



California State University, San Bernardino

SANTOS MANUEL STUDENT UNION

FACILITIES USE MANUAL

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WELCOME TO THE SANTOS MANUEL STUDENT UNION!

The purpose of this manual is to acquaint the campus community with the services and facilities available in the Santos Manuel Student Union (SMSU) facilities and to set forth appropriate standards, priorities, and guidelines for scheduling facilities and events and assure the safety of its constituents. The SMSU is governed by the SMSU Board of Directors, composed of students, faculty, alumni, and administrators. While the SMSU has a governance structure adjunct to the university, it plays an integral part in the educational and co-curricular mission of the university. As such, its facilities and policies are designed to operate in concert with the university.

With over 250,000 square feet of building space. The SMSU provides the campus community with a variety of services, as well as a place for social, recreational, cultural, and educational pursuits.

The SMSU has a great deal to offer. Located in the SMSU buildings are the SMSU department offices, and key campus stake holders including but not limited to, Associated Students, Inc., the Office of Student Engagement, and the Office of First Year Experience. Facilities also include food service, a convenience store, identity centers, an ATM, a game room, and lounge areas. Meeting rooms and the Events Center are available for use by student organizations, academic and administrative departments, CSUSB affiliated groups, and off-campus groups. The SMSU provides an ideal setting for club and organization meetings, lectures, dances, receptions, banquets, movies, and other special events.

As the "living room" of the campus, the SMSU provides a welcoming environment for students, faculty, staff and campus guests. Financing of the SMSU, including construction bonds, salaries, and operating expenses, comes directly from student fees, and revenue generated from sales and services. No state general funds are used for the operation of this facility. Rental fees and labor costs, where applicable, are assigned directly to the users.

I. GROUPS AUTHORIZED TO USE STUDENT UNION FACILITIES

GROUP I:

- A. Santos Manuel Student Union - the SMSU Board of Directors (including official committees of the board, and programs and services regularly funded and operated by the board).
- B. Tenants - Entities that have a lease agreement to operate out of the Student Union facilities.
- C. Chartered Clubs and Organizations - clubs and organizations which have been officially recognized by the university.
- D. Faculty/Staff Groups - officially recognized faculty and staff boards and committees conducting university business, departments and schools, and administrative units.

GROUP II:

- A. Private Use - Students, faculty, staff, alumni - campus community members scheduling facilities for private use.
- B. Off-campus Organizations - all other off-campus groups or individuals.

II. SCHEDULING PRIORITIES

Reservations for space and services in the SMSU are accepted on a first-come, first- served basis. Organizations in group I may request use of facilities up to one (1) year in advance of the event, except that recognized student groups may request use of facilities for regular meetings up to six (6) months before the beginning of the semester requested. Organizations/individuals in group II may request use of facilities up to six (6) months in advance of the event. Events that wish to book outside of these timelines require approval from the Executive Director or designee.

III. FACILITY USE PRIORITY

In the event of a scheduling conflict, priority shall be given in the following order:

- A. Group I-A
- B. Group I-B
- C. Group I-C
- D. Group I-D
- E. Group II-A
- F. Group II-B

IV. RESPONSIBILITY OF GROUPS USING STUDENT UNION FACILITIES

- A. Groups reserving SMSU facilities are responsible for the conduct of their members and guests.
- B. All groups are required to follow campus policies and regulations pertaining to

- their activity or program.
- C. All groups are required to follow SMSU policies and procedures.
 - D. Groups shall be held responsible for any damages or theft caused to the SMSU by their members or guests.
 - E. Groups are responsible for the minimum cleanliness of the facilities rented. This includes the removal of trash, decorations and personal items.
 - F. Groups/individuals using the facilities agree to indemnify, defend and hold the SMSU, California State University, San Bernardino, the Trustees of the California State University, the state of California, and officers, employees and agents harmless against all claims, loss or liability arising from damage to or destruction of property or injury or death to persons occurring because of or related to their reservations.
 - G. Off-campus groups must generally provide proof of insurance with endorsements naming the SMSU, California State University, San Bernardino, the Trustees of the California State University, and the state of California as additional insured with a general liability limit of no less than one million dollars (\$1,000,000). A copy of the Certificate of Insurance must be presented to the SMSU a minimum of one (1) week prior to the event. Insurance may be obtained through the SMSU for a fee.
 - H. Failure to adhere to one or more of the above directives may result in the loss of scheduling privileges.

