

# Centennial Student Union Procedure

<b>Procedure</b> Lobby Spaces	<b>Effective Date</b> 7/1/2018
<b>Custodian of Procedure</b> Assistant Director, University Scheduling and Conference Services	<b>Last review</b> 4/4/2018

## Rationale

Lobby space guidelines are established to prevent a monopoly on space usage. Lobby spaces are provided so clients may make contact with students for the dissemination of information. Recognized Student Organizations may use Lobby Spaces for bake sales or other fund raising activities with appropriate permit.

## Statement

Recognized Student Organizations (RSOs), University departments, and the Outside Vendors may request the use of lobby spaces for public events by contacting University Scheduling and Conference Services (CSU 219). Approved events must allow free flow of traffic, and be open to the public without restrictions, such as participation fees. Lobby space clients are expected to be courteous of others by monitoring their noise level and responding promptly when asked to reduce noise levels.

## Procedures

### Guidelines

- There are twelve (12) designated spaces within the Centennial Student Union and three designated spaces outside the Centennial Student Union (weather permitting).
  - A limited number of lobby spaces are available in Highland Center, which are subject to different procedures. Please work with University Scheduling regarding those spaces.
- Each designated space within the CSU includes one six foot (6') by two and one half foot (2.5') table and two (2) chairs.
- Clients must check in with University Scheduling and Conference Services; designated spaces will not be set prior to check in.
- Only one designated space may be reserved in advance per-client, per-day.
  - Designated spaces are available on a first-come, first-served basis.
- Designated spaces must display the name of the client and be staffed by client members at all times.
- For designated spaces within the CSU, materials used for display must be adjacent to the lobby table. Tables, clients, displays, signage, and/or distribution of printed material must not obstruct normal traffic flow.
- Noise levels, including amplified audio, are to be kept at a low volume and should not disrupt other events or tenant services.
  - Per University policy, amplified audio is only permitted between 11:00 A.M. and 1:00 P.M. Monday through Friday for designated spaces outside of the CSU. Noise levels may not disrupt campus services or classes.
- Per University policy, designated spaces are not to be used for distributing credit card information.

### **Recognized Student Organizations**

- Recognized Student Organizations (RSOs) may request up to two lobby space reservations per week.
  - RSOs that have reached their weekly lobby space reservation limit, may request use of available lobby spaces on a same-day basis by contacting University Scheduling and Conference Services.
- RSOs conducting ticket sales for their events are permitted to request more than two lobby space reservations per week, and must complete a Fundraising Request Form at least five (5) days prior to the start of the ticket sale.
  - CSU Lobby Spaces J, K, and L are designated for ticket sales use.
- RSOs are permitted one bake sale per semester, and must complete a Fundraising Request Form at least five (5) days prior to the beginning of the bake sale or fundraising event.
  - Bake sales must not interfere with CSU tenant operations; CSU Lobby Spaces C-G are the only spaces designated for bake sales.
- Groups with existing reservations, who are not recognized as student organizations by the date established by the RSO office each calendar year, will have their lobby space reservations canceled.

### **University Departments**

- If a University Department conducts sales at lobby space location, they will be charged a \$25.00 fee for the space. Unless prior approval is granted, a University Department shall not partner with an external entity at spaces a University Department has reserved.
- Lobby space for conferences and fairs causes significant congestion and requests of this nature shall be considered on a case-by-case basis by University Scheduling and Conference Services. Set up charges will apply.

### **Outside Vendors**

- Limited space is available for outside vendors.
- If there is an exchange of money between an outside vendor and the public there will be a charge of \$75.00 for the day, prior to set up. (Registered and Department affiliated Student Organizations hosting fundraisers or bake sales are not subject to this.)
- If an outside vendor is bringing merchandise into the Centennial Student Union, the client will rent a double lobby space at the cost of \$75.00 per day, payable prior to set up.
- Outside vendor passing out information, recruiting for employment, and other purposes not related to the sale of a product or service may rent spaces for \$25.00 per day, if space is available.
- Credit card solicitations and cell phone sales are restricted by university policy.

### **Reserved Rights**

The Centennial Student Union reserves the right to:

- Adjust audio volume and/or prohibit audio use if disruptions occur.
- Restrict the use of equipment if said use by the client causes disruptions or does not abide by lobby space guidelines.
- Relocate lobby space when there is a conflict with other events or tenant services.
- Cancel a lobby space reservation if the client has not used the space within 60 minutes of the designated start time.
- Cancel an active lobby space reservation if the client fails to abide by lobby space guidelines.
- Deem a client ineligible for future reservations.
- Discard materials left after a reservation has ended.
- Screen products being sold or distributed.