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CHARGER UNION
GENERAL TERMS AND CONDITIONS

Terms and Conditions

1. All users agree to comply with all federal, state and local laws and University regulations applicable to the use of institutional facilities.
2. Physical alterations to the building: The physical appearance or structure of the building may not be altered in any manner. Any requests for alterations: painting, doors changed, etc. should be directed to the Charger Union Director in writing. In conjunction with the Facilities and Operations Department and in some cases the University Facilities Planning Committee, a decision will be made regarding the request. If approved, the alterations will be charged to the operating budget of the department making the request.
3. No decorations may be affixed to the walls, ceilings or floors for any event. All decorations must be placed on a table or free standing.
4. Animals: Service animals shall be permitted in the Charger Union.
5. Property belonging to the facility such as pictures, works of art or other equipment may neither be taken from the building nor moved from one part of the building to another. Requests for the removal of any items within the facility must be made to the Charger Union Director and if approved must be moved by Charger Union staff.
6. No bicycles, roller blades, unicycles, skateboards, etc. are allowed in the building.
7. Gambling is not permitted in the Charger Union.
8. All refreshments and meal service within the facility must be purchased from the University Food Service. (See Appendix A).
9. No commercial or individual selling or soliciting shall be conducted within the Charger Union unless sponsored by a registered student organization or university department and reserved through the Charger Union Reservation Office.
10. Firearms and ammunition are not permitted on university property.
11. The Charger Union is a non-smoking facility. University policy states that no smoking is permitted within 25 feet of a building entrance and shall be permitted only in designated smoking areas.
12. Users shall be required to be familiar with and respond to emergency protocols for the facility.
- 13.

CHARGER UNION
USE OF SPACE AND RESERVATION POLICY

1. Purpose of Policy

The Charger Union is designed to meet a diverse range of needs with primary emphasis on the promotion of student life at UAHuntsville. This policy is intended to regulate the orderly use of the Charger Union space by Registered Student Organizations, University Affiliated Groups, Sponsored Non-Affiliated Groups and persons. It includes specific procedures for reserving space and guidelines related to the use of such space.

2. Definitions

2.1 Academic Period - The period between the date of Fall Semester opening of the residence halls for student occupancy and the next following Spring Commencement, excluding periods designated as Fall Break, Winter Break, and Spring Break.

2.2 Affiliated Group - Any group established by the University or established by virtue of an explicit delegation authority to a particular administrator, faculty member, staff member, or to the student body, the faculty, or the staff.

2.3 Non-Affiliated Group - Any group which is not an "Affiliated Group".

2.4 Affiliated Group Sponsored Non-Affiliated Group - Except with respect to rates charged for use of University facilities, an Affiliated Group Sponsored Non-Affiliated Group shall enjoy the rights and obligations of an Affiliated Group under Policy. For purposes of Policy, an Affiliated Group is considered to "sponsor" a Non-Affiliated Group only if the following conditions are met:

2.4.1 The Affiliated Group, and not merely a member of an Affiliated Group, determines to invite the Non-Affiliated Group to use University facilities, for purposes: 1) Consistent with the mission of the University, and 2) Consistent with the goals and objectives of the Affiliated Group, and

2.4.2 The Affiliated Group has substantial participation in and responsibility, including financial responsibility, for planning and executing the planned activity, and is not merely lending its endorsement to the Non-Affiliated Group

2.5 Registered Student Organization – A registered student organization is approved annually through the Office of Student Activities student organization registration process.

2.6 Priority Scheduling – Priority scheduling is designated for Charger Union Departments/Programs and Registered Student Organizations as defined in section 4.0 of this document herein.

2.7 Recurring Reservation – The recurring (weekly, monthly, etc.) use of space during normal operating building hours that does not require staffing and has limited AV needs.

2.8 Special Event – Events such as Lectures, Socials (Dances, Parties, Concerts, etc.), and Educational Functions (Information Fairs, Video Conferences, etc.).

2.9 Open Reservation – A reservation made after the formal Priority, Recurring, and Special Event Reservations Process on a space available basis.

