

**POLICY MANUAL**  
**UNIVERSITY MEMORIAL CENTER**

**UNIVERSITY OF COLORADO BOULDER**

**April 10, 2023**

**27<sup>th</sup> Edition**

## TABLE OF CONTENTS

I. Introduction	3
II. Mission of the UMC	3
III. Student Affairs Inclusion Statement	4
IV. Administration of the UMC	4
V. UMC Programs and Services	6
VI. UMC Facilities	20
VII. Office Space	32
VIII. Special Building and Service Policies	34
IX. Budgets	34
X. General Use Policies	35
XI. Changes to Policy Manual	47

## ADDENDA

- A. Joint Board on the University Memorial Center Bylaws:  
<https://www.colorado.edu/umc/node/436/attachment>
- B. UMC Board Office Space Allocations:  
<https://www.colorado.edu/umc/office-space>
- C. Campus Use of University Facilities (CUUF):  
<https://www.colorado.edu/policies/campus-use-university-facilities>
- D. UMC Second Floor Policies:  
<https://www.colorado.edu/umc/node/798/attachment>
- E. UMC After Hours Policy

**POLICY MANUAL  
AND OPERATIONAL BROCHURE**

*Approved by the UMC Board on April 10, 2023*

**UNIVERSITY MEMORIAL CENTER**

**I. INTRODUCTION**

This 27th edition of the UMC Policy Manual is a revision of the manual dated May 1, 2013, and was written utilizing other University documents, including: 1) the March, 1973 “Report on Planning Task Force on the University Memorial Center”, 2) the University of Colorado Student Union Constitution dated May 2, 1974, 3) the UCSU/Boulder Chancellor’s Working Agreement: A Guarantee of Rights signed February 8, 1980, 4) the UMC Board Bylaws dated April 10, 2023 and 5) previous minutes of UMC Board meetings.

This policy manual is written with the intent that it allows for flexibility. The programs, services, and activities listed are subject to change at the discretion of the UMC Board and UMC Administration.

**II. MISSION OF THE UMC**

As the heart of campus, the UMC supports students’ academic success by providing opportunities for student involvement, leadership development and entertainment in a welcoming and inclusive environment.

The following core values guide the decision-making and planning of the UMC:

- Diversity and inclusivity
- Engaging with the CU Boulder community
- Honoring veterans
- Quality facilities, programs, and services
- Student development
- Sustainability

### III. STUDENT AFFAIRS INCLUSION STATEMENT

Student Affairs supports and contributes to creating and sustaining a diverse, multicultural, socially just and inclusive campus climate by learning about, recognizing and honoring the diverse backgrounds, histories, identities and life experiences of all our students, faculty and staff. Our challenge is to create a campus in which all community members can thrive in an environment where they feel at home, welcome and safe.

### IV. ADMINISTRATION OF THE UMC

V. The Joint Board for the UMC is governed by the Bylaws adopted by the Board on September 20, 1973, and approved by the Board of Regents on November 19, 1973. The Bylaws have since been revised, the most recent being in April 2023. The Bylaws describe the purpose, governance, general conduct and policies, and accountability of the Board. The responsibilities of the Board are also outlined by the Bylaws and are, in part, detailed below.<sup>1</sup>

1. The Board shall, in cooperation with the UMC Director, review, recommend, and approve policies (except in matters of pricing and personnel, as long as these areas remain consistent with general policy guidelines) regarding the quality, quantity and nature of UMC services, programs and activities.
  - a. Representatives of the Board shall participate in the interview process for selection of UMC staff who report directly to the UMC Director.
  - b. The Board may be consulted in matters affecting pricing.
2. The Board shall, in cooperation with the UMC Director, review, recommend, and approve the annual budget for UMC services, programs and activities.
3. The Board shall continuously review, recommend, and approve the policies of the UMC as established in the Bylaws and Policy Manual and in accordance with the Laws of the Regents.

4. The Board shall review and approve or disapprove all requests for continuing space assignments within the UMC that are consistent with university policies.
5. The Board shall continuously and conscientiously seek guidance from the student body, and recognizing its diverse nature, serve as a conduit for student opinion regarding the UMC and its policies and objectives.

B. The UMC Director and their staff are responsible for the total well being of the facility.

The Director and staff shall take the necessary administrative action to:

1. Maintain those services, facilities, and activities necessary to fulfill the philosophy and purpose of the UMC. The UMC administration shall bear responsibility for the following areas:
  - a. UMC Food Service Contract Operations
  - b. UMC Reception Desk
  - c. UMC Operations-Maintenance/Custodial/Set-Up
  - d. CU Events Planning & Catering
  - e. UMC Games Area (The Connection)
  - f. UMC Director's/Business Office
  - g. UMC Security
  - h. UMC Contract Operations
  - i. Club 156
  - j. CU NightRide
  - k. Dennis Small Cultural Center
  - l. IT Services
  - m. UMC Marketing
2. Implement UMC Board policies.
3. Provide necessary information on UMC operations.
4. Ensure compliance with University policies.
5. Provide assistance and counsel in the development of a broad range of cultural, social, leadership, and recreational activities which meet developmental needs of students in the academic community.
6. Coordinate UMC services and programs with the needs of the community so as to maximize the attainment of the philosophy and purpose of the UMC.

## V. UMC PROGRAMS AND SERVICES

### A. Food Service

1. The UMC shall provide a contract food service operation that provides quality service and a variety of foods and beverages which cater to the needs and tastes of members of the University community and of non-university groups and guests. This may be through MOU or contract with an established campus or University food service operator or the UMC may choose to enter into a contract with an established non-university food service operator.

2. The UMC will work with the approved food service operator to offer a wide variety of food service facilities and programs to enhance and complement the service orientation of the UMC. Facilities and service offered shall include but not be limited to the Alferd Packer Restaurant and Grill, which shall provide a wide variety of fast-food services:

- a. Daily Dish
- b. The Grill
- c. Soup/salad/chili bar
- d. Contract vending machines
- e. At times, the UMC will contract with private food vendors for unique services.

3. No outside catered food or any items which can be ingested may be sold or distributed in UMC scheduled spaces. All groups wanting food in the UMC must use a UMC contract food operator unless an exception is made by the UMC Director or designee.

4. The sale or distribution of food or any items which can be ingested in the UMC, by anyone other than UMC contract food service operator, is prohibited unless provided by legal contract with the UMC.

5. The UMC food service MOU or contract must be fiscally beneficial to the UMC.

6. The UMC Food Service shall cater alcohol in accordance with the State alcohol license it has received.

- a. The UMC food service contract operator shall have, by law, the exclusive right to provide alcohol under the UMC's Hospitality and Restaurant license in the UMC (except as provided for in other UMC program areas or in lease agreements), and shall be responsible for compliance with all existing laws which prohibit underage and excessive consumption of alcohol. This responsibility includes coordination with the sponsoring group and the UMC Security group to ensure compliance.

- b. The UMC food service contract operator and other alcohol vendors in the UMC shall ensure compliance with all laws, regulations and policies governing the serving of alcoholic beverages. This includes strict compliance with UMC policy (see X, B).

#### B. UMC Reception Desk

1. The UMC Reception Desk is provided as a welcome and information service for members of the University community, guests, and visitors to the campus.
2. The Reception Desk shall be an information resource center prepared to deal with questions concerning:
  - a. Directions and locator service for the UMC, the CU campus, and the general area.
  - b. Information on current UMC and campus events, activities, programs, conferences, and points of interest.
  - c. Information on services and facilities provided by the UMC.
3. The Reception Desk shall provide a lost and found service.
  - a. Items considered to be of value such as cell phones, wallets, IDs, credit cards, backpacks, etc. shall be turned over to the University of Colorado Police Department (CUPD) weekly.
  - b. Non-valuable items such as clothing, books, etc. shall be held for 10 business days and then disposed of or donated.
  - c. Staff will make reasonable attempts to contact owner of the lost and found items before items are turned over to CUPD or disposed of.
4. Other services available at the UMC Reception Desk include:
  - a. Short-term approval of posters and informational bulletins for posting on UMC bulletin boards (see X, A, 8).
  - b. Issuance of access cards for access to offices and other spaces in the UMC.
  - c. Provide mail distribution for organizations and departments housed in the UMC.
  - d. Serve as the central communication center for the UMC.

