

# SOUTHERN MISS

## UNION COMPLEX POLICY FY23

Cochran Center | Lott Center | Cook Union | Hub | Danforth Chapel

Centennial Green | Spirit Park | Southern Station | Shoemaker Square | Union Plaza | Weathersby Lawn | NPHC Plaza

### THE UNION COMPLEX

Persons and groups who use facilities managed by the Union Department are expected to abide by these Union Complex Policies, other University regulations, as well as state and federal laws. The Union Department reserves the right to revise these policies. Please refer to our website at [www.usm.edu/union](http://www.usm.edu/union) for complete information on the Union Complex facilities including policies, procedures, services, and fees.

The University of Southern Mississippi's Union Complex spaces and services may be reserved by registered student organizations, university departments, and community patrons through the Union Department. Registered student organizations and departments may book online with their CampusID credentials by visiting [www.usm.edu/union](http://www.usm.edu/union). Groups and individuals external to the University or without CampusID credentials may call 601-266-4399 or email [unionevents@usm.edu](mailto:unionevents@usm.edu) to reserve space.

### GENERAL POLICIES

1. All space in these facilities will be under the supervision of the Union Director.
2. Classes, lectures, laboratories, tests or any type of class for credit or non-credit will not be scheduled in these facilities unless approved by the Union Director.
3. Rearrangement, removal or the addition of furnishings or equipment to these facilities will require the approval of the Union Director.
4. Paints and markers are not allowed in the Union Complex, except for those provided by the Union Department (dry erase markers) which are only allowed on dry erase boards.
5. No organization or patron may remain in the Union Complex facilities after it is officially closed without the permission of the Union Director.
6. Southern Miss Catering handles all food requests for the university. **NO OUTSIDE CATERERS ARE ALLOWED.** Please refer to the Snack Policy for more information. Southern Miss Catering can be reached at 601-266-5552 or online at [southernmisscatering.catertrax.com](http://southernmisscatering.catertrax.com).
7. For information regarding the display of signs, banners, and posters in the Union Complex, please refer to the University Sign Policy, available online, and the R.C. Cook Union Breezeway Banner Policy, located in this document.
8. No card playing, gambling, gambling terminology (i.e. "raffle") or profanity is allowed in the Union Complex or surrounding areas.
9. Tapes and other adhesives are not allowed on any walls, floors, or carpet in the Union Complex. Please consult with your Union Department contact for alternatives.

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- 10.** Candles are permitted as center pieces only with proper and approved safety measures in place to prevent fire and damage to equipment, such as in candelabras or in an enclosed container such as a vase. The use of candles in a ritual or induction ceremony is strictly prohibited. Battery operated candles should be used for this type of event. If found improperly using candles in the facility, your organization will be assessed a fine (\$100 minimum) and restricted from utilizing the Union Complex until the fine is paid.
- 11.** Mylar balloons, glitter, confetti, or items that leave excessive debris are prohibited and your organization will be assessed a fine if these items are used (\$100 minimum) and restricted from utilizing the Union Complex until the fine is paid.
- 12.** To reserve space on the Union Complex Eagle Vision Digital Signage screens and Union Plaza Interactive Wayfinding Kiosk, please review the Eagle Vision Digital Signage Policy at [https://www.usm.edu/union/\\_files/eagle\\_vision\\_policy-fy23.pdf](https://www.usm.edu/union/_files/eagle_vision_policy-fy23.pdf) and complete the Eagle Vision Submission form, located at [https://usmforms.formstack.com/forms/eagle\\_vision\\_submission\\_form](https://usmforms.formstack.com/forms/eagle_vision_submission_form).
- 13.** For information on storage, please contact the Union Department.
- 14.** If disability accommodations or auxiliary aids are needed, please contact the Union Department coordinate with your Union Department contact at least two weeks prior to the event.
- 15.** Event insurance coverage may be required for some events and for all external customers at the Union Complex.

