



Standard Administrative Policies and Procedures

Subject: Wyoming Union Policies and Procedures

Number: UW SAP 11-7.1

I. PURPOSE AND POLICY

The University of Wyoming Union (“Wyoming Union”), in accordance with UW Regulation 11-7, provides a community center allowing for employment, involvement, and governance opportunities for students. This policy establishes procedures for use of the Wyoming Union, including space reservations, flag displays, use of bulletin boards, display cases, sandwich boards, sign stands, tabletop signs, banners, digital signs, and breezeway tables.

II. DEFINITIONS

Internal Users: Includes academic or administrative departments or units of the University; Student organizations recognized by the University pursuant to UW Regulation 11-4; faculty and staff of the University, active or retired; organizations formally affiliated with the University, such as Shared Governance Groups, the University of Wyoming Foundation, and University of Wyoming Alumni Association.

External Users: Includes persons, entities, or organizations other than those defined as Internal Users whose activities are consistent with the University’s primary purpose.

External Display: Displays, including but not limited to sandwich boards and sign stands placed outside and at or near an entrance to the Wyoming Union building.

Official University Functions: A function that meets a legitimate business purpose and aligns with the University’s mission to promote education, research, innovation, engagement, and services. A detailed business purpose should contain who the function benefits, what the function is for, when the function will be needed, why the function is needed, and where the function will occur. An appropriate business purpose does not solely provide a personal, non-work-related benefit to an employee or employees. Additional information, including examples, is provided in the [Guidance for Providing a Detailed Business Purpose](#).

Shared Governance Groups: Faculty Senate, Staff Senate, the Associated Students of the University of Wyoming (ASUW) and any standing and sub-committees associated with those groups.

Solicitation: Any activity in which an action is requested of another individual for any purpose, including but not limited to signing petitions, taking surveys, and accepting printed materials.

Student Organizations: Overarching designation given to all student groups who have completed the registration requirements to be classified and formally registered with the University.

Unprotected Speech: Statements that communicate those categories that are not protected by the Constitution, such as obscenity, defamation, fraud, incitement, fighting words, true threats, and speech integral to criminal conduct.

III. USE OF WYOMING UNION SPACE AND WYOMING UNION SPACE RESERVATION POLICIES

- A.** All reservations must be made through the Wyoming Union's Reservations and Events Office (Events Office) and will be handled on a first come, first served basis. Internal and External Users may reserve space as available and subject to applicable fees. Fees applied to reservations will be charged according to the most current structure outlined in the [University Fee Book](#). A completed facility use agreement is required for those who must pay fees for use of event and meeting spaces.
- B.** The Wyoming Union will maintain and post normal operating hours. Use of the Wyoming Union beyond normal operating hours may be subject to a fee as defined by the [University Fee Book](#).
- C.** Due to proximity to food services within the building, a shirt and shoes are required for every person at all times.
- D.** Academic courses shall not regularly be held in the Wyoming Union.
- E.** Reservation privileges will be revoked for any given semester after three (3) "no shows." Failure to cancel reservations at least 48 hours in advance are considered "no shows." Fees for "no shows" will be assessed in accordance to the [University Fee Book](#).
- F.** Reservable spaces, such as meeting rooms and ballrooms, can be requested with a standard set up, which includes high-definition multi-media interface (HDMI), house sound, and adaptors available upon request. Any additional technical services must be provided or arranged by the reserving party in advance.
- G.** Student Organizations may be allowed space for fund raising activities at no additional cost if the fundraiser is a requirement for compliance or national body accreditation.

IV. FLAG DISPLAY

- A.** Flags displayed within the Skylight Lounge will be provided by International Students and Scholars (ISS) and updated every three (3) years.
- B.** Flags will be displayed in descending order of the number of international students from each respective country.

