Campus Policies

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SOLICITATION POLICY

Solicitation is defined as the distributing of promotional materials for events, the selling of goods and/or services, the taking of orders or collecting of money from anyone other than members of a sponsoring organization, collecting ideas or opinions in surveys, petitions or other formats, distributing political information, or the proselytizing of religious beliefs.

Solicitation on campus must be conducted according to the following guidelines:

- Solicitation and the distribution of promotional materials must take place in designated hall table locations on campus. Distribution of promotional materials includes, but is not limited to handing out flyers, distributing informational material or giving away promotional trinkets.
- Reservations for hall tables must be made by completing an Event Registration Form through the Meeting and Conference Services Office in Union 307, 660-543-4342.
- Solicitation should have the primary objective of service to students rather than profit.
- Any form of solicitation should not interfere with the educational activities of the University.
- Solicitation of ideas, petitions or surveys should be in good taste and should not be disruptive.
- Sales of goods and products may be conducted on campus in designated hall table locations if such is not in competition with products or services offered by the University.
- Campus groups will be given first priority for space usage or rental.
- All solicitation must comply with state and federal regulations.
- Solicitation of funds from any individual or group should not hinder or compete with the fundraising efforts of the Office of University Development, the UCM Foundation or the Athletic Department.

All solicitation with the exception of petitions must be registered in the Meeting and Conference Services Office in Union 307 one week in advance of the designated activity. Specific approval for solicitation in various locations/areas on the campus must be obtained according to the information below:

- **University Housing**: Solicitation must be approved by University Housing (located in Ellis Hall). Solicitation will be restricted to designated public areas.
- **Elliott Union**: Selling of items and merchandise or the solicitation of goods, including credit cards, by registered campus organizations, businesses or individuals is prohibited except by authorization and sponsorship by the University Store or Elliott Union. Authorization could include a 15 percent commission to be paid to the University Store, and any sales subject to sales tax are
the responsibility of the seller. Bake sales are prohibited in the Union. Reservations must be made through the Meeting and Conference Services Office.

• **West Fields and Outdoor Facilities/Areas**: Solicitation in outdoor areas will only be permitted in designated areas. Approval must be obtained from the Meeting and Conference Services Office.

• **Multipurpose Building/Audrey J. Walton Stadium and Vernon Kennedy Field**: Approval for solicitation must be obtained from the Athletic Director/Assistant Athletic Director for Facilities and Event Management (located in the Multipurpose Building). The sale of goods or products must not interfere with normal building activities and will generally be restricted to special activity days or events such as games, meets, etc. Soliciting groups must be registered campus organizations.

• **Pertle Springs**: Approval must be obtained from the Athletic Director (office located in the Multipurpose Building). Solicitation in outdoor areas will be permitted only during special activity days or events such as Homecoming, music contests, etc.

**DEMONSTRATIONS AND MASS GATHERINGS**

In some instances it may be the desire of some students or other individuals to express their views and make their opinions known through the process of orderly demonstration. The primary responsibility of the University is to maintain conditions conducive to the effective conduct of academic affairs and to the preservation of dignity of public events and ceremonies.

**Campus demonstrations**:

• Must be scheduled a minimum of 48 hours in advance with the Public Safety Office.
• Must be conducted in an orderly manner with areas used to be left in a state identical to that which it was in previous to usage.
• Must not interfere in any way with vehicular or pedestrian traffic.
• Must not interfere with classes, scheduled meetings, ceremonies, activities, or other educational or operational processes of the University.
• May not be held within University buildings or any outdoor facility when University functions are in process therein.
• Individuals or groups with a past history of interrupting the academic processes the University will be denied a reservation to hold a demonstration on campus.

Demonstrations include but are not limited to such activities as picketing, distribution of leaflets, and the presence of persons for the general purpose of registering sentiment and opinion.
Participation in mass gatherings that are considered to be disorderly and/or unlawful will subject a student to possible disciplinary action as severe as suspension from the University. Only a few students intentionally get involved in mob misconduct, but many so-called “spectators” get drawn into a disturbance and by their very presence contribute to the dimensions of the problems. It must be understood that the University considers anyone, whether actively involved or spectator, to be a participant subject to full enforcement of the law and University regulations when he/she is in violation of the laws or policies as an individual or as a member of a crowd.

