

# Centennial Student Union Procedure

<b>Procedure</b> Lobby Spaces	<b>Effective Date</b> 1/1/2025
<b>Custodian of Procedure</b> Assistant Director, University Scheduling and Conference Services	<b>Last review</b> 12/30/2024

## Statement

Recognized Student Organizations, University departments, and the General Public may request the use of lobby spaces for public events by contacting University Scheduling and Conference Services (CSU 219). Approved events must allow free flow of traffic, be open to the public, and occur without restrictions (no admission fees or donations solicited). Lobby space users are expected to be courteous of others by monitoring their noise level and responding promptly when asked to reduce noise levels.

## Procedures

### Guidelines

- There are nine designated spaces within the Centennial Student Union and three designated spaces outside the Centennial Student Union (weather permitting).
- Each designated space includes one six-foot table and two chairs.
- Sponsors must check in with University Scheduling and Conference Services; designated spaces will not be set prior to check in.
- Only one designated space is permitted per-sponsor, per-day.
- Designated spaces must display the name of the sponsor and be staffed by sponsor members at all times.
- Materials used must be placed on table tops. Tables, sponsors, and/or distribution of printed material must not obstruct normal traffic flow.
- Designated spaces are not to be used for distributing credit card information.
- Designated spaces are available on a first-come, first-served basis to Recognized Student Organizations for information dissemination only, including Recognized Student Organizations which have reached their reservation limit. Arrangements for non-reserved designated spaces may be made with University Scheduling and Conference Services on a same-day basis.

The Centennial Student Union reserves the right to:

- Relocate lobby space when there is a conflict with other events or tenant services.
- Cancel a lobby space reservation if the sponsor has not used the space within 60 minutes of the designated start time.
- Cancel an active lobby space reservation if the sponsor fails to abide by lobby space guidelines.
- Deem a sponsor ineligible for future reservations.
- Discard materials left after a reservation has ended.
- Screen products being sold.

### **Recognized Student Organizations**

- Groups with existing reservations, who are not recognized as student organizations by October of each calendar year, will have their lobby space reservations canceled.
- Recognized Student Organizations may request up to two lobby space reservations per week.
- Registered Student Organizations are only permitted one bake sale per semester, and must complete a Bake Sale Fundraising Permit. Bake sales must not interfere with Centennial Student Union tenant operations, and can only be located at spaces A-G in the Centennial Student Union.

### **University Departments**

- If a University Department conducts sales at lobby space location, they will be charged a \$50.00 fee for the space. Unless prior approval is granted, a University Department shall not partner with an external entity at spaces a University Department has reserved.
- Lobby space for conferences and fairs causes significant congestion and requests of this nature shall be considered on a case-by-case basis by University Scheduling and Conference Services. Set up charges will apply

### **General Public**

- If there is an exchange of money between the sponsor and the public there will be a charge of \$100.00 for the day, prior to set up. (Registered Student Organizations hosting fundraisers or bake sales are not subject to this.)
- If the sponsor is bringing merchandise into the Centennial Student Union, the sponsor will rent a lobby space at the cost of \$100.00 per day, payable prior to set up. If additional space is needed, and is available, a second space can be rented at the same cost.
- Sponsors passing out information, recruiting for employment, and other purposes not related to the sale of a product or service may rent spaces for \$50.00 per day, if space is available.
- Credit card solicitations and cell phone sales are restricted by university policy.

## **Rationale**

Lobby space guidelines are established to prevent a monopoly on space usage. Lobby spaces are provided so sponsors may make contact with students for the dissemination of information. Recognized Student Organizations may use Lobby Spaces for bake sales or other fund raising activities with appropriate approval. Limited space is available for outside vendors.