

University Center Handbook

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Introduction

The University Center (UC) aims to foster a collaborative and respectful environment where members of the UMW community can engage in their extracurricular and academic pursuits. From a wide range of meeting rooms to a large ballroom complete with sound and stage offerings, the University Center can support numerous events and meetings.

In order to maintain this environment, the UC asks members to follow the below policies that fall in line with University, State, and facility-based procedures.

University Center Building Team

The University Center is managed by the Office of Student Involvement and Office of Student Activities and Engagement (SAE) – the UC Building Team oversees space reservations, the Information Desk, UC equipment, and day-to-day maintenance of the building.

University Center Policies

1. Accountability

Any organization that shows disregard for university facilities and equipment or fails to abide by university center guidelines may be denied further use of university space, charged additional fees, and/or be referred to the Office of Student Activities and Engagement for disciplinary action.

Individuals and groups are solely responsible for fees assessed due to damage, inappropriate room use, and cleaning fees. If damages occur, there will be a resulting cleaning/repair fee. Incidents may also impact organizations ability to reserve rooms in the future.

2. Advertising and Publicity

In accordance with the UMW policy, all posters must be approved and stamped by the Office of Student Activities and Engagement (SAE). No posters or signs of any kind may be attached to the permanent structure of the building (walls, windows, doors, stairways, elevator doors, etc.). Posters and signs must be confined to appropriate bulletin boards (where they will be removed after two weeks). Exceptions to this will be granted for emergency type notices.

Flyer policies:

- All materials must include a phone number or email and the first name of the contact person.
- Flyers cannot include any material that is illegal or in violation of University policies; including alcohol- and drug-related content.
- Publicity materials may only be displayed on public bulletin boards and not on windows, doors, or other surfaces. Materials may not be left on building tables or other furniture.

Additional policies:

- **Sandwich Boards** - Display stands are only allowed at pre-assigned spaces in order to not hinder building traffic.
- **Chalk** - Sidewalk chalk may only be used on the sidewalks adjacent to the building. Chalking the sides of the building is prohibited and groups/individuals found doing so would first be given the opportunity to clean it off. If they do not do so in the time assigned, a work order will be submitted to Facilities Management and the charge assessed to the group/individual(s) responsible.

Student organizations found violating these policies may incur disciplinary action up to and including their access to future UC resources revoked. Materials found in violation of this policy will be removed.

3. Emergency/Safety Policies

Patrons must follow all safety guidelines as outlined by the campus safety plan found at <http://adminfinance.umw.edu/safety/safety-plan/>.

As in all buildings on campus, the use of candles or open flame type decorations is prohibited.

Failure to follow proper emergency policies may result in fines and possibility of event/group being banned from future use of UC space.

4. Emergencies

Report all emergencies to the Information Desk located on the second floor or to UMW Police.

5. Inclement Weather

Due to the nature of some of the services located within the University Center, the building may be open during periods when the campus is closed. Please call the Information Desk or check online to see if the building is open.

6. Room Reservations

The University Center offers a number of spaces for reservation to student organizations, University departments, classes, and affiliated outside organizations. These facilities are to be used for the direct benefit of the UMW community and may not be reserved for personal benefit or for non-university entities without explicit permission from the institution.

The UC staff reserves the right to cancel or move pre-existing reservations in accordance with institutional priorities and directives from the Office of Student Affairs.

All guests are asked to respect these reservations, and may not impede on pre-existing bookings. Questions on reservation issues may be directed to the Information Desk and the Office of Student Activities and Engagement.

7. Security and Liability of Property

At times, building users may wish to bring items into the facility for use during their program or event. It is the responsibility of the event sponsor to safeguard these items; the University of Mary Washington will not be responsible for any damage, loss, or condition of these items. Please do not leave items in lounges, lobby areas, conference rooms, or any other spaces unattended.

8. Smoking

It is the objective of the University of Mary Washington to provide the healthiest environment possible for students, staff, and faculty members. To this end, it is the policy of the university that (1) smoking (including vaporizers and e-cigarettes) is prohibited in all buildings, and UMW owned state vehicles, and (2) the right of the nonsmoker to protect from smoke his or her health will take precedence over an individual's desire to smoke.

9. Balloons

No helium balloons (either tied or loose) are allowed in the University Center.

10. Solicitation

Off-campus vendors or non-affiliated organizations may not sell, solicit, market, and/or promote without explicit agreement by UMW.

Handing out of materials, and/or organized addresses to the campus community by students can only be done so at the reservable spaces; managed by SAE.

Expressive activities addressing the campus community must not obstruct in any way vehicular or pedestrian traffic or block ingress or egress to any facility whether outdoor or indoor. Expressive activities must not unreasonably interfere with the educational or administrative functions inside or outside of the building.

