

Strand Union Policy Manual

Subject: Strand Union Policies and Procedures

Policy: Policy Manual

Revised: April, 2004; February, 2009; September 2012.

Review Date: September 2015

Responsible Party: Butch Damberger, Director

Introduction and Purpose: To provide definite guidelines for priorities, types of, and conditions pertaining to reservations for building space.

Policy: This is the guide for decision making.

Procedures: The sequential steps necessary to carry out the policy.

- **TABLE OF CONTENTS**
- [100.00](#) Categories of Users for Reservations
- [200.00](#) Space Rental Charges
- [300.00](#) Easels/Banner Space/Display Case/Info Tables/Etc.
- [400.00](#) Fund Raising/Merchandise Sales
- [500.00](#) Distribution or Sale of Literature and/or Solicitation of Signatures (Petitions)
- [600.00](#) Food

100.00 Categories of Users for Reservations

The following categories of building users have been established to provide definite guidelines for priorities, types of, and conditions pertaining to, reservations for building space.

Category I: University Community

A. Registered student organizations

B. Alumni activities

C. Administration, faculty, staff, and department activities that are directly connected with the University

Category II: University Guests

A. Administration, faculty, staff, and department activities that are of a social nature, or are not directly connected with the regular business of the University

B. Unrelated state and federal government agencies

C. Bozeman community organizations

D. Bozeman government organizations

E. Regional, national, and international organizations

F. Commercial organizations

200.00 Space Rental Charges

It is the intent of the following policies that whenever Strand Union facilities are used by groups for the purpose of making money, for whatever purpose, a rental fee will be assessed. ASMSU organizations, which include Registered Student Organizations, are excluded.

A. No room rental fees or set-up/tear down/custodial (STC) shall be charged for Category I users provided these groups do not charge admission or assess fees for the events and/or open the event to the public and/or do not have attendees other than students, faculty, or staff. When admissions, assessments, or fees exist, even if they are meant just to cover costs, a rental fee or STC charge will be assessed to both Category I and Category II users. ASMSU Organizations, which include Registered Student Organizations, will be exempt from all rental and STC charges.

B. Groups in Category I shall have priority in the order listed. Groups in Category II will be allowed to make reservations on a first-come, first-served basis.

C. Advance reservations may be made only for groups of five persons or more and shall be limited to five (5) hours per week per organization.

D. While student groups are offered priority under this policy, other reservations which were made in good faith will not be cancelled to accommodate higher priority programs, however worthy. All building users are encouraged to anticipate room needs well in advance of their

event and are further encouraged to make definite room reservations for legitimate room needs as far in advance as policies allow. Every effort will be made to explore all alternatives with conflicting groups.

E. Regular room reservations will be accepted for the current academic calendar year. Reservations for registered student organizations will not be accepted prior to the first business day in April for the following academic year. Exceptions are granted for the specific annual events, including but not limited to: Commencement and MSU Friday. Requests for consideration for exception should be made, in writing, to Conference Services. These requests will be reviewed by the Strand Union Director and/or Conference Services Manager. Exceptions will only be reviewed for one calendar year in advance. It is the responsibility of all user groups to be aware of this policy and to make their reservations early enough to avoid the disappointment of finding the preferred dates have been taken.

F. Room rental privileges will be denied, for one academic year, Category I users who abuse the above policy and make long-term room reservations (beyond one academic semester) in bad faith for the purpose of holding the room without having a planned event scheduled.

G. When room use is obviously being sponsored by an organization for purposes of avoiding room rental rate, the organization will be charged the full rental charge. Generally, the sponsored event must have some relationship to the organization's stated purpose. Organization members must be directly involved in the planning and direction of the event in order to be exempted from room rental charges.

H. Category II users making long-term reservations (beyond one academic semester) may be required to submit a deposit on all rooms that have been definitely confirmed. If a cancellation occurs less than three months prior to the first reservation date, the deposit will be used as a cancellation fee. Otherwise, the deposit will go toward the final invoice.

I. Confirmed reservations for fund-raising events will not be made until a completed "SUB Sales Request Form" is filed with and approved by the Director.