CAMPUS POSTING PROCEDURES

This policy addresses and covers the distribution and posting of cards, notes, signs, flyers, computer listings, name lists and handbills, photo reproductions, newspaper clippings notices and posters, etc., in and out of buildings and throughout the grounds of the University of Central Missouri. The intent of this policy is to provide UCM students, faculty and staff with maximum opportunity and space to advertise approved events, products, services, etc., at designated locations throughout the campus on bulletin boards or similar devices.

It is expected that all advertising materials posted on designated University display devices will be reasonably neat and attractive in the best interest of the advertiser and the University. Advertising materials should be typed and printed when appropriate for legibility and neatness; however, freehand drawings, writing and printing will be permitted. All advertising will adhere to the University community’s sense of decency and good taste. Offensive, obscene, inflammatory advertising, etc., will not be permitted or tolerated.

Anything placed on a bulletin board/kiosk is considered a poster/flyer and must be posted in accordance with the guidelines established in this policy. The posting and/or distribution of signs, handbills and flyers in buildings at University of Central Missouri will be limited to registered student groups and official units of the University. A list of the specific locations of designated areas where information may be posted is listed following these policies. A listing of locations is also available through the Office of Campus Activities. Posters advertising non-University sponsored events must be of general interest to the University community and sponsored by non-for-profit organizations. Businesses’ and for-profit organizations’ posters will be allowed to post information only on the bulletin board in the Elliott Union that has been designated for these organizations. Commercial advertising and/or posting of personal notices except where designated are prohibited.
Regulations:

- Posters and flyers must not exceed 14" to 22" in size. Signs exceeding the limit must have special permission from the Office of Campus Activities for posting.
- The name of the sponsoring group or unit must appear on the flyer or sign. The organization’s name must be spelled out.
- All posters must be in English or contain an exact English translation on every poster.
- Signs, posters, flyers, etc., should be posted for a period not exceeding two weeks.
- Signs must be posted in areas designated for posters (i.e. bulletin boards or kiosks). Posters and flyers may not be attached to windows, doors, walls, floors, trees or any other part of the University grounds.
- Lawn signs may be used for some special occasions (i.e. Homecoming, SGA Elections, etc.) but must be approved by the Office of Campus Activities in advance.
- Posters should be attached with tacks whenever possible. Staples and tape are not appropriate as they are difficult to remove.
- Banners are allowed in some locations in Elliott Union but must be approved by the Office of Campus Activities. Banners are to be no larger than 5’x7’. See banners section for additional information on banners in Elliott Union.
- One copy of the poster/flyer should be placed on file with the Office of Campus Activities so they may share the information with other campus organizations that might be planning programs. This will also provide the opportunity to have the event listed on the Campus Source Board.
- Advertisements for persons running for state or local elected positions may be placed on the public bulletin boards only and must have a campus organizational sponsor indicated on the materials.
- The sponsoring organization has the primary responsibility for removing promotional information within 48 hours of the conclusion of an event. Failure to remove signs or postings in unauthorized locations may result in the organization being billed for sign removal and possible denial of future posting privileges.
- Information to be placed in the information kiosks (3) shall be reserved for those events designated as all-campus events. The keys to the kiosks are available in the Union Operations Office, Union 307.
- Poster/flyers, etc., promoting the consumption of alcohol are not permitted to be posted on campus.
- Only items of general interest to the campus are to be posted on the boards noted as general interest/campus happenings. Items to be posted on academic departmental boards require permission
from the appropriate academic department. Bulletin boards in classrooms fall under the jurisdiction of academic departments.

- The University reserves the right to remove any form of advertising that does not comply with this policy.
- There are some special regulations that relate to the posting of information in the residence halls. These regulations are listed in the Guide to Living and Learning, which is produced by the Office of University Housing.
- Posting is not allowed in Elliott Union on walls railing, doors, etc. See Elliott Union Posting Policies for more details.
- Restrictions on posting may apply to posters/flyers that include corporate names or logos. Please refer to the University Policy, Regarding Corporate Sponsorship, which is available in the Office of Campus Activates, for specific details.
- Special exemption from any of these policies can be requested in the Office of Campus Activities, Union 217.