11. Sound/Disruption

The University Center staff reserves the right to limit sound levels should volume in one area interfere with the operation of the building or other nearby events.

12. General Policies

a. Decorations:

- i. Tape and/or other adhesives are not allowed on the floors, walls, or other surfaces of any space in the UC.
- ii. Painter's tape use is allowed on whiteboards only.
- iii. No decorations, banners, or other materials are permitted to be hung from the ceiling in event spaces.

b. Furniture:

- i. Client should not stand on furniture – including chairs and/or tables.
- ii. Furniture should not be moved to positions that are considered a safety hazard (i.e. blocking a fire exit).
- iii. Furniture should not be moved outside of any meeting rooms or multifunctional spaces

c. The only animals allowed in the facilities are service dogs.

Reservation Policies

1. Reservation Types

- Meetings – Regular gatherings of recognized student organizations/departments/classes.
- Events – Gatherings focused on activities, external community members or celebrations.

2. Space Access

The University Center is a space created to enrich the student experience outside of the classroom:

a. Student Organizations

Student groups recognized by SAE and/or the University.

b. University Departments

Academic, administrative, or other university recognized entities.

c. External Organizations

Organizations outside of the UMW community working in accordance with necessary departments.

3. Room Names and Capacities

Room Name	Room #	Seating	Occupancy	Size
Chandler Ballroom (A/B/C)	104	Not fixed	~417	6894 nsf
Talon Lounge	306	Not fixed	~66+	1921 nsf
Capital Room	314	Fixed	40	702 nsf
Colonnade Room	315	Not fixed	~89	1612 nsf
Column Room	323	Fixed	18	382 nsf
Linden Terrace	403A	Not fixed	N/A	N/A
Magnolia Salon	406A	Not fixed	~44	899 nsf
Maple Salon	406D	Not fixed	~44	902 nsf

4. Reservation Process

Student organizations must reserve the University Center through the standard MyUMW portal.

Staff, Faculty and approved external organizations may reserve through the UC Reservation Portal <http://uc.umw.edu>.

All room requests will be routed to the University Center staff for review and follow-up. The UC Building Team reserves the right to reschedule any event - notice will be provided as soon as possible in these cases.

5. Reservation Limits

- a. Reservation Window**
 - i.** Space reservations may be made up to 12 months in advance
- b. Reservation Limit**
 - i.** Events are limited to two hours in duration, except with explicit exception by the UC Building Team

6. Reservation Durations

- a. Meetings**
 - i.** Meeting reservations must be made at least 5 days in advance.
 - ii.** Meetings may not exceed 2 hours in length.
 - iii.** Rooms requiring setup/cleanup are required to allow at least one additional hour on both sides of the reservation time.
- b. Events**
 - i.** Event reservations must be made 15 days in advance (excluding the Chandler Ballroom ABC).
 - ii.** Events may not exceed 2 hours in length, unless UC staff and organizer(s) agree upon exception.
 - iii.** Rooms requiring setup/cleanup are required to allow one additional hour on both sides of the reservation time.

7. Chandler Ballroom, Linden Terrace, and Talon Lounge

Please see the next section for additional policies regarding these three spaces.

8. Table Requests

A limited number of table spaces, both indoor and outdoor, have been established for student groups and University departments to utilize. Tables shall be reserved via MyUMW and will be reviewed by the UC Building Team. A notice shall be placed onto the table indicating the name of the group or groups that have been assigned to use it as well as the hours of use.

Amplified sound is not permitted at indoor table spaces.

9. Cancellation Process

Should the event sponsor decide to cancel their event in the meeting rooms, it is requested that they do so at least 5 business days in advance for events, and one day in advance for meetings. Failure to cancel within this time may impact future reservation privileges.

Cancellations for the Chandler Ballroom must be provided at least 15 business days in advance. Failure to cancel within this time may impact future reservation privileges.

Cancellations do not impact binding contracts and organizations/departments may still be required to pay fees (Ex: Dining services, equipment rental, etc). Event/meeting leaders are responsible for canceling signed contracts.

10. No Shows

The University Center staff will record all “no shows”. Organizations and departments are expected to be respectful and responsible in their use of the University Center and inform the UC Coordinator of cancellations. If an organization or department fails to cancel their room request resulting in a “no show”, reservation privileges may be impacted.

Event/Meeting Policies

1. Alcohol

For student organizations, the use of alcohol at events is permitted only with permission from SAE. Further information regarding alcohol service at students events may be found at the SAE policy section of the website.

All alcoholic beverages offered/consumed in the University Center must be purchased from UMW Dining Services. Events containing alcohol may require the presence of University Police, with the cost for the officer(s) passed along to sponsoring group.