J. Cancellation and No-Shows:

Due to the heavy use of the Strand Union Building and the many requests for reservations, it is important that meeting room space be managed as efficiently as possible for maximum usage with the number of cancellations and no-shows kept to an absolute minimum. All cancellations must be in writing, preferably by electronic correspondence and made through the Conference and Event Services Office. All groups and organizations will be charged a cancellation fee for failing to comply unless the user can show that the cause of the late cancellation was for reasons beyond the user's control.

Category 1. Small meeting rooms (230, 232,234,236, and Union Market North and South) require a notice of *24 hours* for cancellation with no penalty. All groups who fail to comply will be charged a cancellation fee.

Category 2. Medium size meeting rooms (168, 233, 235, Procrastinator Theater, Single Ballroom Sections): Require a notice of *ten* days for cancellation with no penalty. All groups who fail to comply will be charged a cancellation fee.

Category 3. Ballroom (two or more of the ballroom sections): Require a minimum *thirty* days notice for cancellation without penalty. All groups who fail to comply will be charged a cancellation fee.

Five or more cancellations and/or two or more no-shows within one academic year may result in the loss of room privileges for the remainder of the academic year as well as the following academic year. *[revised 8/14/13]*

J-1 Challenge for Space:

A Strand Union space which is "Tentatively reserved" may be challenged by a group with a viable offer on the tentatively held space. At the time a "Tentatively Reserved" space is challenged, the group with the "Tentative Reservation" must either confirm or release the room. If the group that ultimately "Holds" the space fails to utilize the space, they will be charged a cancellation fee equal to the full rental rate for that space. *[revised 8/14/13]*

K. The Union does not permit food to be brought into the building by groups. An exception to this rule allows for student organizations meeting in the SUB after 5:00 p.m. with a gathering of fewer than 40 people. All groups are encouraged to utilize existing Strand Union food venues after hours. However, groups may order food from off campus restaurants after 5:00 p.m. Groups with an anticipated attendance of 40 people or more must use the University Catering for food.

Off campus beverage service or caterers are not allowed for any groups using the SUB. Individual sack lunches will be allowed. (See also Section 400.00 "Fund Raising/Merchandise Sales). Violations to this policy will result in a warning letter for a first offense, and the loss of reservation privileges for six months (excluding June-August) for the second offense.

L. Alcoholic beverages are not allowed in the Strand Union unless arrangements have been made with MSU Catering to serve such beverages at a catered food event. All requests for serving alcoholic beverages in the Strand Union must be submitted to University Catering on the appropriate form for approval by the Vice President for Student Affairs three weeks in advance.

M. Curricular classes, workshops, or seminars held in the Strand Union, for which credit is given, tuition charged, or attendance required must be contracted with Conference Services. Exceptions are lifetime skills classes sponsored by the Recreation Center. Study groups are encouraged to use a section of the Union Market except between the hours of

11 a.m. - 1 p.m., or one of the many lounges, and will not be allowed to reserve meeting space for such purposes.

N. With the exception of service animals for the disabled, animals are not permitted in the Strand Union.

O. Equipment Rental:

1. The Union shall make available equipment and services which complement the Union's multi-service facility concept. Audio-visual equipment and services are available to all users of Union facilities. Their use can be arranged through Conference Services.

2. Equipment charges will be assessed to all users, and are necessary to maintain and periodically upgrade and/or replace old equipment.

3. The person who reserves the equipment will be responsible for its proper operation and care during the reservation period. Missing equipment or damages to equipment will be charged to the person or organization that reserved the equipment reserved during the time it was damaged.

4. No Equipment or furnishings may be removed from the building without written permission from Conference Services. Audio-visual equipment is to be used only in conjunction with meetings scheduled in the Strand Union.

5. Equipment rental charges will be established and changed when necessary by the Strand Union Director.

P. Hanging Items on Strand Union Ballroom and Meeting Room Walls.

1. Check with the Conference Services office before hanging any items.

2. No items can be hung on curtains, windows or electronic screens.

3. No tape or adhesive can be used to hang any items on walls.

4. T-pins or masking tape is preferred to hang items on portable walls.

5. All items must be hung from the top header board above the wood trim that is approximately 8-10 feet from the floor in the Ballrooms.

