Texas A&M University-Corpus Christi
University Center & Student Activities

Scheduling and Reservations Handbook

Last Updated Tuesday, November 16, 2010
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UC Scheduling office
215 University Center
Phone 361-825-5281 Fax 361-825-5201
uc.scheduling@tamucc.edu
events.tamucc.edu
calendar.tamuc.edu

UC HOURS OF OPERATION

<table>
<thead>
<tr>
<th>Fall/Spring Semesters</th>
<th>Summer I &amp; II</th>
<th>Spring Break/Interims</th>
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</thead>
<tbody>
<tr>
<td>MON – THUR 7am–10pm</td>
<td>MON - THUR 7am – 7pm</td>
<td>MON - FRI 8am-5:30pm*</td>
</tr>
<tr>
<td>FRIDAY 7am – 8pm*</td>
<td>FRIDAY 7am – 5:30pm*</td>
<td>SAT-SUN CLOSED*</td>
</tr>
<tr>
<td>SATURDAY 8am – 8pm*</td>
<td>SATURDAY 10am – 2pm*</td>
<td></td>
</tr>
<tr>
<td>SUNDAY 12pm – 11pm*</td>
<td>SUNDAY CLOSED*</td>
<td></td>
</tr>
</tbody>
</table>

The University Center is typically closed during Winter Break
*Special operating hours may be required for conferences/special events.
INTRODUCTION

The University Center is available for the entire community to utilize, it is imperative that these guidelines are followed as they will help to preserve the quality of the facility for everyone’s use and enjoyment. Please take the time to thoroughly read this manual and become educated regarding the policies, procedures, and guidelines that govern events in the UC.

MEETING/EVENT SPACE SCHEDULING PROCEDURES FOR THE UNIVERSITY CENTER

The University Center is designed to support the programs, events, meetings and conferences of the students, faculty and staff of Texas A&M University - Corpus Christi. Students receive priority in the reservation process since the facility is designed primarily to support student life and funded in part with student fees.
1. All requests are received and processed by the Scheduling Office in accordance with the "Use of University Facilities" policy of Texas A&M University - Corpus Christi.

2. The University Center & Student Activities (UCSA) staff reserves the right to deny space usage for any group/event that is programmatically or operationally impossible to accommodate or that conflicts with the University’s mission or policies.

3. The University Center & Student Activities staff will assign each reservation to the most appropriate space available. Requests for specific rooms or spaces will be honored when possible. The staff reserves the right to re-assign space when necessary and to identify suitable alternative space for the original reservation.

4. All space reservations will be tentatively confirmed until all details of the event are submitted to the Scheduling. This includes admission charge, name of speaker, band, film, etc.

5. Space availability checks and routine event requests will be accepted in person at the Scheduling Office or Information Desk in the University Center, by email to uc.scheduling@tamucc.edu, or via VEMS (Virtual EMS) at http://events.tamucc.edu. A confirmation will be returned once the reservation has been confirmed. Written requests may be submitted in person, faxed to 361-825-5201, or sent through Campus Mail to the Scheduling Office, Unit 5783.

6. Events classified as "extraordinary" (see page 9) may require a meeting with a member of the UCSA staff to review planning and arrangements. Space reservations will not be confirmed until event plans have been reviewed and all necessary arrangements completed.

7. The Scheduling Office should be notified of space cancellations prior to the scheduled event time. Two "no shows" (cancellation without notification) for events in rooms with standard setup configurations can result in denial of space requests and/or cancellation of space already reserved for no less than one semester.

8. Failure to cancel reservations for events involving any special set-up at least one (1) working day prior to the event date will result in a fee of not less than 25% of the estimated charges for the space(s) involved or of the established room rental rate, whichever is greater.

9. Fees and charges are determined by the Director of the University Center and Student Activities in consultation with the University Center & Student Activities Advisory Council.

10. Users that misrepresent an event or affiliation in order to avoid fees and charges will be charged appropriately and may have reservation privileges suspended. These determinations are made by the Director or Director’s designee.

11. Sponsoring groups (or individuals) are responsible for damages to the facilities or equipment or for inadequate clean-up will be charged for repair, replacement or cleaning.
TAMU-CC maintains a smoke-free environment to protect the health of students, faculty, and staff.

**SMOKING**

Smoking is prohibited:

- In University Buildings and University vehicles
- Within 25 feet of doorways and semi-enclosed walkways including the campus “spine”
- In Memorial Plazas (Lee Plaza, Center for Instruction Courtyard, and the Garcia Plaza)

**SCHEDULING PRIORITIES**

**Student Organizations**

1. Requests for fall semester meetings/events are accepted beginning on April 1st or the first working day after April 1st; requests for meetings/events occurring in the spring semester are accepted beginning on November 1st or the first working day after November 1st. After these dates, routine events must be scheduled at least two (2) working days in advance; extraordinary events must be scheduled at least five (5) working days in advance.

2. Requests for non-routine, major events designed primarily for the benefit of and open to the entire University/student community will be accepted up to one year in advance.

3. Certain Departmental student organizations (because of their mission and size) may request space up to one (1) year in advance for regular business meetings. These organizations include: SGA, UCSO, CAB, ICA, MCG, IFC, EDGE, Panhellenic, and Order of Omega.

4. Student Organizations **ARE NOT CHARGED** space rental fees for routine meetings or events open to the University community **free of charge**. Space rental fees are charged for events involving admission charges/registration fees (**with the exception of fund raisers**). Additional labor fees for complex set-ups involving special staffing and operator fees for sound/lighting/A-V equipment will be charged, in addition to room rental fees, for all meetings/events. A University account code or a deposit equal to 25% of the estimated charges for an event is required before a space request involving fees will be confirmed.
University Departments

1. Requests for fall semester routine events are accepted starting on April 15th or the first working day after April 15th; requests for routine events occurring in the spring semester are accepted starting on the first working day after November 15th. After these dates, routine events must be scheduled at least two (2) working days in advance; extraordinary events require a minimum of five (5) working days.

2. Requests for the June-August summer sessions will be accepted up to one year in advance and are not held as priority times for student groups.