### C. UMC Operations-Maintenance/Custodial/Set-Up/Audio Visual (AV)

1. The UMC Operations staff performs the custodial, maintenance, set-up and AV work necessary for the function and multi-use space by the following methods:
  - a. The efforts of assigned UMC staff.
  - b. The support from Facilities Management proctor system.
  - c. Developing and conducting an energy savings program.
2. The UMC Set-Up and AV staff provides set-up and AV support for the building and campus. This includes set-ups for banquets, dances, and lectures using special equipment (i.e., projectors, public address systems, chairs, banquet tables, and other event related equipment and services). UMC Set-Up also provides support for the Events Planning and Catering Offices and performs office moves.
3. The UMC Operations staff coordinates with the UMC Student Organization Office Allocations Committee, a committee of the UMC Board, to execute student office allocation decisions including:
  - a. Responsibility to inspect and take inventory of each office and obtain the signature of the responsible officer (excluding contract operations).
  - b. Coordination with student organizations to provide for necessary painting services.
  - c. Responsibility for the supply and/or exchange of furniture as required.
4. The UMC Operations staff shall monitor the efficient control of property by maintaining a furniture exchange and repair program.
5. The UMC Maintenance staff shall provide general building support including:
  - a. Safety and fire coordination with Facilities Management and Environmental Health and Safety.
  - b. Provide routine maintenance as necessary.

### D. CU Events Planning & Catering (EP&C) Office



1. In order to meet the organizational needs of the CU community, the University Memorial Center (UMC) facilities are provided for university departments, Recognized Student Organizations (RSOs) and non-university clients for meetings, conferences, social events, and special programs which contribute to the social, cultural, and educational objectives of the community.
  - a. It shall be the policy of the UMC that the facilities of the UMC shall be open to all members of the community so long as the utilization is consistent with UMC and University policies, and Local, State, and Federal laws.
  - b. Any ad hoc individual or group action or response directed towards scheduled events must be carried on in such a manner that participants in the scheduled event are not in any way restricted in their planned activity.
  - c. The unobstructed operations of UMC facilities and services shall be maintained.
  - d. Any scheduled event shall have clear priority over unscheduled or spontaneous events.
2. UMC facilities for these activities and events shall be scheduled according to the following general priorities:
  - a. Out-of-the-classroom activities and programs which are of widespread interest to members of the University community.
  - b. Formal academic usage of UMC facilities is restricted to extreme emergencies only on a temporary basis and must be approved in advance by the UMC Director or designee. Charges will apply.
3. To provide maximum utilization of the building, reasonable time limits shall be set for exercising priorities in reserving UMC facilities. Within priority categories, scheduling shall be on a first-come, first-served basis.
  - a. Ongoing departmental programs such as the University of Colorado Conference Services (CUCS), New Student and Family Programs, University of Colorado Student Government, and the Conference on World Affairs will be allowed to schedule five (5) years in advance.

- b. CU Events Planning & Catering to determine ongoing annual RSO and university department-sponsored events that may schedule three (3) years in advance of the event. Ongoing annual events are defined as those events that have occurred two (2) or more consecutive years.
- c. Clients who schedule their events through CUCS may schedule two (2) years in advance. CUCS rates will apply.
- d. On the first day of each term, any event sponsor or organizer may schedule space in the UMC for the current term. A term is defined as the fall semester, spring semester, or summer semester. For the purposes of this policy, summer semester includes all summer sessions.
- e. During the first four weeks of each term, RSOs will be allowed to schedule three (3) terms in advance of that term. After the initial four (4) weeks of each term, all clients will be allowed to schedule three (3) terms in advance of that term. During the initial four (4) weeks of each term, all departmental and non-university organizations may schedule space only for the current term.
- f. Non-university clients are required to provide a non-refundable/non-transferable room rental deposit within sixty (60) days of a tentative reservation being made or the reservation will be canceled. The deposit is equal to the grand total for the room rental for all locations reserved.

University departments and RSOs will not be required to place a deposit to hold a space unless they are challenged for that date. When a reservation is in a tentative or hold status, clients can challenge other clients for the reserved space. If a non-refundable/non-transferable room rental deposit has been submitted by the primary client, the challenge process does not apply.

If a challenge is initiated, CU Events Planning & Catering will inform the original booking client of the challenge and that client is required to pay a non-refundable/non-transferable challenge fee deposit in order to confirm the space. The required deposit must be made within three (3) business days of notification of the challenge.

If multiple dates and/or spaces are requested and reservations are created for the same event, the client has sixty (60) days from the first date of the reservation to finalize the date and/or locations of the event

and release all other dates and/or locations held. This is to allow university departments, RSOs and non-university clients to utilize event space. Reservation will be canceled if not finalized by the sixty (60) day deadline.

Rehearsals and practices are considered low priority and may be canceled to accommodate a confirmed event for the Multipurpose Room (UMC 235) or the Glenn Miller Ballroom by the UMC Director or designee. If a rehearsal or practice is canceled, every attempt will be made to relocate the rehearsal or practice in another location or on another day when the Multipurpose Room (UMC 235) or the Glenn Miller Ballroom is available. Groups wishing to hold a rehearsal in the Multipurpose Room (UMC 235) or the Glenn Miller Ballroom may not use the challenge process to secure space for rehearsals.

- g. RSOs shall be defined as any organization that meets the criteria and expectations of Center for Student Involvement (CSI) for an RSO. RSOs wishing to schedule space on campus or apply for office space in the UMC must have a current account and be in good standing. The SECA Lounge has a separate policy for the scheduling of the meeting and resource spaces located within the lounge area (see VI, A, 4). RSOs wishing to schedule space in this area must abide by the policy stated for this area (see VI, A, 4).
- 4. All scheduling and reserving of UMC meeting spaces are done by CU Events Planning & Catering.
- 5. Scheduled facilities and services are to be made available only to those individuals and groups who adhere to the UMC Board and University policies as well as applicable administrative regulations. Violations against these policies or regulations will constitute grounds for the group or organization to be denied use of scheduled UMC controlled facilities and spaces for future events as determined by the UMC Director or designee. Per the Student Group Accountability Bill, 77 LCB 06, all RSOs will be held accountable for the actions and conduct of the organization and its members.
- 6. RSO shall be allowed to use UMC meeting facilities, if available and if the following conditions are observed:
  - a. Members of such organizations will be held responsible as individuals for adhering to University policies and State and Federal laws.

- b. Persons arranging for such use of UMC facilities must be an authorized signer for their RSO and must assume full responsibility for using the facility for purposes which are consistent with University policy and UMC operational procedures.
- 7. Individual students, faculty, staff, informal groups, and/or ad hoc organizations may schedule rooms for use under the following circumstances:
  - a. UMC Director or designee judges the use to be appropriate.
  - b. Acceptance of the EMS reservation by the scheduling party acknowledges responsibility for the facility,
- 8. Charges assessed to groups using UMC facilities shall be appropriate.
  - a. Direct and indirect costs shall be determined by cost studies based on type of facilities, square footage, building overhead costs, and special services involved in providing and maintaining the facilities and implemented by the UMC Director or designee. Direct costs include service charges for set-ups, security charges, AV labor charges, early and late closing fees, and equipment charges.
  - b. All groups and/or individuals utilizing UMC facilities shall be financially responsible for damage to UMC properties beyond normal wear.
- 9. Open fire or flames are prohibited in the UMC. Waiver of this policy may be granted by the UMC Director or designee with the approval of the Campus Fire Marshal.
- 10. UMC audio-visual equipment and services are available to all users of UMC facilities, and their use can be arranged through CU Events Planning & Catering.

- a. UMC technicians may be required to operate all UMC equipment.
  - b. No UMC audio-visual equipment may be taken from the building without the permission of the UMC Director or designee.
  - c. Audio-visual equipment packages are available for spaces located outside of the UMC by contacting CU Events Planning & Catering. Applicable fees and labor will apply.
11. The Campus Use of University Facilities (CUUF) policies are the general guidelines for use and scheduling of UMC facilities and are attached as part of this policy manual.
12. Weather back-up reservations are highly recommended by CU Events Planning & Catering when an outdoor event space is reserved. These spaces are available on a first-come, first-served basis. CU Events Planning & Catering cannot guarantee the availability of a back-up space in the event of inclement weather without the advance contracting of the space.

