

Student Union Board Policy Manual

2022-2023

Approved 3/1/2023



FLORIDA STATE UNIVERSITY
STUDENT UNION

SECTION I. ORGANIZATION OF THE UNION AT FLORIDA STATE UNIVERSITY

ARTICLE I. Organization

- A. The Union is comprised of the Student Union, Student Services, and Askew Student Life Center buildings along with the Haskins Circus Complex...
- B. The Union shall be governed by the Union Board, which develops and approves all policies, budgets, space allocations and long-range planning regarding Union Facilities.
- C. Operations and Programming shall be carried out by the administrators of the Union under the guidance of the Union Board. Furthermore, the Union shall be considered a department within the Division of Student Affairs.
- D. The policies enumerated in this manual shall be binding upon all activities and services provided in the Union.

ARTICLE II. Mission of the Union

- A. The Union is a diverse and engaging community that fosters individual and collective learning by providing outstanding services and opportunities for involvement.
- B. The Union is an integral part of the educational program of Florida State University, providing students with cultural, social, educational, and recreational programs. It serves as a laboratory of citizenship; training students in social responsibilities and leadership. Union facilities shall act as gathering places for the university community. The university community is defined as any current student, faculty, and staff member, alumni, or guest.

ARTICLE III. Values of the Union

- A. Excellence: We are a center for community that provides the highest caliber services and activities for our guests.
- B. Respect: We provide a culturally diverse environment that creates opportunity for discovery and encourages dignity in the learning process.
- C. Learning: We are a learning environment where student development and leadership opportunities as well as entertainment and cultural enrichment abound.
- D. Vision: We encourage the curious to be creative and promote citizenship as interactions occur in program development and self-governance.
- E. Openness: We are a laboratory providing members of the FSU community with the opportunity to partner with each other to foster trust, teamwork, and group involvement.

ARTICLE IV. Associations and Memberships

- A. The Union shall hold institutional membership in the Association of College Unions International (ACUI) and participate in its conferences and games tournaments. For the full history on college unions go to www.acui.org.
- B. The Union shall hold institutional membership in the National Association of Campus Activities (NACA). Visit www.naca.org for additional information about this organization.

ARTICLE V. Doctrine of Rights and Principles

A. Freedom from Discrimination

- i. No staff, employee, officer, or any other person affiliated with the Union shall conduct discrimination of any kind. All facilities, services, organizations, and associate activities of the Union shall be open to all students regardless of but not limited to race, gender, ethnicity, national origin, parental status, disability, age, religion, marital status, sexual orientation, gender identity or expression, and socio-economic status.

B. Freedom of Speech and Expression

- i. All individuals and recognized organizations shall be afforded the freedom of speech and expression to present any ideals or beliefs, which they deem pertinent to the student body, within the Union. This shall not include the right to harass or infringe upon the reasonable exercise of the rights of others. The presentation of obscene material, which is defined as material containing the degradation or discrimination of persons, shall not be allowed within the Union.

C. Freedom of Association and Assembly

- i. All individuals and recognized organizations shall be free to organize, assemble and associate provided they do not infringe upon the reasonable exercise of the rights of others.

SECTION II. THE UNION BOARD

The Union Board is established to provide students, faculty, staff, and guests with activities, programs and services to be offered through the Union. The Union Board shall represent the university community to ensure that facilities, services, and amenities offered by the Union meet the needs and interests of its constituents pursuant to Chapter 605 of the Student Body Statutes (SBS).

ARTICLE I. Union Board Composition

A. The Union Board shall consist of seventeen voting members.

- i. Twelve (12) voting members shall be students approved by the Union Board Selection Commission according to Chapter 605.4 of the SBS and duly elected by the student body in the Spring Student Government Elections. Present Union Board members shall be released from their duties after the installation of their successors, except in the case of an appointment to fill a vacancy, in which case the appointee shall serve out the remainder of the unexpired term.
- ii. The remaining five (5) voting members shall be appointed by the University President or designee. They shall consist of two (2) faculty, two (2) staff and one (1) alumnus who received an undergraduate degree from Florida State University Main Campus. Faculty, staff, and alumnus appointments shall serve for 2 years.

B. Ex-Officio Members

- i. The Student Body President or his/her designee, the Senate President or his/her designee, the Union Board Advisor, and the Director of the Union or designee shall be ex-officio, non-voting members of the Union Board.

- ii. The Union Board may appoint additional ex-officio, non-voting members to the Board as deemed necessary.
- iii. The Secretary of the Union Board shall be an ex-officio nonvoting member. The Assistant to the Union Director shall serve as the Secretary.

ARTICLE II. Union Board Leadership

A. Elections of Board and Committee Officers

- i. The Union Board, pursuant to SBS Chapter 605, shall elect one chair and vice-chair each spring semester upon their first meeting following a mandatory training session. At least three-fourths of the Union Board voting membership must be present for this election to occur
- ii. The outgoing Chair or, in his/her absence, the Union Director, acting as a temporary Chair, shall proctor the elections for Union Board Chair. Following the election, the new Chairperson shall assume office immediately and conduct the election for Vice Chair. In the event of a tie, the Chair shall cast the deciding vote. Absentee or electronic voting is not considered for the purposes of leadership election.
- iii. The election method pertaining to the selection of the Union Board chair, vice chair and committee officers shall be conducted using paper ballots, to be counted by the Union Board Chair/Acting Chair and the Union Board Advisor. This provision may be altered by a two-thirds vote of the board.
- iv. Nominations for the Union Board Chair and Union Board Vice Chair shall be taken from the floor. For the nomination to be recognized, it must be seconded by a person other than the nominator, and the nominee must accept or decline the nomination. Each nominee, whose nomination has been seconded and who has accepted the nomination shall be allowed, in alphabetical order, to address the Union Board for no more than five minutes. All nominees shall be asked to leave the room when not addressing the Union Board. Upon the completion of the final speech all nominees may enter the room to participate in voting.
- v. All committee officer elections are to take place within one week of the committee assignment. These elections shall be proctored by the Union Board Chair/Vice Chair and shall be conducted in the manner described in Article II, A, iv.

ARTICLE III. Removing Officers

The Union Board Chair, Vice Chair, and committee officers can be removed by two thirds vote of the Union Board.

ARTICLE IV. Duties of the Chair

The duties of the Union Board Chair shall include, but not be limited to:

- A. Call and preside over meetings and see to the general business of the Board.

- B. Act as the spokesperson for Union Board policies and interests.
- C. Act as or appoint Union Board representatives to university committees.
- D. Appoint all members of the Union Board standing committees within one week after the first meeting of each new session.
- E. Appoint all members to their secondary positions within one week after the first meeting of each new session. There will be a five-day grace period for appointed members to accept or decline the position. Appoint all liaison positions within one week of after the first meeting of each new session.
- F. Choose the mandatory monthly event that all student board members must attend. Members should bring any scheduling conflicts to the attention of the Union Board Chair.

ARTICLE V. Duties of the Vice Chair

The duties of the Vice-Chair shall include but not be limited to:

- A. Perform the duties of the Union Board Chair in his/her absence.
- B. Perform other duties as delegated by the Union Board Chair that do not violate any standing Student Government or Union Board policies and/or statutes.
- C. Upon the vacancy of the Chair, the Vice Chair shall assume the Chair and call for the election of the Vice Chair pursuant to Chapter 301.1.
- D. Serve as the Long-Range Planning Coordinator and compile the end of the year Long-Range Planning Report.

ARTICLE VI. Union Board Powers and Duties

- A. The Union Board shall have the power and duty to set policies, programs, activities and services to be offered by the Union Board, and the Union. This shall include the power to create and review union departments, programs and affiliated entities.
- B. The duties of the Union Board voting membership shall include but not be limited to:
 - i. Attending all Union Board general and special business meetings.
 - ii. Actively serve on one or more committees of the Union Board.
- C. Additional duties of the Union Board student membership shall include but not be limited to:
 - i. Serve in a liaison capacity on behalf of the Board.
 - ii. Hold no less than three office hours per week between the hours of 8:00am and 10:00pm.
 - iii. Attend at least three activities or programs sponsored by one of the Union departments per semester.
 - iv. Deliver at least one Union Board Report a semester to the Student Senate and provide a copy of the report to the Senate Program Assistant.
 - v. Attend all meetings called by the Union Board Chair.
 - vi. All Union Board members will be expected to serve on or participate in at least one additional leadership position. Secondary leadership positions may include but are not limited to social media, serving as organization liaisons, event planning, etc. Appointed members will have five (5) days to accept or decline their appointed position.

- vii. Attend one Union event per month from the calendar compiled by the advisor and chosen at the discretion of the Union Board Chair.
- D. The Union Board shall participate in the budgetary process for all Union departments by:
 - i. Reviewing individual department and subsidiary budgets each fiscal year.
 - ii. Assessing the effectiveness of program services, activities, amenities and facilities offered by the Union.
 - iii. Presenting a budget request and justification for all Union departments and subsidiaries to the Student Senate each fiscal year.
 - iv. Appropriating A&S and self-generated funds to the appropriate Union budget category upon allocation by the Senate of the A&S request.
 - v. Approving any amendments, revisions, or changes to the Union Budget throughout the fiscal year.
- E. The Union Board shall review and allocate all space in the Union in accordance with University Policy, which shall include leased and assigned space.
- F. The Union Board shall develop a Union Complex Long-Range Plan.

