

## **Elliott Student Union / Alumni Chapel Facility Usage Guidelines**

The group sponsoring an activity or event is responsible for the actions of their guests or participants and/or their proper use of the facilities, furnishings, and equipment.

Clients must check in with staff at the Elliott Student Union Information desk upon arrival.

Events involving paint are only permitted in Union 213 and Chapel Undercroft. Tables must be protected from paint with appropriate covering.

Adjustments within all spaces must be performed by Elliott Student Union staff, (including furniture, equipment, etc.).

All decorations must be removed immediately following the event by the client. Boards, easels or sign holders may be reserved for posting materials at time of booking.

If advertising to the campus community or welcoming your group on the day-of the event via digital signage is of interest, guidelines can be found on the Advertise button [here](#).

All food/catering service must be arranged through Dining by Sodexo. Call 660-543-4440 or email [sodexocatering.ucmo@sodexo.com](mailto:sodexocatering.ucmo@sodexo.com) (Alcohol is only allowed in conjunction with catering services by Sodexo within the reserved event space.)

### **Items / Actions prohibited in the Elliott Student Union and Alumni Chapel**

- Items cannot be suspended from the ceiling or light fixtures
- No tape, tacks, glue or anything adhered the floors, walls, doors or ceilings in rooms or public areas. (However, painter's tape may be used on walls within the rooms.)
- No glitter.
- The use of fog machines, dry ice or smoke machines are prohibited.
- No animals other than service animals are allowed in the building.
- Candles and open flames of any kind are not allowed in the Elliott Student Union or Alumni Chapel.
- Bikes, scooters, skate boards are not permitted in the building.
- No smoking in the building or on campus. UCM is a smoke free campus.

*Violations of these guidelines may result in a fee to the group sponsoring the event*

## **Operating Hours for Elliott Student Union /Alumni Chapel**

### Academic Year

Sunday 11 am - 11 pm

Monday - Friday 7 am - 11 pm

Saturday 8am - 11 pm

### Summer

Sunday CLOSED

Monday - Friday 7am - 9pm

Saturday 8am - 9pm

\*Closed on holiday weekends—Memorial Day, Fourth of July & Labor Day

\*\*\$25 per hour fee for reservations during non-operational hours.