3. General Policy

3.1 The Director of the Charger Union will make all decisions regarding interpretation of and exceptions to this policy and/or Charger Union space utilization.

3.2 Because the Charger Union is a student fee funded operation, all reasonable attempts to limit or minimize user fees for Registered Student Organizations and Charger Union Departments/Programs will be made. Rental costs for certain types of equipment and reimbursable labor rates may apply in certain situations. Standard rental and/or facility use and staffing fees (see Appendix B) will apply to all users other than Registered Student Organizations and Charger Union Departments/Programs. If a Registered Student Organization or Charger Union Department sponsors a program in which students are to be charged an entry fee or any other fee, that sponsoring organization shall pay a flat \$50 facility use fee and staffing fee. Additional fees, such as AV support may also apply.

3.3 During the Academic Period, Registered Student Organizations and Charger Union

Departments/Programs have priority scheduling privileges in accordance with the reservation process for meetings and special events. All other university departments and sponsored non-affiliated users are limited with regard to reserving space no more than thirty (30) days in advance of the event date. In order to assure space availability for students returning to campus in the fall, space is not available for any advance reservation from August 15th through September 1st unless approved by the Director of the Charger Union or her/his designee.

3.4 Registered Student Organizations, University Affiliated Groups, Sponsored Non-Affiliated Groups and persons may be eligible to reserve Charger Union facility space for non-academic periods when approved by the Director of the Charger Union, and scheduled through the Charger Union Event Scheduling Office.

3.5 Individual UAHuntsville students, faculty, staff or non-affiliated individuals may reserve facility space within the Charger Union under Non-Affiliated Group status pending space availability and in compliance with all other policies and no more than thirty (30) days in advance of the planned date unless approved by the Director of the Charger Union or her/his designee.

3.6 Space within the Charger Union is not available for academic class purposes.

3.7 Facilities authorized for use by an organization may not be transferred, assigned or loaned to another organization.

3.8 Reservations must be completed as follows:

3.8.1 All reservations are subject to availability.

3.8.2 All room reservation must be completed at least three (3) business days in advance.

3.8.3 A reservation by the university requiring contracted services or that involve entertainment contracts and/or riders must be confirmed and all arrangements completed no less than four (4) business weeks in advance of the scheduled event date.

3.9 Use of Charger Union audio visual equipment is subject to availability.

3.10 Room reservations are considered tentative until date, set-up, and equipment are approved by the Charger Union Scheduling Office and confirmed by the reserving party in accordance with section 3.8 above.

3.11 The room requested will be assigned when feasible. Although a user's request for a particular room will be given consideration, final assignments will be made by the Charger Union Scheduling Office according to the event or meeting's approximate number of participants and intended use. The Charger Union Scheduling Office reserves the right to substitute assignments or move a user to another area when it is deemed necessary.

3.12 All users reserving space accept responsibility for the proper use of the facility and equipment as well as proper conduct of their members and guests. The Charger Union reserves the right to charge the user and/or its sponsor for any and all damages to Charger Union facilities, equipment, or furnishings.

3.13 All users are responsible for leaving the room in the same condition as when the meeting or event started. The Charger Union reserves the right to charge the user for any labor required to restore the room to its original state.

3.14 Users may not access their reserved room/space prior to the scheduled time and must be finished with the room and it must be vacated by the time indicated on the reservation form.

3.15 All users must notify the Charger Union Scheduling Office of a cancellation no later than two (2) business days prior to the event. Failure to comply with this cancellation notice requirement could result in a charge for any costs incurred by the Charger Union. Repeated violations may result in the loss of scheduling privileges.

3.16 The Charger Union Director or his/her designee may postpone or cancel any/all scheduled events in the Charger Union with or without notice.

4. Charger Union Reservation Process

4.1 The Charger Union will during the Priority Scheduling Process schedule reservation requests in the following tiered order:

- Recurring Reservations
- Special Events
- Open Reservations

4.1.1 At the conclusion of the Priority Scheduling Process, requests will be accommodated on a first come, first served basis including additional Recurring Reservations.. Priority scheduling for fall semester will take place from April 1 to April 30, for spring semester from October 1 to October 31, and summer semester from February 1 to February 28.

