# UNION GOVERNING BOARD POLICIES

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Updated 04/2015
OPERATING HOURS

Union management will periodically, but not less than once a semester, publish the operating hours of the K-State Student Union general building and operating, departments. Each publication will be reported to the Union Governing Board.

Revised 10/25/90
Revised 06/14/95
Revised 10/01/10
**FOOD PREPARATION AND SERVICE**

The K-State Student Union abides by the University Policy on dispensing of food. See Appendix A.

The K-State Student Union policy concerning food and drink in the building is:

1. Only Union authorized personnel are to use K-State Student Union food preparation facilities.
2. Only Union authorized personnel are permitted to use K-State Student Union food serving equipment.
3. a) All food items served in the K-State Student Union, Terrace, Lanai, and the South Union Plaza must be purchased from an authorized caterer or franchise operation contracted with the K-State Student Union.
   
   b) Tenants occupying space in the K-State Student Union (e.g. Commerce Bank, Copy Center, Veteran’s Center, OSAS, Greek Affairs Office, UPC, MSO, Radio Station, or Union department) are permitted to bring food into their private spaces from outside the Union for their own consumption.
   
   c) Registered Student Organizations are permitted to bring pre-packaged food, pizza and beverages from outside the Union for meetings of their organizations. Groups must indicate their intent to bring food into these spaces for their meetings when reserving the room. Rooms are to be returned to their original condition, or a cleaning fee may be assessed.
   
   d) Ethnic/International Food Events: With permission in advance from the Assistant Director/Retail of the K-State Student Union or designee, certain food items may be brought into the Union for scheduled events when the food reflects a unique ethnic character. All applicable forms must first be signed in advance and put on display at the event.
4. Individuals may bring in “brown bag” for their sole consumption.
5. If food items are to be sold as a fundraiser, these items (cookies, pre-packaged items, etc.) must be approved by the Assistant Director/Retail of the K-State Student Union or designee. The Fundraising Request Form may be found at: [http://union.k-state.edu/sites/default/files/fundraising-giveaway_form_updated_1-2016_fillable.pdf](http://union.k-state.edu/sites/default/files/fundraising-giveaway_form_updated_1-2016_fillable.pdf)
6. Violations of the policy will result in a letter of warning to the users. This letter will address the violations, and include a copy of Union Governing Board Policy A-2, K-STATE STUDENT UNION facility/services hours and possible future action.
7. If the violation is repeated in the same academic year of receiving a warning letter, the users will not be allowed to use K-STATE STUDENT UNION facilities for the remainder of the academic year.
8. User may appeal any decision made under section 8, within one week of the letter date to the Union Governing Board.

Revised 12/4/15
CHECK CASHING

1. Personal checks, two party checks, travelers checks, cashier checks, and certified checks of students, faculty, and staff will be cashed at the Commerce Bank check cashing window per hours of operation as agreed upon by contract between K-STATE STUDENT UNION and Commerce Bank.

All of the above check cashing services will be provided at the Cats’ Den when Commerce Bank check cashing window is closed.

Official visitors to campus, (conference and seminar delegates to events hosted at Kansas State University) may cash any of the above checks by presenting a valid drivers license with photo and proof of association with Kansas State University, i.e. name tag, conference registration receipt, or similar document.

Commerce Branch Bank

Forms of identification, identifiers and fees, please refer to Commerce Bank check cashing policy available at branch bank.

KSSU Cats’ Den

a. When using University ID (valid ID card only)
   (1) University ID Number
   (2) Date of Birth
   (3) Gender
   (4) Current address and local phone number

b. When using drivers license with photo and proof of Kansas State University Association.
   (1) Drivers License number
   (2) Date of Birth
   (3) Gender
   (4) Current address and local phone number

2. No check cashing fee will be charged at the K-STATE STUDENT UNION Cats’ Den.

3. A maximum of $20.00 will be set on all such checks at the Cats’ Den and a minimum of $5.00 all of which are to be written in multiples of five dollars.

4. All K-State Student Union Departments

   In addition to cashing checks at the Cats’ Den in accordance with paragraphs 1-3; all K-State Student Union operating areas may cash checks in conjunction with the sale of products or services as stated below upon the presentation of the University Photo ID or a valid drivers license with photo. This would be a maximum $10.00 over the purchase amount with no check cashing charge.

   a. When using University ID (valid ID card only)
      (1) University ID Number
      (2) Date of Birth
(3) Gender
(4) Current address and local phone number

b. When using drivers license with photo and proof of K-State Student Union Association.
   (1) Drivers license number
   (2) Date of Birth
   (3) Gender
   (4) Current address and local phone number

The following applies to checks cashed by the K-State Student Union and Commerce Bank, and subsequently returned by the bank because of insufficient funds, no account, account closed, signature incorrect, etc.

**K-State Student Union Locations**

a. When returned check is received by the K-State Student Union Business Office, a notice will be sent to the drawer or endorser of the check at the address given on the check.

b. A charge of $25.00 will be made on all returned checks.

c. Returned checks may be sent to a collection agency or prosecuted through the Riley County Attorney's Office.

**Commerce Bank**

a. Written notice sent to drawer or endorser.

b. Telephone call made to drawer or endorser.

c. A charge of $35.00 will be made on all returned checks.

Revised 04/15/86
Revised 07/01/86
Revised 10/25/90
Revised 11/29/90
Revised 09/17/96
Revised 12/08/97
Revised 03/16/04
Revised 03/29/13
Revised 03/28/14
Policy No. A-4

(Reserved for future use.)
LOST AND FOUND

1. A lost and found service will be maintained by the K-State Student Business Office.

2. Items unclaimed will be disposed of twice a year at the discretion of the Union Management. Valuables will be turned over to the Kansas State University Police Department.

3. Lost and found items are to be turned in to the Business Office personnel may administer this service. Departments should turn items in as soon as possible to expedite the best service possible.

4. Lost items may be claimed during Business Office operating hours.

5. Valuables and Drivers Licenses are to be turned in to the Business Office when found by Departments or by the Building Manager after regular Business Office hours.

6. University issued ID cards are to be turned in to the I.D. Center during regular business hours. After hours, these items are to be turned in to the Building Manager.

7. Valuables may be claimed during regular Business Office operating hours.

Revised 12/07/87
Revised 10/25/90
Revised 03/07/96
Revised 02/14/03
Revised 03/28/14
K-STATE STUDENT UNION
FACILITIES USAGE

The organizations as defined in 1, 2-A, and 2-B must be registered with the Office of Student Activities and Services (OSAS) and on the current list of campus organizations.

1. **Student Organization - Student Rate**
   A student organization shall be defined as any organization whose membership is comprised of students, faculty and/or staff, but at no time shall the membership of students be less than 80% of the total members. The officers of the organization must be students.

2. **University Organizations - University Rate**
   A. A campus organization shall be defined as any organization whose membership is comprised entirely of university persons, but at no time shall the university membership be less than 80% of the total members.
   B. A university-community organization is one which is comprised of university and community persons. At no time shall the total membership of university persons be less than 50%. At least 50% of the officers must be university persons.
   C. A university organization can be a university departmental meeting involving university faculty and staff.

3. **Outside Entities - Outside Rate**
   A. An outside organization is one in which over 50% of the membership is comprised of off-campus people having no affiliation with the University, or
   B. An outside organization is any group not fitting the definition listed in 1 and 2 above.

4. Co-sponsorship by two or more types of organizations described above will result in the rate charged to the organization type having the higher rate. Ex: A university department utilizes a student organization to get rooms at a reduced rate or no charge. Result is we would use university rate.

5. Registered student organizations, or university departments may not serve as “fronts” for other groups in order to obtain free or reduced rates on meeting spaces for any department or off-campus user. Meetings and events reserved by K-State student organizations or departments must fall under the following guidelines:
   The event or meeting must be planned and managed by an OSAS registered organization or university department. Members of the organization or department are to be actively involved with the planning of the meeting or event.

   A majority of those attending events scheduled by a student organization or university department are expected to be K-State students, faculty or staff, or have a legitimate connection to the organization or
university department. Costs associated with the event/meeting must be paid directly by the student organization or university department and not an outside entity.

The K-State Student Union will make the determination as to on-campus vs. off-campus sponsorship by considering the nature of the event, past experience with respect to similar events, type and the nature of attendees.
UNION PLAZA SCHEDULING PROCEDURES

PURPOSE: The purpose of this document is to establish scheduling procedures for the Union Plaza, Union Terrace and Union Lanai at Kansas State University.

DEFINITION:

LANAI: non-smoking section with patio furniture directly north of dining area exit
TERRACE: area directly north of the Union's north entrance and Cats' Den to the steps
PLAZA: the remaining area between Seaton Hall and the Union (below steps)

SCHEDULING RESPONSIBILITY: The Division of Facilities is responsible for scheduling events onto the Union Plaza. The Union Terrace and Lanai are available for scheduling with the approval of the K-State Student Union Director's Office. All three areas are to be scheduled through Division of Facilities. The north end of the Terrace to be used as a stage for programs and speakers with the audience predominantly located on the Union Plaza.

