

UNIVERSITY OF WYOMING



Policies and
Operating Procedures
FY 2016-17

Article I

- Sec. 1.** **Purpose:** This document shall serve as the policies and operating procedures for the Wyoming Union at the University of Wyoming.
- Sec. 2.** **Authority:** With reference to UW Regulation 2-245, UW Regulation 8-234, UW Regulation 2-178, the authority of the President of the University, and the authority of the University Of Wyoming Board Of Trustees; this document shall supersede all prior Wyoming Union policies, directives, and guidelines.
- Sec. 3.** **Severability:** Leniency or exception made in regard to these procedures and policies in no way sets precedence for further exceptions or lenient action.
- Sec. 4.** **Executing Authority:** The Director of the Wyoming Union shall be responsible for insuring that the directives outlined herein are fulfilled. Any decision regarding these policies may be appealed to the Wyoming Union Board.
- Sec. 5.** **Annual Review and Changes to Wyoming Union Policies and Operating Procedures:** This document and policies therein, shall be subject to annual review by the Wyoming Union Board. Changes to policies may be submitted for consideration by both voting and ex-officio members of Union Board. Only voting members of the Wyoming Union Board can approve policy changes.

Article II Policies

Sec. 1. Use of Facility Space:

- A. Purpose:** To define what is appropriate use of reservable rooms within the Wyoming Union.
- B. Guidelines:**
1. "Appropriate use" is defined as use of space as it is maintained under normal operating procedures and for which it was designed.
 2. The Director of the Wyoming Union or his/her designee has the authority to approve the uses of the spaces not defined in this section.

Sec. 2. Reservation Policies:

- A. Purpose:** To provide a fair and consistent means by which to allow the reservation and use of meeting and activity space within the Wyoming Union.
- B. Guidelines**
1. All reservations for space in the Wyoming Union must follow the Priority Scheduling Policy.
 2. Recognized student organizations, university departments, and recognized university organizations may reserve space considered under this section without charge. Outside entities may reserve space as available. Fees applied to reservations will be charged according to the most current structure outlined in the university fee book. All requests for space must be accompanied by the appropriate forms as deemed necessary.
 3. Following the priority scheduling process for the applicable academic year, reservation requests shall be handled on a first-come, first-served basis.

4. Requests may be denied for reasons which include, but may not be limited to, conflict with the mission of the University, conflict with the mission of the Wyoming Union, unfeasible setup/turnaround time, and historic negligence or abuse.
5. No academic classes shall be held within the Wyoming Union.
6. A group is allotted three (3) “no shows” before reservation privileges will be revoked for the remainder of the semester. Failure to show up for scheduled reservations without canceling the day prior and cancellations the day of are considered “no shows”.
7. Groups required to pay fees to use event and meeting space, as defined by the university fee book classification system, will be required to complete a facility use agreement.

Sec. 3. Fee Structure:

A. Purpose: To regulate charges assessed by the Wyoming Union for its facilities and services. To ensure accordance with its mission and financial expectations.

B. Guidelines:

1. Fees assessed for the use of Wyoming Union facilities shall be based upon a classification system and are published annually in the university fee book.
2. All fees assessed by the Wyoming Union must be approved by the Wyoming Union Board and the University of Wyoming Trustees.
3. The authority to waive Wyoming Union charges and fees may be delegated to the Wyoming Union Director.

Sec. 4. Display Case, Poster, and Sign Display:

A. Purpose: To regulate the use of display cases, advertisements, posters, signs, banners, personal announcements posted in the Wyoming Union.

B. Universal Guidelines:

1. The name of the sponsoring organization must be clearly stated on all posters, signs and displays.
2. Materials which promote or feature alcohol consumption and tobacco products are prohibited.
3. Material to be displayed in the Wyoming Union must be approved by the Wyoming Union Director or his/her designee. Approved material shall be stamped with the approval date and signed by the approving authority.

C. Bulletin Board Guidelines:

1. Recognized student organizations, university departments, recognized university organizations, or individuals sponsored by one of these entities may display posters and signs within the building.
2. Activities and events that are local in nature or sponsored by a non-University entity, but are of general interest to the campus community, may be posted in the Wyoming Union in the space(s) designated for community use.
3. Promotion exclusively for marketing of a non-University entity is prohibited.
4. Personal notes, messages, or advertisements (i.e. for sale board items) must be displayed on bulletin boards specifically allocated for such use.
5. Posters, signs, announcements, etc. hung on bulletin boards must be no larger than 11"x17" and no smaller than 3" x 5”.
6. Material may be displayed on a bulletin board within the building for a maximum of fifteen (15) calendar days.
7. The Wyoming Union reserves the right to limit the number of posters advertising a given

event/program.

D. Display Case Guidelines:

1. Only recognized student organizations, university departments, recognized university organizations, or individuals sponsored by one of these entities may use display cases within the building.
2. Reservations for display cases must be made, at minimum, three days in advance and shall be handled on a first come, first serve basis.
3. Use of all display cases is limited to ten (10) working days per month per event, unless special arrangements are made with the Wyoming Union Director or his/her designee.
4. Opinions expressed in display cases do not necessarily reflect those held by the University of Wyoming and its Trustees, the Wyoming Union Board, management, or staff. Cases shall display a statement reflecting this disclaimer.
5. All materials displayed in a display case are the full responsibility of the reserving party. The Wyoming Union is not responsible for storing displayed items before or after the reservation period, and does not guarantee the security of displayed items.

E. Sandwich Board Guidelines:

1. Sandwich boards can only be used by recognized student organizations, university departments, recognized university organizations, or individuals sponsored by one of these entities.
2. Posters hung on these boards must be 2ft x 3ft.
3. Groups are limited to one poster unless the demand is low, in which case two posters may be hung.
4. Sandwich boards are available on a first-come, first-served basis. Posters can be displayed for a maximum of ten (10) working days. Recognized student organizations must complete the necessary activity notification form prior to displaying posters.

F. Sign Standards Guidelines:

1. Sign standards can be used by recognized student organizations, university departments, or by events that are taking place in the building.
2. Materials may be displayed for a maximum of three (3) days.
3. Sign standards cannot leave the Wyoming Union.

G. Tabletop Sign Guidelines:

1. Tabletop signs can be used by recognized student organizations, university departments, or by events that are taking place in the building.
2. Tabletop signs can be reserved for a period of 2 weeks, beginning on a Monday.
3. The Wyoming Union Events Office will need a predetermined number of copies no later than the Friday before the beginning of the reservation.
4. Tabletop sign size is 9 1/8 inches by 4 inches.
5. Tabletop signs are reserved on a first-come, first-served basis.

H. Banners on Exterior of Wyoming Union Guidelines:

1. Material to be displayed on the exterior of the Wyoming Union must meet the specifications of the designated space and may be subject to the approval of the Wyoming Union Director or his/her designee.

I. Digital Sign Guidelines:

1. The Union will display electronic images on all digital sign boards in the building for recognized student organization programs and events, Union programs, Union tenants and for any Union approved purpose.

2. Electronic images for recognized student organization programs and events can be displayed for no more than fourteen (14) days.
3. Submissions for the digital signs must be made, at minimum, one week in advance of desired posting date.
4. Electronic images will be limited to a predetermined region on each digital sign.
5. Electronic images for recognized student organizations and Union tenants should be designed by the organization hosting the event or program. The Union design staff reserves the right to ask the host organization to make improvements to the digital image, if necessary. If minor adjustments need to be made the design staff will make slight improvements to maintain image standards. In no way will the Union design staff alter the message or content of the sign.

Sec. 5. Breezeway Tables:

A. Purpose: To regulate the use of tables in the breezeway of the Wyoming Union.

B. Guidelines:

1. The following groups may reserve tables in the Wyoming Union Breezeway:
 - a. Recognized Student Organizations with current paperwork on file in the Campus Activities Center
 - b. University departments
 - c. University organizations
 - d. Outside entities sponsored by one of the groups listed above
 - e. Local merchants, vendors and nonprofit organizations
2. Fees for breezeway tables will apply as outlined in the university fee book.
3. All table reservations shall be limited to no more than two tables per request with no more than three chairs at each table.
4. Tables may be reserved for ten (10) working days per month per event.
5. Tables are available 8:00 a.m. to 5:00 p.m. Groups are encouraged to have the tables staffed between 11:00 a.m. and 1:00 p.m. Tables with displayed materials must be attended by an active member of the organization or department requesting use of the space.
6. All breezeway tables must display the name of the sponsoring organization.
7. Persons responsible for their tables must remain behind their respective tables and in no way hinder the flow of traffic through the building.
8. Breezeway table reservations will be considered up until 4:00 p.m. the day prior to the requested date.
9. A group is allotted three (3) "no shows" before information table privileges will be revoke for the remainder of the semester. Failure to show up for scheduled reservations without canceling the day prior and cancellations the day of are considered "no shows"
10. Breezeway tables used for the purpose of any type of sales or solicitation must be approved by the Events Office at the time of reservation
11. Items being sold with the University of Wyoming name and/or logo must be approved by UW Trademark and Licensing
12. Sales or solicitation of any products or services that include any of the following is not allowed:
 - a. Age restriction
 - b. Items not permitted for use within the Wyoming Union
 - c. Any item or service that violates any University of Wyoming or Wyoming Union policy

Sec. 6. Commercial Use:

A. Purpose: To support the educational mission of the University of Wyoming by providing goods and services that enhance the collegiate experience of UW students.