Should another group request the weather back-up space, the challenge process will apply in order for either group to secure the space.

Clients that have submitted a non-refundable/non-transferable room rental deposit for the primary event space are also required to submit a non-refundable/non-transferable room rental deposit for the weather back-up space.

If a non-refundable/non-transferable room rental deposit is not required for the primary event space or weather back-up space, clients will not be charged for either location (unless the location has an exchange of monies, which would require a non-refundable/non-transferable room rental deposit for the utilized space).

Final event space must be confirmed at least seventy-two (72) hours in advance of the reservation date. Failure to comply will result in CU Events Planning & Catering selecting the

appropriate space on the client's behalf.

13. UMC display cases can be reserved through CU Events Planning & Catering on a first-come, first-served basis. The UMC shall maintain these display cases for promotional materials and organizational displays.

- a. Each RSO or University department may schedule one case each semester for up to two (2) non-consecutive weeks.
- b. If the reserved display case is not utilized by the assigned group, it may be reassigned to another group.
- c. The parties who schedule display cases are responsible for the prompt removal of displays at the close of the specified display period. All items left in the display case past the reservation end date will be removed by UMC Operations staff and properly disposed or recycled.
- d. Certain display cases will be reserved for UMC events and activities. The north west display cases will be permanently assigned to Program Council, CUSG, and UMC departments that report directly to the UMC Director for their use.

#### E. UMC Games Area (The Connection)

1. The UMC Games Area is provided as a social and recreational center for members of the CU and Boulder communities.
2. Service and facilities are to be provided for bowling, billiards, table games, video games, and other recreational activities that are compatible with the purpose of the area.
3. Other tournaments and programs may be produced in order to encourage interest in the Games Area and its offerings.
4. The Games Area shall sell or make available materials and equipment which will complement and enhance the recreational orientation of the area.

5. At the discretion of the Games Area Manager, the facilities and services of the Games Area can be made available to groups who wish to reserve the space for parties. Groups will be charged a rate which is adequate to cover the direct and indirect costs and return reasonable net revenues to the Games Area.

6. The rates of the Games Area shall be determined in accordance with the following policies:

a. Operation of the Games Area shall generate sufficient revenues to cover all direct costs of providing the facilities plus generate net revenues.

b. There will be a differential pricing system allowing for reduced prices to CU Boulder students. Differential pricing for faculty, staff, and departments will be considered so long as it does not impact the ability of the center to generate net revenues.

7. The Games Area shall be available for use at all times that traffic patterns and other indicators suggest a reasonable demand and interest in those facilities and services.

8. The goal of the Games Area is to operate in a financially sound manner.

#### F. UMC Director's/Business Office

1. The UMC Director's/Business Office shall provide the necessary administrative and clerical support required to complete tasks pertaining to the financial, business, and human resource operations for all UMC operations. The UMC Director's/Business Office shall:

a. Review, approve, process, and submit documents for payroll/personnel, accounts payable, accounts receivable, procurement, cashier operations, equipment and property inventory in collaboration with UMC Operations, travel, and parking.

b. Provide administrative support for the UMC Director.

c. Gather and compile data to prepare accurate and timely financial reports.

d. Clarify, implement, and enforce UMC and University fiscal policies, procedures, and regulations.

e. Provide general building support including:

(1) The UMC shall provide keys for offices, filing cabinets, and desks.

- (a) Each Recognized Student Organization will have one office access card, kept at the reception desk, that can be checked out by any approved member of the RSO.
- (b) The name of the student checking out the access card will be verified and the check out logged in a database.

#### G. UMC Security (excluding Book Store)

1. The UMC shall establish a team of students to perform routine enforcement of UMC and University policies. The UMC Security staff will be used to offset the demand for regular police support in the UMC for minor security-related problems.

a. UMC Security staff are not police officers, but rather coordinate with the CU Police Department when necessary.

b. UMC Security staff are not expected to take personal risks in the execution of their duties.

c. UMC Security staff patrol the building's facilities to ensure compliance with UMC and University policies including, but not limited to:

(1) Shoplifting control in the UMC (primarily in Food Service areas).

(2) Theft and loss prevention.

(3) Prevention of panhandling.

(4) Prevention of unauthorized sales.

(5) Supervision of large cash transfers.

(6) Supervise compliance with provisions of UMC's alcohol license.

(7) Removal of animals from building (except for Service Animals).

(8) Prevention of bicycling, skateboarding, rollerskating, in-line skating, and other activities that endanger people or properties in the



Dalton Trumbo Fountain Court, North Arcade, Northeast Patio, South Terrace, and inside the UMC.

(9) Prevention of illegal consumption of alcohol products or drugs.

(10) Prevention of sleeping in the UMC (this does not include students who “doze off” in lounges).

(11) Enforcement of UMC policies on eating and drinking in certain areas.

(12) Provide routine assistance and information.

d. In addition to these duties, UMC Security personnel assist and advise police authorities with problems of a more serious nature.

e. UMC Security personnel serve as monitors for special events produced in the UMC. Organizers will be responsible for all or some of the security costs related to the event, including security personnel, police officers, and equipment used to ensure a safe event.

f. For events lasting past building hours, a minimum of two (2) security guards, two (2) CU Police Officers (at the discretion of the UMC Director or designee), and two (2) to three (3) people from the organization may be required to work security. The organization will be required to submit names of the student monitors prior to the event.

g. UMC Security shall monitor and enforce Information/Vending table policies.

#### H. UMC Contract Operations

1. Banking facilities (ATM)
2. Inkspot
3. Elevations Credit Union
4. Fraternity and Sorority Life
5. Dean of Students Office
6. Campus Dining Services

- a. Infinitus Pie
- b. Alferd Packer Grill
- c. Subway
- d. Panda Express
- f. Starbucks Coffee
- g. UMC Market

7. University of Colorado Bookstore

8. Collegiate Recovery Community (CUCRC)

9. Buff Pantry/Basic Needs Center

#### I. Club 156:

a. Management and scheduling of Club 156 will be the responsibility of Program Council. Program Council will book the space through the CU Events Planning & Catering Office for all events and all UMC and CUUF policies will be enforced. When appropriate, a pre-event or “Safe” meeting will take place to ensure the proper use, safety of attendees, and policies are considered when scheduling the facility.

b. When programming Club 156, Program Council will be responsible for all costs related to the operation of Club 156 and will retain all revenue generated by rental, ticket sales, concessions, novelties, and other activities. Program Council will provide all labor necessary to operate Club 156 including management, production, concessions, security, and miscellaneous.

c. Club 156 will be available for scheduled programs but the volume may not disrupt other planned or scheduled UMC programs.

d. Program Council will maintain a schedule of events to be posted inside the venue. This schedule will inform other users, including UMC Security, UMC Reception Desk, and CU Events Planning & Catering Office, of Club 156 events taking place and general event times.

e. Additional guidelines for the use of Club 156 include:

(1) Event security may be required and will be determined by the UMC Director or designee.

(2) For all non-university groups a \$150 prepayment is required for all events where a fee is charged for attending the event.

## J. CU NightRide

1. CU NightRide exists to provide safe, night-time transportation (within Boulder city limits) to current CU students, faculty, and staff with a valid CU identikey.
2. CU NightRide is a program of the UMC and is overseen by the UMC Director or designee and through a program director who is a student eligible for student employment.
3. The program is funded through general funds and a directed student fee.
4. All drivers must voluntarily submit to a background check, per campus HR policies. Hiring decisions which are affected by background checks will be reviewed by the UMC Director or designee.
5. CU NightRide may establish satellite locations to facilitate escorts.

## K. Dennis Small Cultural Center

The Dennis Small Cultural Center (DSCC) is a dedicated multicultural space which provides meeting opportunities to groups of color and underrepresented groups. All other groups may request the use of the space on a case by case basis. The DSCC is a UMC space and managed by the Center for Student Involvement (CSI). The Dennis Small Cultural Center exists to provide three (3) essential elements to underrepresented students:

1. A space which is attractive and safe in which students may gather for scheduled or informal meetings;
2. Cultural programming which suits their needs and may be initiated by the center or funded by the Center for Student Involvement ; and
3. Outreach to students is a daily charge of the DSCC staff. Students of underrepresented groups are targeted and reached through multimedia sources as well as personal contact. The center also provides cultural enrichment opportunities and exposure to the non-underrepresented community.

