

OGLESBY UNION MANUAL

SECTION I ORGANIZATION OF THE OGLESBY UNION AT FLORIDA STATE UNIVERSITY

Chapter 100 The Oglesby Union Manual shall enumerate the policies of the Oglesby Union Complex and Bylaws of the Oglesby Union Board.

- A. The Oglesby Union Complex is comprised of the Crenshaw, Davis, Moore, Turner, Student Services, and Activities buildings. The Oglesby Union Complex also includes Moore Auditorium, the Askew Student Life Center, and the Haskins Circus Complex.
- B. The Oglesby Union Complex shall be governed by the Oglesby Union Board, which develops and approves all policy, budgets, space allocations and long-range planning regarding Union Facilities.
- C. Operations and Programming shall be carried out by the administrators of the Oglesby Union Complex under the guidance of the Oglesby Union Board. Furthermore, the Oglesby Union Complex shall be considered a department within the Division of Student Affairs.
- D. The policies enumerated in this manual shall be binding upon all activities and services provided in the Oglesby Union Complex

Chapter 101 Mission of the Oglesby Union Complex

The Oglesby Union is a diverse and engaging community that fosters individual and collective learning by providing outstanding services and opportunities for involvement.

The Oglesby Union is an integral part of the educational program of The Florida State University, providing students with cultural, social, educational, and recreational programs. It serves as a laboratory of citizenship; training students in social responsibilities and leadership. Oglesby Union facilities shall act as a central gathering place for the university community. The university community is defined as any current student, faculty and staff member, alumni or guest.

Chapter 102 Values of the Oglesby Union Complex

- A. Excellence
We are a center for community that provides the highest caliber services and activities for our guests.
- B. Respect
We provide a culturally diverse environment that creates opportunity for discovery and encourages dignity in the learning process.
- C. Learning
We are a learning environment where student development and leadership opportunities as well as entertainment and cultural enrichment abound.

D. Vision

We encourage the curious to be creative, and promote citizenship as interactions occur in program development and self-governance.

E. Openness

We are a laboratory providing students with the opportunity to partner with each other as well as staff and faculty to foster trust, teamwork, and group involvement.

Chapter 103 Associations and Memberships

A. The Union shall hold institutional membership in the Association of College Unions International (ACUI), and participate in its conferences and games tournaments. For the full history on college unions go to www.acui.org.

B. The Union shall hold institutional membership in the National Association of Campus Activities (NACA). Visit www.naca.org for additional information about this organization.

Chapter 104 Doctrine of Rights and Principles

104.1 Freedom from Discrimination

No staff, employee, officer or any other person affiliated with the Oglesby Union Complex shall conduct discrimination of any kind. All facilities, services, organizations and associate activities of the Oglesby Union Complex shall be open to all students regardless of but not limited to race, gender, ethnicity, national origin, parental status, disability, age, religion, marital status, sexual orientation, gender identity or expression, and socio economic status.

104.2 Freedom of Speech and Expression

All individuals and recognized organizations shall be afforded the freedom of speech and expression to present any ideals or beliefs, which they deem pertinent to the student body, within the Oglesby Union Complex. This shall not include the right to harass or infringe upon the reasonable exercise of the rights of others. The presentation of obscene material, which is defined as material containing the degradation or discrimination of persons, shall not be allowed within the Oglesby Union Complex.

104.3 Freedom of Association and Assembly

All individuals and recognized organizations shall be free to organize, assemble and associate provided they do not infringe upon the reasonable exercise of the rights of others.

SECTION II THE OGLESBY UNION HERITAGE

- 1940** The Rowena Longmire Student-Alumnae building, named after Associate Professor of English and former President of the Alumnae Association, opened in the Fall of 1940. This building was described as “the center of activities for student organizations.” It also served as the center for social and recreational purposes for faculty and students.
- 1952** The Student Center, which they referred to as “the alum,” was completed in 1952 and provided students with a gathering place other than Longmire. The Student Center had a snack bar, jukebox, and a room for dancing. This area was later given over to the post office.¹
- 1964** An extensive enlargement of the Student Center was constructed and dedicated on November 14, 1964. Named the University Union, the complex contained dining rooms, games rooms, a barbershop and a beauty shop, a ticket office, lounges, an auditorium, offices, meeting rooms, and an Olympic-sized swimming pool. The buildings in the complex were named the Davis Building, Activities Building, Crenshaw Building, Moore Auditorium and the Union Pool. This complex was 130,000 sq. ft. in size.
- 1988** Nine million dollars funded by the Capital Improvement Trust Fund (CITF) was given to the university for the purpose of renovating and expanding the Oglesby Union Complex. With these funds, 60,000-sq. ft. of the original complex was renovated, and a 67,000 sq. ft new building, later named the Turner building, was added. This construction project added a computer lab, a video center, a Senate chamber, thirteen additional meeting rooms, an Art Center, six retail locations, a video games arcade and about twenty new offices.
- 1995** A three million dollar renovation and expansion project, funded with CITF dollars, renovated many aspects of the 30-year old Activities Building (i.e. roof replacement, relocating water and sewer lines, renovating restrooms, etc.). CITF funds were used for the renovation of the site formerly occupied by the bookstore. Additional meeting room space and expanded office areas in the Activities Building were also among the changes made.
- 2000** The Student Life Building (dedicated as the Reubin O’D. Askew Student Life Center in 2006) is a vital addition to the ‘student services corridor’ running from the Union to the University Center. It features several facilities that enhance student life at FSU. It includes: a state-of-the-art, 380 seat multimedia theater, complete with teleconferencing and satellite down linking capabilities; four 35-seat, high-tech, business-quality meeting rooms, also with multimedia capabilities; a Graduate Student Center which provides office space, meeting and workspace for the Congress of Graduate Students; office, meeting, and workspace for the National Pan-Hellenic Council (NPHC) student organizations; offices for the University Housing Office and Student Counseling Center; a cyber café for computer gaming and a dining facility which provides expanded on-campus food