3. Space for institutional priority events (Orientation, Registration, Faculty/Staff Opening Meeting, Career Fair, Open Houses, etc) will be scheduled as far in advance as dates are available.

4. University Departments ARE NOT CHARGED space rental fees for routine meetings or events open to the University community free of charge. Space rental fees are charged for events involving admission charges/registration fees. Additional labor fees for complex set-ups involving special staffing and operator fees (with the exception of fund raisers specifically for the sponsoring department). Additional labor fees for complex set-ups involving special staffing and operator fees for sound/lighting/A-V equipment will be charged in addition to room rental fees for all meetings/events. A University account code or a deposit equal to 25% of the estimated charges for an event is required before a space request involving fees will be confirmed.

Space Use by University-affiliated Individuals (Students, Faculty and Staff)

1. Requests for use of facilities by individual students, faculty or staff members for private meetings or personal events are accepted beginning on the first day of classes for events occurring in that semester. Requests for use of facilities for events occurring during the June–August summer session are accepted up to one year in advance.

2. Rooms may not be reserved for study sessions or group projects except during Final Examinations (Academic spaces on campus should be used for this purpose). Rooms will be available for study during Final Examination week on a first-come, first-serve basis. Time limits will be placed on study time for meeting rooms to ensure that as many students as possible are able to take advantage of this service.

3. The use of rooms for personal events must be consistent with the mission of the institution such as wedding receptions, anniversary celebrations, etc. The institution reserves the right to refuse access to facilities for events deemed inconsistent with its mission.

4. University-affiliated individual users ARE CHARGED room rental fees and service fees for special set-ups, staffing for multimedia equipment operation, cleaning and/or after-hours access. Charges will be assessed regardless of attendance, location or admission/registration requirements. Direct costs for services such as parking, security, food services, etc. associated with the event will be charged.

5. University-affiliated individual users are required to pay a deposit equal to 25% of the anticipated charges (due 30 days in advance). The deposit is refundable up to ten (10) working days prior to the scheduled event in case of a cancellation.
Ancillary Events Involving External Groups

1. Space requests for ancillary routine and extraordinary events must be made by the sponsoring University organizations/departments. University Outreach is responsible for identifying/verifying appropriate sponsorship for ancillary events. Requests for multiple events and/or regularly scheduled meetings of external groups will not be considered—regardless of sponsorship—unless there is clear, direct linkage to the institutional mission.

2. Requests for ancillary events—whether routine or extraordinary—will be accepted on a first come, first served basis beginning May 1st for events occurring in the fall semester and December 1st for events occurring in the spring semester. After these dates, routine events must be scheduled at least two (2) working days in advance; extraordinary events require at least five (5) working days.

3. Requests for either routine or extraordinary events occurring during the June – August summer sessions will be accepted anytime on a first come, first served basis.

4. The Director or Director’s designee must approve requests for exceptions to scheduling priorities and other procedures for ancillary events.

5. External groups collaborating with a University-sponsoring organization/department will NOT BE CHARGED room rental fees for ancillary events designed to attract an audience of primarily TAMU-CC students, faculty, and/or staff or be open to all but with special admission accommodations for TAMU-CC students, faculty, and/or staff. Sponsors of external groups’ ancillary events not open to University audiences and/or requiring an admission/registration fee or donation from participants WILL BE CHARGED room rental fees and service fees for special set-ups, staffing for multimedia equipment operation, cleaning and/or after-hours access. Charges will be assessed regardless of attendance, location or admission/registration requirements. Direct costs for services such as parking, security, food services, etc. associated with the event will be charged. A University account code or a deposit equal to 25% of the estimated charges (due 30 days prior to the event) for an event is required before a space request involving fees will be confirmed.

OVERTIME EVENTS

Reserving space outside of normal UC operating hours is permissible so long as the request is in writing and made at least 14 days in advance of the anticipated event. Extended hours charges will apply ($45 per hour utility cost), $8.80 per hour, per Student Manager required, and $7.80 per hour per Operations Crew Person required. These figures are ONLY for intra-university organizations; higher fees will apply to external organizations. The Assistant Director of the University Center will determine appropriate staffing levels.
Assistant Director reserves the right to deny extended hours requests based on the number of requests for any given day/time and/or available staff to cover the extended hours.

An organization who stays past closing time without prior approval will receive a written warning of infraction. A second infraction within the semester will be placed on probation for a one-year period and could incur the expenses of the staff that had to stay late. Should the organization commit a third infraction within the semester, the organization will pay for any staffing expenses, as well as lose reservation privileges for six academic months.

**EXTRAORDINARY EVENTS IN THE CENTER**

1. The University Center is intended for use by all campus groups for a wide variety of activities. An event that more than one hundred (100) people are expected to attend is considered an extraordinary event. Extraordinary events draw large numbers of people and can stress the facility to its maximum capacity.

2. To preserve the facilities and ensure the safety of participants, the following procedures apply to all extraordinary events scheduled by the Scheduling Office:

   a. No more than two extraordinary events of similar nature (i.e. dances, lectures, concerts) can be scheduled in and around the Center on a single day.

   b. Events which are likely, based on historical precedent and experience, to attract crowds near to, or in excess of, the established room/space capacities may require Police/Security officers to be hired--at the sponsor's expense--to provide security and crowd control. The number of officers and charges will be determined by the University Police Department.

   c. A representative of the sponsoring group who will be taking overall responsibility for the event must meet with the Events Coordinator to complete the event planning process. This meeting should take place at least two weeks before the event.

   d. Room and space capacities are listed on page 21 of this document. Numbers greater than what is approved cannot be accommodated based on fire code.

   e. Decorations must be approved in advance as part of the event planning process to ensure fire/life safety codes are adhered to and the facilities are protected. Items **MAY NOT** be taped or adhered to walls, windows or other building surfaces. Use of open flames (candles, etc.) is prohibited at all times no matter the classification of event. Should an organization fail to follow the prescribed policy, they will be issued a written warning and will pay for all associated damages and/or clean-up. The organization will be placed on a six-month probationary period. Should an organization again violate this policy within those six months, they will again pay for all associated damages/clean-up and they will lose reservation privileges for six months. Glitter of any kind is strictly prohibited in the UC. No helium balloons, smoke machines or **any** drinks red in color are also prohibited in the University Center.
f. Failure to adhere to these policies (those of the University Center, Texas A&M University - Corpus Christi, and all applicable state and federal laws) may subject the sponsoring organization to restriction of space usage privileges for the remainder of the academic year or until otherwise advised.