## L. IT Services

1. The UMC's IT Services department shall provide for the Information Technology needs of the UMC, the UMC staff, and the Center for Student Involvement. This department assists UMC departments with equipment and software acquisition, installation, and maintenance. In addition, the UMC IT Services department establishes protocols and system procedures to regulate and monitor UMC technology issues. UMC IT works with the Office of Information Technology and the Campus Treasuries Office when applicable.
2. The IT Services personnel may provide services to CUSG and others on a consultation basis. Payment or consideration for services and consultation will be approved by the UMC Director or designee.

## M. UMC Marketing

1. The UMC Marketing Department provides an essential support function to the various departments of the UMC and the Center for Student Involvement by providing marketing services. The department accomplishes this by advising, analyzing, strategizing, creating, consolidating, coordinating, and implementing a variety of programs and promotional products.
2. Goals of the UMC Marketing Department include increasing revenues for applicable departments, providing appropriate and successful public relations, creating new innovative programs that attract more traffic to the facility, surveying target markets, providing benchmarking criteria, generating promotional materials, overseeing website and social media development and maintenance, and acting in an advisory capacity.

## VI. UMC FACILITIES

### A. Lounge areas for study and quiet reflection.

#### 1. Sal Aunese Lounge/Terrace (5<sup>th</sup> Floor Lounge)

- a. The Lounge will be for study and student interaction and maintained as an open area when not scheduled for events.
- b. Amplified music is not allowed from the Sal Aunese Lounge and adjacent Terrace, unless approved by the UMC Director or designee, and other noise levels will be monitored by UMC

Security.

c. The Sal Aunese Lounge shall be open for scheduled events on Fridays after 5 P.M., and all day Saturdays and Sundays. Exceptions may be made by the UMC Director or designee.

d. Access to the balconies overlooking the South Terrace and Atrium area is not permitted.

e. Tents are not allowed on the adjacent 5<sup>th</sup> Floor Terrace unless approved by the UMC Director or designee.

f. UMC Security will be required for all events taking place in the Sal Aunese Lounge and Terrace. Requests to the security requirement may be made to the UMC Director or designee.

## 2. Glenn Miller Pre-function/Atrium Landing

a. The area will serve as a pre-function area for 2<sup>nd</sup> floor conference rooms and as a place for study and student interaction.

b. Furniture shall not be removed from the lounge unless approved by the UMC Director or designee.

## 3. Veterans Memorial Lounge

a. The Veterans Memorial Lounge will be reserved on an exception basis by the UMC Director or designee.

b. UMC Veterans Memorial materials will be maintained in this Lounge.

c. The UMC Board shall be consulted on any changes to the Veterans Memorial Lounge.

## 4. Student Engagement and Collaboration Area (SECA)

a. The Student Engagement and Collaboration Area (SECA) is a space where student organizations can come together, collaborate and prepare for events and projects. For use and scheduling policies see the UMC 2<sup>nd</sup> Floor Policies, Student Engagement and Collaboration Area Lounge and Veteran Memorial Lounge (Addendum D).

## 5. Lounge and Pre-function Spaces (122A, 380, 442, and 449)

- a. These spaces are available for study and student interaction.

B. The UMC shall provide meeting rooms to accommodate groups ranging in size from two (2) people to 1,100 people.

1. Meeting rooms can be scheduled in advance through the CU Events Planning & Catering Office (see section V, D).
2. Meeting rooms are free of charge to University organizations provided no exchange of money takes place (including no admission fees and/or donations being collected), no special set-ups are required, and no damage to University property results from the meeting.
3. Catering of food and beverages is only available from the UMC food service contract vendors in all meeting rooms. Arrangements can be made in the CU Events Planning & Catering Office, UMC 140.

## C. Glenn Miller Ballroom

1. Refer to section V, part D.

## D. Dining Rooms

1. The dining rooms are designed as a place for the semi-quiet enjoyment of meals, to study, and/or to meet and socialize with friends.
2. During the Fall and Spring terms, the North Dining Room and stage may only be scheduled for use after 5 P.M. on Fridays, and all day Saturdays and Sundays. Exceptions to this policy may be made for UMC and CUSG specific programs. Examples of programs allowed include UMC, CSI, and CUSG programs; CUSG election-related events; UMC, CSI, or CUSG programs that celebrate culture and diversity; and UMC, CSI; or CUSG forums or speakers who provide important information of interest to the university community. Exceptions may be made by the UMC Director or designee.
3. During the Summer, the North Dining room may be scheduled by CU Conference Services as a backup location for outdoor events. All UMC costs associated with the event including rental, labor, and equipment fees will be charged for use of the space.

4. The East and West Dining Rooms shall only be scheduled in extreme situations and as a last resort and require the approval of the UMC Director or designee.

5. A rental charge may be assessed for the use of these rooms even if admission is not charged. The rental charge does not cover the cost of set-up and security. (Refer to section V, parts D and G.).

6. For University departments and student organizations, a non-refundable deposit may be required to confirm the space when the space is requested by another group. The deposit must be received within three (3) business days after the initial contact by the CU Events Planning and Catering Office, or the reservation will be canceled and the space rescheduled to the requesting group. Once the deposit is made, it will not be refunded, but will be applied toward any UMC charges. If the date is released, upon notification, the challenging group has three (3) working days to deliver a non-refundable/non-transferable deposit to the CU Events Planning & Catering Office. Non-University groups will be required to place a non-refundable/non-transferable deposit to hold the spaces at the time of the booking. The amount of the deposit shall be determined by the UMC Scheduling Rate Plan and shall be consistent with other reservations in similar sized venues.

7. The dining rooms may not be held or used as backup spaces for outdoor events held in the Dalton Trumbo Fountain Court or other outdoor venues. Other backup spaces should be considered and scheduled at the time of booking for outdoor venues.

#### E. UMC Tabling

The UMC shall maintain an area appropriate for the dissemination of information. These areas shall include the Northeast Patio, Dalton Trumbo Fountain Area, UMC Plaza and the Visual Arts Complex Breezeway.

1. Several tables are available for the purpose of distributing information, recruiting, fundraising, and sales and promotions. The following guidelines apply to all types of table uses:

- a. Tables must be reserved in advance by contacting CU Events Planning & Catering. Reservations may be made in-person, by phone, or through email.
- b. Tables will be reserved on a first-come, first-served basis. Scheduling of tables may begin 30 days prior to the beginning of each semester for that semester; specific date to be determined by CU Events Planning & Catering. RSOs, university departments and non-university clients may schedule 15 days per semester, with the possibility of one additional 15-day extension.

- c. Specific table locations will be assigned at the discretion of CU Events Planning & Catering.
- d. The use of the reserved area must be consistent with UMC and University policies.
- e. Audio equipment at indoor loggia tables can be operated only from the scheduled table and the volume must be regulated to avoid interference with other activities and nearby tables. Loggia tables in the Dalton Trumbo Fountain are only allowed to produce amplified sound between the hours of 12:00 PM and 1:00 PM. Amplified sound at any other time is prohibited.
- f. Banners, not exceeding the length of the table (5' approximately), may be hung on the scheduled table. Groups are not permitted to tack or tape signage or materials to the wall spaces, ground, and/or floor. Pop up banners are allowed if the banner is placed within the 10'x10' footprint of the designated tabling area. Any signage, displays, or tents must be securely weighted (no staking) within the 10'x10' perimeter of the designated tabling area.
- g. All groups are required to clean off their tables and remove their materials at the end of every day. All leftover materials will be discarded by UMC Operations staff. Storage is not available for equipment or other materials. The UMC will not be responsible for lost or stolen items.
- h. No food or consumable items may be sold or distributed anywhere inside or outside the UMC unless catered through a UMC contract food service operator, allowed by existing contract, or approved by the UMC Director or designee. If a group is interested in selling or distributing food or consumables other than from a UMC contract food service operator, they are allowed to do so at a loggia table in the Visual Arts Complex Breezeway.
- i. Groups may not change tables or move tables from one location to another unless specifically approved in advance through CU Events Planning & Catering. Groups are required to be present at their table, no later than 11:30 AM or their table reservation may be given away to another group if so requested. Groups are required to be present at their table at all times and may not leave items unattended.
- j. All printed materials must comply with UMC printing and posting policies.
- k. The use of chalk is permitted on the horizontal surfaces at the outdoor, uncovered vendor/information tables. Spray chalk is not allowed at the vendor/information tables per the CUUF policy. Cost to remove spray chalk will be the responsibility of the sponsoring organization.
- l. Violators of any tabling policies may be given one warning. If the



problem is not resolved, the client will be subject to denied use of tabling areas by the UMC Director or designee.

