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## STUDENT UNION POLICIES AND PROCEDURES

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**PURPOSE:** To outline policies and procedures for the use of the Student Union Building and related services.

### **I. Description of Student Union and Activities**

Student Union and Activities serves as a center and forum for the academic community--students, faculty, staff, alumni and guests. It provides services, conveniences and amenities needed to enhance the daily life and events of the University and develops a relationship to the greater community. It encourages students and other members of the University community to meet and share talents, interests and ideas, through its Board of Governors, student government, student organizations and through the provision of formal and informal cultural, social, educational and recreational programs.

### **II. Access to Student Union Facilities**

- A. The Student Union and Activities complex is available for use by students, faculty, staff and alumni of Boise State University, and their invited guests.
- B. The Student Union reserves the right to limit access to facilities by guests.
- C. Access to facilities is made without regard to the content of the program being presented as long as it complies with the laws of the State of Idaho and the regulations of Boise State University. Complying with applicable laws is the sole responsibility of the organization sponsoring an event.
- D. Use of Student Union and Activities facilities does not imply sponsorship nor endorsement by the University unless explicitly authorized by the Director of Student Union and Activities.

### **III. Administration and Governance**

- A. Student Union and Activities is a part of the Division of Student Affairs and reports to the Vice President for Student Affairs.:
  1. The chief administrative officer of the Student Union is the Director of Student Union and Activities.
  2. The Administrative Staff of the Student Union and Activities consists of the Director of Student Union and Activities, the Assistant Director for Student Activities, the Assistant Director for the Student Union/Coordinator of Conference Services, and the Student Union Business Manager/Coordinator of Campus I.D. System.
- B. The Student Union Board of Governors (SUBOG) is the primary advisory body to the Director of the Student Union and Activities and staff.:
  1. The Board consists of a representative sample of the various constituencies served by the Student Union: students, faculty, staff, alumni and community members.
  2. The SUBOG provides input and advisement to the Director and staff on matters of policy, finance, pricing, budgetary matters and designated space allocation.
  3. The Board meets on a monthly basis during the regular academic year. The meeting schedule and published agenda are available from the Director's Office.

- C. The current table of organization for the Student Union staff, as well as governing documents and minutes for meetings of the Student Union Board of Governors, are kept with the Director's Office and with the Vice-President for Student Affairs.
- D. The current table of organization for the Student Union staff, as well as governing documents and minutes for meetings of the Student Union Board of Governors, are kept with the Director's Office and with the Vice-President for Student Affairs.
- E. The Student Union is a member of the Association of College Unions - International, the National Association of Campus Activities and the National Association of College Auxiliary Services. The Student Union works with guidelines developed by its associations to further assess its efforts and to compare the activities and services on the BSU campus with national standards.

#### **IV. Funding**

- A. The Student Union and Activities is an auxiliary service of Boise State University and is responsible for the operation and maintenance costs of its facilities and staff.
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- C. The Student Union and Activities is an auxiliary service of Boise State University and is responsible for the operation and maintenance costs of its facilities and staff.
  - 1. Price adjustments are made based on comparative services in similar markets and actual costs (including such items as utilities, debt service, equipment amortization, etc.).
  - 2. All price adjustments are submitted to the Student Union Board of Governors for their review and recommendation to the Director.
  - 3. Current prices are published and available in the respective operating areas of the Student Union. Copies are also available from the Director of Student Union and Activities Office.

#### **V. Student Activities**

- A. The Student Activities Department assists BSU recognized student organizations, encourages and produces programs and workshops on leadership and personal development, and coordinates a variety of campus programs.
- B. For more information, see the Student Activities Policy [2120](#), the BSU Student Handbook or publications available from the Student Activities Office.

#### **VI. Cosponsorship**

- A. The Student Union and Activities does not recognize cosponsorship between non-University groups and educational organizations, BSU departments, or governmental agencies when the cosponsorship seeks to reduce applicable costs for facilities or services. University programs supported by grants are not considered to be cosponsored.
- B. To support their fund raising efforts, ASBSU recognized student organizations may cosponsor an event to reduce charges for Student Union facilities or services, but the student organization must receive value equal to the waived or reduced costs.
  - 1. Value may be in the form of cash, registrations, paid advertising, etc. Proof of value received is required.
  - 2. Additionally, the student organization must take an active role in producing the event or activity (participation by officers, volunteers, promotion, program planning, etc.).
  - 3. Student organizations should discuss their event with the Student Activities Office beforehand if they have any questions.

## **VII. Facility Hours**

- A. The operating hours of the Student Union and Activities complex are prepared annually.
  - 1. Hours for a fiscal year (July through June) are finalized in January of the previous fiscal year. [For example, operating hours for FY94 (July 1993 - June 1994) are finalized in January of FY93 (January, 1993).]
  - 2. Published hours reports indicate both regular hours of operation and special hours (during intersession, holidays, etc.).
  - 3. Updates are distributed as needed.
- B. Changes in operating hours are coordinated by the Assistant Director of the Student Union through the Reservations Office.
- C. Copies of current hours of operation are available at the Information Desk in the Student Union, the Reservations Office, the Student Activities Office and the Director's Office.
  - 1. Regular operating hours information is also available on the Campus Wide Information System.
  - 2. Individual operating areas within the Student Union Complex maintain current operating hours in each area.

