

California State University, San Bernardino

SANTOS MANUEL STUDENT UNION

## FACILITIES USE MANUAL

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## WELCOME TO THE SANTOS MANUEL STUDENT UNION!

The purpose of this manual is to acquaint the campus community with the services and facilities available in the Santos Manuel Student Union and to outline general policies and procedures for fair use by all of its constituents. The (SMSU) is governed by the SMSU Board of Directors, composed of students, faculty, alumni, and administrators. While the SMSU has a governance structure adjunct to the university, it plays an integral part in the educational and co-curricular mission of the university. As such, its facilities and policies are designed to operate in concert with the university.

With over 85000 square feet of building space. The SMSU provides the campus community with a variety of services, as well as a place for social, recreational, cultural, and educational pursuits.

The SMSU has a great deal to offer. Located in the SMSU building are the SMSU Administrative and Scheduling/Operations offices, the Associated Students, Inc. offices, food service facilities, a convenience store, a Cross Cultural Center, a Women's Resource, Pride Center Adult Re-Entry Center, a Graphics Center an automatic teller machine, Game room facilities and lounge areas. The office of Student Leadership and Development offers advisement and other services to campus clubs and organizations. Meeting rooms and the Events Center are also available for use by student organizations, academic and administrative departments, CSUSB affiliated groups, and off-campus groups. The SMSU provides an ideal setting for club and organization meetings, lectures, dances, receptions, banquets, movies, and other special events.

As the "living room" of the campus, the SMSU provides a community center for students, faculty, staff and campus guests.

Financing of the SMSU, including construction bonds, salaries, and operating expenses comes directly from student fees and revenue generated from sales and services. No state general funds are used for operation of this facility. Rental fees and labor costs, where applicable, are assigned directly to the users.

## I. GROUPS AUTHORIZED TO USE STUDENT UNION FACILITIES

### GROUP I:

- A. Santos Manuel Student Union - the SMSU Board of Directors, official committees of the board, and programs and services regularly funded and operated by the board.
- B. Associated Students, Inc. - the ASI Board of Directors, official committees of the board, and programs and services regularly funded and operated by the board.
- C. Chartered Clubs and Organizations - clubs and organizations which have been officially recognized by the university.
- D. Faculty/Staff Groups - officially recognized faculty and staff boards and committees conducting university business, departments and schools, and administrative units.

### GROUP II:

- A. Students, faculty, staff, alumni - Private Use - campus community members scheduling facilities for private use.
- B. Off-campus Organizations - all other off-campus groups or individuals.

## II. SCHEDULING PRIORITIES

Reservations for space and services in the SMSU are accepted on a first-come, first-served basis. Organizations in group I may schedule facilities up to one (1) year in advance of the event, except that recognized student groups may schedule regular meetings up to six (6) months before the beginning of the quarter requested. Organizations/individuals in group II may schedule facilities up to six (6) months in advance of the event.

## III. FACILITY USE PRIORITY

In the event of a scheduling conflict, priority shall be given in the following order:

- A. Group I-A
- B. Group I-B
- C. Group I-C
- D. Group I-D
- E. Group II-A
- F. Group II-B

#### IV. RESPONSIBILITY OF GROUPS USING STUDENT UNION FACILITIES

- A. Groups reserving SMSU facilities are responsible for the conduct of their members and guests.
- B. All groups are required to follow campus policies and regulations pertaining to their activity or program.
- C. All groups are required to follow SMSU policies and procedures.
- D. Groups shall be held responsible for any damages or theft caused to the SMSU by their members or guests.
- E. Groups/individuals using the facilities agree to indemnify, defend and hold the SMSU, California State University, San Bernardino, the Trustees of the California State University, the state of California, and officers, employees and agents harmless against all claims, loss or liability arising from damage to or destruction of property or injury or death to persons occurring because of or related to their reservations.
- F. Off-campus groups must generally provide proof of insurance with endorsements naming the SMSU, California State University, San Bernardino, the Trustees of the California State University, and the state of California as additional insured with a general liability limit of no less than one million dollars (\$1,000,000). A copy of the Certificate of Insurance must be presented to the SMSU a minimum of one (1) week prior to the event. Insurance may be obtained through the SMSU for a fee.
- G. Failure to adhere to one or more of the above directives may result in the loss of scheduling privileges.