- m. RSOs may sponsor a non-University vendor to fundraise for their organization. This process involves a contract that will need to be completed by both the non-university client and student signer representing the RSO. Table rent will be charged. Contracts are available through CU Events Planning & Catering.

2. The following policies apply to tables used for information distribution purposes:

- a. RSOs and university departments may schedule information tables without a contract, and table rent will not be charged.
- b. Petitioning must be done only from a scheduled table.

3. The following guidelines apply to tables used for RSOs:

- a. RSOs are responsible for reserving a cash box from CSI prior to the reservation date and returning the cash box with monies collected. All monies collected will be deposited into the respective RSO's account.
- b. An RSO can reserve a table for fundraising purposes for their RSO. There does not need to be a contract nor will table rent be charged. Consignment sales are not allowed.
- c. All student sales and fundraising may be subject to campus policies and regulations not listed in these policies.

4. Sales by any non-university vendor require sponsorship by an RSO. A contract is required and table rent will be charged. The following policies apply to tables used for sales and promotions:

- a. Approvals  
The contract must be signed, initialed, and approved by the Center for Student Involvement (CSI), UMC Billing Department, and CU Events Planning & Catering prior to commencement of any advertising or sales, and all merchandise and/or services to be sold must be approved in advance by CU Events Planning & Catering and CU Book Store. All student sales and fundraising may be subject to campus policies and regulations not listed in these policies.
- b. Vendor Fees  
The vendor is required to pay a non-refundable \$100.00 per day fee for table rental.

- c. Insurance  
The vendor shall obtain and maintain, at its own expense and for the duration of the contract, the minimum insurance coverages set forth in the University of Colorado Administrative Policy Statement 7001, Insurance and Indemnification Requirements for Use of Facilities by Non-University Groups. The vendor is not relieved of any liability or other obligations assumed or pursuant to the contract by reason of its failure to obtain or maintain insurance in sufficient amounts, duration or types.
- d. Vendor Responsibility Refunds  
The vendor must assume full responsibility for any faulty merchandise sold.
- e. Selling Products/Services  
Vendors may accept cash, checks or credit cards as payment for their goods/services. Center for Student Involvement (CSI) will be available to make change for vendors and customers. Vendors cannot utilize University of Colorado's Wi-Fi to collect or transmit credit card information of any kind.
- f. Use of the University of Colorado Names and Logos  
Vendors may use the name "University of Colorado," "CU Boulder" or "CU Buffs" solely for the purpose of advertising, on a website and in social media, this single event, namely, the Loggia Table set up with the student group. The advertisements must be approved by the University of Colorado prior to publication. Use of any of the University of Colorado logos or language that states or implies endorsement is prohibited. Contact JT Galloway / [jt.galloway@colorado.edu](mailto:jt.galloway@colorado.edu).
- g. Sales Tax  
Colorado's current sales tax rate must be collected on all items sold. This may be accomplished as part of or in addition to the selling price of each item. It is the responsibility of the vendor to submit sales tax directly to the State of Colorado.
- h. Cancellations  
Vendors must cancel no later than 11:30 a.m. three (3) business days prior to the first date of the reservation, or they will be charged for the space. Multi-day reservations can only be rescheduled and cannot be canceled. Refunds will not be given for multi-day reservation cancellations after the three (3) day cancellation timeline. If a vendor is scheduled to be at a table and they have not yet occupied their table by 11:30 a.m., their table space may be forfeited to another vendor or group.

i. Set up Restrictions

1. Tables must be attended at all times. A vendor or a representative of the sponsoring organization must be present at all times the table is scheduled.
2. All sales and dialogue must be done from behind the table. Vendors may not leave tables to solicit to customers.
3. The scheduled space must be used for the purpose for which it was scheduled.
4. Merchandise and displays should not exceed approx. 1 foot in height above the tabletop and need to remain on or under the table.
5. The vendor must use only that space which is scheduled to the RSO/vendor. The vendor's inventory should fit within their 6 foot table top area as scheduled if inside. If outside table, then space is 10'x10'. This includes clothes racks, lights, crates or any other materials brought into or outside of the UMC. No other tables or chairs are permitted to be added to your one reserved table. 10'x10' pop-up tents are allowed outside and must be securely weighted (no staking).
6. The vendor's merchandise should not extend beyond the front of the table, nor be hung on the wall spaces behind the table.

j. UMC Scheduling Policies Vendors and RSO must comply with the UMC Room Reservation Policy.

1. The scheduling of tables will be done on a first-come, first-serve basis and not for more than 15 days per semester. Tables may be scheduled 30 days before the first day of class each semester. Specific table locations will be assigned at the discretion of the Event Planner and cannot be requested.
2. The number of days a single merchant/vendor may sell will be limited to 15 days per semester with one possible 15 day extension (a total of 30 days).
3. The sponsoring RSO must be in "good standing" with the CSI office in order to sponsor the requesting vendor. If the RSO is found to be in warning status within the duration of the contract, all following

bookings for the vendor will be canceled, and the vendor will be assigned to another RSO that is in "good standing" with CSI. The University of Colorado will not be responsible for any fees lost.

4. All merchandise/services must be received at the time money is exchanged for the product/service. No mail order or future delivery sales will be allowed with the exception of newspaper subscriptions.
5. All merchandise sold by the vendor must be owned by the organization. Consignment sales are not allowed.
6. A member of the sponsoring RSO, or University department, other than the vendor, will accept the responsibility for making sure their vendor follows all set up restrictions.
7. Because there is the potential for abuse of the area with extremely loud sound amplification, (microphones, TVs, portable sound systems, etc.) such amplification will be allowed at a reasonable volume so as not to disrupt surrounding groups. This is only allowed inside or outside from 12-1pm.
8. No food or consumable items may be sold or given away for free anywhere inside or outside of the UMC unless catered through the Campus Dining Services or allowed by existing contract. Food related promotions are not allowed except by permission of the Campus Dining Services Associate Director or Designee.
9. Vendors may not change tables or move tables from one location to another unless specifically approved in advance by CU Events Planning & Catering.
10. All material must be removed from tables and bulletin boards at the end of each day. Failure to do so will result in discarding of such material by the UMC. The UMC will not be responsible for lost or stolen goods.
11. Vendors cannot park at the UMC Loading Dock (the dock directly to the east of the UMC) or any adjacent service vehicle areas. Vendor is responsible for contacting Parking and Transportation Services with any parking related questions.
12. No merchandise can be sold at tables if it is already being sold in the CU Book Store or if it competes with any of the UMC contract retail operations. The CU

Book Store form will need to be completed by the vendor if their items may be in direct competition with the CU Book Store. The CU Book Store has the right to deny permission.

13. All promotional materials must comply with UMC printing and posting policies. All materials must be printed on white, lightly colored or pastel papers, all of which are easily recyclable. Materials printed on brightly colored, neon or deeply-dyed "astrobright" papers are prohibited.
14. Chalking is not allowed by non-university entities. Client will be billed the cost of removal if violation of the CUUF policy occurs.

k. Additional Provisions

1. Vendor agrees that it will not discriminate or permit discrimination in its operation or employment practices relative to the contract against any person or group of persons on the grounds of race, color, sexual orientation, religion, national origin or sex in any manner prohibited by the laws of the United States, the State of Colorado, or the Board of Regents.
2. The vendor assures the University that at all times during the performance of this agreement that no qualified individual with a disability shall, by reason of such disability, be excluded from participation in, or be denied benefits of the service, programs, or activities performed by the vendor, or be subjected to any discrimination by the vendor upon which assurance the University relies.
3. It is specifically understood and agreed that nothing contained in this agreement shall be construed as an express or implied waiver by the University of defenses and protections afforded through any State of Colorado statutes.
4. Vendor shall indemnify and hold harmless the Regents of the University of Colorado, a body corporate, its officers, administrators, agents, employees, and students from and against any and all claims, demands, and actions of any nature or character arising out of or by reason of vendor's operations or activities.
5. Any changes to the contract shall be made only through prior written signatory consent of those

signing the contract. Such changes shall become sequentially numbered addenda or amendments to the contract.