SCHEDULING PROCEDURES: The requesting group should submit a completed Division of Facilities Request to Use Buildings and Grounds (B&G) form to the Scheduling Specialist in 109 Dykstra Hall. If the activity is a fundraiser, a fundraiser application should also be submitted to receive a fundraiser permit. Both forms can be obtained at Dykstra Hall; both forms require the faculty advisor signature. Fundraising activities that entail the sale of merchandise that might be sold through the K-State Student Union Bookstore and other K-STATE STUDENT UNION retail areas should have approval signatures (K-STATE STUDENT UNION) on the application prior to submitting it to the Division of Facilities. Examples of such items would be tee shirts, textbooks and computers. Once all signatures are obtained, the Division of Facilities Scheduling Specialist or Special Event Coordinator can issue the actual fundraising permit and will forward the original application and a copy of the permit to the Office of Student Activities and Services. Once the B&G form has been approved, it will be faxed to the K-STATE STUDENT UNION Director's Office, 532-6565, so that it can be included on Daily Events. Any food dispensed in this area must be purchased through the K-STATE STUDENT UNION Food Service.

Permanent tables on the Terrace or Lanai are not to be used for special events. If tables and chairs are needed, the requesting group may rent them from K-STATE STUDENT UNION at a charge of $5.00 per table. Other services available for rent through K-STATE STUDENT UNION are: electricity, sound system, podium and stage sections. To make arrangements for renting these services, the requester should contact the K-STATE STUDENT UNION Director's Office at 532-6591 after the Facilities request form has been completed.

Amplified Sound may only occur from 12:00 noon - 1:00 p.m. Monday - Friday and after 5:00 p.m. on Fridays for the weekend.

OVERNIGHT USE OF LANAI, TERRACE, OR PLAZA (10:00PM TO 7:00AM): Any use of the above 3 areas after 10:00 pm until 7:00 am the next day will requires security provided by KSU Police. The expense of this security will be the responsibility of the requesting organization. The request for security must be submitted to KSU Police two weeks prior to the event. The Division of Facilities Scheduling Specialist will coordinate the request for security and can be reached at 532-1718.

Revised 11/14/01
Revised 02/03/04
COURTYARD SCHEDULING

1. General Policy Guidelines

   a. Scheduling of the Courtyard shall be limited to those groups in section 1 or section 2 as defined in Policy B-1 "Types of Organizations Using K-State Student Union Facilities."

   b. More than one organization per day may schedule the Courtyard, sequentially, if there are no time/setup conflicts. Any single sponsor may schedule a Courtyard event or activity a maximum of two days in a fourteen calendar day period.

   c. Scheduling hours on Monday - Friday for live presentations shall generally be limited to the time periods between 12:00 noon - 1:00 p.m. This is due to the problems caused by the noise as they affect the meeting rooms.

   d. Prior scheduled events in other areas of the K-State Student Union shall take precedence over proposed Courtyard activities which have the potential of disrupting or conflicting with already scheduled events and business operations.

   e. Charges for conference events or fund raising events are shown in Appendix B.

   f. Displays and Exhibits - Shall be such that they cannot be scheduled at a table scheduling space; do not require K-State Student Union staff supervision or maintenance; are totally self-contained and free standing; and do not contribute to environmental pollution, such as excessive noise, light, etc.

   Revised 02/21/84
   Revised 02/06/92
   Revised 02/14/03
   Reviewed 03/28/14
1. **Reservations Policy**

   a. Union Station may be reserved through the Reservations Office.
   
   b. The Union Station may be reserved whenever the food operation in Union Station is normally closed and the K-State Student Union is normally open.
   
   c. The K-State Student Union or designated representative may approve reservations during normal operating hours.
   
   d. The Union Station will be rented according to the schedule of charges contained in Appendix B.
   
   e. Only an authorized Union sound system technician may operate the system.
1. Generally speaking, regular classes may not be held in the Union on the basis that the university assigns classroom space in designated classroom buildings for regularly scheduled classes; Union facilities are reserved for gatherings which are not scheduled as regular class or academic activities.

2. The use of the Union by faculty for classes is permissible with room rental waived under certain circumstances. These are:
   a. Certain Institutional Management Laboratories
   b. Several classes combined for lectures
   c. Occasional use of the Art Gallery provided normal use in not interrupted.
   d. An occasional class meeting (once or twice a semester) when an informal atmosphere and/or refreshments are involved.
   e. Any classes involved with student leadership/minority programs.
   f. Lecture by guest speaker that is open to the public as well as the class.

3. Long term use of a room for classes must be approved by Union Governing Board.

Reviewed 04/10/84
Revised 04/06/95
Revised 04/12/99
Revised 09/19/08
(RESERVED FOR FUTURE USE)
DRAMATIC PRODUCTIONS

*1. Use of Forum Hall for dramatic productions shall be limited so that rehearsals and performances combined shall not total more than ten days. Either University or outside rates shall be charged for all theatrical or other uses requiring sets, stage lighting, control booths, etc.

2. Use of Forum Hall stage by student groups shall be limited to five consecutive practices with the K-State Student Union reserving the right to schedule the facility for meetings, etc.

3. Any requested change in the lighting arrangement for Forum Hall shall be done by K-State Student Union mechanical personnel at a per hour rate.

*Item refers to such organizations as K-State Players and related groups who will charge admission for the event. See "Fund Raising Projects” Policy C-6, for further information.
Policy No. B-8

SCHEDULING TABLES ON THE K-STATE STUDENT UNION FIRST FLOOR CONCOURSE

1. Tables in the main lobby of the Union, for promotional purposes, may be scheduled with the Reservations Office on a first-come, first-serve basis. Table positions will be determined by the Reservations Coordinators. Only those tables which are scheduled and provided by the Union will be permitted. The restrictions of this policy shall not apply to registration tables used in connection with conferences or seminars in the Union.

2. K-State Student Union First Floor Concourse tables will not be used for:
   a. Any fund raising activity that is in direct competition with the K-State Student Union.
   b. The marketing of products, services, or messages deemed inappropriate to the standards established by the Union in the judgment of the K-State Student Union Executive Director or his/her designated representative. In such cases, requestors will be referred back to Office of Student Activities and Services (OSAS), for guidance on campus distribution of products, services, or messages (literature). Any exceptions must have the approval of the K-STATE STUDENT UNION Executive Director or his/her designated representative.

3. Tables may be scheduled by:
   a. OSAS registered organizations.
   b. University Departments (including Career Planning and Placement Center).
   c. Career Planning and Placement, see Policy B-14(a) Military Information Teams and Peace Corps, see Policy B-14.

   Any exceptions must have the approval of the Union Executive Director or his/her designated representative.

4. Any single sponsor may schedule a table for a maximum of three days in a 14 day period concluding on the date of requested event. Any table which is used for the same purpose, regardless of sponsorship, may be scheduled for a maximum of three days. Space permitting, additional days will be allowed to OSAS registered student organizations for the purpose of selling tickets to an upcoming event that is open to the entire campus community providing a table is available at 4:00 p.m. the day prior to table use. Additional days will not be allowed for sale of services or merchandise related to any ongoing activity.
   a. Exemption for student body election time period. Tables could be used more than three days in a 14 day period.

5. No more than twelve tables may be scheduled at any one time without approval of the Union Director or his/her designated representative, with a minimum of five tables guaranteed to OSAS registered groups. University departments, including Career Planning and Placement, are limited to a maximum of two tables per day.

6. Locations for the tables are to be as follows:
   a. Five tables along Food Court seating area.
   b. Two tables by the south center steps.
   c. Five tables in the East Alcove.
   d. Additional tables as needed will be in placed on the ground floor along the wall outside of the
7. The Union will provide one table, two chairs and one sign standard located behind each table. All other materials for the display must be provided by the sponsor and are not to interfere with the display of other sponsors.

8. Each sponsor shall:

   a. Post its name on the table within clear view of passersby.
   b. Leave the table in its original location unless granted permission by the Union Director or his/her designated representative to move it.
   c. Remain behind the table.
   d. In the case of co-sponsorship, the OSAS organization must be in attendance at the table at all times.

9. Audio-visual equipment must be played at moderate levels to eliminate audio confusion in the surrounding area. The Union management will determine the appropriate levels.