V. DISPLAY CASE, POSTER, AND SIGN DISPLAYS

A. General Policy

- 1.** Display cases, posters, and sign displays are available for Internal Users to promote their events or services or for Student Organization fundraising and recruitment efforts.
- 2.** The name of the Internal User must be clearly stated on all display cases, posters, and signs.
- 3.** Opinions expressed on bulletin boards and display cases do not necessarily reflect those held by the University of Wyoming and its Trustees, Wyoming Union, Union Board, or staff.
- 4.** Promotion of alcohol or tobacco products is prohibited, including but not limited to the posting, distribution, or display of materials, with an exception for materials related to the promotion of Pokes Pub and Gameroom.
- 5.** Posting, distribution, or display of unlawful or Unprotected Speech is prohibited.
- 6.** Materials must be displayed consistent with instruction from facilities staff and in a way that minimizes damage to the building. With prior written approval of the Director of the Wyoming Union (Director) or designee, materials may be taped to walls using painter's tape.
- 7.** Solicitation is permitted only if it does not disrupt the general public's use of the Wyoming Union. Any printed materials displayed, posted, or disseminated that are in violation this policy by disrupting use of the Wyoming Union may be disposed of at the discretion of the Director or designee.
- 8.** All materials displayed are the full responsibility of the reserving party and are displayed at the reserving party's and owner's risk. 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 at any time or in any Wyoming Union location.

9. Actions in violation of this policy will be handled in accordance with Section VIII.

B. Bulletin Boards

1. Internal Users may display posters and signs on bulletin boards within the building.
2. Personal notes, messages, or advertisements (i.e., for sale board items) must be displayed on bulletin boards specifically allocated for such use.
3. Posters, signs, announcements, and materials hung on bulletin boards must be no larger than 11 in. x 17 in. and no smaller than 3 in. x 5 in.
4. Material may be displayed on a bulletin board within the building for a maximum of twenty-one (21) calendar days unless approved in advance by the Director or their designee.
5. The Wyoming Union reserves the right to limit the number and location of posters advertising a given event/program.

C. Display Cases.

1. Internal Users may use display cases within the building.
2. Requests for use of the display cases must be made, at minimum, three (3) calendar days in advance and shall be handled on a first come, first served basis.
3. Use of all display cases is limited to fourteen (14) calendar days per month per event unless otherwise approved in advance by the Director or their designee.

D. Sandwich Boards.

1. Internal Users may use sandwich boards within the building.
2. Posters hung on these boards must be 2 ft x 3 ft.
3. Groups are limited to one (1) board with one (1) poster per board unless the demand is low, as determined by the Director or their designee, in which case two (2) boards with one (1) poster per board may be hung.
4. Sandwich boards are available on a first-come-first-serve basis. Posters can be displayed for a maximum of fourteen (14) calendar days per board unless otherwise approved in advance by the Director or their designee. All

requests must complete the necessary reservation prior to displaying posters on boards.

5. Use is limited to sandwich boards provided by the Wyoming Union. External Displays may not be placed without prior approval from the Director or their designee.

E. Sign Stands.

1. Sign stands may be used by Internal and External Users only for events within the Wyoming Union.
2. Materials may be displayed for the length of the event or a maximum of three (3) calendar days.
3. Sign stands cannot leave the Wyoming Union.
4. Use is limited to sign stands provided by the Wyoming Union. External Displays may not be placed without prior approval from the Director or their designee.
5. Sign stands can be requested by contacting the Wyoming Union Information Desk or made at the time of reservation.

F. Tabletop Signs.

1. Internal Users may use table top signs within the building.
2. Tabletop signs can be reserved on a first come, first served basis, for a period of fourteen (14) calendar days, beginning on a Monday, unless otherwise approved in advance by the Director or their designee.
3. The Events Office will need 145 copies no later than the Friday before the beginning of the reservation. Cardstock is preferred for use by the Events Staff.
4. Tabletop sign size is 9 in. x 4 in.

G. Banners.

Banners to be displayed on the exterior or interior walls of the Wyoming Union must comply with [UW Regulation 6-4: Use of University Buildings, Grounds, and Services](#) and are subject to the approval of the Director or their designee.

H. Digital Sign Policy.

1. The Wyoming Union may display electronic images on digital sign boards in the building for Student Organization programs and events, Wyoming Union tenants, and any Wyoming Union approved purpose consistent with this Policy.
2. Electronic images for Student Organization programs and events can be displayed for no more than fourteen (14) calendar days unless otherwise approved in advance by the Director or their designee.
3. Submissions for the digital signs must be made, at minimum, seven (7) calendar days in advance of desired posting date.
4. Electronic images will be limited to a digital sign within the Wyoming Union.
5. Electronic images for Student Organizations and Wyoming Union tenants should be designed by the organization hosting the event or program. The Marketing Office 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 Marketing Office may make slight improvements to maintain image standards. In no way will the Marketing Office alter the message or content of the sign without prior approval by the Student Organization or Wyoming Union tenant.

