

**K-STATE STUDENT UNION**  
**OPERATING POLICIES**  
**Table of Contents**

	<b>Policy</b>
<b>Building Services</b>	
Operating Hours	A-1 02/03/17
Food Preparation and Service	A-2 02/28/20
Check Cashing	A-3 02/03/17
(Hold for future use)	A-4
Lost and Found	A-5 02/03/17
<b>Scheduling</b>	
Facilities Usage	B-1 11/11/16
Union Plaza Scheduling Procedures	B-2 10/05/18
Courtyard Scheduling Reservation and Usage	B-3 11/01/18
(Hold for future use)	B-4
Classes in the Union	B-5 11/11/16
(Hold for future use)	B-6
Dramatic Productions	B-7 02/03/17
Scheduling Tables in the Union	B-8 02/28/20
(Hold for Future Use)	B-9
(Hold for Future Use)	B-10
Political Activity	B-11 11/02/10
Promotional Material in the Union	B-12 11/01/18
Poster Regulations for Conferences	B-13 11/11/16
Military and Peace Corp Recruitment	B-14 03/09/18
Career Center	B-15 03/09/18
<b>Limitation Policies</b>	
Removal of Furniture and Equipment from the Union	C-1 11/01/18
Undesirable Conduct	C-2 12/06/19
Naming Portions of the Union for Individuals	C-3 11/13/00
Camera Surveillance	C-4 03/09/18
Tobacco Policy	C-5 03/29/19
Fund Raising Projects	C-6 03/09/18
Commercial	C-7 09/11/20
Use of the Union by Children, Middle and High School Students	C-8 03/09/18
Cereal Malt Beverage	C-9 02/28/20
Alcohol Policy	C-10 03/09/18
Distribution of Literature	C-11 11/01/18
Special Consideration in Scheduling	C-12 03/09/18
Window Sign Policy	C-13 04/29/16
Placement of Wall Plaques	C-14 11/01/18
Bicycles, Skateboards, Coasters, Roller Blades and Skates	C-15 09/11/20
Event Policy	C-16 03/29/19
Sales, Solicitation and Advertising Policies	C-17 09/11/20
Decoration Guidelines	C-18 10/19/19
Movie Copyright Requirement	C-19 09/11/20

**Endowment**

Gifts and Bequests to the Union

D-1 02/23/10

**Appendices**

K-State Sanitation Committee Rules for Temporary Food Dispensing

(Main Campus)

Union Rental Fees

Appendix A 11/94

Appendix B 04/26/19

Updated 09/2020

**OPERATING HOURS**

Union management will periodically, but not less than once a semester, publish the operating hours of the Union general building and operating departments.

Revised 02/03/17

## **FOOD PREPARATION AND SERVICE**

The Union abides by the university policy on dispensing of food. See Appendix A.

The Union policy concerning food and drink in the building is:

1. Only Union authorized personnel are to use Union food preparation facilities.
2. Only Union authorized personnel are permitted to use Union food serving equipment.
3. All food items served in the Union, Terrace, Lanai, and the South Plaza must be purchased from an authorized caterer or franchise operation contracted with the Union.
4. Tenants occupying space in the Union (e.g. Commerce Bank, Copy Center, Veterans Center, CSI, IFC/PHC, UPC, MSO, Radio Station or Union department) are permitted to bring food into private office spaces from outside the Union for office consumption.
5. Registered student organizations are permitted to bring pre-packaged food, pizza and beverages from outside the Union for organizational meetings to the following second floor meeting rooms: 202, 203, 204, 205, 206, 207, 208, 209, 224, 226, 227 and the Bernard J. Pitts Director's Conference Room. 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.
6. Ethnic/International Food Events: With permission in advance from the Union Assistant Director/Retail 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. The forms can be found at: [website URL]
7. Individuals may bring in "brown bag" for their sole consumption.
8. Food items to be sold as a fundraiser (cookies, pre-packaged items, etc.) must be approved by the Union Assistant Director/Retail or designee. The form can be found at: [Fundraising/Giveaway Form](#)
9. Violations of the policy will result in a letter of warning to users addressing the violations, include a copy of Union Governing Board Policy A-2 and possible future action.
10. If the violation is repeated in the same academic year of receiving a warning letter, the users will not be allowed to use Union facilities for the remainder of the academic year.
11. User may appeal any decision made under section 8, within one week of the letter date to the Union Governing Board.