10. For exceptions of above for election year, see "Political Activity" (Policy B-11).

11. See "Student Governing Association Campaign Regulations" for student election regulations involving use of Union facilities.
[Deleted 4/8/02]
PROMOTIONS, DISPLAYS AND PORTABLE SHOWCASE

1. Facilities that provide space for promotions and displays:
   a. Three portable showcases
   b. Second-floor showcase
   c. East and South sides of Courtyard for banners
   d. Two Bulletin Boards, one on first floor by east elevator and one on ground floor by Union Station (west wall)

2. Each display shall:
   a. Be sponsored by an OSAS registered organization, faculty organization, student living group, University Department, Union Program Council or Union Governing Board.
   b. Conform to the common standards of decency.
   c. Display the name of the sponsoring organization.
   d. Three portable showcases, banner space and second-floor showcase must be reserved at the Reservations Office.
   e. Signs on sign standards may be used by special permission of the Reservations Office.

3. Union Program Council (UPC)

   The following showcases are administered by UPC:
   a. The showcase just south of Little Theatre
   b. The two showcases by Forum Hall
   c. The showcase by Art Gallery
   d. The showcase by Union Station entrance
   e. All “A” frame bulletin boards are to be reserved for UPC Committees and Union Departments.
   f. Elevator display cases

4. Showcase Policy

   Policy for the use of K-State Student Union Display Cases.

   The Reservations department (Director’s Office) will administer the use of reservable display cases. Every effort will be made to insure that requests are granted on an equal opportunity basis throughout the year.

   In order to give more student organizations and departments the opportunity to use the display cases, the following policy had been designed:

   a. All display cases are to be assigned only to OSAS registered organizations and university departments. Such sponsorship must be displayed as part of the exhibit.
   b. Bookings will only be made for the current semester.
   c. The time limit will be one week per month with a 3-week waiting period between bookings for any one purpose, regardless of sponsoring organization.
   d. Only one case is permitted per one-week period. On Friday the organization may check with Reservations to see if case is available for further extension into next week.
e. Displays should be in the case or on the bulletin board no later than Tuesday Noon of the assigned week. If not, reservations can then be assigned to another organization.

f. A K-State I.D. card is required to obtain the keys to any Display Case. This must be done between the hours of 8:00 am and 5:00 pm (Monday – Friday)

g. Displays must be removed the Monday following the one-week period by 10 am unless extension is granted. The K-State Student Union cannot be responsible for any displays left after this deadline.

h. Any group or series of displays, which is essentially the same, will be considered as one display, regardless of sponsorship.

i. All above facilities may not be used concurrently for the same purpose.

j. The sponsor must supply all materials necessary for the display.

k. The K-State Student Union will not be responsible for materials or items used in displays.

l. The showcases must remain in designated areas as noted in item 1.

m. No materials may be attached to the outside of the showcase display.

Reviewed 04/10/84
Revised 02/23/87
Revised 04/08/02
Approved 03/11/11
Approved 04/20/12
POLITICAL ACTIVITIES

The following is a general minute of the State Board of Regents under the date of October 17, 1980.

"AMEND BOARD POLICY" - Use of Campus Facilities
It was moved by Mrs. McMullen and seconded by Mr. Pickert upon the recommendation of the Legislative By-Laws and Policy Committee that the following amendment to the Board's policy on use of campus facilities for political activity be adopted:

"State facilities shall not be made available for fund raising events for candidates or parties.

"Facilities of institutions under the Board of Regents may be made available for the purpose of holding political meetings, provided there is no interference with regularly scheduled functions, there is not otherwise available a reasonable facility in the community, students are permitted to hear the speakers without charge, and sponsors pay in advance the regular fees for use of the facilities. (3-16-64)

"Political office holders and candidates shall not be introduced or recognized on campus unless they are participating in the campus event which they are attending. The distribution of handbills shall be prohibited in those areas devoted primarily to instruction or study or at the immediate sites and times of enclosed public events. (Council of Presidents 8/18/70; Board action 1/21/77)

"Regents institutions shall have the authority to develop additional policies and guidelines that are not in conflict with this policy. Such policies and guidelines shall be reviewed by the Legislative By-Laws and Policy Committees and filed with the Executive Officer of the Board of Regents.

"Motion carried unanimously."

Those political groups registered with OSAS shall be allowed one table each for the period between September 14 and election day of any election year. The tables must be reserved one week at a time and table positions will be rotated each week between the groups.

Reviewed 04/10/84
Reviewed 02/01/90
Reviewed 04/12/99
Reviewed 11/02/10
PROMOTIONAL MATERIAL IN THE K-STATE STUDENT UNION
(posters, table tents, large paper posters)

1. Posters may be posted only by OSAS-registered campus organizations, faculty organizations, student living groups, Union Program Council and Union Governing Board, and University departments.
   
a. OSAS-registered organizations, University departments, and other non K-State Student Union organizations will be limited to one poster per event and must post their own sign.

2. Each poster shall:
   
a. Be no smaller than 8 1/2" x 11" or larger than 14" x 22".
   
b. Not violate the common standards of decency.
   
c. Bear the name of the sponsoring organization.
   
d. The poster may be posted no longer than two weeks prior to the event. It should be removed the day following the event.
   
e. Be placed only on a poster standard or a bulletin board provided by the K-State Student Union for that purpose. No glue, tape, or other adhesive may be used to secure posters.
   
f. Not to be placed so as to obscure posters already placed.
   
g. All foreign language posters must have English translation on the front side.
   
h. OSAS registered organizations may post information on fund raising activities providing the fund raising event is registered with OSAS.

3. No posters or banners will be permitted on the K-State Student Union building exterior or grounds, without the express consent of K-State Student Union Director or his/her designated representative.

4. No posters will be permitted on interior walls or doors without the express consent of the K-State Student Union Director or his/her designated representative.

5. If the organization wishes to keep its poster, it must be noted on the back of the poster.

6. The above policies shall be posted on the two (2) large bulletin boards available for use by those organizations in section 1 and 1a of this policy.

7. Table tents may be used as a means of publicity by K-State Student Union organizations or a combination program of a K-State Student Union organization with another university group only. Approval must be obtained from the Assistant Director of Marketing, Public Relations and Development for table tents to be placed in the K-State Student Union on 1st floor, food court, Union Station and Recreation.
The following regulations apply to all table tents:

a. Table tent signup sheets are in the K-State Student Union Promotions and Marketing Office. Committees or combination groups are to sign up for a two week block determined by the Assistant Director of Marketing, Public Relations and Development.

b. Only one table tent per table.

c. Table tents must follow the following guidelines:

   1. Must be no larger than 4 1/2" x 4 1/2".
   2. Use cover weight paper
   3. Must be neat and present a positive appearance.
   4. Must have the sponsoring group identified.
   5. Must have K-STATE STUDENT UNION logo on table tent. Either stylized “U” printed or stamped and approved by the Assistant Director of Marketing, Public Relations and Development.

d. The sponsoring organization is responsible for putting, replenishing, and removal of their table tents.

e. Any exceptions of these policies will be considered by the Promotions and Marketing Coordinator.

8. The following regulations apply to all "Paper Posters":

a. Only those organizations that are associated with the K-State Student Union (UPC, UGB) will be allowed to hang large paper posters.

b. These posters shall be allowed only in the following areas:

   1. Eight (8) spaces are available outside of Forum Hall
   2. Outside Little Theatre - one poster maximum

   c. Posters in areas 1 through 3 shall be hung no earlier than one week before scheduled event and shall be removed immediately following the event

   d. These posters shall be approved at the discretion of the Assistant Director/Programs, or his/her designated representative.

   e. These posters shall not violate the common standards of decency.

f. The following regulations apply to large paper posters outside Forum Hall:

   1. Posters are to be no more than 3 feet wide. Length must be 5 1/2 feet
   2. Ends are to be evenly trimmed
   3. UPC Feature Films and Film Committee will have priority on spots 1 and 2. Other committees may not sign up for more than one space greater 2 weeks in advance of an event. Use of non-reserved spaces will be determined by the UPC Leadership for double wide or for multiple committee events posters.
9. The following regulations apply to all courtyard railing banners:

   a. The courtyard south and east railing banner space may be used by K-State Student Union departments, including Union Program Council, registered OSAS organizations, and university departments.

   b. Reservations for the above spaces will be made in the Union Reservations Office.

   c. Banners for the courtyard railing may be no larger than 4 feet by 10 feet long.

   d. The length of time for banners to be hung for special events extending over a period of time, such as homecoming, will be determined on an individual basis. Organizations or committees will be limited to one banner per event per week. If on any given week not all spaces have been reserved, an organization or committee may schedule a second banner space as long as it is not for the same event as their first banner.

   e. The K-State Student Union Building Operations Department will be responsible for hanging banners on the courtyard windows. Banners to be hung should be left in the Union Reservations Office Monday through Friday or contact the Building Manager Saturday through Sunday. Allow 24 hours for Building Operations to hang the banner.

   f. All banners must bear the name of the organization or committee.