ARTICLE VII. Union Board Meetings

- A. The Union Board shall officially convene the first Wednesday of each month at 4:30p.m. Meeting sessions are to coincide with the academic calendar year.
 - i. Student members of the Union Board are expected to meet at least one time per month in addition to formal Union Board meetings.
- B. The first meeting of a new session shall occur within two weeks after the inauguration of the new board members each spring semester.
- C. The Chair or three voting board members may call special meetings of the Union Board to discuss pertinent or time-sensitive matters. A special meeting must be announced to the general membership at least two school days prior to the special meeting date. The secretary of the Union Board shall inform all voting and ex-officio members of the meeting time and location via e-mail at least two days prior to the special meeting. Minutes of special meetings must be taken by the Union Board Secretary or designee. The minutes, if taken by the designee, must be submitted to the Union secretary within five school days after the meeting. Minutes of special meetings shall include all information dictated in Chapter 303.5.
- D. The Agenda of the Board shall be prepared by the Union Board Chair, Vice-Chair, Advisor and Secretary no later than the Monday preceding a regularly scheduled meeting. Board agendas shall be formatted as such:
 - i. Call to Order
 - ii. Opening Roll Call
 - iii. Verification of a Quorum
 - iv. Public Announcements
 - v. Approval of Minutes
 - vi. Messages from Chair
 - vii. Messages from the Director/Associate Director, including progress reports on Reports, Decisions, and Resolutions Previously passed.
 - viii. Messages from the Advisor
 - ix. Liaison Reports
 - x. Committee Reports

- xi. Unfinished Business
 - xii. New Business
 - xiii. Discussion
 - xiv. Final Announcements
 - xv. Final Roll Call
 - xvi. Adjournment
- E. Union Board meeting minutes are to be recorded and filed within five school days in the Union Board Administrative Office. At each meeting the Board will review and approve the previous meeting's minutes. The official proceedings of the Board shall be recorded by the Secretary and shall include all items listed on the agenda.
 - F. Only Union Board members and ex-officio members may speak at Union Board meetings unless the chair acknowledges a non-member, with pertinent information, to address the Board.
 - G. Each member may have a maximum of five minutes to speak in support or opposition of issues, decisions, and resolutions before the board, unless the Chair limits debate on the discussion. The time limit is subject to appeal by a majority vote of the board.
 - H. The sponsor of a measure has the right to five minutes opening and closing debate in addition to normal allotted time.
 - I. Decisions of the Chair may be overridden by a two-thirds majority vote of the board.
 - J. Robert's Rules of Order (the most current edition) shall be the parliamentary guidelines under which the Union Board meetings shall operate in cases where the Union Manual does not address the matter.

ARTICLE VIII. Union Board Committees

- A. The Union Board shall have the following standing committees:
 - i. The Policy and Bylaws Committee shall review and recommend changes to all Union/Union Board policies, bylaws, and rules. Additionally, the committee shall settle all disputes, appeals and infractions concerning the bylaws and rules of the Union Board and the Union.
 - 1. Policy Changes:
 - a. Any proposed changes to the Union policy manual must be submitted in writing to the Policy and Bylaws committee. The Policy and Bylaws committee will then review and vote on the proposed change. If the proposal receives a majority vote from the Policy and Bylaws committee, it will then be presented to the entire Union for review. A simple majority vote from the Board is necessary for the adoption of any proposed changes. It is the responsibility of the Policy and Bylaws committee chair to update the Union Policy manual if any changes or additions occur.
 - ii. The Budget Committee shall oversee the development and presentation of the annual Union budget, and any other budgetary requests.
 - 1. Members of the Budget Committee shall become financially certified by the Student Government Association Accounting office by the end of the first two weeks of the fall semester. If the Board member is appointed to the Budget Committee after the first two weeks of the fall semester, he/she

shall become financially certified by SGA Accounting within two weeks of his/her appointment.

2. Other duties of the budget committee include:

- a. Reviewing individual department and subsidiary budgets each fiscal year.
- b. Assessing the effectiveness of program services, activities, amenities, and facilities offered by the Union.
- c. Presenting a budget request and justification for all Union departments and subsidiaries to the Student Senate each fiscal year.
- d. The Union Board Budget Requests are subject to the approval of the Union Director. The committee shall also approve all amendments and revisions to the Union budget throughout the fiscal year.

iii. Outreach Committee

B. Members of the Union Board shall serve on Student Government Association (SGA) funding boards as specified in SBS 807. An Executive Committee shall be composed of the Chair, two student and two non-student voting members with the Director acting as ex-officio, non-voting member. Three voting members shall constitute a quorum. The purpose of this Committee shall be to act in emergency situations or at times when the Board is unavailable to conduct business. The report of the Committee's action will be presented to the Board at its next meeting. Those appointed to the SGA funding boards shall become financially certified by SGA Accounting by the end of the second week of the fall semester.

C. Anyone appointed to funding boards after the fall semester has begun shall become financially certified by SGA Accounting within two weeks of his/her appointment.

- i. Other standing committees may be created by amending this policy 304.3 Ad-hoc committees may be created as necessary by the Union Board Chair or by a majority vote of the board.
- ii. The Union Board Vice-Chair shall act as the Long-Range planning coordinator for the Union Board. The Union Board shall have the opportunity to adopt the Long-Range Planning report as the official long-range plan of the union
 1. The adoption of the report shall take place by a majority vote
 2. The Long-Range Planning report shall be presented at a formal Union Board meeting.
- iii. All committees shall elect a Chair and Vice Chair within one week of the appointment of committees. All elections shall take place pursuant to Chapter
- iv. The Union Board Chair shall refer measures to the appropriate committee for consideration and recommendations. After such time that the committee has thoroughly considered the matter, it shall present the measure to the general Board for its approval.
- v. Committee meeting minutes shall be recorded on the official Union committee meeting minute template provided by the advisor and filed within five school days in the Union Administration offices. These minutes show a record of attendance (both roll calls), meeting time and location, the officer presiding, decisions on all measures, and documentation as necessary to show the proceedings of the committee.

ARTICLE IX. Union Board Liaisons

A. Roles of Union Board Liaisons

- i. The Union Board Chair shall appoint each of the student board members to act as liaisons to Union departments and affiliates.
- ii. In consultation with the Union Director, the Union Board Chair shall determine the nature and role of each liaison position.
- iii. Liaisons will be required to meet with his/her department or affiliate at least once during each calendar month and provide a full written and oral report to the Union Board. Liaison reports shall be due to the Union Board Secretary no later than 12:00 P.M. on the day of a Union Board meeting unless otherwise requested by the Union Board Advisor or Secretary. Each report shall be kept on file in the Union for future review and consideration.

ARTICLE X. Union Board Code of Ethics and Standards

A. Meeting Attendance

- i. Union Board members shall give notification of an expected absence from a Union Board and/or committee meeting to the Union Board Secretary and/or committee Chair as soon as possible but limited to no longer than five school days after the absence occurs for the absence to be considered excused. The absence must be recorded on an official Union Board Absence Form. Absence forms can be found with the Union Board Advisor or Secretary. Excusable absences are those involving illness, death, injury, religious observances, legal obligations/court subpoenas, family emergencies or travel on school related business. Official documentation must be provided for an absence to be excused.
- ii. An absence from both roll calls at a Union Board meeting (special or regular), committee meeting, or secondary responsibility meeting shall equal one absence. The Union Board Secretary shall keep all attendance records.
 1. Absence from one roll call will result in a half absence.
 2. Half absences shall be added to form whole absences, which shall be considered for the purpose of suspension.
- iii. A suspension shall be defined as the loss of all voting and participatory rights as an Union Board member as well as the privileges provided for in Chapter 307.
- iv. Members worthy of suspension, pursuant to Chapter 306.2, shall receive a letter from the Union Board Chair on official Union letterhead within five school days of the Board member qualifying for suspension. The letter shall explain the reason for the suspension. In the case the Union Board Chair is in violation of Union Board Policy, his or her Vice-Chair shall oversee the suspension process.
- v. After being suspended, the member shall appear before the Policy and Bylaws Committee who shall conduct a full review of the member's actions. The Policy and Bylaws Committee, after a full review, shall issue a decision on whether to revoke all a suspended member's privileges and move forward with the impeachment process pursuant to the Student Body Statutes and the Student Body Constitution, or clear all charges and reinstate the member's privileges.

B. Suspension Worthy Behavior

- i. Failure to deliver one liaison report at any point during a Union Board member's term of office shall result in suspension.
- ii. Failure to attend two committee meetings at any point during a Union Board member's term of office shall result in suspension unless the absence is excused by both the Union Board Chair and the Union Board Policy and Bylaws Committee Chair.

C. Process

- i. The process for excusing an office shall take place in accordance with Chapter 306.1, Sections A, B, and C.C. Failure to attend one general, special, or secondary responsibility meeting at any point during a Union Board member's term of office shall result in suspension unless the absence is excused by both the Union Board Chair and the Union Board Policy and Bylaws Committee Chair.
- ii. The process for excusing an office shall take place in accordance with Chapter 306.1, Sections A, B, and C.

D. Resignation of Board Membership

- i. Resignations must be made in writing and submitted to the Union Board Chair with copies being sent to the Union Board advisor and the Union Director.
- ii. Resignations shall be read during the next regular meeting of the Union Board.