4.2 Recurring Reservations

4.2.1 During the Priority Scheduling Process, only Registered Student

Organizations and/or Charger Union Departments are eligible to make Recurring Reservations for the following Academic Year.

4.2.2 Eligible users may request only one (1) Recurring Reservation per week. Additional requests will be considered on a space available basis at the conclusion of the Priority Scheduling Process.

4.2.3 All Recurring Reservations are limited to a two (2) hour time block.

4.2.4 The following rooms are available for Recurring Reservations in the Charger Union: Meeting Rooms 220, 221, 227, 228, 229, 230, 231, 232, 233, and 236.

4.3 Special Event Reservations

4.3.1 During the Priority Scheduling process, Registered Student Organizations are limited to three (3) Special Events per semester. Charger Union Departments/Programs are not limited to a specific number of special events.

4.3.2 Special Events can be scheduled in the 1st floor Game Room, CU Theatre, Outdoor Lawn Theatre, and Charger Union South Patio.

4.3.3 Registered Student Organization requests for additional Special Events may be made at the conclusion of the Priority Scheduling Process on a space available basis no more than sixty (60) days prior to the requested date.

4.4 Open Reservations

4.4.1 Requests for Open Reservations will be made in accordance with the aforementioned guidelines.

4.4.2 Requests for Open Reservations may be made for any date/time which is still available on a first come, first served basis at the conclusion of the Priority Scheduling Process.

4.4.3 All other campus organizations, departments, and sponsored non-affiliated users are limited with regard to reserving space no more than thirty (30) days in advance of the event date.

5. Promotional Tables

5.1 Promotional tables may be reserved by Registered Student Organizations and Affiliated Groups for display and distribution of materials to interested persons in the Charger Union lobby when the space is not reserved for other use. Solicitation and sales are prohibited unless otherwise approved by the Director of the Charger Union.

5.2 The promotional tables must be reserved in compliance with the general reservation procedures and will be assigned on a first come, first served basis.

5.3 Reservations are limited to one (1) table per day up to five (5) days per semester.

5.4 Tables must be occupied by a member of the reserving group at all times.

6. Outdoor Areas

6.1 The south patio and Lawn Theatre space may be reserved for special events in compliance with the general reservation policy.

6.2 Outdoor events must be open to the campus community and access to and from the Charger Union may not be impeded at any time.

6.3 Use of amplified sound must be approved by the Director of the Charger Union.

7. Reservable Meeting/Activity Space:

1st Floor:

Theater: Room 145

Game Room: Room 108-B

Southwest Terrace/Patio

2nd Floor:

Meeting Room: Room 220

Meeting Room: Room 221

Meeting Room: Room 228

Meeting Room: Room 229

Meeting Room: Room 230

Meeting Room: Room 231

Meeting Room: Room 232

Meeting Room: Room 233

Meeting Room: Room 236

Multi-Purpose Room: Room 227

Outside:

Outdoor Lawn Theatre

CHARGER UNION
MARKETING & POSTING POLICY

1. Purpose of Policy

The Charger Union is designed to meet a diverse range of needs with primary emphasis on the promotion of student life at UAHuntsville. This policy is intended to regulate the orderly marketing and posting by Registered Student Organizations, University Affiliated Groups, Sponsored Non-Affiliated Groups and persons. It includes specific procedures for marketing and posting within the Charger Union and outdoor areas adjacent to the Charger Union.

2. General Guidelines

2.1 No information, advertisement, document, or notice of any kind may be attached to any wall, door, window, railing, or other interior and/or exterior building surface, landscape, or hardscape outside the approved posting areas specified in this policy. Materials posted in unapproved locations will be removed and discarded by Charger Union personnel.

2.2 Damage to walls or other surfaces resulting from violation of this policy will require that the organization and/or individual responsible pay the costs of repair.