¹ Wills, Martee. (1987). Seminole History: A Pictorial History of Florida State University. Jacksonville, Florida: South Star Publishing Company.

service. The Student Life Building was an eight and one-half million dollar CITF project.

- 2001** A \$2,458,350 CITF renovation of the ballrooms in the Turner Building and the third floor of the Activities Building were accomplished in 2000-01. The ballroom's 36-year old air handling equipment was replaced. In addition, the ballrooms received a major sound system and control console; replacement of the glass front on the balcony with a combination of glass and brickwork; carpeting; lowered ceilings and light fixtures and other cosmetic improvements. The third floor of the Activities Building was developed into a state-of-the-art Student Activities Center. It serves as a major resource center for event planning, program planning, student organization recognition and advisement; and leadership training. It is the home to the Oglesby Union Board, Student Government Association (SGA) Publications Center, many SGA agencies and Recognized Student Organizations.
- 2006** After a two-year renovation, the Union Green was completed. Prior to the renovation, the space was an open green area that had an antiquated and inadequate drainage system. The area was also in desperate need of new landscaping. The Union Green now serves as a place where students can congregate, vendors can advertise, and special programming events can be held.

Chapter 202 Facility designations and heritage

202.1 Oglesby Union Complex

The **ROSCOE R. OGLESBY UNION COMPLEX** was named in 1974 after Dean Ross Oglesby, who had been at The Florida State University for nineteen years as Professor of Government and concurrently for ten years as Dean of Students. While Dean, he was instrumental in remodeling and expanding the Union and its facilities. At a dedication ceremony in 1975, he was described as “a friend of students,” one of the key planners of the University Union, and a scholar in International Law. He sought to make all of University life a learning experience.” The complex encompasses all of the buildings listed in chapter 101, which house dozens of departments and organizations. The Oglesby Union Board does not have jurisdiction over the Union Post Office Building. Instead, it is overseen by Business Services.

- A. The **CRENSHAW BUILDING** was named in 1964 after Robert “Bob” Edward Crenshaw, a 1956 graduate. Bob Crenshaw was the son of Mr. and Mrs. E.E. Crenshaw of North Miami, Florida. Crenshaw was president of the 1956 class and co-captain of the football team. He was also president of the junior class, a member of Omicron Delta Kappa, Gold Key, and The Florida State University Hall of Fame. In 1956 he was named to Who's Who in American College and Universities. He was a member of the Alpha Tau Omega social fraternity. While on active duty as a U.S. Air Force pilot, he was killed. This building that bears his name houses recreational activities including bowling and billiards.

- B. The **DAVIS BUILDING** was named in 1964 after Helen Morris Davis, a graduate of the 1929 class of The Florida State College for Women. As a student, she was a member of Omicron Nu, the “F” Club, and Alpha Omicron Pi Sorority. She served in the U.S. Army as chief of the dietetic section of the Medical Specialists Corps where she received the Legion of Merit for her work in modernizing hospital food services. She retired from the Army with the rank of Lieutenant Colonel. The Davis building currently houses the Union’s food services and food court.
- C. The **MOORE AUDITORIUM** was named in 1964 after Coyle E. Moore, Jr., a 1956 cum laude graduate. His parents were Dr. and Mrs. Coyle E. Moore, Sr. after whom the Moore Athletic Center was named. Moore served as president of the student body; he was a member of Kappa Alpha Order, Phi Kappa Phi, Phi Eta Sigma, Omicron Delta Kappa, Gold Key, and Circle K. He was named in The Florida State University Hall of Fame and Who’s Who in American Colleges and Universities. Picked as the outstanding ROTC cadet during his sophomore and junior years, he was also selected in 1954 as the “Most Outstanding College Student in Florida.” Moore died in 1961 after a heroic battle against cancer. With several technological updates, this building functions as an auditorium.
- D. The **DR. NANCY A. TURNER BUILDING** was named in 2003 for Dr. Nancy A. Turner, a 1961 and 1977 FSU graduate. As a student, Turner was involved with hall government, the Baptist Student Union, and also served as a Junior Counselor. She had an exemplary professional career at FSU in Student Affairs. Serving as Union Director from 1979 – 2003, she oversaw major renovations of the Union complex, including the addition of the Nancy A. Turner Building, creation of the Student Activities Center (SAC), makeover of the Union Ballrooms, and the addition of the Union Food Court and Union Art Gallery. Under her direction, “Art in Low Places” was created, “Later,” the Friday late-night initiative now called “Friday’s At the Union” was developed; the Club Downunder found a permanent home, and the film series left the confines of Moore Auditorium for the state-of-the-art theater in the Student Life Center. Through her efforts as director and mentor to staff and students alike, the Oglesby Union developed into one of the premier unions in the country. This building functions as the Administrative Offices for the faculty and staff of the Oglesby Union Complex.
- E. The **ASKEW STUDENT LIFE CENTER** was named in 2006 after Reubin O’D. Askew, a graduate of The Florida State University in 1951. Askew was Student Body President, a member of Omicron Delta Kappa, Gold Key, Delta Tau Delta, and Alpha Phi Omega. He enlisted in the United States Army paratroopers in 1946 as a private and was discharged as a sergeant in 1948. He served in the Air Force from 1951 through 1953 as a second lieutenant. He began his public career as Assistant County Solicitor for Escambia County in 1956, and served until 1958. He was elected to the House of Representatives in 1958 and to the Senate in 1962. He served as President Pro Tempore from 1969 to 1970. He was elected Governor in 1970 and reelected in 1974. He was the first governor to be