### **Catering drop off clean up**

Event organizers who choose to select the food drop off option with their selected caterer should be aware of the following responsibilities.

- Use of serving utensils and equipment belonging to the Union is allowed with prior approval of the Assistant Director for Retail.

- Drop off caterers may or may not be responsible for setting up your meal, this will be something to discuss with your individual caterer.
- Clean up after the event will be the responsibility of the event organizer or group. Disposable pans and utensils will be disposed of in a sanitary manner in trash receptacles that will be provided by the Union. If additional receptacles are needed or trash removed, contact the building manager.
- Excess food should be removed or properly disposed of. Failure to properly clean the room of excess or spilled food will result in an excess clean up charge to the reserving group. Charges will be based on the extent of cleaning required at the establish labor per hour charge found in Appendix B.

Revised 02/28/2020

**CHECK CASHING**

Personal checks, travelers' checks, cashier's checks and certified checks of students, faculty and staff will be cashed at Commerce Bank during hours of operation as agreed upon by contract between the Union and Commerce Bank.

Revised 02/03/17

**(Reserved for future use.)**

**LOST AND FOUND**

1. A lost and found service will be maintained by the Union Business Office.
2. Items unclaimed will be disposed of at the discretion of Union management. Valuables will be turned over to the K-State Police.
3. Lost and found items are to be turned in to the business office.
4. Lost items may be claimed during business office operating hours.

Revised 02/03/17



**FACILITIES USAGE**

The organizations as defined in sections 1, 2a and 2b must be registered with the Center for Student Involvement (CSI) 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 Organization - 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 to 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:

a) The event or meeting must be planned and managed by an CSI registered organization or university department. Members of the organization or department are to be actively involved with the planning of the meeting or event.

b) 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.

c) The 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 procedures for scheduled events on Bosco Student Plaza, Union Terrace and Lanai. This is to help provide for the safe use of grounds and the avoidance of scheduling conflicts. Nothing in this is intended to or shall be used to prohibit free expression based on viewpoint, or to prohibit unscheduled expressive activities on K-STATE grounds. Safety rules and other content-neutral reasonable time, place and manner restrictions may be enforced.

**DEFINITION:**

**LANAI:** section with patio furniture directly north of the Union.

**TERRACE:** area directly north of the Union's north entrance to the steps

**PLAZA:** the remaining area between Seaton Hall and the Union (below steps)

**SCHEDULING RESPONSIBILITY:** K-State Division of Facilities is responsible for reviewing requests for and approving scheduled events on Bosco Student Plaza. The Union Director's Office is responsible for reviewing requests for and approving scheduled events on the Terrace and Lanai.

Tables and chairs for Terrace locations (1 table and 2 chairs per location), can be rented for \$5 on a first-come, first-serve basis by making a reservation in the Union Director's Office. To prevent impediments to pedestrian traffic flow, table positions will be determined by Union staff, and only tables which are scheduled and provided by the Union will be permitted on the Terrace and Lanai. Other services available for rent through the Union are: electricity, sound system, podium and stage sections. Permanent tables on the Lanai are not to be used for special events.

Amplified sound can only occur from noon - 1 p.m. Monday - Friday and after 5 p.m. on Fridays for the weekend.

**OVERNIGHT USE OF LANAI, TERRACE OR PLAZA:** Any use of the three areas between 10 p.m. and 7 a.m. that requires security provided by K-State Police at the expense of the requesting organization. The facilities scheduling specialist will coordinate the request for security through K-State Police two weeks prior to the event and can be reached at 785-532-1718.

Revised 10/5/2018

**COURTYARD RESERVATION AND USAGE**

**1. General Policy Guidelines**

- a. Reservation of the courtyard shall be limited to the groups in section 1 or section 2 as defined in Policy B-1 "Types of organizations using Union facilities." Off campus groups may make reservations with the approval of the Union Executive Director or his/her designee.
- b. More than one organization per day may reserve 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. Audio-visual equipment must be played at moderate levels to eliminate audio confusion in the surrounding area. Union management will determine appropriate levels.
- d. Previously reserved events in other areas of the 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 fundraising events are shown in **Appendix B**.
- f. The courtyard shall be used for displays and exhibits that cannot be accommodated by an information table; do not require Union staff supervision or maintenance; are totally self-contained and free standing; and do not interfere with daily operations, such as excessive noise, light, etc.