B. Guidelines:

1. Commercial use of space not directly tied to an educational mission shall be limited.
2. Commercial advertising is limited to designated areas.
3. Groups operating for profit may lease space in the building as approved by the Wyoming Union Board.
4. Off campus groups may reserve a breezeway/solicitation table, as outlined in Sec. 7.
5. Space may be reserved by a recognized student organization, recognized university organization, or university department for the display of merchandise which is directly related to its purpose.
6. Recognized student organizations may be allowed space for fund raising activities if the majority of the generated net profit benefits the organization, and compliance with all University of Wyoming policies is maintained.

Sec. 7. Solicitation:

A. Purpose: To manage solicitation so that it does not become a hindrance to the general public in the Wyoming Union.

B. Guidelines:

1. Solicitation is considered any activity in which an action is requested of another individual for any purpose. Petitions, surveys, and distribution of printed materials are considered solicitation under this policy.
2. Door-to-door or office-to-office solicitation is prohibited.
3. Internal and external users may reserve a breezeway table for solicitation purposes, as defined under Article II, Section 5, B. with special attention to 7.
4. The name of the group must be clearly displayed within their reserved area.

Sec. 8. Gambling:

A. Purpose: To define what activities are considered gambling and regulate these activities in the Wyoming Union.

B. Guidelines:

1. The promotion of organized gambling is in direct conflict with the Mission of the Wyoming Union.
2. For purposes of this Policy, gambling is defined as a game of chance where wagers are placed on the uncertain outcome of any event.
3. Gambling is not permitted within the Wyoming Union.
4. However, bingo and raffles for prizes other than money are not considered gambling when conducted by a charitable or nonprofit organization.
5. Gambling guidelines are subject to the most current State and Local Statutes.

Sec. 9. Alcoholic Beverages:

A. Purpose: To provide a safe, comfortable, and risk conscious environment for the enjoyment of alcoholic beverages.

B. Guidelines:

1. UW Regulation 2-39, Alcohol and Other Drug Policy, 1.A. states that it is the authority of the Trustees to annually apply for a special malt beverage permit from the City of Laramie for the Wyoming Union. This permit allows malt beverages to be served in a regular designated malt beverage dispensing room, and temporary dispensing areas for special events, within the Wyoming Union.
 - a. It is the responsibility of the Director of the Wyoming Union or designee to ensure compliance with and enforcement of this Alcohol and Other Drugs Policy, as well as such state and local laws, as apply to the Wyoming Union and the service of malt beverages. This shall include the design and implementation of a server training program. Because the Wyoming Union has been issued a malt beverage liquor license, it is not required to seek a dispensing permit from the Vice President, for areas covered by the license.
 - b. The Trustees of the University, as the holder of the special malt beverage permit, have final authority in the administration of the malt beverage facility and may prohibit or suspend the dispensing of malt beverages upon receiving information that violations of law or this regulation have occurred to a degree that in their judgment would warrant such action.
2. Alcohol, other than as addressed above, may be dispensed within the Wyoming Union upon the approval of the Wyoming Union Director and the Vice President for Administration.

Sec. 10. Bringing Food into the Building:

A. Purpose: To establish general guidelines for bringing food into the Wyoming Union.

B. General guidelines:

1. Food that is not prepared and served by the UW Dining/Catering or an approved caterer will not be allowed in the building. Approved RSO bake sales, as outlined in Sec.10.C., and prepackaged items, as outlined in Sec.10.D.1., are an exception to this guideline.
2. These guidelines do not apply to lunches or snacks intended for personal consumption and not for public distribution.
3. Any beverages distributed within the Union must adhere to the University Beverage Contract.
4. The Wyoming Union Director or his/her designee may grant exceptions to these guidelines.
5. Groups given permission to distribute food not prepared commercially in the Wyoming Union must have a food permit issued by the city.
6. The University of Wyoming shall assume no liability for any food or beverage brought into the building that is not provided by the University.
7. Failure to abide by the guidelines outlined in Sec. 10 could result in a loss of reservation privileges in the Wyoming Union.

C. University of Wyoming (UW) recognized student organization bake sale guidelines:

1. Only UW recognized student organizations may hold bake sales within the Wyoming Union.
2. The UW recognized student organization must identify itself with a sign that is clearly displayed at the site of the sale.
3. Bake sales are limited to baked homemade food items.

4. Recognized student organizations must register bake sales, or any fundraising activity, with the Campus Activities Center.
5. The UW recognized student organization assumes all liability associated with any bake sale.

D. Breezeway table guidelines:

1. Prepackaged snack items that are less than 3 oz. may be distributed for promotional purposes, after being approved by the Union Events Office.
2. All food and beverages given away at breezeway tables, other than promotional prepackaged snack items, must be purchased through UW Dining/Catering.
3. At the time the reservation or prior to the date for which the table has been reserved, the Union Events Office must be notified that food or snack items will be distributed.

E. Guidelines for meeting rooms and public spaces that can be reserved:

1. At the time of the reservation request, the sponsoring group must notify the Union Events Office if catering (defined as any food served to participants in a meeting or event) will be ordered for a meeting room or public space.
2. UW Dining/Catering has the first right of refusal for all catering in the Wyoming Union. If UW Dining/Catering cannot accommodate the event the customer may use any university approved caterer. A list of approved caterers can be obtained from the Union Events Office at the time an inquiry or reservation is made for meeting space.
3. Recognized student organizations may use any university approved caterer and do not have to follow the UW Dining/Catering first right of refusal rule.

F. Guidelines for public spaces that cannot be reserved:

1. Serving food to the public in a space that cannot be reserved is not allowed.

G. Office guidelines:

1. Food that is intended for individual consumption or for a closed group (such as immediate office/department members) with no general public access or invitations is allowed in offices.
2. Food for the public, open houses, and special events must follow the UW Dining/Catering first right of refusal guideline. If UW Dining/Catering cannot accommodate the request then the office can make arrangements with another university approved caterer.

Sec. 11. Damage to Wyoming Union Property:

A. Purpose: To hold users responsible for damage done to the facility and Wyoming Union property beyond typical wear and tear.

B. Guidelines:

1. Individuals or organizations using the Wyoming Union property and facilities shall be financially responsible for any damages that result from their activities.
2. Damage assessment shall be based on replacement and/or repair costs by the Wyoming Union Director or his/her designee.

Sec. 12. Use of the Building Exterior:

A. Purpose: To preserve the appearance of the building and its role in enhancing the esthetic value of the University of Wyoming campus.

B. Guidelines:

1. Use of the Wyoming Union exterior for signage, promotion or display materials is not permitted, except as noted in Section 4, H. Requests for one time exceptions may be submitted to the Union Director.
2. Climbing and related activities on the walls of the structure are prohibited.
3. The use of rollerblades, skates, and bikes on the exterior surfaces (entrances, rails, picnic tables, etc.) is prohibited.

Sec. 13. Leased Areas:

A. Purpose: To encourage communication, positive relations, and mutual understanding between the Wyoming Union and entities which occupy space within the facility on a more permanent basis, the following policies provide guidance on establishing written agreements.

B. Guidelines:

1. Any non-campus organizations or individuals which occupy space within the Wyoming Union and are not under the direct supervision of the Wyoming Union Director shall be required to sign a lease agreement. The Wyoming Union Board, with a majority vote, has the authority to recommend lease agreements.
2. University departments which occupy space but are not under the direct supervision of the Wyoming Union Director shall be required to sign an agreed upon memo of understanding (MOU).
3. The authority to approve and sign lease agreements and MOUs is the responsibility of the designated University Officer.
4. Lease agreements and MOUs will clearly outline the relationships and corresponding responsibilities between the parties entering into the agreement.

Sec. 14. Wheeled Vehicles:

A. Purpose: To set expectations and limitations of the use of wheeled vehicles in the Wyoming Union which could endanger the health and safety of its patrons and cause unnecessary wear on the facility.

B. Guidelines:

1. Rollerblades, skateboards, and other small-wheeled modes of transportation may not be used within the Wyoming Union.
2. Bikes may not be brought into the Wyoming Union.
3. Wheelchairs and other forms of disability assistance are exceptions to this policy.
4. Chaining or locking of bikes to handrails is prohibited.

Sec. 15. Smoking Policy:

A. Purpose: To provide an environment conducive to the health and welfare of its patrons.

B. Guidelines:

1. The Wyoming Union shall adhere to UW Regulation 2-180, Regulating Smoking
2. Smoking in any form is not allowed within the Wyoming Union.
3. Entrances into the Wyoming Union shall display signage which clearly expresses this policy.
4. Smoking is permitted in the following:
 - a. Areas outside the Wyoming Union that are a reasonable distance from doors, operable windows or ventilation systems.

Sec. 16. Ticket Office:

A. Purpose: To provide ticketing services for customers and campus entities coordinating events for the campus community.

B. Guidelines:

1. The Wyoming Union will sell tickets designated for students and non-students. Ticket prices are determined by the program sponsor.
2. Students shall be defined as University of Wyoming students who pay student activities fees.
3. Service fees shall be charged for all ticket sales with the exception of tickets sold to UW students for ASUW sponsored events.
4. The Wyoming Union Information Desk and Ticket Office will adhere to ticket distribution and sales guidelines for athletic and theatre events as established by the Athletic and Fine Arts Departments.