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### **University Groups:**

- Large recurring events including but not limited to conferences, recruiting events, camps, and signature events may be booked up to two (2) years in advance from the current

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- 9.** The Union Department is a cashless office – only credit cards, checks, and University budget strings are acceptable forms of payment. For groups paying by University budget string, payment will be processed upon the conclusion of your event. For groups paying by check or credit card, deposits may be required. Final payment is due one week prior to the event; if the event occurs during a weekend, final payment is due on Friday one week prior to the event. Payments will be accepted during regular business hours Monday-Friday in the Union Department offices.
- 10.** Any audiovisual (AV) equipment or technical services needs must be finalized with your Union Department contact at least two (2) weeks in advance. Any needs that cannot be met by the Union Department may be requested through iTech or provided by the customer through an outside contractor.
  - The microphones and sound systems in most Union Complex spaces are designed for spoken word only; any event requiring microphones and sound systems for musical performance must provide their own equipment or contract with a third-party vendor.
- 11.** A rain site, when available, is recommended for all outdoor events to prepare for inclement weather. However, outdoor events are not guaranteed a rain site. Because space designated as the rain site for an outdoor event is taken offline and is unavailable for other clients, rain site reservations will be assessed a non-refundable fee of 25% of the regular rate of the requested space – regardless of whether the space is used. Notice of the decision to utilize or cancel the reserved rain site must be given 24 hours prior to the event start time or additional fees may apply.
- 12.** An event in hold status remains in hold status until a deposit or payment has been made. A date that is held can be requested at any point by a 3rd party. At that time and upon notification, the original holder will have 48 hours to submit 50% of the projected costs of their event to the Union or risk losing their held date.
- 13.** Event details including, but not limited to accurate times and attendee count must be given to the Union staff at least 2 weeks prior to the event. If an organizer should fail to submit these key details, the Union reserves the right to cancel the event. Major changes during the 2 weeks leading up to the event including room changes, increases or decreases in attendee numbers of 25% or more, or time changes could result in a rush fee of at least \$50 to be applied for each change. Receipt of the confirmation and payment made or budget string provided confirms that all Union Complex policies have been read by the event organizer.

## RATE CATEGORIES AND PRICING POLICIES

The Union hosts a significant number of meetings and events annually with limited space and resources. The Union must cover the cost of AV systems, set-up, cleaning, repairs, utilities, event staffing, and more. Event categories help to ensure that space and equipment primarily benefit students, faculty, and staff. The framework below is used to classify event requests and determine when fees apply for space, resources or staffing. Please contact us if you have questions about the rates or need assistance evaluating potential meetings or events to determine if fees apply. If fees apply, a customized cost proposal will be generated for your review.

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### **Student Organization Rate | No Fee For Most Space and/or Basic AV**

Basic meetings, conferences, and events that meet all of the criteria below qualify for the Student Organization Rate and will not be charged for event space or any basic AV systems permanently installed in the space, with the exception of special events in large or satellite event venues like the Thad Cochran Center Ballrooms, Joe Paul Student Theater, Southern Station, and Trent Lott National Center. Fees may apply for staff assignments such as afterhours building operation and setup/breakdown, special equipment, police details, grounds/cleaning staff, and/or catering fees.

- **Event Origin:** Event was created/developed and the space request submitted by a USM registered student organization.
- **Audience:** Event is primarily for the USM community and 51% or more of the attendees are faculty, staff, or students.
- **Funding and Payment:** If fees apply, event is supported entirely by registered student organization funds. All event costs paid via check, debit, or credit card connected to the student organization.
- **No Partnership:** Event is not planned or supported through a partnership with an outside

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- Audience: Event may or may not be primarily for the university community.
- Funding and Payment: Event may be supported in-part or in-whole by outside sponsorship, admission fees, registration charges, fundraising, or ticket sales. All event costs paid via university budget number or by a registered student organization.
- Partnership: Through partnership or collaboration, the university unit or registered student organization is providing a non-university organization shared access to space and resources.

### External Rate| Rental Fees for Space and/or Equipment

The program, meeting, or event is an initiative of a private company, nonprofit, or individual and will be assessed the External Rate. The following discounts may apply to External Rate events:

- Nonprofit: Nonprofit 501(c)(3) organizations receive a 10% discount\* off the External Rate.
- Employees/Alumni: Employees/Alumni hosting a personal event (retirement party, wedding, family reunion, private reception, etc.) receive a 10% discount\* off the External Rate.