Reviewed 04/10/84
Revised 11/03/94
Revised 03/02/95
Revised 10/12/06
Approved 03/11/11
Approved 04/20/12
Revised 03/29/13
Reviewed 03/28/14
Revised 04/17/15
POSTER REGULATIONS FOR CONFERENCES

1. Posters should be no smaller than 8 1/2" x 11" and no larger than 14" x 22".

2. They should be as professional looking as possible; and, only in emergency should hand written signs be displayed. Each sign should have the name of the conference printed on the poster.

3. Each conference is encouraged to place one sign at the south, east and north entrances of the Union. The signs are to be hung on the holders provided. These signs should state the name of the conference, location of registration area, and suggested directions on how to reach the registration area. (i.e. take elevator to 2nd floor, etc.)

4. All other posters are to be displayed on sign standards. Signs should not be taped to walls or woodwork.

5. Special consideration should be given to sign placements to best inform conference participants while not interfering with the Union's normal functioning and traffic patterns.

6. Deviation from the above should be only with the approval of the Union Director or his/her designated representative.

7. If wall space is needed for poster display, the use of screen flex and easels are acceptable alternatives.

Reviewed 04/10/84
Revised 09/19/01
Reviewed 09/20/11
Revised 03/29/13
MILITARY AND PEACE CORPS INFORMATION TEAMS

1. Information teams representing the various branches of the U.S. Armed Forces and the Peace Corps may use the K-State Student Union as outlined in this policy statement.

2. The following scheduling considerations are to be noted:

   a. Arrangements for scheduling dates are made directly with the Reservations Secretary in the Director's Office in the K-State Student Union. Information copies of correspondence shall be sent to the University Placement Center.

   b. The Peace Corps and each branch of the U.S. Armed Forces may schedule an information table for a maximum of three days per semester, with no more than two organizations per day.

   c. Table space for each group will be limited to one six foot table. Special permission must be secured for any additional display apparatus.

   d. The sponsor must remain behind table. See Policy C-11 for further information.

   e. Arrangements may be made through the Reservations Secretary to place one poster on the Union bulletin board announcing the dates that the information team will be in the Union.

   f. The small meeting rooms (202-209) may be used as a testing room or for showing additional information (slide or film presentations) if requested and reserved on the same days as the information table. When rooms are requested on any other days, the full outside room rental fee applies.

Reviewed 04/10/84
Revised 02/01/90
Reviewed 03/28/14
CAREER PLANNING AND PLACEMENT

Career Planning and Placement representing off campus firms may use the K-State Student Union information tables for the purpose of recruiting K-State students for summer, part-time, or permanent employment upon graduation.

a. Arrangements for scheduling dates are made directly between Career Planning and Placement Director or his/her designated representative and the K-State Student Union Director or his/her designated representative. All confirmations shall be sent to Career Planning and Placement.

b. Career Planning and Placement may schedule an information table for this purpose a maximum of 3 days per semester per firm. Career Planning and Placement, as a co-sponsor of the table, must post their name on the table within clear view of passersby.

c. Table space will be limited to one six foot table per firm. Special permission must be secured for any additional display apparatus.

d. Career Planning and Placement may sponsor a maximum of two firms on any given day.

e. The organization's representative must remain behind the table.

f. Arrangements may be made between Career Planning and Placement and the Union to place one poster on the Union bulletin board announcing the dates that the organization will be in the Union. The poster must bear the name of the firm and indicate co-sponsorship by Career Planning and Placement.

Approved 02/01/90
Reviewed 03/28/14
CHILD CARE IN THE UNION

The K-State Student Union does not provide a baby-sitting or child care service for its patrons. However, provided rooms 206 and 207 are not scheduled for meetings, the K-State Student Union will make them available to be scheduled for child care by OSAS registered groups on Friday and Saturday nights during the regular semester. Groups may schedule the above rooms for child care only in conjunction with Union activities held that same evening. The heavy scheduling by student organizations prevents the use of these meeting rooms Sunday through Thursday.

The scheduling group will be responsible for any excessive clean up charges. The group shall also be solely responsible for any injuries or damages incurred in the scheduled rooms and anywhere on the Union property. Every effort should be made to keep activities within the scheduled rooms.

Reviewed 04/10/84
Revised 09/19/01
Reviewed 10/30/09
Revised 12/04/09
REMOVAL OF FURNITURE AND EQUIPMENT FROM THE BUILDING

There will be no furniture or equipment removed from the building with the exception of equipment which is in support of K-State Student Union events. Additional exceptions may granted by the K-State Student Union Director or his/her designated representative.

Reviewed 04/10/84
Revised 12/03/92
Approved 03/11/11
UNDESIRABLE CONDUCT

1. Undesirable conduct by individuals in the K-State Student Union (including all entrances into the building) may result in those individuals being requested by the Executive Director of the K-State Student Union or his/her designated representative to leave the premises. Entrances are defined as:

   a. East: up to the sidewalk next to Mid Campus Drive
   b. North: to the edge of the terrace steps
   c. South: to the curb at the edge of the canopy in front of the drive thru street
   d. West: to 17th street
   e. Lower east entrance leading to ATMs
   f. North dining

2. Undesirable conduct is defined as such conduct which in any way defaces or damages the premises, obstructs the intended and effective use of the premises, or obstructs or interferes with the intended and effective use of the premises by members or guests of the Kansas State University student body, faculty, or administration.

3. In the event that a person engaged in undesirable conduct is requested to leave the premises and fails to do so within a reasonable time, the Executive Director of the K-State Student Union or his/her designated representative may at his/her discretion seek the assistance of the KSU Police Department to remove the individual. Additional assistance may be called upon when deemed necessary.

4. Violators will be prosecuted. Violations will include, but not limited to: theft, criminal trespass, and vandalism.

Reviewed 03/07/78
Revised 09/19/01
Revised 09/19/01
Revised 09/22/03
NAMING PORTIONS OF THE K-STATE STUDENT UNION
FOR INDIVIDUALS OR BUSINESS ENTITIES

Through the "Friends of the K-State Student Union" it is acceptable to name a room or portion of the K-State Student Union after any individual(s) or a non-profit or profit entity.

The K-State Student Union Executive Director will bring to the Union Governing Board each naming opportunity for information and validation.

Reviewed 03/07/78
Revised 02/04/97
Revised 11/13/00
CAMERA SURVEILLANCE

1. With the installation of Surveillance Cameras throughout the K-State Student Union, the following notification will be posted at entry to retail areas and near cashiers:

Warning: Area monitored by surveillance cameras. Violators will be prosecuted.

2. Violations will include, but not limited to: theft, criminal trespass, and vandalism.

Revised 09/22/03
TOBACCO POLICY

1. Smoking, use of smokeless tobacco and electronic cigarettes (e-cigarettes) are prohibited in the building.

2. No smoking per Kansas State University General Safety Policies:

Smoking is a public health and fire hazard. Locations where smoking is allowed shall be restricted in order to: (A) prevent infringements upon others and (B) create and maintain an environment that is in the best interests of the safety, health, and well being of all the users of university property.

Smoking is not permitted in any university building or vehicle. Research investigating smoking is allowed in laboratories designated for that purpose with authorization granted by the Department of Environmental Health & Safety.

Smoking is prohibited within 30 feet of marked entrances to university buildings.

The Building Authority is responsible for compliance with this policy at each building.

Unlawful smoking is a misdemeanor and is punishable under state or local law.

This policy is effective January 5, 2009 and is in accordance with K.S.A. 21-4009, et seq, and City of Manhattan Ordinance No. 6737. This current policy rescinds the KSU Policy on Smoking in University Buildings, Dated August 15, 2002.

Smoking Policy Approved 09/01/87
Smoking Policy Revised 04/10/90
Revised Tobacco Policy 04/25/91
Revised Tobacco Policy 04/04/96
Revised Tobacco Policy 09/10/02
Revised Tobacco Policy 12/04/09
Revised Tobacco Policy 03/28/14
FUND RAISING PROJECTS

1. A fund-raising activity shall be defined as any income-producing activity (excluding dues) that is publicly advertised or solicited regardless of whether or not the activity realizes a profit.

2. Non-students or non-university affiliate organizations must have Union Governing Board approval to sponsor a fund-raising project in the Union.

3. a. All fund-raising projects by U.A.B. registered organizations must register their activity with University Activities Board before the event may be scheduled. Proof of such registration is the responsibility of the requesting organization.

   b. U.A.B. registered organizations may post information on fund raising activities providing the fund raising event is registered with University Activities Board.

   c. When a fund raising activity is co-sponsored by a student organization and a non-student organization, the higher of the two rates will be assessed for the rental fee. The student organization must staff the reserved area at all times.

4. a. Registered fund raising projects may be done from behind a single table scheduled in the first floor concourse at no charge.

   b. Fund raising activities involving multiple tables may use the first floor concourse Tables 8 and 9 and shall be limited to U.A.B. registered organizations. Scheduling restrictions shall be in accordance with Policy B-8. See Appendix B for rental fees.

   c. Usage of the Union Courtyard for fund raising purposes shall be limited to U.A.B. registered organizations. Scheduling restrictions shall be in accordance with Policy B-3 (Courtyard Policy). See Appendix B for rental fees.

   d. Student organizations having a fund raiser in rooms will be charged the university rate for room rental fees. See Appendix B for rental fees.