Sponsoring organizations need to comply with all University, State, County, and Municipal alcoholic beverage procedures, regulations, and statutes. Violations of this policy will result in disciplinary action, and potential revoking of access to University Center.

2. Cash Collection

Student organizations hosting events where more than \$500 in cash is projected

to be collected must hire a UMW Police Officer to be stationed near the point of collection. At the end of the event, a representative from the student organization must take the cash over to the UMW Police Department in a locked cash box for overnight storage. Cashboxes are available via SAE.

University departments and external organizations must clear their process with Erma Baker, Asst. VP for Business Services & CPO.

3. Catering

All events requiring catering over \$50.00 must make arrangements through UMW dining services.

4. Cleaning

Sponsoring organization is required to ensure that all areas used for the event/meeting are completely clean – including off-campus catering. All equipment and left over food must be removed and properly disposed of immediately following the event. Any damages to the facility or additional housekeeping duties that are the result of the event will be billed back to the sponsoring organization.

All spaces must be returned to their original default setup. If not, there will be a cleaning fee.

5. Demonstrations

The University of Mary Washington supports the rights of students and other members of the University community to express their views and peacefully protest against actions and opinions with which they may disagree.

Demonstrations must be respectful of space, and not disrupt purpose of the building, and privacy of all individuals. Additionally, demonstrators are asked to follow emergency safety policies set in place by both the university and the state.

6. Audio/Visual Support

The University Center provides standard audio/visual support for events and meetings. A/V requests must be made at the time of the room reservation and will be handled on a case-by-case basis, with each request approved by the UC Building Team.

Unless otherwise noted, all rooms have built in projectors/screen and limited

A/V inputs. Events/Meetings requiring A/V support beyond plug & play features will be required to use UC A/V support.

Amplified sound outside of the Campus Center is not permitted, Monday through Friday between 8:00AM to 4:00PM.

7. Room Setup

The University Center has established standard setup placements for each reserveable space. Custom setup of rooms requires permission from the UC Building team.

If a custom setup requires intensive rearrangement, there may be additional fees, which will be decided by the Office of Student Activities and Engagement. Furniture and other equipment is pre-arranged and must be set back to place at the end of the event.

Event spaces must be left in same condition as they were found. If the room arrangement is altered in any way, the client must return the room to the original configuration at the conclusion of their event.

8. Misrepresentation

Individual students and/or employees of the university may not reserve space for personal or commercial purposes without explicit approval from either the UC Building Team, or the Asst. VP for Business Services & CPO.

9. General Policies

- All events and meeting must abide by all building policies in addition to specific event policies.
- No glitter is allowed in any event space – the use of glitter will result in an automatic cleaning fee.
- Major changes to space setup request must be made 48 hours before your event.
- Day of changes may be allowed if minor in nature.

Room Policies

The Chandler Ballroom, Talon Lounge, and Linden Terrace have additional policies beyond the standard rooms. All events held in these three spaces require a meeting with

the University Center Building Team to create an event diagram and to fully review the event.

Chandler Ballroom

The Chandler Ballroom can be split into three separate rooms (A, B and C). It may be booked as a whole (Chandler Ballroom ABC), or with each room booked separately.

The Chandler Atrium space can only be reserved in conjunction with the Chandler Ballroom.

1. Timeline:
 - a. Chandler Ballroom reservations must be submitted at least 30 business days prior to the event/meeting date
 - b. Reservations for the ballroom are allowable up to 12 months in advance
2. Approval Process:
 - a. Alongside the standard UC process, all events/meetings held in any of the Chandler Ballroom spaces require a meeting with the University Center Building Team.
 - b. Ballroom reservations are required to allow additional time on both sides of the reservation time for setup/breakdown.
3. A/V & Staging
 - a. Staging:
 - i. The Chandler Ballroom includes one stage with the available pieces:
 1. 8 – 6x8 stage pieces, adjustable to 32 inches
 2. 3 – 6x8 stage pieces, adjustable to 24 inches
 - b. Lighting/Sound
 - i. The ballroom features a wide-range of lighting and sound fixtures, and comes complete with projectors and screens.

Talon Lounge

The Talon Lounge may be split into two separate spaces, with the Talon Lounge coming complete with stage, as well as additional lighting and sound capacities.

1. Approval Process
 - a. If reserving the Talon Lounge, all events/meetings require a meeting with UC Building Team to create an event diagram, review the event fully, and confirm understanding of policies.
 - b. Talon Lounge reservations are required to allow one additional hour on both sides of the reservation time for setup/breakdown.

Linden Terrace

The Linden Terrace is primarily reserved for special events, with all requests handled on a case-by-case basis.