6. The terms and provisions of this Agreement represent the entire understanding of the parties with respect to the subject matter of this Agreement. This Agreement may not be amended or modified except by a written instrument executed by each party. No representations or warranties are made by the University except as herein set forth.
7. The laws of the State of Colorado shall govern in connection with the formation, performance, and the legal enforcement of the contract.
8. University facilities may not be used for fundraising except through programs scheduled and sponsored by students, faculty or staff for "educational, charitable or on-campus organizational purposes or for cultural programs presented for members of the University community." RSO using University facilities for such fund raising programs may contract for these program services and collect monies, and must account for these funds through CSI. Individual students, not representing a RSO's purpose/mission and reserving a table for fundraising purposes, will be regarded as a non-university client/vendor

#### I. Force Majeure

Neither party shall be considered to be in default as a result of its delay or failure to perform its obligations herein when such delay or failure arises out of causes beyond the reasonable control of the party. Such causes may include, but are not restricted to campus closures, acts of God or the public enemy, acts of the State or the United States in either its sovereign or contractual capacity, fires, floods, epidemics, strikes and unusually severe weather; but, in every case, delay or failure to perform must be beyond the reasonable control if and without the fault or negligence of the party.

#### F. UMC South Terrace and Tent

1. The South Terrace and Tent are available for scheduling through CU Events Planning & Catering. Reservations may be made in-person, by phone, or through email.
2. UMC scheduling policies will be followed when the space is scheduled for special events, including priority of use, rate structures, and alcohol service

policies.

3. Users of this area must keep noise at an appropriate level as determined by the UMC Director or designee.

4. Amplified sound is not permitted Monday through Thursday except by approval of the UMC Director or designee. During the summer, sound shall not interfere with the Colorado Shakespeare Festival.

5. The tent is not intended as a permanent structure and will be installed on the South Terrace in late spring and dismantled and stored mid-fall of each year.

#### G. Dalton Trumbo Fountain Area

1. The Fountain Area is available for scheduling through CU Events Planning & Catering. Reservations may be made in-person, by phone, or through email. An Event Management Form will be required prior to reserving this space. A minimum of at least 10 full business days (not including event date) prior to the event date will be required when requesting to reserve this space.

2. The Fountain Area allows amplified sound between the hours of 12 P.M. to 1 P.M. weekdays, between 5 P.M. and 11 P.M. on Friday, and between 8 A.M. and 11 P.M. on Saturday and Sunday. No amplified sound is allowed outside of these time limits.

3. Groups scheduled to use the Fountain Area during the noon hour who wish to use amplified sound may bring their own sound. If A/V equipment rental is needed, this can be reserved through CU Events Planning & Catering.

4. Any activity which obstructs academic classes in the neighboring buildings constitutes a violation of University policy. Participants in the disruption may be subject to a penalty.

#### H. Atrium Area

1. The Atrium area may be scheduled in the spring and fall semesters on Fridays after 5 P.M., and all day Saturday and Sunday.

2. During the summer semester, reservations will be considered on a case by case basis.

3. Ingress and egress must be maintained throughout the event.
4. UMC Security may be required for some events. Security needs will be determined by the UMC Director or designee.

#### I. Non-Traditional Scheduled Spaces

The following areas may not be scheduled on a regular basis, but requests to schedule these spaces may be made to the CU Events Planning & Catering Office (UMC 140, 303-492-8833). The use of these areas will be considered on a case by case basis.

1. UMC North Arcade
2. North Corridor
3. Northeast Patio
4. Sal Aunese Lounge
5. Student Engagement and Collaboration Area (SECA)
6. Veterans Memorial Lounge
7. Dennis Small Cultural Center
  - a. Refer to section V, K for DSCC scheduling policies.
8. UMC South Plaza/Broadway Underpass

#### VII. OFFICE SPACE

A. The UMC Board may provide office space for student organizations.<sup>2</sup>

1. Student organizations may be assigned office space upon application to the UMC Board. In screening requests, the Board will consider the following general criteria. (See Addendum B)

B. The UMC Board may make office space available to non-student and non-university groups.

1. A rental rate may be charged at the discretion of the UMC Board upon the advice of the UMC Director.



C. The UMC Director and designees shall determine, in cooperation with the Board, office and other space requirements for groups and departments based on their specific needs.

D. The UMC Director and staff will develop general policies of use which pertain to offices in the UMC. These policies are primarily designed to protect the health and safety of office holders and their guests, but also regulate the appearance and general use of the space.

1. Offices are to be kept in an uncluttered and organized manner. The occupants may be warned of unsafe or unsightly conditions and requested to remedy the situation. If the situation remains unresolved, the UMC may take steps to remove and dispose of materials that are hazardous or unsightly.

2. There will be no storage of flammable materials (paints, solvents, etc.) in UMC offices.

3. No material may be stored above ceilings, under floors, in air ducts, or in any other space not specifically authorized for storage or use. Materials found to violate this policy will be removed and discarded and the office holder will be referred to the UMC Board for possible action (such action could include probation or eviction).

4. Any physical alteration of the space (including painting) is prohibited without the specific authorization of the UMC Director or designee.

5. The use of personal heating devices (space heaters) and portable air conditioners is prohibited in UMC offices without the specific authorization of the UMC Director or designee.

6. Office holders are expected to use the copy services provided and to refrain from installing individual copiers in UMC offices without specific authorization from the UMC Director or designee.

7. Use of hot plates and other cooking devices is prohibited in UMC offices (excluding microwaves).

8. Violations of these restrictions and policies will be referred to the UMC Board for possible actions, including possible revocation of office space.

9. Office holders will participate in the UMC Waste Warrior program and use the centralized collection stations for all recycled, compostable, and waste items.

## VIII. SPECIAL BUILDING AND SERVICE POLICIES

A. The UMC building and service area hours shall be set to provide maximum service to the University community.

1. Determination of building and service area hours shall be based on the following criteria:

- a. The University calendar.
- b. Special events in the UMC or on campus.
- c. The needs and desires of the members of the University community.
- d. Budget constraints.

2. Individuals and groups are not permitted within the UMC after closing hours except with the expressed permission of the UMC Director's Office.

- a. Groups or individuals may be given late privileges on a semester to-semester basis at the discretion of the UMC Director or designee.

3. Special events that require an early opening or late closing of the building must be arranged through the CU Events Planning & Catering Office. Sponsors of such events will be charged an hourly rate sufficient to cover all direct costs associated with such early opening or late closing. (See section V for requirements.)

## IX. BUDGETS

A. The UMC Director shall prepare an annual budget covering all financial operations of the UMC for the forthcoming year. This budget shall serve as:

1. A guideline for allocating resources in order to best meet UMC policies and goals.
2. A basis for measuring the effectiveness in meeting these policies and goals through financial management of UMC resources.
3. A basis for determining and justifying annual requests for the allocation of student fees to the UMC.

B. All UMC budgets shall be reviewed by the UMC Board before final approval to examine the consistency of budget presentation with the implementation of the UMC Board policy.

C. The UMC Board shall participate in the presentation and justification of the approved UMC budget to the Joint Finance Board and Legislative Council for the purpose of obtaining financial support for the UMC.

D. Any significant changes made in financial operations or budgets by the UMC Director shall be reviewed by the Chair of the UMC Board for consistency with current policies.

E. The UMC Director or designee shall provide annual budget training to the UMC Board.

## X. GENERAL USE POLICIES

A. The UMC shall establish policies in order to facilitate the efficient operation of the UMC. Specific policies include:

### 1. Physical activities that could endanger UMC patrons are forbidden.

a. Bicycles are allowed in the building as long as they are being walked or stored in offices for safekeeping.

b. Bicycles should not be parked, chained, tied, or otherwise attached to any UMC structures, except designated bike racks.

c. Bicycles must in no way impede, block, or otherwise interfere with normal building traffic.

d. Hacky Sack playing is forbidden inside the UMC.

e. Bicycling, skateboarding, inline skating, roller skating, scooters, and other activities that endanger people or properties are also prohibited in the Dalton Trumbo Fountain Area, North Arcade, Northeast Patio, South Terrace, and inside the UMC. This includes the climbing of the stone facades of the UMC building.