E. Union Board Student Seat Vacancies

- i. Any Union Board seat will be declared vacant upon impeachment or resignation.
- ii. Any vacant seat may be filled through the Union Board selection process pursuant to Chapter 605 of the Student Body Statutes.

F. Leaves of absence

- i. To request a leave of absence, an absence form must be filled out by the member taking the leave of absence. The form must then be submitted to and signed by both the Union Board Advisor and the Union Board Policy and Bylaws Committee Chair. The Policy and Bylaws Committee Vice-Chair will sign the Policy and Bylaw Committee Chair's absence form if the Chair takes a leave of absence.

ARTICLE XI. Union Board Member Privileges

- A. A Union Activity Card is issued to each current member of the Union Board for the length of his/her term of office. The purpose of the card is to ensure that the Board members become acquainted with the programs and services of the Union and as a source of identification to union staff.
- B. The Union Activity card grants each Board member and one guest the use of Union Bowling and Billiards Center for two game of bowling and one hour of billiards per month
- C. Union Activity cards shall also be used as a form of identification throughout the Union Complex. Each department of the Union shall have a listing of all Union Board members to verify their identity.

ARTICLE XII. Official Union Board Action

A. Responsibilities

- i. The Union Board shall take official action in the form of reports, decisions and resolutions.

B. Reports of the Union Board

- i. Reports shall be defined as a detailed measure or plan of action created by a committee.
- ii. A Final Report shall be made in the Spring Semester prior to the installation of the new Union Board Officers and shall detail that year's successes, failures and topics needing attention in the future:
 1. The Policy Report
 2. The Union Budget Report
 3. The Long-Range Report

C. Procedure for Approval of Reports

- i. Upon obtaining the majority vote of the committee the report shall be presented to the Union Board for consideration.
- ii. After open and frank discussion on the report the Board may adopt the measure by majority vote.
- iii. After approval, the Chair must submit a signed copy of the report to the Director within three business days.
- iv. If the report is subject to the Director's approval the Director shall have five business days to approve or veto a report. Reports not acted upon within five business days shall be treated as approved.
- v. An adopted report shall be considered official action. The Director shall fully implement all adopted reports.

D. Veto Process

- i. Vetoed reports shall be brought back to the Union Board with a written letter of explanation.
- ii. A two-thirds vote shall be required to override the Director's veto.
- iii. All overridden vetoes shall be submitted to the VPSA whose actions shall be final. Reports not acted upon within five business days shall be treated as approved.
- iv. Vetoed reports shall be brought back to the Union Board with a written letter of explanation.
- v. The VPSA's veto shall be final.

E. Decisions of the Union Board

- i. Decisions shall be member-initiated proposals adopted by a majority vote of the Union Board that make revisions or changes to union policy or budget.
- ii. Any voting member of the Union Board may submit a proposal for Board consideration. The member submitting the proposal shall be known as the sponsor of the proposal. The Union Board must submit all proposals to the Union Board Secretary at least two full business days prior to consideration.

F. Procedure for Approval of Decisions

- i. Upon obtaining the majority vote of the committee, the proposal shall be presented to the Union Board for consideration.
- ii. After open and frank discussion on the proposal the Board may adopt the proposal as an official Board decision by majority vote.

- iii. After approval, the sponsor of the proposal must submit a signed copy of the decision to the Union Director within three business days.
 - iv. The Union Director shall have five business days to approve or veto a decision. Decisions not acted upon within five business days shall be treated as approved.
 - v. An adopted decision shall be considered official action. The Director shall fully implement all adopted decisions.
- G. Vetoes of Decisions
- i. Vetoes of decisions shall be brought back to the Union Board with a written letter of explanation.
 - ii. A two-thirds vote shall be required to override the Director's veto.
 - iii. All overridden vetoes shall be submitted to the VPSA Vice President of Student Affairs whose actions shall be final.
 - iv. The Vice President of Student Affairs shall have five business days to approve or veto a decision. Decisions not acted on within five business days shall be treated as approved.
 - v. The Vice President of Student Affairs veto shall be final.
- H. Adopted Reports
- i. The Union Board Advisor shall, before each Union Board meeting, confer with the Director and VPSA to determine what action the Director and the VPSA have taken on adopted reports and decisions. The Union Board Advisor shall report to the Union Board action taken upon reports and decisions and the location of each previously adopted report or decision.

ARTICLE XIII. Resolutions of the Union Board

- A. Resolutions
- i. Resolutions shall be formal expressions of the opinion or will of the Union Board.
 - ii. Any voting member of the Union Board may submit resolutions for Board consideration. The member submitting the resolution shall be known as the sponsor of the resolution. The Union Board must submit all resolutions to the Union Board Secretary and Union Director at least one full business day prior to consideration.
 - iii. After open and frank discussion on the measure the Board may vote to adopt the Resolution by a majority vote.

ARTICLE XIV. Amendments to Union Policy

- A. Proposed Amendments
- i. All amendments must be submitted in writing to the Policy and Bylaw Committee at least one week prior to the Oglesby Union Board meeting.
 - ii. After passing the Policy and Bylaws Committee, amendments must be brought to the Board for a discussion and vote. A two-thirds majority vote of the voting members present must be reached for the amendment to pass.
 - iii. The Union Board Secretary shall have the authority to make changes to this policy without Union Board action only when the change involves grammar, spelling, line spacing/alignment, or punctuation. Any other corrections the

Secretary deems necessary must be brought to the Chair's attention. He or she will then refer the matter to the Policy and By-laws Committee for it to address the matter.

ARTICLE XV. Union Board Space Allocation Policies

A. Space Policy

- i. The Union is the home for student involvement and student services— Student Government Association (SGA), SGA Agencies and Councils, Union Productions (UP), Club Downunder (CDU), and Student Organization Services (SOS), Congress of Graduate Students (COGS), University Housing and University Counseling. No additional Union space shall be granted to University departments without the approval of the Union Board. An organization shall be eligible for consideration for space if the organization is a Recognized Student Organization (RSO) or is an entity of the Student Government Association (SGA). The use of the allocated space is intended exclusively for work conducted by Florida State University registered student organizations.
- ii. The Union Board in considering the allocation of space for an eligible organization may consider and give weight to one or more of the following criteria:
 1. The extent to which the allocation would promote or maintain a diversity of interest of the student body, including the representation and encouragement of the broadly based organization, student government sponsored organization, leadership organization, honor societies, community service groups, and special interest groups.
 2. The level of activity and trends in the level of activity shown by scheduled activities, previous activities, success in previous activities, and resources available to implement planned activities, the extent of representation of service to the students of the university, and the extent to which such benefit is direct or indirect.
 3. The likely extent of effective and efficient use of space, as indicated by current usage, previous usage, planned usage, and systematic or standard operating procedures, including record keeping and adherence to rules governing its operation.
 4. The uniqueness of benefit conferred on the students at the university or the potential for such unique benefit.
 5. The degree to which the organization is related to an academic discipline or other interest is already represented with offices on the university campus.
 6. The potential additional benefits to the organization from the location of space, and its potential ability to function without space.
 7. The adherence to the Community Standards of Organizations granted space will be assessed through the Space Evaluation Form. Retention of former space is not automatic.

B. Assignment and Priority

- i. Space assignment in the will be made in the following priority:

1. Professional and support staff of:
 - a. Student Government Association
2. Student Government Association
 - a. Executive
 - b. Legislative
 - c. Judicial
3. SGA Agencies, Councils (groups that have a campus-wide scope service or activity), Affiliated Projects, and Bureaus
4. Recognized Student Organizations

C. Space Allocations Guidelines

- i. All such organizations are entitled to be considered for designated space in the Union. Applications will be considered on a yearly basis with assignments by the end of the spring term. The Union Board Space Committee Chair will be responsible for developing a timeline for the space allocation process in conjunction with the Union Board Chair and Advisor. For two weeks the Space Committee will be responsible for publicly advertising this process to organizations in the beginning of the spring term.
- ii. All former occupants of office space in their office by the end of the spring semester, unless exempted by the Union Board.
- iii. All organizations that have been allocated space for the coming year may occupy their office by the first week of the Summer A Term.

D. Types of Space

- i. Group - Access to space in a common room.
- ii. Shared Office Space - Specific office hours in a private office shared with one or two organizations with alternate office hours.
- iii. Private - One private room per organization
- iv. Suite - A suite of offices per organization

E. Requests, Approval, and Allocation

- i. All new organizations should first consider requesting a group or shared space.
- ii. Organizations in shared office space may choose to work together to establish office hours or shared answering arrangements. Discrepancies regarding office space allocation will be resolved by the Union Board Space Committee. The Union Board has final approval. It is expected that private or suite spaces will require high utilization to maintain single organization use from year to year.
- iii. Procedure to upgrade to higher space requires Board approval and will be decided on in the spring semester. The decision will be based upon need and the past utilization of office space as well as services offered or rendered to the student body.
- iv. Any organization that adheres to the original deadline set by the Space Committee may fill out the Space Proposal Appeal Form. The Union Board has final approval.
- v. Any organization that presently occupies space in the Union and does not submit a request form by the stated deadline will have their space revoked.
- vi. Only student organizations, which have submitted a Space Request, will have five (5) business days from the time the finalized Space Allocation Plan is approved and posted by the Union Board to submit appeals. Appeals are not heard based on

a disagreement with the decision of the Space Committee and/or the Union Board. Grounds for an appeal may be honored if the Union Board is found to have committed either of the following:

1. Written policies and procedures found in the Union Policy Manual were not followed or were deviated from.
 2. Facts were missing based on the policies in place at the time of the initial proposal.
- vii. The Space Allocation process will occur in the spring term, unless exempted by the Union Board.

F. Space Revocation

- i. Organizations will receive a sanction form for each violation of the Union Board Space Allocation Policies.
- ii. Three Sanction forms within a semester will result in a review of the organization's allotment of space by the Union Board Space committee.
- iii. The Board's decision will be as follows:
 1. The organization can return to their allotted space under a probation period for the remainder of the semester. In addition, the organization will have to rectify all past violations of the Space Allocation Policies as well as complete any organizational improvements the board deems fit. Upon the end of the semester the board will review the progress of the organization and make a final determination as to whether the organization can reapply for space the following semester.

ARTICLE XVI. Community Standards for Assigned Space in the Union

A. Compliance

- i. All organizations with space, whether shared or not, in the Union and the must check in and submit office hours to the Union Board by the end of the 3rd week of each term. Organizations must keep a minimum of ten (10) office hours between the hours of 8:00 A.M. to 10:00 P.M. Office hours must held during the Monday-Friday workweek of the fall and spring semesters. The Organization's space will be monitored throughout the year.
- ii. Organizations occupying allocated space must comply with annual recognition processes outlined by Student Organizations and Involvement.
- iii. To maintain a safe and aesthetically pleasing environment, organizations may only use their assigned space. The organization's items must not be found in "common areas." If storage is available, the Union will make efforts to reasonably accommodate excess items.
- iv. Assigned space should be maintained in a reasonably clean manner.
- v. Decorative and informational items may be used to personalize assigned space provided they do not cover the majority of the interior window. Items may not be placed on exterior window.
- vi. Organizations are responsible for damage of university property or excessive wear and tear of assigned space.
- vii. In order to maintain an atmosphere of cooperation and community, individuals and groups are expected to display attitudes of respect and professionalism at all times.

- viii. Assigned space is to be used for organizational business.
- ix. After-hours access is a privilege. Access shall be by swipe card only. Propping of doors is prohibited.
- x. Violations of the Community Standards will be reviewed by the Union Board Space Committee as well as recommendation of possible sanctions made to the Union Board. Sanctions may include but are not limited to: written warning, restriction of after hour's access, revocation of space, or reallocation of space to an alternate organization.

ARTICLE XVII. Space Sharing Agreement

- A. Space Sharing Standards
 - i. All organizations sharing space in the Union will adhere to the Space Sharing Agreement provided by the Union Space Committee. Organizations are expected to adhere to agreed upon contracts.
 - ii. Violations will be referred to the Union Space Committee for action deemed appropriate by the Space Committee. The Space Committee shall then refer the matter to the Union Board for its approval of the measure.

SECTION III. GENERAL POLICIES

ARTICLE I. Union Property

- A. Composition of the Union
 - i. References to the Union hereinafter contained in this policy manual cover all facilities mentioned in Section I, Article I, A.
 - ii. This policy manual is subject to the provisions of university policy.
- B. Rights and Responsibilities
 - i. University space and facilities will be used for the official and regular purposes and functions of the university. The university may extend the use of specified space and facilities to members of the university community and to the public subject to the provisions of university and Union Board policy. All persons using the facilities, programs and services of the Union are expected to obey the laws and regulations of the State of Florida, Florida State University, and the Union, and to respect the freedoms and rights of others who use these same facilities, programs, and services.
- C. Hours of Operation
 - i. The normal operating hours of the Union are subject to change and can be found on the union website at <http://union.fsu.edu>.
- D. University and Personal Property
 - i. Removal of Property from Union
 - 1. Equipment and furnishings assigned to these facilities are not to be removed from the premises for any reason except by approval by the Union Director.
 - ii. Damage to Property
 - 1. Individuals or groups using the facilities are responsible for any damage to university property. The cost incurred to repair any damage will be charged to the individual or group responsible for the damage. Failure to

pay for said damages will result in the individual or group being referred to the university's Office of Student Rights and Responsibilities for judicial action.

- iii. Personal Belongings
 - 1. Individuals are responsible for any personal belongings they bring into the facilities.
- E. Liability
 - i. The university disclaims responsibility for injuries occurring in the use or preparation of reserved space for special events, which require alteration of the rooms, set-up, or decorations. Injuries or the theft of personal effects occurring in connection with the event shall in no way be the responsibility of the university or its officials.
- F. Gifts and Personal Objects
 - i. Any request to erect or install permanent objects or donated gifts, such as sculptures, paintings, renovations, or furniture within the Union, should be directed to the Union Director. The Union Director may refer such requests to the Union Board for approval. If applicable, the Union Board may then forward requests to the Campus Development Committee.
- G. Responsibility for Space Allocation and Usage
 - i. The Union Board is responsible for allocating office and other non-reservable space in the Union. The Union Board is also responsible for determining what reservable and non-reservable space is.
- H. Usage of Meeting Space
 - i. To maximize the usage of space for all Recognized Student Organizations, Campus Event Services limits the number of reservations per organization after 4 p.m. on weekdays to no more than three reservations per week. Exceptions may be granted by the Campus Event Services staff based on specific circumstances.
- I. Assigned Space Policies
 - i. The Union Board reviews the assignment of space in the Union on an annual basis. Once assignments are recommended and approved by the Union Director and Vice President of Student Affairs, said assignments are subject to Union Board Space Allocation Policies (Section II, Articles XV, XVI, and XVII).
- J. Key/Entry Systems
 - i. The head of each organization or department having office space in the Union is responsible for maintaining proper security of office furnishings, equipment, and contents. This necessitates maintaining effective control over the entry systems of these offices.
 - ii. The Operations Director, with approval from the Union Director or designee, will authorize departmental keys to department heads, staff members and authorized members of organizations that are assigned space in the Union. Individuals must then go to the Key Shop, to obtain the key(s). When the individual who was assigned a key is no longer authorized to have one, it shall be the responsibility of the head of the department or organization to ensure the key is returned to the Key Shop.

- iii. No student or staff member will have keys to perimeter doors of the Askew Student Life Center, as these doors are secured by a swipe card system administered by the Campus Access and Security Services.
- K. Use of a Master Key
 - i. The only time a staff member with a master key is permitted to open the offices assigned to an organization or department is when performing an assigned custodial or maintenance function, or when a person authorized by the department head requests access to the department office.
- L. After Hours Office Usage by Students
 - i. After-hours use of the Union and Askew Student Life Center is afforded to those individuals who have been approved by the Union Director or designee.
- M. After Hours Office Usage by Staff
 - i. After-hours use by university employees should be for business purposes only and should adhere to the university policies and procedures.
- N. Office Decorations
 - i. Occupants of assigned office space may display announcements and decorations on their doors and inside their space, provided no fire hazards result and no damage is caused to the facility, such as paint stains, holes, or cracked plaster or glass. If damage does occur, the occupants of the office will be charged for the cost of repairing the damage. Requests to install other items and furniture are subject to the approval of the and the Union Board. To maintain an attractive and clean environment, posters, leaflets, announcements, etc., are not to be placed upon the windows of the Union. All other decorations visible from the outside are subject to the discretion of the Union Board. No objects shall impede a normal entrance or exit to an office or building.

ARTICLE II. Reservable Space Policies

- A. Space Reservation
 - i. When reserving space, your organization will be required to abide by the Use of University Facilities 4-OP-B-10 and the Terms & Conditions set forth by Campus Event Services.
 - 1. Reserving Space
 - i. Space reservations for Recognized Student Organizations, university departments, university-related groups, and outside organizations for non-academic campus events are made with the Union Campus Event Services Office.
 - ii. Student Organizations must be fully recognized through Student Organizations and Involvement. Members of the organization designated as officers may request space through the online reservations portal (VEMS): <https://reservations.dsa.fsu.edu>.

- iii. Reservations for space will be made following the priority reservation schedule in <https://union.fsu.edu/ces>
- iv. The Union Board may approve exceptions to this policy per request from Campus Event Services.
- v. The Campus Event Services Office reserves the right to adjust space assignments in order to maximize space usage and accommodate as many groups as possible.

2.Event Guidelines

- i. Events are subject to all applicable FSU policies and procedures and must be in compliance with all city or state policies or laws.
- ii. Events meeting certain criteria are subject to a complete review by the Event Proposal Committee prior to being held on the FSU campus. Complete information on the event proposal process can be found here:
<https://union.fsu.edu/ces/eventplanning/event-permit>.
- iii. The Event Proposal Committee is chaired by Campus Event Services and consists of campus partners including, but not limited to, FSU PD, Facilities and Grounds, Transportation and Parking Services, Environmental Health and Safety, University Relations, University Communications, Legal Counsel, and the Office of Business Services.
- iv. Event proposals should be submitted at least ten (10) business days in advance of an event through the proper forms: Nole Central for RSOs and Qualtrics for departments/off-campus groups.
- v. Event information regarding location(s), date(s), time(s), vendors, and other planned aspects should be complete and correct upon submission. Campus Event Services staff must be informed of any changes, additions, or omissions of event information. Organizations will be notified of the status of the proposal by Campus Event Services staff.
- vi. Organizations may be required to attend a pre-event consultation set up by Campus Event Services if events are complex, multi-faceted, and require input from numerous campus partners and subject matter experts.
- vii. Organizations are responsible for costs associated with compliance with this policy, including security as determined in consultation with FSUPD.
- viii. Organizations with events involving co-sponsorship with non-

university entities, including but not limited to commercial businesses and non-profit organizations, are subject to applicable policies, fees, and contractual agreements.