2.3 Parties responsible for posting materials in unauthorized spaces will receive a written notice on their first offense. Subsequent offenses could result in the loss of posting privileges.

2.4 Content or event promotion must be of student interest or student-oriented in nature, and must be open to all students and/or a broad segment of the campus community.

2.5 Content inconsistent with the mission of the Charger Union and/or the University will not be allowed and is subject to review and approval by the Charger Union Director and/or Charger Union Advisory Board, and subsequent removal if necessary by Charger Union personnel.

3. Information Desk

3.1 The Information Desk accepts flyers, handouts, brochures and similarly approved publicity materials for display at the Information Desk welcome counter.

3.2 Materials which do not fit into standard sized counter top displays will not be accepted. (8.5 x 11 flyers or tri-fold brochures)

4. Promotional Tables

4.1. Promotional tables may be reserved by Registered Student Organizations and Affiliated Groups for display and distribution of materials to interested persons in the Charger Union lobby and outdoor locations when the space is not reserved for other use. Solicitation and sales are prohibited unless otherwise approved by the Director of the Charger Union. Reservations can be made through the Charger Union Scheduling Office.

4.2 The promotional tables must be reserved in compliance with the general reservation procedures and will be assigned on a first come, first served basis. No more than three promotional tables will be available for reservation at a given time.

4.3 Reservations are limited to one (1) table per day up to five (5) days per semester per registered student organization or affiliated campus department.

4.4 Tables must be occupied by a member of the reserving group at all times.

4.5 Commercial solicitation is not permitted in the Charger Union unless sponsored by a registered student organization or university department and reserved through the Charger Union Scheduling Office. Sponsoring organizations or departments are responsible for the activities taking place. No commercial solicitation for personal gain is permitted nor solicitation that is incompatible with the educational mission of UAHuntsville and the Charger Union.

5. Indoor Banners

5.1 Limited space for banners in the Charger Union Atrium/Lobby is available by reservation through the Charger Union Scheduling Office.

5.2 Reservations must be made at least 14 days in advance of installation. The duration of a reservation is one week; a week begins Monday and ends Sunday. Limit two consecutive weeklong reservations per event.

5.3 Banners must be received in the Charger Union Scheduling Office no later than 12pm on the Friday prior to the reserved week.

5.4 Banners must be constructed of paper or vinyl. Wood, cardboard, fabric, glitter or other similar type materials are not permitted due to fire and safety hazards.

5.5 Two banner sizes (vertical in orientation) are accepted: 3'(h)x6'(w) and 3'(h)x8'(w). Any exceptions to these sizes will be based on space availability.

5.6 Installation and removal is performed by Charger Union personnel only. Banners will be available for pickup in the Charger Union Scheduling Office for one week after removal. At the expiration of this time period, any unclaimed banners will be discarded.

6. Outdoor Banners

6.1 The designated location for Charger Union outdoor banners are the two poles at the south entrance to the Charger Union. Banners will only be hung vertically on the columns; no horizontal placement between the poles will be allowed.

6.2 Outdoor banners may only be secured to the poles using the mounting hardware installed on the poles.

6.3 Banners must be constructed of fire protected fabric vinyl with re-enforced top and bottom grommets.

6.4 One banner size (vertical in orientation) is accepted: 3 ft. x 6 ft.

6.5 Only banners promoting significant campus-wide events and/or annual Charger Union Programs (e.g.: Welcome Week, Homecoming, Family Weekend, Orientation) will be considered for posting.

6.6 Approval, installation and removal is performed by Charger Union personnel only. Banners will be available for pickup in the Charger Union Scheduling Office for one week after removal. At the expiration of this time period, any unclaimed banners will be discarded.

6.7 Reservations are available on a first-come, first-served basis; however, advance reservations are encouraged and should be made with the Charger Union Scheduling Office.

7. Bulletin Boards

7.1 Bulletin boards are located on the first floor for campus-related posting. Content of material must comply with Section 2 of this document. General use posting is not permitted at this time.