#### V. SMSU BUILDING SERVICES

Building services are those services designed to assist groups in facility preparation for meetings, programs, and special events. Building services must be arranged at the time the space reservation is requested. These services include: (1) table and chair set-up, (2) stage set-up, (3) dance floor set-up, (4) some audio-visual set-up and operation, (5) special lighting, and (6) custodial services. *STUDENT UNION FURNISHINGS AND EQUIPMENT ARE GENERALLY NOT AVAILABLE FOR USE AWAY FROM THE STUDENT UNION PREMISES*

- A. Facility preparation for all events, programs and meetings occurring on SMSU premises is the responsibility of authorized building operations staff. Generally, groups reserving SMSU facilities may not elect to provide their own set-up and clean-up so as to reduce rents, fees or other charges. However, student organizations may be allowed to rearrange chairs with the approval of the Executive Director or designee. If this approval is

granted, there will be no charge for set-up provided the room is returned to its original set-up.

- B. When additional staffing is required for any event scheduled in the SMSU, the reserving group will be charged the appropriate hourly rate for such services. The need for additional staffing is determined by the Executive Director or designee. Staffing requested during university recognized holidays shall be provided at one and one-half (1-1/2) times the appropriate hourly rate normally charged, with a four (4) hour minimum required.
- C. To insure the health and safety of SMSU customers, only authorized SMSU staff shall be permitted in areas where "set-ups"/"tear-downs" or repairs and maintenance are in progress.
- D. Ordinarily, groups and organizations reserving SMSU audio visual equipment must hire a SMSU Audio-Visual Technician. A list of charges is available upon request.
- E. Services beyond a standard room set-up will incur additional charges.
- F. The SMSU encourages co-sponsorships with other on campus student groups. Co-sponsors will share in the expenses by reimbursing for a minimum of 50% of the direct costs.

## VI. RESERVATION SERVICES/PROCESS

Facility reservation services are available on the first floor of the SMSU Scheduling Office SU-103. Tentative space availability may be checked by calling (909) 537-5962; however, the space reservation is not confirmed until all paperwork is completed and signed by the Scheduling Coordinator and returned to the requestor.

### Facility Reservations:

- A. Groups/individuals wishing to reserve SMSU facilities must do so in writing on the SMSU Facilities Request Form. Additional forms may be required for some building services, i.e., audio visual equipment requests.
- B. No organization may reserve space on behalf of another organization. Organizations may not sell, sublease, or transfer reservations to another individual or organization. The organization reserving the space must be the primary sponsor of the event.
- C. **CSUSB Offices/Organizations/Business Functions wishing to qualify for the SMSU Departmental Rate must provide a valid University account number for**

billing purposes at the time that reservations are made. No reservations or food orders will be placed at the Departmental Rate without this information.

- D. The reservation process is completed only when the requestor has received a written confirmation of the request.
- E. Ordinarily, all facilities must be scheduled and approved by the appropriate parties, in advance, and must receive confirmation as follows:
  - 1. Meetings - 3 days (72 hours) prior to meeting.
  - 2. Minor events - 2 weeks prior to event.  
Changes to original request - submit 5 working days prior to event.
  - 3. Major events - Dances, banquets, concerts and other events - a minimum of four (4) weeks prior to the event. Changes to original request must be submitted 5 working days prior to event.
- F. The scheduling of activities, meetings or programs by chartered clubs or organizations must be executed by the appointed or elected officers, leaders, chairpersons or club advisors as indicated by the Office of Student Leadership and Development. The SMSU requires that at least one organizational officer or advisor be present for the duration of the event. The sponsoring groups shall be held responsible for any and all damages to SMSU property. Failure to pay scheduled fees or to comply with this policy may result in the immediate loss of scheduling privileges.
- G. Chartered clubs and organizations may reserve meeting space not to exceed three hours per meeting. Regular weekly meetings may be scheduled up to six (6) months before the quarter requested.
- H. All rooms available for use have standard set-ups. Information on standard or custom set-ups and related charges is available upon request.
- I. The Scheduling Coordinator will implement a 10% administrative overhead charge on sub-contracted work with off-campus entities.
- J. The Scheduling Coordinator will require the equipment or staff necessary to provide appropriate service levels to maintain the image of the SMSU.

Cancellation of Reserved Space:

- A. Cancellation of meetings must be made no later than two (2) business days prior to the meeting.