### 2. Pets.

a. Boulder County ordinances specifically state that no live animals or fowl shall be allowed in any room where food or drink is prepared, served, or stored. The UMC policy shall be consistent with all health-related constraints concerning animals.

b. No pets shall be permitted in the UMC, except Service Animals, as defined by campus policy:

<https://www.colorado.edu/oiec/ada-accessibility/access-accessibility/service-assistance-animals>

c. Pets found in the UMC shall be removed from the building and their owners advised of current UMC policies.

3. Peddlers/Panhandlers.

a. University facilities may not be used for solicitors, sales persons, peddlers, or canvassers seeking student contact<sup>3</sup> unless approved by the UMC Director or designee.

b. Panhandling shall not be permitted in the UMC.

c. The CU Police Department may be called when UMC staff meet resistance, when a repeat offender is involved, and/or when there is a threat of danger.

4. Shoplifting.

a. Violators of criminal law pertinent to petty theft or shoplifting in the UMC may be given the opportunity to pay for the merchandise. In most cases, shoplifters will be referred to CUPD.<sup>4</sup>

b. The CU Police Department will be called for unruly or repeat offenders.

c. Grand theft will be handled by University Police (CUPD).

5. Distribution of Literature.

a. The free distribution of literature (solicitation or acceptance of contributions for literature is not “free” distribution)<sup>5</sup> by individuals is permitted provided that:

(1) Distribution does not interfere with the normal activities of a particular place.

(2) Ingress and egress to and from the building is unencumbered.

(3) Distribution is prohibited in:

(a) Alferd Packer Grill service area.

(b) Games Area.

(c) All lounges.

(d) Ballroom Foyer and Aspen Rooms hallway.

(e) Conference/meeting rooms without the invitation of sponsoring groups.

(f) Individual offices without the invitation of the occupant.

(g) Atrium and hallways.

b. Sale of literature is permitted only if:

(1) Use of a vending machine has been arranged.

(2) A vendor/information table has been scheduled through the CU Events Planning & Catering Office consistent with UMC scheduling policies.

## 6. Advertising.

a. Distribution of written matter which is predominantly advertising or commercial in nature (handbills, etc.) is not permitted on the campus inside or outside buildings or as allowed by the CUUF polices.<sup>6</sup>

## 7. Tabletop Tents.

- a. Use of tabletop tents in the Grill seating areas may be approved and scheduled for display through the CU Events Planning & Catering Office.
- b. The tents cannot be made of “astrobrite” materials and must not exceed 8 1/2” x 11” whole size.
- c. Tabletop tents may be scheduled for display for a period not to exceed seven (7) business days.
- d. Sponsoring organization name and a contact phone number and/or e-mail address must be printed on the tabletop tents.
- e. Student groups may schedule one (1) semester in advance.
- f. Departments housed in the UMC may schedule tabletop tent space within the current semester only.
- g. Departments outside of the UMC and non-university organizations are not allowed to schedule table top tent spaces.
- h. Exceptions to this policy can be brought to the UMC Director or designee for consideration.
- i. Priority for use of tabletop tents is the following:
  - Recognized Student Organizations
  - CUSG Cost Centers
  - UMC Contract Vendors

## 8. Posting Policies.

Posting of materials in the UMC is prohibited on walls, doors, restrooms, windows, furniture, or anywhere other than authorized bulletin boards and approved display devices (easels, standards, etc.), with the exception of temporary directional signage for conferences. Improperly posted materials will be removed promptly by UMC staff. All individuals wishing to post on the UMC bulletin boards must have their posters approved through the UMC Reception Desk. The postings will be approved for posting for 10 calendar days. Material approved for posting on UMC bulletin boards must conform to certain policies:

a. Posters

- (1) The maximum size is 18" x 24".
- (2) The poster must contain the name of the sponsoring group or individual.
- (3) Furthermore, any individual or group not affiliated with the University cannot post commercial advertisements. In order to post ads, non-university groups must prove they are non-profit or that no commercial gain will result from their advertisements.
- (4) The effective date or date of the event must be on the poster at the time of stamping.
- (5) A valid contact method, including e-mail address, phone number, and/or QR code, must also be put on the poster if there is no University sponsor.
- (6) The maximum number of posters which can be stamped for a non-UMC event is five. For organizations and events within the UMC, the maximum number of posters which can be stamped is seven.
- (7) After the 10-day posting limit has expired, UMC staff will remove the posting.
- (8) Material to be posted must not be unlawful in nature or in violation of hate crime statutes.
- (9) Student organizations and non-UMC events and organizations may only post materials on the billboards on the first floor of the UMC. Organizations within the UMC may post approved materials on billboards on the third and fourth floors.

b. Prohibited Materials

- (1) Posters which exceed the maximum allowable size are prohibited without the expressed approval of the UMC Director or designee.
- (2) The UMC will not approve any posters, handbills, table top tents, or notices which are printed on paper stock commonly called "astrobrites" as this stock is harmful to the environment.

- (3) Postings which consist of any material or substance other than paper or simple cloth are prohibited without the expressed approval of the UMC Director or designee.

## 9. Banners.

a. The UMC Assistant Director for Events Planning is responsible for approving the hanging of banners in and around the UMC. The following guidelines will be used when authorizing the hanging of banners:

- (1) Banner size may not exceed 36" x 96". Requests for exceptions may be made to the UMC Director or designee.
- (2) The following locations are approved for hanging of banners:
  - (a) Along the north wall of the UMC South Terrace beginning just east of the main entrance of the UMC and extending east to the western edge of the Aspen Room windows. Groups hosting events in the UMC will have the right of first refusal on the hanging of banners related to their specific event(s) in this location.
  - (b) Outside UMC room 247, off the balcony railing. No more than six banners may be scheduled at any one time, with a maximum of one banner per sponsoring group.
  - (c) Hanging of banners in the Atrium will be allowed under the following conditions:
    - (i) The banner must be a professionally designed banner or of similar quality. UMC Director or designee reserves the right to review all banners.
    - (ii) The size may not exceed 36" x 96".
    - (iii) The banner must be for a current program, service or event in the UMC.
    - (iv) Banner may only be scheduled for display for one calendar week.
    - (v) Only one banner may be scheduled at a time for



display. Exception requests may be made to the UMC Director or designee.

(vi) The banner must be approved and scheduled through the CU Events Planning & Catering Office (UMC 140, 303-492-8833).

(vii) Banners must be made of a fire proof material.

(d) All other areas require the approval of the UMC Director or designee.

(3) Banners will be allowed to stay up for display for a period not to exceed one (1) week.

(4) Groups may request the use of banner spaces up to two (2) times per semester. Exceptions may be granted by the UMC Director or designee.

(5) During the Fall and Spring semesters, UMC Events Planning & Catering will reserve the area located outside of UMC 247 for CUSG election-related banners. The reservation period will begin two (2) weeks prior to the first day elections are to begin, and end the day after the elections are scheduled to be completed.

(6) In general, banners are not allowed to be hung inside the UMC. Requests for waiver of this policy may be made to the UMC Director or designee, and will be considered on a case by case basis.

(7) The UMC Operations staff will be responsible for the hanging and removal of all approved banners in and around the UMC. The UMC Operations staff will promptly remove all unauthorized banners.

(8) Banners must be picked up 72 hours after the last scheduled date or they will be disposed of.

## 10. Fundraising.

a. University facilities may not be used for fundraising except through programs scheduled and sponsored by students, faculty, or staff for educational, charitable, on-campus organizational purposes, or for cultural programs presented for members of the University community. Recognized Student Organizations or individual students using University facilities for such fundraising programs may contract for these program services and collect monies, and must account for these funds through the Center for Student Involvement. Arrangements for proper control of monies raised (i.e., tickets, receipts, etc.) must be made with this office well in advance of the event.<sup>7</sup>

b. For profit fundraising is not allowed.

c. Exceptions to the above regulations include:

(1) Dues, membership fees, or collections from group members in the normal operation of an Recognized Student Organization.

(2) Monies collected for informational materials directly related to the purpose of the group, which are sold essentially at cost.