elected for a second, successive 4-year term. He named the first African American Justice of the Supreme Court, the first woman to the State Cabinet, and the first African American in a hundred years as a member of the Cabinet. He delivered the keynote address at the 1972 Democratic National Convention and served as chairman of President Carter's Advisory Committee on Ambassadorial Appointments. The Askew Student Life Center currently houses the counseling center, a movie theater, graduate center and The Florida State University Housing Department.

- F. The **STUDENT SERVICES BUILDING**, which is partly the responsibility of the Union staff and Oglesby Union Board, was opened in January 2004. Located on the Woodward Plaza between the Oglesby Union and the Student Life Center, the building features several important services including the Student Disability Resource Center, the Division of Sponsored Research Services, Sponsored Research Accounting Services, The Florida State University Research Foundation, and a 24-hour diner. In addition, the Oglesby Union oversees the second floor, which is 13,000 square feet. The second floor includes four conference rooms; 3 meeting rooms; 1 reception room; and 1 banquet room.
- G. The **ACTIVITIES BUILDING** originally opened in 1964. The third floor was designated for programming organizations (SGA agencies, clubs, and the Leisure Program Office-the predecessor to what is now Union Productions). The second floor was designated for SGA and SGA agencies. The first floor was used as retail space. The university bookstore was located where the Art Center is currently. A university ticket office and banking center was located in the space now occupied by the Kaplan Testing Center. There was also a hair salon where the convenience store is presently located. Over time, changes in occupancy occurred. Through the years there has been a clothing store, and a bicycle repair store. The third floor was remodeled into the current Student Activities Center. The second floor was renovated to sectionalize Student Government offices into its current configuration.
- H. The **HASKIN CIRCUS COMPLEX** was founded by Jack Haskin. He founded the unique FSU Flying High Circus in 1947 after Howard Danford, FSU's first Athletic Director, asked Haskin to help him find a creative way to combine male and female activities at the newly formed coeducational University.

In 1986 the Florida Legislature named the building and grounds as the Jack Haskin Circus Complex to recognize and honor Haskin for his contributions to Florida State University.

In 2007 The Florida State University Circus celebrated 60 years on the main campus of The Florida State University. It has been at its present location since 1967.

202.2 Rooms and spaces of significance

- A. The **MICCO ROOM** was named in 1976 Holato Micco, former chief of the Seminole Indian tribe. He was also known as Billy Bowlegs, sometimes called “King” or “General” Bowlegs, and was chief in the mid1840’s.
- B. The **BRANDEWIE SENATE CHAMBER** was named after Robert A. “Bob” Brandewie in a ceremony on September 28, 1988. Mr. Brandewie worked for The Florida State University for nineteen years, thirteen of which were devoted to being a liaison to the Student Government Association. His experience and knowledge of student affairs made him an unparalleled resource for student leaders.
- C. The **CAROLYN KRENTZMAN LOUNGE** was named after Carolyn Krentzman in a ceremony on October 3, 1997. Ms. Krentzman served as the Space Reservations Coordinator during her seventeen years working at the Oglesby Union. She retired in 1981 after twenty-six years with Florida State University. Her commitment to the ideals of a college union, and to the students with whom she worked, was second to none.
- D. The **GRADS MADE GOOD ROOM** was dedicated in 2003 to honor distinguished alumni who received the Grads Made Good Award. Begun in 1973, Omicron Delta Kappa initiated the Grads Made Good Program to honor former students of The Florida State University who, in their years since earning their degrees, have achieved outstanding success and recognition in their chosen fields at the national and international levels.

202.3 Square Footage of the Complex

| | |
|---------------------------------|---------------------|
| Main Complex ----- | 197,000 sq. ft. |
| Moore Auditorium | Activities Building |
| Crenshaw Lanes | Davis Building |
| Turner Building | |
| Askew Student Life Center ----- | 55,000 sq. ft. |
| Student Services Building ----- | 13,000 sq. ft. |
| Haskins Circus Complex ----- | 04,429 sq. ft. |

202.4 Directors of the Oglesby Union Complex

| | |
|----------------|---|
| 1964 - 1965 | Dr. Reid Montgomery, Director of Student Activities |
| 1965 - 1968 | Dr. Herb Reinhard |
| 1968 - 1970 | Mr. Paul Durrett |
| 1970 - 1973 | Mr. Roger Wehrle |
| 1974 - 2003 | Dr. Nancy Turner |
| 2003 – 2006 | Mr. Christopher Roby |
| 2006 - Present | Mr. William Clutter |

SECTION III THE OGLESBY UNION BOARD

The Oglesby Union Board is established to provide students, faculty, and staff with activities, programs and services to be offered through the Oglesby Union Complex. The Oglesby Union Board shall represent the university community to ensure that facilities, services, and amenities offered by the Oglesby Union Complex meet the needs and interests of its constituents pursuant to Chapter 605 of the Student Body Statutes (SBS).