The following are places in various buildings on campus where you can post your flyers:

- UTT Music Building - across from Room 109
- Elliott Union – between men's restroom and the Union Bowling Center
- Ward Edwards – outside of Admissions Office, Room 1401
- Humphreys Building – southeast entrance of first floor
- W.C. Morris Science Building – main entrance foyer on right wall and/or second floor/main entrance to the right of the women's restroom
- Administration and Grinstead Building – end of hall
- Lovinger Education – Second floor north main entrance foyer
- Martin Building – outside of Room 126
- T.R. Gaines Technology Building – boards located on the first through third floors in main stairwells in center of the building

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ELLIOTT UNION POSTING POLICIES

Rolling Boards

The Elliott Union has four (4) rolling boards that can be used by student organizations and academic departments. Rolling boards one (1) and two (2) are located on the second floor, and they are to remain on this floor. Rolling boards three (3) and four (4) are located on the first floor, and they are to remain on this floor. Student organizations and academic departments wanting to use a rolling board must contact the Elliott Union Information Desk and complete a rolling board reservation request form. Reservations for rolling boards run from Monday to Monday and are limited to one rolling board per organization or department for one (1) weeklong period in any given month provided that the reservation is not
for consecutive weeks. The organization or department is responsible for cleaning the board of all materials including staples when the reservation period is over. Noncompliance with this policy may result in loss of future use of rolling boards.

Nontraditional Posting
For groups or organizations wishing to reach the Union audience through nontraditional advertising, the Union offers two options.

Union Atrium Displays – There are two small areas in the Union Atrium that can be reserved for displays. One area is located next to the Information Desk; the other is at the Northwest corner of the carpeted center Atrium area (near Jazzman’s™). Forms to reserve this space can be picked up in Union 307.

There will be no posting on any of the Elliott Union doors with the exception of the building hours and designated smoking area signs. Posting on the floors or in the walkways of the building is also strictly prohibited. This is to protect the finish on the floors. There will be no exceptions to this rule.

Display Stands and Easels
Elliott Union has easels available for usage by student organizations. A maximum of three (3) easels will be allowed to be displayed at one time. Easels may not impede traffic or the use of Union facilities in any way. The organization or department using the easel is responsible for cleaning it of all materials when the reservation period is over. Noncompliance with this policy may result in loss of future use of rolling boards or easels. Forms to reserve easels can be picked up in Union 307.

Table Tents
Table tent requests will be considered for registered student organizations and UCM departments once a reservation form is completed and given to the Union Information Desk or submitted online for review.

Table tent space availability must be approved by Housing and Teresa Huffman (for the Union). Email a copy of the table tent to housingmarketing@ucmo.edu (for residence hall table requests) and/or to thuffman@ucmo.edu (for Union requests) by noon on the Monday before the week you would like the table tent distributed. Table tent requests will be approved or denied within two days.

The table tent must be one-sided, no bigger than 4” wide by 6” tall (you should be able to fit four table tents to one 8½” x 11” piece of paper), and printed on cardstock. We will not distribute table tents printed on non-cardstock paper.

When approved, copies of the table tent must be turned in to the Union Information Desk by Friday at noon before the Monday posting. The total number of table tents is as follows: Union 100; Residence halls 165.

One table tent per organization/department may be posted at a time.
A maximum of six table tents will be approved each week. Priority consideration will be given to University Housing and Elliott Union needs, and then on a first-come, first-serve basis.

Table tents will be posted each Monday and will be posted for a maximum of two weeks.

Table tents must abide by the University’s campus posting procedures as listed above.

Banners

Banners in Elliott Union are only authorized to hang from the railings outside Union 303 and 307, the railing in front of the Union Bowling Center, and over the door under the clock tower. The Elliott Union Information Desk keeps a log book, along with a copy of required specifications. See Campus Posting Procedures for general posting policies. Forms to reserve banner space can be picked up in Union 307.

Banners:

• Must be from a registered student organization or department.
• Must be professionally made of vinyl, nylon or other approved material with eyelets for hanging.
• Banners must be hung with ties or cords, not tape.
• Absolutely no handmade paper banners are permitted.
• Must be no larger than 5' by 7' AND no smaller than 2' by 4'.
• May be displayed for a maximum of two weeks.