5. In no event shall a student, student organization, or a University affiliated organization serve as a front for a non-university group (company or personal financial gain).

6. If the project is political in nature, the additional policy on political activities applies. See Policy B-11.

7. Any fund raising activity that is in direct competition with the K-State Student Union or the Union Program Council cannot be held in the K-State Student Union. Any exceptions must be approved by the Director or his/her designated representative.

Reviewed 04/10/84
Revised 04/02/92
Revised 10/01/04
COMMERCIAL ACTIVITIES

1. Commercial activities shall be defined as those activities of all KSU non-affiliates whose intentions are to advertise, demonstrate, promote or sell their particular products or services.

2. The commercial activities will be limited to products or services, which are not available from a Union department(s), unless approval is obtained from Union Director or designated representative and the related department.

3. See Appendix B for room rental rates.

Approved by Union Governing Board 10/10/69
Reviewed 03/07/78
Reviewed 04/10/84
Revised 02/23/87
Revised 04/23/92
Revised 10/03/08
Reviewed 03/28/14
USE OF THE UNION BY CHILDREN, MIDDLE, AND HIGH SCHOOL STUDENTS

Access to K-STATE STUDENT UNION facilities, programs, and services (in particular the recreation center) will be limited after 7:00 pm to close, seven days a week. Individuals, when behavior is appropriate, are welcome to use the facility and attend structured programs of the K-STATE STUDENT UNION. All individuals, upon request must show a valid identification card. All individuals under the age of 18, without a valid KSU Student ID will be asked to leave the premises after 7:00 pm (unless attending a structured program and demonstrating good behavior).

All individuals under 18 must be accompanied by a parent or guardian after 7:00 pm (birthday parties will require adult supervision at all times).

Inappropriate behavior will result in requesting individual(s)' departure from facility at any time. The K-STATE STUDENT UNION will enforce a no tolerance position on inappropriate behavior. For example, if an individual is asked to leave and they refuse and/or return, K-STATE STUDENT UNION may press charges for criminal trespass.

K-STATE STUDENT UNION will employ one uniformed police officer between the hours of 6:30 pm - 9:00 pm on Fridays and Saturdays. This officer will monitor the south parking lot, south entrance to K-STATE STUDENT UNION and, in conjunction with K-STATE STUDENT UNION building manager, monitor the interior of K-STATE STUDENT UNION. This presence will reduce loitering and unacceptable behavior and provide a wholesome and safe environment for all K-STATE STUDENT UNION customers and staff.

Information on this policy will be posted at all entrances to K-STATE STUDENT UNION and flyers will be sent to the Middle Schools and High School at the start of each school year. Also, a press release will be provided to the local media.

Recreation center employees and building managers will receive training in conflict resolution and crowd control techniques.

Reviewed 04/10/84
Revised 01/25/96
Revised 04/24/20
Revised 04/03/01
CEREAL MALT BEVERAGE
Final Recommendation

It is the final recommendation of the Union Governing Board Alcohol Ad-Hoc Committee that the sale and distribution of 3.2% beer be made available in the K-State Student Union. Furthermore, that the following policy recommendations be considered and accepted by Union Governing Board to be used in coordination with any additional cereal malt beverage policies that might be advanced from the Director's Office. Those additional policies for recommendation are:

Cereal Malt Beverage Policy Recommendation:
1. Sale of related beverages be permitted until one hour before the closing time of all areas licensed within the Union for such sales.
2. The last call for such beverages will be one and one half hours prior to closing time of all areas licensed within the Union for such sales.
3. The sale of such beverages will not be permitted before 11:00am.
4. Related beverages can only be consumed in those areas that has been licensed and allowed, and those area must be designated by Union Governing Board.
5. The consumption of such beverages will be allowed only in the K-State Student Union Recreation Area, Union Station, and those areas approved by the Director for catered events.
6. Drinking activities that are potentially dangerous, such as chugging of alcoholic beverages, competitive drinking activities, and activities that employ peer pressure to force participants to consume alcohol, are prohibited.
7. The serving size per container shall not exceed 16 ounces. No pitchers of such beverages will be sold.
8. Beverage sales will be limited to one beverage per patron, per sale.
9. The sale and consumption of like beverages will be in accordance with the licensing authority on all matters.
10. The Executive Committee of Union Governing Board will be charged with the responsibility of review of all related like beverage policies. Furthermore, the committee will be responsible for the continuous review of revenues and costs related to such beverages sales with semesterly reports issued to Union Governing Board.
11. All publicity or promotional materials must contain redeeming education value and contain statements that encourage responsible drinking and behavior such as "Drink Responsibly."

Approved 01/15/74
Reviewed 01/16/84
Reviewed 11/02/87
Revised 04/27/95
Revised 01/26/06
Reviewed 03/28/14
ALCOHOL USE POLICY

1. At all times, the serving of alcohol in the K-State Student Union must be in compliance with the Kansas Liquor Control Act, Kansas Board of Regents policies and Kansas State University policies and procedures. [http://www.k-state.edu/policies/ppm/3053.html](http://www.k-state.edu/policies/ppm/3053.html)

2. The group sponsoring the event will have a designated representative who will be the contact person for the event. This individual will assist K-State Student Union Catering in monitoring the function by:

   a. Being present throughout the event.
   b. Serve as contact and support person for Union and Catering management.
   c. Watch for disruptive behavior before it escalates.
   d. Watch that participants are contained in the designated areas and notifying appropriate staff if a problem is observed.

Approved 04/20/12
DISTRIBUTION OF LITERATURE

1. The Union Governing Board assumes responsibility for regulation of literature and promotion on Union premises, in accordance with the Kansas State University Literature and Notice Regulations.

2. Literature may be distributed only from scheduled tables on 1st floor and ground floor or distribution points approved by the Union Executive Director or his/her designated representative. Sponsor must remain at table at all times.

3. Literature may be distributed from a rack with the approval of Union Governing Board providing the following criteria are met:
   a. Be sponsored by an Office of Student Activities and Services registered organization, faculty organization, student living group, university department, or Union Program Council.
   b. The literature must be non-commercial in nature.
   c. The Union building would be the most appropriate outlet on campus.
   d. The type of rack used and location must be approved by Union Governing Board and/or the Executive Director.

4. Distribution of literature is prohibited outside any entrance to the Union. Entrances are defined as:
   a. East: to Mid-Campus Drive
   b. North: the terrace steps
   c. South: to parking garage including skywalk
   d. West: to 17th street
   e. North dining

Reviewed 04/10/84
Revised 09/19/01
Reviewed 10/30/09
SPECIAL CONSIDERATIONS IN SCHEDULING

1. Scheduling of the Union Director's Conference Room is only with the permission of the Union Director and his/her designated representative.

2. The Union shall not be responsible for the overnight storage of materials displayed or left in the Union.

3. Banquet rooms Cottonwood, Sunflower, Flint Hills, Bluemont, Konza, Stateroom and Ballrooms should only be scheduled for meetings when all other options are exhausted.

4. Catering rooms may be scheduled as meeting rooms per existing rate schedule. Catering rooms may be scheduled as meeting rooms five days in advance of scheduled event/meeting and room rental rates will be waived for OSAS registered student organizations. If room cannot be used as set, a labor fee may be charged. Outside, conference, and university rates are not waived.

Reviewed 04/10/84
Revised 02/06/92
Revised 11/03/94
Revised 10/13/97
Revised 02/17/98
Revised 03/09/98
Revised 01/26/06
PLACEMENT OF WALL PLAQUES

Placement of wall plaques in the public hallways and corridors shall be limited to memorial and University related recognition.

Revised 02/17/98
Revised 03/09/98
Revised 01/26/06
BICYCLES, SKATEBOARDS, COASTERS, ROLLER BLADES AND SKATES

No person shall ride any bicycle, skateboard, coaster, roller blades, roller skates, or similar devices inside the K-State Student Union.

Approved 01/25/96
DANCE POLICY

The following policy (C-16) is a result of past situations that have jeopardized the safety of the event's participants, visitors/other K-STATE STUDENT UNION customers and the potential for facility damage. This policy is intended to enhance the result of past situations.

The following enhancements to the Dance Policy (page 25-27 of the 2008 "The Source", Student Organization handbook) are recommended:

LOCATION: Unless there are situations that lend itself better for events to be held in the K-STATE STUDENT UNION Ballroom, (dinner dances, prom and events not solely dance related) Union Station will be the space available for reservation. This will be at the discretion of the K-STATE STUDENT UNION Associate Director.

TIME: Groups will be able to schedule events from 9pm-1:30am. No exception will be recognized. All dance events must end by 1:30 a.m.

