



EXPLORE
THE
POSSIBILITIES



WRIGHT STATE UNIVERSITY

Student Union Policies

January 2012

This is an interactive document. Numerous hyperlinks have been included to assist you in navigating this document quickly and easily. The [Table of Contents](#), [Topical Index](#), and [Appendix](#) include internal bookmark links. Simply click on any green underlined text and you will be immediately taken to that particular topic in the document. Additional internal bookmark links can be found throughout the document as well as external web links that will easily link you to appropriate websites.

Once you have clicked on an internal bookmark link, you can quickly return to the previous view/page and then advance to the next view/page by using keyboard shortcuts. These keyboard shortcuts perform much like the “Back” and “Forward” buttons on a web browser. The keyboard shortcuts you use are dependent on whether you are viewing the document on a PC or Mac:

PC Navigational Keyboard Shortcuts:

Previous View (Go Back)	Alt + Left Arrow (←)
Next View (Go Forward)	Alt + Right Arrow (→)

Mac Navigational Keyboard Shortcuts:

Previous View (Go Back)	Cmd (⌘) + Left Arrow (←)
Next View (Go Forward)	Cmd (⌘) + Right Arrow (→)

In addition, you can also add “Previous View” and “Next View” navigational buttons to your Acrobat Navigational Toolbar. Here’s how:

Acrobat Reader:

<http://blogs.adobe.com/acrolaw/2011/03/customizing-toolbars-in-acrobat-x-2/>

Acrobat Pro:

http://blogs.adobe.com/acrobatforlifesciences/2008/09/where_did_my_previousnext_view/

TABLE OF CONTENTS

<u>Page Navigation Instructions</u>	i
<u>Table of Contents</u>	ii
<u>Topical Index</u>	iii

<u>Series 100 – General Items</u>	1
<u>101 Statement of Purpose and Intent</u>	3
<u>111 Student Union Mission Statement</u>	4
<u>121 Client Definitions</u>	5

<u>Series 200 – Building Operations</u>	7
<u>201 Building Operations - Service Offerings</u>	9
<u>211 Building Policies</u>	12
<u>221 Guidelines for Use of Specialized Rooms</u>	14
<u>231 Promotional Items</u>	18
<u>241 Safety, Security, and Emergencies</u>	20
<u>251 Building Closures</u>	22

<u>Series 300 – Event Services</u>	23
<u>301 Event Services - Service Offerings</u>	25
<u>311 Reservation Policies</u>	27
<u>321 Event Coordination Policies</u>	29
<u>331 Dining and Catering</u>	30

<u>Series 400 – Special Services</u>	31
<u>401 Summer Programs - Service Offerings</u>	33
<u>411 Summer Programs Policies</u>	34
<u>421 Student Union Box Office</u>	39
<u>431 Vendors</u>	41
<u>441 University Billboards</u>	42

<u>Appendix</u>	A-1
<u>Appendix A: Fees and Rates</u>	A-3
<u>Appendix B: Forms, Guidelines, Etc.</u>	A-10
<u>Appendix C: Staff Directory</u>	A-24
<u>Appendix D: Organizational Chart</u>	A-25
<u>Appendix E: Directory of Services</u>	A-26

TOPICAL INDEX

<u>Academic Classrooms</u>	A-4
<u>Affiliated Clients</u>	5
<u>Partner & Sponsored Organization</u>	5
<u>Wright State Individual</u>	5
<u>Appendix</u>	A-1
<u>AIM Statement</u>	4
<u>Atrium (091)</u>	14
<u>Audio Visual Production Services</u>	9
<u>Audio Visual Equipment Order Cancellation</u>	10
<u>Audio Visual Equipment Order Changes</u>	10
<u>Audio Visual Equipment/Systems Integration</u>	10
<u>Audio Visual Equipment and Service Off-Campus Scheduling</u>	10
<u>Audio Visual Equipment and Service Scheduling/Late Scheduling Fee</u>	10
<u>Events Requiring Audio Visual Technician Services</u>	11
<u>Billboards</u>	42
<u>Billboard Location</u>	42
<u>Billboard Reservations</u>	42
<u>Sign Construction</u>	42
<u>Sign Mounting</u>	42
<u>Building Closures</u>	22
<u>Building Policies</u>	12
<u>Box Office</u>	39
<u>Hours</u>	40
<u>Locker Rentals</u>	39
<u>Service Fee</u>	39
<u>Tickets</u>	39
<u>Wright State Basketball</u>	39
<u>Cambiar Dining Room (153)</u>	16
<u>Camp Director (Summer Programs)</u>	35
<u>Cancellation Fee (AV)</u>	10
<u>Client Definitions</u>	5
<u>Affiliated Clients</u>	5
<u>Departmental/Faculty/Staff Organization</u>	5
<u>External Clients</u>	5
<u>Internal Clients</u>	5
<u>Partnership & Sponsored Organization</u>	5
<u>Student Organization</u>	5
<u>Summer Program Clients</u>	5
<u>University Clients</u>	5
<u>Wright State Individual</u>	5
<u>Club Dining Room (111A)</u>	17
<u>Community Standards</u>	12
<u>Damages</u>	A-9
<u>Dining & Catering</u>	30

Directories

<u>Staff Directory (Appendix C)</u>	A-24
<u>Directory of Services (Appendix E)</u>	A-26
<u>Dixon Hearth Lounge (102)</u>	15
<u>Emerald Room (010)</u>	14
<u>Emergency Closures</u>	22
<u>Emergency Procedures</u>	20
<u>Evacuations</u>	20
<u>Event Coordination Services</u>	25
<u>Event Coordination Policies</u>	29
<u>Event Registration Services</u>	A-8
<u>External Clients</u>	5
<u>Faculty Organization</u>	5
<u>Fees and Rates (Appendix A)</u>	A-3
<u>Audio/Visual (A/V) Production Fees and Rates</u>	A-5
<u>Damages</u>	A-9
<u>Event Coordination Service</u>	A-8
<u>Event Registration Service</u>	A-8
<u>Fee Waivers and Reductions</u>	A-8
<u>Hourly Labor Rates</u>	A-3
<u>In-House Service Fees and Rates</u>	A-7
<u>Off-Site Service Fees and Rates</u>	A-7
<u>Payment Process</u>	A-3
<u>Space Rental Rates</u>	A-3
<u>Academic Classrooms</u>	A-4
<u>Indoor Spaces</u>	A-4
<u>Outdoor Spaces</u>	A-5
<u>Food Service</u>	30
<u>Forms, Guidelines, Etc. (Appendix B)</u>	A-10
<u>Agreement to Sell Tickets</u>	A-11
<u>Assumption of Risk Release</u>	A-12
<u>Catering Request Waiver Form</u>	A-13
<u>Conference Commitment Form</u>	A-14
<u>Event Data Sheet</u>	A-15
<u>Outside Sales Sign Up Sheet</u>	A-16
<u>Program Request Form</u>	A-17
<u>SUAO Signage Posting Form</u>	A-20
<u>Summer Camp Operating Guidelines</u>	A-21
<u>General Building Policies</u>	12
<u>General Reservation Policies</u>	27
<u>Holidays</u>	22
<u>Illness</u>	21
<u>Indoor Spaces</u>	A-4
<u>Information Table Policies</u>	28
<u>Information Table Reservations</u>	26
<u>In-House Services</u>	9

<u>Injuries</u>	21
<u>Internal Clients</u>	5
<u>Affiliated Clients</u>	5
<u>Departmental/Faculty/Staff Organization</u>	5
<u>Partnership & Sponsored Organization</u>	5
<u>Student Organization</u>	5
<u>University Clients</u>	5
<u>Wright State Individual</u>	5
<u>Late Scheduling Fee (AV)</u>	10
<u>Locker Rentals</u>	39
<u>Lost and Found (Security)</u>	20
<u>Mission Statement</u>	4
<u>Off-Site Services</u>	9
<u>Outdoor Spaces</u>	A-5
<u>Organizational Chart (Appendix D)</u>	A-25
<u>Partnership</u>	5
<u>Pathfinder Lounge (108)</u>	15
<u>Payment Process</u>	A-3
<u>Policies</u>	
<u>Building Policies</u>	12
<u>Event Coordination Policies</u>	29
<u>Event Registration Policies</u>	A-8
<u>Information Table Policies</u>	28
<u>Reservation Policies</u>	27
<u>Summer Programs Policies</u>	34
<u>Program Director (Summer Programs)</u>	35
<u>Promotional Items</u>	18
<u>Banners</u>	19
<u>Directional Signs</u>	18
<u>Donation Drives</u>	19
<u>Glass Display Cases</u>	19
<u>Posters</u>	18
<u>Table Stands (Union Market)</u>	19
<u>Tripods/Easels</u>	18
<u>Reservation Policies</u>	27
<u>General Reservation Policies</u>	27
<u>Information Table Policies</u>	28
<u>Room Reservations (Space Reservations)</u>	25
<u>Rooms/Spaces</u>	
<u>Academic Classrooms</u>	A-4
<u>Cambiar Room (153)</u>	16
<u>Club Dining Room (111A)</u>	17
<u>Dixon Hearth Lounge (102)</u>	15
<u>Emerald Room (010)</u>	14
<u>Indoor Spaces</u>	A-4
<u>Outdoor Spaces</u>	A-5

<u>Pathfinder Lounge (108)</u>	15
<u>Student Union Atrium (091)</u>	14
<u>Union Market Dining Area (111)</u>	16
<u>Wright Brothers Room (154)</u>	14
Safety	20
Security	20
Service Offerings	
<u>Audio Visual Production Services (Building Operations)</u>	9
<u>Directory of Services (Appendix E)</u>	A-26
<u>Event Coordination Services (Event Services)</u>	25
<u>Event Registration Services (Event Services)</u>	A-8
<u>Information Table Reservations (Event Services)</u>	26
<u>In-House Services (Building Operations)</u>	9
<u>Off-Site Services (Building Operations)</u>	9
<u>Space Reservations (Event Services)</u>	25
<u>Summer Programs (External)</u>	33
<u>Summer Programs (Internal)</u>	33
Sound Levels	13
Space Reservations	25
Sponsorship	5
Staff Directory (Appendix C)	A-24
Staff Organization	5
Student Organization	5
Summer Program Clients	5
<u>University Client (Summer Programs)</u>	5
<u>External Client (Summer Programs)</u>	5
Summer Programs (External)	33
Summer Programs (Internal)	33
Summer Programs Policies	34
<u>Campus Recreation (Summer Programs)</u>	37
<u>Conference Commitment (Summer Programs)</u>	36
<u>Contracts (Summer Programs)</u>	35
<u>Determining Status (Summer Programs)</u>	34
<u>Fees (Summer Programs)</u>	36
<u>Final Confirmations (Summer Programs)</u>	36
<u>Insurance (Summer Programs)</u>	36
<u>Internet Access (Summer Programs)</u>	36
<u>Music Groups (Summer Programs)</u>	38
<u>Parking & Transportation (Summer Programs)</u>	37
<u>Program Request (Summer Programs)</u>	35
<u>Reservation Deposit (Summer Programs)</u>	36
<u>Residence Services (Summer Programs)</u>	37
<u>Staff Definitions (Summer Programs)</u>	35
<u>Camp Director</u>	35
<u>Program Director</u>	35

<u>Union Market Dining Area (111)</u>	16
<u>University Clients</u>	5
<u>Department/Faculty Staff Organization</u>	5
<u>Student Organization</u>	5
<u>Vendors</u>	41
<u>Wright Brothers Room (154)</u>	14



EXPLORE
THE
POSSIBILITIES

General Items

Series 100

Policy Number: 101

Subject: **Statement of Purpose and Intent**

Date issued: **Revised/January 2012**

101.1 **Purpose & Intent**

The Student Union has been the center of activity on the Wright State University campus since its inception as the University Center in 1967, through its rebirth in 1994, and its most recent renovations in 2002 and 2006. Today, the Student Union manages over 10,000 events annually across campus, including meetings, dances, career fairs, lectures, conferences, sports competitions and more.

This document defines the Student Union's clients, service offerings and rates, policies, guidelines, and procedures. Furthermore, the Student Union complies with the [Wright Way Policy](#), and reserves the right to publish and implement additional policies, guidelines, and procedures that pertain to its facilities and services. These policies, guidelines, and procedures have been developed in accordance with the regulations of numerous Wright State University departments including: [Department of Environmental Health and Safety](#), [Emergency Management](#), [Police Department](#), [Office of Student Activities](#), and [Office of Disability Services](#). Our continuing goal is to provide exceptional service to the Wright State University community while minimizing costs for students, faculty and staff members; therefore, your cooperation with following these policies and guidelines is appreciated.

Policy Number: 111

Subject: **Student Union Mission Statement**

Date issued: New/January 2011

111.1 Mission Statement

The Student Union promotes interaction, diversity, student development, academic success, campus unity, accessibility, mutual respect, and healthy lifestyles. As the heart of university life, the Student Union is committed to providing a safe gathering place that is friendly, student centered, and promotes educational experiences among students, faculty, staff, alumni and the community.

111.2 AIM Statement

The Student Union is dedicated to providing quality facilities, services and programs that exceed the needs and expectations of the university community and advance the mission of Wright State University.

Policy Number: 121

Subject: **Client Definitions**

Date issued: **Revised/January 2012**

121.1 **Internal Clients**

1. University Clients – Any organization/department/college/division that has a valid Wright State University Banner FOP account.
 - a. Student Organization – Any Wright State University registered student organization, currently in good standing, with a valid Wright State University Banner FOP account number. Use is limited to activities and events planned by the organization for the benefit of organization members, the Wright State student body or the university at large.
 - b. Departmental/Faculty/Staff Organization – Any Wright State University departmental/faculty/staff organization with a valid Wright State University Banner FOP account number. Use is limited to activities and events planned by the organization for the benefit of organization members, the Wright State student body or the university at large.
2. Affiliated Clients – Any organization or individual that has a demonstrated Wright State University affiliation.
 - a. Partnership & Sponsored Organization – Any organization with a demonstrated affiliation with a *University Client* that has completed the required *Request for Reduction of Fees* form and been approved per the requirements of that form.
 - b. Wright State Individual – Any current member of the Wright State University faculty/staff, current Wright State student with a valid Wright1 card, or current member of the Wright State Retiree Association or Alumni Association. Use is limited to activities and events of a personal nature such as graduation parties, wedding ceremonies/receptions, and/or retirement parties.

121.2 **External Clients**

1. External Client– Any organization or individual with no affiliation to the university wishing to use facilities and/or services on the Wright State University campus.

121.3 **Summer Program Clients**

1. University – All summer camps/programs that are designed and facilitated by Wright State University departments. All expenses must be billed to a valid Wright State University Banner FOP account number.
2. External – All summer camps/programs designed and facilitated by organizations external to Wright State University and billed to the outside sponsoring organization or individual.



EXPLORE
THE
POSSIBILITIES

Building Operations

Series 200

Policy Number: 201

Subject: **Building Operations – Service Offerings**

Date issued: **Revised/January 2012**

201.1 **In-House Services**

In-House Services include delivery and set up of tables, chairs and/or other items to places located inside the Student Union. Generally, these services are delivered at no charge except for items that historically have been assessed fees for use in Student Union meeting rooms. These fees are necessary in order to cover equipment maintenance costs or to cover extensive labor required to provide the service or equipment. These fees apply to all client types. Clients will not be assessed labor charges for in-house resources unless noted on the [In-House Service Fees and Rates](#) table in [Appendix A: Fees and Rates](#).

201.2 **Off-Site Services**

Off-site services include the delivery of certain equipment and setup services (when available) to locations on campus but outside of the Student Union facility. Off-Site Services will be assessed both labor and equipment fees according to the [Off-Site Service Fees and Rates](#) table in [Appendix A: Fees and Rates](#). These fees apply to all client types. Clients will be held responsible for loss and/or damages that occur. Damages shall be determined by the [Associate Director for Operations](#).

1. Off Site Service Approval

Due to the complexity of service processes and work load context, off site services must be approved on a case by case basis. Only the [Associate Director for Operations](#), [Evening and Weekend Manager](#), and [Coordinator of Operations](#) may approve requests.

2. Off Site Service Procedure

- a. The client makes a request in writing to Student Union Operations staff. Student Union Operations will confirm the following within 3 business days:
 - i. Availability of operations staff to fulfill the request.
 - ii. Delivery and pickup times.
 - iii. Rental and labor costs.
- b. If approved, Student Union Operations staff will input the activity into Scheduler Plus for coordination and billing.

201.3 **Audio Visual Services**

Audio Visual Services includes delivery, setup, access, and when needed, operation of equipment and consumable items to facilitate audio public address and visual presentations in various forms. [University Clients](#) that do not collect revenue, [Partnership & Sponsored Organizations](#) that are not being assessed space rental fees, and [University Summer Program Clients](#) will only be assessed fees related to consumable items and labor. All other client types will be assessed for equipment usage, labor and consumable items. See the [Audio/Visual \(A/V\) Service Fees and Rates](#) table in [Appendix A: Fees and Rates](#) for charges regarding equipment rental and consumable items.

1. Audio Visual Equipment and Service Scheduling/Late Scheduling Fee

Student Union Audio Visual Services staff will make every effort to comply with all requests, however; scheduling is based on equipment and personnel availability. When scheduling audio-visual equipment and services for non-instructional events, weekday orders must be received during regular Student Union business hours and 48 hours prior to the event. Orders for Saturday and Sunday events MUST be received by 5:00 PM on the Wednesday prior to the event. Orders for events occurring on holidays or holiday weekends (when a holiday occurs on a Friday, Saturday, Sunday, or Monday) MUST be received 14 days prior to the event. Orders (however communicated) placed on a Saturday, Sunday, or holiday will not be considered as "received" until 8:30 AM on the following business day. An additional \$75.00 Late Scheduling Fee will be assessed for honored requests received past the stated deadlines.

2. Audio Visual Equipment Order Cancellations

Equipment order cancellations must be made during regular Student Union business hours and 24 hours prior to the event otherwise a Cancellation Fee will be incurred. The Cancellation Fee for Internal Clients will be equal to one-half the quoted labor for the event (overtime and holiday rates apply & minimum ½ hour labor) for cancellations submitted past the stated deadline. The Cancellation Fee for External Clients will be one-half the quoted labor (minimum ½ hour labor) and the total cost of equipment rental for that event.

3. Audio Visual Equipment Order Changes

Student Union Audio Visual Services staff will make every effort to comply with all change requests to existing orders, however; scheduling is based on equipment and personnel availability. PLEASE NOTE that adding or deleting an additional location/room to an event is NOT considered to be a change to an existing order; therefore, Late Scheduling Fees and Cancellation Fees WILL APPLY. Furthermore, requesting on-site technician services is not considered to be a change/addition to an existing order; it shall be considered a new request.

4. Audio Visual Equipment and Service Off-Campus Scheduling

Student Union Audio Visual Services staff will make every effort to comply with all off-campus requests for University Clients only; however, scheduling is based on equipment and personnel availability. Orders for off-campus events MUST be received 14 days prior to the event. All clients and events using Student Union Audio Visual Services for off-campus events will be assessed full costs for equipment rental, labor, mileage, and consumable items. Off-campus is considered any location outside of the main Dayton campus including University Park, Lake Campus, Ellis Center, Research Park, Holiday Inn Dayton/Fairborn I-675, Wright-Patterson Air Force Base, Hope Hotel, Madsig Middle School, etc.

5. Audio Visual Equipment/Systems Integration

Student Union audio visual equipment may not be altered, modified or connected to any non-Student Union equipment/systems for use during an event without the approval of the Audio Visual Service Manager. Failure to comply with this policy will result in the removal of Student Union audio visual equipment from the event.

6. Events Requiring Audio Visual Technician Services

Standard audio visual service only includes the set up of equipment and ensuring that the equipment is functioning prior to an event. If a Student Union Audio Visual Specialist is expected or needed to operate audio visual equipment during an event, this technician service must be requested prior to the event as part of the service order. If an Audio Visual Specialist is NOT requested as part of the original order, but is then requested in less than 48 hours prior to the event start time, then a Late Scheduling Fee shall be imposed and included as an additional charge to the order. If an event order does not include a Student Union Audio Visual Specialist as part of the original request AND the event exceeds three service calls after the start of the event, then an Audio Visual Specialist may be added to the event at the discretion of the [Audio Visual Service Manager](#) or [Associate Director for Operations](#) and a Late Scheduling Fee shall be imposed. The client shall be responsible for any resulting additional charges including labor and Late Scheduling Fees (see [Appendix A: Fees and Rates](#)). In addition, some events require technician services and shall automatically be assigned an Audio Visual Specialist. These events include:

- Any outdoor event (due to security and weather-related issues)
- Any event that requires more than four microphones
- Any event that requires a sound board with more than sixteen channels

Policy Number: 211

Subject: **Building Policies**

Date issued: **Revised/January 2012**

211.1 General Building Policies

1. Any unusual requests for Student Union space must be approved by the [Director of the Student Union](#).
2. For the comfort and protection of guests, all furniture and equipment may only be moved or rearranged by Student Union operations staff. Clients that rearrange furniture may be assessed fees for damages and/or labor charges required to reset the room to the original arrangement.
3. The client shall be held financially responsible for any resulting damages and/or cleaning fees caused to reservable spaces by their members or guests. The Student Union and/or Physical Plant will be responsible for assessing any additional cleaning fees.
4. All requests for keys that open outside doors and interior rooms of the Student Union must be approved and recorded by the [Associate Director for Operations](#). Key request forms must be submitted to the Student Union Administrative Office (186 Student Union) prior to submitting the request to the [Physical Plant Customer Service Center](#) and must be submitted five working days prior to the requested date to receive the key. Exceptions to this rule are units that hold spaces across campus for specific departmental uses (i.e., telecommunications closets, maintenance areas, etc.).
5. Anyone using common loading docks, or receiving bulk shipments, is responsible for receiving and removing the delivery from a public space in a timely manner. It is the responsibility of the client to ensure the removal of any pallets, packaging or trash through Environmental Services or Shipping & Receiving.

211.2 Community Standards

1. Since the Student Union is a public building, the building shall be utilized by a variety of constituents beyond the university community including university guests of all ages.
2. All events scheduled in the Student Union must abide by all community standards. This includes, but is not limited to, the university's [Diversity Statement](#), [Student Handbook](#), [Student Code of Conduct](#), and all local, state and federal laws. All [Student Organization](#) events must be in compliance with policies administered by the [Office of Student Activities](#).
3. Performances, displays, or use of language which are not appropriate for all users of the facility will not be permitted as part of any program or event in the open spaces of the Student Union (i.e., Atrium, Pathfinder Lounge, Dixon Hearth Lounge, etc.).
4. If a violation of these standards or any other [Wright Way Policy](#) or procedure occurs during an event, the client will be notified immediately to correct the problem or, at the discretion of an authorized Student Union staff member, terminate the event.

211.3 **Sound Levels**

1. Authorized Student Union Operations staff will meet with the client's planners to determine the permitted sound level prior to the beginning of the event. Authorized Student Union Operations staff may also determine where the sound is to be set up and which direction the sound will be projected based on other events in the facility.
2. Because of the open nature of many Student Union spaces, amplified sound can easily carry over to administrative offices, retail operations and meeting spaces within the Student Union. Therefore, sound levels will be set at predetermined decibel levels by authorized Student Union Operations staff for events held in the Student Union.
3. Only authorized Student Union Operations staff has the authority to adjust the sound levels for events held in the Student Union and/or events using Student Union audio visual equipment. If any unauthorized person attempts to adjust the sound levels, the sound system will be turned off and/or removed from the event.

Policy Number: 221

Subject: **Guidelines for Use of Specialized Rooms**

Date issued: **Revised/January 2012**

221.1 Wright Brothers Room (154 Student Union)

1. Clients using the Wright Brothers Room must comply with Student Union [Policy Number 211 – Building Policies](#).
2. Use of the Wright Brothers Room must be approved by the [Office of the President](#).
3. The [Associate Director for Event Services](#) shall make the request on behalf of anyone who wishes to use the room.
4. The Student Union's Event Services staff must coordinate all meeting needs in the room.
5. Buffet-style serving is not permitted in this room.
6. Standard Student Union fees and rates will apply (see [Appendix A: Fees and Rates](#)).

221.2 Emerald Room (010 Student Union)

1. Clients using the Emerald Room must comply with Student Union [Policy Number 211 –Building Policies](#).
2. The Emerald Room is a multi-use facility that is available to *University Clients*.
3. [Student Organizations](#) have priority use of this room starting at 4:00pm until the Student Union closes.
4. While the priority use of this room is student-related, [Departmental/Faculty/Staff Organizations](#) may also reserve this room; however, [Departmental/Faculty/Staff Organizations](#) may not use the room after 4:00pm.

221.3 Student Union Atrium (091 Student Union)

The Student Union Atrium guidelines have been established to maximize student use of the space as well as establish parameters that allow Atrium events to be compatible with other events and guests in the Student Union. Compliance with these guidelines will help preserve the continued use of this public space for student events. Exceptions to these guidelines must be approved by the [Director of the Student Union](#).

- a. Clients using the Student Union Atrium must comply with Student Union [Policy Number 211 –Building Policies](#).

b. Priority Use

- i. The Student Union Atrium is designated as a student lounge and student program space.
- ii. Reservations for the Atrium include the carpeted area only. The Recreation Commons (table games and TV Lounge) is typically open for general patron use; however, special permission may be obtained from the [Office of Campus Recreation](#) to reserve that space.
- iii. During academic quarters, the Student Union Atrium may only be reserved by [University Clients](#) for activities and events that benefit the Wright State University student body at large.
- iv. Reservation of this space is also dependent on the compatibility of the event with other meetings and events previously scheduled in the Student Union.

c. Time of Events

- i. The Atrium may be scheduled for student events when the facility is open.
- ii. Events held in the Atrium must be free and open to the public with the exception of late night activities held after 8 p.m. on Fridays and Saturdays.
- iii. [Student Organizations](#) may hold evening events on Friday and Saturday evenings if there is a charge for participation. There will be a predetermined set up and security arrangement for late night activities in accordance with policies administered by the [Office of Student Activities](#).

221.4 **Dixon Hearth Lounge** (102 Student Union)

1. Clients using the Dixon Hearth Lounge must comply with Student Union [Policy Number 211 - Building Policies](#).
2. The Dixon Hearth Lounge is designed as an open space for Wright State community members to relax, study, or gather throughout the day.
3. The Dixon Hearth Lounge is reservable for one-time events.
4. All events held in the Dixon Hearth Lounge must be considerate to patrons dining in the Union Market Dining Area.
5. Existing furniture will not be removed to accommodate set up requests; thus, it should be incorporated into event planning.
6. In order to use the fireplace, requests must be submitted a minimum of five (5) business days in advance of the event. The fireplace may only be operated by authorized Student Union staff.

221.5 **Pathfinder Lounge** (108 Student Union)

1. Clients using the Pathfinder Lounge must comply with Student Union [Policy Number 211 – Building Policies](#).

2. The Pathfinder Lounge is designed as an open space for Wright State community members to relax, study, or gather throughout the day.
3. The Pathfinder Lounge is reservable for one-time events.
4. Existing furniture will not be removed to accommodate set up requests, thus should be incorporated into event planning.
5. In order to use the fireplace, requests must be submitted a minimum of five (5) business days in advance of the event. The fireplace may only be operated by authorized Student Union staff.

221.6 Union Market Dining Area (111 Student Union)

1. Clients using the Union Market Dining Area must comply with Student Union [Policy Number 211 – Building Policies](#).
2. Clients using the Union Market Dining Area must comply with Student Union [Policy Number 331 – Dining and Catering](#).
3. The Union Market Dining Area is specifically designed to accommodate seated dining in conjunction with the operations of Dining Services.
4. A space designated by Student Union staff within the dining area may be reserved for one-time events that are in collaboration with Dining Services.

221.7 Cambiar Dining Room (153 Student Union)

1. Clients using the Cambiar Dining Room must comply with Student Union [Policy Number 211 - Building Policies](#).
2. Clients using the Cambiar Dining Room must comply with Student Union [Policy Number 331 – Dining and Catering](#).
3. The Cambiar Dining Room is designed to accommodate both table reservations and scheduled meetings. Table reservations may be made between 11:00am and 2:00pm Monday through Friday. The room, including all tables, may be reserved after 2:00pm Monday through Friday and on weekends.
4. Clients using the Cambiar Dining Room will be allowed to purchase food from any of the food service venues available in the Union Market. The Cambiar and Club Dining Rooms are the only spaces in the Student Union where this is permissible.

221.8 **The Club Dining Room** (111A Student Union)

1. Clients using the Club Dining Room must comply with Student Union [Policy Number 211 – Building Policies](#).
2. Clients using the Club Dining Room must comply with Student Union [Policy Number 331 – Dining and Catering](#).
3. The Club Dining Room may be reserved after 2:00pm Monday through Friday and on weekends. Due to the special nature of this room, the furniture may not be rearranged and catering is not permitted.
4. Clients using the Club Dining Room will be allowed to purchase food from any of the food service venues available in the Union Market. The Cambiar and Club Dining Rooms are the only spaces in the Student Union where this is permissible.

Policy Number: 231

Subject: **Promotional Items**

Date issued: New/January 2011

231.1 **Posters**

1. Temporarily affixing items to all public spaces in the Student Union and other university facilities is expressly prohibited. The use of tape, staples, tacks, etc. in all meeting areas is prohibited; however, the use of self-stick easel pads is acceptable.
2. Student Union staff will groom general posting boards within the Student Union. Any postings that do not comply with [Wright Way Policy](#) will be removed. Any postings that cause damage to the facility will be assessed damage charges to the client that has posted them.
3. Thirteen poster displays have been installed within the Student Union to promote events. The displays are designed to accommodate 24" x 36", professionally-designed posters or 11" x 17" posters/flyers. To request a posting, please comply with the following:
 - a. Submit a [SUAO Signage Posting Form](#) to the Student Union administrative office (186 Student Union) at least one week prior to the desired posting date.
 - b. Printed materials must be approved by the Student Union.
 - c. The materials will be reviewed and stamped for approval. All signs must have a stamp to be valid.
 - d. The client making the request is responsible for the printing and creation of all promotional materials.
 - e. Printed materials may be posted for one week to allow for maximized usage and opportunity.
 - f. Posting locations are at the discretion of the Student Union and are determined by availability.
 - g. All advertising must comply with state and local laws and [Wright Way Policy](#).
 - h. After the approved posting time, the signs will be taken to Student Union Administrative Office for pick-up. If they are not picked up within one week after they are taken down, they will be discarded.

231.2 **Tripods/Easels**

The use of tripods/easels is prohibited in all Student Union corridors and public spaces. Requests for tripods/easels for specific events in designated spaces will be reviewed on a case-by-case basis and must be approved by Student Union staff.

231.3 **Directional Signs**

Directional signs to help the public find their event location may only be placed by Student Union staff on the day of the event. These signs will be removed and discarded at the conclusion of the event. Signs that are not placed by Student Union staff will be removed.

231.4 **Glass Display Cases**

There are display cases for university use available in the Student Union located in the tunnels leaving the Student Union into the Medical Sciences Building. Reservations are accepted on a first-come, first-served basis as space permits. Items will be posted the next business day after receipt, and may be posted for up to two weeks during peak times. There is a limit of one poster/flier per event per area. Reservations are accepted by the Student Union Box Office and the [Associate Director for Special Programs](#). There is no fee for reserving this service.

231.5 **Banners**

The Student Union will work with clients to hang professionally-made banners or special flags whenever possible. These special items must be flame retardant. The exact display location of the banners/flags will be determined by the [Associate Director for Operations](#). Banners and flags will be hung not more than one week prior to the event date, and will be removed immediately following the event (weather permitting). The following Student Union spaces have been designated for banners:

1. Atrium (hand-decorated, flame retardant banners *are* permitted)
2. Grid work above the outside the main entrance (appropriate fee will be assessed)
3. Walkway railing above the main entrance
4. Outside the Alumni Circle entrance
5. Outside the Hamilton Plaza entrance

231.6 **Union Market Table Stands**

Quarter-page flyer stands are available for promotion in the Union Market. Contact Sodexho (x5633) to reserve a spot. Once approved, it's the client's responsibility to place the ¼ page, one-sided flyer in the stands. Table stands may be reserved for one week at a time.

231.7 **Donation Drives**

Clients planning to collect donated items for any charitable cause must adhere to the following:

1. Submit requests to the [Associate Director for Operations](#) to include purpose of the drive, name of the client, dates of the collection, contact name, phone number and email address, type of receptacle, information that will be listed on the receptacle.
2. Place receptacles in no more than two approved locations within the Student Union.
3. Collect and groom the receptacles daily.
4. Receptacles must have an approved flier attached.
5. The Student Union reserves the right to relocate or remove receptacles for special events or failure to collect and clean up daily.

Policy Number: 241

Subject: **Safety, Security, and Emergencies**

Date issued: **Revised/January 2012**

241.1 **Safety**

1. The casual possession or consumption of alcoholic beverages in the Student Union is strictly prohibited. Casual consumption is defined as “bringing your own” alcohol and consuming alcoholic beverages in public spaces. The contracted dining service provider is the licensed permit holder for all alcohol served on the Wright State main campus. All alcoholic beverages must be serviced and sold by the dining service contractor.
2. Due to fire code regulations, open flames are not permitted. Candles may be used, however, when they are enclosed in a holder approved by the Student Union.
3. Meeting room doors must remain unlocked during scheduled events.
4. The Student Union will provide the appropriate window coverings upon request.

241.2 **Security/Lost and Found**

The Student Union is not responsible for lost or stolen items. However, as a service to its occupants and patrons, the Student Union maintains a [Lost & Found](#). Items turned in are held for approximately one week before being taken to the [Physical Plant Customer Service Center](#) in 065 Allyn Hall.

241.3 **Emergency Procedures**

The Student Union will comply with the [Wright Way Policy](#) regarding emergency procedures (Wright Way Policy [1103 Emergency Management](#)), abide by the university’s emergency action plan (www.wright.edu/emergency-management/dayton-campus-emergency-action-plan), and/or follow any actions deemed necessary by Wright State University Emergency Management (www.wright.edu/emergency-management). Emergency reporting procedures may be found at www.wright.edu/emergency-management/dayton-campus-emergency-action-plan#reporting.

1. Evacuations

The Student Union shall follow the university’s [Dayton Campus Emergency Action Plan Evacuation Procedures Plan](#) for all offices and public areas of the building. The plan covers situations requiring evacuation and taking shelter. The most common reason for evacuation is a fire alarm. The most common reason for taking shelter is a tornado warning. If circumstances require shelter or evacuation, Student Union staff will assist the patrons in the building by informing them of the nature of the emergency and what appropriate action should be taken. Student Union staff will secure areas of the building as they either evacuate or take shelter themselves. Student Union staff with radios will cover as many exits or shelters as possible so as to extend a communication link as far as possible. Covering all exits or shelters of the Student Union is not possible. Student Union staff will be the last individuals out of the building, or into a shelter area. NOTE: It is the role of Student Union staff to inform and guide patrons but not to enforce law. Infractions will be reported to proper authorities, i.e. [Fairborn Fire Department](#), [Wright State University Police Department](#), or the [Office of Community Standards and Student Conduct](#).

241.4 **Injury/Illness**

The Student Union staff will assist persons who are injured, ill or distressed by activating emergency medical services for all those who do not refuse, or when appropriate, to initiate first aid by trained persons. In an effort to protect people from contact with body fluids, Student Union staff will close or cordon off contaminated areas and contact trained personnel for clean up.

Policy Number: 251

Subject: **Building Closures**

Date issued: **Revised/January 2012**

251.1 **University Holidays**

1. Consistent with the university's [academic calendar](#), the Student Union balances the observance of university holidays by maintaining basic services on most holidays that occur during academic terms and closing on holidays that occur during breaks.
2. The Student Union is closed on the following university holidays:
 - New Year's Day (and the related weekend, when appropriate)
 - Independence Day (when appropriate)
 - Thanksgiving Day (including the Friday and Saturday following it)
 - Christmas Eve (if it is designated as a floating holiday)
 - Christmas Day (and the related weekend, when appropriate)
3. The Student Union will remain open (including the Union Market and Fitness Center) with limited services and hours on the remaining university holidays. Requests for Student Union services such as room set up and audio/visual equipment must be made at least 14 days prior to the holiday and may incur holiday labor rates.

251.2 **University Emergency Closures**

The Student Union complies with the Wright State University Emergency Management policies regarding university closures (www.wright.edu/emergency-management). If the university closes due to an emergency situation, the Student Union will remain open (including the Union Market and Fitness Center) with limited services and hours in order to provide basic services to students. However, all meetings and events will be cancelled.



EXPLORE
THE
POSSIBILITIES

Event Services

Series 300

Policy Number: 301

Subject: **Event Services – Service Offerings**

Date issued: New/January 2011

301.1 **Space Reservations**

The Student Union provides [University Clients](#) access to schedule activities and events in spaces on the Wright State University campus. [Internal Clients](#) are exempt from Space Rental fees unless revenue is collected in association with the event. These locations include:

- Student Union
- academic classrooms
- designated outdoor event locations
- other designated event locations on the Dayton Campus

This reservation only service is only available to [Internal Clients](#) with a valid Wright State University Banner FOP number and includes collection of necessary event information, reservation of event space(s), determination of required room arrangements (in flexible space), and electronic confirmation of the reservation.

301.2 **Event Coordination Services**

The Student Union provides Event Coordination Services to [Internal Clients](#) and [External Clients](#) in order to support events planned on the Wright State University campus. This one-stop-shop coordination of events and event-related services encompasses the various stand-alone services offered below:

- room reservations
- catering service
- RSVP service
- audio/visual services
- event equipment/labor
- event registration services
- various other services provided by both on- and off-campus providers

Event Coordination Services provides the client with access to a professional Events Coordinator who serves as the liaison to the various service providers, provides valuable insight, and financial management including a fee statement at the end of the event showing all event-related revenues and expenses.

Event Coordination Services may also include *Event Registration Services*, which enables guests to register online for specific event activities. This service allows for the collection of information and registration fees based on pre-determined questions and the necessary payment information of fee-based activities. This service includes confirmation correspondence, nametags, weekly updated attendance reports, and a final list of attendees.

Event Coordination Services are optional to any [University Client](#), and are required by [External Clients](#) and [Partnership & Sponsored Organizations](#). An Event Coordination charge per the [Student Union Hourly Labor Rate](#) chart will be assessed based on event requirements and the amount of coordination and services provided by the Student Union's Event Services staff for the event (see [Appendix A: Fees and Rates](#)).

301.3 **Information Table Reservations**

The Student Union staff provides information tables for [Internal Clients](#) in the Student Union (all year) and on the Quad (during Fall and Spring quarters). Student Union services include collection of desired dates, reservation of table(s), and the electronic confirmation of the table reservation. This service is only available to [Internal Clients](#) with a valid Wright State University Banner FOP account number and is provided at no cost. For information regarding Information Table Policies, please see Student Union [Policy Number 311 – Reservation Policies](#). For information regarding table vendors, please see Student Union [Policy Number 431 - Vendors](#).

Policy Number: 311

Subject: **Reservation Policies**

Date issued: **Revised/January 2012**

311.1 **General Reservation Policies**

Requests for reservable spaces to be used for conferences, events, meetings, etc. in the Student Union must be submitted through the Student Union Administration Office. The Nutter Center is excluded from the following policies:

1. Internal Clients requesting spaces or services must provide a valid Wright State University Banner FOP account number or sign a *Use of Facilities Contract*.
2. Charges may be assessed for labor costs associated with specialized space arrangements.
3. Requests for spaces are considered on a first-come, first-served basis. Internal Clients may request spaces up to two years in advance of the event date. External Clients may request spaces up to one year in advance of the event date. Exceptions may be made in consultation with the Student Union staff.
4. The Student Union will hold space for tentative events up to two weeks awaiting confirmation. After this time, the event must be confirmed or it will be cancelled.
5. The Student Union supports the Office of Student Activities' lottery date process for Student Organization use.
6. Cancellations of reserved space must be made 14 days (30 days for the Apollo Room) prior to the event date. Failure by client to notify the Student Union of cancellations may result in fees for expenses incurred. Repeated violations of this policy could result in loss of privileges.
7. The Student Union supports and abides by Student Union Policy 411.2 Determining Status (for Summer Programs) when accepting reservations during the summer months.
8. The Student Union supports and abides by the facility guidelines and reservation timeframes established by the Office of the Registrar for non-academic usage of classroom space.
9. The Student Union reserves the right to reassign clients to an alternate location in order to maximize use of the facility or ensure appropriate use of the space.
10. The Student Union will not hold dates in advance for Student Union spaces as a rain site for events scheduled in outdoor locations. However, Student Union spaces may be considered as a rain site for *university priority events* with the approval of the Director of the Student Union within 5 business days of an event.
11. The Student Union will not reserve rehearsal dates in the Apollo Room.

311.2 Information Table Policies

University Clients may reserve tables to promote their organization, advertise organizational or departmental events, and to fund-raise. University Clients who wish to sponsor outside vendors to assist them in fund-raising efforts must comply with Student Union Policy 431: Vendor Policy.

1. Tables may be reserved in the following locations only (additional tables are not permitted):
 - a. Union Market
 - b. Upper Atrium
 - c. Lower Atrium
 - d. The Hanger (Student Organizations only)
 - e. Quad (start of Fall term through October 31 **AND** April 15 through end of Winter term only)
2. Tables will be reserved on a first-come first-served basis to University Clients.
3. In order to accommodate as many requests as possible, tables may be reserved no more than 4 hours per day.
4. University Clients may reserve tables for up to two days per week during peak time (Monday-Friday 10am-2pm) at indoor locations.
5. University Clients reserving tables must comply with Wright Way Policy and local, state, and federal laws. The university reserves the right to remove anyone from reserved tables for such violations.
6. University Clients may reserve tables for up to five consecutive days at outdoor locations (Quad).
7. In case of inclement weather, table reservations may not be transferred to other locations.
8. Vehicles are permitted on the quad only with prior approval from the Wright State University Engineering & Construction Department.
9. Electric is only available at select indoor table locations and is not available at any of the outdoor table locations.
10. University Clients are responsible for any damages to tables, trash removal and general clean-up at and around tables after use.

Policy Number: 321

Subject: **Event Coordination Policies**

Date issued: New/January 2011

321.1 **Event Coordination Policies**

The Student Union's Event Services staff provides services to support events planned on the Wright State University campus.

1. Requests for *Event Coordination Services* will be evaluated by the Student Union's Event Services staff to ensure availability of staff and facilities.
2. A labor charge will be assessed for all events using Student Union *Event Coordination Services* (see [Appendix A: Fees and Rates](#) for details).
3. The Student Union requires a signed *Letter of Agreement* and will establish a dedicated Wright State University Banner FOP account number for clients using registration services.
4. The Student Union requires a signed *Use of Facilities Contract* a minimum of ten days prior to the event for [External Clients](#).
5. [Affiliated Clients](#) and [External Clients](#) are required to use Student Union *Event Coordination Services*.

Policy Number: 331

Subject: **Dining and Catering**

Date issued: New/January 2011

331.1 Dining and Catering

1. Only food and beverages catered through University Dining Services (Casual Catering) are permitted in the meeting rooms of the Student Union. Clients using Casual Catering are responsible for the removal of their trash and cleaning of the room and tables. Rooms must be returned to their original state.
2. Due to increased liability risk to the university, [Internal Clients](#) (with the exception of [Wright State Individuals](#)) wishing to use an external caterer must complete the [Catering Request Waiver Form](#) and submit it to the [Associate Director for Event Services](#) for approval prior to entering into a contract with the external caterer. Clients contracting with an external caterer without prior approval may have sanctions imposed that may include, but are not limited to, fees for clean up, review by [Greene County Combined Health District](#) officials, immediate event cancellation, loss of future reservation privileges, and legal action as appropriate. A copy of the final catering invoice must be furnished to the Student Union. Please refer to Wright Way [Policy 5031: Expenditure Guidelines](#). Furthermore, clients using an external caterer are responsible for the removal of their trash and cleaning of the room and tables. Rooms must be returned to their original state.
3. The Student Union offers reserved seating options in the Union Market. Please see Student Union [Policy 221: Guidelines for Use of Specialized Rooms](#) for reserved seating guidelines concerning the [Cambiar Room](#) and [Club Dining Room](#).
4. Exceptions and/or additional agreements to any of the above must be approved by the [Director of the Student Union](#).



EXPLORE
THE
POSSIBILITIES

Special Services

Series 400

Policy Number: 401

Subject: **Summer Programs – Service Offerings**

Date issued: **Revised/January 2012**

401.1 **Internal Summer Programs**

All summer program reservations are obtained, contracted and arranged through the [Associate Director for Special Programs](#). A 3% service fee will be added to the total amount for final billing. The services include, but are not limited to, the following and may require additional fees:

- housing
- dining
- catering service
- academic classrooms
- room reservations
- pool
- gymnasium
- climbing wall
- field space
- audio/visual services
- event equipment/labor

401.2 **External Summer Programs**

All summer program reservations are obtained, contracted and arranged through the [Associate Director for Special Programs](#). A 10% service fee will be added to the total amount for final billing. The services include, but are not limited to, the following:

- housing
- dining
- catering service
- academic classrooms
- room reservations
- pool
- gymnasium
- climbing wall
- field space
- audio/visual services
- event equipment/labor

Policy Number: 411

Subject: **Summer Programs Policies**

Date issued: New/January 2011

411.1 **General**

Wright State University hosts a wide variety of camps, clinics, workshops and conferences each summer. Summer programs that require auxiliary services must make arrangements through and be contracted by the [Associate Director for Special Programs](#). For purpose of definition, this policy covers the following types of events:

1. Those which include minor child participants.
2. Those in which participants remain overnight in on-campus residence halls, or use dining services.

It may be necessary for other summer programs to abide by some or all of these policy guidelines; however, the policy was developed with the above mentioned groups specifically in mind.

411.2 **Determining Status**

Wright State University encourages the use of campus facilities, on a space available basis, for summer programs. In allocating space for summer programs, the following guidelines will be used to determine priority usage:

1. Priority #1: Wright State University Academic Programs
 - a. Offer academic credit
(Example: The Writing Institute)
 - b. Prepare incoming students to enter Wright State University the following academic year
(Examples: Orientation, Bridge and other programs that provide transition between the senior year of high school and the freshman year at Wright State University)
 - c. Prepare students to enter Wright State University at a future date
(Examples: Wright STEPP, Horizons Programs, Bridge programs other than those listed under “b” above)
2. Priority #2: Wright State University Departmental Programs
 - a. Designed and offered by Wright State University departments/units, and taught by Wright State University personnel
(Examples: Pre-College Programs, international exchange groups, Wright State athletic camps run by Wright State University coaching staff)
 - b. Programs not designed by Wright State University departments or taught by Wright State University personnel, but run by Wright State University departments for profit for external groups or agencies (Examples: band camps)
3. Priority #3: External Group Programs
 - a. Programs and activities run by external groups that are renting Wright State University facilities
(Examples: athletic camps run by outside companies, cheerleading camps, flag corps groups, conferences, etc.)
 - b. Preference will be given to clients with long-standing relationships with Wright State University when making decisions among like programs (i.e. those listed as having the same priority).

411.3 Staff Definitions

1. Camp Director

The Camp Director is defined as the on-site contact that has the authority to make decisions on behalf of the requesting client. The Camp Director will:

- a. Provide counselors, staff, and/or chaperones for the camp (preferably at a ratio no smaller than 1 staff/chaperone to 15 campers).
- b. Inspect camp facilities for damage immediately prior to and after the camp session.
- c. Advise participants of appropriate check-in and check-out procedures including charges for damages and lost keys.
- d. Ensure that programs and activities conducted on the university campus are in compliance with Wright Way Policy (www.wright.edu/wrightway) and Summer Program Policies. Familiarize participants with Wright Way Policy (www.wright.edu/wrightway), especially those pertaining to fire and emergency evacuation procedures, appropriate conduct, possession of controlled substances and fire arms, and authorized entry into rooms. (The [Dayton Campus Emergency Action Plan](#) and [Summer Camp Operating Guidelines](#) will be emailed to Camp Directors.)
- e. Review and sign [Summer Camp Operating Guidelines](#) and distribute "Play it Safe" guidelines to campers and chaperones.
- f. Maintain discipline of participants.
- g. Advise the Conference Director in Residence Services (or university contact) of supply and maintenance requirements in residence halls.
- h. Collect and have readily available [Assumption of Risk Release](#) forms for all participants.
- i. Provide an on-site cell number to the [Associate Director for Special Programs](#).

2. Program Director

The Program Director is defined as the primary contact that has the overall authority to make decisions for the requesting client. The Program Director will:

- a. Sign all contractual agreements.
- b. Act as the liaison between the Camp Director and the requesting client.
- c. Provide fiscal responsibility for all camp/program matters.

411.4 Program Request

All requests for programming must be made by the Camp Director or Program Director. A [Program Request Form](#) can be obtained from and shall be submitted to the [Associate Director for Special Programs](#). The [Program Request Form](#) must include a valid Wright State University Banner FOP account number or billing address. In order to be considered during the normal scheduling cycle, the form must be submitted no later than September 30th for the following summer. Requests received after that date will be considered on a space available basis. Priority #1 and #2 clients (see Student Union [Policy 411.2: Determining Status](#)) may book facilities two years prior to the camp/program date; Priority #3 clients (see Student Union [Policy 411.2: Determining Status](#)) are only permitted to book facilities one year prior to the camp/program date.

411.5 Contracts

Summer camp clients must have a fully executed contract signed by the Program Director, [Associate Director for Special Programs](#), and the [Director of the Student Union](#) or have a *Letter of Agreement* signed by the Camp Director/Program Director and the [Associate Director for Event Services](#). All changes and/or additions must be mutually agreed upon and established in writing.

411.6 Fees

The contract shall include several Exhibits that provide details concerning specific fees: Exhibit A (service fee), Exhibit B (lodging), Exhibit C (facilities), Exhibit D (food services), and Exhibit F (parking). The fee structure will be updated by October 1st each year in order that those requesting facilities for the next summer will have accurate planning information on which to base their request for facility usage. Wright State University reserves the right to change the applicable fees for the following summer prior to October 1.

411.7 Reservation Deposit (External Summer Programs Only)

A deposit not to exceed 25% of the anticipated contracted charges shall be made payable to Wright State University and is required with a signed contract and within 30 days of the deposit invoice date. The deposit will be applied to the event account and is 100% refundable upon cancellation of event no later than six months prior to the scheduled event start date. The deposit will be 50% refundable for cancellations no later than three months prior to the scheduled event start date. Cancellation after the three month prior date will result in a forfeit of the entire deposit amount. Deposits will be refunded in full for cancellations, regardless of date, if the request is a result of events beyond the client's control, including, but not limited to, strikes, acts of God, or civil disturbances.

411.8 Final Confirmations

Final confirmations will be sent to the client no later than 30 days prior to arrival. The final confirmation will outline facility usage, meal dates/times, residence hall assignments, check-in and check-out dates/times, attendance and any additional requests that were made. It is the Camp Director's responsibility to look over this information for any discrepancies.

411.9 Conference Commitment

Camp Directors will provide the university, in writing, with guaranteed numbers for lodging and food. The number of attendees will be confirmed 30 days prior to the event, and the number of attendees will be finalized 10 days prior to the event. Any anticipated need to accommodate more than the number originally estimated should be communicated to the [Associate Director for Special Programs](#) 30 days prior to the event date. Minimum charges will be based on the final count given. If guaranteed numbers are not updated, billing will be based on actual participants, or contracted attendance, whichever is higher. Please see the [Conference Commitment Form](#).

411.10 Insurance

The Camp Director must provide the university with a *Certificate of Liability Insurance* two weeks prior to commencement of the event naming Wright State University as an additional insured for the dates of the event. This coverage needs to include all participants, coaches, managers, volunteers, employees and staff. The certificate shall include: General Liability with limits of \$1 million per occurrence per event; \$2 million aggregate per event; \$1 million Automobile Liability; and \$1 million Workers Compensation and Employer Liability. Sexual Abuse/Molestation Coverage with no sub-limit for this exposure must be included in the above.

411.11 Internet Access

Clients are able to obtain up to three Wright State internet accounts (if staying on campus). These are not to be given to campers. Appropriate paperwork and a copy of the user's driver's license are required. Passwords and log-on information will be distributed at the time of staff check-in. If the user is unable to attend staff check-in, arrangements may be made to pick-up the password/log-on information Monday-Friday 8:30 a.m. – 5:00 p.m. in the Student Union Administrative Office (186 Student Union).

411.12 Campus Recreation

Recreation facilities are open from 7am-9pm (Mon.-Fri.), 1pm-8pm (Sat.) and closed on Sunday during the summer (unless contracted). Camps should check in at the Recreation Desk and identify the organization during normal business hours.

1. Natatorium

The pool is contracted per hourly or half-hourly increments. Groups can access the pool during contracted dates and times. Requests for time and or date changes must be made 24 hours in advance and are not guaranteed. Groups will be asked to leave the pool area as soon as the contracted time expires. If scheduled to use the pool during “closed hours”, user should enter through the first floor Natatorium entrance next to the Student Union Administrative Office (186 Student Union). Please go to the Campus Recreation website (www.wright.edu/crec) for more information regarding the Student Union Swimming Pool including the [pool policies](#).

2. Gymnasium

The Student Union gym is located on the lower level of the Student Union past the Climbing Wall and Outdoor Resource Center. The only gym on main campus, this facility is used for open recreation, adapted recreation programming, sports club activities and special events. The standard configuration for this space is one large basketball or one large volleyball court; however, it can be divided into two smaller courts. Please go to the Campus Recreation website (www.wright.edu/crec) for more information regarding the Student Union Gymnasium including the [gym policies](#).

3. Exercise Studios

The [Office of Campus Recreation](#) features three group exercise studios (A, B, and C) within the Student Union facility. Please go to the Campus Recreation website (www.wright.edu/crec) for more information regarding the Student Union Exercise Studios including the [studio policies](#).

411.13 Parking & Transportation

Wright State University's [Parking and Transportation Department](#) oversees the management of all parking lots and transportation services on the Wright State University campus. Please go to the Parking and Transportation Department's website (www.wright.edu/admin/parking) for more information regarding Parking and Transportation including [parking and transportation policies](#) that apply to all vehicles operated on campus, including but not limited to motor vehicles, motorcycles, and bicycles.

411.14 Residence Services

Wright State University's [Office of Residence Services](#) oversees the management of all residential facilities on the Wright State University campus. Please go to the Office of Residence Services' website (www.wright.edu/housing/conf.html) for more information regarding Residence Services. In addition, the policies listed below specifically apply to all summer guests:

1. Picnic tables at the Village Pavilion must not to be moved.
2. The benches and tables in the Woods walkway area must not to be moved.
3. Glitter and silly string are not permitted in Residence Halls.
4. It is the responsibility of camp attendees to throw away all trash in their rooms before departing campus. Trash is to be placed in the dumpsters near the Residence Halls.
5. Any decorations/signage put up by the camp must be removed prior to leaving.
6. Water balloons are permitted outside buildings only.
7. Camps will be responsible for cleaning up after all activities.
8. Damages must be reported as soon as they happen so they can be addressed in a timely manner.

411.15 **Music Groups**

Events held in the Creative Arts Center must first be approved and reserved through the [Department of Music](#) administrative office.

1. No food or drink is permitted in the Concert Hall or Recital Hall.
2. Items that might cause staining or damage to the stage or seating are not permitted in these spaces.
3. All events must be finished no later than 11:30p.m.
4. Music stands and chairs are available. Any other equipment (i.e., electronics instruments, etc.) should be brought to campus by the participating groups.

Policy Number: 421

Subject: **Student Union Box Office**

Date issued: New/January 2011

421.1 **Tickets**

[University Clients](#) and Miami Valley area entertainment facilities may utilize the Student Union Box Office to sell tickets for their events by completing our [Agreement to Sell Tickets](#) contract and [Event Data Sheet](#). Clients must then meet with the [Associate Director for Special Programs](#).

All [Student Organizations](#) at Wright State University are required to follow [Wright Way Policy](#) and state and federal laws. Funds must be spent in a manner consistent with [Wright Way Policy](#). All advance ticket sales for [Student Organizations](#) must be conducted through the Student Union Box Office. The printing of tickets is the responsibility of the client. The ticket width should be between 1 1/2" and 2 1/2" and length between 4" and 7". Tickets should be individually numbered. Tickets may be checked out of the box office by the client's designees for table or personal sales on a particular day. Money and unsold tickets must be returned daily by 4:45 p.m. Monday – Friday. Sellers must complete a Student Union Box Office [Outside Sales Sign Up Sheet](#). Please refer to the *Financial and Expenditure Policy for Wright State Student Organizations* at www.wright.edu/students/handbook/03_56.html.

421.2 **Box Office Service Fee**

A service fee of \$1.50 will be charged at the Student Union Box Office for all Madrigal Dinner, [Music Department](#), and Vanguard orders. All other credit card transactions will be charged the service fee.

421.3 **Locker Rentals**

All students, faculty, and staff can rent a locker. The university is not responsible for the loss of locker contents due to theft. It is recommended that an additional lock be placed on the locker. The locker rental period expires on the last day of Summer Quarter classes (see [Academic Calendar](#)). Contents should be removed by 12pm on that day as posted by the [Office of the Registrar](#). The university will not be responsible for contents remaining after the end of the rental period, at which time the lockers will be cleaned and any contents will be discarded. Items not removed prior to the expiration date will be discarded.

Refunds will be made if the tunnel locker application receipt is received in the Student Union Box Office at the end of Fall or Winter Quarter. The deadline for refunds is the last business day of the exam period. No refunds will be made after that period.

421.4 **Wright State Men's and Women's Basketball Tickets**

Wright State students with a valid [Wright1 Card](#) may obtain up to two tickets per home game. The Student Union Box Office will make available a schedule of ticket availability in accordance with the Nutter Center Box Office.

421.5 **Box Office Hours**

1. Academic School Year Hours (see [Academic Calendar](#))
9:00 a.m. – 5:00 p.m. Monday-Friday
Closed Saturday & Sunday as well as all university holidays and closures.
2. Summer Hours
9:00 a.m. – 3:00 p.m. Monday-Friday
Closed Saturday & Sunday as well as all university holidays and closures.
3. Academic Breaks
The Student Union Box Office reserves the right to close during academic breaks at the discretion of the [Director of the Student Union](#).

Policy Number: 431

Subject: **Vendors**

Date issued: New/January 2011

431.1 **Vendors**

All vendors must be contracted and abide by university guidelines as administered by the [Office of Student Activities](#) and the Student Union Administration Office. Vendors will not be permitted to use Student Union areas to promote their products for the purpose of on-site sales unless sponsored by [Student Organizations](#) or university auxiliaries. Vendors sponsored by [Student Organizations](#) must contact the [Office of Student Activities](#). Vendors who are sponsored by the Student Union must make arrangements through the Student Union [Account Clerk](#). Vendors shall be assigned to specific locations on campus (i.e., Quad, Student Union Atrium, etc.)

Policy Number: 441

Subject: **University Billboards**

Date issued: New/January 2011

441.1 Location

Billboards are located at the campus entrance near [Kauffman Road](#). This location has eight billboard spaces: four that can be seen entering the campus and four that can be seen exiting the campus.

441.2 Reservations

Reservations are accepted on a first come, first served basis and may be posted for up to two weeks during peak times and general signs without dates may be posted longer outside peak times. Reservations are accepted by the Student Union [Account Clerk](#). There is no fee for reserving this service.

441.3 Sign Construction

The client reserving the billboard may make the sign themselves with materials approved by the [Wright State University Sign Shop](#), or the client may request that the sign be made by the [Sign Shop](#). If the [Sign Shop](#) is requested to make the signs, a minimum of two weeks notice is required. Clients are encouraged to contact the [Sign Shop](#) staff to discuss design, production and related costs.

Sign Requirements:

1. Board size must be 4' X 8' and may be purchased at [Laird Plastics](#), 2066 Valley St., Dayton (937-237-8800).
2. Enamel paint is the only type of paint recommended by the [Sign Shop](#) for hand-painted signs. The sign for enamel paint must be made of [Sintra/PVC Board](#) (2-3mm thickness).
3. Vinyl lettering can only be used on boards made of [Coroplast](#), (4mm thickness).

441.4 Mounting

The client must contact the [Sign Shop](#) (937-775-4051) to arrange for the mounting of the signs on the billboards. Under no circumstances shall the group attempt to hang or mount the signs. The [Sign Shop](#) will also remove the signs at the end of the reservation period. Clients may make arrangements with the [Sign Shop](#) to store signs that intend to be used in the future.



EXPLORE
THE
POSSIBILITIES

APPENDIX

APPENDIX A: Fees and Rates

Date issued: Revised/January 2012

1. Payment Process

Fees assessed to University Clients will be processed through Banner Finance. Wright State Individuals and External Clients will receive an invoice according to the payment details as outlined in the *Use of Facilities Contract*. Partnership and Sponsored Organizations will receive an invoice according to the payment details as outlined in the *Request for Reduction of Fees* and/or the *Use of Facilities Contract*.

2. Types of Fees & Rates

1. Student Union Hourly Labor Rates

There is a minimum ½ hour labor rate for all events using Student Union services; rates are assessed in ½ hour increments. Holiday rates will apply to all dates that appear on the Wright State University official Holiday Schedule. These rates apply to all client types.

<i>Event Coordination</i>	<i>\$30.00/hr</i>	<i>Holiday Rate</i>	<i>\$60.00/hour*</i>
<i>Operations/Off-Site</i>	<i>\$30.00/hr</i>	<i>Holiday Rate</i>	<i>\$60.00/hour*</i>
<i>A/V Tech</i>	<i>\$30.00/hr; Overtime</i>	<i>Holiday Rate</i>	<i>\$60.00/hour*</i>

* Services may not be available on all listed university holiday dates due to building closure

** A/V overtime rates apply 11pm - 8am Monday-Thursdays and from 5pm Friday to 8am Monday

3. Space Rental

- a. Student Organizations will not be assessed space rental fees for their activities unless they collect revenue for the event. However, additional fees may be assessed for costs associated with specialized space arrangements.
- b. Internal Clients (with the exception of Wright State Individuals) will not be assessed space rental fees for normal university business (meetings, receptions, etc.) unless they collect revenue for the event.
- c. All Wright State Individuals and External Clients will be assessed a space rental fee and any Internal Client that collects revenue for an event will be assessed a space rental fee. Partnership & Sponsored Organizations and Departmental/Faculty/Staff Organizations must complete and submit the *Request for Reduction of Fees* form in order to be considered for a waiver or reduction of space rental fees.
- d. Partnership & Sponsored Organizations may require that a deposit be paid prior to the event.
- e. Wright State Individuals who present a valid university ID at the time of booking will be given a discount for space rentals. This discount applies only to requests for personal use (i.e., wedding receptions, birthday parties, etc.) and requires a *Use of Facilities Contract* and *Certificate of Liability Insurance*.

f. Rates for Designated Indoor Spaces

SPACE	HALF DAY (0-4 hrs.)	FULL DAY (4-8 hrs.)
Apollo Room (160 Student Union)	\$450	\$900
Apollo A (160A Student Union)	\$150	\$300
Apollo B (160B Student Union)	\$150	\$300
Apollo C (160C Student Union)	\$150	\$300
Atrium (091 Student Union)	\$250	\$500
Rathskeller (008 Student Union)	\$100	\$200
Endeavour Room (156 Student Union)	\$150	\$300
Endeavour A (156A Student Union)	\$50	\$100
Endeavour B (156B Student Union)	\$50	\$100
Endeavour C (156C Student Union)	\$50	\$100
Atlantis Room (157 Student Union)	\$150	\$300
Atlantis A (157A Student Union)	\$75	\$150
Atlantis B (157B Student Union)	\$75	\$150
Discovery Room (163 Student Union)	\$100	\$200
Discovery A (163A Student Union)	\$50	\$100
Discovery B (163B Student Union)	\$50	\$100
Explorer Room (103 Student Union)	\$75	\$125
Mariner Room (105 Student Union)	\$50	\$100
Pioneer Room (107 Student Union)	\$50	\$100
Emerald Room (010 Student Union)	\$50	\$100
Pathfinder Lounge (108 Student Union)	\$200	\$400
Dixon Hearth Lounge (102 Student Union)	\$150	\$300
Cambiar Dining Room (153 Student Union)	\$75	\$125
Millett Hall Atrium (136 Millett Hall)	\$150	\$300

g. Rates for Academic Classrooms (A/V equipment is installed in most Academic Classrooms)

SPACE	HALF DAY		FULL DAY	
	(0-4 hrs.)	(0-4 hrs.) (with A/V)	(4-8 hrs.)	(4-8 hrs.) (with A/V)
109 Oelman Hall	\$250	\$550	\$500	\$800
112 Oelman Hall	\$150	\$450	\$300	\$600
101 Fawcett Hall	\$150	\$450	\$300	\$600
120 Medical Sciences	\$225	\$525	\$500	\$800
116 Health Sciences	\$120	\$420	\$240	\$540
Category I Classroom (Seats 1-45)	\$50	\$250	\$100	\$300
Category II Classroom (Seats 46-75)	\$75	\$275	\$150	\$350
Category III Classroom (Seats 76-100)	\$100	\$300	\$200	\$400

- h. Rates for Designated Outdoor Spaces
Summer Program outdoor usage rates may vary based on availability and services required.

SPACE	HALF DAY (0-4 hrs.)	FULL DAY
North Lawn	\$50	\$100
Alumni Circle	\$50	\$100
Hamilton Beach	\$50	\$100
Hamilton Plaza	\$50	\$100
Garden for the Senses	\$50	\$100
The Mall	\$50	\$100
The Quad	\$50	\$100
Medical Sciences Amphitheater	\$50	\$100
Student Union Terrace	\$50	\$100
Student Union Patio	\$50	\$100

4. Audio/Visual (A/V) Service Fees and Rates

Audio Visual Services includes delivery, setup, access, and when needed, operation of equipment and consumable items to facilitate audio public address and visual presentations in various forms. University Clients that do not collect revenue, Partnership & Sponsored Organizations that are not being assessed space rental fees, and University Summer Program Clients will only be assessed fees related to consumable items and labor. All other client types will be assessed for equipment usage, labor and consumable items.

a. Audio/Visual (A/V) Service Fees

These fees are explained in further detail in Policy 201.3 Audio Visual Services.

All Cancellation Fees will incur a ½ hour minimum labor charge.

Late Scheduling Fee \$75.00 per order
Cancellation Fee (University Clients) ½ the quoted labor for the event
Cancellation Fee (External Clients) ½ the quoted labor and 100% equipment rental for the event

b. Audio/Visual (A/V) Service Rates

The following table lists equipment and consumable items only:

ITEM DESCRIPTION	RATE/DAY	NOTES
Audio Press Box	\$30.00	
Audio Recording System, 4 channel	\$110.00	Plus \$1.50 per tape
Audio Recording System, 8 channel	\$150.00	Plus \$1.50 per tape
Audio Recording System, 12 channel	\$190.00	Plus \$1.50 per tape
Boom Box, AM/FM Radio with CD player	\$10.00	
Computer, Desk Top PC in cart	\$60.00	
Computer System Interface	\$15.00	
D.I. Box	\$5.00	
Document Camera	\$35.00	
DVD/VHS Player	\$30.00	
Flipchart Stand (includes pad & markers)	\$15.00	Flipchart Stand without pad & markers is \$5.00
Lights, Presentation	\$200.00	Downstage lights & a still spot on podium
Lights, Show	\$500.00	Focused lights with colors & tracking spots
Microphone, Professional	\$15.00	
Microphone, Recording	\$15.00	
Microphone, Wireless	\$45.00	Plus \$2.00 battery replacement and disposal
Public Address System, Portable	\$195.00	
Podium	\$30.00	
Podium with Sound and Microphone	\$60.00	
Projector, Carousel Slide	\$20.00	
Projector, Overhead	\$20.00	
Scan Converter	\$100.00	
Screen, Fastfold 9x12 Front	\$50.00	
Screen, Fastfold 9x12 Rear	\$50.00	
Screen, Tripod 70"	\$15.00	
Screen, Tripod 84"	\$15.00	
Screen, Tripod 96"	\$15.00	
Sound Reinforcement Services	By Quote	
TV on cart with DVD/VHS Player	\$70.00	
Data Monitor, 60" Plasma	\$150.00	With case
Video Projector	\$175.00	
SU Conference Room (103, 105, 107)	\$175.00	Includes Plasma TV, or video projector and screen.
SU Small Meeting Room (156A, 156B, 156C, 157A, 157B, 163A, or 163B)	\$250.00	Includes podium, PA, 1 wired microphone, 1 video projector, and screen.
SU Large Meeting Room (156, 157, 160A, 160B, 160C, or 163)	\$350.00	Includes podium, PA, 1 wired microphone, video projector(s), and screen(s).
SU Event Room (160)	\$500.00	Includes podium, PA, 1 wired microphone, video projector(s), and screen(s).

5. In-House Service Fees and Rates

The Student Union generally does not assess labor charges for in-house services and equipment. However, there are certain services and equipment in which fees must be charged in order to recover expenses that are incurred to maintain the equipment or for extensive labor required to provide the service. These fees (listed below) apply to all client types.

ITEM NAME	FEE	NOTES
Baby Grand Piano Delivery	\$70.00	Delivery is limited to Apollo & Endeavour. Does not include tuning.
Upright Piano Delivery In-House	No fee	Does not include tuning.
Piano Tuning	By vendor	Prices are estimated to be \$80.00-\$100.00.
Dance Floor (3'x3' Square & Trim)	\$1.50/square	May include additional labor charges.
Pipe & Drape Booth	\$12.00/booth	
Pipe & Drape by Linear Foot	\$1.00/foot	
Skirted Table (After 2 per Room)	\$5.00/table	
Extensive Custom Room Setups	By quote	Includes multiple sets per day per room. May include additional labor charges.
Banner Hanging & Removal	\$175.00	

6. Off-Site Service Fees and Rates

Student Union Operations provides limited equipment and setup services when available to locations on campus but outside of the Student Union building. Off-Site Services will be assessed both labor and equipment fees. These fees apply to all client types.

ITEM NAME	FEE	NOTES
Chair (Chrome Frame)	\$0.75	
Chair (Metal Folding)	\$0.75	
Chair (Plastic Stacking)	\$0.75	
Chair (Upholstered Stacking)	\$1.25	
Coat Rack (Mobile)	\$5.00	
Dance Floor (3'x3' Square & Trim)	\$5.00	
Easel (Sign Holder)	\$1.00	
Pipe & Drape Booth	\$12.00	
Pipe & Drape by Linear Foot	\$1.00	
Piano (Upright)	\$50.00	
Power Cord (Large)	\$5.00	
Riser (Wooden, In/Outdoor 4x8 @ 8")	\$10.00	
Skirted Table	\$5.00	
Stage (6'x8' @ 24" to 40")	\$10.00	
Stage Ramp	\$50.00	
Stage Skirting (Black)	\$4.00	
Table (5' Round)	\$3.00	
Table (Tall Bistro, 36" Round)	\$3.00	
Table (Folding Flycart)	\$3.00	
Table (Outdoor Folding)	\$3.00	

7. Event Coordination Service

- a. An Event Coordination charge is assessed for all events using *Event Coordination Service*.
- b. Holiday rates will apply to all dates that appear on the official Wright State University holiday schedule.
- c. Any additional materials and/or services provided or coordinated by the Student Union will be billed on a cost recovery basis.
- d. The Student Union will provide a fee statement after the event date listing all event related revenue and expenses.
- e. All Wright State University cash handling policies apply.

8. Event Registration Service

- a. *Event Registration Service* is an add-on service offered by the Student Union to clients using *Event Coordination Services*. *Event Registration Service* is available to all clients, and a signed *Letter of Agreement* or *Use of Facilities Contract* is required for all events using this service. An additional fee will be assessed to establish an online registration site. The fees for *Event Registration Service* are as follows:

	<u>Student Org.</u>	<u>Dept./Faculty/Staff</u>	<u>External Client</u>
Event Registration	\$5.00/registrant	\$8.00/registrant	\$10.00/registrant
Online Set Up Fee	\$75.00 (one-time fee)	\$75.00 (one-time fee)	\$75.00 (one-time

- b. Any additional materials and/or services provided or coordinated by the Student Union will be billed on a cost recovery basis.
- c. The Student Union will accept funds for pre-established Fair Market Value (FMV) donations as part of a registration fee. These donations will be transferred to the Wright State University Foundation following the event. Additional donations cannot be accepted as part of *Event Registration Services*.
- d. The Student Union cannot accept donations through *Event Registration Services*. Clients accepting donations must process those donations through the Wright State University Foundation.
- e. The Student Union shall not be held responsible for depositing money collected by unauthorized personnel.
- f. The Student Union will provide a fee statement after the event date listing all event related revenue and expenses.
- g. The Student Union will comply with Wright Way Policy 5003 Cash Collection and E-commerce Policy & Procedures.

3. **Fee Waivers and Reductions**

1. Types of Events –There may be occasions when Internal Clients (with the exception of Wright State Individuals) wish to have facility rental fees waived or reduced. For the purpose of clarification, this policy considers the following types of events:

- a. An Internal Client designs and facilitates the event AND event revenue is collected.
- b. An Internal Client designs and facilitates the event, BUT fees are processed to an External Client.
- c. An Internal Client designs the event and an External Client facilitates the event.
- d. An External Client designs the event and an Internal Client facilitates the event.

2. Fee Waiver/Reduction Requirements – Internal Clients (with the exception of Wright State Individuals) requesting a waiver/reduction of facility rental fees are required to:
 - a. Reserve facilities to be used for the partnership event using a valid Wright State University Banner FOP account number.
 - b. Use Event Coordination Services and pay the associated fees.
 - c. Schedule a meeting with a Student Union Events Coordinator to receive a copy of the *Request for Reduction of Fees* form.
 - d. Complete and submit a *Request for Reduction of Fees* form with the appropriate Vice President's or Dean's signature.
 - e. In some instances a *Use of Facilities Contract* and/or a *Certificate of Liability Insurance* may be required from the External Client.
3. Additional Waiver/Reduction Requests – Additional waivers/reductions will be considered depending on the nature of the event. Additional agreements will be documented as part of a *Letter of Agreement*.

4. **Damages**

Clients shall be held financially responsible for any resulting damages and/or cleaning fees caused to Student Union facilities by their members or guests. The Student Union Administrative Office and/or Physical Plant will be responsible for assessing any additional cleaning fees.

Damage to Student Union space and/or equipment will result in appropriate disciplinary action and/or charges for labor and materials for replacement costs and/or repair to the damaged space or equipment. All replacements and/or repairs will be coordinated through and approved by the Student Union Administrative Office. The Student Union Administrative Office also reserves the right to involve the Wright State University Police Department in the documentation of any damage to the facility. In addition, any reservation request submitted by a client with an outstanding debt due to prior damages will automatically be denied. The balance for prior damages must be paid in full before future requests will be processed. Failure to pay the account in full will result in the account being turned over to a collections agency.

APPENDIX B: Forms, Guidelines, Etc.

<u>Agreement to Sell Tickets</u>	A-11
<u>Assumption of Risk and Release</u>	A-12
<u>Catering Request Waiver Form</u>	A-13
<u>Conference Commitment Form</u>	A-14
<u>Event Data Sheet</u>	A-15
<u>Outside Sales Sign Up Sheet</u>	A-16
<u>SUAO Signage Posting Form</u>	A-20
<u>Program Request Form</u>	A-17
<u>Summer Camp Operating Guidelines</u>	A-21



Student Union Administrative Office
186 Student Union
3640 Colonel Glenn Highway
Dayton, Ohio 45435-0001
(937) 775-5512
FAX: (937) 775-5527
www.wright.edu/studentunion



Student Union Box Office Agreement to Sell Tickets

This is an Agreement between the Sponsor, _____
(organization)
and the Seller, Student Union Box Office, Wright State University, Dayton, Ohio. The Seller hereby
agrees to sell tickets for the Sponsor to _____
(event)
beginning on _____ and continuing through _____ and
(date) (date)
contingent upon the following terms:

1. It is the Sponsor's responsibility to provide Seller with tickets and an itemized list of the tickets provided, prior to beginning sale date;
2. Sponsor must complete and deliver to Seller a Student Union Box Office Event Data Sheet. Seller shall be harmless from any and all loss of funds resulting from misinformation from the Sponsor;
3. Seller will not issue **any** refunds. Any patron seeking a refund will be referred to the Sponsor;
4. It is the Sponsor's responsibility to pick up any unsold tickets within two (2) days from the "Ending Sale Date" as indicated by Sponsor on Student Union Box Office Event Data Sheet;
5. Seller will mail Sponsor a check or electronically transfer funds for proceeds from sales only after "Ending Sale Date" as indicated by Sponsor on Student Union Box Office Data Sheet. Seller will **not** be held responsible for any delay of said check caused by the University's Financial Services Department; and
6. The Sponsor agrees to all the policies of the Seller. Any violation of these policies will mean cancellation of service.

Seller:

Student Union Box Office
Wright State University
186 Student Union
3640 Colonel Glenn Hwy.
Dayton, OH 45435
Phone: 937-775-5544
Fax: 937-775-5527

Sponsor:

Org. Name:
Contact Name:
Org. Address:

Phone:
Fax:
Email:

Signed and agreed upon this ____ day of _____, _____, Dayton, OH 45435

Fund _____ Org _____ Prog _____



Assumption of Risk and Release

I (the undersigned) assume responsibility for any injury, loss, or damage resulting directly or indirectly from my child's (name/age) _____ participation in (activity) _____, on _____, 2011 at Wright State University and will not institute any negligence or other claim against Wright State University, its agents, or any other person(s) who could be held liable in either their individual or official capacities and agree to hold the above named parties harmless from liability for any personal or property injury. I attest and verify that my child has no known medical problems or conditions which would prevent him/her from participating in this activity; and in case of a medical emergency, I authorize Wright State University, or its duly authorized agents to transport my child to a health facility/hospital for medical care if it is deemed necessary. I further authorize such physician, health facility, or hospital to perform any emergency procedures necessary to provide my child with medical treatment. I have read and understood the foregoing and voluntarily sign this release as my own free act and deed.

Date

Parent/Guardian (Signature)

Parent/Guardian (Print)



CATERING REQUEST WAIVER FORM

[illegible]

Conference Commitment Form

Program/Camp Coordinators must complete the information below and return this form via fax to (937) 775-5527 Attention: Sheila Nahrgang by the date listed for each update. Failure to provide updated numbers will result in invoicing as determined by the attendance numbers provided in the contract (unless attendance exceeds contracted numbers). If you have any questions regarding this process please contact the Student Union Administration Office at (937) 775-5522.

Event Name: **Example**

Arrival Date: **01/01/2011**

Departure Date: **01/01/2011**

The current attendance for the program/camp is: _____

30 Day Prior Update	Total Attendance (Including Commuters)	Total Overnight Beds	Total Individuals for Meal Service	# of Parking Passes Needed
12/01/2010				

Meals:

Breakfast (Circle all that apply): Mon. Tue. Wed. Thr. Fri. Sat. Sun.

Lunch (Circle all that apply): Mon. Tue. Wed. Thr. Fri. Sat. Sun.

Dinner (Circle all that apply): Mon. Tue. Wed. Thr. Fri. Sat. Sun.

Housing:

Lodging (Circle all that apply): Mon. Tue. Wed. Thr. Fri. Sat. Sun.

30 Day Signature: _____ Date: _____

Received by: _____ Date: _____

10 Day Prior Update	Total Attendance (Including Commuters)	Total Overnight Beds	Total Individuals for Meal Service	# of Parking Passes Needed
12/21/2010				

Meals:

Breakfast (Circle all that apply): Mon. Tue. Wed. Thr. Fri. Sat. Sun.

Lunch (Circle all that apply): Mon. Tue. Wed. Thr. Fri. Sat. Sun.

Dinner (Circle all that apply): Mon. Tue. Wed. Thr. Fri. Sat. Sun.

Housing:

Lodging (Circle all that apply): Mon. Tue. Wed. Thr. Fri. Sat. Sun.

10 Day Signature: _____ Date: _____

Received by: _____ Date: _____



Student Union Box Office Event Data Sheet

Name of Event _____
 Sponsor of Event _____
 Address _____
 Contact Person _____ Phone Number _____
 Day(s) & Date(s) of Event: M T W R F S Su _____ Time _____ am pm
 Location _____
 Beginning Sale Date _____ Ending Sale Date _____
 Brief Description of Event _____

Ticket Information

Type of I.D. required _____ # of Tickets allowed per I.D. _____
 Special Discounts to _____
 Price: General Public _____ WSU Students _____ Faculty/Staff _____ Other Students _____
 Children _____ (age range _____) Alumni _____ Over 55 _____
 Types of Payment Accepted Cash _____ MasterCard _____ Visa _____ Discover _____
 Check _____ WOC flex _____ + 3% = _____
 Types of Orders Accepted Walk-up _____ Mail _____ Phone _____ Fax _____
 # of Tickets Issued to Seller _____ Box Office Sells _____ (# _____ - _____)
 Organization Sells _____ (# _____ - _____)
 Seating for People with Disabilities _____

Transportation

Type of Transportation _____ Is Round Trip Transportation Required? _____
 Number of Wheelchair Seating Provided _____ Departure Location _____
 Departure Time _____ Expected Time of Return _____

Special Considerations/Comments

Fund _____ Org _____ Prog _____

Student Union Box Office **Outside Sales Sign Up Sheet**

Tix # -

	Name	Phone Number	Qty.	Unit Price	Total	Form of Payment	Ticket#s	Date	Initials
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
21									
22									
23									
24									
25									
26									
27									
28									
29									
30									



Student Union Administrative Office
186 Student Union
3640 Colonel Glenn Highway
Dayton, Ohio 45435-0001
(937) 775-5512
FAX: (937) 775-5527
www.wright.edu/studentunion



Wright State University 2011 Program Request Form

(The deadline for submitting this request form is **September 24, 2010**)

Program/Camp Contact Information:

Group Name: _____

Contact Name: _____

Phone: _____ Fax: _____ Email: _____

Address: _____

Alternate Contact: _____

Phone: _____ Fax: _____ Email: _____

Address: _____

Program/Camp Dates: _____

Attendance: Staff: _____ Overnight Campers & Advisors: _____ Commuters: _____

Housing Request Information:

Check-In Date/Time: Staff _____ Campers _____

Check-Out Date/Time: Staff _____ Campers _____

Total Number of Beds Needed: _____ (Single Rooms _____ Multiple Occupancy Rms. _____)

Number of Men: _____ Number of Women: _____

Linens Packet Wanted: YES / NO (1 Blanket, 1 Pillow w/ case, 2 Towels, 2 Sheets, 1 Wash Cloth)

Total Number of Overnight vehicles: _____

*Please use the space provided below to make any additional requested not covered above in the Housing Request Information and/or your Preferred Building or Community.

Return to:
Student Union Administrative Office
186 Student Union
3640 Colonel Glenn Hwy.
Dayton, OH 45435-0001
Ph: (937) 775-5531
Fax: (937) 775-5527

Questions/Concerns Contact: Sheila Nahrgang
Ph: (937) 775-5531
Email: sheila.nahrgang@wright.edu

Food Service Request Information:

Please Circle One: *Cafeteria Style Meals* or *Catered Meals*

Cafeteria Style Meals:

First Meal Date: _____ Type: (Circle one) B-L-D Number: _____

Last Meal Date: _____ Type: (Circle one) B-L-D Number: _____

Preferred Meal Times: B _____ L _____ D _____

Please Complete the Table below with date & number attendees per meal for each day.

Meal	Sun.(/)	Mon.(/)	Tue.(/)	Wed.(/)	Thr.(/)	Fri.(/)	Sat.(/)
Brkfst							
Lunch							
Dinner							

*Please use the space provided below to make any additional requests not covered above in the Food Service Request Information section.

Catered Meals:

Please list the Dates, Times, Estimated Attendance and Style Preference (Buffet or Served) for each catered meal function being requested. The Catering Department in conjunction with the Student Union, Nutter Center and other university space providers will evaluate the requests and assign spaces for these meal functions. A Catering Department representative will contact the requesting organization to discuss catering options and pricing. (Catered Meal requests that do not fit in the space below should be listed on a separate page)

Return to:
Student Union Administrative Office
186 Student Union
3640 Colonel Glenn Hwy.
Dayton, OH 45435-0001
Ph: (937) 775-5531
Fax: (937) 775-5527

Questions/Concerns Contact: Sheila Nahrgang
Ph: (937) 775-5531
Email: sheila.nahrgang@wright.edu

University Facility Information:

Wright State University facilities can be requested for Summer Programs/Camps however, normal university usage (i.e. Classes, University Meetings, University Outreach Programs) are given first preference. There are rental fees associated with the use of most Wright State University space. Use the Chart below to make requests for university controlled spaces. For the Type of Facility please use one of the following; **Banquet, Classroom, Conference, Dance Hall/Studio, Swimming Pool, Basketball Gym, Baseball/Softball Field, Lined Outdoor Field, Outdoor Field (No Lines), Tennis Court(s), Volleyball Court(s)** or **Other** (Please describe needs).

Type of Facility	Date In	Date Out	Times (From – To)

(If the above table does not provide enough space please attach an additional page and use the same format as displayed in the table.)

Other Needs:

***Please use the space provided below to request all additional needs your organization may have while at the Wright State University campus. This should include audio visual requests, storage needs, shipping needs and/or parking needs. If there is not enough space provided attach an additional page.**



SUAO Signage Posting Form

Contact Information

Name	
Phone	
E-Mail Address	

Advertisement

Please provide details on the reason for advertising:
(check all that apply)

- | | |
|---|---|
| <input type="checkbox"/> On-campus Event | <input type="checkbox"/> Student Organization |
| <input type="checkbox"/> Off-campus Event | <input type="checkbox"/> Departmental Ad |
| <input type="checkbox"/> Informational | <input type="checkbox"/> Other: _____ |

Request date for posting: _____

****Flyers are permitted to be posted for one week only, and then will be promptly removed****

****Request date is not guaranteed, but depends on the demand for posting; please check with Megan Uhrig (x5529) for posting availabilities****

Location for Posting

Tell us in which areas you are interested in posting your advertisement:

- ☐ Rathskeller Entrance
- ☐ ODS/Student Activities
- ☐ Rec Desk
- ☐ Cyber Café Entrance
- ☐ Outside of the Cambiar
- ☐ 163 A/B Entrance
- ☐ SU Entrance via Lot 20

Office Use Only

Date Received: ____/____/____ Materials Received: Y ____ N ____
Materials Posted on: ____/____/____ Initials: _____

Wright State University

Summer Camp Operating Guidelines

Aim Statement

Wright State University is dedicated to providing quality facilities, services and programs that exceed the needs and expectations of the university community and advance the mission of Wright State University.

The Summer Programs office promotes interaction, diversity, student development, academic success, campus unity, accessibility, mutual respect, and healthy lifestyles. We are committed to providing a safe gathering place that is friendly, student centered, and promotes educational experiences among students, faculty, staff, alumni and the community.

Introduction

The Summer Programs office **abides by all Wright Way Policies and Procedures** (www.wright.edu/wrightway), and reserves the right to publish and implement additional policies and guidelines that pertain to the facilities and services. We request your cooperation in following the policies and guidelines that have been established. These policies and guidelines have been developed in accordance with the regulations of the Wright State University Department of Environmental Health and Safety, University Police Department and Summer Programs Risk Management Committee.

Responsibilities of the Camp Director

- To inform parents and the Associate Director for Special Programs if a child is involved in any serious injury/illness or abuse incident.
- To train staff about their duties.
- To provide supervision for all campers 24 hours a day at overnight camps, and during hours of operation for day camps.
- To maintain all camp facilities in a safe and sanitary condition.
- To follow required written plans for camp safety, health and fire safety.
- Distribute “Play it Safe” guidelines to all campers
- Review code of conduct with campers.

Code of Conduct

Summer visitors are expected to follow the Standard Code of Conduct during their stay. Any of the following is sufficient cause for removal from the University:

- Unruly behavior
- Disrespect for University property or personnel
- Derogatory comments or gestures to anyone
- Intimidation of others with violence or the threat of violence
- Use or possession of alcohol, illegal drugs, firearms or fireworks
- Tampering with fire alarms or other action that could affect the safety of others

Staff Training Check List

- ☐ Ensure background checks are complete prior to arriving on campus (Ohio Revised Code requires background checks for persons working with minors).
- ☐ It is recommended that all staff members have First Aid/CPR/AED Training (with Blood borne Pathogens). It is required that someone who is currently certified in First Aid/CPR/AED be with the campers at all times (meals, recreation, overnight etc.). Additionally, a First Aid kit needs to be readily available for the duration of the camp (Wright State University is able to provide one if needed at a minimal cost, please call the Associate Director for Special Programs for details). During the summer, staff members should be aware of signs of heat exhaustion and take preventative measures.
- ☐ All staff members should review the Wright State University Emergency Action Plan (http://www.wright.edu/admin/bpra/em/actionplan_main.html). If outdoor activities are scheduled, please study the campus map (that has been provided) and locate the highlighted areas which should be used for shelter in case of lightning or tornados. Additionally, please locate fire exits and routes to utilize in case of an emergency.
- ☐ Campers are to be supervised at all times when on campus! Wright State University recommends ACA Camper/Staff ratios:

Camper Age	Staff	Day Camp	Residential Camp
6-8 years	1	8	6
9-14 years	1	10	8
15-18 years	1	12	10

- ☐ Review your camp drop off/pick up procedures. It is recommended that only a parent or guardian drop off or pick up campers. Please make sure to determine who that is prior to camp, and have a staff member verify picture identification, before allowing a camper to depart.

- ☐ Hazing is strictly prohibited. Please make sure your staff is aware of hazing and strictly enforces a no tolerance policy.
- ☐ Staff should be aware of any medical conditions which may affect campers (allergies, current medications, etc).

Transportation

- ☐ Camps that use golf carts or gators to navigate Wright State University's campus must abide by all traffic regulations. Please make sure staff members are drivers and maximum passenger capacities are adhered to.

Facilities/Equipment

- ☐ Ensure equipment is in good working condition before using, by doing a visual inspection. If equipment is owned or rented by Wright State University for your group, and there is a problem, please contact the Associate Director for Special Programs immediately.
- ☐ If utilizing risers or scaffolding, please read the operational handout (supplied by Wright State University at the pre-camp meeting) and complete a daily visual inspection. Campers should not ascend risers or scaffolding.
- ☐ When renting the pool, make sure your attendance numbers are accurate, in order to ensure that the correct number of lifeguards are on staff (if adjustments need to be made, please contact the Associate Director for Special Programs or the Associate Director of Campus Recreation). Please maintain the correct staff to camper ratio.
- ☐ Surfaces or equipment which have been soiled with blood or bodily fluids shall be cleaned (with disposable towels if possible) by a University employee. Contaminated supplies must be placed in a red plastic bag and disposed of according to University policy. Employees must wear a protective barrier when handling the spill and shall wash with soap and water immediately after they are finished.

Overall Camp Safety

- ☐ Medical Release Forms must be signed by a parent or guardian for all youth campers. Local hospital and urgent care information will be provided to the Camp Director.
- ☐ Emergency Information must be maintained by the Camp Director, or designee (to include emergency contacts, addresses, and phone numbers).

Camp Director (or Program Director) Signature:

Date

Received by:

Date

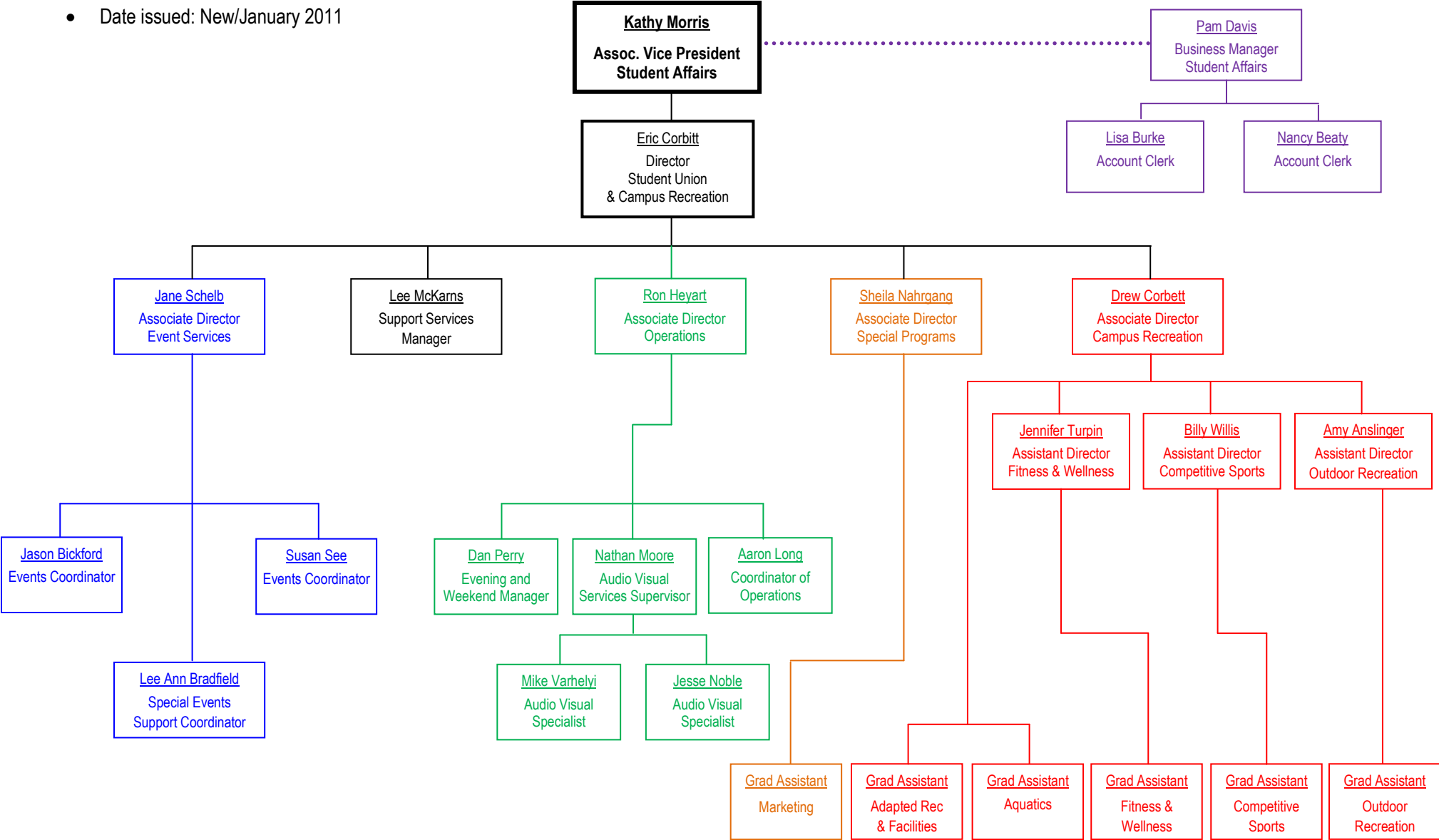
APPENDIX C: Staff Directory

Date issued: New/January 2011

Name	Job Title	Office/Unit	Office Location	Phone	Email
Anslinger, Amy	Assistant Director for Outdoor Recreation	Campus Recreation	037B Student Union	775-5019	amy.anslinger@wright.edu
Beaty, Nancy	Account Clerk	Administration	186P Student Union	775-5513	nancy.beaty@wright.edu
Bickford, Jason	Events Coordinator	Event Services	186V Student Union	775-5524	jason.bickford@wright.edu
Bradfield, Lee Ann	Special Events Support Coordinator	Event Services	186C Student Union	775-5511	lee.bradfield@wright.edu
Burke, Lisa	Account Clerk	Administration	092E Student Union	775-5523	lisa.burke@wright.edu
Corbett, Drew	Associate Director for Campus Recreation	Campus Recreation	092G Student Union	775-5525	andrew.corbett@wright.edu
Corbitt, Eric	Director of the Student Union	Administration	186E Student Union	775-5825	eric.corbitt@wright.edu
Davis, Pam	Business Manager for Student Affairs	Office of Student Affairs	366 University Hall	775-5530	pam.davis@wright.edu
Heyart, Ron	Associate Director for Operations	Operations	186D Student Union	775-5545	ronald.heyart@wright.edu
Long, Aaron	Coordinator of Operations	Operations	186T Student Union	775-5520	aaron.long@wright.edu
McKarns, Lee	Support Services Manager	Administration	186Q Student Union	775-4568	lee.mckarns@wright.edu
Moore, Nathan	Audio Visual Services Supervisor	Operations/Audio Visual	186G Student Union	775-5556	nathan.moore@wright.edu
Morris, Kathy	Associate VP for Student Affairs	Office of Student Affairs	360 University Hall	775-2809	kathy.morris@wright.edu
Nahrgang, Sheila	Associate Director for Special Programs	Special Programs	186H Student Union	775-5531	sheila.nahrgang@wright.edu
Noble, Jesse	Audio Visual Specialist	Operations/Audio Visual	186G Student Union	775-5556	jesse.noble@wright.edu
Perry, Dan	Evening and Weekend Manager	Operations	186N Student Union	775-5502	daniel.perry@wright.edu
Schelb, Jane	Associate Director for Event Services	Event Services	186F Student Union	775-5515	jane.schelb@wright.edu
See, Susan	Events Coordinator	Event Services	186W Student Union	775-5516	susan.see@wright.edu
Turpin, Jennifer	Assistant Director for Fitness & Wellness	Campus Recreation	092D Student Union	775-5816	jennifer.turpin@wright.edu
Varhelyi, Mike	Audio Visual Specialist	Operations/Audio Visual	186G Student Union	775-5556	michael.varhelyi@wright.edu
Willis, Billy	Assistant Director for Competitive Sports	Campus Recreation	092C Student Union	775-5817	billy.willis@wright.edu

APPENDIX D: Organizational Chart

- Date issued: New/January 2011



APPENDIX E: Directory of Services

Date issued: New/January 2011

Directory of Services for Internal Clients

(All External Clients must contact the Student Union Administrative Office at 937-775-5512.)

Art Gallery Information or Reservations

Ron Heyart (ronald.heyart@wright.edu) 775-5545

Audio Visual Services (suav_services@wright.edu)

Nathan Moore (nathan.moore@wright.edu) 775-5556

Jesse Noble (jesse.noble@wright.edu) 775-5556

Box Office (student ticket sales) 775-5544

Catering

Madonna Leis (madonna.leis@wright.edu) 775-5630

Katie Sheehan (katie.sheehan@wright.edu) 775-5635

— *Use of External Caterers*

Jane Schelb (jane.schelb@wright.edu) 775-5515

Custodial or Maintenance Concerns

— *in public spaces (i.e. restrooms, meeting rooms, lounges)*

Student Union Administrative Office 775-5512

Ron Heyart (ronald.heyart@wright.edu) 775-5545

— *in private offices or retail areas*

Physical Plant Customer Service Center 775-4444

Director

Eric Corbitt (eric.corbitt@wright.edu) 775-5512

Emergency or Security Concerns

Police Department 775-2111

Emergency Management (mike.coons@wright.edu) 775-3440

Event Coordination/Registration (event_services@wright.edu)

Student Union Administrative Office 775-5512

Jason Bickford (jason.bickford@wright.edu) 775-5524

Jane Schelb (jane.schelb@wright.edu) 775-5515

Susan See (susan.see@wright.edu) 775-5516

Lee Ann Bradfield (lee.bradfield@wright.edu) 775-5511

Information Table Reservations for Internal Clients

Student Union Administrative Office 775-5512

Locker Rentals

— *Tunnel Lockers*

Student Union Box Office 775-5544

— *Recreation Center*

Recreation Desk 775-5505

Lost and Found

Student Union Administrative Office 775-5512

Off-Site Services (suoffsite_services@wright.edu)

Dan Perry (daniel.perry@wright.edu) 775-5522

Aaron Long (aaron.long@wright.edu) 775-5520

Ron Heyart (ronald.heyart@wright.edu) 775-5545

Space Reservations (event_services@wright.edu)

Student Union Administrative Office 775-5512

Summer Programs

Sheila Nahrgang (sheila.nahrgang@wright.edu) 775-5531

Vendor Table Reservations for External Clients

Lisa Burke (lisa.burke@wright.edu) 775-5523

Wright State University Information

775-5740