3. The primary function of the Commons is a public dining area and several service departments share operating space in this area so every effort is made to keep the area accessible to food court and retail service customers during regular building hours. Therefore, the Commons is considered a “last-resort” location for special events and is not available for private functions without special permission from the Director (or designee) of the University Center. The sponsor must pay all costs of re-setting the Commons.

AUDIO-VISUAL/MEDIA EQUIPMENT

1. Organizations requiring the use of audio-visual/media equipment should make the request for such equipment as far in advance of their scheduled event as possible. At minimum, requests should be made at least 5 business days in advance. Requests will be honored so long as the equipment is available.

2. Organizations requesting the use of equipment may do so only for use within the University Center. Additionally, sponsoring organizations are responsible for properly handling the equipment. Failure of equipment or damage to equipment from neglect or improper handling will result in the sponsoring organization being charged for the cost of repairs and/or replacement of the equipment.

3. There will be nominal charges for audio-visual/media equipment for organizations who are not affiliated with the University. See the appendix for a schedule of charges.

EXCEPTIONS

Exceptions to these procedures should be directed to the Director of the University Center & Student Activities. The University Center & Student Activities will review requests for exceptions as part of the regular staff meeting agendas. Requests for exceptions to fees & charges and/or scheduling priorities referred to the Vice President for Student Affairs or designee and may require President’s Cabinet approval.
Information tables and tables for in-person solicitation on the Texas A&M University – Corpus Christi campus are only allowed in and around the University Center and Library breezeway; all information and solicitation activities must be scheduled through the Scheduling Office. Only student organizations and University departments may reserve table spaces; table spaces are not available for use by individuals. Each reserved location will be provided with one (1) six-foot table and two chairs. Use of audio-visual equipment must be requested in advance and approved by the Events Coordinator as part of the reservation request.

**Information Tables**

1. Distribution of literature, petition drives, surveys and similar activities in and around University Center may be conducted only from a reserved information table location.

2. Registered student organizations and University departments may reserve information tables without charge. Table space may be reserved for two (2) five consecutive day periods per semester but not back to back periods or one (1) day per week for an entire semester from any one sponsor will not be accepted.

3. Failure to cancel an information table twice in a semester, prior to the reservation date, will cause the sponsoring organization or department to lose information/sales table reservation privileges for the remainder of the semester.

4. Non-university affiliated users must either be sponsored by a registered student organization or University department. Any use of an information table to promote the use or purchase of a commercial product or service or for fund-raising will be considered sales and the policies governing sales tables will apply.

5. By reserving an information table, you agree to follow all staff member instructions. You also agree not to block any fire exits or throughways.

6. Outdoor tables and Java City Alcove tables may not be moved from their original location.

**Sales Tables**

1. Student organizations or University department sponsoring sales tables not involving a non-university affiliated vendor - such as ticket sales, raffles, organization T-shirts, and etc.-**ARE NOT** required to pay a rental fee and/or commission for sales table space.

2. Vendors and non-university affiliated users promoting a commercial product or service or fund-raising must be sponsored by a registered student organization or a University department.
3. If sponsored by the University Center or University Services, a 15% commission on gross sales or $50.00 per day (whichever is greater) is due the Scheduling Office at the end of each sales day and must be accompanied by an accounting of gross sales. Additional verification of gross sales may be required.

4. Student organizations and/or University departments must pay the University Center Scheduling Office a rental fee of $25.00 per day for each sales table space involving vendors/non-university affiliated organizations promoting a commercial product/service or fund-raising. Although the terms of the sponsorship must be negotiated by the parties involved, it is recommended a commission not be less than 15% or $50.00 per day, whichever is greater, is paid to the sponsor to ensure table rental cost is covered.

5. Sponsoring organizations or departments will be permitted one sales period per semester. A sales period is defined as up to five consecutive days of sales, although a sponsor may choose to sell for fewer days.

6. Failure to cancel a sales table reservation prior to the reservation date will result in a charge of $25.00 to the sponsoring organization or department.

7. Individuals/firms must have a minimum liability insurance coverage of $300,000 and provide the Scheduling Office with a copy of a certificate of insurance before a request for sales will be confirmed.

8. Any business licenses required by the State of Texas, Nueces County and/or the City of Corpus Christi must be obtained and copies of those licenses provided to the Scheduling Office before a request for sales will be confirmed.

9. No product or service may be sold which duplicates or is similar to those sold by the University Bookstore, Dining Services or institutional business partners. First-time vendors may be required to show samples of the product(s) to be sold to the Events Coordinator before a request for sales will be confirmed. Solicitation for mass-marketed products and services readily available to the University community such as credit cards, long-distance calling cards, and etc. will not be permitted to ensure that sales space is available for more unique and less readily-accessible products and services.

10. Texas A&M University - Corpus Christi assumes no liability for the quality of the goods or services sold at sales tables on its premises. The presence of a commercial vendor on the property of Texas A&M University - Corpus Christi does not constitute an endorsement of the vendor or its products by the University.

11. Recognized student organizations may use Information Tables in a fundraising capacity. However, the organization must submit a philanthropy form and receive permission from the Office of University Center and Student Activities.

**Banners**

Space for departments or organizations to hang banners in the University Center and along the library breezeway may be scheduled through the Scheduling Office, located on the second floor of the University Center, 825-5281. Reservations for all space are made on a first-come, first-serve basis.

1. The designated area for hanging banners will accommodate 8' X 3' banners. Banners not within these dimensions will not be considered for hanging.
2. Banner requests must be made at least one business day prior to the desired start date of the requested reservation.
3. The Campus Activities Board, the Islander Cultural Alliance, the Student Government Association and Athletics each are assigned one permanent space for banner presentation because of their campus-wide programming responsibilities.

