
SPECIAL EVENTS CENTER

PURPOSE: To outline policies and procedures for the use of the Special Events Center.

I. Administration and Governance

- A. The Special Events Center is scheduled and operated by the Student Union. The chief administrative officer of the Special Events Center is the Director of Student Union & Activities.
- B. The Special Events Center Board of Directors is the governing board for the Special Events Center and an advisory body to the Student Union Director and the Student Union's operations and scheduling staff. The Special Events Center Board of Directors consists of representatives of the primary constituencies served by the Special Events Center including:
 - 1. Students;
 - 2. Theater Arts Department;
 - 3. Music Department;
 - 4. Student Programs Board; and
 - 5. Student Union Board of Governors.
- C. The Special Events Center Board of Directors meets on a thrice yearly basis during the regular academic year.
 - 1. The meeting schedule and published agenda are available from the Student Union Director's Office.
 - 2. The current governing documents and minutes for meetings of the Special Events Center Board of Directors are kept with the Student Union Director's Office and with the Vice-President for Student Affairs.

II. Utilization of the Facility

- A. The Student Union operates the Special Events Center to maximize usage to both the University community (recognized student organizations and University departments) and to the larger community in Boise and in Idaho.
- B. Users of the facility are encouraged to work with others using the Special Events Center to assist in the sharing of this resource.
- C. When possible, event scheduling is arranged to afford maximum access to the facility by the largest number of sponsors.

III. Funding

- A. The Special Events Center is a uniquely-sized multipurpose facility for University and community activities, programs, performances, and specialized events related to the academic mission, and was originally built with student generated funds.

- B. The facility is supported by appropriated funds for basic operations (utilities, major repairs) and for basic maintenance (routine custodial care, funding for minor repairs and maintenance, etc.).
- C. Ongoing improvements to the Special Events Center are funded through revenue generated by use of the facility by non-University groups and by special allocations of appropriated funds.
- D. Prices for Special Events Center operated services (facility and equipment rentals, etc.) are reviewed annually.
 - 1. Facility rental price adjustments are submitted to the Special Events Center Board of Directors for their review and approval. As this is a uniquely sized and equipped facility for this community, every attempt is made to balance the need for revenue generation with the need to keep the facility economical for use by members of the larger community.
 - 2. Pricing policies are administered by the Assistant Director of the Student Union.
 - 3. Current prices for the facility and equipment are published and available from the Student Union Director's Office .

IV. Cosponsorship

- A. The Special Events Center Board of Directors policy does not allow cosponsorship for the purpose of waiving or reducing rental charges.
- B. All non-University groups are assessed the current rental rates.

V. Academic Class Use of Special Events Center Facilities

- A. The Special Events Center Board of Directors has indicated that regular academic class use of Special Events Center facilities is inconsistent with the role of the facility. Academic classes (regularly scheduled, special, or seminar) include all classes coordinated through the Registrar's Office or the Division of Extended Studies
- B. Academic field trips to the facility are encouraged provided they are scheduled with the Student Union Reservations Office.
- C. Classes which require the unique facilities of the Special Events Center (such as those in theatrical lighting design and costume design) may use the facility if scheduled in advance, and if such use does not present major conflicts with other uses of the facility.

VI. Access to Special Events Center Facilities

- A. The Special Events Center is available for use by students, faculty, staff, and alumni of Boise State University, and their invited guests.
- B. The Special Events Center 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 Special Events Center facilities does not imply sponsorship nor endorsement by the University unless explicitly authorized by the Director of Student Union & Activities.

VII. Priority Scheduling

- A. The Special Events Center Board of Directors conducts three scheduling meetings annually, usually in September, February, and May.

1. At these meetings, priority scheduling access is given to the Theater Arts Department, the Music Department, and the Student Programs Board for their events and activities occurring during the next year's scheduling period.
2. After the priority scheduling needs of the Theater Arts Department, Music Department, and Student Programs Board have been resolved, the Special Events Center calendar is open to scheduling by all other interested parties, providing:
 - a) No group outside of the priority scheduling group may schedule more than 21 days of use of the Special Events Center per year, unless approved by the Special Events Center Board of Directors.
 - b) No group outside of the priority scheduling group may schedule more than seven (7) consecutive use days of the facility, nor more than ten (10) days in any thirty (30) day period, unless specifically approved by the Special Events Center Board of Directors.
3. Scheduling access is as follows:

<u>Meeting Date</u>	<u>Period Scheduled</u>	<u>Open to General Booking</u>
September this year	Fall Term next year	One week after scheduling mtg.
February this year	Spring Term next year	One week after scheduling mtg
May this year	Summer Term next year	End of summer or by Conf. Svcs.

4. Scheduling conflicts between the priority scheduling entities are resolved by the Board of Directors as coordinated by the Assistant Director of the Union/Coordinator of Conference Services.

VIII. Event Guidelines and Solicitation

- A. Ongoing scheduling is coordinated by the Student Union Reservations and Catering Office.
- B. 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.
- C. The "Event Planning Guidelines" are available at the Student Union Information Desk and the Reservations Office.
- D. Revisions to these guidelines are made with the approval of the Student Union Board of Governors upon recommendation from the Student Union staff.
- E. 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/Special Events Center and the areas

immediately adjacent to it (adjacent sidewalks, patios, and parking areas, and contiguous lawns & flower beds).

1. These restrictions have been implemented to maintain order in the facility, and to ensure that the patrons 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 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.

IX. 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 enter 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 beverage sales.
- C. As a part of Boise State University, the Special Events Center is subject to these contractual agreements. No outside food or beverage may be brought in for distribution or consumption in the Special Events Center.

X. Complaints and Compliments

- A. The Student Union & Activities staff who operate the Special Events Center are committed to providing quality customer service to all members of the University community and their guests.
 1. If a customer wishes to communicate about the quality of the service they have received they are encouraged to discuss the matter with the Technical Services Manager or the Manager on Duty.
 2. If unavailable, observations and comments will be reviewed by the Director of the Student Union & Activities.

XI. Disruption and Obstruction

- A. The Special Events Center 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 Special Events Center 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 & 33-3716 to the full extent available through the University's Judicial process and the legal system.
 1. Counter demonstrators (individuals or groups picketing, marching, etc.) may demonstrate outside the the Special Events Center as described in the Open Spaces Use Policy ([BSU 1100](#))
 2. These demonstrations must allow the free flow of people through the entrances and may not be obstructive.

3. Demonstrations are NOT allowed in the building unless they are scheduled with the permission of the event sponsor.

XII. Grand Piano

- A. The Special Events Center is equipped with a Steinway Concert Grand Piano. This instrument was a gift specifically for the Special Events Center and may not be removed from the facility or used elsewhere on campus.
- B. The Technical Services Manager will determine usage and availability based on the skills and qualifications of the pianist.

XIII. Technical Services Requirements

- A. The Special Events Center is a working proscenium theater.
- B. The technical systems for lighting, sound, rigging, draperies, and projection require specialized training for operation, maintenance, and repair. The Union reserves the right to require technical services staff, including hours of call and crew sizes for rehearsals and performances.
- C. The Union/Special Events Center will provide technical services cost estimates and actual charges may vary due to production circumstances.

XIV. Safety Requirements

- A. The Special Events Center adheres to Fire and Life Safety Codes as mandated by city and state regulations.
- B. Questions regarding these regulations should be directed to the Technical Services Manager.