

**University of New Hampshire
Memorial Union Building
Policies for 2010-2011**

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MEMORIAL UNION BUILDING POLICIES 2010-2011

1.0 Use of the New Hampshire Memorial Union Building

All Memorial Union meeting rooms are scheduled through the Memorial Union Scheduling Office according to Priority Scheduling Policies. These policies, utilized during the spring priority scheduling process, will apply throughout the year. Groups which have been found in violation of these policies will lose scheduling privileges for a period of one regular academic semester.

1.1 Priority Scheduling - Major Events

The purpose of this policy is to allow for processing all major event and meeting requests in an attempt to accommodate as many requests as possible.

A. Priorities are established for use of rooms in the Memorial Union in the following order:

1. Special events/series. A special event shall be defined as programs or events that are considered traditions and meet the mission of the Memorial Union.
 - a. Special event series will receive priority over those scheduling individual events as long as their dates are submitted by the priority scheduling deadline.
 - b. The Director or designee must approve special events/series.
2. Recognized Student organization events.
3. University sponsored student events.
4. University sponsored prospective student events.
5. University community events meeting University sponsorship criteria.
6. Conferences, institutes, and workshops meeting University sponsorship criteria.
7. Community events.
8. Other off-campus events.

Note: In general, the Granite State and Strafford Rooms are to be utilized only for large groups and special events. They will not be scheduled for small groups or weekly meetings.

- B. Reservations of major events scheduled in the Granite State Room, Strafford Room, Entertainment Center and Theaters by an organization may not exceed two dates per month. The sponsoring organization must confirm or release reservation(s) as soon as the information is known. Reservation(s) will be automatically canceled if a setup meeting is not scheduled 30 days prior to the date of the events and occur within 15 days of the date of the event. The name and daytime telephone number of the person responsible for the event must be clearly listed on the reservation form.
- C. Organizations may not assign a reservation to another organization. Reservations must be canceled and the other organization must apply for the space through the Memorial Union Scheduling Office.
- D. The Memorial Union Office in conjunction with Student Organization Services and the Program Advisory Board will hold no more than one night for student programming events in the Granite State Room or Strafford Room each week during the academic year. Recognized student organizations may reserve these dates through the MUB Scheduling Office with a confirmed program. Reservations on hold will automatically be canceled if there is no confirmed event 30 days prior to the date.
- E. The process for scheduling meeting rooms not associated with a major event will occur after major events priority scheduling in the following order:
 - 1. Recognized student organizations: (May schedule no more than 12 times each month) All requests will be processed on a first-come, first-served basis.
 - 2. All other groups: (May schedule no more than 12 times each month.) All requests will be processed on a first-come, first-served basis.

1.2 Priority Scheduling - Organizational and Departmental General Meetings.

The process for scheduling meeting rooms not associated with a major event will occur after major events priority scheduling as follows:

- A. Recognized student organizations may reserve meeting rooms during the month of April for the next academic year. Groups may schedule no more than 12 times each month. All requests will be processed on a first-come, first-served basis during that period.
- B. All other groups may reserve meeting rooms beginning May 1 and will be processed on a first-come, first-served basis. Groups may schedule no more than 12 times each month.

1.3 Priority Scheduling – Non Academic Periods

Conferences and special events occurring during Non academic periods (breaks) may be scheduled at any time up to three years in advance

following the established priorities. Summer events will be scheduled based on academic calendar and approval of the MUB Office, based on the mission of the Union. Priority will be given to events which target students and potential students, and those events which traditionally reoccur yearly.

1.4 General Requirements for Scheduled Events

- A. Tentative Reservations for all meeting rooms must be confirmed at least 2 weeks prior to the date of the event or the reservations will be automatically canceled. For all Major an Events Planning Meeting (setup meeting) between all parties involved must be scheduled within 30 days of the date of the event. The meeting must occur within a minimum of 15 days prior to the date of the event. Failure to complete the meeting will result in the loss of the room.
- B. Cancellation of a reservation is required immediately after the sponsoring organization knows they no longer need the space. Late cancellations made within 48 hours of the event will be treated as a no show.
- C. Groups who reserve space and do not use it on two or more occasions will be denied the use of the facilities for the balance of the semester.
- D. The sponsoring organization will be held responsible for the condition of the facility after the event.
- E. Smoking is prohibited.
- F. Exits must remain clear at all times.
- G. Prior to the start of major events, State law requires the following announcement: "In the event of an emergency or fire alarm activation, you are required to leave the building via the nearest exit. Please note the exit doors in the room. Also, please be aware that there is no smoking permitted in the Memorial Union Building. Thank you." The Building Manager will familiarize the sponsoring organization with emergency procedures prior to start of event.
- H. All decorations, set-ups and the general layout of the event will be subject to the inspection and approval of the Durham Fire Department. No major changes will be allowed after inspection.
- I. Capacity of the room may not be exceeded. Capacities vary depending on room set up and are subject to approval of the Durham Fire Department.
- J. Use of candles and/or open flames in public areas must be approved by the MUB Director or designee in writing. Candles must be for ceremonial or religious purposes and must be securely supported on substantial

bases and have the flame protected. Candles must not be in close proximity to any combustibles

- K. Music rehearsals are not allowed anywhere in the MUB unless it is the express purpose of a recognized student organization and held in either Wildcats Den or the Entertainment Center. (ex. –Acapella groups meeting as a group to rehearse.)
- L. No holes, paint or markings of any kind, size or location that may permanently damage the facility are permitted.
- M. When Memorial Union audio/visual equipment is used, it must be returned in the same condition in which it was received. Fines or repairs will be charged back to the organizations. All equipment must remain in the Memorial Union Building. Technical support from the MUB does not include software support. If a client brings their own equipment, they are responsible for their own technical support.