VI. BREEZEWAY TABLES

- A. Internal and External Users may reserve tables in the Wyoming Union Breezeway.
- B. Fees for breezeway tables will apply as outlined in the [University Fee Book](#).
- C. All table reservations shall be limited to no more than two (2) tables per request with no more than three (3) people at each table.
- D. Tables may be reserved for up to fourteen (14) calendar days per month per event.
- E. Tables are available from 8:00 a.m. to 5:00 p.m. Users are encouraged to table at times when the Wyoming Union has the most traffic, which is usually between 11:00 a.m. and 1:00 p.m.
- F. Tables with displayed materials must be attended by an active member of the Internal or External User requesting use of the space.
- G. All breezeway tables must display the name of the sponsoring organization.

- H. Persons responsible for their tables, whether affiliated with the University or not, must remain behind their respective tables, not cause disruption or hinder the safe movement of persons through the Wyoming Union breezeway, and must not grab, restrain, or otherwise physically contact individuals without their consent.
- I. Breezeway table reservations will be considered up until 12:00 p.m. the day prior to the requested date.
- J. 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.
- K. Items being sold or distributed with the University of Wyoming name and/or logo must be approved by the UW Trademark and Licensing Office.
- L. Audio may be permitted at the table with prior approval from Events Office at time of reservation.
- M. All materials sold or distributed at the table must not compete with sales of units within the Wyoming Union.

VII. PROHIBITED CONDUCT

- A. **Alcohol.** Consuming, possessing, manufacturing, distributing, selling, or serving alcoholic beverages regardless of age is expressly prohibited, except when consistent with the alcohol license for Pokes Pub and Gameroom, or otherwise as expressly permitted by University policy. Underage possession or consumption of alcohol, or providing, distributing, or selling alcohol to underage individuals may be referred to UWPD.
- B. **Climbing.** Climbing, repelling, and related activities on the interior and exterior walls of the Wyoming Union structure are prohibited.
- C. **Damage to Wyoming Union Property.** Individuals or organizations using the Wyoming Union property and facilities shall not damage, destroy, or alter any Wyoming Union property or facilities. Should any damage occur, the reserving party shall be financially responsible for any damage that results from their activities. Incidents of damage may be reported to the University of Wyoming Police Department (UWPD) and must be reported to the University Risk Management Office. A damage assessment shall be completed based on replacement and/or repair costs determined by University Operations in coordination with University Risk Management. Individuals or organizations must clean up after their events to avoid any excess cleaning charges as indicated by the [University Fee Book](#).

D. Distribution of Food and Beverages.

1. Food may be distributed in the Wyoming Union in accordance with [UW SAP 6.5: Scheduling of University Facilities](#). Food that is not prepared and served by University Housing and Dining, Catering and Events, or a supplier authorized by the Office of Procurement and Payment Services will generally not be allowed in the building, except if otherwise authorized by the Director or in the following situations:
 - a. Food intended for personal consumption or closed groups, and not for public distribution or sale;
 - b. Prepackaged snack items less than three ounces may be distributed for promotional purposes at breezeway tables, meeting rooms, or event spaces, upon approval of the Events Office;
 - c. Student Organizations may hold bake sales for homemade food items, if registered as an event with the Events Office, all items are individually wrapped or packaged, and a list of all ingredients is posted or provided with the items. The Student Organization shall accept all liability associated with any bake sale; and
 - d. Any event approved by the Director that is otherwise consistent with University regulations, policies, or procedures, State or local permit requirements, and any applicable health or licensing requirements.
2. Any beverages distributed within the Wyoming Union must adhere to the [University Beverage Contract](#).
3. Serving food to the public in a space that cannot be reserved is not allowed, unless previously approved by the Director.
4. Possession, consumption, or distribution of alcohol, that is not covered by the malt beverage license for Pokes Pub, or otherwise approved by the appropriate University official, is prohibited.
5. The University assumes no liability for any food or beverage brought into the building that is not provided by the University.

- E. Gambling.** The promotion or operation of organized gambling is in direct conflict with the mission of the Wyoming Union and is a violation of the [UW Student Code of Conduct](#). Gambling within the Wyoming Union is prohibited, and subject to all applicable state and local statutes. Bingo and raffles (door-prizes) for prizes other than money are not considered gambling when conducted by the University or a student, nonprofit, or charitable organization.

