



*Student Union Policy Manual*

*University of Illinois Springfield | February 2025*

## TABLE OF CONTENTS

|                               |          |
|-------------------------------|----------|
| <b>PURPOSE</b>                | <b>3</b> |
| <b>MISSION AND MISSION</b>    | <b>3</b> |
| DIRECTORY                     | 4        |
| HOURS OF OPERATION            | 5        |
| <b>BUILDING GUIDELINES</b>    | <b>5</b> |
| GENERAL BUILDING GUIDELINES:  | 5        |
| EMERGENCIES                   | 5        |
| GENERAL SCHEDULING CRITERIA   | 8        |
| NON-UNIVERSITY EVENTS         | 9        |
| ROOM RENTAL RATES             | 10       |
| GENERAL SCHEDULING GUIDELINES | 10       |
| PROMOTION TABLES              | 13       |
| TABLE RENTAL RATES            | 13       |
| RENTAL RATES                  | 14       |
| USAGE GUIDELINES              | 14       |

## **Student Union Purpose and Mission**

The focal point of campus and student life, the Student Union at UIS is the heart of the university campus, a place where students, along with faculty and staff, spend time with friends, collaborate on academic and leadership activities, and create an inclusive and welcoming campus community.

The building includes:

- A Student Leadership Center, with spaces for Student Government, Student Activities Committee, Student Life, and the Volunteer and Civic Engagement Services;
- Multiple lounge spaces, large and small, for use by anyone on campus;
- Multiple dining options, a sports grill, and Starbucks;
- A ballroom/multipurpose room, meeting rooms and
- Outdoor patios.

# Directory

- Student Union Administration
- Food Service and Catering
- Welcome Desk
- Student Leadership Center
- Student Life Offices
- Civic Engagement and Volunteer Services

## Administration

- Ashley Hall, Director
- Katie Pavelko, Assistant Director
- Justin Benedict, Office Manager
- Jerry Roberts, Building Service Worker Sub-Forman
- Ronnie Nelson Building Service Worker
- <Vacant>, Building Service Worker

## Student Life

- Cynthia Thompson, Director
- Marie Watson, Associate Director
- Damilola Shaba, Graduate Assistant

## Civic Engagement and Volunteer Services

- Jill Hawkins-Wright, Director
- Connie Komnick, Assistant Program Director

## Food Service

- Geoff Evans, Director
- Randy Williams, Catering Manager
- Steve Butts, Chef
- <vacant>, Office Administrator

# Student Union Hours of Operation

(Hours may be adjusted in accordance with breaks, summers and University guidance)

|                   |                   |
|-------------------|-------------------|
| Monday – Friday   | 7:30am – 10:00pm  |
| Saturday – Sunday | 10:30am – 10:00pm |

## General Building Guidelines:

ANIMALS are not allowed in the Union (exception – service dogs). See University of Illinois Springfield policy.

POSTING of all materials shall be under the supervision of the Student Union and shall be limited according to the established policies for distribution and posting of printed materials in the Student Union.

DAMAGE – Any person damaging fixtures, equipment, or any other property of the Student Union shall be charged the cost of repair and replacement with the approval of the Student Union Administration.

USE OF UNION FACILITIES BY MINORS – The Student Union is a facility for University students, faculty, staff, alumni and guests. As such, it serves as the central location of most student activities and other educational programs. The building and its services are also available to those individuals and groups that have been invited or scheduled by the University and/or Student Union.

An adult must accompany any child, 13-years or younger, at all times while in the Student Union. Should any child, 13-years or younger, NOT be accompanied by an adult, they will be asked to leave and/or a call will be made to the parents by Student Union personnel.

## EMERGENCIES

### FIRE –

#### Evacuations – Fire Alarm Sounding:

- If the fire alarm sounds, close doors, and leave the building.
- When smoke is present, keep low to the floor and use the nearest exit or stairway. **Do not use an elevator during a fire emergency.** Use stairways for a means of egress.
- Supervisory personnel should check their individual work areas to see that everyone is out.
- After you are outside, stay clear of the building and follow the directions of emergency personnel. IF you leave using the West door – head west to the Recreation and Athletics Center (TRAC). IF you leave using the North door head north towards the colonnade and into Brookens Library.
- Supervisory personnel should account for their personnel at the designation evacuation meeting point.