The MUB will provide all audio/video equipment either internally or through external vendors. The MUB reserves the right to require a client to obtain outside technical assistance for unusual or complex AV set-ups. The MUB will coordinate with all internal or external vendors who may be providing service and equipment. Billing for all service and equipment will be done through the MUB Office and passed on to the client. Billing for such services will be handled directly by the provider.

- N. No alcoholic beverages are permitted on the premises.
- O. The Memorial Union accepts no responsibility for items left in the building before, during or after an event. No items of any kind will be stored in the Memorial Union for an extended period of time.
- P. Excessive trash must be removed by the client or charges will be assessed.
- Q. All scheduled events in the Entertainment Center and the Food Court seating area require the sponsor be responsible for returning the facility to its original setup (a diagram will be provided). The client must contact the Building Manager to approve room set-up before leaving. Charges will be assessed to groups if MUB Staff resets the room.
- R. All events held in the Food Court area must receive prior approval from the Memorial Union Office and be open without charge to the University community.
- S. Unless prior arrangements are made, attendees of the event must vacate the building by the scheduled closing time of the building. Arrangements to exceed scheduled building hours must be made at least two weeks in advance and are subject to the approval of the Director of the Memorial

Union and the availability of staff. Additional charges will be incurred. Groups who do not make prior arrangements will be charged twice the current rate. Reservations requesting overtime will remain tentative until overtime approval is obtained.

- T. Users of the facility are responsible for observing the Policies of the Memorial Union and all applicable UNH and USNH Policies, copies of which will be available for review through the Office of Memorial Union.
- U. Special services provided by other campus departments must be arranged by the sponsor and verified through the Scheduling Office. Billing for such services will be handled directly through the provider.
- V. The Office of the Memorial Union, Police, and/or Fire officials reserves the right to terminate any activity which violates Memorial Union, UNH or USNH Policy.
- W. The sponsoring organization has an obligation and responsibility to control all who are participating in their event. Responsibility includes vehicles used to load and unload equipment so access for emergency needs is maintained.
- X. Any media used in a presentation must conform to current U.S. copyright laws.
- Y. Study group space and other day of requests will be handled on a first come first serve basis on the day of the request. Study group space cannot be reserved in advance. Requests will be processed by going to the MUB Information Center to check on the availability of space. If a room is available, the requester will be asked to leave a valid UNH ID. Rooms used for study space are Room 321, 304, 207, 233, and 237 only.
- Z. Events Related to Political Elections or Visits by Public Officials
 1. All requests for events related to political elections or visits by public officials must be directed to the Director of the MUB or designee. The MUB Office will coordinate all services, including, but not limited to, room reservations, parking, press and media needs, audio, video, and other equipment. They will also notify appropriate campus officials of the upcoming visit.
 2. All visits will be co-sponsored by the MUB Office.
 3. All fees will be billed in advance of the event and must be paid prior to the date of the event. Payment must be made either by credit card or a check made out to the University of New Hampshire.
 4. Fees (irregardless of sponsorship):

- a. One-half of current room rental (does not matter who sponsors the event)
 - b. Current audio/video equipment fees
 - c. Overtime fees (when necessary)
 - d. Additional staffing (Building Managers, Police, etc)
5. The MUB will provide all audio/video equipment either internally or through external vendors. The MUB will coordinate with all internal or external vendors who may be providing service and equipment. Billing for all service and equipment will be done through the MUB Office and passed on to the client. The MUB will directly reimburse vendors.
 6. A representative from the candidates' office must be present for a setup meeting. (If out of town, the setup meeting may be conducted by phone and/or e-mail). The MUB will deal with one contact only (or a backup contact when necessary).
 7. The MUB, in consultation with UNH Police, may determine that a police officer must be on duty in the building during the visit. The candidate will be charged for this service.
 8. Candidates must abide by all current University Posting Policies, both in the MUB and campus-wide.

1.5 Additional Requirements for Specific Areas

A. Games Room Requirements:

1. Available for rent during non-peak times, normally Sunday through Wednesday.
2. Members of the UNH community with an ID and their guests(s) or community members who are over 18 years of age may use the Games Room.
3. A parent or guardian must accompany individuals under 18 years of age.

B. Wildcat's Den Requirements:

1. The space serves a dual purpose as a space for student programming, as well as meeting space:
 - a. Wildcat's Den reservations may include use of dance floor and the DJ sound system.
 - b. Wildcat's Den is available for rent as per section 2.0

2. Scheduled events shall meet the following requirements:
 - a. The space may be reserved for programming social events.
 - b. An organization/department may charge an admission fee.
 - c. Practice and rehearsal times may be scheduled twice per week in two hour blocks: 6 pm–8 pm; 8pm–10 pm; or 10 pm–12 am on Mondays, Tuesdays and Wednesdays and Sundays 12pm-2pm, 2pm-4pm. 4pm-6pm, 6pm-8pm, 8pm-10pm, 10pm-12am only.
 - d. Thursday, Friday and Saturday reservations are for functions only.
 - e. Meetings are allowed any day prior to 6 pm.
 - f. Reservations may be denied based on previously confirmed reservations in the Stafford Room or visa versa
3. In general, no more than two bands or acts will be approved. Reservation approval will be contingent on events scheduled in the Stafford Room.