PRE PLAN MEETING: As in the current policy the pre-planning meeting will be required two weeks in advance of the event. Emphasis will call for the organization's advisor or designee to be in attendance. K-State Police needs two weeks notice to properly schedule officers for the dance.

PROMOTION: Events will be considered closed events, meaning they are scheduled primarily for K-State students. No off campus marketing will be permitted.

GUEST: Admittance only with K-State affiliates with current K-State ID card. Invited guests will be permitted, however, they are to check in at the dance entrance and sign in along with the KSU person who is the sponsor of the invitee. Some form of ID will be required to validate guest name. Three guests per KSU affiliate and all names will be entered in sign-in book.

ADVISOR: The organization's recognized advisor or designee (s) will be required to be in attendance during the event as well as the preplanning meeting.

METAL DETECTOR: K-STATE STUDENT UNION will use a pass through detector (similar to the devices used at airports). The sponsoring organization will be the responsible party to conduct this procedure. Entrance to event will not be permitted without this procedure.

UNIVERSITY POLICE: As per the University Police work force labor union guidelines, a minimum of 2 weeks notice is required to schedule officers. They will monitor the parking lot and the K-STATE STUDENT UNION facility. They will provide assistance, when appropriate, in support of the K-STATE STUDENT UNION staff and student organization. Two KSU police officers for Union Station and three officers if the event is approved for the Main Ballroom.

RENTAL AND OTHER K-STATE STUDENT UNION FEES: No rental will be charged for Union Station and no late hour charge (after 11:00 pm) for building being open. If dance is approved for second floor Ballroom, the room rent and after hour 10:00 p.m. charges will be applied.

DEPARTURE FROM DANCE: Once admitted into the dance, there will be no re-admittance into the dance if one leaves before conclusion of event. Sponsoring organization will control those leaving to use restrooms adjacent to Union Station.

Revised policy approved by UGB 04/24/2000
Revised 09/19/08
SALES, SOLICITATION, AND ADVERTISING POLICY

Facilities of Kansas State University are primarily for University purposes of instruction, research, and public service; they are not available for unrestricted use by non-university groups. The regulation of commercial activity and the posting and distribution of advertising materials on the campus is necessary so that it does not interfere with the academic mission of the University, and so that income gained from activities held on campus benefits the University.

Sales and Solicitation

1. No solicitation of credit card applications will take place on campus during the week before or the two weeks following the beginning day of each semester. Solicitation of credit card applications is also prohibited the week prior to the last day of each semester.

2. University-affiliated, state-owned properties may not be used for commercial sales or solicitation except:
   a. In conjunction with or sponsored by a student organization registered through the Office of Student Activities and Services, in accordance with University regulations.
   b. Individual students in their residence hall rooms who have the approval of their hall governing board or the Association of Residence Halls.
   c. Individual students limited to special events only, in the area between Seaton Hall and the K-State Student Union, in the quadrangle north of Hale Library, and in the quadrangle east of Calvin Hall, in accordance with University regulations.
   a. Business-type activities when a department conducts such activities, which are related to the research and/or educational objectives of the institution, and income remains with the institution.

3. All solicitors falling under the above guidelines shall adhere to the following:
   a. Educational material approved by the Office of Student Activities and Services must be provided to each person that completes a credit card application.
   b. A no harassment policy shall be observed. Harassment shall be defined as continued solicitation of goods and/or services by a solicitor to a solicitee beyond the initial verbal refusal on the part of the solicitee. Solicitors shall not physically obstruct solicitees.

Advertising

1. University-affiliated, state-owned properties may not be used for commercial advertising except in conjunction with or when sponsored by a registered student organization or University department, provided that the organization or department is clearly identified as the sponsor. The University does not lend its name to the advertisement and/or endorsement of commercial enterprises or products.
2. All advertising falling under the above guidelines shall conform to the following:

   a. Advertising shall reveal all significant facts, the concealment of which would mislead the public.
   b. Advertising shall avoid the use of exaggerated or unprovable claims or testimonials. It is the responsibility of the advertiser to provide proof of claims upon request.
   c. Advertising shall be free of statements, illustrations, or implications, which are libelous or obscene.
   d. Advertising shall offer only merchandise or services that are readily available for purchase at the advertised price.
   e. Advertising of guarantees and warranties shall be explicit, including nature and extent of the guarantee or warranty and the identity and responsibility of the guarantor or warrantor.

3. Activities advertised by Kansas State University organizations do not imply official endorsement by the University. In order to conform to the KSU Logo System Guidelines, organizations wishing to use the University logo or seal should contact the University Publications Director, University Publications, 5 Anderson Hall.

Revised 2/14/03
I. Upon occasion, various individuals wish to remember the K-State Student Union and its programs in a special way. These remembrances may be in the form of lifetime gifts or bequests and memorials established at the time of a person's death. Such contributions and/or bequests are to be encouraged, because they provide a means of funding projects that are beyond the scope of the K-State Student Union's annual operating budget.

Gifts and bequests are usually received in one of the following ways:

a. Unrestricted funds for the K-State Student Union.

b. Restricted funds for the K-State Student Union.

II. A Friends Ad Hoc Committee shall be established with membership consisting of Union Governing Board Vice President, two Union Governing Board student members, the Union Program Council representative to Union Governing Board, one Union Governing Board faculty/administrative member, a Union Program Council staff member, the K-State Student Union Executive Director. The purpose of the Enhancement Committee shall be to ensure an orderly means of promoting and utilizing gifts and bequests to the Union Friends Fund. Duties of this committee shall include:

1. Coordination with Kansas State University Foundation's Development Officer to create promotional materials to be used to seek funds.

2. Encouragement of gifts and bequests to the K-State Student Union.

3. Request ideas of project "needs" of the K-State Student Union from various sources. At least annually prepare an updated list of primary needs and secondary needs with approximate dollar costs. This listing (and subsequent up-dates) will be submitted for approval by the Union Governing Board. After approval, the list will be made available for distribution.

4. Make recommendations upon occasion (but at least annually) to the Union Governing Board as to the expenditures of any unrestricted Friends funds.

5. Encourage alumni involvement.

III. The following guidelines will apply to all Friends gifts and bequests:

1. Upon receiving restricted funds for the K-State Student Union, it will be determined if a separate Foundation account is needed. If not, they shall be accounted for separately within the K-State Student Union Friends Fund.

2. The placement of plaques, name plates or anything else bearing the name of donors or deceased persons or property purchased by Friends funds is done in accordance with Union Governing Board policy.
3. Restricted gifts and bequests must be approved by the Union Governing Board. The Union Governing Board in coordination with the Foundation shall inspect or have inspected or inquire as to the consequences (for example environmental consequences) of each gift.

IV. Mission – purpose, responsible party to donor, legal and tax advice

1. Securities
   a. Publicly traded
   b. Closely held

2. Real Estate
   a. Acceptance
   b. Appraisal
   c. Limitations
   d. Costs
   e. Title Info
   f. Environmental Assessment
   g. Committee Discussion

3. Life Insurance
   a. Products accepted
   b. Administration – maintain records, premium schedules, designations, regular audit of policies

4. Deferred and Split Interest Gifts
   a. Life Income Gifts – amount, rates, age, number of beneficiaries
      i. Charitable Gift Annuity – explanation, size, no additions, age, beneficiaries, payout, type of property, trustees
      ii. Charitable Remainder Trusts – explanation, types (CRUT/CRAT), size, additions, age, beneficiaries, payout, type of property, trustees
      iii. Charitable Lead Trust – explanation, size, additions, age, beneficiaries, payout, type of property, trustees
      iv. Bargain sale
      v. Bequests – explanation, types, language
      vi. Beneficiary designations – explanation, types (retirement plans, mutual funds, life insurance, etc.)

5. Gift Acceptance Committee – may require case by case review and may not be covered in document.
TEMPORARY FOOD DISPENSING ON MAIN CAMPUS
APPENDIX A

Policy
The Sanitation Committee is charged with the responsibility of inspecting and controlling (as much as possible) environmental situations that may be deleterious to the health of individuals during their stay on the campus. One of the situations involved is food service and the prevention and minimization of food-borne illnesses. A recommended method of keeping food-borne illness at a minimum is to have trained food handlers well-versed in the proper techniques of food storage and food service. Therefore, it is the policy of this Committee to discourage food preparation and service by untrained and non-approved food handlers. Furthermore, the committee discourages the dispensing of food prepared in kitchens not approved by this Committee via the Campus Sanitarian or the Riley County Board of Health.

Rules
1. A written permit is required of any K.S.U. sanctioned person or group engaged in dispensing any food item. The permit application may be obtained from the Division of Physical Facilities Office, Dykstra Hall, and must be approved by the Department of Public Safety before the activity begins. Those Departments not required to schedule facilities through the Division of Physical Facilities Office and who do not have an approved food service (such as the Department of Intercollegiate Athletics) must submit requests for approval to dispense food directly to the Campus Sanitation Committee. Requests should be sent to the Campus Sanitarian 10 to 14 days prior to the projected food service date. Proper processing of all requirements may take several days.