Revised 11/01/18

**(Reserved for future use.)**

**CLASSES IN THE UNION**

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:
  - a. Certain institutional management laboratories
  - b. Several classes combined for lectures
  - c. Occasional use of the Art Gallery provided normal use is 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.

Revised 11/11/16

**(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. Additional days may be scheduled at departmental rental rates if Forum Hall is available within seven days of the reservation, with approval of the Union Executive Director or his/her designate. 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 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 Union operations personnel at a per hour rate.

Revised 02/03/17

**SCHEDULING TABLES IN THE UNION**

1. Promotional tables in the main lobby of the Union may be scheduled in the Union Director's Office on a first-come, first-serve basis. Table positions will be determined by Union staff. Only 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. Union first floor concourse tables will not be used for:
  - a. Any fund raising activity that is in direct competition with the Union.
  - b. The marketing of products, services or messages deemed inappropriate to the standards established by the Union in the judgment of the Union Executive Director or his/her designee. In such cases, requestors will be referred back to Center for Student Involvement (CSI) for guidance on campus distribution of products, services or messages (literature).
3. Tables may be scheduled by:
  - a. CSI registered organizations.

A student organization that has completed and maintained the necessary requirements to register with the University through the Center for Student Involvement. CSI is the University office designated as the point of contact for registered student organizations.
  - b. University departments (including Career Services).

An official college, department, or unit of Kansas State University
  - c. Career Services see Policy B-14(a) Military Information Teams and Peace Corps see Policy B-14.
  - d. Off-campus non-profit organizations.

A non-university organization that is chartered as a not for profit.
  - e. Commercial

A commercial organization that operates on a for-profit basis and participates in selling goods or services to consumers.

    - I. Recruitment

A commercial organization who is actively recruiting K-State students for intern or paid positions within their organization.
    - II. Marketing

A commercial organization that is marketing their services or products.
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 CSI 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. Student body election exemption: tables can be used more than three days in a 14-day period.

See Appendix B for appropriate charges.



5. No more than twelve tables may be scheduled at any one time without approval of the Union Executive Director or his/her designee with a minimum of five tables guaranteed to CSI registered groups. University departments, including Career Services, are limited to a maximum of two tables per day.
6. Locations for the tables are to be as follows:
  - Information tables will be placed in various locations on the first floor as determined by Union administration.
  - Additional tables as needed will be in placed on the ground floor along the wall outside of the K-State Campus Store.
  - Any other locations are by special arrangement only.
7. The Union will provide one table, two chairs and one sign holder located at each table. All other materials for the display must be provided by the sponsor and are not to interfere with the displays 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.
  - c. Remain behind the table.
  - d. In the case of co-sponsorship, the CSI 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. 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.

Revised 02/28/2020

**(Reserved for future use.)**

**(Reserved for future use.)**

**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 CSI 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 11/02/10

**PROMOTIONAL MATERIAL IN THE K-STATE STUDENT UNION**  
**Promotional materials are not to violate the common standards of decency.**

**POSTERS**

1. Posters may only be posted by Center for Student Involvement (CSI) -registered student organizations, faculty organizations, student living groups, Union Program Council, Union Governing Board, and university departments.
  - a. CSI-registered organizations, university departments, and other non-Union organizations will be limited to one poster per event and must post and remove sign.
2. The following regulations apply to all posters:
  - a. Be no smaller than 8 1/2" x 11" nor larger than 14" x 22".
  - b. Bear the name of the sponsoring organization.
  - c. The poster may be posted no longer than two weeks prior to the event.
  - d. Shall be posted on the large bulletin board on ground floor provided by the Union for that purpose. No glue, tape, or other adhesive may be used to secure posters.
  - e. Not to be hung to obscure posters already placed.
  - f. All foreign language posters must have English translation on the front side.
  - g. CSI-registered organizations may post information on fundraising activities providing the fundraising event is registered with CSI.
3. No posters or banners will be permitted on the Union building exterior or grounds without the express consent of Union executive director or his/her designated representative.
4. If the organization wishes to keep its poster, it must be noted on the back of the poster.
5. The above policies shall be posted on the large bulletin board on ground floor available for use by those organizations in section 1 and 1a of this policy.

**TABLE TENTS**

1. Table tents may be used as a means of publicity by Union organizations or a combination program of a Union organization with another university group only. Approval must be obtained from the Assistant Director of Marketing for table tents to be placed in the Union in the first-floor dining areas and on the ground floor excluding the Courtyard. Fees may apply.
2. The following regulations apply to all table tents:
  - a. Only one table tent per table.