Chapter 300 Oglesby Union Board Composition

300.1 The Oglesby Union Board shall consist of seventeen voting members.

- A. Twelve (12) voting members shall be students approved by the Oglesby Union Board Selection Commission according to Chapter 605.4 of the SBS and duly elected by the student body in the Spring Student Government Elections. Present Oglesby Union Board members shall be released from their duties after the installation of their successors, except in the case of an appointment to fill a vacancy, in which case the appointee shall serve out the remainder of the un-expired term.
- B. The remaining five (5) voting members shall be appointed by the University President or designee. They shall consist of two (2) faculty, two (2) staff and one (1) alumnus who received an undergraduate degree from The Florida State University Main Campus. Faculty, staff and alumnus appointments shall serve for 2 years.

300.2 Ex-Officio Members

- A. The Student Body President or his/her designee, the Senate President or his/her designee, the Oglesby Union Board Advisor, and the Director of the Oglesby Union or designee shall be ex-officio, non-voting members of the Oglesby Union Board.
- B. The Oglesby Union Board may appoint additional ex-officio, non-voting members to the Board as deemed necessary.
- C. The Secretary of the Oglesby Union Board shall be an ex-officio non-voting member. The Assistant to the Union Director shall serve as the Secretary.

Chapter 301 Oglesby Union Board Leadership

301.1 Elections of Board and Committee Officers

- A. The Oglesby Union Board, pursuant to SBS Chapter 605, shall elect one chair and vice-chair each spring semester upon their first meeting following a mandatory training session. At least three-fourths of the Oglesby Union Board voting membership must be present for this election to occur.

- B. The outgoing Chair or, in his/her absence, the Union Director, acting as a temporary Chair, shall proctor the elections for Oglesby Union Board Chair. Following the election, the new Chairperson shall assume office immediately and conduct the election for Vice Chair. In the event of a tie, the Chair shall cast the deciding vote. Absentee or electronic voting is not considered for the purposes of leadership election.
- C. The election method pertaining to the selection of the Oglesby Union Board chair, vice-chair and committee officers shall be conducted using paper ballots, to be counted by the Oglesby Union Board Chair/Acting Chair and the Oglesby Union Board Advisor. This provision may be altered by a two-thirds vote of the board.
- D. Nominations for Oglesby Union Board Chair and Oglesby Union Board Vice Chair shall be taken from the floor. For the nomination to be recognized, it must be seconded by a person other than the nominator, and the nominee must accept or decline the nomination. Each nominee, whose nomination has been seconded and who has accepted the nomination shall be allowed, in alphabetical order, to address the Oglesby Union Board for no more than five minutes. All nominees shall be asked to leave the room when not addressing the Oglesby Union Board. Upon the completion of the final speech all nominees may enter the room to participate in voting.
- E. All committee officer elections are to take place within one week of the committee assignment. These elections shall be proctored by the Oglesby Union Board Chair/Vice Chair and shall be conducted in the manner described in Chapter 301.1, Section D. .

301.2. No member shall hold more than one leadership position unless the number of positions available outnumbers the number of members. If this situation occurs, then no Oglesby Union Board member may occupy more than one of the following positions at the same time:

Oglesby Union Board Chair
Oglesby Union Board Vice Chair
Committee Chair

301.3 The Oglesby Union Board Chair, Vice Chair, and committee officers can be removed by a two-thirds vote of the Oglesby Union Board.

301.4 The duties of the Oglesby Union Board Chair shall include, but not be limited to:

- A. Call and preside over meetings and see to the general business of the Board.
- B. Act as the spokesperson for Oglesby Union Board policies and interests.
- C. Act as or appoint Oglesby Union Board representatives to University committees.

- D. Appoint all members of Oglesby Union Board committees and the Funding Board Committees within one week after the first meeting of each new session.
- E. Appoint all liaison positions within one week of after the first meeting of each new session.

301.5 The duties of the Vice-Chair shall include but not be limited to:

- A. Perform the duties of the Oglesby Union Board Chair in his/her absence.
- B. Perform other duties as delegated by the Oglesby Union Board Chair that do not violate any standing Student Government or Oglesby Union Board policies and/or statutes.
- C. Upon the vacancy of the Chair, the Vice Chair shall assume the Chair and call for the election of the Vice Chair pursuant to Chapter 301.1 D.

Chapter 302 Oglesby Union Board Powers and Duties

302.1 The Oglesby Union Board shall have the power and duty to set policies, programs, activities and services to be offered by the Oglesby Union Board, and the Oglesby Union Complex. This shall include the power to create and review union departments, programs and affiliated entities.

302.2 The duties of the Oglesby Union Board voting membership shall include but not be limited to:

- A. Attend all Oglesby Union Board general and special business meetings.
- B. Actively serve on one or more committees of the Oglesby Union Board.