V. SMSU EVENT OPERATIONS SERVICES

Event services are those services designed to assist groups in facility preparation for meetings, programs, and special events. Event services must be arranged one month before the event date. These services include: (1) table and chair set-up, (2) stage set-up, (3) dance floor set-up, (4) audio-visual set-up and operation, (5) special lighting, and (6) custodial services. *STUDENT UNION FURNISHINGS AND EQUIPMENT ARE NOT AVAILABLE FOR USE AWAY FROM THE STUDENT UNION PREMISES.*

- A. Facility preparation for all events, programs and meetings occurring on SMSU premises is the responsibility of authorized event operations staff. Groups reserving SMSU facilities may not elect to provide their own set-up and clean-up to reduce rents, fees, or other charges.
- B. When additional staffing is required for any event scheduled in the SMSU, the reserving group will be charged the appropriate hourly rate for such services. The need for additional staffing is determined by the Executive Director or designee. Staffing requested during university recognized holidays shall be provided at one and one-half (1-1/2) times the appropriate hourly rate normally charged, with a four (4) hour minimum required.
- C. To ensure the health and safety of SMSU customers, only authorized SMSU staff shall be permitted in areas where set-ups/breakdowns or repairs and maintenance are in progress.

- D. Groups and organizations reserving SMSU audio visual equipment must hire an SMSU Audio-Visual Technician. A list of charges is available upon request.
- E. All rooms available for use have standard setups. Any deviation from the standard room set-up will incur additional charges. Information on standard or custom set-ups and related charges is available upon request.

VI. RESERVATION SERVICES/PROCESS

The SMSU Scheduling Department is available to answer any questions and can be reached by calling (909)537-5962 or by visiting their office in the SMSU.

SMSU (North, East Amphitheater and South) Facility Reservations:

- A. On-campus or off-campus entities may search for availability and request use of space in the SMSU through the EMS WebApp, an online scheduling portal.
- B. No organization may reserve space on behalf of another organization. Organizations may not sell, sublease, or transfer reservations to another individual or organization. The organization reserving the space must be the primary sponsor of the event. SMSU staff may take additional steps as necessary to ensure that the event is legitimately being planned and implemented by the requesting student organization, Campus Department or off-campus entity.
- C. In order for an event to be considered a student organization sponsored event, three criteria must be met:
 - 1. More than 50% of the intended event attendees must be CSUSB students. Attendance may be verified by SMSU staff. Questionable events will be referred to the Executive Director or designee for approval.
 - 2. Student organization officers must be the main contact for the Scheduling Department and be the primary organizers of the event.
 - 3. The student organization must be solely responsible for any charges incurred as a part of the event.
- D. The reservation process is completed only when the requestor has received a signed confirmation of the request.
- E. Ordinarily, all facilities must be scheduled and approved by the appropriate parties, in advance, and must receive confirmation as follows:
 - 1. Meetings - Five (5) days prior to meeting.
 - 2. Minor events – Coyote Lanes Two (2) weeks prior to event.
 - 3. Major events - Dances, banquets, concerts and other events - a minimum of four (4) weeks prior to the event.
 - 4. Any changes to requests must be submitted five (5) working days prior to the event.
- F. The requesting of space for activities, meetings or programs by chartered clubs or

organizations must be executed by the appointed or elected officers, leaders, chairpersons or club advisors as indicated by the Office of Student Leadership and Engagement. The SMSU requires that at least one organizational officer or advisor be present for the duration of the event. The sponsoring groups shall be held responsible for all damages to SMSU property. Failure to pay scheduled fees or to comply with this policy may result in the immediate loss of scheduling privileges.