6. No items can be hung from the ceiling in Ballroom A (20 ft. ceiling).

300.00 Easels/Banner Space/Display Case/Info Tables/Etc.

Only Category 1 Groups are authorized to utilize Banner Space/Display Case/Info Tables in Section 300.00.

310.00 Easels

1. Posters placed on easels must relate solely to the promotion of university events or events of registered student organizations. The posters must be reviewed by Conference Services to assure compliance with this policy (LT1).
2. A custodian will put up posters and remove at the end of the reservation. Posters should be picked up the next day in Room 223E SUB. Posters will be discarded if not picked up by 5:00 p.m. the following day.
3. Reservations will be accepted for a maximum of five (5) consecutive days. Groups will be allowed a minimum of two easels for any reservation.

320.00 Banner Space - Interior and Exterior

Banners must relate solely to the promotion of university events or events of registered student organizations. Banners are considered to be any advertising displayed on paper or vinyl which is larger than 36" in either length or height.

1. Interior banners cannot exceed 6' wide by 3' vertical. Exterior banners must be 10' wide by 3' vertical, constructed from commercial type vinyl, and have a nylon through the top and grommets in each corner.
2. Banners must be reserved and reviewed by Conference Services to assure compliance with this policy. There is a \$25 flat fee for hanging **exterior** banners.
3. A custodian will put the banner up and take it down at the end of the reservation. **Banners will be kept for one day and then discarded.**
4. The sponsoring group's name must be on the banner.
5. Each group is limited to seven (7) days per semester.

330.00 Display Case

1. Display cases must be reserved and displays approved by Conference Services.
2. Must be put up on the first day of reservation.
3. Must be taken down the evening of the last day of reservation.
4. A clearly visible sign must be posted stating the name of the group sponsoring the display.
5. Each group is limited to seven (7) days per semester.

340.00 Information Table

1. Information tables must be scheduled through the SUB reservationist and shall be in areas designated by the Strand Union staff.

2. Information tables shall be staffed at all times by a member of the sponsoring group. People staffing the table must remain behind the table. No user will be allowed to accost the public under any circumstances.

3. An approved SUB Sales Request Form must be on file in the Office of the Union Director for any sales of merchandise or services. (See Section 400.00, "Fund Raising/Merchandise Sales".)

4. Users may serve one table per day. The use of Information Tables is limited to seven (7) days per semester per group and usage of reserved tables must begin by the pre-arranged reservation time. If the table is not set up within 30 minutes of that time, the organization forfeits their reservation for the day.

5. May only be reserved for five (5) consecutive days at any time.

6. No voice amplication devices are permitted to be used.

7. All distribution and displays must be confined to the desiganted areas. Materials and posters may not be mounted on walls, woodwork, etc. Any material taped to a table must be removed completely at the end of the reservation. Failure to remove materials will result in a fine and possible loss of rights to use Information Tables in the future.

8. Sales or distribution of food or beverages is not permitted at Information Tables. (See Section 600.00 "Food".)

350.00 Table Tents

1. Master copy needs approval by Conference Services.

2. Groups must distribute and remove their table tents.

3. Table tents must stand. **No flyers permitted!**

4. Each group is limited to seven (7) days per semester.
 5. The sponsoring group's name must be clearly visible on the table tents.
-

400.00 Fund Raising/Merchandise Sales

The Strand Union recognizes the need for University organizations to raise money to support those organizations. One method of fund raising is sales of merchandise or services. The Strand Union will accommodate sales which conform to the following policies:

A. Registered/recognized university organizations, MSU-Bozeman departments, and the Strand Union or its lessees will be allowed to use designated Strand Union facilities for selling approved merchandise/services. Registered Student Organizations must also follow the fundraising requirements in the Student Organizations Handbook.

Whenever Strand Union facilities are used to provide income, rental will be charged. Admission charges including cash, tuition, donations, pledges, collections, or offerings of any kind will be considered income.