302.3 Additional duties of the Union Board student membership shall include but not be limited to:

- A. Serve in a liaison capacity on behalf of the Board.
- B. Hold no less than five office hours per week between the hours of 8:00am and 10:00pm.
- C. Attend at least three activities or programs sponsored by one of the Oglesby Union Complex departments per semester.
- D. Deliver at least one Oglesby Union Board Report a semester to the Student Senate, and provide a copy of the report to the Senate Program Assistant.
- E. Become financially certified by SGA Accounting.
- F. Attend all meetings called by the Oglesby Union Board Chair.

302.4 The Oglesby Union Board shall participate in the budgetary process for all Union departments by:

- A. Reviewing individual department and subsidiary budgets each fiscal year.
- B. Assessing the effectiveness of program services, activities, amenities and facilities offered in by the Oglesby Union Complex.
- C. Presenting a budget request and justification for all Union departments and subsidiaries to the Student Senate each fiscal year.
- D. Appropriating A&S and self-generated funds to the appropriate Union budget category upon allocation by the Senate of the A&S request.
- E. Approving any amendments, revisions or changes to the Union Budget throughout the fiscal year.

302.5 The Oglesby Union Board shall review and allocate all space in the Oglesby Union Complex in accordance with University Policy, which shall include leased and assigned space.

302.6 The Oglesby Union Board shall develop an Oglesby Union Complex Long-Range Plan.

Chapter 303 Oglesby Union Board Meetings

303.1 The Oglesby Union Board shall officially convene the first Wednesday of each month at 4:30p.m. Meeting sessions are to coincide with the academic calendar year.

303.2 The first meeting of a new session shall occur within two weeks after the inauguration of the new board members each spring semester.

303.3 The Chair or three voting board members may call special meetings of the Oglesby Union Board to discuss pertinent or time sensitive matters. These must be announced to the general membership one week prior to the special meeting date. Minutes of special meetings must be taken by the Oglesby Union Board Secretary or designee. The minutes, if taken by the designee, must be submitted within five school days. Minutes of special meetings should include all information dictated in Chapter 303.5.

303.4 The Agenda of the Board shall be prepared by the Oglesby Union Board Chair, Vice-Chair, Advisor and Secretary no later than the Monday preceding a regularly scheduled meeting. Board agendas shall be formatted as such:

- A. Call to Order
- B. Opening Roll Call
- C. Verification of a Quorum
- D. Public Announcements
- E. Approval of Minutes
- F. Messages from Chair,
- G. Messages from the Director/Associate Director, including progress reports on Reports, Decisions, and Resolutions Previously passed.
- H. Messages from the Advisor

- I. Liaison Reports
- J. Committee
- K. Unfinished Business
- L. New Business
- M. Final Announcements
- N. Final Roll Call
- O. Adjournment

303.5 Oglesby Union Board meeting minutes are to be recorded and filed within five school days in the Oglesby Union Board Administrative Office. At each meeting the Board will review and approve the previous meetings minutes. The official proceedings of the Board shall be recorded by the Secretary and shall include all items listed on the agenda.

303.6 Only Oglesby Union Board members and ex-officio members may speak at Oglesby Union Board meetings unless the chair acknowledges a non-member, with pertinent information, to address the Board.

303.7 Each member may have a maximum of five minutes to speak in support or opposition of issues, decisions and resolutions before the board, unless the Chair limits debate on the discussion. The time limit is subject to appeal by a majority vote of the board.

303.8 The sponsor of a measure has the right to five minutes opening and closing debate in addition to normal allotted time.

303.9 Decisions of the Chair may be overridden by a two-thirds majority vote of the board.

303.10 Roberts Rules of Order, the most current edition, shall be the parliamentary guidelines under which the Oglesby Union Board shall operate in cases where The Oglesby Union Manual does not address the matter.

Chapter 304 Oglesby Union Board Committees

304.1 The Oglesby Union Board shall have the following standing committees:

- A. The Policy and Bylaws Committee shall review and recommend changes to all Oglesby Union/ Oglesby Union Board policies, bylaws and rules. Additionally, the committee shall settle all disputes, appeals and infractions concerning the bylaws and rules of the Oglesby Union Board and the Oglesby Union Complex.
- B. The Space Committee shall review and recommend the allocation of reservable, non-reservable, and retail space within the Oglesby Union Complex. The Committee shall review and recommend the allocation of student organization space in the Activities Building and the Student Life Center each spring semester. Final approval of all space allocations rests with the Vice-President of Student Affairs. Academic classes are not to be

scheduled in the Union Complex except with the approval of the Oglesby Union Board.

- C. The Budget Committee shall oversee the development and presentation of the annual Union budget, and any other budgetary requests. The Oglesby Union Board Budget Request is subject to the approval of the Union Director. The committee shall also approve all amendments and revisions to the Union budget throughout the fiscal year.
- D. Members of the Oglesby Union Board shall serve on the Funding Board Committees as specified in SBS 807.E. An Executive Committee shall be composed of the Chair, two student and two non-student voting members with the Director acting as an ex-officio, non-voting member. Three voting members shall constitute a quorum. The purpose of this Committee shall be to act in emergency situations or in times when the Board is unavailable to conduct business. The report of the Committee's action will be presented to the Board at its next meeting.