7.2 All materials must be date-stamped by the Information Desk prior to posting.

7.3 Materials must not exceed 11"x17"; limit one poster per event, per posting location.

7.4 Materials may be posted 21 days prior to or up to the event date.

7.5 Removal of materials will be performed by Charger Union personnel only.

7.6 Use of the bulletin boards in the following locations is reserved for internal use only by those units named below:

- Student Life Suite
- Theater/Auditorium

8. Electronic Signage

8.1 Campus event screens are located around the Charger Union and are used to advertise events taking place in the Charger Union and are open to the general student body.

8.2 Campus event screens can only advertise an event for seven (7) days at a time and must be submitted at least 10 days before the event date to be included in the rotation of electronic signage.

8.3 Graphic Dimensions: Electronic signage submittal requirements and formats to be provided at Charger Union Information desk.

9. Table Tents

9.1 Table tents or similar type table handbills are not permitted in the Charger Union including interior or exterior seating areas. Such materials will be removed or discarded by Charger Union personnel.

9.2 Weekly updates will be inserted into the napkin holders in the Charger Union. Content for these inserts is gathered from the UAHuntsville Student Events Calendar (<http://www.uah.edu/student-life/activities/events-calendar>)

10. Exterior Ground Signs

10.1 Exterior signage such as yard signs is permitted on the front and back patios, and designated walkway areas where they do not impede pedestrian traffic. Space must be reserved with the Charger Union Scheduling Office and are only permitted in the designated locations outside of the Charger Union.

10.2 Large plywood signs (4 ft. x 8 ft.) are permitted at the Charger Union but space must be reserved with the Charger Union Scheduling Office and are only permitted in the designated location outside of the Charger Union.

10.3 Reservations are available on a first-come, first-served basis; however, advance reservations are encouraged.

10.4 Exterior signage must be removed by sponsoring group by midnight following the next business day after the event. Any unclaimed materials will be discarded by Charger Union personnel.

APPENDIX A
CHARGER UNION
FOOD SERVICE POLICY

1. POLICY:

All food service and catering in the Charger Union meeting spaces must be provided by or through the University Food Service. No food and/or beverage may be brought into the facility in connection with an event or activity. The Director of the Charger Union or authorized food service representative may make exceptions to this policy. The policy does not apply to office space.

This policy is in effect and must be consistently enforced because the Charger Union holds a restaurant license. Because of this license, the Union must follow all the regulations as dictated by the Alabama State Board of Health. These regulations are quite strict and hold the restaurant licensee responsible for violations.

2. RATIONALE FOR STUDENT ORGANIZATIONS:

In order to better serve the student organizations, an exception to the above policy has been created. Student organizations may bring food and non-alcoholic beverages into the facility for meetings and events. This exception is subject to the following guidelines:

1. Only factory sealed food and beverages may be used. No homemade products may be served.
2. All food and beverages must be in the original factory sealed containers when served.
3. Neither the Charger Union nor the University Food Service will supply dishes, plates, cups, napkins or any other item necessary to serve the refreshments.
4. The sponsoring organization is responsible for cleaning up all food and beverage items prior to leaving the event.
5. These exceptions apply to refreshments only; no full meals may be served.
6. Food and beverage list must be provided to the scheduling office and approved prior to serving.
7. Violations will result in a possible loss of the space and/or loss of future scheduling rights.

APPENDIX B
CHARGER UNION
RENTAL RATE SHEET

Location	Capacity	Pricing			
		Registered Student Organization	Affiliated Group	Sponsored Non-Affiliated Group	Non-Affiliate Group
Large Conference Rooms 229, 230, 231, 236	12 - 20	\$0	\$0	\$50	\$100
Small Conference Rooms 220, 221, 228, 232, 233	Up To 8	\$0	\$0	\$35	\$75
Dance/Multi-Purpose Room 227	Up To 75	\$0	\$0	\$50	\$100
Theatre	300	\$0	\$0	\$200	\$600
Game Room 108-B	60	\$0	\$0	\$75	\$150
Southwest Terrace/Patio	40	\$0	\$0	\$50	\$100
Outdoor Lawn Theatre	N/A	\$0	\$0	\$100	\$250