C. Entertainment Center

1. This space may be scheduled for purpose of entertainment such as receptions, lectures, small symposiums, comedian, poets, DJs or acoustical performances. Space may be used for meetings as a last resort only. No weekly scheduled meetings allowed.
2. In general, no more than two bands or acts will be approved and all performers must use the Entertainment Center's sound system.
3. No decorations are allowed from the suspended lighting.
4. During non-scheduled time, the room is available for general lounge and study space.
5. Practice and rehearsal times may be scheduled twice per week in two hour blocks: 6 pm–8 pm; 8pm–10 pm; or 10 pm–12 am on Mondays, Tuesdays and Wednesdays and Sundays 12pm-2pm, 2pm-4pm. 4pm-6pm, 6pm-8pm, 8pm-10pm, 10pm-12am only.

D. Public Spaces

1. Rockingham and Grafton Lounges

- a. This space is to be used as a general lounge space to socialize, and study and as a place for campus community dialogues during the academic year.
 - b. The space may be scheduled for exhibits and activities that do not hinder public use of space. Special approval by the Director or designee is required to ensure appropriateness of the reservation for this space.
 - (1) The furnishings must remain in the room.
 - (2) No closed meetings
 - (3) Advertising use of space may not occur unless there is a confirmed reservation
2. Other Lounges:
- Merrimack Lounge - TV Lounge
 Non-Traditional Student Lounge
 Commuter and Graduate Student Lounge
- a. No scheduling allowed during the academic year
 - b. Special Purpose Lounges must remain open to the public
3. The living rooms and lounges may be scheduled during non-academic times.

E. Theater and Film Policy

- 1. No ongoing classes sponsored by academic departments will be scheduled in the Memorial Union Building other than the MUB Theaters. MUB Theaters will be scheduled during limited times through the Registrar's Office only. This may still allow for a one-time reservation for a major speaker/event or the usage of the MUB's special audio-visual equipment or facilities. EX. Satellite teleconference.
- 2. Licensing fees for films and videos shown in the Memorial Union are the responsibility of the organization or department. An event will be canceled if U.S. Copyright Laws are violated during the performance.
- 3. Projection technicians are required and may be arranged through the Office of the Memorial Union. Fees will be assessed.
- 4. Ticket Office services are available. See 1.7

F. Meeting Room Policy

1. Amplified sound is not permitted in meeting rooms. This includes the use of an electronic piano.

G. Commercial Use of Rooms – Vendor Policy

Vendors are defined as any group, business, etc., not affiliated with the University who are providing a service or selling a product.

1. Vendors may be permitted to rent designated rooms for commercial purposes during the academic year provided that:
 - a. No excess noise, soliciting, or hawking is permitted. Vendors are not permitted to address students unless the student approaches the vendor for information.
 - b. Rooms will be reserved through the Memorial Union Scheduling Office and are subject to rental fees and availability.
 - c. Vendors are limited to the room reserved only.
 - d. Sales are limited to Monday through Friday and must begin after 8:00 a.m. and end no later than 8:00 p.m. unless previous arrangements have been made.
 - e. Vendors are required to display a sign listing the vendor's company name. In addition, the vendor's return/refund policy must be clearly stated.
 - f. Sale of firearms, pornographic materials, controlled substances (and paraphernalia) or other illegal materials, are absolutely forbidden. The Memorial Union Building retains the right to reject any product deemed unacceptable.
 - g. The University of New Hampshire and the Memorial Union Building have specific policy regarding raffles and surveys. All raffles must be approved by the Memorial Union Office and the University Police Department.
 - h. No credit card companies of any kind are permitted to sell or promote their products in the Memorial Union Building.
 - i. Vendors are guests of the University. The Memorial Union Building withholds the right to deny space or remove any vendor for violating the above policies or for any other reason deemed to be sufficient by the Memorial Union staff.

- j. University enrolled students may request a room to sell their own product (ex. Homemade jewelry) and will be charged one- half of the current commercial room rental rate.
- k. University Departments selling a product or service will be charged a vending fee.

1.6 Memorial Union Food and Beverage Policy

- A. Groups are responsible to inform the Memorial Union Scheduling Office if food will be in the scheduled space.
- B. Take-out food (i.e. pizza, deli trays, subs, etc.) may be delivered or brought to a function room that has been scheduled by the MUB Scheduling Office.
- C. With the exception of the Entertainment Center kitchen, electrical equipment or sterno for the heating or cooking of food or beverages is not permitted.
- D. Any meeting room, conference room, event room or public area with food brought in by the client, must be left in the same condition found and excessive trash must be removed from the room by the client.
- E. All other events with food and beverage held in the Memorial Union must have a signed MUB Food Waiver and may be required to give University Hospitality Services first right of refusal.
- F. The University will not be held liable for any food/beverage brought into the MUB, or any food/beverage not provided by UNH Hospitality Services.

1.7 Ticket Sales

- A. All events in the MUB that charge admission or collect money must use the MUB Ticket Office in order that a complete and thorough accounting of monies occurs. Donation collections such as “pass the bucket” at events are not allowed. Special circumstances must be approved by the Director.
- B. In order to comply with fire codes all attendees must have a ticket.

1.8 Events Contract/Rider Requirements

- A. All off campus bands/entertainers contracted by recognized organizations must, in accordance with UNH policy, be under written contract/rider and paid by University check. On campus groups contracted for entertainment will be paid through University transfer of funds. Contracts/rider must be reviewed by the Memorial Union Office, then approved and signed by the appropriate UNH official. No cash payments may occur.