2. All food items must be approved but the list below should help you in selecting the food to serve:

<table>
<thead>
<tr>
<th>More Hazardous</th>
<th>Less Hazardous</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pastries filled with cream or synthetic cream</td>
<td>Ice, Coffee, Tea, Punch</td>
</tr>
<tr>
<td>Hamburgers</td>
<td>Cookies</td>
</tr>
<tr>
<td>Custards or similar products</td>
<td>Commercially prepackaged food</td>
</tr>
<tr>
<td>Salads or sandwiches containing meat, eggs,</td>
<td>Fresh fruit and vegetables</td>
</tr>
<tr>
<td>poultry or fish</td>
<td>Hot Dogs</td>
</tr>
<tr>
<td>Gravy</td>
<td></td>
</tr>
</tbody>
</table>

3. Drinks which are dispensed on campus should be dispensed from a dispenser with single service paper cups or in commercially available cans.

4. Food items to be served must be prepared in a kitchen approved by the Sanitation Committee via the Campus Sanitarian or by the City-County Board of Health. If items to be served are not prepared in this locality, the items must be purchased from a recognized purveyor.

5. a. Items prepared and packaged in a kitchen approved as above may be dispensed in the unbroken package by personnel who have not had food handler's training.

b. Food handlers include all employees who may have a chance to come in contact with the food during its receiving, preparation, packaging, delivery or serving.

6. Food service may be performed only in building or locations approved by the Division of Physical Facilities or the Campus Sanitation Committee.

Revised 11/94
**APPENDIX B**

The following rates apply to the use of facilities during regular operating periods of the K-State Student Union. The K-State Student Union reserves the right to establish special rates for events which must be scheduled during times when the building is normally closed, holiday periods, or for other types of special services. In no event should an OSAS registered organization or university department serve as a front for a non-university affiliated organization.

**Room charges (effective July 1, 2012)**

<table>
<thead>
<tr>
<th>Room</th>
<th>Commercial</th>
<th>Off-Campus</th>
<th>Conference-University</th>
<th>Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Ballroom</td>
<td>$755</td>
<td>$380</td>
<td>$195</td>
<td>*$60</td>
</tr>
<tr>
<td>West Ballroom</td>
<td>$480</td>
<td>$240</td>
<td>$120</td>
<td>*$45</td>
</tr>
<tr>
<td>Main &amp; West Ballroom</td>
<td>$1,270</td>
<td>$580</td>
<td>$285</td>
<td>*$100</td>
</tr>
<tr>
<td>Grand Ballroom</td>
<td>$1,660</td>
<td>$825</td>
<td>$415</td>
<td>*$140</td>
</tr>
<tr>
<td>Cottonwood Room</td>
<td>$605</td>
<td>$275</td>
<td>$160</td>
<td>*$50</td>
</tr>
<tr>
<td>Sunflower Room</td>
<td>$425</td>
<td>$210</td>
<td>$110</td>
<td>*$45</td>
</tr>
<tr>
<td>Flinthills Room</td>
<td>$720</td>
<td>$330</td>
<td>$160</td>
<td>*$55</td>
</tr>
<tr>
<td>Bluemont Room</td>
<td>$800</td>
<td>$400</td>
<td>$200</td>
<td>$65</td>
</tr>
<tr>
<td>Konza Room</td>
<td>$720</td>
<td>$330</td>
<td>$160</td>
<td>$80</td>
</tr>
<tr>
<td>K, S, U Room</td>
<td>$855</td>
<td>$425</td>
<td>$210</td>
<td>$110</td>
</tr>
<tr>
<td>One Room K or S</td>
<td>$355</td>
<td>$180</td>
<td>$90</td>
<td>$40</td>
</tr>
<tr>
<td>Two Rooms K and S</td>
<td>$580</td>
<td>$285</td>
<td>$145</td>
<td>$55</td>
</tr>
<tr>
<td>Union Station per day</td>
<td>$425</td>
<td>$215</td>
<td>$110</td>
<td>$0</td>
</tr>
<tr>
<td>Cat's Pause Lounge</td>
<td>$865</td>
<td>$425</td>
<td>$215</td>
<td>$95</td>
</tr>
<tr>
<td>Forum Hall per day</td>
<td>$1,030</td>
<td>$520</td>
<td>$260</td>
<td>$0</td>
</tr>
<tr>
<td>Forum Hall 4 hours or less</td>
<td>$580</td>
<td>$285</td>
<td>$145</td>
<td>$0</td>
</tr>
<tr>
<td>Little Theatre per day</td>
<td>$580</td>
<td>$285</td>
<td>$145</td>
<td>$0</td>
</tr>
<tr>
<td>Little Theatre 4 hours or less</td>
<td>$300</td>
<td>$150</td>
<td>$80</td>
<td>$0</td>
</tr>
<tr>
<td>Big 12 Room per day</td>
<td>$480</td>
<td>$240</td>
<td>$120</td>
<td>$0</td>
</tr>
<tr>
<td>Big 12 Room 4 hours or less</td>
<td>$365</td>
<td>$160</td>
<td>$85</td>
<td>$0</td>
</tr>
<tr>
<td>Director's Conference Room</td>
<td>$300</td>
<td>$150</td>
<td>$80</td>
<td>$0</td>
</tr>
<tr>
<td>Room 202</td>
<td>$255</td>
<td>$130</td>
<td>$65</td>
<td>$0</td>
</tr>
<tr>
<td>Room 203</td>
<td>$255</td>
<td>$130</td>
<td>$65</td>
<td>$0</td>
</tr>
<tr>
<td>Room 204</td>
<td>$255</td>
<td>$130</td>
<td>$65</td>
<td>$0</td>
</tr>
<tr>
<td>Room 205</td>
<td>$255</td>
<td>$130</td>
<td>$65</td>
<td>$0</td>
</tr>
<tr>
<td>Room 206</td>
<td>$300</td>
<td>$150</td>
<td>$80</td>
<td>$0</td>
</tr>
<tr>
<td>Room 207</td>
<td>$300</td>
<td>$150</td>
<td>$80</td>
<td>$0</td>
</tr>
<tr>
<td>Room 208</td>
<td>$255</td>
<td>$130</td>
<td>$65</td>
<td>$0</td>
</tr>
<tr>
<td>Room 209</td>
<td>$255</td>
<td>$130</td>
<td>$65</td>
<td>$0</td>
</tr>
<tr>
<td>Room 227</td>
<td>$605</td>
<td>$275</td>
<td>$160</td>
<td>$0</td>
</tr>
<tr>
<td>Room 226</td>
<td>$300</td>
<td>$150</td>
<td>$80</td>
<td>$0</td>
</tr>
</tbody>
</table>

*No charge if reserved seven days or less prior to event. These rooms are designed and located best for banquets and receptions.

All rooms subject to set-up charge if not taken as is or in standard arrangement.
Commercial rates apply when room is used to generate profits.

<table>
<thead>
<tr>
<th>Stateroom 1 (4)(7)</th>
<th>$255</th>
<th>$130</th>
<th>$65</th>
<th>$0</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stateroom 2 (4)(7)</td>
<td>$255</td>
<td>$130</td>
<td>$65</td>
<td>$0</td>
</tr>
<tr>
<td>Stateroom 3 (4)(7)</td>
<td>$255</td>
<td>$130</td>
<td>$65</td>
<td>$0</td>
</tr>
<tr>
<td>North Dining</td>
<td>$425</td>
<td>$210</td>
<td>$110</td>
<td>$0</td>
</tr>
<tr>
<td>Courtyard (5)</td>
<td>$580</td>
<td>$275</td>
<td>$140</td>
<td>$0* (note fundraising item 5)</td>
</tr>
<tr>
<td>2nd Floor Concourse (5)</td>
<td>$580</td>
<td>$275</td>
<td>$140</td>
<td>$0</td>
</tr>
<tr>
<td>One-half Courtyard</td>
<td>$300</td>
<td>$150</td>
<td>$70</td>
<td>$0</td>
</tr>
<tr>
<td>1st Floor Alcove</td>
<td>$400</td>
<td>$200</td>
<td>$95</td>
<td>$0</td>
</tr>
<tr>
<td>1st Floor Information Table (8)</td>
<td>$125/day</td>
<td>$125/day</td>
<td>$0</td>
<td>$0</td>
</tr>
</tbody>
</table>

*Setup fee extra per customer request

(1) Special considerations in scheduling on page 3
(2) See “Dramatic Productions” B-7
(3) See Section I
(4) No Charge for University Departmental Meetings
(5) See Policy B-3 or C-6 for additional information. The fees for using Courtyard for fundraising purposes are:
- One half Courtyard or 5 tables or less – Student $35/day
- All other OSAS groups - $55/day
- Whole Courtyard or 6 tables or more – Student $70/day
- All other OSAS groups - $110/day
(6) Forum Hall may be scheduled by a student organization only when the anticipated attendance exceeds 100.
(7) See Policy C-6 for Fund Raising rates.
(8) See Policy B-8 para. 6 for additional information. The alcove (includes) table positions 8 and 9. Commercial and Off-campus groups or companies will be forwarded to the office of the Assistant Director of Marketing for rate determination.