304.2 Other standing committees may be created by amending this policy.

304.3 Ad-hoc committees may be created as necessary by the Oglesby Union Board Chair or by a majority vote of the board.

304.4 At the beginning of each fall semester, the Oglesby Union Board Chair shall appoint an ad-hoc committee with the specific charge of developing and or maintaining a long- range plan for the Oglesby Union Complex. This committee shall examine services, programs, projects, and subsidiaries to plan for the future needs of the Union Complex as well as recommending CITF proposals. This committee shall be comprised of the Oglesby Union Board Chair, Vice-Chair, the Oglesby Union Associate Director of Operations, and two other Oglesby Union Board voting members. Additional members of this committee may be added at the discretion of the Oglesby Union Associate Director of Operations. Additional members must be current FSU faculty/staff or current FSU students. Additional members will be considered voting members of the Oglesby Union Long-range Planning Committee, but will not be considered voting members of the Oglesby Union Board, unless they are recognized as such prior to being placed on the Long-range Planning Committee. Elections for the Chair and Vice-Chair of this committee shall be conducted in the fashion described in Chapter 301.1, Section D of this manual.

304.5 All committees shall elect a Chair and Vice Chair within one week of the appointment of committees. All elections shall take place pursuant to Chapter 301.1, Section D of this manual. .

304.6 The Oglesby Union Board Chair shall refer measures to the appropriate committee for consideration and recommendations. After such time that the committee has thoroughly considered the matter, it shall present the measure to the general Board for its approval.

- 304.7** Committee meeting minutes shall be recorded and filed within five school days in the Union Administration offices. These minutes shall show a record of attendance (both roll calls), meeting time and location, the officer presiding, decisions on all measures, and documentation as necessary to show the proceedings of the committee.

Chapter 305 **Oglesby Union Board Liaisons**

- 305.1** The Oglesby Union Board Chair shall appoint each of the student board members to act as liaisons to Oglesby Union departments and affiliates.
- 305.2** In consultation with the Oglesby Union Director, the Oglesby Union Board Chair shall determine the nature and role of each liaison position.
- 305.3** Liaisons will be required to meet with his/her department or affiliate at least once during each calendar month and provide a full written and oral report to the Oglesby Union Board. Liaison reports shall be due to the Oglesby Union Board Secretary no later than 12:00 P.M. on the day of an Oglesby Union Board meeting unless otherwise requested by the Oglesby Union Board Advisor or Secretary. Each report shall be kept on file in the Union for future review and consideration.

Chapter 306 **Oglesby Union Board Code of Ethics and Standards**

306.1 **Meeting Attendance**

- A. Oglesby Union Board members shall give notification of an expected absence from an Oglesby Union Board and/or committee meeting to the Oglesby Union Board Secretary and/or committee Chair as soon as possible, but limited to no longer than five school days after the absence occurs in order for the absence to be considered excused. The absence must be recorded on an official Oglesby Union Board Absence Form. Absence forms can be found with the Oglesby Union Board Advisor or Secretary.
- B. Excusable absences are those involving: illness, death, injury and travel on school related business. Official documentation must be provided for an absence to be excused.
- C. An absence from both roll calls at an Oglesby Union Board meeting (special or regular), or a committee meeting shall equal one absence. The Oglesby Union Board Secretary shall keep all attendance records.
1. Absence from one roll call will result in a half absence.
 2. Half absences shall be added to form whole absences, which shall be considered for the purpose of suspension.
- D. . A suspension shall be defined as the loss of all voting and participatory rights as an Oglesby Union Board member as well as the privileges provided for in Chapter 307.

- E. Members worthy of suspension, pursuant to Chapter 306.2, shall receive a letter from Oglesby Union Board Chair on official Oglesby Union letterhead within five school days of the Board member qualifying for suspension. The letter shall explain the reason for suspension. In the case the Oglesby Union Board Chair is in violation of Oglesby Union Board Policy, his or her Vice-Chair shall oversee the suspension process.
- G. After being suspended, the member shall appear before the Policy and Bylaws Committee who shall conduct a full review of the member's actions. The Policy and Bylaws Committee, after a full review, shall issue a decision on whether or not to revoke all of a suspended member's privileges and move forward with the impeachment process pursuant to the SBS and the Student Body Constitution, or clear all charges and reinstate the member's privileges.

306.2 Suspension Worthy Behavior

- A. Failure to deliver one liaison report at any point during an Oglesby Union Board member's term of office shall result in suspension.
- B. Failure to submit a leave of absence form for the summer term will result in suspension.
- C. Failure to attend two committee meetings at any point during an Oglesby Union Board member's term of office shall result in suspension unless the absence is excused by both the Oglesby Union Board Chair and the Oglesby Union Board Policy and Bylaws Committee Chair.
 1. The process for excusing an office shall take place in accordance with Chapter 306.1, Sections A, B, and C.
 - 2.
- D. Failure to attend one general or special meeting at any point during an Oglesby Union Board member's term of office shall result in suspension unless the absence is excused by both the Oglesby Union Board Chair and the Oglesby Union Board Policy and Bylaws Committee Chair.
 1. The process for excusing an office shall take place in accordance with Chapter 306.1, Sections A, B, and C.

306.3 Resignation of Board Membership

- A. Resignations must be made in writing and submitted to the Oglesby Union Board Chair with copies being sent to the Oglesby Union Board advisor and the Union Director.
- B. Resignations shall be read during the next regular meeting of the Oglesby Union Board.

306.3 Oglesby Union Board Student Seat Vacancies

- A. Any Oglesby Union Board seat will be declared vacant upon impeachment or resignation.
- B. Any vacant seat may be filled through the Oglesby Union Board selection process pursuant to Chapter 605 of the SBS.

306.4 Leaves of absence

Any Oglesby Union Board member not enrolled at the university during summer session must inform the Chair before the last meeting of the spring semester. This shall be considered a leave of absence until the fall semester and will not be counted against the members standing. An absence form must be filled out by the member taking a leave of absence. The form must then be submitted to and signed by both the Oglesby Union Board Advisor, and the Oglesby Union Board Policy and Bylaws Committee Chair. The Policy and Bylaws Committee Vice-Chair will sign the Policy and Bylaw Committee Chair's absence form if the Chair takes a leave of absence for the summer.

Chapter 307 Oglesby Union Board Member Privileges

- A. A Union Activity Card is issued to each current member of the Oglesby Union Board for the length of his/her term of office. The purpose of the card is to ensure that the Board members become acquainted with the programs and services of the Oglesby Union and as a source of identification to union staff.
- B. The Union Activity card grants each Board member and one guest the use of Crenshaw Lanes for two game of bowling and one hour of billiards per month.
- C. Union Activity cards shall also be used as a form of identification throughout the Oglesby Union Complex. Each department of the Union shall have a listing of all Oglesby Union Board members in order to verify their identity.

Chapter 308 Official Oglesby Union Board Action

308.1 The Oglesby Union Board shall take official action in the form of reports, decisions and resolutions.

308.2 Reports of the Oglesby Union Board

- A. Reports shall be defined as a detailed measure or plan of action created by a committee.

B. A Final Report shall be made in the Spring Semester prior to the installation of the new Oglesby Union Board Officers and shall detail that years successes, failures and topics needing attention in the future:

1. The Policy Report
2. The Space Report
3. The Union Budget Report
4. The Long Range Report
5. The Fall/Spring Funding Board Budget Reports

C. Procedure for Approval of Reports

1. Upon obtaining the majority vote of committee the report shall be presented to the Oglesby Union Board for consideration.
2. After open and frank discussion on the report the Board may adopt the measure by majority vote.
3. After approval, the Chair must submit a signed copy of the report to the Director within three business days.
4. If the report is subject to the Director's approval the Director shall have five business days to approve or veto a report. Reports not acted upon within five business days shall be treated as approved.
 - a. Vetoed reports shall be brought back to the Oglesby Union Board with a written letter of explanation.
 - b. A two-thirds vote shall be required to override the Director's veto.
 - c. All overridden vetoes shall be submitted to the VPSA whose actions shall be final.
5. The VPSA shall have five business days to approve or veto a report. Reports not acted upon within five business days shall be treated as approved.
 - a. Vetoed reports shall be brought back to the Oglesby Union Board with a written letter of explanation.
 - b. The VPSA's veto shall be final.
6. An adopted report shall be considered official action. The Director shall fully implement all adopted reports.

- A. Decisions shall be member-initiated proposals adopted by a majority vote of the Oglesby Union Board that make revisions or changes to union policy or budget.
- B. Any voting member of the Oglesby Union Board may submit a proposal for Board consideration. The member submitting the proposal shall be known as the sponsor of the proposal. The Oglesby Union Board must submit all proposals to the Oglesby Union Board Secretary at least two full business days prior to consideration.
- C. The Oglesby Union Board Chair shall refer proposals to committee for consideration. All measures not referred during a Board meeting shall be reported to the Oglesby Union Board at the next meeting.
- D. Procedure for Approval of Decisions
 - 1. Upon obtaining the majority vote of committee the proposal shall be presented to the Oglesby Union Board for consideration.
 - 2. After open and frank discussion on the proposal the Board may adopt the proposal as an official Board decision by majority vote.
 - 3. After approval, the Chair must submit a signed copy of the decision to the Director within three business days.
 - 4. The Director shall have five business days to approve or veto a decision. Decisions not acted upon within five business days shall be treated as approved.
 - a. Vetoed decisions shall be brought back to the Oglesby Union Board with a written letter of explanation.
 - b. A two-thirds vote shall be required to override the Director's veto.
 - c. All overridden vetoes shall be submitted to the VPSA whose actions shall be final.
 - 5. The VPSA shall have five business days to approve or veto a decision. Decisions not acted on within five business days shall be treated as approved.
 - a. Vetoed decisions shall be brought back to the Oglesby Union Board with a written letter of explanation.
 - b. The VPSA's veto shall be final.
 - 6. An adopted decision shall be considered official action. The Director shall fully implement all adopted decisions.

308.4 An adopted report or decision shall constitute official action. The Director shall implement all adopted reports and decisions.

308.5 Resolutions of the Oglesby Union Board

- A. Resolutions shall be formal expressions of the opinion or will of the Oglesby Union Board.
- B. Any voting member of the Oglesby Union Board may submit resolutions for Board consideration. The member submitting the resolution shall be known as the sponsor of the resolution. The Oglesby Union Board must submit all resolutions to the Oglesby Union Board Secretary at least one full business day prior to consideration.
- C. After open and frank discussion on the measure the Board may vote to adopt the Resolution by a majority vote.