- ix. Organizations must adhere to the University Posting Policy, which can be found at <http://www.posting.fsu.edu> .
- x. Organizations reserving space in any outdoor event space must strictly adhere to the “Amplification of Sound” policies as outlined in the Union Policy Manual.
- xi. Organizations are required to clearly post signage at the event listing the name of the organization(s) sponsoring the event.
- xii. Organization representative(s) must be on site for the duration of the event, and organization advisor(s) may be required to be on site for the duration of the event.

3. Violations

- i. Violations of this policy may result in sanctions and be reported to any or all of the following campus departments: Student Organizations & Involvement, Student Rights and Responsibilities, Office of Fraternity and Sorority Life, and FSUPD.
- ii. RSO Presidents, officers, and/or event coordinators may be held accountable for information submitted or omitted during the event proposal process, or violations of other campus policies in connection with events.

4. Additional Information

- i. Organizations and university personnel working together in full cooperation and compliance with this policy should promote a reasonably safe and secure environment.
- ii. FSU, its personnel, agents, or representatives are not associated with the content of any event and does not endorse the views of any event or organization through the review and approval of events as outlined in this policy.
- iii. Questions regarding this policy may be forwarded to Campus Event Services, ces@fsu.edu.

5. Event-related Fees

- i. There is no charge for reserving most spaces in Union-managed facilities when a Recognized Student Organization uses the facilities without charging admission fees, registration fees, or requiring a monetary donation for participation. This does not apply to the Union Ballroom where rental rates will apply in

accordance with the group type (See <https://union.fsu.edu/ces>). In other circumstances, charges may apply according to the fee schedules in the addendum.

- ii. Space Reservation Fees (<https://union.fsu.edu/ces>)
- iii. Audio-visual Equipment and Staff Fees (<https://union.fsu.edu/ces>)
- iv. Cancellations, Late Cancellations, No-shows, Setup changes
 1. For large event spaces (outlined below), failure to notify the Campus Event Services office of a cancellation at least 10 (ten) business days in advance of a space reservation will result in a charge equal to the established rental charge for the space in addition to any additional audio-visual or setup fees.
 - a. Union Ballroom (any combination)
 - b. Moore Auditorium
 - c. SSB 203/201
 - d. SSB 203
 - e. SSB 208/218
 - f. ASLC Theater
 - g. Club Downunder
 2. For meeting spaces with a capacity of up to 100 people and requiring specific setup configurations, failure to notify the Campus Event Services Office of a cancellation at least 2 business days in advance of the space reservation will result in a charge equal to the established rental charge for the space, if a charge would have been made. Regardless of whether a rental charge was assessed, the organization will be charged with a No-Show for that event (<https://union.fsu.edu/ces>).
 3. For conference rooms with fixed setup configurations, cancellations may be made 12 hours prior to the meeting start time with no penalty.
 4. Cancellations of space reservations may be made any of the following ways:
 - a. User's VEMS account (prior to 36 business hours before the reservation start time) by logging in, clicking My Events, then clicking the red X next to the reservation to be canceled.
 - b. Calling the CES information desk at (850)

644-6083 or emailing ces@fsu.edu during regular business hours (Monday-Friday 8am-5pm).

c. Communicating in person to CES personnel at the information desk in the Union during regular business hours (Monday-Friday 8am-5pm).

d. Only the person who placed the reservation or serves as the primary contact for the event may cancel space.

5. Change of Setup Fee

a. Requests for set-ups may be made no later than two business days prior to the event. Should changes in set up requests occur within 2 business days of the event, change fees will apply based on the rates for the equipment, furniture, staff support associated with the event (<https://union.fsu.edu/ces>).

6. Excessive cleaning or repair fees

a. A cleanup fee may be assessed for all major functions in the Union if deemed necessary by Campus Event Services staff based on the severity of the cleanup needed.

7. Accounts Past Due

a. Campus Event Services reserves the right to refuse to accept new space requests and/or cancel existing reservations when an organization is 60 days past due on payments for the fees. Union Board will be directly advised if such a cancellation or refusal is enacted and will review the conditions if necessary.

v. No-shows

1. A No-Show will be recorded for any organization that fails to show up to a reserved space within one (1) hour of the reservation start time. Organizations charged with five (5) No-Shows in one academic year (Fall, Summer, and Spring semesters) will lose reservation privileges in Union managed spaces and academic spaces at Florida State University for the remainder of that academic year. All outstanding space reservations belonging to the organization will also be cancelled.

B. Appeals Process

- i. An appeal may be requested on any first-level decision regarding late-cancelations and no-shows. On appeal, the burden of proof rests with the organization to show clearly that an error has occurred.
 - 1.Appellate Officers
 - i. Recommended decisions of the CES Reservations Coordinator may be appealed to the CES Assistant Director for Reservations and Events.
 - ii. Recommended decisions of the CES Assistant Director may be appealed to the CES Program Director.
 - iii. Recommended decision of the CES Program Director may be appealed to the Union Director (or designee).
 - iv. Recommended decisions of the Union Director may be appealed to the Vice President (or designee).
 - 2.Appeal Requests
 - i. A written request shall be submitted to the CES Assistant Director five (5) class days after the organization is notified of the violation.
 - ii. The request shall state the reason(s) for the appeal, the supporting facts, and the recommended way of correcting the error.
 - 3.Appellate Review
 - i. Appeals will be review by the CES Assistant Director within five (5) business days of receipt of the request.
 - 4.Appellate Recommendations and Decisions
 - i. Appellate officers may recommend affirming, modify, or reverse the first-level decision.
 - ii. All appellate recommendations are sent to the Vice President. The Vice President (or designee) has the right to affirm, modify, or reverse the recommended decision.
 - iii. Once approved by the Vice President (or designee), appellate decisions because final action.
 - iv. The charged organization’s status will remain unchanged until appellate process is final.

C. Restricted Spaces Guidelines

- i. Senate Chamber
 - 1.Use of the Senate Chamber shall primarily be for the work and duties of the Student Senate. The Senate President has priority reservation privileges prior to the reservation book opening date set forth by CESs. Once books open, CES will manage requests and usage for the Senate Chamber based on availability.
- ii. ASLC Theater/Student Life Cinema & Lobby/Cyber Café
 - 1.The ASLC Theater/Student Life Cinema and lobby space (called Cyber Café) shall primarily be reserved for events and programs sponsored by the respective ASLC committees. Committee chairs and/or the ASLC program director have priority reservation privileges prior to the

reservation book opening date set forth by Campus Event Services. Once books open, CES will manage requests and usage for the theater based on availability.

iii. Club Downunder

1.Club Downunder shall primarily be reserved for events and programs sponsored by Union Productions. Event chairs and/or Union Productions staff advisors have priority reservation privileges prior to the reservation book opening date set forth by Campus Event Services. Once books open, CES will manage requests and usage for the Club Downunder based on availability.

iv. Reservable Outdoor Event Spaces

1.Union Green

- i. A function reserved for the Union Green may not conflict with any existing previously reserved function in the Union. Campus Event Services has the right to deny space to any group or organization due to previously planned events.
- ii. Setting up on the Union Green may not impede entrances or the exits of the Union.

2.Integration Statue

3.Commons Courtyard

4.Landis Green

v. Academic Use of Space

1.In the Union, space priority is given for student use, where, in other university facilities, priority is given to academic use of space. Classes or labs for academic credit are normally not scheduled in the Union. The Union Director can make exceptions on a per request basis. The Union Board will be notified of all exceptions.

vi. University President Inviting Groups

1.The Office of the University President may use reservable Union space without charge when entertaining off-campus groups.

vii. Outdoor Amplification of Sound

1.The use of public address systems or other electrical amplification equipment in outdoor areas of the campus is subject to approval. Approval will be granted when it is necessary that such equipment be utilized in the meeting or event and when the use of such equipment does not interfere with the academic processes or activities of the University or with other previously scheduled events or campus activities. All such use of public address system or other amplification equipment is subject to the other provisions of this rule and shall

maintain a reasonable sound level, which meets the communication needs of the event without excessive noise penetration to adjacent areas.

2.Sound amplification is permitted on the FSU campus at limited locations during limited times. Permission for amplified sound is granted by the Union Director through the established event proposal process.

3.Sound amplification is permitted without prior approval during the following days and times:

- i. 12PM-1 PM Monday-Friday (Sound Hour)
- ii. 5PM-11:30 PM on Friday
- iii. 12PM-11:30 PM on Saturday
- iv. 3 PM-7PM on Sunday.

4.Amplification of sound at events outside of the times may not be approved based on class schedules, adjacent facilities, and regular university business.

ARTICLE IV. Publicity Materials

A. Group Leaflets

- i. Leaflets/flyers from campus organizations, university departments and student election publicity material may be posted in the Union only on the bulletin boards provided for this purpose. The posting of these materials must comply with the university's policy on posting.