Equipment and Other Charges

TV: No charge to student groups.

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$35</td>
<td>Department/Outside/Conference for 4 hours</td>
</tr>
<tr>
<td></td>
<td>$65</td>
<td>Over 4 hours (not to exceed 8 hours, includes an operator at no additional charge.) For use with 8x8 screen &amp; existing screens in various rooms. Has variable sizes.</td>
</tr>
</tbody>
</table>

Camcorder: $50 (up to 2 hours; each additional hour: $12.50; 1VHS tape free, each additional $5.50 per tape includes or DVD, duplicate copies $10.00 each).

EON Sound System: $35

Follow Spot: $15 Student group * in-house only.
$25  All other groups * in-house only.

**Down Link:**
$40  per hour, first DVD is $50; over 4 hours $90.

**Portable Cordless Microphone:**
$20  per hour 2-4 hours is $50; over 4 hours $90.

**Cordless Microphone**
(Ballrooms, Little Theatre, Big 12 Room, Forum Hall):
No charge for first microphone, $20 for each additional microphone.

**LCD Panel/projector**
(also applicable to Smart Cart):
No charge to student groups.

**$35**  Department/Outside/Conference for 4 hours or less.

**$65**  Over 4 hours (not to exceed 8 hours, includes an operator at no additional charge.) If room has permanent LCD then AV charge is $20 (1/2 day) or $35 (full day) for groups bringing their own LCD.

**In-room computer/LED screen:**
No charge for student groups.

**$35**  Department/Outside/Conference groups.

**Large 12’ x 12’ screen:**
$20

**Extreme Sound System:**
$30  for 4 hours or less;
$55  for more than 4 hours on a given day.
No charge when used in Courtyard.

**Polycom Teleconference Instrument:**
$30  for all groups except student groups.

**AV Tech/Projectionist:**
$15  per hour for student groups
$24  per hour all other groups

**Labor Charges:**
$19  per hour custodial
$24  per hour maintenance

**Opening fees:**
(DAYS K-STATE STUDENT UNION IS SCHEDULED TO BE CLOSED)

**$550**  4 hours or less/$1,100 – more than 4 hours (less 25% for each full $1,000 in catering services).

**Early/Late hour fees:**
(DAYS K-STATE STUDENT UNION IS SCHEDULED TO BE CLOSED)
$40  per hour for student groups

$95  per hour for all other groups

Electricity provided outside building:  $22  per hour with a one-hour minimum
(includes extension cord, hookup and disconnect service.)

Labor charge for changing lock on doors:  $25  per hour with a one-hour minimum (charge is for the first initial change and includes changing lock back to original state.)

China receptions & Wedding receptions:  Appropriate room rates for group’s category plus the labor fee (Exception: request is 5 days (or less) before event date and will use existing set up.) Rooms in these categories are: Cottonwood, Flint Hills, Sunflower, K & S and Main Ballroom.)

Meals in meeting rooms via Bluemont Buffet:  Requires room reservation AND Bluemont Buffet reservation.  $1.50 per person plus the cost of the Bluemont Buffet.

2. Clarifications

a. Cancellations of room reservations will be accepted until 12:00pm the last normal work day (Monday through Friday) prior to the day of the event. Weekend reservations must be cancelled prior to 12:00pm on Fridays. Failure to cancel a meeting will result in a charge of 50% of the room rate.

If a student organization fails to show up for a reserved event, they will be issued a warning letter. After a second “No Show”, the student organization will be charged the Department Rental Rate for rooms. After a third “No Show” in the same academic year, the student organization’s reservations privileges may be suspended for the rest of the academic year. The K-State Student Union reserves the right to make a charge for any expenses incurred in preparation for an event.

b. Some equipment for rooms such as public address system, lectern, piano, white boards, AV carts, flex screens, projectors, screens, chairs, tables, etc., will be provided at no extra charge. Charge for equipment not in inventory will have cost passed on to the customer.

c. Phone work orders for dedicated lines are the sole responsibility of the renting group. The group must inform the reservations supervisor as to the date of installation and removal, so coordination can be arranged with KSU Telecommunications and K-STATE STUDENT UNION Maintenance staff. Restricted party lines exist upon request.

d. Movie projectors and LCDs in Little Theatre and Forum Hall and the sound system in Union Station are to be operated by an approved A.V. Technician. The hourly rate is $15 for registered student groups and $24 for all other groups.

e. For any single event which require a complete change of setup, a charge will apply at the rate of $19 per hour for custodial and $24 per hour for maintenance personnel. There is a minimum special room setup charge of $40.
f. A special opening fee will be assessed when a request is approved by the Union Executive Director or his/her designated representative, to have the building opened at a time when it is normally closed (holidays, weekends, summer weekends, etc.) The special opening fee will be $550 for four hours or less, or $1,100 for more than four hours. This fee is in addition to all other normal fees. A 25% reduction in the special opening fee will be allowed for each full $1,000 in catering business the day of the special opening. Example: If the organization had requested the building to be open all day $1,100 and they had catering service charges for $1,200, the opening fee would be reduced by $300. (25%).

g. The charge for keeping the Union open before or after normal operating hours for a scheduled event will be $40 per hour for student organizations and $95 per hour for all other organizations.

h. The Union shall not be responsible for the overnight storage of display materials and equipment in the Union.

i. Scheduling of the Union Director’s Conference Room and Konza Room is only with the permission of the Union Executive Director or his/her designated representative.

j. Cottonwood, Sunflower, Flint Hills, Bluemont Room, Konza Room, Food court dining area, Union Station, and Ballrooms should only be scheduled for meetings when all other options are exhausted. When scheduled as meeting rooms the existing rate schedule applies. They may be scheduled as meeting rooms seven (7) days in advance of scheduled event/meeting. Room rental rates will be waived for OSAS registered student organizations. If room cannot be used as set, a labor fee will be charged. Outside, conference, and university rates are not waived.

3. Commercial Rates

Commercial rates apply when room or space is used to generate revenues. All KSU non-affiliates, commercial rates apply.

4. Off-Campus Rates

Off-Campus rates apply when the event is conducted by non-KSU entities and not generating revenues.

5. Conference and University Rates (effective January 1, 2007)

A. Conference rates are charged when two or more of the following criteria apply:
   1.) A group of people meeting in two or more meeting rooms one day;
   2.) Meeting in one meeting room two or more consecutive days;
   3.) Charging some type of registration or admission fee;
   4.) Predominantly involves off-campus attendees (non-KSU faculty, staff, and students).

B. An exception to the conference rates applies if both of the following criteria are met. Student rates will be charged if:
   1.) the event involves a majority of college or high school students
   2.) the sponsoring KSSU organization/department is not charging a registration, admission or sponsor fee.

C. University rates apply to all KSU colleges, departments, offices and local agencies
6. Student Rates

Student rates apply to OSAS registered student organizations, which includes college ambassadors and college student councils. NOTE: Conference rates apply if 2 or more criteria from 5A are met.

7. Catering

A. Catering is provided only for groups of four or more. Exceptions may be made for official university business.

B. There will be no room charge for a room used for a fully catered meal. Rooms used or a dinner-dance may have an additional (hourly) charge when a complete change in room setup is required. One half the normal room rental rates will be charged on catering rooms (Ballrooms, Bluemont, Konza Room, Sunflower, Cottonwood, and Flint Hills) when a customer using the room for a full catered meal requests the room guaranteed to them for an extended reservation time (beyond the normal 5-hour setup period). At the discretion of KSSU no charge may be made when the extended reservation time request is made within five working days (Monday through Friday) of their event and is available.

C. Weddings and/or Wedding receptions – contact the Reservation Office.

D. Kansas State University’s alcoholic beverage policy is applicable to K-State Student Union Food Service when alcohol is served. Alcohol request form must be completed and on file in the Reservations Office and the Catering Office. The alcohol request form may be found at: http://union.k-state.edu/sites/default/files/alcoholic_beverage_request_form_4-2016_fillable.pdf

Revised 09/23/92
Revised 09/15/93
Revised 01/03/94
Revised 09/01/94
Revised 09/14/95
Revised 10/16/00
Revised 10/03/01
Revised 03/28/03
Revised 04/27/05
Revised 01/26/06
Revised 04/27/06
Revised 11/09/06
Revised 04/01/09
Revised 10/01/10
Revised 04/20/12
Revised 03/28/14
Revised 04/17/15