- B. Cancellation of events must be made no later than ten (10) business days prior to the event.
- C. Labor charges will be assessed for canceled events when physical set-up costs, i.e., custom set-ups, audio visual equipment set-up, etc., have been incurred.
- D. Failure to cancel reserved space in a timely manner may result in the assessment of additional charges. Failure to relinquish unused space twice in one quarter will result in loss of scheduling privileges for the ten (10) academic weeks immediately following the sanction.
- E. The SMSU reserves the right to cancel an event or modify the extent of services provided in the event of utility interruptions, campus emergencies, threat of imminent danger or acts of God.

Reassignment of Space:

- A. In order to fulfill the obligation of serving the greatest number of students and the university, reassignment of space may be necessary and shall be at the discretion of the Director or designee.

Changes in Reservations:

- A. Changes in reservations may result in the assessment of additional charges.
- B. Reservations change forms must be turned in no later than five (5) days prior to the event.

Space Use Deposits:

- A. Space use deposits equal to the estimated room rental charges are required of organizations/persons in Group II (page 2, I). The deposit is required a minimum of three weeks prior to the date of the event. If the reservation is made less than three weeks prior to the event, a cash deposit is required upon confirmation of the reservation.
- B. Security deposits are required of student organizations co-sponsoring an event with an off-campus group. Any cost incurred for facility or equipment use and/or to repair the facilities will be deducted from the deposit.
- C. Damage deposits may be required when there is a reasonable judgment that damage to, misuse, or theft of SMSU property or facilities may occur. The deposit amount shall be determined by the Director or designee.

Room Rental Fee Waiver:

Room rental fees may be waived by the Director or designee for events that are of general interest to students when no admission is charged. Events must have campus-wide publicity. Disapproved requests may be appealed to the Executive Committee of the SMSU Board of Directors.

VII. SECURITY REQUIREMENTS

The SMSU Executive Director and/or the University Police Chief in consultation with the Director of Student Leadership & Development, may determine that, in the interest of University Police, University police officer(s) will be required at certain events scheduled in the Student Union. In addition, the Director of Student Leadership & Development and/or the University Police Chief, in consultation with the SMSU Executive Director, may require the addition of more personnel or the altering of the submitted plan.

- A. The University Police Chief or designee will arrange for all security services.
- B. Police and/or security services must be provided by the campus police department, unless the University Police Chief determines the need to hire off-campus police or security officers. Police or security services provided by the campus police department will be contracted for a minimum of four (4) hours per campus police officer or Community Service officer, per event.
- C. If it is determined that University Police services are required, the sponsoring organization/individual may be required to contract for a minimum of two campus police officers for the event.
- D. Groups/individuals reserving the facility shall be directly responsible for payment for services provided by the police department and/or off-campus security officers.
- E. Any student event promoted off campus must be approved by the University Police Chief who will then determine the required security arrangements. Violations may result in the cancellation of the event.
- F. The University Police Department, SMSU, and the Student Leadership and Development department has the right to deny use of the facility to any organization if there is the possibility of threat to the campus community.
- G. Parking Services shall be consulted at least 14 days in advance of all events occurring in the SMSU. All parking for events in the SMSU shall be by authorized decal or paid visitor parking permit and in lots designated by Parking Services, unless other arrangements are approved in advance by Parking Services. All parking shall be in accordance with the University Parking Policy.



## VIII. USE OF BUILDING OUTSIDE NORMAL OPERATING HOURS

Normal operating hours are established by the SMSU Board of Directors. Normal operating hours shall be posted at the entrances to the building. Changes in operating hours shall be advertised as appropriate.

- A. Use of the facility outside normal operating hours requires the presence of a Student Building Manager(s) for supervision.
- B. The number of Student Building Managers required to supervise an event is determined by the Director or designee.
- C. Student Building Managers and Student A-V Technicians will be hired for a minimum of four (4) hours.
- D. Student Building Manager staffing requested for university recognized holidays shall be provided at one and one-half (1-1/2) times the appropriate hourly rate normally charged, with a four (4) hour minimum required.

## IX. USE OF DANCE FLOOR

- A. Only the SMSU/ASI owned dance floor may only be used in the facility.
- B. The SMSU/ASI dance floor is available for use by student organizations, university departments, faculty, staff and off-campus groups.
- C. Student organizations do not pay a rental fee for use of the dance floor inside the SMSU, however, they will be charged for normal set-up and tear-down.
- D. A schedule of equipment use charges is available upon request.