- G. Chartered clubs and organizations may reserve space for recurring meetings not to exceed three hours per meeting. Regular weekly meetings may be scheduled up to six (6) months before the semester requested. The SMSU will waive the SMSU fees for two events, one per semester, for chartered student clubs or organizations, with a special setup, including event equipment, audio-visual and personnel. The SMSU sponsored event cannot be co-sponsorship and must be hosted within the SMSU.
- H. All rooms available for use have standard setups. Any deviation from the standard room set-up will incur additional charges. Information on standard or custom set-ups and related charges is available upon request.
- I. The Scheduling Coordinator will determine the equipment or staff necessary to provide appropriate service levels to maintain the image of the SMSU.

Cancellation of Reserved Space:

- A. Cancellation of meetings or minor events must be made no later than five (5) business days prior to the meeting. Failure to cancel events within timeframe will result in 100% room charge assessed.
- B. Cancellation of major events must be made no later than ten (10) business days prior to the event. Failure to cancel events within timeframe will result in 100% room charge assessed.
- C. Labor charges will be assessed for events canceled after the cancellation deadline when physical set-up costs, i.e., custom set-ups, audio visual equipment set-up, personnel staffing, etc., have been incurred or scheduled
- D. Failure to cancel unused space twice in one semester will result in loss of scheduling privileges for the ten (10) academic weeks immediately following the sanction.
- E. Clients wishing to hold multiple dates for the same event may do so for up to four (4) weeks. After four (4) weeks, the client must provide the SMSU Scheduling Department with a confirmed event date. If no date is provided, the SMSU Scheduling Department may cancel all dates being held.
- F. The Scheduling Department will attempt to reach out to the client for event details

at least two weeks prior to event date. Failure from client to respond to attempts may result in cancellation of space at 100% charge to client.

- G. The SMSU reserves the right to cancel an event or modify the extent of services provided in the event of utility interruptions, campus emergencies, and threat of imminent danger or acts of God.

Reassignment of Space:

In order to fulfill the obligation of serving the greatest number of students and the university, reassignment of space may be necessary and shall be at the discretion of the Executive Director or designee.

Changes in Reservations:

- A. Changes made to reservations may result in the assessment of additional charges.
- B. Any changes to requests must be submitted five (5) working days prior to the event.

Space Use Deposits and Payments:

- A. Space use deposits equal to the estimated room rental charges are required of organizations/persons in Group II within ten (10) business days after the reservation is confirmed. If the reservation is less than ten (10) business days away, payment in full is required. Payment in full is required ten (10) business days before the event.
- B. Organizations in Group I will be billed after their reservation. Payment in full is required within 30 days of the invoice date.
- C. Damage deposits may be required when there is a reasonable judgment that damage to, misuse, or theft of SMSU property or facilities may occur. The deposit amount shall be determined by the Executive Director or designee.

Room Rental Fee Waiver:

Room rental fees may be waived by the Executive Director or designee for events that are of general interest to students when no admission is charged. Events must have campus-wide publicity. Disapproved requests may be appealed to the Executive Committee of the SMSU Board of Directors.

Liability Insurance:

- A. The following groups must provide proof of insurance with endorsements naming the SMSU, California State University, San Bernardino, the Trustees of the California State University, and the state of California as additional insured with a general liability limit of no less than one million dollars (\$1,000,000).
 - 1. Organizations/Individuals in Group II.

2. If a campus department or student organization is co-sponsoring with an off-campus group, the off-campus group must provide insurance.
 3. If any group is bringing in an outside entity to assist with the setup or production of their event, the outside entity must provide insurance.
- B. A copy of the Certificate of Insurance must be presented to the SMSU a minimum of one (1) week prior to the event.
 - C. Insurance may be obtained through the SMSU for a fee.

VII. CHARGE STRUCTURE AND CO-SPONSORSHIPS

The SMSU encourages co-sponsorships with other on-campus student groups, campus departments and off-campus groups.