4. Banner spaces may be reserved for seven consecutive days. A banner may be re hung (space permitting) as long as a seven-day "break period" has lapsed.

5. Two banner spaces will be able to be reserved for a period of one month. Organizations that elect to use a "monthly space" will be permitted ONLY the monthly space once per semester. Additionally, a banner in a "monthly space" can be changed within that month to another banner but no more than one change in that month will be permitted. **Remember, if a banner is permitted to be up to 8 feet long, an organization could conceivably advertise more than one function/event on a single banner.**

6. The name of department or student group sponsoring event must be on the banner. In the event of a cooperative arrangement between a University organization and an outside organization, **both sponsors'** names should appear on the banner. The sponsoring University organization's name should be the larger of the two. Banners must relate specifically to a TAMUCC institutional activity or sponsored event. Outside organizations may co-sponsor a banner but a University department, organization, or student organization must co-sponsor the banner.

7. Only one banner may be displayed at any one given time by an organization/department.

8. The banner must be delivered to the University Center's Information Desk no later than the end of the business day prior to the reservation.

9. University Center personnel will be responsible for the hanging and removal of all banners.

10. Banners will be removed by 5 PM on the last day of the scheduled reservation. Banners will be discarded if not picked up from the Information Desk no later than the University Center closing time on the day after the scheduled reservation ends. If the organization wants to keep that banner it will be in the SOC 204 to be picked up.

11. Banners cannot promote, advertise or otherwise advocate illegal activity or violate any University Center, Texas A&M University-Corpus Christi, state, or federal laws and/or policies. This includes alcohol, tobacco, firearms, and/or other commercial endorsements of similar product.

12. The University Center accepts no responsibility for damage to or theft of banners.

13. The University Center reserves the right to modify or suspend these guidelines at any time, for any reason-especially during times of special University-wide events/programs (i.e. Island Day, Homecoming elections, Student Government elections, etc.).

**Posters**

Posters may be displayed in the University Center's east entrance. All reservations for space are made on a first-come, first-serve basis.

1. The designated area for hanging posters will accommodate 22” x 28” vertical or a 28” x 22” horizontal poster. Posters not within these dimensions will not be considered for hanging.
2. Poster requests must be made at least one business day prior to the desired start date of the requested reservation.

3. Poster spaces may be reserved for seven consecutive days. A poster may be rehung (space permitting) as long as a seven-day "break period" has lapsed.

4. The name of department or student group sponsoring event must be on the poster. In the event of a cooperative arrangement between a University organization and an outside organization, both sponsors' names should appear on the poster. The sponsoring University organization's name should be the larger of the two. Posters must relate specifically to a TAMUCC institutional activity or sponsored event. Outside organizations may co-sponsor a banner but a University department, organization, or student organization must co-sponsor the banner.

5. Only one poster may be displayed at any one given time by an organization/department.

6. The poster must be delivered to the University Center's Information Desk no later than the end of the business day prior to the reservation.

7. University Center personnel will be responsible for the hanging and removal of all posters.

8. Posters will be removed by 5 PM on the last day of the scheduled reservation. Posters will be discarded if not picked up from the Information Desk no later than the University Center closing time on the day after the scheduled reservation ends. If the organization wants to keep that poster it will be in the SOC 204 to be picked up.

9. Posters cannot promote, advertise or otherwise advocate illegal activity or violate any University Center, Texas A&M University-Corpus Christi, state, or federal laws and/or policies. This includes alcohol, tobacco, firearms, and/or other commercial endorsements of similar product.

10. The University Center accepts no responsibility for damage to or theft of posters.

11. The University Center reserves the right to modify or suspend these guidelines at any time, for any reason—especially during times of special University-wide events/programs (i.e. Island Day, Homecoming elections, Student Government elections, etc.).

**Table Tents**

Table tents may be displayed for use in the University Center's commons area. The following guidelines apply:

1. There are 50 acrylic table tent holders in the Commons.

2. All table tent postings must be scheduled through the University Center Scheduling Office.

3. Reservations for all spaces are made on a first-come, first-served basis.

4. **Your reservation must start on a Monday and End on a Friday.** Organizations/Departments are allowed four table-tent reservations per semester.

5. Table tents must be received at the UC Information Desk by the Friday before the start of the reservation before the close of business. If an organization has 2 reservation no-shows in a semester, their table tent privileges will be suspended for the following six academic months.
6. Table tents will be placed into the acrylic holders by the UC staff on the weekend preceding the start of the reservation.

7. The name of department or student group sponsoring the event must be on the table tents. Sponsor name should be larger than the outside group name.

8. All advertising/promotional pieces must measure 4" wide by 6" high in order to be inserted into the plastic holder.

9. Only university departments and student groups that are recognized each fall semester by of the University Center & Student Activities may reserve table tent displays.

10. UCSA, University Services, and the Campus Activities Board will have a standing reservation for three of the eight slots available.

11. The University Center is not responsible for missing or damaged fliers.

**Campus Wide Monitor System**

The Information Monitor System was created to better disseminate timely information to the A&M-Corpus Christi community. Students, faculty, and staff are eligible to post information concerning upcoming events on the monitor system. To post an announcement on the monitor, students, faculty, and staff must meet the listed criteria and complete the proper form through the Scheduling Office 215 in the UC.

**Criteria for the Monitor System**

- Only students, faculty, and staff of TAMUCC may request an announcement posting.
- Announcements may be posted up to one entire semester.
- Proposed announcements should announce upcoming events, schedule changes or deadlines which are important to a wide cross section of the campus.
- The UCSA administrative staff reserves the right to reject messages which we feel would be inappropriate for the campus.
- Advertisements other than university event ads will not be permitted.
- In the event of excessive volume of monitor announcements, requests will be honored on a first come-first serve basis.
- The IIN announcements run via PowerPoint. The slide needs to be brought to the Scheduling Office, 215 in the University Center on a USB jump drive, a zip disk, or a CDRW or emailed to uc.scheduling@tamucc.edu. Be sure to reference your reservation ID number in the subject line of the email after your request has been approved. All slides need to be 16 x 9 in dimension.
FOOD SERVICE

By contract, ARAMARK has exclusive rights to provide TAMU-CC food services to our campus to include cash operations, debit function through $andDollars and catering services. ARAMARK is responsible for compliance with all health regulations, licensing, taxes, and workers compensation insurance required by law for all campus food service operations.

