



McFarland Student Union Policy 2000-0110

RESERVING AND USING MSU FACILITIES

A. Purpose

To outline guidelines, priorities and policies for the reservation and use of space and facilities in the McFarland Student Union.

B. Scope

This policy applies to all on-campus or off-campus groups reserving space in the MSU.

C. Definition(s)

D. Policy and Procedure(s)

- **Availability**

1. McFarland Student Union on-line meeting facilities are available to:
 - a. officially registered student organizations
 - b. university departments, committees or organizations
 - c. off-campus, non-university groups
2. McFarland Student Union on-line meeting facilities are not available for semester long classrooms unless authorized by the University President.
3. Room use or rental charges may apply to non-student organizations whenever there is an admission charge, registration fee, conference fee, or donation request. Room or set-up charges and audiovisual charges may also be applied.

- **Event and Meeting Facilities**

1. The MSU offers a variety of on-line programming and meeting spaces that can be used for a variety of purposes and functions such as meetings, programs, events, sales and solicitations. The following spaces are considered to be on-line space:
 - a) Alumni Auditorium: MSU 183
 - b) Multipurpose Room: MSU 218 or 218A and 218B
 - c) Formal Dining Room: MSU 223

- d) Reception Room: MSU 250
 - e) Conference Room: MSU 253
 - f) Conference Room: MSU 312
 - g) Conference Room: MSU 307
 - h) Meeting Room: MSU 322
 - i) Meeting Room: MSU 323
 - j) Meeting Room: MSU 324
 - k) Meeting Room: MSU 325
2. The following space is considered to be special use space and be may be reserved at select times through with the approval of Student Union and Commuter Services. These spaces are off-line and are not reserved through the Event Scheduling Committee.
- a) The Bear's Den lounge and/or performance area: MSU 291
 - b) The Snack Bar: MSU 229
3. The following space is considered to be sales and solicitation space:
- a) MSU Lobby MSU 202 A, 1 - table maximum
 - b) MSU Lobby MSU 202 B, 2 - tables maximum
 - c) MSU Lobby MSU 202 C, 1 - table maximum
 - d) MSU Lobby MSU 202 D, 2 - table maximum
4. The following space is considered to be lounge space and may be reserved at select times and with the approval of Student Union and Commuter Services.
- a) TV Lounge: MSU 116
 - b) Lobby Lounge: MSU 201
 - c) Fireside Lounge: MSU 205
 - d) Bear's Den Coffeehouse: MSU 291
 - e) Cyber Lounge: MSU 289
 - f) Third Floor Lounge: MSU 317
 - g) Bear's Den Mezzanine: MSU 322
5. Kutztown University procedures for the reservation and use of space should be followed. Organizations requesting MSU facilities must make requests through Student Union and Commuter Services.
- a) Early registration for special events for the next academic year should be coordinated through the Events Scheduling Committee (ESC). Early registration does not apply to regular or standing meetings and sales.
 - b) The following priority schedule will be followed when the ESC considers request for events:
 - 1) Programs **funded** by SGA through the Association of Campus Events, Student Government Board or other SGB funded programming organizations.
 - 2) Programs sponsored by all other student organizations.

- 3) Programs sponsored by university departments, committees, offices.
- 4) Programs sponsored by external organizations through Conference Services.

- c) After the ESC determines the event schedule for the upcoming academic year, facilities reservations shall be handled on a first come, first served basis.
- d) Users must submit a University Event Registration Form with the appropriate signatures to confirm and hold reservations. Failing to submit a reservation may result in losing the space requested.
- e) All student organizations, University organizations and departments must adhere to University regulations.
- f) Failure to notify Student Union and Commuter Services of cancellations may result in loss of reservation privileges as outlined in the Key's facility use policy.

