

## Cougar Dome/Student Union

### Policies and Procedures

- I. Jurisdiction and Operation of the Cougar Dome/Student Union shall be the responsibility of the Office of Communiversity and its staff.
  - A. All decisions regarding the Union are to be considered by the Associate Director and/or Student Union Manager, hereby known as Student Union Management Staff.
  - B. The Student Union Manager, hired at the beginning of each school year, shall be the primary individual responsible for the day-to-day operation of the Union.
- II. Hours of Operation for the Student Union shall be determined by the Student Union Management Staff. Hours of operation for the academic year shall be as follows for InCom:
  - A. Fall and Spring semesters:
    - I. Monday- Friday 8 a.m. – 12 a.m.
    2. Saturday 12 – 8 p.m.
    3. Sunday 12 – 8 p.m.
  - B. Summer
    - I. Monday – Friday 4 p.m. – 9 p.m.
    2. Saturday, Sunday CLOSED
  - C. Holiday Schedule
    - I. Holidays that fall on Mondays (during academic year)
      - a) Friday before 8 a.m. – 12 a.m.
      - b) Saturday-Sunday CLOSED
      - c) Monday 4-12p.m.
    2. Holidays that fall on Fridays (during academic year)
      - a) Thursday before 8 a.m. – 12 a.m.
      - b) Friday – Saturday Closed
      - c) Sunday 12-8 p.m.
    3. Holidays during Summer
      - a) Closed on the Holiday
      - b) The Student Union Management Staff has the discretion of closing the Union for days prior and after Holidays.
- III. General Use of the Student Union and any of its services and/or equipment is for exclusive use of APU students, faculty, staff, alumni, and guests of the university.
  - A. Rules and Operating Principles
    - I. The use of the Student Union shall be primarily for the general use of the APU student community. Activities, events, or programs that impede the ability for APU students to use the Union shall be prohibited.

2. The Student Union Management Staff shall have the discretion to permit activities, events or programs that might impede with the general use of the Union during normal operating hours.
3. Unauthorized individuals will be asked to leave the premises and will be reported to Campus Safety.
4. The doors on the east end of the Union shall serve as the main entrance and exits. All other doors shall remain locked at all times unless opened by Union staff for ventilation purposes.
5. All persons using the Student Union do so on their own accord and shall not hold the university or any of its constituents liable or responsible for any injury, damage, or loss during their use of the facility.

B. Recreational Equipment (Billiards, table tennis)

1. Individuals must present and give Student Union staff a valid/current APU ID in order to use the recreational equipment.
2. Guests of the university who do not have an APU ID must present and give Student Union staff a valid Driver's License and another form of identification proving that they are guests of the university (conference nametag or wristband).
3. Guests of the university must pay at the InCom counter for user fee. Please refer to the rental fee.
4. Users returning recreational equipment IN THE SAME CONDITION as it was loaned to him/her will have their ID returned to them.
5. Users who do not return recreational equipment in the same condition as it was loaned to him/her or lose equipment will not have their ID returned until they pay a DAMAGE FEE for the item(s) damaged. Fees are as follows:
  - a) Damaged/Lost Billiard Equipment: \$10 fee (per item)
  - b) Damaged/Lost Table Tennis Paddle: \$5 fee (per item)

C. Computer Usage

1. Persons without a valid/current form of ID will not be permitted to use the computer until such form of ID is presented. Conference guests must present a valid form of ID and a conference nametag/wristband.
2. Users must use their personal APU login and password to utilize the computers. Conference guests must use the designated password given to conference attendees.
3. Users must comply with APU's Acceptable Internet Use Policy (found on IMT's page on the APU website).
4. Users found not in compliance with the policy will be removed from the computer terminal and be reported to IMT.
5. Users who tamper with established settings on computers will be removed from the computer terminal and reported to IMT.

D. Gym

1. All persons using the Gym for athletic purposes are required to wear rubber-soled athletic shoes.
2. Upon request, individuals using the Gym for open gym or any other athletic event must present Student Union staff a valid/current APU ID or other valid/current form of ID. Conference guests must present a valid form of ID and a conference nametag/wristband.
3. Persons without a valid/current form of ID will be asked to leave the facility until such form of ID is presented.
4. All persons using the Gym do so on their own accord and shall not hold the university or any of its constituents liable or responsible for any injury, damage, or loss during their use of the facility.
5. The Communiversity Intramurals Program and Varsity Acrobatics and Tumbling have top priority in reserving time for the Gym.
6. If users of the Gym require ventilation, doors must be opened by a Student Union worker/representative. Users must go to the Incom desk, contact a student worker, and ask them to open the doors. When users are done, the doors must be shut by a Student Union worker.