ARAMARK will provide all food service support for events hosted in the University Center. However, the University realizes that student organizations and University departments have special events and the following are exceptions to this rule:

1. No home goods may be sold on campus.

2. Recognized student organizations and University departments may provide nonperishable refreshments and snack food items served by and for their exclusive use and cannot be offered for sale or exchanged for a required donation. Items to be served may include light refreshments and snack foods such as coffee, tea, punch, carbonated beverages, cookies, doughnuts, crackers, candy, chips, nuts and prepackaged items.

3. Recognized student organizations and University departments that are engaged in fund raising opportunities on campus may provide nonperishable refreshments and snack food items. Items used as fundraisers may include light refreshments and snack foods such as coffee, tea, punch, carbonated beverages (Coke products only), cookies, doughnuts, crackers, candy, chips, nuts, and other prepackaged items. The organization or department may not prepare or repackage items without a current food handler’s permit. Donated items may be included in this category (see 5).

4. Donated items may be used for number 2 and 3 above with the following restrictions. Donated items that are prepared, cooked or packaged must be from a kitchen that is certified by the Health Department and the food handler must possess a certified food handler’s permit. Donated beverages used for fund raising opportunities must be Coke products only. Please provide a copy of the current health inspection and/or food handler’s permit, location name, location address and item(s) being sold. Events using donated foods which are cooked / baked will be scheduled in a location other than the University Center. The food exemption request will not be approved prior to receiving the completed “Fundraising/Philanthropy Request” form from Student Activities. Donated food will not be allowed in residence halls without prior coordination with Camden Properties.

5. If “fast food” is prepared before delivery and is not served or catered by the company to a group on site, the catering policy does not apply. These small gatherings should consist of no more than five (5) participants and valued less than $75. Also, the outside services being utilized should not be designated as a catering company.

6. The requesting entity assumes all liability for food and/or beverage provided and will ensure that food safety and handling procedures are followed.

7. External entities are subject to the terms and conditions shown herein.

8. Special cases based on the inability of food service to provide services for an event must be approved by the Director of the University Center (1) week prior to the event.
The relationship between the University and ARAMARK is a very good one. ARAMARK spends thousands of dollars per year supporting activities and initiatives that the University finds important. Additionally, the University actually makes money back for every dollar that is spent with ARAMARK. Therefore, it is important that the University community support ARAMARK and use them for every event possible.

**ALCOHOL**

1. Events at which alcohol will be served must conform to University regulations applying to the sale and/or service of alcohol in campus facilities. Refer to "Procedures for Consumption and Distribution of Alcohol at Events on the Campus of Texas A&M University - Corpus Christi" for details.

2. Alcohol service for all events must be provided by University Dining Services.

3. The department or student organization must complete an alcohol form and be approved before alcohol may be served.

4. The University Police will be in attendance, and fees will be paid.
BICYCLES, ROLLER SKATES, AND SKATEBOARDS - Bicycles are not allowed in the building; roller blades and skateboards may be carried but not used. Bicycles should be secured at outside bike racks, not attached to columns, light poles or railings (this applies to employees as well).

SHIRTS AND SHOES - Shirts and shoes must be worn in the University Center at all times for both hygiene and safety reasons.

UNACCOMPANIED CHILDREN & TEENAGERS - An adult must accompany children/teenagers who are under 18 years of age and/or are not currently enrolled A&M-CC students. During camps, conferences and other special events, children/teenagers may use the facilities of the University Center only when accompanied by adult chaperones. Children may not be left in the lounges, game room, Commons, etc. while parents attend events. Unaccompanied children will be escorted to their parent/chaperone or out of the building.

POSTING FLYERS/TABLE TENTS/BANNERS - Fliers, posters, etc must be reviewed and stamped at the Information Desk. The student organization or department will be responsible for posting on the flier on the appropriate bulletin board. Banners may be displayed only in approved locations and must be scheduled through the Scheduling Office. Table tents must also be scheduled for placement through the Scheduling Office. Signs, fliers, banners etc. may not be taped, tacked or otherwise attached to walls, doors, trim, windows, railings, furniture or equipment at any time. Fliers that pertain to employment must be approved by the Office of Career Services. Fliers that pertain to commercial business must be approved by University Services. Fliers that pertain to rental property must be approved by Housing and Residence Life.

TELEPHONE/FAX/COMPUTER/COPIER/OFFICE SUPPLY USE BY CUSTOMERS - Telephones and other office equipment at the Information Desk and in offices are for business use only. Customers should use the on-campus courtesy phones and/or pay phones. Copy and Fax services are available at Campus Copies. Scissors, tape, paper, markers, etc. should not be loaned; supplies are available from the Bookstore.

UNRESERVED EVENTS/SPACE USE - All usage of the meeting/event rooms, information tables, outdoor areas, lounges, etc. for meetings, classes, programs, literature distribution, fund raising activities, etc. must be scheduled through the Scheduling Office. Informal study groups are permitted in the study lounges, balcony lounges, Commons, and the Legacy Room.

EQUIPMENT - Tables, chairs, staging, A/V equipment, etc. may not be removed from the University Center without approval by the Director or the Director’s designee. A signed equipment loan agreement form must be completed with the Scheduling Office before equipment may be picked up.

VEHICLES - Non-University vehicles are not allowed on the sidewalks, grassy areas or planting beds surrounding the building in the interest of pedestrian safety and to protect underground pipes, wires, etc. Loading dock use is permitted for authorized deliveries to the Bookstore and/or Food Services only; loading/unloading and/or parking in the service vehicle lot must be authorized by the Operations Manager.
FOUR EASY STEPS TO GUARANTEE A SUCCESSFUL EVENT

1. Submit Request for Space Reservation
   Please have the following information available when completing reservations request form:
   - Type of event (meeting, dance, workshop, concert etc.):
   - Title of Event: How do you want it “promoted?”
   - Date:
   - Event time: To:
   - Estimated Attendance:
   - If outdoors, is rain date or location needed?
   - Is admission being charged?
   - Is food being served? (If so, must be served by University Food Services Catering)
   - Is Alcohol being served? (If so, must be served by University Food Services Catering)
   - Equipment needed (ex. overhead, podium, etc.)