B. Group Pamphlets

- i. Pamphlets and brochures of general interest to the university community and sponsored by a campus group may be left at the Information Center and at the desk in the lounge for display on the desk counter on a space-available basis.

C. Location of Posters and Banners

- i. To maintain an attractive and clean environment, posters, leaflets, announcements, and decorations are not to be placed on the doors, walls, windows and posts on the inside or outside of the Union, nor on objects such as trees, trash cans, and benches. The posting of materials with tape, nails, thumbtacks or staples are prohibited on any wall, column or floor in the Union.

D. Freestanding signs

- i. A-frame signs are not permitted in the egress/sidewalk areas of the Union. (See posting.fsu.edu).

ARTICLE V. Askew Student Life Center Theatre and Moore Auditorium

A. Fire Regulations

- i. State fire regulations prohibit smoking, adding chairs and standing or sitting in the aisles.

B. Unusual Lighting

- i. The use of candles or any other type of unusual lighting other than that provided must be approved prior to use by an officer from Environmental Health and Safety.

C. Obtaining a Projectionist

- i. Only approved projectionists may operate the projectors in the theatre and auditorium. Projectionist services can be obtained by contacting the manager of the Films program in the Askew Student Life Center.

ARTICLE VI. Restriction of Pets and Equipment

A. Pets

- a. Pets (except service animals) are not permitted in the Union.

B. Bicycle, skateboards, motorized vehicles

- a. The use of unauthorized skates, bicycles, skateboards, and motorized vehicles (mopeds, scooters, golf carts, Segways, etc.) in the Union is prohibited. Bicycles can be parked and locked at the many bicycle racks in the perimeter of the Union. Golf carts can be parked in designated areas. If any unauthorized or inappropriately secured vehicles (bicycles, golf carts, etc.) are in a location that creates a safety hazard, the FSU Police Department will be requested to immediately remove the vehicle.

ARTICLE VII. Job Order Requests

A. Requests

- i. Maintenance and custodial job/work order requests to be handled by the Union Maintenance staff are to be coordinated through the office of the Maintenance Superintendent of the Union. Requests for maintenance or custodial services will be documented on a "Request for Repairs" form and forwarded to the Maintenance Superintendent's office for action. Work order requests can be made by calling the Union Administration Office (644- 6860).
- ii. Contracted vendors seeking maintenance assistance related to renovation of Union facilities will coordinate the work with the Union Maintenance Superintendent. These requests will be charged at the rate of \$25.00 per hour for labor. Additionally, vendors will be charged for the cost of materials plus a 20% overhead fee.

ARTICLE VIII. Tobacco Free

A. Tobacco in the Union

- i. The Union, The Circus, Student Services Building and the Askew Student Life Center are tobacco-free facilities. This includes all space within the Union complex, including the east and west courtyards, the Askew Student Life Center and any stairwells/landing areas.

ARTICLE IX. Retail Space

A. Retail Space

- i. Retail space in the Union and the Askew Student Life Center is available for lease to retailers who provide goods or services that do not compete with already existing vendors. When space is available for lease, it is advertised to the general community. Interested vendors can pick up a Request for Proposal (RFP). In following the guidelines of the RFP, vendors submit their RFP and lease bid to the Associate Director of the Union. Each RFP is reviewed by the Director and Associate Directors of the Union before being sent to the Union Board for review and comment, approval or rejection based on criteria set out in the RFP. Recommendations for awarding RFP's are forwarded by the Associate Director, on behalf of the Union Board, to the University Purchasing Department. If the Purchasing Department approves the RFP and lease bid, the university and vendor enter into a contract. Contracts for leased space in the union are then sent to the Office of the General Counsel for final approval. The following policy guidelines apply to retail space in the Union and the Askew Student Life Center:
 1. The responsibility for contracting for space lease is that of the Union Management in consultation with the Union Board. Food services are a current exception to this stipulation. Under the current university organizational structure, the responsibility for contracting food service lies with Business Services.
 2. The Union Board approves rental rates for vendors in the Union, the Askew Student Life Center, and the Student Services Building. Contracts with university-operated services may be less than fair market value based on their benefit to students.
 3. The Union staff, under the direction of this policy, will take the lead in administering the fair market rental rate for private vendors and in negotiating any exceptions to this rate.

ARTICLE X. Contract Administration

A. Contract Administration

- i. All groups utilizing A&S dollars or state dollars are mandated by state law to have contracts administered by an appointed Contract Manager. For the Division of Student Affairs, the Vice-President has designated the Associate Director of the Union in the SAC to be the Contract Manager. An SGA-affiliated student group (e.g. Executive, Legislative, Agency, Affiliated Project, Bureau, Recognized Student Organizations, etc.) planning to obtain the services of an Artist/Lecturer must first complete an "Event Summary Sheet." This sheet may be picked up in the SGA Accounting Office. The Event Summary Sheet must be filled out and authorized by the Organization/Agency's President and Treasurer. The Director of Student Affairs must then sign the form in the SGA Business Office. At this point, the officers will be instructed to complete a General Requisition for processing the payment to the Artist/Lecturer.
- ii. A Union-affiliated student group (e.g. CDU, UP) planning to obtain the services of an Artist/Lecturer must first complete an Event Summary Sheet. The department head's/advisor's signature is required on the form. Once the forms are

submitted to the Contract Administrator in the SAC, the contract will be forwarded for the appropriate signatures and the requisitions will be prepared for obtaining payment to the Artist/Lecturer. If payment to the Artist/Lecturer is needed on the day of the event, the Event Summary Sheet must be received by the Contract Administrator at least three (3) weeks prior to the event.

- iii. A Union-affiliated student group must notify the Contract Administrator on the next working day after the event was completed. A Certificate of Completion form is then filed with the University Accounting Office. An SGA-affiliated student group notifies the SGA Business Office of the completion of the event for the processing of the Certificate of Completion.

SECTION IV. UNION POLICIES

ARTICLE I. Publicity in the Union

This Section to be addressed by Union Board 59.

A. Monitors/Electronic Board

- i. The Union provides television monitors, located throughout the Union, that play announcements for clubs, organizations, and various activities throughout campus. A monitor/electronic board request form must be filled out for each request. Request forms are available at the Krentzman Lounge Information Center.

Marketing & Communications staff will be responsible for the posting of all materials. Students, faculty, or staff outside of the Marketing & Communications office will not be given keys to any display case at any time.

- ii. Requests for use must be submitted in writing and hand delivered to the Marketing & Communications Office:

Marketing & Communications
T331 Union
Florida State University
Tallahassee, FL 32306

- iii. Materials placed within display cases must follow The Florida State University Code of Conduct and Posting Policy guidelines. Materials will be removed from the bulletin boards by the close of business on the last day of the reservation, or when the advertised information has expired. Complete display case procedures and guidelines, The Florida State University Posting Policy, and a complete listing of available and unavailable display cases are available online at posting.fsu.edu

ARTICLE II. Automated Teller Machines

A. Automated Teller Machines

- i. ~~Currently, there are ATMs in the Union that are available to customers 24 hours a day, seven days a week, except for certain times when the machines are down for maintenance and balancing. Charges per transaction are established by the respective banking institutions or credit unions.~~

ARTICLE III. University Information and Lost and Found

A. Information Desks

B. Lost and Found

- i. The Union maintains a Lost and Found service located in the Student Services Building. Lost articles, which are turned in to this department, are logged, labeled and stored. If these articles are not claimed within 30 days (Reference F.S.705.18), they will be donated or sold at Market Wednesday or Vendor Thursday. Proceeds from sales and cash found are used for a Union Board Scholarship Fund.

ARTICLE IV. Building Managers

A. Building Managers

- i. Building Managers are student employees who represent the management in the supervision of the Union at night and on weekends. If an authorized person needs to gain entrance to an office, or if there is an emergency in the union after regular hours, the Building Manager should be notified at the CES Desk on the 2nd floor or the Information Desk on the 1st floor.

ARTICLE V. Union Scholarship Fund

A. Definition

- i. The Union Scholarship is to be awarded in the spring semester at the Annual Union Appreciation Banquet.

B. Criteria

- i. The scholarship is available for undergraduate and graduate students.
- ii. The applying student must be an enrolled student and must be enrolled another semester following receipt of the scholarship.
- iii. Students applying must be active in programs or operations in the Union as volunteers or paid workers.
- iv. The academic requirement is a 2.5 grade point average (GPA).
- v. One letter of recommendation should accompany the application form.

C. Procedure for Selection

- i. A student applying for the scholarship will complete the application form available in the Union Director's office and submit it with a letter of recommendation attached by the designated deadline.
- ii. A selection committee made up of three faculty/staff members and three students will be appointed by the Union Director. This committee will review all applications and select recipient(s).

ARTICLE IX. Union Bowling and Billiards Center

A. Facilities

- i. The Union Bowling and Billiards Center features 12 lanes of bowling, 8 full sized billiards tables, a full-service bowling pro-shop, and bowling locker rentals. hosts both bowling and billiards classes for academic credit, intramurals, sanctioned leagues through the United States Bowling Congress, group reservations from one lane to the full facility, open play for both bowling and billiards, Cosmic Bowling, and over 1500 reservations a year.
- ii. Hours of operation are available on the Union website.

B. Regulations of Use of Facilities

- i. The following regulations have been established to protect equipment and add to the patron's enjoyment.