- A. Support Levels
Varying program support levels will be recognized in the scheduling process of the SMSU. These are reflected in the rate sheet.
- B. Hard and Soft Costs
Two types of charges will make up the bulk of fees charged for use of the SMSU. “Hard costs” include support pieces that require the SMSU to advance payment from their annual operating budget to external vendors or internal departments. Examples of hard costs include labor charges (Student Building Managers, A/V Technicians, Custodians, Event Operations, Coyote Lanes) or equipment (e.g., rented tables and chairs). “Soft costs” are those charges where direct payment from the operating budget is not necessary. Examples of soft costs include SMSU facility use fees and programming support from the Scheduling Department staff.
- C. Program Support Levels
 - i. Level A – Self-Produced Programs
Programs that are planned and implemented solely by Recreation and Wellness, one of the SMSU Centers or Program Board. These programs will not be subject to SMSU charges. SMSU operations budgets will receive adequate funding to support these programs.
 - ii. Level B – SMSU Co-Sponsored Programs

Programs that closely match the mission and vision of an SMSU Center may partner for co-sponsorship.
 - a. Co-sponsorship with student organization- will have the soft and hard costs waived.
 - b. Co-sponsorship with on-campus departments- the on-campus department will be billed at a discounted rate and will be responsible for all hard costs associated with their reservation.

- c. Co-sponsorship with off-campus organization- the off-campus organization will be billed at a discounted rate and will be responsible for all hard costs associated with their reservation.
 - iii. Level C – Other Sponsored and Co-Sponsored Programs
 - a. Student Organization sponsored programs will have soft costs waived and will be responsible for all hard costs associated with their reservation.
 - b. Student Organization programs that are co-sponsored with a campus department or off-campus entity will be billed at a discounted rate and will be responsible for all hard costs associated with their reservation.
 - c. Campus Department sponsored programs will be billed at a discounted rate and will be responsible for all hard costs associated with their reservation.
 - d. Extended Education sponsored programs will be billed at an discounted rate and will be responsible for all hard costs associated with their reservation.
 - e. Programs sponsored by faculty or staff for private use will be billed at an incrementally higher soft cost rate and will be responsible for all the hard costs associated with their reservation.
 - f. Off-campus entities sponsoring events will be responsible for all the soft and hard costs associated with their reservations.

VIII. SECURITY REQUIREMENTS

The Associate Vice President of Student Affairs/Dean of Students, SMSU Executive Director, and/or the University Police Chief in consultation with the Director of the Office of Student Leadership and Engagement, may determine that, in the interest of the University, University Police officer(s) will be required at certain events scheduled in the SMSU. In addition, the Associate Vice President of Student Affairs/Dean of Students, Director of the Office of Student Engagement and/or the University Police Chief, in consultation with the SMSU Executive Director, may require the addition of more personnel or the altering of the submitted plan.

- A. The University Police Department will be advised of all events expecting more than 150 guests and/or events where alcohol will be served, and will determine if, and to what extent, officer presence is required.
- B. The University Police Chief or designee will arrange for all security services and will provide recommendations based on their research of the involved groups, speakers or artists.
- C. Police and/or security services must be provided by the University Police department, unless the University Police Chief determines the need to hire off-campus police or security officers. Police or security services provided by the campus police department will be contracted for a minimum of four (4) hours per campus police officer or Community Service officer, per event.
- D. If it is determined that University Police services are required, the sponsoring organization/individual will be liable for applicable charges.

- E. Groups/individuals reserving the facility shall be directly responsible for payment for services provided by the University Police Department and/or off-campus security officers.
- F. Any student event promoted off campus must be approved by the Director of the Office of Student Leadership and Engagement and the University Police Chief who will then determine the required security arrangements. Violations may result in the cancellation of the event.
- G. The Vice President of Student Affairs/Dean of Students, University Police Department, SMSU, and the Office of Student Leadership and Engagement has the right to deny use of the facility to any organization if there is the possibility of threat to the campus community.
- H. Parking Services shall be consulted at least 14 days in advance of all events occurring in the SMSU. All parking for events in the SMSU shall be by authorized decal or paid visitor parking permit and in lots designated by Parking Services, unless other arrangements are approved in advance by Parking Services. All parking shall be in accordance with the University Parking Policy.

IX. USE OF BUILDING OUTSIDE NORMAL OPERATING HOURS

Normal operating hours are established by the SMSU Board of Directors and shall be posted at the entrances to the building. Changes in operating hours shall be advertised as appropriate.