- B. The University reserves the right to review appropriate contracts/rider prior to confirming use of the facility by non-University organizations. When applicable, failure to supply a contract will result in the cancellation of the reservation.
- C. An event's planning meeting between all parties involved must occur within a minimum of 15 days prior to the event. The purpose of this meeting will be to finalize all details of the event. Failure to complete the meeting will result in the loss of the room.
- D. An organization representative will be required to be on site at least fifteen minutes prior to the start of the event. The Building Manager will lock down space in the event if no organization representative is present or if the organization representative fails to comply with a request/direction of the manager. A representative is also required to identify him/herself to the authorities and be present during the entire event.
- E. Events utilizing more than two bands in the Granite State Room or Strafford Room will require the approval of the Director or designee.

1.9 Tables

- A. The tables in the hallways of the Memorial Union Building are reserved for solicitation, distribution of literature & other goods, and event promotion by recognized student organizations and University departments. Tables may be reserved free of charge in the MUB administrative office for a maximum of 10 days each month.
- B. University recognized student organizations and University departments may use designated tables to raise funds for their organization only if all proceeds go to the sponsoring organization or a designated charitable organization. Raffles require additional approval from the UNH Police Department and MUB Director.
- C. The sponsoring organization must clearly indicate the group staffing the table and further indicate any affiliations for fund raising activities.
- D. For reasons of public safety and traffic flow, organizations or individuals shall remain behind the tables and shall not enter the hallways to engage in event promotion, distribution of literature or solicitation. In accordance with law and applicable policies, the University may, within the reasonable interpretation of its mission, limit the time, place, and manner of solicitation, distribution of literature, and event promotion.
- E. Surveys & Questionnaires distributed at tables must be approved by the UNH Institutional Review Board
- F. Display only tables are not permitted. All tables must be staffed by members of the sponsoring organization or department.

2.0 Memorial Union Charge Information

- A. University Departments charging a fee resulting in net revenue (revenue in excess of expenses) will be charged room rental.
- B. A listing of charges and scheduled building hours is available in the Office of the Memorial Union. Charges are reviewed and approved by the MUB Board of Governors.
- C. Additional staffing, security, personnel, custodial coverage and other expenses will be charged as necessary. Fees are based on total reservation time, which may be longer than actual event time.
- D. All fees are non-refundable in the event of a no show or late cancellation.
- E. The Memorial Union will require a refundable \$500 vandalism/damage deposit for some events. Deposits must be submitted to the Office of the Memorial Union at least three (3) days prior to the event. The funds will be returned within 10 working days after the event if there is no damage. For all events, any inquiries concerning damages will be directed to the President or Department Head of the sponsoring organization. A walk-through to assess the condition of the building will be performed prior to and following the event by a Building Manager. Payment for damages resulting from patrons attending an event is the organization's responsibility.
- F. If damages occur:
 - 1. The organization will be billed current charge out rate and payment is due upon receipt of invoice.
 - 2' Billing for missing or damaged equipment will be directed to the sponsoring organization.
 - 3. A minimum fee of \$150 will be imposed if the space used is not left in satisfactory condition.
 - 4. The organization will not be allowed to schedule rooms until such time as bill is paid.
- G. Sponsoring organizations who do not limit admission to UNH students and their guests or patrons 18 years or older will be assessed a \$500 vandalism/damage deposit and will be charged for additional personnel that may be required. Further, the full rental rate for the facility will be assessed for live music (dance) events that do not advertise restricted admission or who do not restrict admission.

- H. Non-University organizations sponsoring events that include levels of physical activity must carry a separate insurance policy for such event in the amount of \$1,000,000 listing the University as an additional insured.
- I. When medical responses are required to treat individuals who sustain injury due to participation in potentially hazardous activities, the Durham Fire Department may levy additional assessments up to \$100 per incident.
- J. Sponsors fronting for private fiduciary gain, commercial activities or private enterprise to receive a reduction of Memorial Union fees will be charged for room usage and services at established rates for non-University sponsors.
- K. In the event "curtailed operations" is called and the Memorial Union closes, all fees for scheduled events will be refunded.

2.1 "Curtailed Operations" Policy

- A. Delayed Opening or "curtailed operations" announced before the building opens.
 - 1. Off Campus staff is expected to observe the UNH campus decision. In keeping with our student focus, we will utilize on campus student staff to open the following operations:
 - a. Normal building opening by Building Manager.
 - b. Information Center.
 - c. Granite Square Station
 - d. Games Room.
 - e. Scheduled films.
 - 2. Managers of these departments are expected to have student staff(s) in place to open these operations during delayed or "curtailed operations". Managers should be considered 'on call' from home and be able to answer questions received by phone.
- B. "Curtailed Operations" announced after the building is open:
 - 1. In extreme weather or safety conditions after "curtailed operations" are announced, the Director of the Memorial Union (or her/his designee) has the authority to set an earlier time for closing.
 - 2. In the case of "curtailed operations" being called by UNH after the Memorial Union is open, and the Director calling the earlier closing

time, the building will close within one half hour of the last bus scheduled to run. This will ensure that all non-staff have left the building, and all staff have removed their vehicles before enforced parking bans.