Display Cases

Display cases are assigned to organizations or departments on a first-come, first-serve basis. Display items must coincide with educational objectives and the mission of the University. The Elliott Union will not be responsible for the loss or damage of display items.

Elliott Union reserves the right to reassign cases on a yearly basis.

EVENT AND RESERVATION POLICIES

Event Categories

There are three basic event categories used to describe events held at the University of Central Missouri. Student organization events will either fall into category A or B.

CATEGORY A

Type A Events include recognized student organization meetings and free student organization events. Type A events are not charged for the space rental or for support services related to the general event planning and scheduling. Type A events will be charged the applicable fees for events that involve: food service, overtime for special staffing or sound technicians, non-standard equipment (complex audio-visual,
portable stag, T-stage extension, etc.) and costs associated with vandalism or damage to university property.

**CATEGORY B**
Type B Events are for recognized student organizations that are charging admission, collecting money or donations in any format, and/or selling items at the event. Type B Events are also for on-campus offices hosting off-campus organizations and billing to a UCM account. Type B will be charged at a discounted rate for the use of all spaces, equipment and support services. Extra costs may apply if vandalism or damage to university property occurs. For all Type B Events, a 50 percent deposit must be submitted with the signed contract in order to secure your reservation.

**CATEGORY C**
Type C Events include all off-campus clients reserving space on the UCM campus for events. All Type C events will be charged for space rental support services and all other applicable charges.

**Event Requests (Type A and B)**

Event types A and B must submit a request form at least two full business days prior to the event at a minimum; 10 business days prior is preferred and will ensure the success of your event. The online form, “Schedule an Event” can be found at [www.ucmo.edu/meetings/](http://www.ucmo.edu/meetings/).

Each event should have only one primary contact person. The person who is the president of the organization is the individual who can make changes to an event or cancel it unless they notify Meeting and Conferences services of the person from the organization who will be the contact instead of the President. All requests for changing an event must be submitted in writing to your designated event coordinator. All changes should be made at least 48 hours in advance, and the request should include the name and date of your event as well as the specific changes requested.

Organizations are not allowed to advertise for their event before they have received a confirmation for their room from an event coordinator.

If any money is being collected for the event at all, including but not limited to admission fees, registration fees, and/or donations, the student organization will be required to pay for the use of space and equipment. Collecting items (but not money) for a charity is always acceptable.

**No-Show Policy**
Student organizations (event types A and B) 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, the president of the organization, and the advisor of the organization. After a third violation, your organization will lose event privileges for the remainder of the semester.
Hall Tables and Fundraisers
Student organizations are allowed two free hall tables and one free fundraiser in the Union per semester. All hall tables and space in the Union must be reserved through Meeting and Conference Service (Union 307) www.ucmo.edu/meetings.

Event Discounts Offered
There are two discounts currently offered on meeting space for type C events. All events reserving meeting space in the Union in July will receive 33 percent off the price of room rental. Meetings or events lasting six or more days will also receive a 33 percent discount off of room rental prices.

SPACE-USE POLICIES
The organization scheduling campus facilities will be held financially responsible for any special setup, clean up, services, equipment, maintenance or repair resulting from its event. UCM does not provide storage space for your equipment, decorations, etc., prior to an event.

Union Atrium
Events in the Union Atrium will be restricted to the Southeast corner and the center Atrium area, north of the stage. Tarps must be placed under tables when using anything that could damage carpet; this includes, but is not limited to, food, dyes, beverages and paints.

FURNITURE:
- Chairs and end tables in these areas can be moved to create space for performance events.
- Couches and loveseats will not be moved except for the placing of the Christmas tree.
- Tables and chairs may be added to the center Atrium area around the small stage for performance events or presentations.
- High-top tables can be moved within the Union Atrium areas except during the operational hours of Jazzman’s™.

A diagram of possible table arrangements may be obtained from Meeting and Conference Services in Union 307.