- A. Use of the facility outside normal operating hours requires the presence of a Student Building Manager(s) for supervision and a Custodian for building maintenance.
- B. The number of Student Building Managers and Custodians required is determined by the Services and Facilities Coordinator.
- C. Student Building Manager, Custodial, and A/V Technician staffing requested for university recognized holidays shall be provided at one and one-half (1-1/2) times the appropriate hourly rate normally charged, with a four (4) hour minimum required.
- D. All charges for Student Building Managers, Custodians and Student A/V Technicians will be billed to the client.

X. USE OF DANCE FLOOR

- A. The SMSU owned dance floor may only be used in the SMSU buildings.
- B. The SMSU dance floor is available for use by student organizations, university departments, faculty, staff, and off-campus groups.
- C. A schedule of equipment use charges is available upon request.

XI. USE OF PORTABLE STAGES

- A. Generally, only the SMSU owned portable stages may be used in the facilities.
- B. The SMSU owned portable stages may not be used outside of the SMSU buildings.
- C. Student organizations do not pay a rental fee for the use of the portable stages inside the SMSU facilities; however, they may be charged for normal set-up and tear-down of the event.
- D. A schedule of equipment use charges is available upon request.

XII. USE OF AUDIO-VISUAL EQUIPMENT

Audio-Visual equipment purchased by the SMSU is intended to be used for events scheduled in the SMSU facilities. However, SMSU AV equipment may be used at events related with the SMSU, relation of said events will be determined by the SMSU Executive Director or designee.

- A. When SMSU AV equipment is being used in or outside of the SMSU buildings, it will only be operated by SMSU AV technicians.
- B. Labor charges for SMSU AV techs will be applied for use of specialized equipment.

XIII. USE OF COYOTE LANES AND BILLIARDS

The Coyote Lanes are intended for student and private usage. The primary use of Coyote Lanes is for student usage in the form of walk-in service.

- A. Reservations for private events in Coyote Lanes and Billiards must be made in consultation with the Services and Facilities Coordinator and booked through EMS.
- B. Reservations must be made at least 10 working days prior to the event.
- C. All changes to reservations must be made within 5 working days.
- D. Cancellations within 5 working days will be billed for “hard” costs.
- E. Patrons of Coyote Lanes and Billiards agree to follow the policies and procedures set in place for these facilities.

XIV. USE OF THE PUB Garden and SMSU Food Hall

The Pub Garden and SMSU Food Hall are intended for public use and as a permanent area for the SMSU. Other on-campus groups may schedule the Pub Garden or SMSU Food Hall for programs or entertainment in consultation with Campus Dining Services.

XV. USE OF PUBLIC AREAS

- A. The Student Union South (SUS) Main Lobby may only be scheduled when the Events Center is not being used, unless it is being used in conjunction with the Events Center, or at the discretion of the Associate Director of Operations.

- B. The SUS Fourplex Patio may only be scheduled when the Fourplex is not being used, unless it is being used in conjunction with the Fourplex, or at the discretion of the Associate Director of Operations.
- C. From Monday through Friday, the SUS Main Lobby, Fourplex Patio, Atrium, Student Union North (SUN), Lobby, and Social Stairs may be scheduled only after 6:00pm, with set-up time beginning no earlier than 4:00pm. There are no time period restrictions during weekends, term breaks, or during the Summer.
- D. If amplified sound is being used in the SUS Main Lobby or SUN Lobby, the Associate Director of Operations or Services and Facilities Coordinator will monitor and/or adjust sound levels at their discretion.
- E. Organizations may schedule use of the SUS Main Lobby for only one event per semester.
- F. As worded in this policy, it is at the discretion of the Executive Director or designee to make exceptions, however, decisions affecting this policy will be made collectively by SMSU Management and Board of Directors.

XVI. ROOM RENTAL/EQUIPMENT USE CHARGES

The SMSU Board of Directors shall review and approve Facility/Equipment Use charges on an annual basis or when submitted by the Executive Director for revision. The schedule of charges is available upon request.