## X. USE OF PORTABLE STAGES

- A. Only the SMSU owned portable stages may generally be used in the facility.
- B. The SMSU owned portable stages may not generally be used outdoors or off campus.
- C. A surcharge will be levied for all use of the portable stages inside any campus location other than the SMSU.
- D. Student organizations do not pay a rental fee for the use of the portable stages inside the SMSU, however, they may be charged for normal set-up and tear-down.
- E. A schedule of equipment use charges is available upon request.

## XI. USE OF AUDIO VISUAL EQUIPMENT

Audio-Visual equipment purchased by the SMSU and the Associated Students, Inc. (ASI) is intended to be used for events scheduled in the SMSU facility. Equipment is included, when requested, with facilities use. Audio-visual equipment may be reserved on a first-come, first served basis when the equipment is not needed for programs and events taking place in the SMSU.

Requests for use of audio-visual equipment at campus locations other than the SMSU facility may be granted based on the following conditions:

1. A SMSU A-V technician must be present for the duration of the event. The sponsoring organization will be billed for the A-V technician's services at the established hourly rate.
2. Daily rental fees for A-V equipment will be billed to the sponsoring organizations at the established hourly rate.
3. Damages to or theft of audio visual equipment will be charged back to the sponsoring organization.

Mobile sound system check-out and use procedures are as follows:

1. Only SMSU staff may operate equipment for the event duration of the event, including set up and tear down.
2. The mobile sound system is to be used in the general vicinity of the SMSU only in the following areas as per the CSUSB Policy on Speech and Advocacy from 11am to 2pm and 4pm to 6pm.:
  - a. the patio area of the Commons building
  - b. The grassy knoll (Coyote Corral) between the Lower Commons Plaza and the campus service road by Serrano Village
  - c. The grassy knoll west of the Physical Education Building and north of Jack Brown Hall,
  - d. Grass area west of the new Student Recreation and Fitness Center

## XII. USE OF THE PUB AND COYOTE CAFE

The Pub and Coyote Cafe are intended for public use and as a permanent area for SMSU and ASI. Other on-campus groups may schedule the Pub or Coyote Cafe for programs or entertainment with the approval of the Executive Director or designee, in consultation with Foundation Food Services.

### XIII. LOBBY SCHEDULING

The Main Lobby may only be scheduled when the Events Center is not being used, unless it is being used in conjunction with the Events Center, or at the discretion of the Associate Director of Operations.

From Monday through Friday, the Main Lobby may be scheduled only after 6:00pm, with set-up time beginning no earlier than 4:00pm. There are no time period restrictions during weekends.

If amplified sound is being used in the Main Lobby or the Bay, the Executive Director or the Associate Director of Operations will monitor and/or adjust sound levels at his or her discretion.

Organizations may schedule use of the Main Lobby for only one event per Quarter.

As worded in this policy, it is at the discretion of the Associate Director of Operations to make exceptions, however, decisions affecting this policy will be made collectively by SMSU Management and Board of Directors.

### XIV. USE OF OTHER PUBLIC AREAS

The Executive Director or designee may, at his/her discretion, authorize use of the "public spaces" listed below for activities which do not conflict with the intended purpose of the area being reserved.

- A. Game Room
- B. Patios and Atrium
- C. Lounges and Lobbies

### XV. ROOM RENTAL/EQUIPMENT USE CHARGES

The SMSU Board of Directors shall review and approve Facility/Equipment Use charges on an annual basis or when submitted by the executive Director for revision. The schedule of charges is available upon request.

### XVI. CATERING SERVICES

Foundation Dining Service offers complete catering services for functions held in the SMSU, as well as at events held elsewhere on campus. All food and beverages served in the SMSU must be provided through Foundation Dining Service, unless a waiver has been granted. Foundation Dining Services arrangements for banquets, buffets, receptions or refreshments may be made by contacting the Catering Department at (909) 537-5916. The Catering Department is available to assist in menu planning and other details. Information regarding catering prices and guarantees is

also available from the Catering Manager.

## XVII. SERVICE OF ALCOHOLIC BEVERAGES

Alcoholic beverages, limited to wine and beer may be served to non-student groups under the following guidelines:

### A. State Regulations

The SMSU complies with all applicable state of California regulations on the sale, possession, consumption and the furnishing without charge of alcoholic beverages on campus. Such regulations are cited in the Alcoholic Beverage Control Act (as amended), in the Business and Professional Code, and sections 89031 and 89035 of the California Education Code. California state law permits alcoholic beverage purchase, possession or consumption only for persons 21 years of age and older. The selling, furnishing, or giving of an alcoholic beverage to any person under 21 years of age is prohibited by law. No obviously intoxicated person shall be furnished, served, or given an alcoholic beverage. Adequate controls shall be instituted to insure compliance with state law at every event when such beverages are served.

### B. Sales

There shall be no sale of alcoholic beverages on campus except by University authorized vendors who possess valid state licenses to sell alcoholic beverages. Exchanging any consideration for alcoholic beverage service constitutes a sale. Consideration includes money, tickets, a portion of the event ticket sales, tokens, or anything that has been issued in exchange for money.

### C. Beverage Limitations

Beer and wine are the only alcoholic beverages which may be served or made available in the SMSU at programs, events, or gatherings. Service and/or consumption of alcoholic beverages is to be complimentary to the event. No event shall have the consumption of alcoholic as its primary focus. Advertising for the event must not emphasize the availability of and consumption of alcoholic beverages. Non-alcoholic beverages and, in most instances, food must be made available.

### D. Sponsor Responsibility

Any individual or group which sponsors an event at which alcoholic beverages are made available is responsible for adherence to all applicable state, county, and city laws and ordinances, as well as campus policies. The university reserves the right to withhold permission for alcoholic beverages to be served at an event. A signed Permit to Serve Alcoholic Beverage Form must be returned to the SMSU Scheduling Office at least ten (10) working days prior to the event. The person assuming responsibility for the event by signing the form must agree to be present during the entire event and to comply fully with all provisions of this policy. For university-sponsored events, a full-time university employee must assume responsibility as the event sponsor.

E. Employee Events

In general, alcoholic beverages may not be served or made available at university-sponsored events or programs attended by employees during the normal work day periods, defined as Monday through Friday from 8:00 a.m. to 4:30 p.m. Exceptions may be made by the Vice President for Administration and Finance or designee when special circumstances exist, and then only on a limited basis.

F. Approved Locations

The possession and consumption of alcoholic beverages is permitted in the following SMSU locations.

1. The Events Center
2. The Pub
3. Four Plex
4. Board Room
5. Other areas, with prior written approval of the Vice President for Administration and Finance or designee. Approval will not be granted for possession or consumption in SMSU offices, or in areas generally accessible to the public.

### XVIII. WALL AND FLOOR SPACE POLICY

A. Only SMSU personnel may affix anything of a temporary or permanent nature which requires nails, screws, glue, paint, etc., to space leased in the Student Union. Lessees are held responsible for enforcement of this policy.

B. Decorations:

1. Decorations must be approved in advance by the Scheduling Coordinator.
2. No confetti, glitter, rice, oil lamps, or open flames are allowed.
3. Decorations may not obstruct entrances or fire exits.
4. For liability reasons, the SMSU will not provide ladders or hydraulic lifts for decorating use. If equipment is needed, a SMSU employee will be required to assist the organization. Labor costs will be charged to the sponsoring organization/individual.
5. It is the responsibility of the sponsoring organization to remove all self-placed decorations. Failure to do so will result in an additional cleaning fee. Groups may make advance arrangements to pay for a cleaning fee for Student Union staff to remove decorations. Any damages to the facility as a result of decorations will be paid for by the sponsoring organization.

C. Any costs for materials and labor to repair damaged floor or wall space will be charged to

the sponsoring organization.

## XIX. BANNER POLICY

Requests for placement of banners on interior beams must be approved by the Executive Director or designee. Requests for placement of banners on balconies or exterior beams must be approved by the Vice President for Student Affairs. Banner space is usually available for a maximum of one week on a first-come, first-served basis and may be reserved at the main counter. Banners will be put up and removed by SMSU personnel. Banners must meet the following requirements:

- A. The subject matter of banners must relate to events or topics which are of broad general interest and importance to the campus community, and is restricted to promotion of current or upcoming events and services.
- B. Banners cannot exceed 5 feet by 10 feet in size.
- C. Banners must include the name of the sponsoring organization.
- D. Banners hung from balconies must be made of vinyl or cloth with paint or ink that does not bleed or run and must be affixed to the railing with strong twine in a secure manner which does not damage railings or paint.

## XX: DISPLAYS

### A. Display Cases

Recognized student organizations may use the SMSU display cases (locations to be determined) and portable display cases by reserving the space at the Scheduling Office. Student organizations may reserve one of the large display cases for one two week period per academic year. Portable display cases may be reserved for one two-week period per quarter.

Santos Manuel Student Union departments may use the display case located in the main entry, the outdoor display case and portable display cases by reserving the space at the Scheduling Office. SMSU departments may reserve the large display case for one two week period per quarter. Portable display cases may be reserved for one two week period per quarter.

Materials not removed at the end of the reservation period may be removed by SMSU staff. The SMSU is not responsible for items removed from the display case after the reservation period.

## XXI. POSTING POLICY

Students, university departments and employees, recognized student and employee organizations may have announcements, posters and notices posted on general purpose bulletin boards. Posted materials must include the sponsor's name, reflect good taste, and not be larger than 24" by 36".

Materials for posting must be approved by the Scheduling Coordinator or designee. Materials are limited to a two week posting time, and will be dated, stamped "approved", posted and cleared from the bulletin boards by Student Union staff. Duplicate postings on the same bulletin board are subject to removal at any time. Organizations are responsible for posting items on appropriate dedicated bulletin boards, i.e. Health Center board, Greek boards, etc.

Materials posted on windows, doors, walls and other unauthorized areas will generally be removed. Student organizations in repeated violation of this policy will be referred to the office of Student Leadership and Development and posting privileges may be revoked.

## XXII. INFORMATION TABLES

All flyers or other advertisements placed on the information table in the lounges must be approved at the Main Desk.

## XXIII. USE OF STUDENT UNION EQUIPMENT ON PREMISES OTHER THAN THE SMSU

SMSU equipment, i.e., tables, chairs, stages, dance floor, etc., shall generally not be available for individual or group use on premises other than the Student Union. The Student Union Executive Director or designee has authority to apply certain conditions and/or exceptions for:

- A. SMSU sponsored and operated activities or events.
- B. Associated Students sponsored and operated activities or events. A user fee, technical services fee, and/or refundable deposit may be assessed.
- C. Special events which the Executive Director or designee interprets as being consistent with the general mission of the SMSU and/or the university. A user fee, technical services fee, and/or refundable deposit may be assessed.
- D. A \$5.00 (five dollars) deposit for tables and chairs is required, along with an ID card.

## XXIV. STUDENT UNION ACCESS LIMITATION

- A. Individuals under 18 years of age, except registered CSUSB students, may use SMSU facilities only when accompanied by and under the immediate supervision of a CSUSB student, faculty or staff member, or community member 18 years of

age or over. Supervising adults will be held responsible for the actions of minors.

## XXV. GENERAL BUILDING POLICIES

- A. No-Smoking Facility - the SMSU is designated as a no-smoking facility; smoking is prohibited in all indoor areas of the Student Union building, and 20 feet from all entrances.
- B. Animals - dogs (except seeing-eye dogs) and other animals shall not be permitted in SMSU facilities.
- C. Amplified Sound - the use of amplified sound is generally prohibited, except when approved for a scheduled event. When approved, amplified sound pressure levels may not exceed 90 decibels when measured at 30 feet from the source, utilizing a "B" scale. SMSU staff are responsible for insuring compliance to the amplified sound pressure levels.
- D. Bare Feet - bare feet are prohibited throughout the entire SMSU facility, including outdoor eating areas.
- E. Storage Areas - storage areas located within the Student Union may only be utilized by authorized Student Union staff. Storage areas associated with specific office areas may be utilized by the groups or individuals to whom the office space is assigned.
- F. Bicycles/Skateboards/Roller skates/Roller blades/Scooters - no bicycles, skateboards, roller skates, roller blades or scooters are allowed in the SMSU, including the covered walkways, patio and atrium.
- G. Emergency Procedures - The Executive Director or designee, in consultation with the University police department, shall be responsible for instituting emergency procedures, including determination of the need to implement evacuation in response to fire alarms, fire, earthquake or other natural disaster. Outside regular weekday working hours, this responsibility shall be automatically assumed by the student Building Managers, unless otherwise instructed by the Executive Director or designee. Upon implementation of evacuation procedures, all occupants of the SMSU shall be required to exit the building as instructed, and shall not be permitted to return until appropriate clearance has been established in consultation with the University Police or other safety personnel.



## XXVI. APPEALS

Appeals to any portion of these policies may be directed at the Executive Committee of the SMSU Board of Directors.