## Report a Fire:

- Activate the alarm system immediately by pulling the nearest alarm station.
- From a safe location, if you have time, call campus Police (217-206-7777) and tell them the exact location of the fire and any known special hazards at that location. **DO NOT ASSUME THAT SOMEONE ELSE WILL CALL.**
- If the fire is in a room, and no one is in the room, try to close the door to retard the spread of smoke and heat.

## BOMB THREAT – BY PHONE:

- Keep the caller on the phone as long as possible. Ask him/her to repeat the message. Record every word spoken by the person.
- If the caller does not indicate the location of the bomb or the time of possible detonation, ask him/her for this information.
- Inform the caller that the building is occupied and that detonation of a bomb could result in death or serious injury to many innocent people.
- Pay particular attention to background noises, such as motors running, music playing, and any other noise which may give a clue as to the location of the caller.
- Listen closely to the voice (male, female), voice quality (calm, excited), accents, and speech impediments.
- Immediately after the caller hangs up, report the threat to the Campus Police (217-206-7777) and then the Student Union Director (217-206-8611).
- Remain available, as law enforcement personnel will want to interview you.

## BOMB THREAT – WRITTEN-

- **SAVE ALL MATERIALS, INCLUDING ANY ENVELOPE OR CONTAINER!**
- Once the letter is recognized as a bomb threat, further unnecessary handling should be avoided. Every possible effort must be made to retain evidence such as fingerprints, handwriting or anything which might aid in identifying the writer. Place item(s) in a clean paper bag to preserve evidence.
- Immediately after recognizing the letter as a threat, notify the Campus Police (217-206-7777) and then the Student Union Director (217-206-8611).
- After the bomb threat is reported to the Campus Police, further instructions will be given to inform the staff and patrons of what actions to take.

## ACTIVE SHOOTER ON CAMPUS –

- **RUN** - Have an escape route and plan in mind. Leave your belongings behind. Evacuate regardless of whether others agree to follow. Help others escape, if possible. Do not attempt to move the wounded. Prevent others from entering an area where the active shooter may be. Keep your hands visible. Call 911 (6-7777) when you are safe.
- **HIDE** - Hide in an area out of the shooter's view. Lock door or block entry to your hiding place. Silence your cell phone (including vibrate mode) and remain quiet.
- **FIGHT** - Fight as a last resort and only when your life is in imminent danger. Attempt to incapacitate the shooter. Act with as much physical aggression as possible. Improvise weapons or throw items at the active shooter. Commit to your actions...your life depends on it.

## SEVERE THUNDERSTORM WARNING –

A severe thunderstorm warning will be issued by the Campus Police when a severe thunderstorm has been sighted or when radar indicates that a severe thunderstorm is approaching close to the University campus and offers an actual threat to the University community. When a severe thunderstorm warning is reported over the campus communication system, you should:

- Immediately move quickly to a designated safe area in the Union: bathrooms on the first floor. IF there is enough notice proceed to the tunnel under Health Science Building north of the Union.
- Stay away from Union windows.
- **Do not use the elevators.** Use the stairways for egress.
- Do not handle any electrical equipment or telephones because lightning could follow the wire. Avoid water faucets and sinks because metal pipes can transmit electricity.
- Remain in the safety area until you receive the all clear message or until you are advised that the thunderstorm has passed.
- After the thunderstorm has passed, evaluate the situation and if emergency help is needed, call 6-7777 or 217-206-7777 for Campus Police

## **TORNADO –**

Tornado sirens will be sounded and a tornado warning will be issued by the (Campus Police) when a tornado has actually been sighted in the immediate campus area or when radar indicates a tornado is approaching close to the University community. When a tornado warning is reported over the campus communication system, you should:

- Immediately move quickly to a designated safe area in the Union: Interior section of food service area. With enough warning – go to the nearest building with a tunnel (Health Science Building).
- **Do not use the elevators.** Use the stairways for egress.
- Upon arrival in a designated safe area, take cover underneath a table, a large desk or heavy furniture (if possible) and stay close to the floor. If you are wearing a heavy jacket or have access to a blanket or other heavy cloth material, use these items to cover your upper body and face. This will help protect you from any flying glass or debris. Crouch down on your knees with your head lower than your back and your hands clasped around your head.
- Remain in the safety area until you receive the all clear message or until you are advised that the tornado has passed. Once outside, move to a clear area at least 150 yards from the building.
- Do not return to evacuated building unless directed to do so by Union staff or Campus Police.