XVII. CAMPUS DINING SERVICES

Campus Dining Services offers complete catering services for functions held in the SMSU, as well as at events held elsewhere on campus. All food and beverages served in the SMSU must be provided through Campus Dining Services unless a 1st right of refusal has been granted. Campus Dining Services arrangements for banquets, buffets, receptions, or refreshments may be made by contacting the Catering Department. The Catering Department is available to assist in menu planning and other details. Information regarding catering prices and guarantees is also available from the Campus Dining Manager.

- A. Clients that will be using off campus catering will be required to submit the following forms for EHS
 - a. Food Event Notification Form
 - b. Certificate of Insurance
 - c. San Bernardino County Health Permit

XVIII. SERVICE OF ALCOHOLIC BEVERAGES

Alcoholic beverages, limited to wine and beer, may be served to non-student groups under the following guidelines:

- A. State Regulations
The SMSU complies with all applicable state of California regulations on the sale, possession, consumption and the furnishing of alcoholic beverages on campus without charge. Such regulations are cited in the Alcoholic Beverage Control Act

(as amended), in the Business and Professional Code, and sections 89031 and 89035 of the California Education Code. California state law permits alcoholic beverage purchase, possession or consumption only for persons 21 years of age and older. The selling, furnishing, or giving of an alcoholic beverage to any person under 21 years of age is prohibited by law. No obviously intoxicated person shall be furnished, served, or given an alcoholic beverage. Adequate controls shall be instituted to ensure compliance with state law at every event when such beverages are served.

B. Guidelines

The consumption of beer or wine shall not be the main focus of any event. With approval and prescribed control, only beer or wine may be served at special events along with substantial food such as a meal or heavy hors d'oeuvres. Non-alcoholic beverages must also be offered and be displayed as prominently as alcoholic beverages.

Alcohol may not be sold, served, or consumed at events sponsored by student organizations. If alcohol is served at events where students are present, the normal controls regarding service will apply.

The following conditions shall apply to the sale or consumption of beer or wine at special events:

- i. An Alcohol Use Permit must be obtained through Special Events and Guest Services and approved by the Vice President for Administration and Finance or his/her designee.
- ii. If the event is sponsored by an on-campus group, a full time CSUSB management employee/administrator, or their designee, or faculty member must apply for the permit.
- iii. If the event is sponsored by an on-campus group, a full time CSUSB management employee/administrator, or his/her designee, or faculty member must assume responsibility for the conduct of the event and be present during the entire period in which alcohol is consumed.
- iv. Notice of intent to serve alcoholic beverages must be submitted at least one month prior to the event to the SMSU Scheduling Coordinator.
- v. Alcohol may only be served by CSUSB Campus Dining Services. Fees will apply.
- vi. A specific location must be designated as the area in which the alcohol will be consumed. Alcohol will not be allowed to leave this area.
- vii. A certificate of insurance may be required for events in which alcohol is present. If required, the certificate of insurance must include endorsements naming the SMSU, California State University, San Bernardino, the Trustees of the California State University, and the state of California as additional insured with a general liability limit of no less than one million dollars (\$1,000,000). A copy of the Certificate of Insurance must be presented to the SMSU a minimum of one (1) week prior to the event. Insurance may be obtained through the SMSU for a fee.
- viii. The University Police Department will be advised of all events where alcohol will be served, and will determine if, and to what extent, officer presence is required.

XIX. WALL AND FLOOR SPACE POLICY

- A. Only SMSU personnel may affix anything of a temporary or permanent nature which requires nails, screws, glue, paint, etc., to space leased in the SMSU. Lessees are held responsible for enforcement of this policy.
- B. Decorations:
 - i. Decorations must be approved in advance by the Scheduling Coordinator.
 - ii. No confetti, glitter, rice, oil lamps, or open flames are allowed.
 - iii. Decorations may not obstruct entrances, fire extinguishers or fire exits, or Automatic External Defibrillator (AED).
 - iv. For liability reasons, the SMSU will not provide ladders or hydraulic lifts for decorating use. If equipment is needed, an SMSU employee will be required to assist the organization. Labor costs will be charged to the sponsoring organization/individual.
 - v. It is the responsibility of the sponsoring organization to remove all self-placed decorations. Failure to do so will result in an additional cleaning fee. Groups may make advance arrangements to pay for a cleaning fee for SMSU staff to remove decorations. Any damage to the facility as a result of decorations will be paid for by the sponsoring organization.
- C. Any costs for materials and labor to repair damaged floor or wall space will be charged to the sponsoring organization.