- b. Must be no larger than 4 1/2" x 4 1/2".
- c. Use cover weight paper.
- d. Must be neat and present a positive appearance.
- e. Must have the sponsoring group identified.
- f. Must have Union logo on table tent.
- g. Final design must be approved by the Union assistant director of marketing.
- h. The sponsoring organization is responsible for placing, replenishing, and removing table tents.
- i. Table tents will be allowed for up to two weeks.

## BANNERS

1. The following regulations apply to all Courtyard railing banners:
  - a. The Courtyard north railing space may be used by Union departments to display promotional banners for up to two weeks.
  - b. Courtyard railing banners may be reserved for use by organizations reserving the Courtyard for the day of the event.
  - c. Reservations for the above spaces will be made in the Union Director's Office.
  - d. Banners for the Courtyard railing are to be printed on vinyl with grommets and be no more than 3' in height. It is recommended they be 6' in length.
  - e. The Union building operations department will be responsible for installation and removal of all banners. Banners to be hung should be left in the Union Director's Office Monday through Friday during regular business hours. Allow 24 hours for building operations to hang the banner.
  - f. All banners must bear the name of the organization or committee.

## SHOWCASES

1. The following regulations apply to all table tents:
  - a. The showcase south of Wildcat Chamber
  - b. The two showcases by Forum Hall
  - c. The showcase at the east entrance.

## FLOOR SIGNS

1. Floor signs are to be reserved for UPC committees and Union departments.

**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 an 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.
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 Executive Director or his/her designee.
7. If wall space is needed for poster display, the use of screen flex and easels are acceptable alternatives.

Revised 11/11/16

**MILITARY AND PEACE CORPS**  
**RECRUITMENT**

1. Individuals 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 Union Director's Office. Information copies of correspondence shall be sent to the Career 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. Additional table reservations beyond 3 may be reserved at the outside rate of \$125 per day, but cannot be made more than 7 days in advance.
  - 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. The small meeting rooms (202-209) may be used as a testing room of 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.

Revised 03/09/18



**CAREER CENTER**

*Career Services changed their name to Career Center*

Career Center representing off campus firms may use 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 the Career Center representative and the Union Director's office. All confirmations shall be sent to Career Center.
- b. Career Center may schedule an information table for this purpose a maximum of 3 days per semester per firm. Career Center, 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 Center 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 Center 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 Center.

Reviewed 03/09/18

**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.

Revised 11/01/18

**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 union staff 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.

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 K-STATE Police Department to remove the individual. Additional assistance may be called upon when deemed necessary.

4. All individuals using the student union facility are expected to take reasonable steps to ensure proper care of the building and equipment. Any cost related to repairs and/or replacement of student union facilities and/or equipment due to damage, misuse or vandalism shall be the responsibility of the group or person causing the damage.

Requests to move or remove any property belonging to the student union such as furniture, paintings, sculptures, displays, flags, etc. must be done by or with the approval of union staff.

5. Undesirable conduct 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, the Union may press charges for criminal trespass.

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

**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.

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 building entrances.

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

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

Revised 03/09/18

**TOBACCO POLICY**

- 1. Smoking, use of smokeless tobacco and electronic cigarettes (e-cigarettes) are prohibited in the building.**
- 2. Smoking is a public health and fire hazard. Locations where smoking is allowed shall be restricted in order to prevent infringements upon others; and create and maintain an environment and culture that is in the best interests of the safety, health and well-being of all users of university property.**

**The smoking of cigarettes, cigars, pipes or burning tobacco in any other form or device, as well as the use of electronic cigarettes, vaporizers, hookah or other water pipe devices and all other related devices, is prohibited in university owned vehicles and on university property, except inside personal vehicles. University property includes, on the Manhattan and Polytechnic campuses: inside buildings and structures, outdoors, and within state-owned vehicles. Research investigating smoking is allowed in laboratories designated for that purpose with authorization granted by the Department of Environmental Health and Safety.**

**Violations of the smoking policy should be reported to the proper entity. Staff and faculty violations will follow the progressive discipline policies and students will be subject to the Student Code of Conduct.**

**This policy is effective June 1, 2018, and is in accordance with K.S.A 21-6109, et seq, and City of Manhattan Ordinance No. 6737. Violations of Kansas Statute and City Ordinances are punishable under applicable state and local laws.**

Revised 03/29/19

**FUNDRAISING 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 Center for Student Involvement (CSI) registered organizations must register their activity with CSI before the event may be scheduled. Proof of such registration is the responsibility of the requesting organization.  
b. CSI registered organizations may post information on the Union bulletin board on ground floor about the fund raising activities providing the fund raising event is registered with CSI.  
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 CSI 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 CSI 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.