# GENERAL SCHEDULING

In general, the Student Union schedules programs on the basis of the following criteria:

- Registered student organizations
- Colleges, divisions, and departments of the University
- Conferences and workshops of a learning nature involving both on-campus and off-campus groups.
- Any individual or group, whichever is appropriate, which has legal sanction to operate in the State of Illinois.
- **Scheduling of all Student Union facilities is managed by the Student Union Administration Office.**

University Events:

Any department, division or registered student/faculty group of the University (UIS). System Offices will be treated as UIS.

Non-University Events:

Any external group or individual not affiliated with the University (UIS).

Room rental charges for use of space in the Student Union will be incurred depending upon the nature of the event and identity of sponsoring groups.

- Registered student organizations are not charged for spaces used for events unless an admission or participant fees are charged, then the UIS rate for space rental will be applied.
- Co-Sponsored events by Departments or RSO's with persons/organizations not associated with UIS, will be charged the UIS rental rate.
- Classes desiring space in the Student Union will be allowed to hold one session per semester subject to the availability of space. The Student Union Administration must approve any exceptions to this policy.
- Off-campus individuals/organizations will be charged the non-UIS rate for space rental for all events scheduled in the Student Union.
- Conference/Workshop/Seminar Room Rental Rates: Any group or organization utilizing meeting room facilities which is not exempt from room rental charges will be assessed as follows:
  - a. Full room rental for the largest room used.
  - b. One-half room rental for any or all subsequent rooms used.
  - c. If conference/workshop/seminar is scheduled for more than one consecutive day and room setups remain the same, room charges will be one-half price for all rooms on the additional days.
- Room rental rates are for a full day, or any portion of time between 7:30 a.m. and fifteen (15) minutes prior to closing, and include reasonable setup of chairs, tables, stage or basic sound/lighting equipment.
- Additional charges for equipment rental or labor may be made for excessive setup requests, and for work outside building operational hours.
- The use of University facilities will be scheduled according to a priority system. University use will take precedence over non-University use of facilities whenever two requests are made at the same time for the same facility. The University reserves the right in scheduling all activity within the Student Union with consideration being given to campus community needs.
- In certain cases insurance may be warranted.



#### Co-Sponsored Events:

Any external group or individual not affiliated with the University that is co-sponsored by a UIS Department or Registered Student Organization. Below are attributes that indicate a true co-sponsored event.

- A UIS Connections Request is completed by the UIS co-sponsoring Department or Registered Student Organization.
- A CFOAP is provided by the UIS co-sponsoring Department or Registered Student Organization to cover the UIS room rental rate.
- The UIS co-sponsoring Department or Registered Student Organization is actively involved in the planning committee for the event.
- The UIS co-sponsoring Department or Registered Student Organization has a substantial presence at the event.
- UIS, the Department or Registered Student Organization is being shown on all advertisements and publications as a co-sponsor.
- The co-sponsored event relates to the University of Illinois Springfield's mission.

If the event does not meet a majority of the attributes listed above, the event will be treated as a non-university event and will have a non-UIS room rental rate, will be required to comply with insurance requirements and will be required to complete and follow the Facility Use Agreement for the Student Union.

## NON-UNIVERSITY EVENTS

Persons/organizations not associated with UIS, and not covered by other existing policies, who want to schedule an event in the Student Union may be permitted if:

1. The proposed use will not interfere with or detract from the mission of the University and/or the Student Union, or the use of the facilities by organizations associated with the institution.
2. The Student Union has appropriate facilities available for the proposed use.
3. The persons/organization seeking to use the facilities has complied with applicable Student Union procedures.
4. Persons/organizations using the Student Union facilities will be required to pay rental charges for use of the facilities and will be required to comply with insurance requirements and will be required to complete and follow the Facility Use Agreement for the Student Union

#### **Insurance Requirements for Non-University Events:**

Persons/organizations not associated with the University shall provide liability insurance for itself and all of its participants in the subject conference with limits of not less than \$1,000,000 combined single limit for each person/occurrence for bodily injury and/or property.

To comply with insurance requirements, persons/organizations not associated with the University shall either:

- a. Provide to the University a certificate of insurance including the University of Illinois Board of Trustees and University of Illinois as an additional insured for no less than \$1,000,000 combined limits

- or*
- b. Purchase coverage for the event through the Tenants and Users Liability Insurance Policy. The Tenants and Users Liability Insurance Policy, which provides affordable General Liability insurance, is available to tenants, users and renters of University of Illinois Springfield facilities. Protection is provided against negligent acts for which the group or organization may be held responsible for property damage of bodily injury. University of Illinois is named as an additional insured. The cost of the coverage is a per-day charge based on the type of event and number of people attending the event.