3. Every effort should be made to close all operations by the announced time of early dismissal, in order to close the building in a timely manner. Procedures should be in place to have on campus student employees assist in the closing in order to let off campus employees leave in a timely fashion.
 4. The Building Manager on duty will be responsible for informing dispatch (and other places as designated - i.e. WUNH, all building operations, etc.) and will post a sign with information on emergency assistance in the event of "curtailed operations".
- C. The MUB's practice is that during curtailed operations all events with off campus attendance will be canceled. In general, student organizations and small gatherings will be allowed to continue as long as the building is open. Exceptions, when granted, will be by the Memorial Union Director or his/her designee.
- D. During non-academic times, the MUB will observe "curtailed operations" and close the building. The Director or designee has the authority to open the building if prior arrangements have been made with event sponsors. Any additional costs to open during these times will be borne by the sponsor. The Building Manager on duty will be responsible to inform Dispatch, Ground & Roads, and University Operators that the building is open for specific events.
- E. The Director of the Memorial Union has authority to close the Memorial Union in extreme weather conditions or when necessitated by life/safety issues.
- F. If the electricity or heat is out more than one hour during daylight hours we may close the building indefinitely or until power comes on and everyone must evacuate. If after dark, the power is not restored within 15 minutes, the building will be evacuated and closed.

2.2 Space Allocation and Revocation Policies

A. Eligibility Criteria

1. The Space Allocation Committee shall use the following criteria and considerations when determining whether a student group is eligible for office space in the MUB:
 - a. The group must be a UNH recognized student organization.

- b. The organization must provide a service to the University.
- c. The number of students participating in and affected by the organization.
- d. The ability and willingness of the group to post and maintain regular office hours.
- e. The group's willingness to share space if such an arrangement becomes necessary.
- f. The number of semesters the organization has been active on the UNH campus.
- g. Misuse of any space already allocated, or previously allocated to the applicant by the MUB Board of Governors. The Board may conclude that space has been misused if:
 - (1) The space was used for a purpose other than what it was allotted for, or
 - (2) The facts within a previous application were inaccurate as a result of intentional falsification, or negligent preparation, or
 - (3) There has been a violation of MUB building policies in the prior use of space within the union, or
 - (4) There has been an abuse by the student organization or its members of MUB or University services or policy, or
 - (5) The prior use of space within the MUB resulted in the destruction of University property.

B. Space Assignment Criteria

- 1. Once the Space Allocation Committee determines that an applicant will be awarded space within the MUB, it shall determine both the location of space as well as the amount of space it shall allocate to the qualifying applicant.
- 2. In determining the location, the Committee shall base its decisions on:
 - a. The proposed use of the space.
 - b. Frequency of student contact.

- c. Compatibility with adjoining groups within the same suite or room.
 - d. The present location, if any, within the MUB of the qualified applicant.
 - e. Whether a specific location is essential to provide the service.
3. In determining the size of the space allocated, the committee shall base decisions on:
- a. The proposed use of the space.
 - b. Frequency of student contact.
 - c. Size of staff.
 - d. Duties of staff.
 - e. Number of members.
 - f. Hours of office utilization.
 - g. Whether the need is continual or periodic.
4. The Space Allocation Committee shall make a general review of all allocated space yearly in the spring term. The Committee may make optional reviews throughout the year as need arises.

C. Application Procedure

1. All student groups requesting space in the Memorial Union Building must complete an application for MUB office space. Late applications will not be accepted.
2. Interviews with organizations must occur with members of the Space Allocation Committee when:
 - a. An organization is not currently in the MUB.
 - b. Non-renewal or revocation by the Board of the space.
 - c. Request or recommendation to change the current office space.
 - d. Upon request of the organization to discuss space needs.
3. The Committee will make preliminary space assignments based upon the applications, the information from the interview process, and the eligibility criteria listed above.

4. The Memorial Union Board of Governors will then vote upon the preliminary space assignments. When the preliminary assignments are approved, all organizations that applied for space will be notified by mail of the results.

D. Allocation

If the Space Allocation Committee concludes that the applicant satisfies the guidelines outlined above, the Committee will determine the organization's need for space within the MUB and will try to accommodate those needs. If the Committee determines that there are more groups worthy of space within the MUB than it can accommodate, it may deny space to a group, which would otherwise qualify. If the Committee does deny space to such a group, the decision must be supported by substantial evidence showing that the decision was reached through consideration of which groups would best satisfy the needs of the University community.

E. Appeals Process

1. Those organizations who disagree with their preliminary assignment may file an appeal listing those reasons why their assignment is unsatisfactory or conflicting with the goals of the organization.
2. All organizations that file for an appeal will meet with the Space Allocation Committee to express their concerns.
3. All appeals will be evaluated by the Committee and will be presented to the Board for review.
4. Once the appeals process is finished, the Committee will recommend final space assignments to the Board of Governors for approval.

F. Final Approval

1. The Space Allocation Committee will bring all recommendations to the MUB Board of Governors. The MUB Board will make the final decisions on Space Allocation.
2. All organizations will receive the results of the final assignments by mail, and those organizations that receive space will receive a packet outlining MUB office space use and policy.

- G. Failure to abide by the above policies may result in eviction and suspension of Memorial Union privileges, and/or further space allocation privileges, and/or subject to appropriate disciplinary action through the University Judicial System. It is expected that groups using space in the MUB will abide by all student organization, Memorial Union Policies, University Rights, Rules and Responsibilities, and state and federal laws.

2.3 Annual allocation process for student organization space

- A. Term of Allocation - Organization office space is allocated on an annual basis to recognized student organizations. Memorial Union Board of Governors Space Allocation Committee will determine allocations and assign space during spring semester for the next year's usage.
- B. Application Process - The Board of Governors will make available an application form which will be submitted by all recognized organizations wishing to retain space within the Memorial Union as well as new organizations seeking space. Space will be allocated based on the Board of Governors allocation policy.
- C. Use Agreement - Student organizations granted space will be required to sign a "Use Agreement" which outlines these policies.
- D. Use of space:
 - 1. Prohibited Items - The following items are prohibited in assigned space:
 - a. Alcohol
 - b. Illegal substances
 - c. Hot plates, immersion coils
 - d. Pets
 - e. Firearms, explosives, fireworks, weapons, gasoline, candles and other open flames and hazardous chemicals
 - f. Non-UL listed electrical items
 - g. Non-commercial grade furniture
- E. All upholstered furniture must be fire retardant commercial grade. If it does not meet this requirement, it will be removed.
- F. Maintenance - All problems must be reported to the Memorial Union Administrative Office immediately.
- G. Entry/Inspection of Space - When possible, the organization will be notified in advance when the following personnel must enter assigned space.
 - 1. Memorial Union staff may enter to perform routine safety inspections, telephone hookups, to check for hazards and investigate complaints.

2. University Maintenance personnel may enter to perform routine and emergency maintenance.
 3. The Durham Fire Department may enter to perform periodic fire safety inspections.
 4. Cleanliness - Organizations are expected to remove trash regularly to a designated area and to keep their allocated space reasonably clean and orderly at all times. If it is necessary to hire University personnel to clean the space, the cost of such services will be passed along to the organization.
 5. Alterations to Premises - A written proposal for any changes must be submitted to the Director of the Memorial Union Building. Without the written permission an organization may not:
 - a. Remove any University equipment or furniture from the premises.
 - b. Make any structural or electrical alterations to equipment.
 - c. Paint the walls, floors or ceilings.
 - d. Use nails, screws, bolts or decals upon the doors, ceilings, walls, floors, windows or otherwise permanently damage the space.
 - e. Make unauthorized repairs and/or renovations to the space.
 - f. Change or alter present locks/combinations or install additional security devices.
- H. Noise - Excessive noise, which is any noise that can be heard outside the confines of the assigned space, as well as raucous behavior on the part of members or their guests, which interferes with the operation of other organizations, is prohibited.
1. WUNH, the campus radio station is permitted to broadcast at a low level outside the station. The level may only be changed by agreement between WUNH General Manager and the Director of the Memorial Union or designee. WUNH will switch off speakers when requested if interfering with meetings or operations of other organizations.
- I. Damage - Each organization is financially responsible for damages to their space (beyond normal wear and tear). Such damage includes broken windows, telephones, holes in walls or ceilings and vandalism to University equipment and furniture. Damages must be reported to the MUB Administrative Office immediately.

- J. Liability - The Memorial Union accepts no responsibility for items that are lost, stolen, damaged or destroyed.
- K. Failure to abide by the above policies may result in eviction and suspension of Memorial Union privileges, and/or further space allocation privileges, and/or subject to appropriate disciplinary action through the University Judicial System. It is expected that groups using space in the MUB will abide by all student organization, Memorial Union Policies, University Rights, Rules and Responsibilities, and state and federal laws.
- L. Sustainability - The Memorial Union encourages members of organizations to demonstrate good sustainable practices in the MUB. Turn off lights and computers when not in use; minimize paper waste, recycle, etc.

2.4 Student Organization After Hours Access List

- A. Student Organization Access Lists must be updated at the beginning of each semester. The list authorizes the Memorial Union Office to assure proper access to organization members. After hours access requests must be in writing and submitted to the Director of the MUB. Individuals must come to the Administrative Office for biometric scanning once access is approved.
- B. Those names which are not included on a current list will not be allowed access or issued an access account until the MUB Office is notified by the president or chairperson of the organization (or his/her designee).
- C. Requests for changes to room combination locks must be brought to the attention of the MUB Office by the head of the organization.

2.5 Space Allocation Telephone Policy

- A. Telephone rental and basic phone service including voice mail during the school year will be considered a basic service offered by the MUB for student organizations. This service will be provided for each space allocation request passed by the Board of Governors. All other requests for additional telephones, long distance, fax, Ethernet lines, etc. shall be paid for by the student organization.
- B. Phone numbers will be assigned to rooms. If an organization requests a room change and wants to maintain the same phone number, all costs shall be paid by the organization. The MUB will pay for the telephone and Ethernet line moves if the Board of Governors changes the room during the space allocation process. In the spirit of maintaining low costs for both organizations and the student body, the Space Allocation and Utilization Committee will make every effort to stabilize student organization space within the MUB.

- C. All lines shall be placed on suspended service over summer and winter breaks unless otherwise requested. Continual service shall be recommended upon a case by case basis by the Director of the MUB or designee.
- D. Voice mailboxes can be accessed under suspended service.

2.6 Space Allocation for Other Areas

- A. The process to change the designated use of space in the Memorial Union Building must be approved by the Memorial Union Board of Governors and the Director of the MUB.
- B. A proposal detailing the change must be submitted in writing to the Executive Board for review to determine if the proposal will be considered.
 - 1. The Memorial Union Board of Governors, the Director of the MUB or any University organization may initiate proposals.
 - 2. Proposals approved for consideration will be forwarded to the appropriate committee and/or the full board for review and approval.
 - 3. The Director of the MUB performs a review and approval process in conjunction with the Board.
 - 4. If both agree on the decision, then appropriate University approvals are sought when necessary.
 - 5. If the Board and the Director disagree, the decision is forwarded to the Vice President of Student and Academic Affairs for consideration.