#### IV. Services

- A. Printer services connected to the computers in the Student Union shall be available.
  1. IMT will serve as the contact department with regard to any issues regarding the copier/printer.
  2. Neither Communiversity nor the Student Union staff shall be held responsible for the operation, malfunctioning, or other issues that users have while using the copier/printer. Student Union staff shall not refund any money to users.
  3. In the event that a customer needs to be refunded money for services paid but not rendered, Student Union staff shall direct customers to IMT.
  4. Persons found tampering with the copier/printer will be reported to Campus Safety.
- B. Communiversity Event Ticket Sales: Ticket sales for specific Communiversity sponsored events, such as dances, Outdoor Adventure trips, etc...can be purchased at the Incom desk. Acceptable forms of payment include cash, credit/debit card, and checks.
  1. The Student Union will not refund, exchange, or resell any ticket after it has been sold to a customer. The buyer will need to contact the Office of Communiversity regarding such situations.
  2. Deposits made for Outdoor Adventure trips are non-refundable. The participant will need to contact the Outdoor Adventure division of Communiversity regarding such situations.
  3. Individuals listed on the "Bad Check List" (provided by the Business Office) shall not be allowed to pay for tickets with a check.
- C. Consignment Sales: The sale of tickets to local amusement parks are all done online, through the Communiversity webpage

1. Tickets shall be sold only to members of the APU community.
  2. You must have your APU log on and password in order to purchase tickets.
  3. The Student Union will not refund, exchange, or resell any tickets after it has been sold to a customer. The Student Union is also not responsible for any cancellations due to weather, technical difficulties, holidays, or unforeseen events.
- D. Lost and Found: People losing items on campus should check at the Student Union /Information Desk. All items found will be turned into the Student Union Information Desk.
1. Found items will be placed in the Union's lost and found box.
  2. Finders will have no claim on the items turned in.
  3. A current ID and description of the lost item will be necessary to claim items.
  4. Unclaimed items will be held at the Student Union Information Desk for one month. After this time the item will be disposed of by donation to local charities.
- E. General Information regarding APU community shall be made available at the Information Desk.
1. On and off campus groups desiring for general information to be provided at the Information Desk must receive permission from the Associate Director of Communiversity prior to placing information on the Desk.
- V. Private Use of Student Union shall be available to student clubs/organizations, on-campus departments through a reservation process administered through the Office of Communiversity, and off-campus organizations must go through the office of Hospitality Services.

A. Principles

1. The permission for groups, organizations, or individuals to privately use the Student Union shall be at the discretion of the Student Union Management Staff.
2. Decisions to permit or prohibit the use of the facility during normal operational hours will be determined by the perceived impact that the unavailability of the facility will have on the general student community.
3. Events that promote the holistic development of the APU student community shall have top priority in the private use of the facility.
4. Off-campus groups and organizations have the opportunity to request the use of the facility during the Summer. The use of the facility will be severely limited during the Fall and Spring academic terms.
5. Any reserving party wishing use the Union beyond that of normal opening/closing time must arrange it at least two weeks in advance with the Student Union Management Staff. The fee will be \$9.00 per hour/per staff member and any part of an hour before and/or after the normal-closing hour. It is at the discretion of the Associate Director of Communiversity if more than one staff member will be needed for the event. If the request was not arranged two weeks in advance, then the request will not be approved.
6. As a rule, academic classes will not be scheduled in Student Union space. Exceptions to this rule are subject to approval by the Student Union Management

Staff. Classes may be scheduled in the Gym, of which all communication regarding will go through the Associate Director.

## B. Reservation Process

1. Reserving parties requesting the use of the Student Union shall submit a Student Union Facility Request Form (available online) at least two weeks prior to the event.
2. Requests considered major/special events should be submitted to the Office of Communiversity at least 45 days prior to the date of the event.
3. The Student Union Management Staff will review all space requests on a "first come, first served basis." Only completed requests will be accepted for review.
4. The Student Union Management Staff will then e-mail a confirmation letter to the reserving party within 72 hours of submitting requests. Should the request be denied, the group will receive an explanation for the denial.
5. Priority for scheduling rooms within the Student Union will be given in the following order:
  - a) Communiversity Programs (including Intramurals)
  - b) APU Acrobatics and Tumbling
  - c) Clubs/Organizations registered with Communiversity
  - d) Campus departments and organizations
  - e) Off-campus organizations
6. Off-campus organizations that have no direct affiliation with Azusa Pacific University may schedule use of the Student Union.
  - a) Use of the space will be on the basis of availability with first priority being given to students groups and organizations.
  - b) Off-campus organizations must contact the office of Hospitality Services (hospitality services is responsible for all summer conference groups).
  - c) Off – campus organizations must pay a rental fee to reserve the Student Union.