## ROOM RENTAL RATES

| General Use spaces      | UIS   | non-UIS |
|-------------------------|-------|---------|
| Ballroom                |       |         |
| Full                    | \$500 | \$2000  |
| Center                  | \$300 | \$1000  |
| North or South          | \$200 | \$700   |
| North Meeting Room 225A | \$75  | \$200   |
| North Meeting Room 226B | \$75  | \$200   |
| South Meeting Room 222C | \$75  | \$200   |
| South Meeting Room 223D | \$75  | \$200   |
| Seminar Room 228        | \$0   | \$30    |
| Seminar Room 235        | \$0   | \$30    |

## GENERAL SCHEDULING GUIDELINES

The facilities and services in the Student Union are provided for the benefit of individuals/groups utilizing the building. Only through effective scheduling procedures can the quality and maximum utilization of facilities be maintained.

The following are guidelines for scheduling a meeting or event.

- UIS registered student organizations have priority scheduling rights in the UIS student Union.
- UIS registered student organizations will have the opportunity to schedule space during the first two months of each semester for the following semester.
- Banquet and meeting rooms are assigned on the basis of type of event, the anticipated number of guests and the availability of rooms. The Student Union may change room assignments to accommodate larger or smaller attendance.
- A request made does not guarantee a space, even if available at the time of the request. Groups or individuals should not make any arrangements to do any advertising of the event until a confirmation copy of a reservation is received from the Student Union Administration.

- The Student Union will hold dates for departments/organizations on a tentative basis for two weeks. It is up to the sponsoring organization to confirm or cancel these dates within the allowed two-week time period. If no communication has been received from the sponsoring organization by the two-week deadline the Student Union reserves the right to cancel all of the dates.
- Weekly meetings can be made for the following semester beginning the week prior to finals week of the previous semester, unless the meeting is listed on the Priority Meeting list.
- Registered student organizations are limited to no more than two (2) meeting room per week with a four (4) hour time limit for routine weekly activities with each individual meeting lasting no longer than three (3) hours. Additional space can be requested one week in advance, pending availability.
- A "NO SHOW" is designated by failure of the organization to be present 15 minutes after the scheduled time of the event.  
A no-show charge of \$10.00 per meeting will be assessed if a group does not use the room reserved and does not cancel the reservation in advance. If extra setup is necessary and the group fails to use the room, the Student Union reserves the right to assess a greater charge.
- The organization and/or its officers shall be held financially responsible for any damage resulting to the building or equipment as a result of maliciousness and/or negligence on the part of any officer of the organization or participant.
- Food is allowed ONLY if it is sold or served by University Food Service. Failure to comply may result in a fine. Food and beverages for meetings and/or programs must be provided by University Food Service. Setup and menu arrangements must be made at least 10 business days in advance. Outside food is allowed in a meeting if the value is less than \$100 and with prior approval from Student Union Administration via a completed food waiver form that must be submitted to Food Service for the outside food.
- The burning of candles or other flammable items in the Student Union is forbidden. Any violation of this policy will result in a charge to be determined by the Student Union Administration and to be determined suspension on using the Student Union rooms. Any use of candles for banquets must be approved by food service catering.
- Extraordinary clean-up and set/up, breakdown requirements as determined by the Union Staff will result in additional labor charge (i.e. Dance Floor etc.) Any damage to the room and/or its contents will be charged to the organization.
- **The use of glitter and confetti are forbidden and require additional clean-up requirements that will result in a charge to the sponsoring organization. Balloons used for decoration must have prior permission from Union Administration – they must be weighed down and removed from the building.**
- Space requests are to be made at least 10 business days prior to the date requested.
- The organization is responsible for the removal of all decorations and props immediately after the event. A service charge will be made by the Student Union if decorations and props are not removed by the designated time.

- *A cancellation penalty may be charged if your reservation for a room requiring special setup and/or food service is not canceled at least 72 HOURS PRIOR TO THE EVENT*
- Smoking is NOT permitted in the University Union.
- If a registered student organization schedules a room and allows a non-registered group to use that room, the group who scheduled the room will lose its scheduling privileges for one full semester.
- Any event that is sponsored by more than one UIS Department or RSO must be booked in the name of both groups and both sponsors must be in good standing – at the time of booking and at the time of the event.
- Misrepresentation of the purpose for the use of any Student Union facility and/or concourse table by any individual or group will result in the loss of the privilege to use Student Union facilities or concourse tables. The length of time for the loss of these privileges will be imposed by the Student Union Administration.
- The person/organization scheduling the use of the facility shall be held financially responsible for any damage resulting to the building or equipment as a result of maliciousness and/or negligence on the part of any participator.
- All individuals and groups are expected to follow the itinerary scheduled for their particular events. Other groups may be using the facilities prior to or following your scheduled event.