- F. Illegal Drug Use.** It is expressly prohibited to partake in the illegal use, possession, selling, sharing, distributing, cultivating, manufacturing of controlled substances, be under the influence of any state or federally controlled drug or substance, or possess drug paraphernalia within the Wyoming Union.
- G. Recreational Vehicles.** Rollerblades, skateboards, and other small-wheeled modes of transportation and electronic modes of transportation such as e-scooters or hoverboards may not be used within the Wyoming Union. Bicycles and electronic forms of transportation may not be used or brought into the Wyoming Union, and chaining or locking bicycles or other modes of transportation to handrails inside or outside of the Wyoming Union is prohibited.
- H. Signage.** Use of the Wyoming Union's exterior for displaying signage or promotion materials is not permitted except as stated in Section V.G. above.
- I. Smoking.** Smoking in any form, including vaping, is not allowed inside the Wyoming Union building, and all individuals within the Wyoming Union shall adhere to [UW Regulation 6-6: Regulating Smoking](#).
- J. Solicitation.** Various types of Solicitation may occur within the Wyoming Union; however, the following forms of Solicitation are prohibited:
 - 1. Door-to-door or office-to-office Solicitation,
 - 2. Leaving brochures and handouts in the building without authorization of the Director or designee, and
 - 3. Sales or Solicitation of any products or services which are illegal, subject to age restrictions, or violate University policy.
- A. Unprotected Speech.** It is expressly prohibited to engage in speech that is constitutionally unprotected, which includes statements that communicate those categories that are not protected by the Constitution, such as obscenity, defamation, fraud, incitement, fighting words, true threats, and speech integral to criminal conduct.

VIII. POLICY ENFORCEMENT

- A.** Requests for space reservation may be denied for reasons which include but are not limited to the following:

1. Conflict with University Regulations, policies, or procedures;
 2. Unfeasible setup/turnaround time;
 3. Previous violations of UW Regulations, policies, or procedures.
- B.** Violations of this policy or other University policies may result in corrective action. Corrective action may begin at any stage below, including suspension of privileges, depending on the nature of the issue. The corrective actions that may be taken, in any order, against an individual or entity may include the following:
1. Verbal warning;
 2. Written warning;
 3. Immediate removal of violating materials;
 4. Suspension of privileges; or
 5. Discipline pursuant to UW Regulations and the [University of Wyoming Employee Handbook](#), if a University employee, or the [UW Student Code of Conduct](#), if a student or Student Organization.
- C.** Violations of this policy by students or Student Organizations should be brought to the Director and the Dean of Students Office and appropriate action will be taken either under this policy or the [UW Student Code of Conduct](#).
- D.** Repeated violations within an academic year will be referred to the Union Board for review.
- E.** If actions are deemed to be harmful and/or disruptive to the University and/or its individual members, contrary to the University's policies, rules or regulations, or where the individual's actions are contrary to law, a site-specific trespass from the Wyoming Union may be issued by the UWPD or the Dean of Students pursuant to the [UW Standard Administrative Policy and Procedure: Trespass](#).
- F.** All violations are recorded within the Wyoming Union's system according to internal policies and procedures.
- G.** Violations may be referred to the appropriate authority, such as law enforcement, the Dean of Students, Human Resources, or other appropriate University administrator.

IX. AUTHORITY AND REVIEW PROCESS

- A. Executing Authority.** The Director is responsible for ensuring that the directives outlined herein are fulfilled. Unless stated otherwise, the Director, in consultation

with the Vice President of Student Affairs, may grant exceptions to this policy. Any decision regarding these policies may be appealed to the Union Board.

- B. Annual Review and Revision Process.** This document and policies therein, shall be subject to annual review by the Union Board. The Union Board may provide recommendations to the Vice President of Student Affairs, or their designee, for modifications thereto or the operation of the Wyoming Union. Any amendments or changes to this policy must be done in accordance with [UW Regulation 1-101](#).

Responsible Division/Unit: Office of Student Affairs

Source: None

Links: <http://www.uwyo.edu/regs-policies>

Associated Regulations, Policies, and Forms: UW Regulation 11-7; UW DAP 11-7.1

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