**COMMERCIAL ACTIVITIES**

1. Commercial activities shall be defined as those activities of all K-STATE 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.

Approved 09/11/20





**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 K-STATE Student ID may be asked to leave the premises after 7:00 pm (unless attending a structured program and demonstrating good behavior).

All individuals under 12 must be accompanied by a parent or guardian after 7:00 pm (birthday parties will require adult supervision at all times).

Information on this policy will be posted at all entrances to K-STATE STUDENT UNION.

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

Revised 03/09/18

## **CEREAL MALT BEVERAGE**

The Union Governing Board has approved the sale and distribution of 6.0% and less beer in the Student Union. In addition to adhering to applicable laws of the State of Kansas, the procedures listed below are to be followed.

### **Cereal Malt Beverage Policy Recommendation:**

1. Sale of related beverages will be permitted until 15 minutes before the closing time of all areas licensed within the Union for such sales.
2. The last call for such beverages will be one half hour prior to closing time of all areas licensed within the Union for such sales. No sales will be permitted after 11:45pm.
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 areas must be designated by Union Governing Board.
5. The consumption of such beverages will be allowed only in the K-State Student Union Bowling Center and those areas approved by the Executive 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.
11. All publicity or promotional materials must contain redeeming education value and contain statements that encourage responsible drinking and behavior such as "Drink Responsibly."

Revised 02/28/2020

**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>
2. The group sponsoring the event will have a designated representative who will be the contact person for the event. This individual will assist the approved caterer 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 03/09/18

**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 1<sup>st</sup> floor and ground floor. 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 a K-State 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

Revised 11/01/18

**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, Flint Hills, Bluemont, Konza, and Ballrooms should only be scheduled for meetings when all other options are exhausted.
4. Banquet rooms may be scheduled as meeting rooms per existing rate schedule. If room cannot be used as set, a labor fee may be charged.

Revised 03/09/18

**WINDOW SIGN POLICY**

The posting of any sign, flyer, or poster on or hanging above glass windows and doors is prohibited. The purpose is to maintain transparency into the various office spaces, meeting rooms, etc.

Approved 04/29/16

**PLACEMENT OF WALL PLAQUES**

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

Revised 11/01/18



**BICYCLES, SKATEBOARDS, COASTERS, ROLLER BLADES AND SKATES**

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

Approved 09/11/20

## **EVENT POLICY**

### **Events and Security Measures**

There are two types of events defined by this policy. These definitions serve as guidelines for the coordination of staffing, security, facilities requirements, etc.

- **Open/Publicized Events:** Open events involve participation from University persons and Non-University persons. All sleep out or overnight outdoor events will be considered an open event.
- **Closed/Unpublicized Events:** Closed events are those which involve participation from University persons. Non-University persons must be on a guest list prior to the event. The guest list must be made available to Union Reservations no later than 5 p.m. on the day prior to the event. The Event Coordinator or his/her designee is responsible for monitoring the list at the door. These events may require a member(s) of the sponsoring organization to monitor the door(s) to the event.

Events with expected attendance of 250 or greater will require the designation of an Event Coordinator (as designated by the organization). This person shall be responsible for event related details leading to, during and through a post event evaluation to assure the safe and successful production of an event in the Union. This individual shall serve as the "contact person" for the event. Events with expected attendance of 250 or more must have reservations made at least two weeks in advance to allow for a pre-planning meeting.

While different events require varied planning segments, an Event Coordinator may be involved in the following activities/tasks:

- Attend a pre-event meeting with representatives of the Union, to review details related to the time, place, and nature of the specified event.
- Assess event needs as they pertain to: security, sanitation, food and beverage, medical/first aid, box office, facilities equipment, signage and communications.
- Recruit and brief the necessary personnel, including specifics as they pertain to event duties and needs.
- Serve as the on-site coordinator for the specific event or gathering; serve as a liaison between the organization and Union staff.
- In addition, the Coordinator of the event, and other planner(s) serve as host, crowd controller, enforcer of rules and to check identification.
- For scheduled events the necessity of a full-time police officer shall be determined by the Union and Event Coordinator at the Pre-Planning Meeting. Should full-time officers be required for the event, they will be expected to monitor inside and outside the event as deemed necessary by the Campus Police Representative at the Pre-Planning Meeting. Additional officers may be required for an event based on past history of the group and/or event and anticipated turnout of people. For scheduled overnight events on KSU or Union grounds and for scheduled social events (e.g., dances, walk/runs) where officers are required, the sponsoring organization will be responsible for the costs incurred from hiring campus police, unless determined otherwise at the Pre-Planning Meeting.