XX. BANNER POLICY

Requests for placement of banners on interior beams must be approved by the Associate Director of Operations or designer. Banner space is usually available for a maximum of one week on a first-come, first-served basis and may be reserved at the SMSU Scheduling Department. Banners will be put up and removed by SMSU personnel. Banners must meet the following requirements:

- A. The subject matter of banners must relate to events or services that are of broad general interest and importance to the campus community and is restricted to promotion of current or upcoming events and services.
- B. Banners cannot exceed 5 feet by 10 feet in size for hanging on an interior beam. Banners cannot exceed 10 feet by 3 feet in size for hanging from interior railings.
- C. Banners must include the name of the sponsoring organization.
- D. Banners hung from balconies must be made of vinyl or cloth with paint or ink that does not bleed or run and must be affixed to the railing with strong twine in a secure manner which does not damage railings or paint.

XXI: DISPLAYS

- A. Display Cases
Chartered student organizations and campus departments may use the two SUS

display cases for one two-week period per academic year.

SMSU departments may use the display case adjacent to the Information Desk for one two-week period per semester. SMSU departments may elect to partner and use the display case adjacent to the Information Desk cooperatively for the semester upon approval from the Marketing Manager

Materials not removed at the end of the reservation period may be removed by SMSU staff. The SMSU is not responsible for items removed from the display case after the reservation period.

B. Subject Matter

The subject matter of display cases must relate to events or services which are of broad general interest and importance to the campus community.

XXII. POSTING POLICY

Students, university departments and employees, recognized student and employee organizations, and the community may have announcements, posters and notices posted on general purpose bulletin boards. Posted materials must include the sponsor's name, reflect good taste, and not be larger than 24" by 36."

Materials for posting must be approved by the Information Desk or SMSU Operations Personnel. Materials are limited to a two-week posting time, and will be dated, stamped "approved", posted and cleared from the bulletin boards by Student Union SMSU staff. Duplicate postings on the same bulletin board are subject to removal at any time. Organizations are responsible for posting items on appropriate dedicated bulletin boards, i.e. Health Center board, Greek boards, etc.

Materials posted on windows, doors, walls and other unauthorized areas will be removed. Student organizations in repeated violation of this policy will be referred to the Office of Student Leadership and Engagement and posting privileges may be revoked. Any flyers posted without approval will be removed by an SMSU Building Manager.

XXIII. SANDWICH BOARD POLICY

- A. A-frames and sandwich boards may be no larger than 3' in width and 5' in height. SMSU centers and tenants may not have more than two (2) A-frames or sandwich boards placed on SMSU grounds which includes all sidewalks directly adjacent to the facility for event promotion. A-frames and sandwich boards may not be placed indoors or in areas which block doorways, fire exits, or paths. The SMSU assumes no responsibility for loss, theft, or damage of any A-frames or sandwich boards.
- B. No more than one (1) A-frame or sandwich board per CSUSB department may be placed on SMSU grounds for the purpose of general advertising. A-frames and sandwich boards which are not date or event specific will not be permitted on SMSU grounds which includes all sidewalks directly adjacent to the facility.
- C. Only SMSU centers, tenants, and CSUSB departments may advertise using A-

frames or sandwich boards on SMSU grounds.

- D. A-Frames and sandwich boards may be placed no earlier than seven (7) calendar days prior to an event and must be removed within 24 hours after event completion. It is the responsibility of the SMSU center, tenant, or CSUSB department to remove all A-frames and sandwich boards.
- E. A designated SMSU staff member will remove the A-frame or sandwich board three (3) calendar days after an event if it has not been removed. The SMSU center, tenant, or CSUSB department will be reminded of the policy and failure to abide by the policy may result in a loss of posting privileges.
- F. A-frames and sandwich boards must be made of plastic, wood, or metal; be kept in a good and safe condition; and be supported by a sturdy base. All materials posted on A-frames and sandwich boards must be of professional quality, weather resistant, and well-secured to the sign.