2. Check Status of Reservation Request (Scheduling Office will process your request within 48 hours)
   - If request has been denied - see Scheduling Coordinator for alternate dates/spaces.
   - If request has been granted - read all paperwork and meet all deadlines.

   Failure to Meet These Deadlines Can Result in Reservation Cancellation

3. Things to Discuss When Meeting with the Scheduling Coordinator:
   - Purpose of event (lecture, dance, etc.), target audience, etc.
   - Date/Time
   - Budget - Is funding available for your event?
   - General outline of event/program
   - Exact starting and ending times
   - Desired room setup
   - Expected attendance
   - Type of and number of performers
   - Performer(s) Contract and Needs - Travel, Lodging, Food, Dressing Room, etc
   - Additional entertainment? Music? Dancing?
   - Additional equipment needed?
   - Food Served? Caterer?
   - Staffing/Security preparations
   - Parking requirements
   - Other Events -
     - Will your event conflict with another event on campus?
     - Could your event be included in another organization’s activities?
     - Would another organization be interested in co-sponsoring your event?

4. Other People You May Need to Meet With
   - University Food Service Catering – discuss food needs and setup
   - University Outreach- external agencies reservation form, sponsorship
   - TAMUCC Police – security needs and expectations, parking arrangements
   - Assistant Director/Operations Manager – technical needs, ex. sound, lighting, etc.
APPENDIX
<table>
<thead>
<tr>
<th>ROOM / EVENT SPACE</th>
<th>STUDENT ORGANIZATIONS</th>
<th>UNIVERSITY DEPARTMENTS</th>
<th>STUDENT ORGANIZATIONS*</th>
<th>UNIVERSITY DEPARTMENT*</th>
<th>Student/Faculty/Staff INDIVIDUAL USE</th>
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*University Departments are charged space rental fees only for meetings/events involving admission charges/registration fees.

*Student organizations charging a registration or admission fees will be evaluated on a case by case basis to determine if the University Center will assess charges.
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<th>UNIVER. DEPTS. (No entry fees charged)</th>
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<td>Laptop</td>
<td>NO CHARGE</td>
<td>NO CHARGE</td>
<td>$50</td>
<td>$50</td>
<td>$100</td>
<td>$100</td>
</tr>
<tr>
<td>Marker/Tack Board - Large</td>
<td>NO CHARGE</td>
<td>NO CHARGE</td>
<td>$8</td>
<td>$8</td>
<td>$15</td>
<td>$15</td>
</tr>
<tr>
<td>Marker/Tack Board - Small</td>
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<td>NO CHARGE</td>
<td>$8</td>
<td>$8</td>
<td>$15</td>
<td>$15</td>
</tr>
<tr>
<td>Microphone (cordless, corded)</td>
<td>NO CHARGE</td>
<td>NO CHARGE</td>
<td>NO CHARGE</td>
<td>NO CHARGE</td>
<td>NO CHARGE</td>
<td>NO CHARGE</td>
</tr>
<tr>
<td>Overhead Projector</td>
<td>NO CHARGE</td>
<td>NO CHARGE</td>
<td>$5</td>
<td>$5</td>
<td>$10</td>
<td>$10</td>
</tr>
<tr>
<td>Palm/Ficus Trees</td>
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<td>NO CHARGE</td>
<td>NO CHARGE</td>
<td>NO CHARGE</td>
<td>NO CHARGE</td>
<td>NO CHARGE</td>
</tr>
<tr>
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<td>NO CHARGE</td>
<td>$25</td>
<td>$25</td>
<td>$50</td>
<td>$50</td>
</tr>
<tr>
<td>Pipe &amp; Drape - Black</td>
<td>NO CHARGE</td>
<td>NO CHARGE</td>
<td>$2.50/unit</td>
<td>$2.50/unit</td>
<td>$5/unit</td>
<td>$5/unit</td>
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<tr>
<td>Podium - Ballroom</td>
<td>NO CHARGE</td>
<td>NO CHARGE</td>
<td>$25</td>
<td>$25</td>
<td>$50</td>
<td>$50</td>
</tr>
<tr>
<td>Podium - Bayview/Oso</td>
<td>NO CHARGE</td>
<td>NO CHARGE</td>
<td>$25</td>
<td>$25</td>
<td>$50</td>
<td>$50</td>
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<tr>
<td>Podium - Island</td>
<td>NO CHARGE</td>
<td>NO CHARGE</td>
<td>$25</td>
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<td>$50</td>
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<td>Podium - Tabletop</td>
<td>NO CHARGE</td>
<td>NO CHARGE</td>
<td>NO CHARGE</td>
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<tr>
<td>Popcorn Machine</td>
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<td>NO CHARGE</td>
<td>NO CHARGE</td>
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<td>NO CHARGE</td>
</tr>
<tr>
<td>Pop-up Tent</td>
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<td>NO CHARGE</td>
<td>NO CHARGE</td>
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<tr>
<td>Portable Sound System</td>
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<td>NO CHARGE</td>
<td>$50</td>
<td>$50</td>
<td>$100</td>
<td>$100</td>
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<td>Riser</td>
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<td>NO CHARGE</td>
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<tr>
<td>Screen - 9x12</td>
<td>NO CHARGE</td>
<td>NO CHARGE</td>
<td>$50</td>
<td>$50</td>
<td>$100</td>
<td>$100</td>
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<tr>
<td>Screen - in room</td>
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<td>NO CHARGE</td>
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<tr>
<td>Screen - portable (6ft, 8ft)</td>
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<td>NO CHARGE</td>
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<td>Slide Projector</td>
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<td>$30</td>
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<td>$5</td>
<td>$10</td>
<td>$10</td>
</tr>
<tr>
<td>TV/VCR/DVD - Flat Panel</td>
<td>NO CHARGE</td>
<td>NO CHARGE</td>
<td>$15</td>
<td>$15</td>
<td>$30</td>
<td>$30</td>
</tr>
<tr>
<td>TV/VCR/DVD - Island Room</td>
<td>NO CHARGE</td>
<td>NO CHARGE</td>
<td>$15</td>
<td>$15</td>
<td>$30</td>
<td>$30</td>
</tr>
<tr>
<td>VCR</td>
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<td>NO CHARGE</td>
<td>$15</td>
<td>$15</td>
<td>$30</td>
<td>$30</td>
</tr>
<tr>
<td>Wireless Mouse</td>
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<td>NO CHARGE</td>
<td>NO CHARGE</td>
<td>NO CHARGE</td>
<td>NO CHARGE</td>
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</tr>
</tbody>
</table>