## **VIII. Student Union Meeting and Event Facilities**

- A. The Student Union operates the facility to maximize usage to both the University community (recognized student organizations, faculty, staff and departments) and to the larger community in Boise and in Idaho.
- B. The Student Union complies with State Board of Education policies regarding providing facilities to non-University entities and has structured both its internal guidelines and pricing structures to support this goal.
- C. The University gives preference to groups which further the University's community service missions, enhance educational opportunities in Idaho, or are of a governmental nature.
- D. The Student Union does not confirm advance reservations more than one semester in advance without the explicit authorization of the Assistant Director for the Student Union. (For example, during the fall semester, reservations may be confirmed through the last day of finals for spring semester. During fall semester, reservations for dates beyond the end of spring semester will be recorded as tentative, and are subject to cancellation if found to conflict with traditional University functions.)

## **IX. Academic Class Use of Student Union Facilities**

- A. Student Union facilities are not scheduled for academic class use. Academic classes (regularly scheduled, special, or seminar) include all classes coordinated through the Registrar's Office or the Division of Extended Studies. Facilities are primarily intended for student organizations, student activities (including a social, cultural and recreation program), seminars, workshops and events which contribute to learning out-of-the-classroom or relate to the mission of service as a community center to the University. The Union is generally not financed through state appropriated funds but rather fees paid by BSU students and augmented by generated revenue. To support these Union and Activities programs and services and, in accordance with the action of the Student Union Board of Governors, Union facilities are not used for academic purposes.
- B. Additionally, any special programs offered by University departments or affiliated groups where registration fees, tuition, admission or similar fees are levied will be subject to the "Educational" rates as published by the Student Union.

- C. Academic departments may conduct regular departmental business in the Student Union at the "Academic Department" rates.

## **X. Conference Coordination**

- A. The Conference Services Advisory Committee advises the Coordinator of Conference Services at BSU and assists in setting University policy regarding conferencing.
  - 1. The committee prepares, on an annual basis, the Report of Summer Conference Activity which summarizes all non-academic (conferences, special events, Extended Studies) activity on the campus during the summer months (mid-May through mid-August). This report is available for inspection at the Student Union Administrative Offices.
  - 2. Enabling documents for the Conference Services Advisory committee are also available in the Student Union Administrative Offices.
- B. The Assistant Director for the Student Union serves as the Coordinator of Conference Services at Boise State. For more information, see the Conference Services Coordination Policy, [BSU 2170](#).

## **XI. Event Guidelines and Solicitation**

- A. The Reservations and Catering Office publishes "Event Planning Guidelines" which detail specific facility use guidelines and policies. These guidelines address issues including, but not limited to:
  - 1. Reservations Scheduling Deadlines,
  - 2. Billing,
  - 3. Sales and Solicitation,
  - 4. Special Fees,
  - 5. Food and Beverage and Sanitation Requirements,
  - 6. Decorations,
  - 7. Compliance with Laws and Codes,
  - 8. Storage,
  - 9. Event Security, and
  - 10. General Reservations Policies.
- B. The "Event Planning Guidelines" are available at the Student Union Information Desk and the Reservations Office.
- C. The Reservations and Catering Office also publishes "Guidelines for Direct Solicitation, Fund Raising, and Publicity." These guidelines establish time, place and manner restrictions for solicitation in the Boise State University Student Union and the areas immediately adjacent to it (adjacent sidewalks, patios and parking areas, and contiguous lawns and flower beds).
  - 1. These restrictions have been implemented to maintain order in the facility and to ensure that the patrons of the Student Union are free to pursue their primary interests of attending events, relaxation, dining, studying, etc. without harassment.
  - 2. Copies of these guidelines are available at the Student Union Information Desk and from the Reservations Office.
  - 3. Revisions to these guidelines are made with the approval of the Student Union Board of Governors upon recommendation from the Student Union staff.

## **XII. Food and Beverage Services**

- A. The University has chosen to meet its food and beverage service needs by contracting with various commercial businesses to provide these services. The contracts that the University enters into for various segments of the food and beverage business guarantee exclusivity to the selected vendor.
- B. Currently, contracts exist that govern vending, soft drink vending and retail/resident/catered/conference/concession foods and beverages.
- C. As an entity of Boise State University, the Student Union and Activities is responsible for contract compliance, as well as coordinating, auditing and enforcing the segments of the contract that occur in facilities under its control.
  - 1. The Union also assists with compliance on issues of health, safety and food service liability.
  - 2. The Student Union purchases and maintains the inventory of food service production equipment.
- D. The Student Union is specifically responsible for certain food production and service areas available to the contractor, including all Catering on the BSU campus, as well as retail dining operations in the Student Union ("Maggie's" and "Brava!"), in the Science/Nursing Building lobby ("Riverview") and at various locations featuring mobile food service carts (such as the lobby of the Business Building). The Student Union also maintains the primary production kitchen and all associated equipment on campus which support catering, retail, concessions and residence dining.

### **XIII. Disruption and Obstruction**

- A. The Student Union and Activities serves as a forum for many divergent views and opinions both within the University community and beyond. These views and opinions do not necessarily represent the views of the Student Union and Activities or Boise State University, but merely reflect the institution's commitment to intellectual growth and academic freedom and to an open debate and discussion of ideas.
- B. Those individuals who disagree with the content of a particular program are encouraged to create their own forum for the expression of their ideas.
- C. Disruption of scheduled events will not be tolerated and such disruption will be pursued in accordance with Idaho Code Section 33-3715 and 33-3716 to the full extent available through the University's Judicial process and the legal system. Explanation of the University's Judicial process is found in the BSU Student Handbook.
  - 1. Counter demonstrations (individuals or groups picketing, marching, etc.) may occur outside the Student Union as described in the Open Spaces Use Policy ([BSU 1100](#)), with the exception of the Patio, which is considered a reservable space, not a public space. These demonstrations must allow the free flow of people through the entrances and may not be obstructive.
  - 2. Demonstrations are NOT allowed in the building unless they are in a meeting/ballroom, approved by the Director, and are scheduled with the permission of the event sponsor.