### Student Union (Lounge and Court)

1. *Hourly rate (up to 4 hours): \$100 per hour (+4 hours is additional flat fee of \$550)*
2. *Full Day (8 hours): \$700 flat fee (+8 hours is additional \$100 per hour)*

### Half Student Union (Lounge or Court)

3. *Hourly rate (up to 4 hours): \$75 per hour (+4 hours is additional flat fee of \$375)*
4. *Full Day (8 hours): \$400 flat fee (+8 hours is additional \$75 per hour)*

7. On-Campus departments/organizations will be charged at \$100 fee for any repeated/recurring event of 3 times or more per semester, i.e., weekly meetings, practices, etc...In addition, on-campus departments will be charged a \$50 per hour fee to use the Student Union, as outlined below and effective September 5, 2012.

A) Fees

Student Union (Lounge and Court)

1. Hourly rate (up to 4 hours): \$75 per hour (+4 hours is additional flat fee of \$450)
2. Full day (8 hours): \$550 flat fee (+8 hours is additional \$75 per hour)

Half Student Union (Lounge or court)

3. Hourly rate (up to 4 hours): \$50 per hour (+4 hours is additional flat fee of \$300)
4. Full day (8 hours): \$350 flat fee (+8 hours is additional \$50 per hour)

B) The following conditions must be met when reserving the Student Union. Failure to do so will result in probationary status of reserving the building for future events.

C) Furniture- furniture must be subject to minimal movement and must be put back in the original setting for the building. Failure to do so will result in the \$100 reservation fee.

D) Food- any food not cleaned up properly or spilled without cleaning will result in the \$100 reservation fee.

E) Condition and cleaning- any breaking, abuse, or tarnishing of furniture, supplies, and other pieces in the Student Union will result in the \$100 reservation fee. Also, any trash or left over items found from reserving party's event will result in a \$100 reservation fee.

F) Outside supplies- tables, chair, and media supplies must be removed within 48 hours of your event. The reserving party is responsible for contacting Hospitality Services or outside vendor to ensure removal. Failure to do so will result in the \$100 reservation fee.

G) Time- times on the reservation must include set up and clean up. Set up will not be allowed until the time the reserving party notes in the reservation.

H) The \$100 reservation fee may be waived based upon the meeting of the above criteria, at the discretion of the building manager.

8. A reserving party cannot schedule the use of the Union for more than one semester in advance.

9. All requests for audio/visual equipment, room setup, security, and catering are not the responsibility of the Student Union and shall be submitted by the reserving party to the appropriate campus department(s).

10. The reserving party must receive permission from the Student Union Management Staff in order to serve refreshments or food at the event. Student Union Management Staff reserves the right to prohibit or determine what types of refreshments may be served (for clean-up purposes).
11. The reserving party must receive permission from the Student Union Management Staff in order to tape or hang decorations in the Union.
12. If, because of extenuating circumstances, an event is canceled, THE RESERVING PARTY MUST NOTIFY THE Office of Communiversity AS EARLY AS POSSIBLE! This will allow time to contact those concerned about the cancellation.
13. Any reserving party wishing use the Union beyond that of normal opening/closing time must arrange it at least two weeks in advance with the Student Union Management Staff. The fee will be \$9.00 per hour/per staff member and any part of an hour before and/or after the normal-closing hour. It is at the discretion of the Associate Director of Communiversity if more than one staff member will be needed for the event. If the request was not arranged two weeks in advance, then the request will not be approved.

#### C. Use, Security and Liability

1. The reserving party is responsible and liable for the use, care, safety and condition of the room/area and its contents.
2. No food or refreshments shall be served in the Union without prior permission from the Student Union Management Staff.
3. No decorations shall be hung or taped in the Union without prior permission from the Student Union Management Staff. Any permissible decorations must in no way damage or mar the surface of the reserved area.
4. Union Furniture (tables and chairs) and recreational equipment shall not be moved by anyone other than Student Union Management staff. If a Student Union Management Staff member is not present, special arrangements must be made and approved by the Associate Director.
5. The reserving party incurs responsibility for security measures and arrangements relative to its proposed event. He/she thereby assumes full responsibility for any damages, theft or vandalism resulting from either the use of space and/or equipment, or failure to notify the Student Union Management Staff so that rooms and equipment can be secured. Items which are broken or not in their original condition when the building was reserved will be charged to the personnel renting/reserving the space.
6. For those activities that require the hiring of security personnel, it is the responsibility of the reserving party to make arrangements that meet the approval of Student Union Management Staff and Office of Campus Safety.

#### D. After Events

1. The reserving party is responsible for insuring that the reserved space is cleaned after an event. This includes collecting trash and putting all tables and chairs where they belong. Failure to do so will result in a \$100 cleaning fee.

2. The reserving party must remove all decorations following the event. A \$100 damage fee will be assessed for decorations that damage or mar the surface of the reserved area.
  3. The reserving party must ensure that all external media and tables/chairs are removed in a timely fashion. Failure to do so will affect reservation privileges for future events.
  4. The reserving party must also contact the Department of Campus Safety if need be, to make sure the building is locked and secured if no Student Union Management Staff is present.
- E. Violations: Failure to comply with the Student Union Policies and Procedures may result in sanctions and/or denied use of space in the future for the reserving party.