

University Center Facility Policies

This is an alphabetical listing of policies as it relates to the reservation, use, and individual behavior expectations for hosts and guests when utilizing the University Center at Southeast Missouri State University. Event hosts and their designees are responsible for reading, abiding by and assisting facility staff in the enforcement of these policies once a reservation is confirmed.

Building Hours

Regular building hours for operation are Monday-Friday, 7:00 a.m. to 10:30 p.m., Saturdays and Sundays 10:00 a.m. to 10:30 p.m. Use of the facilities outside of the regular building hours may involve an additional charge to cover necessary support services. Events that extend beyond 10:30 p.m. or fall on University breaks or holidays must have special permission from the Event Services & Scheduling Office.

Hours for wedding and prom rentals are 7:00 am – Midnight. These hours are included in the quote for the day of the event. Events starting before or extending past these established rental hours will be billed an additional labor charge of \$20.00/hour.

Access to the room or building prior to the start of your reservation is not guaranteed unless an additional reservation and associated payment is received. However, if your space is not reserved the day or evening prior to your event, we may commit to early set-up and decoration times at no additional cost to you. Please check with the Event Services and Scheduling office one week prior to your event date to confirm this availability.

Decorations

No room in the University Center may be decorated or altered temporarily, structurally, or otherwise, without first being approved by the Event Services & Scheduling staff of the University Center. Such permission must be granted at least two weeks in advance of any changes which are going to be made.

- Suspending material from the ceiling or light fixtures is prohibited.
- Glitter is not allowed unless it is glitter glue.
- Confetti is not allowed.
- The use of tape (scotch, masking, & duct), glue, thumbtacks or adhesive on the walls, ceilings, frames, columns, or staging for attaching any materials is not permitted unless special permission from the Event Services & Scheduling Office. Pictures are not to be removed from the walls. The University Center will determine in what manner decorations may be affixed to wall surfaces.
- Paper may not be taped to wall surfaces and then written on under any circumstances due to bleed through, edge run-off, etc. Please reserve a flip chart stand if you are needing to take notes.

- **Open flames are strictly prohibited. Candles may be used ONLY if they are enclosed in a glass globe, bowl, holder, etc. Event hosts are encouraged to use battery-operated candles.**
- Fountains or other features containing significant amounts of water are prohibited without express written permission from the Assistant Director for Event Services & Scheduling.
- The University Center reserves the right to charge a minimum fee of \$50.00 surcharge for cleaning of decorations or excessive trash left after the event.

Dress Code

Appropriate attire is required in the University Center. Shoes or sandals, pants or shorts, and a shirt must be worn at all times.

Firearm Policy

The possession of and/or discharge of firearms and/or explosives on the University property is prohibited except by designated University agents or designated employees in the line of duty. Appropriate criminal actions will be initiated for violators of this policy.

Food Service

All requests for food service menus, meals, bakery orders, or pricing quotes may be obtained by contacting Chartwells Dining Services at (573) 651-2569. Food service in the University Center and in all other campus locations, excluding the Show Me Center and River Campus, must be furnished by Chartwells or other University contracted food service providers. Exceptions to this policy can be requested by completing an Exception to Catering Exclusivity form. This form must be submitted at least 10 business days prior to your event date.

Property Damage Policy

All groups using the University Center facilities are responsible for any and all damages in their reserved area(s). The University Center reserves the right to bill any organization or department for damages or losses resulting from the use or misuse of the facilities or equipment. A contact person must sign the Reservation Confirmation agreeing to this policy.

- No property of the University Center may be removed from the building or from place to place within the facility without consent from the Event Services & Scheduling Office.
- The University Center reserves the right to charge at least a \$50.00 surcharge for cleaning the area to return it to a condition adequate for continued use by other groups.
- The University Center does not assume responsibility for damage to or loss of any materials or equipment left in the building or in storage.
- Suspending material from the ceiling or light fixtures is prohibited.

- The use of tape, glue, thumbtacks or any form of adhesive on the walls, ceilings, frames, columns, or staging for attaching any materials is not permitted unless by special permission from the from the Event Services & Scheduling Office. Pictures are not to be removed from the walls.
- Open flames are strictly prohibited. Candles may be used ONLY if they are enclosed in a glass globe, bowl, holder, etc.
- Fountains or other features containing significant amounts of water are prohibited without express written permission from the Assistant Director for Event Services & Scheduling.

Room Rates

There are minimal room, labor and equipment charges for all non-University groups utilizing the University Center and in some cases, room, labor and equipment charges for University and University-affiliated groups. These charges vary according to room size, the type of event and the hours of the event. Rates are available from the Event Services & Scheduling Office. All groups will be charged for the extra support services required beyond the normal building operations as determined by the Event Services & Scheduling Office. All groups are responsible for damages to equipment, furniture, or the facility.

Safety Policy

- The sponsoring organization/department of an event hosted within the University Center is responsible for both the safety of persons attending and for returning the rooms back to their original condition.
- Attendance at all events is limited to the number of fixed seats in the rooms or established capacities of rooms as dictated by fire and safety codes. Standing in the aisles and sitting on the back of seats during any program is prohibited.
- All materials used for decorations must be fire retardant or flame proof in accordance with University regulations.
- Exits must open readily and be accessible at all times. During the period of use, no required exit door may be fastened so that the door cannot be opened readily from the inside by use of ordinary doorknob or by pressure on the crash bar. Exit ways serving the room must be adequately lighted during all times that the room is occupied.
- The use of closed flame candles are permitted with prior approval from the Assistant Director of Event Services & Scheduling of the University Center. It is not permissible to carry lighted candles.

Smoking

The Center for Disease Control has confirmed that indirect exposure to tobacco smoke can be harmful to one's health. Therefore, smoking both indoors and outdoors is prohibited on University property and in University vehicles except in designated areas. The use of smokeless tobacco is prohibited inside all University buildings other than student residential housing units. The designated tobacco use areas for the University Center are the 4th floor Normal Street

balcony adjacent to the Main Ballroom lobby and the far west end of the 3rd floor Normal Street patio. The areas are identified with signs that read “Designated Smoking Area” and the placement of cigarette butt receptacles.

Undesirable Conduct Policy

Any person who engages in misconduct in the University Center may be requested to leave the premises. Misconduct shall be defined as behavior which in anyway defaces or damages the premises, or obstructs, or interferes with the intended use of the premises. Federal and state law, city ordinances and University policies apply.

Please sign, detach and return the lower portion of this page with your event confirmation and deposit. Please call us at (573) 651-2282 with any questions.

Verification of Receipt of University Center Facilities Policies

Date of Event: _____

Title of Event: _____

I, _____, have read and understand the above stated policies regarding the reservation and use of the University Center for weddings and other special events. Failure to abide by the policies and guidelines outlined above could result in the cancellation of my reservation, my event being asked to vacate the premises, or modification of the event and its decorations by the building staff.

Reserving Signature: _____

Date: _____

Campus Life & Event Services Staff Signature: _____

Date: _____

Notes: