

THE UNIVERSITY OF RHODE ISLAND

MEMORIAL UNION

BUILDING POLICIES

2014-2015

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SECTION 1.0 STATEMENT OF PURPOSE

The Memorial Union Board of Directors (M.U.B.O.D.) in conjunction with the Director of the Memorial Union/Student Involvement and Center for Student Leadership Development has compiled the following list of policies that were reviewed and revised this year. They are designed to protect, guide, and aid the students and organizations using the facilities of the Union as well as protect your investment in these facilities. They should also better acquaint students with the Union, and the procedures for its operation. These policies will be reviewed and revised annually. These policies and their enforcement represent the joint decisions of the M.U.B.O.D. and the Director of the Memorial Union/Student Involvement & the Center for SLD. The Director of the Memorial Union/Student Involvement & the Center for SLD has direct managerial responsibility in all matters regarding operations and the implementation of these policies.

1.1 Mission Statement

The Memorial Union/Student Involvement & the Center for SLD Department has a four- part mission statement.

- 1) The driving force of the College Union is that it is the center for student development. We assist with the growth of the whole student, teaching them to build cultural understanding, a sense of citizenship, leadership and life skills.
- 2) The Memorial Union is a part of the Educational Program of the University and is the opportunity for students to put into practice theory from the classroom. We reinforce the general mission of the University of teaching, research, community service and partnerships. The Memorial Union encourages and insures the free exchange of ideas.
- 3) The Memorial Union is the center for The University Community's programs and services. It is the hearthstone of The University. The Memorial Union, by providing a variety of services, conveniences, amenities and opportunities to the campus allows that community to get to know one another better through informal connections outside of the classroom.
- 4) The Union serves as a unifying force in the life of The University, cultivating spirit and loyalty to The University.

SECTION 2.0 MEMBERSHIP TO M.U.B.O.D.

2.0.1 Qualification of Members

Any full or part-time, matriculated undergraduate student (as defined in the University manual) shall be eligible for membership.

2.0.2 Executive Council

- A. The Executive Council of the M.U.B.O.D. shall consist of the following:
1. Chairperson
 2. Treasurer
 3. Vice-president Operations
 4. Vice-president Programming
 5. Secretary/Vice-president Personnel
 6. Vice-president Public Relations/Historian

2.0.3 Composition of the M.U.B.O.D.

- A. The Programming Council **may** consist of the following chairpersons:
1. Social
 2. Travel
 3. Coffee Hour/House
 4. Philanthropic

B. Other members shall be assigned by Chairperson to special projects.

C. When possible, there shall be one additional voting representative from the Student Entertainment Committee, one from the Student Senate and a representative of the building managers.

2.0.4 Purpose and Power

A. The purpose of the M.U.B.O.D. shall be the close interaction of the students and the Memorial Union through the continuous development of innovative programming in social, cultural, and intellectual areas, as well as through promoting such contact with other areas of the Memorial Union, such as clubs, organizations and services. In addition, the M.U.B.O.D. shall be responsible for the input of student representation into all phases of the operations of the Memorial Union, its services, and staff. The powers of the M.U.B.O.D. shall be those that are implicitly and explicitly defined by this document, consistent with University Policy and Procedures and the General Laws of the State of Rhode Island and in accordance with their bylaws.

B. The M.U.B.O.D. is responsible in its role as a co-curricular, alternative learning adjunct to the University, for providing both the educational experiences and opportunities (as defined above), as well as the facilities for such education in areas other than those normally provided by the University and its programs.

2.0.5 Travel Policy

A. To ensure that The University policy is carried out, one full-time paid staff member of the Memorial Union/Student Involvement & Center for SLD staff may be required by the Director or their designee to accompany any sponsored trip when deemed necessary. For staffing liability purposes, a certain percentage of complimentary trips will be placed aside, to be used by a member of the M.U.B.O.D. or their committee members. The purpose of these trips will be to have the proper representation and staffing on all trips. The number of complimentary trips to be used for above staffing of trips will be determined before each trip by the Chairperson of the Travel Committee and the Union Board advisor. These trips will not be used for the betterment of a select few, but for the betterment of URI group travel and the students.

B. All extended/overnight trips will be run as safely as possible using a R.I. licensed travel agency. An itinerary must be provided at least three weeks in advance, unless deemed impossible. Each participant must sign a waiver form. Trip prices will not change one month prior to any Union Board trip. We will do whatever is in our power to run a responsible, inexpensive, and entertaining trip for the enjoyment of The University's students.

SECTION 3.0 BUILDING FACILITIES

The facilities of the Memorial Union are available for use and must be reserved through the Scheduling Office located in room 217 of the Memorial Union. A minimum of 24 hours advance notice (more advance notice is required for complex events of more than 50 people) by an authorized agent of the organization is required.

URI Staff may be required to be in attendance. There are required pre event meetings with Building Services, and complex events must include a meeting with the SEA Office a minimum of 2 weeks prior to the event.

3.0.1 Building Hours

The Director of the Memorial Union/Student Involvement & Center for SLD shall determine the functional hours of the Memorial Union, including the schedules for each of the operations. The M.U.B.O.D. shall approve the building schedule on an annual basis. Presently, when school is in session for fall 2014 & spring 2015:

**Mon-Fri 7:30am - 12:00am midnight
Sat & Sun 9:00am - 12:00am midnight**

Intersession hours: Weekdays 7:30am - 5:00pm / closed weekends. Special weekday holiday hours will be posted.

No person, except authorized personnel, shall remain in the Memorial Union after closing hours without the written permission of the Director or their designee. **Performance artists and all other entertainment must stop 30 minutes before the building is scheduled to close. Note: for complex late night events (i.e. dances & parties) such functions may be scheduled to end as late as 2:00 am, provided proper scheduling guidelines (2 weeks prior notice) have been followed, the building's exterior doors must be completely secured by midnight.**

3.0.2 Alcohol Policy

Presently, the Memorial Union has no alcoholic events. If these are ever going to happen they must be within the University guidelines and must have the permission of the Director of the Memorial Union/Student Involvement & Center for SLD. No alcoholic beverages will be allowed in any student office space or in the facility under any circumstances. **Violation of this policy may result in immediate revocation of office privileges and referral to the University's judicial system.**

3.0.3 Intended Usage

The facilities of the Memorial Union will be used as intended and indicated on the reservation requests. No electrical appliances may be used without written approval of the Superintendent of Maintenance or the Assistant Director of the Memorial Union. These people will keep a list of said appliances. Any organization not using that space as indicated may be subject to immediate removal and further loss of reservation privileges. Should any organization be ordered to vacate reserved premises, rental will be forfeited for the day. The Memorial Union Building Managers (& Memorial Union Staff) are responsible for determining if a facility is not being used for the purpose stipulated in the reservation request. See Section 3.1.2.

3.0.4 Decorations

All decorations for use in and/or on the Memorial Union must be flame proof. No thumbtacks, staples, or tape except for "**Blue Painter's Tape**" which is available in the Building Services Office (a group may be charged \$3.50 a roll at the discretion of the building services coordinator), may be used on painted or varnished surfaces. All decorations and materials must be removed by the sponsoring organization immediately after the event unless other arrangements have been made; this includes picking up all trash, garbage, bottles and cans generated from the event and placing them in the appropriate provided containers. Organizations will be charged a per hour clean-up charge for decorations/or food not disposed of per this policy (the fiscal '15 rate is \$20.00/hour).

3.0.5 Evacuation

The Director of the Memorial Union/Student Involvement & Center for SLD or his/ her designee is responsible for designing and implementing effective Fire and Safety evacuation procedures. Memorial Union/ Student Involvement & Center for SLD Staff will be assigned specific areas and are responsible for removal of all people from the building, when necessary. This will be done, by reporting to the master alarm panel (outside of Atrium #2) where the senior staff person will assign responsibilities (see policy in appendix III.)

3.0.6. Twenty-Four Hour Access Policy

The 24-hour access system is in place so members of eligible student organizations can utilize the Union after normal operating hours. Once an organization has demonstrated to the Assistant Director for MU Operations that it fulfills the group eligibility requirements (listed below), the organization's chief representative may authorize issuance of access to the members of that organization. Authorization must be submitted in writing to the MU Operations Services Coordinator (who manages the system), and the Coordinator will then issue access to all approved group members by appointment. Organizational heads may revoke 24-hour access privileges to any group members who no longer meet the needs, goals, and objectives of their organizations.

Group Eligibility Requirements for 24-Hour Access:

Any organization requesting use of the 24-hour access system must have an office in either the Union's West Wing Complex or its Broadcasting Wing. The organizational areas being used must contain resources that are both necessary to the organization's work and difficult to use elsewhere (i.e. broadcast facilities, stationary computers, heavy equipment, etc.)

WRIU DJ's may have up to two guests with them during their show without registering them with the Assistant General Manager of WRIU. Anytime more than two guests are needed/wanted, these guests must be pre-registered with the Assistant General Manager of WRIU. Visitors are considered guests when at the station after normal building hours: 7:30am-midnight, Monday-Friday and 9:00am-midnight, Saturday & Sunday when classes are in session and 7:30am-5:00 pm, Monday-Friday and closed on Saturdays & Sundays during intercessions. System-users are responsible for the actions of their guests at all times while their guests are in the facility. Any damages, policies not adhered to and other items deemed inappropriate by the Memorial Union Staff will be brought back to the Executive Board to decide appropriate consequences. (note this includes leaving the building through doors that set off the alarm system.)

Guidelines for 24-Hour Access Usage by Individuals:

Individuals who utilize access privileges must work on organizational business, not personal business, while they are in the building after-hours.

Sharing of one's access-code and/or access-card is strictly prohibited and will result in immediate & permanent loss of access privileges when discovered.

Any sign of tampering with the security system will result in immediate loss of access privileges, and if applicable, could result in legal prosecution and/or judicial proceedings.

The single glass door by WRIU is alarmed and monitored by video camera. Once these doors are shut for the building's nightly closing, they are not to be reopened (except in the case of emergency such as fire exiting).

When departing from the building, system-users and their guests must exit through the 24-hour access portal until the building is reopened as a whole. (FYI: a local alarm will sound if the portal's inner door is kept open for more than 10 seconds during exiting: this alarm exists to protect against illicit door-propping.)

Any deviation from the above procedures and guidelines will result, at a minimum, in a one-month suspension of after-hours privileges -- both as a system-user and as a prospective guest. Any other system-user who attempts to sponsor a suspended user illicitly as their after-hours guest will automatically face suspension as well.

ADMINISTRATIVE ACTION & APPEAL PROCESS:

The Assistant Director for MU Operations can revoke the privileges of any system-user at any time if risk to building security or violation of building policies is determined or suspected on the part of that user. If such administrative action is taken, the individual in question -- with the consent of their organizational head -- may challenge the decision of the Assistant Director by requesting a hearing with an appeal board comprised of the Director of the Memorial Union/ Student Involvement & Center for Student Leadership Development, the Assistant Director for Student Involvement, and the Chairperson of the MU Board of Directors (or their individual designees).

To initiate this process, the appellant must submit a letter of appeal to the Director of the Memorial Union requesting a board review. The letter must outline the reasons in full for challenging the decision by the Assistant Director for MU Operations. The Director will then ask the Assistant Director for a written statement outlining the reasons why the administrative action was taken. Once both letters have been submitted and reviewed, the Director will then call for an appeal board hearing. If a decision can't be reached by the board on the basis of the written statements, both the appellant and the Assistant Director will be allowed ten minutes each to represent their cases individually before the board. If the board still can't reach a decision, the appellant and the Assistant Director shall be asked to meet with the Board jointly for a limited discussion. At the close of these proceedings, the board shall render a final decision by simple majority vote. The decision shall be conveyed to both parties in writing.

3.0.7 Guidelines for Complex Events (50 or more persons) ending after Midnight

1. The Sponsoring Organization **may assist** either Operations & Event Support or Housekeeping Staff conducting set-ups or breakdowns of Memorial Union equipment (i.e. tables, chairs, movable walls). This activity must be performed by Memorial Union Housekeepers, their student staff, or in some cases, by building manager staff. Any supplemental set-ups consisting of property not

belonging to the Memorial Union must be pre-screened & approved by the Scheduling Office.

2. Through the Scheduling Office, the Sponsoring Organization must hire an additional building manager to serve as “Event Manager” for the function. The Event Manager shall arrive one hour before the scheduled start of the event and shall depart after all aspects of the event are completed (i.e. full departure of all patrons, security officers, organization representatives, DJ/entertainers, & tech-support personnel). **Student and University groups will be billed \$12.00 per hour for the Event Manager’s services.**

3. Through the Scheduling Office, the Sponsoring Organization will have to hire Security Officer(s), a designated security firm and possibly fire safety officers to cover the function. The exact number of required officers will be determined by the Scheduling Office based upon projected attendance & nature of the event. The officers shall arrive one half-hour before the scheduled start of the event and shall depart immediately after the post-event meeting is held.

PLEASE NOTE THAT ONLY CURRENT URI STUDENTS, OR COLLEGE STUDENTS WITH 2 PHOTO ID’S; A CURRENT AND VALID COLLEGE ID and a 2nd PHOTO ID either a State ID such as a license or Federal ID. MAY ATTEND THESE DANCE EVENTS. THE RARE EXCEPTION IS THAT A GROUP MAY DEVELOP A LIST OF UP TO 20, alumni of that group, for certain special events (i.e. Homecoming Weekend) & THAT THE LIST MUST BE TYPED & HANDED IN TO THE EVENT MANAGER BY THAT EVENT’S PRE-EVENT MEETING. IT IS UNDERSTOOD THAT THE GROUP IS RESPONSIBLE FOR THESE GUESTS WHILE THEY ARE ON CAMPUS AND IF THE VENUE IS FULL BEFORE A GUEST ARRIVES HE/SHE WILL NOT BE ABLE TO ENTER. All participants must be in the Memorial Union by 11:45 pm and no re-entry is allowed. DJ’s can have up to 3 assistants who will also be screened and ID’d and must follow all appropriate University policies.

4. The Sponsoring Organization must arrange for a designated Staff Member from URI to attend the event; the Staff Member may have full-time, part-time, or graduate assistant status. The staff member is responsible for completing the safety and risk management pre-event inspection checklist. [EXCEPTION: when the Memorial Union’s Operation Services Coordinator is available to serve as Event Manager, the staff member requirement is waived and the Building Services Coordinator will act in the Staff Member’s place.]

5. Representatives from the Sponsoring Organization (and their designated Staff Member as applicable) must meet with the Event Manager and Security Officer(s) for a “Pre-Event Meeting” one half-hour before the event begins. Immediately after the event itself (following the departure of all patrons), a “Post-Event Meeting” will be held with the same individuals to evaluate the function.

6. On-Site Ticket Sales will be conducted from the most appropriate venue for the assigned programming space. The Event Manager shall determine and/or clarify the venue to be used. **No money should ever be taken from the cash box to pay the organization’s commitments (i.e. a disc jockey). At the end of the event, all money collected for ticket sales, merchandise, and/or food & beverage sales must be accounted for and placed in the organization’s cash box at the end of the event. This cash box will be placed in the Memorial Union Accounting Office, and the money will be deposited in the organization’s account on the next business day.**

7. If any event participant becomes ill and vomits anywhere in the facility, no one should attempt clean-up. Federal and University regulations stipulate that clean-up be conducted by our custodial staff. The organization may be charged a custodial clean-up fee as well.

8. At the end of the event, the Sponsoring Organization must remove all decorations and pick up all trash, garbage, bottles and cans in & around the programming space. All debris/items are to be placed in appropriate dispensers (i.e. suitable recycling bins & trash barrels). [Footnote: the organization may not procure cleaning equipment from the custodial closets; the Event Manager shall determine how to proceed under unusual circumstances.

9. There is a set of criteria that must be met for any extended late night event that requires a variance that must be filled out in the Scheduling Office. This will then go to the Union Board and the Director for discussion and a decision.

10. When there is a double event utilizing Edwards Hall followed by a social/dance party, each event will have separate tickets limited to 900 for Edwards, 500 for the Ballroom and the Rams Den. All advertising must reflect that these are separate events.

11. Organizations may only have 2 dance parties a semester.

12. Once reading days begin, each semester, there will be no programs extending after midnight and programs in general are strongly discouraged.

SECTION 3.1 SCHEDULING OF FACILITIES: **Scheduling Office Hours: Mon.-Fri: 9:00-5:00 pm: 24 hour online Reservations available@ muevents.uri.edu**

3.1.1 Booths, Counter space

Student Senate or University recognized organizations wishing to use a booth, or counter (hereafter called area) have the option of scheduling the area one day per week for a maximum three week period or three days in any given one week period. After such scheduling, a two-week waiting period must be observed before an area may be scheduled again by the organization. Recognized Student Senate Organizations that have established subcommittee(s) with elected officers will be treated as separate groups. Booth numbers 1-5 are reserved for student organizations, however, if there is a no show, the scheduling office can make use of the vacant booth that day Organizations using areas are responsible for cleaning the area when through by picking up all trash, garbage, bottles and cans and placing them in the appropriate containers. Members representing an organization must remain behind the booth at all reserved times. If a scheduled area is not used, a 48-hour cancellation notice is required or the organization will be charged the standard fee. If any sales or collections are to be made, the organization must schedule a cash box from the Memorial Union Accounting Office or the Student Senate Accounts office. At the end of each day the cash box must be returned, reconciled and deposited (please reference page 17 addendum regarding Sales Agreement **and section 3.4.2**).

3.1.2 Meeting and Conference Rooms

a.) No classes or labs for academic credit may be held in the Memorial Union. b.) Meetings in the Memorial Union shall adjourn no later than 15 minutes before closing hours unless prior approval to remain longer has been obtained from the Director of the Memorial Union/Student Involvement & Center for SLD or his/her designee. c.) A meeting room may be scheduled by a member of an organization to cover their needs on a weekly basis. d.) Newly organized groups not recognized by the University may schedule

meeting rooms up to (6 weeks) while recognition is pending. Organizations using areas are responsible for cleaning the area when through by picking up all trash, garbage, bottles and cans and placing them in the appropriate containers. Sub groups with elected officers will be treated as separate groups. (Those organizations not recognized by The University see 3.1.7).

3.1.3 Lounges

The Memorial Union lounge areas are to be used as lounges unless a variance request is approved by the M.U.B.O.D. Prior to approval of this variance, tentative reservations must be made through the Scheduling Office.

- A. **The Commuter Lounge** shall primarily be used as a student lounge area. It will be available evenings, weekends, and intersessions for meetings and other functions. Arrangements for formal use of this facility must be made with the Scheduling Office and the Assistant Director Commuter's Services. Notification of scheduled events will be sent to the Commuters' Association, at the time the event is scheduled. Generally, the Lounge is open whenever the facility is open.
- B. **The Main Lounge** is the Memorial Union's principle area to gather and converse.
- C. **ROTC Lounge**

3.1.4 Ballroom / Party Room & Atrium I&II

a.) The M.U. Ballroom/ Party Room or Atrium I or II, may be scheduled on a weekly basis by any Student Senate recognized organization. Any University group or organization, however, may pre book one day per year in the M.U. Ballroom and/or Party Room or Atrium I for the following year. The only exceptions to the above policy are Memorial Union revenue producing functions and the Conference Office.

b) Bands can only book rooms to practice for the following days: Friday after 5:00pm, Saturday anytime and Sunday before 5:00pm. They can only schedule these rooms Thursday or Friday for the upcoming weekend and 50% or more of the members must be URI students. All existing setups are not to be disturbed. Only the Atrium 1 and the Ballroom stage can be booked.

c) The Ballroom, Atrium 1, Edwards Auditorium, and Quinn Auditorium may only be scheduled on a weekly basis by University recognized organizations whose activities **require** specific room enhancements (i.e. wood/tile floors for dance practices). It is clearly understood that the organization will remain flexible in its reservation and that space may be released to another organization in order to facilitate a program that serves the greater URI community (SEC concert, URI Honors lecture etc.). Every effort will be made to relocate the organization to a similar suitable meeting space. Space will be reserved during days/times that most likely won't conflict with the URI Community's needs.

3.1.5 Ram's Den

Scheduling of all events in the Ram's Den must be done jointly through the Memorial Union Scheduling Office and the Rams Den Manager. If a program is scheduled in the Rams Den after closing, a Rams Den employee must be present throughout the program and the sponsoring group is responsible for that expense in addition to all other expenses incurred to insure a safe, secure and well managed program (i.e. Event Manager, performers, security, cleaning). **It is important to note that no event can take place in the Rams Den after hours of their normal operation, without the approval of BOTH the Memorial Union Director (or their designee) and the Rams Den Manager.**

3.1.6 Cancellation Policy

In order to meet the needs of our community cancellations MUST be submitted 72 hours in advance of the reserved start time. Failure to cancel reservations may result in the loss of room/booth reservation privileges and the organization may be charged for costs incurred by its events preparation. Events/promotions with zero attendance after 1 hour may be considered a cancellation and the Memorial Union reserves the right to release the space.

3.1.7 Damages and Labor Costs Incurred

Organizations (student and non-student) are responsible for maintaining the area or facility used. They will be financially accountable for damages incurred. Said damages will include, but not be limited to, structural damage to facility, damage to furniture and equipment, and damage caused by adhesive materials used in decoration. Any damage to a facility will be assessed by the Assistant Director of the Memorial Union, Building Services Coordinator, and the Scheduling Coordinator. Labor costs will be incurred if decorations are not removed at the agreed time or advertisements are improperly posted in and on, the Memorial Union (\$15/hour: \$22/hour OT). **If "Blood and Bodily Fluid Kits" are required, there will be a \$50.00 charge per "kit" to the organization.**

3.1.8 Fees Charged for Facilities

a) Specific rental rates will be found in Appendix I. b) Student organizations may make arrangements to be billed for the use of facilities. There will be no fee charged to student organizations if cash transactions are not involved. c) All student organizations will pay a rental fee when using Memorial Union facilities for the sale of wares, or other transactions involving cash when a profit goes to the organization. d) Any non-university organization or individual will pay a rental fee when using the Union's facilities. These organizations must display a receipt of payment to the Building Manager or Scheduling Office, to be obtained from the Accounting Office when payment is made. e) A student organization will be allowed to use a facility free of charge if their proceeds are to be donated to a charitable organization, scholarship fund or any cause other than direct use by the organization or its members.

3.1.9 Pre Scheduling of Memorial Union Facilities may be done **on or after:**

November 3, 2014 for Spring Semester 2015
April 1st, 2015 for the Fall Semester 2015

3.1.10 Study Room Policy: (generally the Library is the primary place for sessions during the academic year & this policy pertains during Finals)

1. Study rooms are available for group studies only. A group will consist of two or more people.

2. Study rooms will be available Monday through Friday from 7:30am - 11:30 pm, Saturday and Sunday 9:00am-11: 30 pm; the only exception to this will be during **final exam week**.
3. Rooms can be scheduled for no more than six hours at a time (**ONLY ONE STUDY ROOM PER GROUP MAY BE SCHEDULED A DAY**).
4. Scheduling of rooms will take place in the Scheduling Office or online at muevents.uri.edu.
5. Each person will be held responsible for the condition of the room when they leave. If the room is not left as it was found (furniture is not to be moved), anyone who was in the room when it was left a mess will receive a letter from the Scheduling Office that will inform them they have lost their privilege of using a student study room.
6. Study rooms will be checked before and after each usage by the Building Manager. Any concerns will be reported to the Scheduling Office.
7. Rooms to be scheduled for study groups will be determined by the Scheduling Office.

SECTION 3.2 BUILDING SERVICES

3.2.1 Food and Beverages

No food and/or beverages will be served in any facility in the Memorial Union unless catered by the URI Dining Services, unless food cost is less than \$100, or other approved Memorial Union tenants and vendors. If your organization is seeking approval for an external vendor then you must contact the URI Catering Office for a waiver **TWO** weeks in advance of the event. **Any vendor/provider of food must be approved by the Department of Health and provide a certificate of insurance for product liability listing the University of RI, Board of Governors & State of RI as additional insured. Food that is not prepared by a licensed food handler or pre-packaged is not allowed.**

Union Board reserves the right to monitor the quality of service being provided by Dining Services and other food vendors within the Union. Since the Union Board of Directors enforces the policy that students and student organizations within the Union, who require catering services, seek those services only through Dining Services, the Union Board reserves the right to review the catering price listings of Dining Services Catering. To address this concern, the Union Board will review the price listings for Catering at the beginning of each academic year in an executive board meeting. Items for which prices are judged to be unacceptable will be presented to the Director with the supporting pricing information. These items then determined to be excluded from 3:2.1A may be sought outside of Dining Services Catering for that academic year by students and student organizations within the Union.

3.2.2 Lost and Found

All "found" items are to be turned into the Memorial Union Information Desk. Items will be recorded in a notebook established for the purpose of including a brief description of the recovered or "found" items. Any cash, wallets or pocketbooks will be secured in the Accounting Office safe and logged in by a member of the accounting staff. If after 60 days the item has not been claimed, it will become abandoned property and belong to the Memorial Union.

SECTION 3.3 ADVERTISING

The Memorial Union provides digital signage, bulletin boards, display cases, & banner spaces for university organizations (student & campus community groups) to use for publicity purposes. All advertising must be "appropriate & professional" in its wording and appearance in conformance with University community standards. To process, all notices for bulletin boards must be submitted to the Information Desk, while all banners can be scheduled online @muevents.uri.edu must be submitted to the Memorial Union Main Office during weekdays 8:00 am -4:00 pm. All unapproved advertising will be removed and discarded.

All URI student groups must present ad proofs to a member of the Student Involvement Office (SEA Office) for approval (before placing an order for the ads). All programs that have an entrance fee, must include a lower price for URI students. All socials/dance parties advertising, regardless of medium, must state that 2 ID's are required: a valid college photo ID and another valid photo ID such as a license, and also location, start & cut off time and end time of the event.

3.3.1. Bulletin Boards

The Memorial Union's bulletin boards are available to all applicable organizations for general-use; additionally, the general public may utilize the bulletin boards on the 1st floor. Two notices are permitted for URI programs that cite specific dates & times, while only one notice is permitted for non-URI programs or URI programs that cite no specific dates & times. Program notices must not exceed 14"x22" in size, and must include the sponsoring group's name & contact telephone number. Classified ads for cars, bikes or other items must be dated and may remain for two weeks. Classified ads for housing are coordinated through the Commuter Student Affairs Office in room 316. This includes houses for rent, apartments for rent and roommates wanted. Off Campus Housing centralizes these listings on their web site and posts in the Commuter Lounge. They do not accept listings for sale. All notices must be submitted to the Information Desk for approval, stamping, & posting.

3.3.2. Display Cases

The Memorial Union's display cases are assigned annually by Union Board to specific organizations for their exclusive use. Application forms, which are available in the Union Board office, must be filled out and submitted to that office in adherence with allocation deadlines (see section 4.0.2.). Organizations must maintain up-to-date displays and must remove all display materials at the end of their usage period.

3.3.3. Digital Signs

The Memorial Union accepts the following formats for inclusion to the video wall (.mp4, .mov, .jpg, .pdf, .gif, doc and other common

format files. For a complete list of guidelines visit mu.uri.edu/digital.html, all content must be “appropriate and professional” in its wording and be sponsored by the University or Student Senate Inc. recognized organization.

3.3.4. Banner Spaces

The Memorial Union provides banner spaces for use by University organizations (student & campus community groups) to use for publicity purposes. Banner spaces may be reserved on a “first come, first served basis” online @ muevents.uri.edu. Since space dimensions vary, organizations should consult with MU Operations & Event Support Staff regarding accommodation and placement of “unusual sizes”. All unapproved advertising will be removed and discarded. Organizations may indicate a preference for how long to display their banners, and depending on availability of space, Building Services shall attempt to accommodate such requests. Given customer demand and space limitations, however, duration of displaying time will be at the sole discretion of the Memorial Union. All banners must be submitted “ready to be display”: a) appropriate in wording & appearance for public exhibit (meeting the University’s community standards), & b) equipped with eye-rings for anchoring. All “ready for display” banners must be submitted to the Memorial Union Building Services Office during weekdays 8:30am-4:00pm for pre-screening, registration. All registered banners (unless otherwise specified) will be hung by the Operations & Event Support Staff by the end of that day. Following each program, if the sponsoring organization has made an earlier request to have its banner saved, that organization must pick up its saved banner within one week or its banner will be discarded.

SECTION 3.4 SELLING, SOLICITATIONS AND POLITICAL CAMPAIGN

3.4.1 Selling

a) The Director may restrict time, place, and manner of sales in the facility. b.) Companies (and/or their representatives) promoting a service, may schedule a booth for the regular fee. c) The space may be scheduled two days a month for the semester. See Appendix I for rental fee. d) Any recognized student or University organization selling merchandise, where a third party or company is involved, must sell everything on consignment with a guarantee of no charge for unsold returned merchandise. Only members of the student organization may be present at the booth and will be charged the appropriate rental fees. e) The student or University organization will be allowed to schedule space in compliance with Section 3.1.1. Merchandise to be sold that is in direct conflict with a major product line of Memorial Union businesses or tenants are prohibited unless purchased directly from one of the businesses or tenants in the Memorial Union.

3.4.2 Solicitations

a)The Director may restrict time, place, and manner of charitable solicitations (as well as information/ dissemination of information) in and around the facility. b) Non-charitable organizations or individuals are not allowed to solicit within the Memorial Union. No person-to-person solicitation of credit cards and periodicals will be allowed. c) No persons, companies or organizations may schedule space for the purpose of recruiting for part-time employment. d) Charitable organizations will be allowed to solicit at a table or booth providing that: 1. there are no more than 2 solicitors at a booth or table. 2. The solicitors do not harass passers-by or obstruct free passage and remain behind the booth. 3. The solicitors must use a cash box prepared by the Memorial Union Accounting Office and make daily deposits of all receipts. After the "event" is over and all expenses are paid, the Accounting Office will give the remaining funds to the sponsoring organization. 4. The organization maintains any further stipulations made by the M.U.B.O.D. and/or the Director of the Memorial Union/Student Involvement & Center for SLD. 5. No unattended containers for donations or contributions will be permitted. 6. Nothing may be distributed by hand in or around the Memorial Union. e) Violation of these rules will result in the immediate removal of any group from the Memorial Union. (See Appendix II for Sales Agreement). If a credit card vendor is removed from the Union for non-compliance, the main office of that company will be informed that they will not be allowed to solicit in the Union for at least three months.

3.4.3 Political Campaigns

Political campaigns shall follow guidelines set in the University Manual. Campaign posters or other related items may be hung on office bulletin boards at the discretion of the members of that organization. The enforcement of all campaign guidelines as apply to this policy is the sole authority and responsibility of the Union Board and the Memorial Union staff.

SECTION 4.0 STUDENT ORGANIZATION SPACE ALLOCATION AND OFFICE USAGE

4.0.1 Criteria

a) The M.U.B.O.D. makes office space available to those student organizations that serve the student body and provide a learning experience for the students involved. Facilities shall be assigned based on the following: indicated need for space; how regularly space is used and for what purpose: what space is available; previous treatment of space allocated; the requesting organization must have been Student Senate recognized for at least two semesters; the organization must post and hold office hours a minimum of 12 hours per week. **Space shall be occupied only by the assigned organization and may not be shared or “sublet” without Union Board’s and the Director’s permission.** It will be the responsibility of the Operations Council (M.U.B.O.D.) and the Director of the Memorial Union/Student Involvement & Center for SLD to evaluate the use of space by these organizations. They will review the usage of space during the year and reserve the right to terminate the occupation of such space if it is apparent that the organization has misrepresented

itself or fails to live up to the criteria. Upon notification an organization will be allowed 3 working days to vacate office space. After evaluating space usage, the Union Board may decide to place a student organization on probation. Any organization whether on probation or not, is subject to spot checks throughout the semester, and Union Board will decide whether the space is being utilized as it should according to Memorial Union building policies. If the space is underutilized the organization will vacate the space by the last day of that semester. A new allocation process for that space will then take place. By Mid March of each year, the M.U.B.O.D. will have applications available for student organizations to apply for office facilities in the Memorial Union. Applications shall be completed and returned to the Union Board upon their stated deadline (no later than April 1) of each year. The Union Board, in conjunction with the Director of the Memorial Union/Student Involvement & Center for SLD, shall make space allocations **by April 25th** of each year and notify the organizations before exam week begins. The new allocations for space take effect on August 1 of the same year, unless an earlier occupancy is approved by the Director. This principal space allocation for student organizations will be made only at this time (spring) each year.

4.0.1A. Conditions of the Room

a) Painting: No organization may paint their walls, doors, windows, or floors without the consent of the Union Board, VP of Operations **and** the Assistant Director of the Memorial Union. b) Furniture Policy: All furniture is inventoried, and tagged, and a listing will be maintained by the Purchasing Office. If furniture is damaged, the organization will be fined for the replacement of the article. If the furniture is vandalized, it must be reported to the Assistant Director of the Memorial Union or the Building Manager immediately. Furniture cannot be moved out of the assigned room without written permission of the Assistant Director of the Memorial Union. Only the furniture allocated by the Union or the Student Senate is allowed in student offices. No rugs are allowed on office floors. c) Appliances: If you wish to have an electrical appliance (refrigerator, computer, microwave, etc.) you must get written approval of the Assistant Director of the Memorial Union. d) Walls: Nothing will be hung on the walls, but special facilities for posters and wall hangers will be provided. Bulletin boards need approval from the Assistant Director of the Memorial Union. The assigned organization will be held accountable for any damage to the walls. e) Windows: For security and appearance reasons, the windows must remain uncovered and closed. f) Locks: Organizations are responsible for securing allocated areas and cooperating with security procedures. Unauthorized locks are not allowed. g) Doors: No signs, posters, markings of any kind may be placed on office doors except that of a 3" by 5" card listing hours of operation may be placed inside the glass of the door. h) Lights: In the efforts to conserve electricity, all unnecessary lights should be turned off. i) Use of space heaters is prohibited. j) All offices must be kept in a neat and orderly manner. The determination of that manner will be responsibility of the Union Board and the Memorial Union staff.

4.0.2 Storage Locker and Display Case Allocation

The storage lockers and display cases provided for student organizations will be determined as follows: a) preferential consideration will be given to those organizations which requested office space but were denied such space. b) Indicated need for space. Locker space and display cases will be governed in the same manner office space is governed.

4.0.3 Key/Access Card Issuance

- One key/access card will be issued to each student organization and will be located at the information desk for **authorized** members to sign in and out with proper identification. The head of the organization (who has signing authority) is responsible to fill out and submit the MU's key/access card list form. The most current form will represent the only persons who will be allowed into the organization's space. (see appendix IV for sample of form)
- The keys/access card must be returned to the information desk before it closes for the night or to a building manager before the building closes.
- Failure to follow these rules will result in the following penalties:
 - 1st offense - off key/access card list for one week
 - 2nd offense - off key/access card list for 6 months
 - 3rd offense - off key/access card list for one year
- A \$10 fee will be charged to the key/access card-holder (not organization) if she or he loses the office key/access card.
- Missing keys/access cards must be returned in one week or it will be declared lost and the fine will be given to that key/access card holder.
- Only organizations with 24-hour access (for criteria of 24 hour access see section 3.0.6) may request a personal key/access card. Initial requests must be brought in front of the Memorial Union Board of Directors. In such cases the organizational head must show need for the key/access card to be issued to each individual. Additional requests should be brought to the Assistant Director of the Memorial Union.

4.0.4 Telephone Usage

Telephone usage is limited to the Memorial Union/Student Involvement Staff & Center for SLD, and organizations that maintain offices in the Memorial Union. Each group is financially responsible for service and long distance calls made on their respective telephones. Unauthorized use is prohibited. If you have trouble with, or wish to order service you must go through the Main Office of the Memorial Union. They will place the work order with telecommunications. **NOTE:** Due to The University's phone system, additional charges will result to the phone used in placing the call, for calls billed to a third party, credit card, or using the operator.

SECTION 5.0 GENERAL INFORMATION

5.0.1 Sleeping in the Union

It is not permissible to use any of the facilities of the Union as a sleeping area.

5.0.2 Building Dress

In accordance with the University's requirements, no bathing suits or bare feet are allowed in the building. The University's regulations require shirts and shoes to be worn in food and beverage service areas. Also, special athletic shoes such as cleats, etc. are not permitted.

5.0.3 Pets

In accordance with Health and Safety regulations, no pets are allowed in the Memorial Union with the exception of an animal that is specially trained, with proper identification, as an aid for someone with a disability.

5.0.4 Smoking

The Memorial Union is a smoke free facility and this includes e-cigarettes etc. There are no designated smoking areas.

5.0.5 1) Loading Dock Parking Policy

a) There are four designated spaces labeled for use only by the appropriate department. One space, labeled "MU Vehicle only" is intended for exclusive use by the Memorial Union vehicle. The space labeled "Cigar only" is intended for exclusive use by the Good Five Cent Cigar for their delivery truck; the space labeled "Bookstore only" is for the exclusive use by the Bookstore; and the space labeled "RISECU only" is intended for the exclusive use by the Rhode Island State Employees Credit Union.

b) Clearly marked service vehicles that have regular and consistent need to park while performing service in the building, will be assigned access codes for the gate. Marked service vehicles that have sporadic or one-time need to park while performing service in the building will be assigned a temporary access code for the parking area.

c) Private vehicles that have a regular and consistent need to park while performing service in the building will be assigned access codes for the gate and must register their license plate numbers with the Memorial Union Operations Office (access to this area is intended for short-term, business-related purposes only). Private vehicles that have a sporadic or one-time need to park while performing service in the building will be assigned a temporary access code for the parking area and must display a temporary pass on their dashboard, available in the Memorial Union Main Office, for which they will be required to leave a valid drivers license as deposit.

Access to the loading dock area is restricted solely to those vendors who are delivering to the facility. Access to the loading dock, in and of itself, does not constitute a right to park there. This is a critical area to keep open for the many operations and services within the Union **IT IS NOT A PARKING AREA and those parking there will be ticketed and/or towed.** Another automatic gate has been installed by the Union's south entrance by Ronzio's. **This is not a parking area and only a few authorized tenants have access. All others should not park here and will be ticketed and/or towed if they do.**

2) Short term (45 minute maximum) parking lots

The 2 lots immediately west of the building are for Memorial Union short term parking only, Monday-Friday 8:00am-5:00pm (for students, staff, faculty and guests with a 45 minute maximum). The lots will be staffed Monday-Friday 8:00am to 5:00pm except for certain posted events the 2 45 minute lots are unrestricted after 5:00 pm, BUT all overnight vehicles must vacate by 7:30 am the next morning.

5.0.6 Deliveries

Unless approved by the Director or his or her designee all deliveries will be made only at the loading dock.

5.0.7 Vandalism

Vandalism must be reported immediately to the main office or to the Building Manager.

5.0.8 Emergencies

In the case of an emergency; notify the Information Desk at 874-2056. Instructions for emergencies are issued to each organization through the Office of Campus Life and must be posted in all offices.

5.0.9 Exclusions

Bicycles, unicycles, skateboards, roller skates, cleats and roller blades are not permitted in the building. Skateboarding and rollerblading in and around the entrances, decks, walls and planters is prohibited. No hazardous materials may be used, stored or transported in the Memorial Union except by authorized personnel.

5.0.10 Appliances

All electrical appliances are discouraged and **in no case will electrical appliances**, (coffee pots, hot plates, stoves, ovens, toaster ovens, microwaves, refrigerators, etc.) **be permitted in the building without permission of the Assistant Director of the Memorial Union** who will keep a current list of approved appliances and the location. This approval must be renewed at the start of each semester, and may be withdrawn at any time for safety reasons or other causes related to misuse and/or disregard for policies.

5.0.11 Steinway piano

The 1916 Steinway baby grand piano can only be played by someone who has been cleared to play it by Prof. Joseph Parillo Chair of the Music Department. This list is updated each semester and anyone on it can be removed for cause by the Director. The piano is meant for concerts, and practicing pieces for performances. At certain times the piano may not be available due to other scheduled functions in the facility. The approved list of players may only use the piano after 3:00 pm each day unless there is a planned concert/event.

SECTION 6.0 VARIANCE

The M.U.B.O.D. and the Director of the Memorial Union/Student Involvement & Center for SLD realize the potential difficulty in strict compliance to these policies. In certain situations a limited variance to these policies may be obtained.

6.0.1 Procedure

a) Requests for variance forms may be obtained online at mu.uri.edu. The M.U.B.O.D. will vote on the requests and send it to the Director of Memorial Union/Student Involvement & Center for SLD for final action. In the event the M.U.B.O.D. is not in session, the completed form for variance requests must be submitted to the Director of the Memorial Union/Student Involvement & Center for SLD for consideration. Any group has the right to submit a variance to the M.U.B.O.D.

SECTION 7.0 THE MEMORIAL UNION BOARD OF DIRECTORS ADVISORY COUNCIL

7.0.1 Composition

The Memorial Union Advisory Council shall be comprised of the Vice President of Student Affairs or his/her representative, the Director of Alumni Affairs or their designee, one member of the Alumni Association at large, two designees of the Vice President of Student Affairs, two faculty members, one staff member from the office of the Vice President for Business Affairs, the Director of the Memorial Union/Student Involvement & Center for SLD, the Chairperson and two additional members of the M.U.B.O.D., and one graduate student from GSA with advice and consent of Dean of Graduate School.

7.0.2 Appointment of Positions

The Vice President for Student Development shall appoint the administrative staff members, the faculty members (from a list submitted by the Faculty Senate) and two student members of the Board of Directors recommended by the Board chairperson. The alumni at-large member shall be named by the Alumni Association or the Director of Alumni Affairs. Members of the council who do not serve as officials shall be appointed on an one-year basis.

7.0.3 Chairperson

The Vice President for Student Development shall serve as chairperson and shall establish, at the first meeting of the academic year, the schedule of meetings for the remainder of the year and shall appoint a secretary. The Director of the Memorial Union/Student Involvement & Center for SLD shall be responsible for all operations within the building and shall be accountable to the Vice President for Student Development.

7.0.4 Purpose

The Council's purpose is to insure the continuing development of a broad social, cultural, intellectual, and recreational program; to recommend to the University major policies concerning the Union; to suggest budget and building policies, and to evaluate the effectiveness of the Union's operation.

APPENDIX I

ROOM RENTAL CHARGES

BALLROOM/PARTY ROOM \$550.00

RAM'S DEN

\$300.00 As is

(non- catered events)

\$400.00 Set up

FOR CATERED FUNCTIONS WHERE NO RENT IS CHARGED THERE WILL BE A \$.75 PER PERSON SET-UP CHARGE

Room 220 Atrium 1: \$175.00

Room 222 Atrium 2: \$175.00

GROUP A MEETING ROOMS \$100.00

202, 301, 313, 314, & 354

GROUP B MEETING ROOMS \$125.00

308, 318, & 360

GROUP C MEETING ROOMS \$150.00

Meeting Room 300

Gallery

VENDOR SALES SPACES (indoor/outdoor) \$55.00/10 square foot space (price will increase according with the increase in square footage)

MAIN LOUNGE \$75.00 As is

EDWARDS AUDITORIUM \$900.00

WHEN FACILITY RENTALS FOR ONE DAY EXCEED (\$1500.00) A FLAT FEE OF \$1500.00, **WHICH IS ALL-INCLUSIVE** (INCLUDING ONE SETUP), WILL BE PAID.

WHEN A ROOM IS BEING USED FOR RETAIL SALES, THE NORMAL ROOM RATE IS MULTIPLIED 3 TIMES.

Subletting

The Renter shall not sublet the whole or any part of the rented area without the consent of the Lessor. The exception being, that if retail sales are carried on in any room, an additional \$55.00 per retailer will be charged.

OPERATIONAL SURCHARGES - in effect during Intersessions, Summer and Holidays:

Additional building manager coverage is billed at \$15.00 per hour for non-University groups

APPENDIX II

FIRE EVACUATION PROCEDURE

All Memorial Union, Maintenance and Food Service Staff shall be instructed on the location of all exits in the building.

Annually this will include, as part of the instruction, walks into each exit stairway, decent to ground level, exit from the building and walking to the assembly point, Quinn Hall.

WEEKDAYS

The following evacuation procedure should be followed only in the case of a fire alarm. There are different procedures for other emergency situations. (bomb threat, etc...)

- I. The Senior member of the Memorial Union Staff and the senior member of the Maintenance Staff will proceed directly to the fire box at the information desk to determine the location of the emergency. The senior member of the Memorial Union Staff will be responsible for making additional assignments as necessary. (Assignments will include operation of evacuation chair and ensuring the evacuation of WRIU Studios, Student Life & third floor east hallway.)
- II. All departments and tenants will secure cash and records, leave doors closed but unlocked and direct all people in their area to the nearest fire exit.
- III. The department/persons responsible will clear all persons from their designated area and direct all persons to the nearest fire exit.
- IV. Once outside the building all staff shall regroup in front of Quinn Hall. A senior member of the Memorial Union Staff shall make themselves available to the Incident Commander Police or Fire Chief) for information regarding the building and its occupants (e.g. missing persons, the location of handicapped persons etc.)
Since elevators are disabled in a fire emergency, persons requiring assistance to exit from the third floor should proceed into the clock tower stairwell adjacent to room 354.

Department/Persons responsible

- Office of Student Life
- Third Floor Custodians
- Scheduling/Information
- Accounting Office
- Food Service Staff
- First Floor Custodians
- Second Floor Custodians
- Bookstore Staff
- Maintenance Staff

Designated area

- Third Floor South & East*
- Third Floor North & Media Wing*
- Second Floor North (to Ram's Den)*
- Second Floor South & Atriums*
- Ram's Den*
- First Floor North and West Wing*
- First Floor South (not tenants)*
- Bookstore/Convenience Store*
- Basement*

- V. Once the building is evacuated; all persons will remain outside until "**ALL CLEAR**" is indicated. The following personnel are responsible for covering the exits for the duration of the evacuation.

Department/Persons responsible

- Scheduling/Information staff
- Food service staff
- Accounting staff
- Bookstore staff
- First Floor Custodians
- Senior Member of Custodial staff
- Second Floor Custodians
- Maintenance staff

Designated exit

- Clock tower*
- Cup Room/Ramp*
- Ram door/South Atrium door*
- Bookstore*
- West Wing*
- Stairwell*
- Union Square/Electric Sliding*
- Loading Dock/Access*

**FIRE EVACUATION PROCEDURE
NIGHTS & WEEKENDS**

The following evacuation procedure should be followed only in the case of a fire alarm. There are different procedures for other emergency situations. (bomb threat, etc...)

- I. The Senior member of Building Staff will proceed directly to the fire box at the information desk to determine the location of the emergency. The senior member of the Building Staff will be responsible for making additional assignments as necessary. (Assignments will include operation of evacuation chair and ensuring the evacuation of WRIU Studios, Student Life & third floor east hallway.)
- II. All departments and tenants will secure cash and records, leave doors closed but unlocked and direct all people in their area to the nearest fire exit.
- III. The department/persons responsible will clear all persons from their designated area and direct all persons to the nearest fire exit.

Since elevators are disabled in a fire emergency, persons requiring assistance to exit from the third floor should proceed into the clock tower stairwell adjacent to room 354.

NIGHT PROCEDURE

Department/Persons responsible

Designated area

- Third Floor Custodian
- Second Floor Custodian
- First Floor Custodians
- Bookstore Staff
- Food Service Staff

- Third Floor*
- Second Floor*
- First Floor*
- Bookstore/Convenience Store*
- Ram's Den and Cup Room*

WEEKEND PROCEDURE

The Building Manager is responsible for clearing the entire building.

If assistance is needed, the University Police Dispatcher may be reached at 874-2121. Always identify yourself, location and the nature of the problem.

- IV. Once the building is evacuated, all persons will remain outside until "**ALL CLEAR**" is indicated. Doors will be covered by available personnel in the most necessary and effective manner possible.

EMERGENCY PROCEDURES

The senior member of the Memorial Union Staff/Senior member of Security (nights and weekends) must be immediately informed of any emergencies that may arise in the building. They will then proceed to the location of the emergency, are responsible for calling the police or Memorial Union personnel and make additional assignments as necessary.

The senior member of the Memorial Union Staff/Senior member of Security (nights and weekends) will call the following persons in this order for each particular emergency:

- Problems with securing or alarming the building
- General questions or emergencies

Shawn Miner cell:632-3766>Brad Irish 295-8774 **cell: 207-7320** > Bruce Hamilton 423-0805 **cell: 207-5705**> Maureen McDermott 423-0297 **cell: 378-3489** >Melissa Boyd-Colvin **cell: 817-797-2179**> Susan Brush **508-336-6675 cell: 338-3188**

- Interior utility distribution system problem (water, sewage, electrical, steam)
- Other emergency maintenance problems

Alan Haskins 789-5423: **cell : 440-1873**> John Giacchi **cell: 226-7163** >Dennis Robert **728-0738**>Jay Beck **364-5481**

- Flooding and other emergency custodial problems
- Problems with room set-ups

Rob Kent 617-0701: **cell: 602-1136**>Dave Nadeau 667-0742 **cell: 528-7479** >Norm Gagne 789-1345 **cell: 405-6250**

The **University Police** (874-2121) should be called for the following emergencies:

- Disturbance or unusual occurrence
- Serious injury or other health problem
- Exterior utility distribution system problem (water, sewage, electrical, steam)
- Environmental problems (hazardous waste or chemical spill)
- False alarms and bomb threats (and additional help during a fire evacuation)
- Psychiatric emergencies
- Rape or death
- Other police emergencies (robbery, felonies, drug sale or use)

If the building must be evacuated please follow the fire evacuation procedures. In case of bomb threat--**do not pull the fire alarm.**