

## **MEETING AND CONFERENCE SERVICES POLICIES & PROCEDURES**

### **Event Confirmations**

Please, be aware that we can only generate an Event Confirmation after we receive the necessary details. Incomplete information may result in substantial delays in receiving a confirmation or event agreement.

### **Last Minute Changes**

Changes submitted less than 48 hours prior to the event or during an event may result in service charges to the organization. All changes must be submitted by the event requestor.

### **No-Show Policy**

Student organizations are responsible for cancelling their event at least 48 hours in advance. Failure to cancel will be considered a no-show. The first no-show will result in a verbal warning. The second no-show will result in a written warning to the person who booked the space. After a third violation, the organization will lose event privileges for the remainder of the semester.

### **Recurring Elliot Student Union Room Usage**

Student organizations are allowed up to three hours of usage per week for recurring events. Recurring events are not allowed to be booked in the Elliot Union ballrooms 236, 238, 240, and the Charno Room.

### **Practices for Performance Events**

Practices for performances, such as dances, pageants, and plays must end by 10:30pm. Student organizations are allowed to practice only three hours per week until two months before their event date. Two months prior, groups will be allowed to practice more than three hours per week, space permitting. Ballrooms, auditoriums, and similar venues will not be available for all practices. Student organizations will be allowed to practice at least two times during the two-month period in their event venue, space permitting.

### **Formal Event Agreements**

Formal event agreements are generated for large or complex events that involve charges. You will receive an agreement approximately four weeks before the event. This will also include an invoice.

### **Clean Up**

It is the responsibility of the client to remove all decorations from the premises and dispose of trash in the receptacles in the room. If items are not picked up and decorations removed a fee may be assessed.

### **Decorating Policies**

- The use of glitter is not allowed. If glitter is found after an event, additional charges may apply for extending cleaning duties.
- Items may be hung on the walls using 3M Command adhesives/adhesive hangers or painters tape. Please do not use tacks, standard tape or staples. Damaging the walls may result in a fine.
- Please make sure candles are dripless or in a glass holder in order to be used in the Elliot Student Union or the Alumni Chapel and must have prior permission from MACS.
- The organization scheduling campus facilities will be held financially responsible for any special setup, clean up, services, equipment, maintenance or repair resulting from their event.

### **Audio Visual Equipment**

- You may request a sound technician for up to two rehearsals per event.
- An AV tech can be requested for performances.
- Hendricks Hall and Hart Recital Hall require a tech for the sound board.

### **Food**

- Sodexo is the exclusive food provider for UCM. Food for events must be purchased from Sodexo.
- Pizza is the exception to this policy. Please let your Event Coordinator know if you will have pizza at your event.
- Table cloth\|s can be ordered from Sodexo for \$5 per table cloth. Table cloths are included with served meals.

### **Fundraiser**

- If an organization is generating money for an event there is a room.equipment fee.
- Every Student Organization is allowed to have ONE FREE fundraiser (includes space and AV equipment) per semester.
- Every Student Organization is also allowed 10 Hall Tables per semester. These can be used to fundraise or for informational purposes.

### **Dance Floor Usage**

Dance floors must be rented for all dances held in the Union for an additional charge. Please do not use canes or other dancing props that could damage the stage or dance floor. The dance floor can be requested through the Elliot Student Union and MACS.

### **Elliot Student Union Operating Hours**

**The Elliot Student Union is open until midnight.** If you would like to hold an event past 11 p, you must make arrangements with your event coordinator and will be considered a Late Night Event.

### **Student Rec and Wellness Center**

Organizations are allowed to reserve the dance room for 90 minutes one day a week Monday-Thursday and for 2 hours on a weekend Friday-Sunday.

### **Rain Site Policy**

If an event is taking place outdoors, a rain site or date should be secured at the time of the reservation. If a rain site or rain date has not been arranged, it is at the discretion of MACS to cancel the event to prevent university property damage.

Some rooms on campus have additional policies specific to that particular space which supersede these policies. In the event that all or a portion of the policy is different, it will be included as part of your event confirmation.

### **Continuous Usage Policy**

Twice a year, a campus department or organization may use an Elliot Union room for up to one week or 7 days. After one week, a charge will be assessed for additional continuous use of the space.

### **University Postponement or Cancellation of Events**

For causes beyond its control, UCM may, in its sole discretion and with or without notice, postpone or cancel the event. Such causes may include but are not limited to; regulations, acts, orders or directives of any government agency, acts of God, strikes, fire, flood, weather, war, picketing, rebellion, insurrection or terrorism, or any other cause beyond reasonable control.