- Pursuant to Manhattan City Ordinance, Article VII, Curfew for Minors, Section 22.81 it is unlawful for person(s) under the age of 18 to be on, or present in, any public street, avenue, alley, park, or other public place in the city, between the hours of 12:01 a.m. through 5:00 a.m. on Monday through Friday, and 1:00 a.m. through 5:00 a.m. on Saturday and Sunday, unless accompanied by his or her parent or guardian.
- Any activity which is sponsored by a University registered organization that involves a request for money from non-members, and is publicly advertised or solicited, requires a fundraising permit before the request will be considered.

Approved 3/29/19

## **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 Center for Student Involvement, 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.
  - d. 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 Center for Student Involvement 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 K-STATE Logo System Guidelines, organizations wishing to use the University logo or seal should contact the Division of Communications and Marketing at Dole Hall.

Approved 09/11/20

**DECORATION GUIDELINES**

To ensure the condition of the K-State Student Union is maintained. The following guidelines and restrictions on the use of decorations will be upheld.

All decorations and equipment must be delivered and set up on the same day as the event, and removed at the conclusion of the event unless other arrangements are pre-approved with the Union.

No furniture or decorative objects belonging to the Union may be moved without the permission of the Union.

- No glitter, confetti, sequins, rice or other grains, sand or other fine or particulate decorative materials are permitted.
- Taping, tacking, nailing, gluing, painting, marking or stapling to any walls, surfaces, ceilings or floors is not permitted in any rooms, hallways, elevators, or spaces. The use of painter's tape to hang items will be allowed with prior approval.
- No sand-filled helium balloon weights are allowed.
- No open flames are allowed. Any candles must be in a hurricane lamp or other enclosed flame device with prior approval by the Union.
- Hay or other dry vegetative matter is prohibited due to fire regulations.
- Fog machines, incense, dry ice, smudging and pyrotechnics are not permitted anywhere in the Union.

Supplemental power must be pre-approved by the Union and will be set up by Union maintenance staff.

A limited number of sign stands are available from the Union upon request.

Signage and decorations may not restrict or prevent safe navigation of hallways, entrances and stairways of the Union.

Signage and decorations may not restrict view or utilization of exit signs, fire extinguishers, sprinkler heads or permanent directional signage in the Union.

Failure to adhere to the guidelines or the use of restricted materials may result in an excess clean up charge of \$25 per labor hour.

Approved 10/18/19

## **MOVIE COPYRIGHT REQUIREMENT**

For any group or event that wishes to show a movie or video during an event, the K-State Student Union requires the organization to provide a duplicate of copyright approval or licensing for the movie or video being shown.

The Federal Copyright Act specifies that copyrighted materials like movies can be used publicly if properly licensed. However, neither the rental nor purchase of a movie carries the right to exhibit it outside of one's home.

Violating copyright law through unauthorized use of a movie could result in expensive fines and fees.

This law applies to everyone, regardless of whether admission is charged, or if the institution is commercial or nonprofit.

If you are seeking permission to show a movie, you can start by looking up IMDb, the Internet Movie Database. Simply go to the site, search for your film, and choose the correct film out of the results. Once you choose your film, go to the "Company Credits" section and click "See More." The United States distributors will be indicated in the "Distributors" section.

**GIFTS AND BEQUESTS TO THE K-STATE STUDENT UNION “FRIENDS” PROGRAM**

- 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.

Approved 10/13/94  
Revised 02/23/10

**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:

**More Hazardous**

Pastries filled with cream or synthetic cream  
Hamburgers  
Custards or similar products  
Salads or sandwiches containing meat, eggs, poultry or fish  
Gravy

**Less Hazardous**

Ice, Coffee, Tea, Punch  
Cookies  
Commercially prepackaged food  
Fresh fruit and vegetables  
Hot Dogs

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.