3.0 MAIL ROOM POLICIES

- A. Assignment
 - 1. Mailboxes will be automatically assigned to all undergraduates EXCEPT:
 - a. undergraduates who are 24 years of age by September 1 of any given academic year
 - b. undergraduates who live in Babcock, Gables, or Woodside Apartments
 - 2. Mailbox status will be available by logging into the student's WebCat webpage through BlackBoard.

3. Mailbox keys for new mailbox assignments will be available and issued during scheduled semester orientation periods.
4. Any student who is not assigned a mailbox, may request one. Those boxes will be awarded based on availability and on a first come basis. Undergraduate students who continue as Graduate Students at UNH may keep their same GSS mailbox by sending a request via email.
5. Students who are assigned boxes but do not wish to have one, may request (in writing) to have the box closed. Boxes will only be closed for hardship reasons on a case by case basis.

Exceptions may include:

- a. live more than 25 miles away.
- b. work full time and take classes at night.
- c. parents with children.
- d. internship in another state.
- e. Any reason(s) deemed sufficient by Memorial union Director or designee.

B. Keys

1. Each student issued a mailbox will be given a key for the box and the key will be logged out to the student using a student ID card. The student will keep this key for as long as they maintain the mailbox assignment.
2. Keys must be returned when the mailbox is canceled or the student will be charged \$50 to their University account. Charges will be submitted to and processed through the University Business Office.
3. Lost keys must be reported to the mailroom and a new key requested. There will be a \$20 charge for new keys. New keys will not be ordered / issued until payment for lost key is received.

C. Access

1. Locks on the mailboxes will be replaced and the students will be charged if keys are not returned.
2. Only authorized personnel may enter the Mail Room secured area.

D. Distribution

1. Mail must come addressed to assigned Granite Square Station mailboxes.
2. Mail is sorted and handled by priority. Items that are shipped to Granite Square Station through an express service, such as Overnight Express, may be delayed by processing and are not always immediately available.

Priority is as follows:

- a. Student paychecks
 - b. First Class mail correctly addressed.
 - c. All packages with correct address.
 - d. All "large" mail (magazines, papers) with correct address
 - e. First Class mail with incorrect address.
 - f. Packages and large mail with incorrect address
3. No mail will be distributed over the counter once it has been placed in the mailbox (no key, no mail).
 4. Mail will only be given to the box holder.
 5. No packages will be released without the package slip and current student ID.
 6. Mail will not be distributed to boxes with incorrect names.
 7. No music or videos will be delivered with incorrect names.
 8. Mail will be forwarded or returned if it is not addressed to a correct Granite Square Station address.
 9. No mail will be forwarded during the academic year if a box has been assigned and the student is currently attending class in Durham.
 10. When a student graduates or moves, mail will not be forwarded until the key has been returned or the fee paid.
 11. Mail will be forwarded to the student's permanent address for no longer than one (1) semester after that mailbox is cancelled.
 12. During summer break, all mail will be forwarded to the student's permanent address unless the student has requested to maintain use of the GSS mailbox during the summer. Such requests must be made at the GSS mailroom Service Window.
 13. During winter break, all mail will continue to be delivered to the student's mailbox unless the student has requested to have mail

forwarded home during winter break. Such requests must be made at the GSS Mailroom Service Window.

14. All mail will be forwarded to the permanent address on file with the UNH Registrar's Office. All permanent address changes must be made through the Registrar's Office
15. Large mailings with labels must be in box number order, or they will be returned.

E. Flyers

1. Flyers will be distributed after postage mail and packages
2. GSS mailroom requires five (5) business days to complete flyer distribution.
3. Flyers with labels must be in box number order or they will be returned.
4. There is a charge for unaddressed flyers. Paid flyers will not be disbursed without a hard copy of POB number or check made out to UNH.
5. Intercampus mail is sorted with the postage mail unless it comes in trays, at which point it becomes "flyer" mail.

F. Student Businesses Using a GSS Box

1. Students using Granite Square Station as a delivery address for a student run business will pay \$5.00 per package per day not picked up, beginning on the second business day of the mailroom after the second business day of the mailroom.
2. Any student using GSS as a business delivery address will pay \$5.00 per package per day for all packages over 10 in quantity received on any 1 day. A business day is when the mailroom window is open for 4 or more hours.
3. The Memorial Union Administration will be the final arbitrary as to whether a student is or is not using the mailroom as a business delivery address. Packages may not be picked up until fees are paid.

G. Liability

1. Granite Square Station's liability for items misplaced after reception will mirror that of the delivery company.

2. Cash or currency of any sort should never be sent in mail or packages. Untraceable valuables should never be sent in mail or packages.

4.0 Posting Policy

4.1 General Posting Requirements

- A. Any poster with "hate speech" as defined in the *Student Rights, Rules and Responsibilities* will not be posted. Any poster/flyer containing profane/vulgar language will not be accepted for posting.
- B. Announcements, letters, bulletins, posters, etc., promoting or describing an event, meeting, program, etc., must clearly indicate the sponsoring group/organization. Promotions for off-campus events must clearly indicate the sponsoring group and indicate that the event is not sponsored by the University. Further, the Memorial Union Office does not authorize or endorse any promotional item or package which has not received specific coordination, and approval for inclusion in a University sponsored event or activity.
- C. Using duct tape, tacks, staples, pins, nails, etc. in non-standard posting areas may result in damage billing.
- D. Posters and displays associated with a scheduled event in the Memorial Union Building, may be placed on sign stands on the day of the event only for no longer than 24 hours. The posters must meet all regulations stated above, and must be removed at the conclusion of the special event. For longer displays, groups must contact the Memorial Union Board of Governors for approval.
- E. Only table tents produced through Student Organization Services 862-4764 will be permitted on tables throughout the Memorial Union Building.