1. Bowling

- a. No food or drinks allowed in the pit area.
- b. All bowlers must wear bowling shoes.
- c. Bowling balls are only meant to be rolled down the lane.
- d. No bowling on lanes when machine is off.
- e. Gambling is not allowed.

2. Billiards

- a. One foot must remain on the floor while shooting.
- b. No sitting on the tables.
- c. Rack cue sticks in racks when finished.
- d. Gambling is not allowed.

C. Group Rental of Games Area

- i. The facility may be rented through the Center Manager for private parties before, during, or after normal operating hours, based on availability. Groups reserving the facilities are subject to the established regulations. The Center Manager may establish special rates during low traffic periods.

D. Bowling Team – Practice Time and Procedures

- i. Free Bowling Times

1. Use of the facility by members of the Intercollegiate Bowling Teams is subject to availability and scheduled by the Center Manager. Such practice is not to interfere with normal business operations and bowlers are to adhere to all facility rules and regulations. If the facility is to be used during scheduled team practice, notification will be given to the FSU Bowling Team as soon as possible.

2. Lane conditions, such as, oiling, maintenance of pinsetters and any

other associated work will be scheduled by the Center Manager.

- E. Bowling Team - Payment for other Games of Bowling
 - i. Any tournaments sponsored by the FSU Bowling Team or club will be at a reduced rate of \$1.00 a game.
 - ii. Other practice times will be available to team members free of charge and are based on availability.
 - iii. Team tryouts for the bowling team will be free of charge.
- F. Intercollegiate Bowling Team - Discounts for Merchandise
 - i. The Bowling Pro-Shop will offer equipment, services, and supplies at Cost plus 10%.
- G. Billiards Team
 - i. Use of the facility by members of Intercollegiate Billiards Teams is subject to availability and scheduled by the Center Manager. Such practice is not to interfere with normal business operations and billiards players are to adhere to all facility rules. The Billiards team will receive free play while the facility is open for a maximum of three tables. Any intercollegiate tournaments sponsored will be at no charge. Discounts on supplies will be at Cost plus 10%.
- H. Rates
 - i. Rates can be found online on the Union website. Rates are subject to change.

ARTICLE X Union Productions/Club Downunder (UP/CDU)

- A. Union Productions (UP)
 - i. Union Productions provides a variety of social, educational, cultural, recreational, and entertainment programs for the university community. The programs provide a forum for the university community to experience a diversity of cultures through a variety of entertainment. UP is committed to fostering student development through both programming and leadership opportunities.
 - ii. Union Productions programs are presented both in the facilities provided by the Student Union and in other locations on and off campus. Programs may be co-sponsored by either on or off-campus organizations. UP is a student run organization composed of the following committees: Concerts, Daytime Programs, Culture and Arts Programming, and Special Events. Each committee is composed of a student chairperson and student committee members that make decisions on the entertainment that will be programmed. Committee membership is open to any undergraduate and graduate FSU student who meets the criteria for inclusion.
- B. Club Downunder (CDU)
 - i. The Club Downunder programs a variety of entertainment. Admission into the campus club is free to FSU students; there is usually a charge for non-students. All FSU students are welcome, however, the Florida drinking laws are strictly enforced. The Club Downunder is operated in cooperation with Seminole Dining.

Procedures for coordinating club activities and food services are found in the Club Downunder Operating Manual.

ii. Co-Sponsored Events in the Club Downunder

1. Club Downunder shall primarily be reserved for events and programs sponsored by Union Productions. Event chairs and/or Union Productions staff advisors have priority reservation privileges prior to the reservation book opening date set forth by Campus Event Services. Once books open, CES will manage requests and usage for the Club Downunder based on availability and with the approval of UP/CDU.

2. Student organizations may co-sponsor events in Club Downunder according to the guidelines in the Club Downunder operating manual.

C. SGA Union Board Liaison

i. The SGA Union Board liaison will keep SOAR Board advised on campus policies that may affect SOAR Board or the Student Body.

ii. The liaison will keep in constant communication with SGA Union Board, attend Senate/Union Board meetings, and represent SOAR Board at these meetings.

D. Other Services

i. The **Student Activities Center (SAC)** sponsors Market Wednesdays during the academic year. Students, staff members and non-students may sell goods in Market Wednesday. In order to be considered a student vendor, the student must be a full-time student and in good academic standing (minimum 2.0 GPA).

ii. Students must present their valid FSU ID along with the Vendor Agreement Form. Student Vendors must be at the designated vending area 50% of the time.

iii. A person wishing to sell goods must make reservations for a table in advance with the SAC. Registration begins at least five (5) days before Market Wednesday takes place. When setting up tables, the traffic patterns of the Union must be observed and there can be no obstruction of any doors in the Union Complex.

iv. The following restrictions on the sale of goods may be made:

1. No items that require a special state license may be sold.

2. No items that may be classified as contraband or illegal may be sold.

3. No items may be sold that are sold by retailers in the Union or elsewhere on campus without the approval of either the Business Services Director or Union Director.

4. No smoking items may be sold. The university reserves the right to restrict the sale of goods as it sees fit. All parties must register and pay in the SAC. Approved rates for tables are listed in the appendix section.

v. Market Wednesday is held between the hours of 8:00 AM and 5:00 PM.

~~E. Thursday Vendor Days~~

~~i. Vendors who wish to promote their business to the FSU community may do so on Thursdays in the Oglesby Union during Thursday Vendor Days. Vendors will not be permitted to sell items on Thursdays (vendors who wish to sell items are encouraged to participate in our Market Wednesdays).~~

~~ii. Up to five vendors can participate on any given Thursday Vendor Days. A registration fee is charged for each table or table space utilized. A maximum of two tables or table spaces is available to each vendor.~~

- iii. ~~Vendors interested in participating in Thursday Vendor Days should contact Union Guest Services at 644-6083 to register. Rules and regulations pertaining to Thursday Vendor Days are stipulated in the registration for/vendor agreement.~~
- F. Other Sales
- i. From time to time, traveling artisans wish to display work on the university campus. If the art is compatible with other programs offered by the university, these artisans will be invited to display and sell their goods on campus within the confines of the Oglesby Union Complex. An agreement must first be made with the SAC for the artisan to pay a fee of not less than 15% of gross sales.

ARTICLE XI. Art Center

A. Art Center Functions and Equipment

- i. The Union Art Center provides a variety of leisure time programs for the university community. The facility also features a full-service frame shop and special projects for the university community. Classes are offered in numerous areas such as: drawing, acrylics, mosaic tile, watercolor, oil painting, ceramics, photography, stained glass and fused glass. The center is also available for lab usage. Fees are required for the various classes and lab usage. The center is funded in part by Activity and Service (A & S) fees, which result in reduced instructional rates for FSU students. Materials for all classes are included in course fees except when noted. This results in out of pocket fees for participants. Materials used in conjunction with some classes are offered for sale.
- ii. Note: Participants may be required to pass a competency test before using any equipment at the center. General rules for operations will be established by the Art Center staff and are posted in the Art Center. Every participant will agree to the code of conduct of The Florida State University and the Union by their signature on a registration form for the use of the center. Failure to comply with the posted policies may result in loss of all privileges, with no refund or remittance. These decisions will be at the discretion of the Art Center staff.

B. Art Center Hours

- i. Art Center hours are posted in the facility and listed on the Union website each term. Special closings and holidays due to unforeseeable events are at the discretion of the Art Center Manager and will be posted in the Art Center and on the web site.

C. Art Center Sales & Refunds

- i. Price increases may occur on class fees, inventory and framing due to rising

- costs of goods or labor.
- ii. Class or Access pass refunds will be given at 75% of the original fee according to the following schedule: to be eligible for a refund, a request must be received by the Art Center within 48 hours of the scheduled first day of class meeting. Requests for refunds after this time period will be denied. If space is available, participants may switch to another class during the same session or “transfer” their payment credit to the next session only.
 - iii. The Art Center Manager will program a diverse series of classes, workshops, and special events.
- D. The Art Center Manager will coordinate the Art Center Picture library as well as special exhibits in the building.

SECTION V. ASKEW STUDENT LIFE CENTER POLICIES

ARTICLE I. General Policy

- A. ASLC General Operation
- i. The Askew Student Life Center (ASLC) is the home for University Housing, Residence Life, University Counseling Center, RENEW, National Pan-Hellenic Council (NPHC), Student Life Cinema, Cyber Café, Paint-A-Pot, and the Student Life Center Program Committee and ASLC Game Committee. The operation of the facility is funded by Activity and Service fees as well as a prorated share of costs from University Housing, Student Counseling Center, and faculty /staff usage of reserved space.

ARTICLE II. Reservable Space in the Student Life Building

- A. Reservation Policies
- i. All reservable space (including meeting rooms, Student Life Theatre, etc.) are scheduled through Campus Event Services.
- B. Meeting Rooms, Lounges and Courtyards
- i. The Meeting Rooms (101 A, B, C, and D) are available for reservations. Groups planning to reserve these spaces should contact CES.
 - ii. The lounge is primarily a food service seating area for Grindhouse, a concession outlet of the Student Life Cinema, but is available for reservations and other reserved events. Food is available per Part II, Section nine of this manual.
 - iii. Prior to usage of any reservable space, the space shall be inspected by both the organization requesting the space and the facility providing the service. The group requesting space shall sign a list of guidelines pertaining to the condition of the room. After organizations and groups leave a space reservation, it will be inspected for any damages and evaluated according to the terms agreed upon in the guidelines. Any damages caused by the guests will be charged the exact amount required for all repairs directly to the organization or group at fault.

