offices, elevators, stairways, or parking lots.
  - Any other action which impedes or disrupts the conduct of University functions, or which prevents students, faculty, staff, or the public from obtaining the services provided on University property in a timely manner is prohibited.
  - The use of amplified musical instruments is prohibited at all times in all Meeting Rooms, including the Aspen, Columbine and Spruce Suites and Council Room.

### **PEACEFUL ASSEMBLY**

The University of Northern Colorado acknowledges the rights and privileges of individuals or groups to gather on public property for the purpose of peaceful assembly. The University expects the rights and privileges of all persons to be respected at such gatherings.

Peaceful assembly is defined as any purposeful gathering on campus, in or outside of a University building or facility, by one or more persons whose conduct is peaceful and is in accordance with the University rules, and law. Peaceful assembly includes meetings, speeches, debates, demonstrations, marches, vigils, sit-ins, rallies, protests, and similar meetings or gatherings that do not threaten or violate policies and rules, interfere with the conduct of University business, regular schedules, or events, infringe on the rights of others, endanger the health and safety of others, or damage or destroy property.

The University requires that persons engaged in such assemblies on campus conduct themselves in a manner that will not impair the health or safety of any individual, disrupt the normal conduct of University affairs, or damage and destroy property.

Contact CES Events for a Parade/Assembly/Demonstration Permit Application. All permits are issued by the UNC Police.

### **FLAGS**

Only the United States and State of Colorado flags are to be displayed on the UC flagpole.