4.2 Bulletin Board Requirements

- A. All posters/flyers should be brought to the Information Center for approval and posting.
- B. Posters will be hung on bulletin boards only.
- C. The Information Center will accept up to three poster/flyers if the poster size is 8 ½ x 11 or one posting if in excess of that size, up to a maximum of 11 x 17. Any posters exceeding this size may be placed on the free posting zone or schedule a showcase.
- D. Posters/flyers of unrecognized organizations and organizations whose recognition has been withdrawn by the University will not be posted.

- E. Violations will result in written notification and a copy of the policy will be provided for information and reference. Repeat violations by the same individual or organization may result in loss of all posting and/or scheduling privileges up to a 15 academic week period.

4.3 Special Posting Areas

A. Free Posting Area

1. One large corkboard wall on the second floor facing Granite Square Station shall be a self-regulated "free posting zone." MUB staff shall clear the board once a month. No other regulation by MUB staff is necessary.
2. An area of 5 x 4 feet of the free zone board is dedicated for the display of sustainability education program materials that focuses upon the integration of sustainability principles throughout the MUB and the campus. The Memorial Union Board of Governors Operations Committee and the Office of Sustainability (OSP) will jointly select the themes. OSP will be responsible to update the area twice a month.

B. Student Organization Boards

1. Student organization offices have designated boards outside their office. The student organization allocated the office space will be responsible for monitoring their board.

4.4 MUB BANNER POLICY

A. There are two (2) permissible banner locations.

1. Inside: Third floor railing overlooking and facing towards the second level dining/seating area.
2. Outside: Granite State Room Balconies.

B. Each banner location may support as many banners as can be placed in these locations without overlapping or violating fire codes. Inside Banners must be made of fire retardant material. Outside banners must be made of weather resistant material. Banners may be no larger than 3' x 10'.

C. Banners may be hung for no more than two consecutive weeks per month. Banners for all events will be removed the day after conclusion of event. Banners must be picked up at end of the time period or the MUB will dispose of the banner two (2) days after end of time period.

- D. No more than one (1) banner per organization, department, or event will be hung per location during any given time period.
- E. All banner spaces will be reserved through the Memorial Union Scheduling Office. Banners will be brought to the MUB Scheduling Office of the MUB at least one day prior to hanging. Banner scheduling shall follow the same priority scheduling as for rooms.
- F. The MUB will not be held responsible for any lost, stolen or damaged banners.

4.5 Art in the Memorial Union Building

- A. The Memorial Union supports the enhancement of the MUB environment through the placement of art works in the facility.
- B. The Memorial Union encourages the development of relationships with UNH faculty, students, New Hampshire artists and artisans. The display of student work takes priority.
- C. The artwork will be placed in areas of the facility designated by the Office of the Memorial Union. These areas shall include meeting rooms, lounges and hallways. The installation of the works is the responsibility of the Memorial Union.
- D. Representatives from the Memorial Union Office and the Memorial Union Board of Governors shall serve to review art displays and murals on a yearly basis and make decisions about the placement of the work. This group will also review all requests for murals both on the exterior and interior of the facility. Art applications from the campus and outside community shall be reviewed. A loan contract will be completed for each piece loaned to the MUB.
- E. All art placed in the building shall be rotated on a yearly basis unless special arrangements are made with the Director of the Memorial Union or his/her designee.
- F. Art requests for works to be displayed in the campus living rooms must meet the requirements as stated in policy section 1.5 D.

4.6 Showcases

- A. Short term Use of Showcases
 - 1. Designated 19" X31" showcases can be reserved by the University community at the Scheduling Office.
 - 2. Showcases are scheduled from Monday through Sunday for a two week maximum per month.

3. Showcase displays must be put up by Tuesday at 4:00 p.m. or the organization will forfeit the showcase reservation.
4. The reserving organization must clear the showcase on the last day of the reservation.
5. The Memorial Union will not store material left in showcases after the allotted time and will not be responsible for material left in the showcases.

B. Long term Use of Showcases

1. The showcases located along the walls in the Granite Square Station corridor are available for use by the semester or summer break period.
2. The Office of the Memorial Union shall accept applications for these showcases from the University community. Applications will be accepted based on the need of the client and benefit to the campus community. Applications for long-term showcases will only be accepted during April for the summer break and fall semester. Applications for the spring semester must be completed during November. A separate application will be required for each period. The MUB management staff will formally review all applications received and determine showcase allocation(s) for each period.
3. A showcase agreement must be signed. The client will be given a key to the showcases for the duration of their agreement.
4. The organization will forfeit use of the showcase if not maintained and updated on a regular basis.

4.7 Delivery of Materials

Requests to deliver newspapers, brochures, pamphlets or other materials to the Memorial Union must be approved by the Director or his/her designee. The Director may require that a sample is sent to his/her attention.

5.0 Exceptions/Changes to Memorial Union Policy

- A. Any exception to the stated policies, procedures and/or rates must be requested in writing to the Director of the Memorial Union or his/her designee at least 30 days prior to the event.
- B. Changes to all Memorial Union policies will be granted or denied by the Executive Committee of the Memorial Union Board of Governors.

- C. The Memorial Union Board of Governors has an established procedure to hear complaints or concerns regarding Memorial Union policies and procedures from members of the University and community. Appeals can be made directly by contacting the chairperson of the Memorial Union Board of Governors to be forwarded to the full Board.

**Memorial Union Building
2010-2011 Policies
Effective July 1, 2010**