- iv. The Student Commons Courtyard space is no longer governed by the ASLC, but by the Student Commons Courtyard Committee made up of representation of all departments in the buildings surrounding the courtyard. Groups may petition departments with requests to be brought before the Courtyard Committee for approval to be placed on the calendar.
- C. Student Life Theatre
- i. The primary purpose of the Student Life Theatre is to show films as programmed by the ASLC Film Committee. Organizations wishing to co-sponsor events may submit their requests to the Film Committee Chair for consideration. Other types of events (lectures, performances) may be approved on a space-available basis. The Building Director or designee must approve all reservations.

ARTICLE IV. Publicity in the Askew Student Life Center

A. Flyers

- i. All flyers should be given to the Information Desk for posting in the Askew Student Life Center (ASLC), except for areas occupied by University Counseling Center and University Housing. Flyers must be posted by the ASLC staff. Space is available to place hand-outs on the credenza counter behind the ASLC information desk. The theatre shadowbox is for the exclusive use of the SLC Film Committee PR Materials.
- ii. Rates for the purchase of slides for organizations to advertise in the pre-movie slideshow through the Student Life Cinema film series.
 - 1. Student Organization Rate
 - a. Per Slide Weekly Rates:
 - \$40 per week
 - \$32 per week (Holiday rate)
 - \$12 per week (Summer B)
 - \$20 per week (Summer C)
 - b. Semester rates
 - \$540 for Fall or Spring semester
 - \$960 for Fall and Spring semester
 - \$160 for the Summer semester

B. Slideshow Details:

- i. We have an average attendance of 2,000 students per week (3,000 during the fall and spring), and a yearly attendance as high as 100,000.
- ii. We have on average 12 movie screenings a week.
- iii. Each slide is on the screen for 20 seconds and is shown twice in the half hour before every movie. (Once before midnight movies.)
- iv. Slides are presented in widescreen format on an 18' x 45' movie screen.
- v. A limited number of slides are available each week on a first come first served basis. Specific dates can be reserved in advance.
- vi. We can accept payments via a Cashier's Check, Cash, or FSU Interdepartmental Requisition for your convenience. Checks should be made out to Florida State University.

- vii. Please submit payment and completed slide to us at least 2 weeks before the proposed run date. Please respond by email only. Include your name, contact number, email, and the dates and number of weeks for which you want the slide. Slides need to be 14.222 x 7.694 inches at 72 dpi. (In PowerPoint, “File” then “Page Setup”.)
- viii. Slides must be a PowerPoint file or jpeg and be labeled with the name of your organization.
- ix. Fraternities can advertise for a general rush via their respective counsels.
- x. Slides from political RSOs and parties are prohibited. The Union has always strictly avoided any appearance of supporting one party over another. Even if one group is paying and another is not (or cannot), it might look like we're endorsing a political group. We do however give free slides to SGA and to advertise for SGA sponsored events and speakers.
- xi. We reserve the right to refuse slides if the quality and content are inappropriate.
- xii. Public Service Announcements (PSAs): We do not have the resources to provide free advertising to all student groups; however, we recognize that some organizations cannot afford advertising. In an effort to accommodate these groups, we would like to offer PSAs based on the following criteria:
 - 1.PSA’s have to be advertising a non-commercial benefit or service, not general meetings or events.
 - 2.PSA’s for fundraising events, or events that charge admission, may be subject to approval only if all proceeds go to charity.
 - 3.FSU departments, programs, or student organizations that provide information related to FSU programs, issues and events will be given priority.
 - 4.PSAs must refer to on-campus activities only.
 - 5.We can play at least 2 PSAs at a time, more if we have the space. If we do not have the space they will run on a rotational basis, for no more than a week.
 - 6.PSA slides can be reserved no more than 2 weeks before an event. We should not be contacted any earlier.
 - 7.PSAs for RSOs will be taken first come, first served. RSOs cannot have a second PSA slide until all requests from other groups have been addressed.
 - 8.PSAs are reserved for organizations with little or no advertising budget.

SECTION VI. HASKIN CIRCUS COMPLEX POLICIES

ARTICLE I. General Policy

A. Introduction

- i. The Haskin Circus Complex is home to The Florida State University Flying High Circus. It is one of only two collegiate circuses in the United States. The Circus is a year-round program in which FSU students not only perform in shows but are involved in virtually every aspect of production. The operation of the facility is partially funded by Activity and Service fees.

B. Hours of Operation

- i. The Circus is open between the hours of 9:00 a.m. and 6:00 p.m. Monday through Friday. These hours are amended as needed for shows and other special programs.
- C. Equipment
- i. Only cast members and Circus staff may use equipment.

ARTICLE II. Members

- A. Show Membership
- i. All members of the Flying High Circus shall be students enrolled at The Florida State University at the time of their participation. Casts for shows shall be selected via an audition process designed by the Circus director. Production/setup workers shall be selected by the Circus Director, or their designee.
- B. Production Committees
- i. The following committees shall exist within the Flying High Circus. Their specific duties consist of tasks enumerated and defined by the Circus Director. The committees shall be considered to exist in perpetuity unless otherwise disbanded by the Circus Director.
 - 1. Lighting
 - 2. Sound
 - 3. Arts
 - 4. Sets/Interior Design
 - 5. Show Programs
- C. Class Credit
- D. FSU students enrolled in PEM1952 may receive academic credit. Enrollment in this class shall not be mandatory to join the circus. By taking the class, students are not obligated to join the circus. Throughout the semester students will have the opportunity to try many of the acts circus members perform in its shows, both aerial and ground, as well as learn some of the basic rigging circus members do on a daily basis.

ARTICLE III. Programming Events

- A. Shows
- i. Each year, unless otherwise approved by the Student Union Director, the Flying High Circus shall perform for the following events/occasions:
 - 1. Family Weekend: This show is not free to students. All tickets must be purchased via the process established by the Family Weekend Planning Committee.
 - 2. Halloween, (or an otherwise named, fall themed, performance): This event shall be free to students enrolled at The Florida State University at the time of the performance who present a valid Student ID. A fee for the general public shall be determined by the Circus Director, and subject to the approval of the Student Union Director of Operations, and the Student Union Director. Unless otherwise determined by the Circus Director, general public tickets for this event may only be purchased at the door on the day of the performance.
 - 3. Spring Home Show Series: This series of shows shall be free to students enrolled at the Florida State University at the time of the performance who

present a valid Student ID. A fee for the general public shall be determined by the Circus Director, and subject to the approval of the Student Union Director of Operations, and Student Union Director.

B. Special Performances and Events

- i. Special performances may be requested by student organizations and members of the public. Acceptance and denials of performance/event requests shall be at the discretion of the Circus Director. Rates for performances are listed in Part VII of this manual.

C. Tickets

- i. Tickets for Flying High Circus performances held at the Jack Haskin Circus Complex may be obtained through the Florida State University Fine Arts Ticket Office unless otherwise addressed in Part V, Section Five

D. Seating

- i. Seating for performances shall be governed in the following manner:
 1. Family Weekend: General seating throughout the tent with the purchase of a ticket.
 2. Halloween, (or an otherwise named, fall themed, performance): General seating throughout the tent for students enrolled at the Florida State University who produce a valid Student ID. General seating throughout the tent for members of the public who purchase a ticket.
 3. Spring Home Show Series: General seating within the assigned section printed on the ticket for students enrolled at the Florida State University who produce a valid Student ID. General seating within the assigned section printed on the ticket for members of the public who purchase a ticket.
 4. Special Performances held at the Jack Haskin Circus Complex: As determined by the Circus Director.
- ii. For a diagram of seating sections, see the Florida State University Fine Arts Ticket Office website at <http://www.tickets.fsu.edu/Venue-Information/Haskin-Circus-Complex>

ARTICLE IV. Miscellaneous

A. Circus Camp

- i. On the campus of FSU, the Flying High Circus will conduct a summer day camp. Children (ages 7-17) will get a chance to be a part of the circus, receiving instruction and training in subjects ranging from juggling to flying on the trapeze.
- ii. The staff shall be made up entirely of Flying High Circus performers and FSU faculty/staff, who are students at Florida State University. Campers will not only learn and experience a variety of circus activities, but will be able to display their newfound skills in their Showcase performance at the conclusion of the camp.
- iii. The camp, unless otherwise determined by the Circus Director, shall be eight (8), one week-long camp sessions. The camp will run from 8:30 a.m. to 3:00 p.m., Monday through Friday.
- iv. Rates for the camp are listed at <http://circus.fsu.edu/Summer-Programs/Summer-Camp>

B. Circus Club

- i. The Circus Club shall be a social extension of the Flying High Circus. Its status as a Recognized Student Organization grants it all rights and privileges associated with such a status.

C. Reservable Space

- i. No reservations may be made for the Haskin Circus Complex via ~~Guest Services~~ Campus Event Services. All special events and performances must be arranged by the Circus Director. None of the provisions and guidelines enumerated in Part II, Section Eight of this manual are applicable to Haskin Circus Complex unless otherwise approved by the Oglesby Union Board.