*EQUIPMENT IS CHARGED PER DAY, PER UNIT.
UC Room Set-Ups

Island Room

929 Square Feet
Permanent conference set for 19

Redfish Room

282 Square Feet
Normal Set: Open Square for 12

Other options:
Lecture for 20
Classroom for 12
Reception for 25
U Shape for 10
Closed Square 12
Dolphin Room

415 Square Feet
Normal Set: Open Square for 20

Other Options:
Lecture for 30
Classroom for 24
Reception for 40
U Shape for 16
Closed Square for 12

Tarpon Room

467 Square Feet
Normal Set: Lecture for 32 (Not Pictured)

Other options:
Open Square for 16
Classroom for 16
Reception for 32
U Shape for 16
Closed Square for 16
Bayview Room

1740 Square Feet

Set Options:
Banquet for 80
Lecture for 90
Open Square for 40
Classroom for 60
Reception for 120
U Shape for 30
Closed Square for 40

Oso Room

2205 Square Feet

Set Options:
Banquet for 88
Lecture for 100
Open Square for 40
Classroom for 60
Reception for 120
U Shape for 30
Closed Square for 40
Cayo Room

437 Square Feet
Normal Set: Open square for 16

Other options:
Lecture for 30
Classroom for 18
Reception for 30
U Shape for 12
Closed Square for 12

Lone Star Ballroom

6428 Square Feet
Section A: 2145 Square Feet
Section B: 2145 Square Feet
Section C: 2138 Square Feet
18’ Ceilings

Full Ballroom Options:
Banquet for 320     Open Square for 100
Lecture for 600     Closed Square for 80
Classroom for 240   U Shape for 88
Reception for 900   Exhibit for 180

AB/BC Options:
Banquet for 168     Open Square for 80
Lecture for 350     Closed Square for 60
Classroom for 162   U Shape for 88
Reception for 500   Exhibit for 120

A/B/C Options:
Banquet for 96      Open Square for 36
Lecture for 154     Closed Square for 30
Classroom for 80    U Shape for 28
Reception for 225   Exhibit for 48
Legacy Room

2045 Square Feet
Normal Set: Lounge

Other options:
Banquet for 80
Lecture for 100
Open Square 36
Classroom for 66
Reception for 200
U Shape for 48
Closed Square for 48
Exhibit for 26

Tejas A

730 Sq Ft
Normal Set: Open Square for 24

Other options:
Lecture 40
Classroom 40
Reception 40
U Shape 20
Closed Square 24
Exhibit 16

Tejas B

756 Sq Ft
Normal Set: Open Square for 24

Other options:
Lecture 40
Classroom 40
Reception 40
U Shape 20
Closed Square 24
Exhibit 16

Tejas C

754 Sq Ft
Normal Set: Classroom for 40

Other options:
Lecture 40
Open Square 24
Reception 40
U Shape 20
Closed Square 24
Exhibit 16

-Page 27-
**East Jetty Room**

475 Square Feet  
Normal Set: Banquet for 32

Other Options:  
Lecture for 30  
Open Square for 12  
Classroom for 18  
Reception for 30

**West Jetty Room**

309 Square Feet  
Normal Set: Banquet for 20

Other Options:  
Lecture for 24  
Open Square for 8  
Classroom for 12  
Reception for 20

**Swordfish Room 324**

830 Square ft.

Normal Set: Lecture 40  
Other Options:  
Lecture 40  
U Shape 20  
Reception 40  
Closed Square 24  
Exhibit 16
GUIDELINES FOR DISTRIBUTION OF LITERATURE & MATERIALS

University Center Postings

There is a bulletin board in the University Center for displaying posters and fliers on the first floor across from the Information Desk.

Materials will be posted in accordance with existing University posting guidelines as well as the following requirements specific to the University Center:

- Postings are limited to one (1) flier/poster per heading and postings are limited to no larger than 11" X 17" nor smaller than 3" X 5". Materials must be delivered to the Information Desk in the University Center for approval and stamp dating. Stamp dating indicates when the material is to be removed. The University Center staff will be responsible for posting all fliers/posters inside the UC but a handout will be given for postings in the academic buildings and it is the client's responsibility to hang them in the proper location.
- Handwritten posters/fliers will not be accepted.
- Name of department or student group sponsoring event/service/material is encouraged to be posted on the flier/poster.
- Fliers/posters may not be placed on painted surfaces, glass, brick or vinyl walls anywhere on the interior or exterior walls of the University Center or its surrounding environments.
- The standard posting period is 2 weeks. Bulletin boards will be cleared of all flyers/posters on the day the stamp is marked to expire as well as any fliers/posters that do not comply with these guidelines.
- Commercial business fliers with services or products that have a specific benefit to the campus community must be approved by the Director of University Services (230 USC).
- The University Center accepts no responsibility for any flyers/posters taken or removed from the bulletin board.
- Permission for exceptions to any of these guidelines should be requested in writing to the UC Assistant Director.

***The bulletin boards in the hallways outside the Bookstore buy-back area, Career Services office, and both inside and outside the Student Organization Center are for use by those areas only. Any questions regarding use of or materials posted on those boards should be directed to the adjacent office/department.