Charno Room
The main purpose of the Charno Room is to be available for student use. This room will not be set up for events prior to 2 p.m. on weekdays. There are two exceptions to this:
1. The Charno Room may be used for indoor inflatable games throughout the day, which are available for rent through the Union Bowling Center.
2. Admissions activities including, but not limited to, UCM visit days, etc., may use the Charno Room throughout the day.
Use of the piano in the Charno Room will result in an extra charge for event types B and C. Tuning of the piano outside of the normal tuning rotation will also incur an additional charge.

Continuous/Reoccurring Union Room Usage
Due to increasing demand on Elliott Union meeting room space, there has been a limit set on continuous, unpaid use of Union rooms. Twice a year, a campus department or organization may use a Union room for up to two weeks (14 days) continuously. After that, a charge will be assessed for additional continuous use of the space.

Student organizations are allowed up to 3 hours of room usage per week for reoccurring events. If an organization should wish to use rooms longer than this, they will have to pay for the use of the space. Reoccurring events are not allowed to be booked in the Union Ballrooms (236, 238 and 240) or the Charno Room (234).

Academic Classrooms
All reservations for classroom space include the use of the space in its normal set up. If an organization or group would like a different arrangement of furniture in a classroom, they must pay for the changes. This applies to all event classifications: A, B and C.

At the completion of an event in an academic classroom, organizations are responsible for discarding all trash and returning the desks in the classroom to the standard room set if they were rearranged during the meeting. Student organizations that fail to clean up and rearrange the classroom to its standard set up will receive one warning. If they fail to clean up and rearrange the desks a second time, they will be billed for the clean up of the classroom.

Gymnasiums
The primary uses of UCM’s gymnasiums are for sporting events and educational activities sponsored by UCM Faculty, Staff and outside organizations. To ensure these gyms are available for continued use, the following guidelines are established:

- Events that take place on wood gym floors require special attention to prevent damage to the floor surface. All reasonable due diligence will be used to prevent damage to gym floors. Depending on the activity, this will include the use of tarps, protective boards or other controls to prevent damage to the surface of the floor.
- Events should have a responsible person in attendance during activities. In addition to monitoring the event, this person should ensure the proper use of sports equipment as well as any activities that may cause damage to the floor.
- Shoe cleats or spikes are not to be worn on gym floors.
- Roller skates or in-line skates are not to be used on gym floors.
- Hockey sticks are not to be used in gyms.
• Tables, chairs and other equipment will be used or moved in a manner that does not scratch gouge or cause damage to the gym floor.
• Activities using water are strictly prohibited (Water balloons, fountains, dunk tanks, etc.).

Should any questions arise regarding proper or safe use of gyms, please contact the Meeting and Conference Services Office in Union 307.

Inflatable Game Usage
It is preferred that inflatable games are used in outdoor locations when possible. However, if this is not possible, there are two locations in the Union that will be considered for the use of a single inflatable game. The first-choice indoor location is the Charno Room. The second-choice indoor location is the Union Atrium in one of the locations specified above for events.

Dance Floor Usage
All groups who use the dance floor will be charged for the use, including event classifications A, B and C.
Student organizations are not allowed to use canes or other dancing props that could damage the stage or dance floor.

Decoration/Hanging
Glitter is not allowed in rooms with carpet. If glitter is found after the event, additional charges will apply for beyond-basic cleaning duties.
Do not use tacks, tape or staples when hanging items on the walls. Damage to campus spaces will be charged to the student organization responsible for the event.

Candle Usage
Candles must be drip-less or in a glass votive in order to be used in the Elliott Union or the Alumni Memorial Chapel and must have prior permission from the Meeting and Conference Services Office, Union 307.

Key Checkout for AV/Sound Equipment in Auditoriums
When a client requests the use of AV or sound equipment in Nahm, Lovinger or Twomey Auditoriums, a key for the sound cabinet must be checked out. The key must be checked out Monday through Friday between 8 a.m. and 5 p.m. from the Meeting and Conference Services Office in Union 307.

Late-Night Policy
The Union is typically open until 10 p.m. If a client would like to hold an event past 10 p.m., there will be a $50-per-hour charge for each additional hour. However, reoccurring events must end by 10 p.m.
The exception to this policy is weddings, proms and student organization events. Weddings and proms are allowed to stay until midnight because the package rates allow for the additional hours of operations. Students are granted late-night privileges until midnight. Student Organizations must notify their Event Coordinator at least five business days before the event if they would like to stay past 10 p.m.