B. A "Request for Merchandise Sales" form must be completed and approval must be granted by the Union Director prior to a reservation being confirmed. These forms are available at the Conference Services Office.

C. Reservations for merchandise/service sales space must be made at the Conference Services Office at least three (3) days prior to the date of the sale.

D. Sales of merchandise/service will only be allowed at a reserved location within the Union.

E. Items to be sold must be owned or on consignment to the organization holding the space reservation. The group holding the reservation must also be the party staffing the space or table.

F. Groups may sell items produced or grown in conjunction with an academic program or that further the stated purpose of a registered student organization.

G. The Strand Union reserves the right to limit merchandise sales subject to the following restrictions:

Items not allowed

1. Any fund-raising activity or merchandise sale that is in direct competition with activities or services of the Strand Union and its tenants.
2. Food (other than that sold by the Strand Union and University Food Service) and those items

the Union allows the Bookstore to sell.

3. Firearms and/or ammunition.

4. Items judged to be dangerous.

5. Items that are illegal, defamatory or which contain profanities or other words or symbols that would violate university policies.

H. Groups or their representatives are not allowed to address or solicit passersby who do not show active interest. They must remain behind their table or within their reserved space (room).

I. Sales are limited to five (5) consecutive days.

J. Violations of any of these policies may result in loss of sales and/or reservation privileges in the Strand Union.

500.00 Distribution or Sale of Literature and/or Solicitation of Signatures (Petitions)

The Strand Union provides space in the Union for **the distribution of literature and/or solicitation of signatures (petitions)** by recognized University organizations. Distribution or solicitation is permitted for noncommercial handbills, leaflets, petitions, and similar materials in designated areas of the Strand Union.

Distribution or solicitation privileges within the building are limited to student organizations registered with the Office of Student Activities, Montana State University-Bozeman, University faculty or staff groups, and non-University organizations which have received approval for use of University facilities.

The literature distribution or solicitation of signatures (petitions) policy is designed to maintain the free flow of traffic within the building and to prevent such activities from interfering with the orderly administration of University affairs.

The following are operating rules:

A. Space for distribution of literature or solicitation of signatures (petitions) is available through the Strand Union Reservationist. Only tables provided by the building may be used for literature distribution, solicitation of signatures (petitions), or other information.

B. No electronic voice amplification devices are permitted at the tables.

C. All distribution and displays must be confined to the designated areas. Materials and posters

may not be mounted on building walls, woodwork, etc.

D. Sale or distribution of food or beverages is not permitted from distribution areas. (See Section [600.00](#), "Food.")

E. Distribution tables are solely for the distribution of literature, solicitation of signatures (petitions), information, and promotional activities. Users must maintain a quiet, orderly, and uncongested atmosphere and avoid interference with the right of others to distribute information. Violations may result in the withdrawal or suspension of the privileges to distribute literature or solicit signatures (petitions) in the building. The Strand Union Director will have full authority in this regard.

F. MSU and registered student organizations who may wish to sell articles of value must complete a "Request for Merchandise Sales" form.

G. Organizations can only reserve one (1) table per day.

H. Usage of reserved tables must begin by 11 a.m. If the table is not set up by that time, the organization forfeits its reservation for that day.

I. Any material taped to a table must be removed fully when the organization leaves. If not, the organization is subject to a fine and possible loss of rights to use literature tables in the future.

J. Sponsoring organizations must mark the table with the organization's name on a placard.

K. A representative of the group using the table must remain at the table for all hours of use.

600.00 Food

The Strand Union does not permit outside food to be brought into the building by groups, except Registered Student Organizations meeting in the SUB after 5:00 p.m. may bring in food. Other groups are encouraged to utilize existing Strand Union food venues after hours, but also may order food from off campus restaurants.

Groups with an anticipated attendance of greater than 40 people are required to utilize University Food Service. Outside beverage service and outside caterers are not allowed for any groups. Individuals sack lunches will be allowed. (See also Section [400.00](#), "Fund Raising/Merchandise Sales" located at [/policy/sub/](#)). Violations to this policy will result in a warning letter for a first offense, and the loss of reservation privileges for six months (excluding June - August) for the second offense.