(3) All UMC rooms may be used for off-campus fundraising activities, so long as the event is scheduled by and sponsored by a University user and the recipient of such monies is a recognized non-profit charitable organization.

A rental fee will be assessed. Proof of non-profit charitable status is required, such as a 501(c) (3) certificate. Student fundraising activities must have the approval of the Center for Student Involvement.

(4) Exceptions are at the discretion of the UMC Director or designee.

11. Safety/Security Procedures. The UMC Director's staff shall develop and maintain procedures to enhance the safety posture of the UMC. These procedures will include a safety/security plan for use in the event of a bomb threat, procedures for smoke detection alarm response, procedures for emergency or critical incidents, and other alarm responses.
12. All groups wanting catered food in the UMC for scheduled events and all meetings, both formal and informal, must use the UMC contract food service operator or a UMC contract food vendor.
13. Temporary signage will not be allowed in the UMC except for contract vendors unless an exception has been made by the UMC Director or designee.
14. Atrium Signage.
  - a. Permanent signage is not allowed in the Atrium (current Credit Union and CU Bookstore marquee is exempted from this policy).
  - b. No signs, posters, or flyers may be attached to the walls of the Atrium. (refer to the UMC policy manual IX, A, 9 for policies regarding banners). Wayfinding signage must be approved by CU Event Planning & Catering.
  - c. The use of easels is discouraged and will only be allowed with the permission of the UMC Director or designee.
  - d. Student organizations may schedule the use of one (1) small sign standard (13" x 16") for their use with the following conditions:
    - (1) Use of sign standard must be scheduled through the UMC Events Planning & Catering Office.
    - (2) Sign standards may be scheduled for one (1) calendar week.
    - (3) Sign must be professionally designed or computer generated (no handwritten signs).
    - (4) Sign standard must be placed so that it does not impede traffic flow or interfere with ingress or egress of the Atrium doorways and stairways.

(5) Student organizations may schedule the use of a single sign standard for two (2) non-concurrent weeks per semester.

(6) No more than three (3) small sign standards for use in the UMC will be allowed to be scheduled at any one time. Individual groups, organizations, or departments may only schedule one (1) sign standard at any one time.

(7) Material to be posted must not be unlawful in nature or in violation of hate crime statutes.

e. One permanently assigned sign standard, not to exceed 30" x 36", will be allowed for the use of the following UMC Departments or vendors:

(1) Center for Student Involvement.

(2) UMC Administration.

(3) UMC Connection.

(4) Two (2) for UMC Marketing (contact UMC Marketing for availability).

f. Directional signage will be allowed to be displayed in the Atrium for large events (i.e. Conference on World Affairs, etc.) or conferences. Blue painter's tape must be used to mount to wall. UMC Stairwells may not be used for signage postings.

g. Additional signage or posters will be allowed on a case by case basis to promote UMC programs or services with the approval of the UMC Director or designee.

h. Written requests for waiver of these policies may be submitted to the UMC Director or designee for their consideration.

B. The dispensation or consumption of alcoholic beverages in the UMC must comply with the following policies.

1. Sale of alcohol in the UMC will be performed only by UMC and contract food service operator employees and such sales will comply specifically with State laws concerning the selling of malt beverages.

a. Individuals may be required to produce a valid identification to prove that they are legally eligible to drink. Service shall be refused to persons unable or unwilling to produce such proof of age.

b. UMC and contract food service operator employees shall not sell or otherwise serve alcohol to anyone who is obviously intoxicated.

c. UMC and contract food service operator employees shall not sell or otherwise serve alcohol to anyone who is legally eligible to drink for the purpose of reselling or giving said alcohol to person(s) not legally eligible to drink.

d. UMC and contract food service operator employees who serve alcohol and check IDs must be ServSafe or TIPS trained and certified.

e. UMC and contract food service operator employees who serve alcohol must be 18 years of age or older and a manager/supervisor must be onsite who is of 21 years of age or older.

2. Possession or consumption of alcohol not purchased in the UMC is prohibited except as approved for specific special events that are scheduled and approved by the UMC Director or designee.

a. Certain areas of the UMC may have the Hotel and Restaurant license lifted, as permitted by State liquor laws, and other alcoholic beverages are permitted in those designated areas with prior approval from the UMC Director or designee.

b. Student violators of these alcohol policies may be referred to the CU Police Department and the Office of Student Conduct for action.

3. Serving or selling of alcohol at special events in the UMC shall be performed by UMC and contract food service operator employees. Employees are responsible for ensuring compliance with these general policies.

a. If all guests or patrons are required to be of legal drinking age, identification will be checked at the entrance(s) to the event to ensure compliance.

b. If guests are expected to attend a special event where alcohol is to be sold or served, ID will be checked at a central point and hands stamped with ink or another non-transferable identification process or wrist banding may be used to identify guests who may purchase or consume alcohol.

c. Point of sale or service control is necessary. The individual employee who sells or serves alcohol in the UMC is responsible for ensuring that alcohol is not served to anyone under 21 years of age or anyone who is obviously intoxicated.

d. Event sponsors and/or UMC personnel (depending upon the judgment of the UMC) will be responsible for monitoring guests to ensure that non-UMC purchased alcohol is not carried into a special event. A physical check may be necessary to prevent violations of the conditions of the UMC's alcohol license. Cooperative violators will be issued a UMC warning. Persons who refuse to comply will be referred to CU Police.

e. CU Events Planning & Catering Office, who may also consult with the CU Police Department, shall determine the appropriate number of UMC Security Guards or CU Police required to ensure event safety and compliance with all laws and regulations

f. Security is required at all events with alcohol and the guards working the event must be trained and certified through the ServSafe or TIPS program.

g. The sponsoring group will be responsible for paying all costs of security and all costs associated with the serving of alcohol.

h. UMC and contract food service operator personnel shall display appropriate signage at all events and locations where alcohol is either served or sold. The signs may include, but are not limited to, age requirements for consumption of alcohol, "no alcohol beyond this point", alternative transportation, warning against overindulgence of alcohol, etc.

i. For events in which alcohol is to be served or sold, the UMC shall define the event perimeters in which the alcohol may be served, sold, and/or consumed. The UMC shall ensure that the perimeters are clearly defined and that alcohol is not allowed beyond the established perimeter of the event.

4. UMC shall be responsible for ensuring that additional policies listed below are observed:

a. "Last call" will occur no later than 11:30 P.M.

b. All alcohol will be picked up by 11:55 P.M.

c. No more than one (1) alcoholic drink at a time will be sold or served per person.

d. False or altered IDs will be held and UMC Security and CU Police Department will be notified.

e. Service will be refused to obviously intoxicated or belligerent guests or patrons.

f. Employees shall confront guests or patrons who possess non-UMC purchased alcohol or who otherwise violate any laws or policies regulating the sale, consumption, or possession of alcoholic beverages. Employees shall summon UMC Security or CU Police Department to aid in such attempts.

5. Events hosted in the UMC shall not promote the abuse of alcohol.

a. Uncontrolled sampling events are prohibited in the UMC. These include "all you can drink" promotions.

b. Drinking contests or other forms of irresponsible alcohol use will not be promoted or permitted in the UMC.

6. The UMC shall ensure that when alcohol is served and/or made available at a scheduled event in the UMC, food and alternative, non-alcoholic beverages shall be available.

7. The UMC will strictly enforce all State rules, regulations, and policies. The UMC will be diligent in the enforcement of the University policies, especially those which are relative to student sponsored or primarily student attended events.

## XI. CHANGES TO POLICY MANUAL

A. Amendments shall be attached to the end of this document. The UMC Policy Manual will be reviewed at least every two (2) years.

B. It shall be the responsibility of the UMC Director or designee to keep a list of current policy changes.

---

<sup>1</sup> A current copy of the UMC Board's Bylaws shall be maintained as a permanent addendum to the Policy Manual.

<sup>2</sup> A copy of the Application for UMC Office Space shall be included as a permanent addendum to the Policy Manual.

<sup>3</sup> CUUF Policy.

<sup>4</sup> Shoplifting falls into the general classification of a Class IV misdemeanor.

<sup>5</sup> CUUF Policy.

<sup>6</sup> CUUF Policy.

<sup>7</sup> CUUF Policy.