FOOD AND BEVERAGE POLICIES

The University of Central Missouri partners with Sodexo Catering for all campus dining and catering needs. No outside food or beverages will be permitted to be brought on to campus. As part of the new Campus Dining Contract, new options are now available to campus constituents. These options include elimination of food waivers and the introduction of a new “No-Frills Pick-up Catering Menu” which will allow food to be ordered through the residence halls or in the Union catering office. These items can be picked up resulting in significant savings. Waivers are no longer part of the process, but if you would like to request an exception to the policy please contact the office of Student Affairs; 543-4114 and they will reach a decision within 24 hours of receipt of the request. Clients can contact the Sodexo catering office 543-4440, stop by Union 108 or visit the dining manager in Ellis (543-4018) or Westside Market located in Todd (543-4097), a minimum of 72 hours prior to your event and place your order. Bake Sales are allowed in buildings that do not have a food service venue.

Alcohol Policy

The following conditions will apply to all routine events involving the serving of alcoholic beverages at functions on the UCM campus. Non-routine events, defined as any event other than a reception, dinner or like-event, require advance approval by the University Alcohol Procedures Review Committee and require a minimum of four weeks’ notice for planning purposes. It is the responsibility of the client to obtain approval for all non-routine events. Alcohol service is dependent on adherence to all applicable local, state and federal laws governing the possession and consumptions of alcohol.

The following are the procedures to follow:

- ALL requests for events involving alcohol must be coordinated through the Meeting and Conference Services Office.
- Client must purchase alcoholic beverages from Sodexo and provide alternative beverages.
- Alcoholic beverage service will only be provided to persons 21 years of age or older. Identification will be necessary to purchase alcoholic beverages.
- Timing of events where alcohol is present must be sensitive to the academic mission and needs of the University community.
Generally, events at which alcohol service will be available will be restricted to weekends or evenings.

• Alcohol may not be served at student-sponsored events or at events whose primary target audience consists of students.

• Events where alcohol is served must also include food service (meal or heavy hors d’oeuvres). Food must be purchased from Sodexo and provided to all guest. Sodexo will ensure that trained staff (staff that have gone through state or industry sponsored programs that address all areas of competency including recognizing fake IDs, signs of acute intoxication, etc.) will conduct alcohol sales.

• A deposit may be required for any event where alcohol will be served.

• No alcoholic beverages may be brought onto the premises by guests or clients.

• Advertisements for events should not promote alcoholic beverages nor promote the consumption of alcohol by minors.

• Obviously intoxicated persons will not be served alcoholic beverages.

• Clear plastic beverage containers must be used and no pitchers for alcoholic beverages may be used.

• Security may be required for events involving alcohol.

• All events held in the University facilities serving alcohol will be evaluated yearly, and a written report will be prepared and submitted to University Health Service for submission to the Alcohol Procedures Review Committee.

• The clients who fail to comply with the policies/procedures will be terminated of University privileges for six months.

• The policies/procedures will be enforced by the Assistant Vice President for Student Experience and Engagement, the Director of the Elliott Union and the Senior Director of Sodexo Food Services.

**Food and Beverage Policy in Auditoriums**

No food or drink is allowed in the Twomey and Nahm auditoriums.

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**MISCELLANEOUS POLICIES**

**Balloon Policy**

Balloons may be purchased from the Union Bowling Center. Contact Bowling Center Manager Jim Howard for balloons at 660-543-8174.
Choral Shells
There are 10 choral shells available on campus. Four are located in the Multipurpose Building and six on the second floor of Grinstead behind Hendricks Hall. The choral shells are not to be moved to other locations on campus due to the potential for damage.

Spotlight Operator in Hendricks Hall
1. A Facilities, Planning and Operations (FPO) staff member will operate the spotlight during Performing Art Series productions and Presidential events.
2. All other events will be given the opportunity to run the spotlights themselves. A training meeting with the client and FPO will be set up by the Event Coordinator.
3. If the client is not able to run the spotlight, the Event Coordinator will ask the FPO Director if a member of the staff is able to run the spotlight.
4. Facilities, Planning and Operations is responsible for the maintenance and repair of the spotlights.