A-Frame: a support structure shaped like the letter “A”

Sandwich board: two signs which are connected front to back which are used for advertising.

- Cross Cultural Center
- Title IX

XXIV. USE OF STUDENT UNION EQUIPMENT ON PREMISES OTHER THAN THE SMSU

SMSU equipment, i.e., tables, chairs, stages, dance floor, etc., shall generally not be available for individual or group use on premises other than the SMSU. The Executive Director or designee has authority to apply certain conditions and/or exceptions for:

- A. SMSU sponsored and operated activities or events.
- B. Special events which the Executive Director or designee interprets as being consistent with the general mission of the SMSU and/or the university. A user fee, technical services fee, and/or refundable deposit may be assessed.
- C. Chartered student organizations may borrow 6’ tables from the SUS Information Desk on a first-come, first-served basis for the purpose of tabling outside the SMSU facilities. A student ID must be left with the Information Desk. The same student must return the table to retrieve their ID. At the discretion of SMSU Operations Staff, student organizations tabling outside may be allowed to relocate inside the SMSU due to inclement weather.
- D. Campus departments may setup their own table for the purpose of tabling outside the SMSU facilities. At the discretion of SMSU Operations Staff, departments tabling outside may be allowed to relocate inside the SMSU due to inclement weather.

XXV. STUDENT UNION ACCESS LIMITATION

Individuals under 18 years of age, except registered CSUSB students, may use SMSU facilities only when

accompanied by and under the immediate supervision of a CSUSB student, faculty or staff member, or community member 18 years of age or over. Supervising adults will be held responsible for the actions of minors.

XXVI. GENERAL BUILDING POLICIES

- A. The SMSU upholds the CSUSB policy regarding alcohol, tobacco, and other drugs. Please refer to the following links for additional information:
<https://www.csusb.edu/policies/alcohol-and-other-drug-policy>
<https://www.csusb.edu/policies/campus-tobacco-policy>
- B. The SMSU upholds the CSUSB policy for service animals and emotional support animals. Please refer to the following link for additional information:
<https://www.csusb.edu/policies/policy-animals-campus> Events or activities involving non-service or other animals must be approved in advance by the Executive Director or designee.
- C. **Amplified Sound** - the use of amplified sound is generally prohibited, except when approved for a scheduled event. When approved, amplified sound pressure levels may not exceed 90 decibels when measured at 30 feet from the source, utilizing a "B" scale. SMSU staff are responsible for insuring compliance to the amplified sound pressure levels.
- D. Complete attire and shoes must always be worn in the SMSU (e.g. top, bottoms, shoes).
- E. **Storage Areas** - storage areas located within the SMSU may only be utilized by authorized SMSU staff. Storage areas associated with specific office areas may be utilized by the groups or individuals to whom the office space is assigned.
- F. **Bicycles/Skateboards/Roller skates/Roller blades/Scooters/Hover Boards** - Bicycles, skateboards, roller skates, roller blades, scooters, or Hover Boards are not allowed to be ridden in the SMSU facilities, including the covered walkways, patio and atrium. Bicycles and Hover Boards are not allowed in the building.
- G. **Emergency Procedures** - The Executive Director or designee, in consultation with the University police department, shall be responsible for instituting emergency procedures, including determination of the need to implement evacuation in response to fire alarms, fire, earthquake or other natural disaster. Outside regular weekday working hours, this responsibility shall be automatically assumed by the student Building Managers, unless otherwise instructed by the Executive Director or designee. Upon implementation of evacuation procedures, all occupants of the SMSU shall be required to exit the building as instructed and shall not be permitted to return until appropriate clearance has been established in consultation with the University Police or other safety personnel.

XXVII. APPEALS

Appeals to any portion of these policies may be directed to the Executive Committee of the SMSU Board of Directors.