**\*Space Only** - Discount applies to space only. Events may also carry fees for equipment and staff such as staging, risers, dance floors, wireless AV systems, police details, etc.

### Additional Notes

- Fronting – University departments and registered student organizations shall not use their privileges to access space, resources or services and “front” for a non-university group or commercial or nonprofit entity in order to avoid fees or receive reduced fees. All instances of “fronting” for off-campus groups, commercial, or nonprofit entities will result in an adjustment of all related fees to appropriate rate category.
- Fee Waivers – No waivers will be granted. Unfortunately, we are unable to waive or eliminate space or equipment rental charges. We are obligated to apply our rates fairly and equally to all organizations. We would never want to be perceived as offering a discount to one group, but not all.

## GAME ROOM

### Reservations and Fees:

1. The Game Room can be reserved for private parties for a fee. Pricing is available by calling (601)266-4399.

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student organizations), in order to preserve this space for the free use of students and other members of the University family, external groups will be assessed an administrative fee of \$100 to reserve outdoor areas.

Groups wishing to utilize lawn space should make reservations through the Union Department and abide by the following guidelines:

### **Guidelines:**

- 1.** Outdoor amplified sound must follow the City of Hattiesburg's ordinances.
- 2.** Glass containers and litter are prohibited.
- 3.** Student code of conduct is enforced.
- 4.** Vehicles are prohibited on greenspaces; this includes university vehicles (golf carts, automobiles, etc.).
- 5.** No markings or disturbing landscape.
- 6.** Vending and solicitation must be approved through the Union Department.
- 7.** Placement of tents, stages, or any equipment requires approval and guidance from Physical Plant. Heavy items (ex. speakers) must be placed on concrete. Nothing is permitted on grass without approval.
- 8.** Tents/tables may not obstruct or block the sidewalks or pathways. Tents or other items requiring stakes require the supervision/approval of Physical Plant. Tents along the sidewalks are limited to 10 feet x 10 feet or smaller in size.
- 9.** Access available only during normal hours of operation.
- 10.** Any food related to your event must be ordered, coordinated and/or approved by Eagle Dining in accordance with the University Snack Policy.
- 11.** You must provide your own tables for outdoor events and tabling. Neither Leadership and Student Involvement nor the Union Department will provide tables or equipment outdoors.
- 12.** Spirit Park can be reserved as the entire park, east or west lawn, or as tabling space along the sidewalk.
- 13.** Southern Station can be reserved in conjunction with Spirit Park for an additional fee.
- 14.** Lawn space may only be utilized for inflatables under the supervision/approval of Physical Plant.
- 15.** Lawn space is available to the public for football game day tailgating. Tents and other tailgating items may not be set up on Spirit until the conclusion of "Friday Night at Spirit Park" pep rallies. All Athletic Department tailgating guidelines apply and tents anchored by stakes are not allowed.

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### SOUTHERN STATION

1. Reservations for Southern Station can be made by contacting the Union Department.
2. Payment should be made to the Union Department within 24 hours of the reservation, or the reservation will be cancelled.
3. A key will be issued at the Union Department office between 8 a.m. and 4:30 p.m., Monday-Friday, for all weekend and after-hours reservations. A \$25 key deposit will be charged in the form of a check at the time the key is issued. The key should be returned within 24 hours, or the deposit will be forfeited.
4. Persons using the Southern Station should inspect it one day before usage. To inspect the amphitheater prior to your event, contact the Union Department at (601)266-4399.
5. In case of emergency, contact campus security at (601)266-4986. You should also contact campus security if a problem occurs with electricity, restrooms, etc.
6. Any audiovisual (AV) equipment needs must be requested through iTech or provided by the customer through an outside contractor.
7. Any electrical needs must be discussed with Physical Plant electricians to determine if a stand-by electrician is needed for the event.

### LAKE BYRON AND THE ROSE GARDEN

1. Gatherings must be less than 100 guests. This includes weddings, reunions, etc.
2. Campus approved security and custodial are required for your event. The duration and number of guests will dictate those charges.
3. Rental of tables, chairs, and all décor is the customer's responsibility. Setup must be approved by the Union Department. At the end of the event, all items must be removed on the same day as the event.
4. Picking roses is prohibited and punishable by fines.