Campus Posting Regulations

Bulletin boards are available on campus to assist with the promotion and publicity of events that may interest the campus community. Postings include posters, flyers, handouts, displays, etc. Because there is limited bulletin board space on campus, certain regulations are enforced to ensure that the boards are used appropriately. Additionally, fliers will only be allowed to be posted for a period of 14 days from the date that they’re stamped and approved.

Recognized Student Organization Postings

Postings by recognized student organizations may be placed on all bulletin boards throughout the campus (unless otherwise noted on board). All postings must be approved and stamped by the Information Desk at the
University Center. The stamp will say, “Approved for Campus Posting” and will display the expiration date. For the most part, it is the organization’s responsibility to hang their own postings and take them down after the advertised event. Failure to do so may result in the termination of bulletin board privileges. The UC staff will take care of hanging and removing posters INSIDE the UC only.

**Personal Student Postings**

Personal student postings must be approved and stamped by the UC Information Desk and may be placed on all bulletin boards throughout the campus (unless otherwise noted on bulletin board). The stamp will say, “Approved for Campus Posting” and will display the expiration date. Personal student postings include flyers advertising personal items for sale, recitals, roommate requests, etc. Postings regarding student-run businesses, bands playing at local clubs, etc., are not considered student postings and should follow the commercial postings regulations.

**Departmental Postings**

Departmental postings may be placed in designated departmental bulletin boards as well as all bulletin boards across campus. If general bulletin boards are used, they must be stamped by the UC Information Desk. The stamp will say, “Approved for Campus Posting” and will display the expiration date.

**Commercial Postings**

All external commercial business postings must be reviewed and approved by the Director of University Services or assigned delegate. Approved postings may be placed on all bulletin boards throughout the campus (unless otherwise noted on bulletin board).

**General Regulations**

- No signage postings on outside buildings are allowed on campus.
- Do not post signs over another organization’s posting.
- Use thumbtacks, not staples.
- No postings will be allowed to be placed on any trash cans, windows, doors, or walls on any building on campus.
- Each academic department will have a designated bulletin board for postings.
- All postings must have a date, location, time, and name of sponsoring group.
- Special university events will be reviewed on an individual basis to assist in promoting the event.
- Some bulletin boards are divided into two sections: Student Organizations and General.

All student organization postings should go in the Student Organization Section, and all other postings (general, dept. commercial, etc.) should go in the General Section.

Any questions pertaining to posting can be directed to the Information Desk in the University Center.

**Posters/Fliers for Distribution through Campus Mail**

All posters and fliers meant for campus-wide distribution through the Campus Mail System must be approved by Student Activities in 226 of the University Center. Mail Services will not accept mailers without at least a sample stamped and approved by Student Activities. The approved sample will be stamped with, “Approved for Campus Mail.”
 Bulletin Board Locations:

Center for Instruction
First Floor
  Wall of classroom 112
  Wall next to the stairs
Second Floor
  Wall facing Faculty Center
  Wall opposite 206
Third Floor
  Wall opposite elevators

Faculty Center
First Floor
  To the right and left of entrance by CS
  Left of stairs in middle of FC

Center for the Sciences
First Floor
  Wall by 127
  Wall in front of stairs
Second Floor
  Wall by 248
  Wall by 245
  Wall by 240
  Wall by 244
  Wall by 241
  Wall by 249
  Wall by 208
  Wall by 209
  Wall by 212
  Wall to the left of the stairs

Library
  To right of stairs

Dugan Wellness Center
First Floor
  First bulletin board on the left

Corpus Christi Hall
First Floor
  Wall next to 108
  Wall opposite 120
Second Floor
  Wall next to 220

Center for the Arts
First Floor
  Wall outside 132
  Wall by 128 & 131
  Wall next to 103
Second Floor
  Wall to the right of the atrium balcony
  Wall outside 201
  Wall outside 229

Classroom East
First Floor
  Wall across from 103 & 104
  Wall next to far hallway entrance
Second Floor
  Near entrance by stairs
  Wall next to 203

Bay Hall
First Floor
  Wall next to rooms 127 & 128
  All along the side of the staircase
Second Floor
  Across from 201
Literature and Materials on the Information Desk

To avoid clutter, materials distributed in a "take one" fashion from the Information Center desktop are limited. Only fliers and brochures of the University Center and other materials approved by the Assistant Director of the University Center may be distributed from this location. Approval will be limited to publications of significant appeal to a broad segment of the University community, especially students.

"Transient" publications, coupons, "take one" fliers, commercial leaflets, and other advertising, either internal or from off campus, will be accommodated on a first come, first served basis in the built-in literature display rack on the north (bank side) face of the Information Desk. Once materials become outdated, they will be removed and discarded without notice to the sponsor.

Newspaper and Brochure Racks

Placement of permanent distribution racks inside the University Center is allowed only by University related publications published on a weekly or monthly schedule; at present, this applies only to The Island Waves. Special interest campus publications (student organization newsletters, departmental newsletters, etc.) and/or local publications an established printing schedule and significant appeal to all segments of the University may be distributed from the built-in rack on the north (bank side) face of the Information Desk, on a first-come/first-serve basis. Publisher-provided racks and/or non-University publications may only be placed in the exterior alcove of the University Center's north-central entrance (adjacent to the ATM machine.)

Marquees

Daily UC event/meeting schedules are posted in the two marquees at the east and west ends of the first floor North Corridor by the UC staff working the closing shift on the prior evening. The Information Desk staff places the enlarged Daily UC event/meeting schedules in the "Daily Report" area of the Information Desk each afternoon.

The Campus Activities Board owns and maintains the free-standing marquee positioned on the east side of the first floor Commons staircase. Inquiries from other clients about posting on the CAB marquee should be referred to the Office of Student Activities.

Exceptions

Exceptions to these guidelines, except where otherwise noted in this document, will be determined by the Director of the University Center and Student Activities. Requests for exceptions or appeals of decisions made by front-line staff made in writing and must include samples of the literature/material in question.

Sidewalk Chalk

Sidewalk chalk may be used throughout campus on horizontal surfaces not covered by overhangs or hallways.