- **Fees:**

1. **Room Use:** University organizations, departments and committees will not be assessed rental fees for the use of space in the MSU unless the activity involves a registration fee, conference fee, admission charge or donation requested either before the event or as part of an event. The following fee schedule will be followed if an organization collects funds for an event being held in the MSU:
 - a) Multipurpose Room or Auditorium:
\$75.00 per day (5 hours), \$25.00 per hour afterwards
 - b) Meeting & Conference Rooms:
\$25.00 per day (5 hours), \$10.00 per hour afterwards
 - c) Formal Dining or Reception Room:
\$50.00 per day (5 hours), \$15.00 per hour afterwards
 - d) Lounges, Recreation Areas:
\$25.00 per day (5 hours), \$10.00 per day afterwards
 - e) Bear's Den:
\$100.00 per day, Saturday & Sunday mornings; 7:30am - 11:00am
2. **Damages:** Student and University organizations are responsible for the condition of the room in which they are hosting an event and will be charged for any damages and/or labor associated with rectifying the damage in question. In cases where damages are severe, wanton or intentional, a review of an organization's privileges to reserve space in the MSU will be conducted and referred to Judicial Services.
3. **Support Charges:** Student and University organizations sponsoring events requiring special services, production services, extended building hours, security or additional custodial coverage will be assessed additional charges accordingly.
4. **External Events:** External organizations using the MSU through Conference Services are subject to the fees and rental fees outlined in the University's

Facility/Personnel Fees for Non-University Sponsored Events. Additionally, events held before or after regular operating hours requires the presence of a Conference Services staff member to open, patrol and secure the facility.

5. **Waivers:** The University President and/or his designee may waive the rental, equipment or support fees. Written requests must be submitted to the Director of the MSU. Requests will be funneled through the University President through the Vice President or designee's office.

- **Sales and Solicitations**

1. Vendors holding sales sponsored by campus organizations in the lobby or other spaces in the MSU are subject to a table rental fee of up to **\$20.00** per table, per day.
2. On campus organizations will not be assessed a rental fee for fundraisers if the event is an internal sale.
3. There is a limit of 3 off-campus vendors that may be scheduled on a given day in the MSU.
4. The KU Sales and Solicitation Policy must be adhered to regarding all sales and solicitations in the MSU.
5. See Event and Meeting Facilities for locations.

- **Concerts/Dances:**

1. Organizations sponsoring dances and/or concerts must adhere to Public Safety's Dance and Concert security policy.
2. A representative from the sponsoring organization must meet with Public Safety in advance of their event.
3. An official advisor must be present for all dances and concerts sponsored by student organizations.

- **General:**

1. **Regular Weekly Meetings or Events:** Student organizations, administrative or faculty departments and organizations may schedule regular weekly meetings or events. In order to provide space for a growing demand of users, the MSU recommends that organizations use no more than two meeting rooms per week for standing meetings.
2. **Late Requests:** Late requests for space, set-up, equipment, or services may be accommodated only if resources are available. A service fee may be charged for requests made within two working days before the event.
3. **No Shows:** Organizations that do not show up for their scheduled event or meeting without prior notification of cancellation may lose privileges to use space in the future.
4. **Cancellations:** All cancellations must be received by Student Union and Commuter Services at least two working days in advance of the

meeting/event. Organizations that do not show up for their scheduled event or meeting may lose privileges to use space in the future.

5. **For Credit Classes:** The MSU does not accept reservations for credit classes on a regular basis. Reservations will be accepted for one-time special events related to a standing credit class. Reservations for credit classes will be considered on a special case by case basis and subject to the President's and/or his/her designee's approval.

E. Effective Date

- 2000-2001

F. Approved By

- MSU Advisory Board, Vice President for Student Services and Campus Life, & President of Kutztown University

G. References

- **KU Policy, 1994-625 Use of Multi-Purpose Facilities**
- **Key Policy - Use of University's Facilities**
- **Facility/Personnel Fees for Non-University Sponsored Events**
- **Key Policy - Sales and Solicitation Policy (no KU policy on web)**