With proper scheduling of an event, everything will be ready at the scheduled time. In order to prevent immediate or accumulated damage or depreciation to the appearance of the Union, please adhere to the following:

- Decorations - shall not include highly flammable substances such as excelsior straw or quantities of paper napkins, cleaning tissues, or any type of paper that is not flame proofed. Gasoline or any other highly flammable liquids or gasses may not be brought in without special arrangements. The use of glitter and confetti for decoration is prohibited in the Union.
- Anything to be hung from the ceiling must have prior approval from Student Union Administration and must be hung by the appropriate University staff, as determined by Student Union Administration and University policy.
- Anything taped and/or adhered to walls, windows, doors and/or pillars must have approval of the Student Union Administration.
- Use of nails, tacks, staples, scotch tape, duct tape, and other such devices are prohibited in the Student Union.
- Electrical outlets should not be overloaded during any event. Requests for additional electricity should be made to Scheduling and Event Services at least one (1) week prior to scheduled event.
- Fire regulations require that all display materials used must be of a non-flammable nature.

- Candles - the burning of candles is prohibited at events scheduled in the Student Union with the exception of events where candles are provided in appropriate candleholders by University Food Services for catered events only. Centerpieces including candles must be approved in advance.
- Special arrangements for hanging banners, lights, etc., in any space in the Student Union must be arranged with Student Union Administration at least ten (10) days prior to the event. If extra janitorial and/or other services (electrician, carpenter, etc.) are needed, there may be an additional charge.
- All decorations and/or displays are to be removed immediately following the event or as arranged with Student Union Administration. If not removed immediately, they will be discarded. A service charge may be assessed by the Student Union if decorations and props are not removed by the designated time.
- Special arrangements for moving furniture into meeting rooms for special events must be arranged with Student Union Administration at least (7) days prior to the event. Final approval on the movement of furniture is made by Student Union Administration. Student Union staff are to move furniture.
- University and/or student sponsored activities shall not be scheduled in the Student Union during the final examination period or the weekend prior to the final examination week.
- The security needs for any event held in the Student Union will be determined by Student Union Administration and UIS Police. All security charges will be charged back to the sponsoring organization.

## PROMOTION TABLES

The placement of tables in the Union will be determined by Union staff and will be scheduled through UIS Connections on a “first come, first serve” basis. Appropriate forms and fees must be submitted prior to date of use.

Table space priority will be given to on-campus, registered student groups and University agencies.

No table rental will be assessed to any University agency or registered student organization distributing material promoting that organization.

### Table rental will be charged to:

- Non-university related, outside vendor.
- **Credit card solicitation is not allowed.**

## **Rental rates for Tables:**

Outside vendors using the space in the North concourse to promote/advertise or sell a product or service will be assessed \$100.00 per day. Any giveaway items (including coupons) must be reviewed and approved in the Student Union Administration office prior to the use of the promotion table.

Rental fees must be turned in prior to the scheduled Promotion Table reservation start time.

## **Table Usage Guidelines:**

Table usage by on-campus registered student organizations and University agencies may be scheduled for a maximum of three days in one week, any additional request will be taken under consideration by Union Administration.

Table usage by non-university related, outside vendors is limited to three days per month. Only one outside vendor will be scheduled per day.

Table sponsors are required to staff the table at all times. If the table is not staffed, it will be removed.

Solicitation in front of the tables is prohibited.

Registered student organizations selling tickets, merchandise, or collecting monies must have prior approval through Student Union Administration.

The sale of food or any edible material must have prior approval of Student Union Administration. Any food, beverage, or candy items to be sold in the Union must be purchased from University Food Services or be pre-packaged from an approved vendor with the prior approval of Union Administration and Food Service. Bake Sales must have prior approval and follow the Bake Sale policy from Student Life.

New or prospective student organizations are permitted the use of one table in the Union for one two-day period, providing the purpose is to solicit membership.

Table requests for political purposes – refer to University-wide policy on political activities.