## **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 CSI registered organization or university department serve as a front for a non-university affiliated organization.

### **Room charges (effective July 1, 2019)**

<b>Room</b>	<b>Off- Campus/ Commercial</b>	<b>Conference/ University</b>	<b>Student</b>
<b>Main Ballroom (1)</b>	\$410	\$205	\$60
<b>West Ballroom (1)</b>	\$300	\$125	\$45
<b>Main &amp; West Ballroom (1)</b>	\$620	\$295	\$100
<b>Grand Ballroom (1)</b>	\$885	\$430	\$140
<b>Cottonwood Room (1)</b>	\$295	\$165	\$50
<b>Flinthills Room (1)</b>	\$355	\$165	\$55
<b>Bluemont Room (1)</b>	\$430	\$210	\$65
<b>Konza Room (3)</b>	\$335	\$165	\$80
<b>K, S, U Room</b>	\$455	\$220	\$110
<b>One Room K or S</b>	\$195	95	\$40
<b>Two Rooms K and S</b>	\$305	\$150	\$55
<b>Cat's Pause Lounge</b>	\$455	\$225	\$95
<b>Forum Hall per day (2) (6)</b>	\$560	\$270	\$0
<b>Forum Hall 4 hours or less (2) (6)</b>	\$305	\$150	\$0
<b>Wildcat Chamber per day (2)</b>	\$305	\$150	\$0
<b>Wildcat Chamber 4 hours or less (2)</b>	\$160	\$85	\$0
<b>Big 12 Room per day</b>	\$300	\$125	\$0
<b>Big 12 Room 4 hours or less</b>	\$175	\$90	\$0
<b>Director's Conference Room (3)</b>	\$160	\$85	\$0
<b>Room 057 (4)</b>	\$140	\$70	\$0
<b>Room 202 (4)</b>	\$140	\$70	\$0
<b>Room 203 (4)</b>	\$140	\$70	\$0
<b>Room 204 (4)</b>	\$140	\$70	\$0
<b>Room 205 (4)</b>	\$140	\$70	\$0
<b>Room 206 (4)</b>	\$160	\$85	\$0
<b>Room 207 (4)</b>	\$160	\$85	\$0
<b>Room 208 (4)</b>	\$140	\$70	\$0
<b>Room 209 (4)</b>	\$140	\$70	\$0
<b>Room 226 (4)</b>	\$160	\$80	\$0
<b>Room 227 (4)</b>	\$295	\$160	\$0
<b>Room 303 (4)</b>	\$140	\$70	\$0
<b>Room 305 (4)</b>	\$140	\$70	\$0

**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.**

<b>Courtyard (5)</b>	\$295	\$145	\$0* (note fundraising item 5)
<b>2nd Floor Concourse</b>	\$295	\$145	\$0
<b>One-half Courtyard (5)</b>	\$160	\$75	\$0
<b>1st Floor Information Table (8)</b>	\$135/270	\$0	\$0

**\*Setup fee extra per customer request**

- (1) Special considerations in scheduling on page 3
- (2) See “Dramatic Productions” B-7
- (3) See Section 2e
- (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 CSI groups - \$55/day
  - Whole Courtyard or 6 tables or more – Student \$70/day
  - All other CSI 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. 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**

<b>EON Sound System:</b>	\$50	
<b>Follow Spot:</b>	\$15	Student group * in-house only.
	\$25	All other groups * in-house only.
<b>Large 12’ x 12’ screen:</b>	\$20	
<b>Portable speaker and microphone</b>	\$30	for 4 hours or less;
	\$50	over 4 hours

**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

**2. Clarifications**

- a. Cancellations of room reservations will be accepted until 72 hours before the reservation. 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. For any single event which requires a complete change of setup, there is a minimum special room setup charge of \$40.
- c. 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.
- d. The Union shall not be responsible for the overnight storage of display materials and equipment in the Union.
- e. Scheduling of the Union Director’s Conference Room and Konza Room is only with permission.

### **3. Commercial Rates**

Commercial rates apply when room or space is used to generate revenues. Commercial rate will include the off-campus rate plus 10% of ticket sales.

### **4. Off-Campus Rates**

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

### **5. Conference and University Rates**

- 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 in 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-K-STATE faculty, staff, and students).

### **6. Student Rates**

- A. Student rates apply to CSI 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. Weddings and/or Wedding receptions – contact the Reservation Office.
- C. 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.

Revised 04/26/19