308.6 The Oglesby Union Board Advisor shall, before each Oglesby Union Board meeting, confer with the Director and VPSA to determine what action the Director and the VPSA have taken on adopted reports and decisions. The Oglesby Union Board Advisor shall report to the Oglesby Union Board action taken upon reports and decisions and the location of each previously adopted report or decision.

Chapter 309 Amendments to Union Policy

- 309.1** All amendments must be submitted in writing to the Policy and Bylaws Committee at least one week prior to the Oglesby Union Board meeting.
- 309.2** After passing in the Policy and Bylaws Committee, amendments must be brought to the Board for a discussion and vote. A two-thirds majority vote of the voting members present must be reached for the amendment to pass.
- 309.3** The Oglesby Union Board Secretary shall have the authority to make changes to this policy without Oglesby Union Board action only when the change involves grammar, spelling, line spacing/alignment, or punctuation. Any other corrections the Secretary deems necessary must be brought to the Chair's attention. He or she will then refer the matter to the Policy and Bylaws Committee for it to address the matter.

SECTION 4 OGLESBY UNION BOARD POLICIES**Chapter 01 OGLESBY UNION BOARD SPACE ALLOCATION POLICIES**

- 1.1 The Activities Building and the Askew Student Life Center (ASLC) are the home for student involvement— Student Government Association (SGA), SGA Agencies and Councils, Union Productions (UP), Club Downunder (CDU), and Student Organization Services (SOS), Congress of Graduate Students (COGS), and National Pan-Hellenic Council (NPHC). No additional Union space should be granted to university departments without Oglesby Union Board approval.

An organization shall be eligible for consideration for space if the organization is a

Recognized Student Organization (RSO) or is an entity of the Student Government Association (SGA). The use of the Activities Building and the Askew Student Life Center allocated space is intended exclusively for work conducted by The Florida State University registered students.

- 1.2 Oglesby Union Board Space Allocations Committee, in considering the allocation of space for an eligible organization may consider and give weight to one or more of the following criterion:
- A. The extent to which the allocation would promote or maintain a diversity of interest of the student body, including the representation and encouragement of the broadly based organization, student government sponsored organization, leadership organization, honor societies, community service groups, and special interest groups.
 - B. The level of activity and trends in the level of activity shown by scheduled activities, previous activities, success in previous activities, and resources available to implement planned activities, the extent of representation of or service to the students of the university, and the extent to which such benefit is direct or indirect.
 - C. The likely extent of effective and efficient use of space, as indicated by current usage, previous usage, planned usage, and systematic or standard operating procedures, including record keeping and adherence to rules governing its operation.
 - D. The extent of representation of or service to the students of the university, and the extent to which such benefit is direct or indirect.
 - E. The uniqueness of benefit conferred on the students of the university or the potential for such unique benefit.
 - F. The degree to which the organization is related to an academic discipline or other interest already represented with offices on the university campus.
 - G. The potential additional benefits to the organization from the location of space, and its potential ability to function without space.
 - H. The adherence to the Community Standards of Organizations granted space will be assessed through the Space Evaluation Form.
 - I. Retention of former space is not automatic.
- 1.3 Space assignment in the Activities Building will be made in the following priority:
- A. Professional and support staff of:
 - (1) Student Government Association
 - (2) Student Activities Center
 - B. Student Government Association

- (1) Executive
- (2) Legislative
- (3) Judicial

- C. SGA Agencies, Councils (groups that have a campus-wide scope service or activity), Affiliated Projects, and Bureaus
- D. Recognized Student Organizations

1.4 Space Allocations Guidelines:

- A. All such organizations are entitled to be considered for designated space in the Union. Applications will be considered on a yearly basis with assignments by the end of the spring term. The Oglesby Union Board Space Committee Chair will be responsible for developing a timeline for the space allocation process in conjunction with the Oglesby Union Board Chair and Advisor. For two weeks the Space Committee will be responsible for publicly advertising this process to organizations in the beginning of the spring term.
- B. All former occupants of office space in the Activities Building and the SLC must vacate their office by the end of the spring semester, unless exempted by the Oglesby Union Board.
- C. All organizations that have been allocated space for the coming year may occupy their office by the first week of the Summer A Term.
- D. Types of Space:
 - (1) Group - Access to space in a common room.
 - (2) Shared - Specific office hours in a private office shared with one or two organizations with alternate office hours.
 - (3) Private - One private room per organization
 - (4) Suite - A suite of offices per organization
- E. All new organizations should first consider requesting group or shared space.
- F. Organizations in shared office space may choose to work together to establish office hours or shared answering arrangements. Discrepancies regarding office space allocation will be resolved by the Oglesby Union Board Space Committee. The Oglesby Union Board has final approval.
- G. It is expected that private or suite spaces will require high utilization to maintain single organization use from year to year.
- H. Procedure to upgrade to higher space requires Board approval and will be decided on in the spring semester. The decision will be based upon need and the past utilization of office space as well as services offered or rendered to the student body.

- I. Any organization that adheres to the original deadline set by the Space Committee may fill out the Space Proposal Appeal Form. The Oglesby Union Board has final approval.
- J. Any organization that presently occupies space in the Oglesby Union or the Askew Student Life Center and does not submit a request form by the stated deadline will have their space revoked.
- K. Only student organizations, which have submitted a Space Request, will have five (5) business days from the time the finalized Space Allocation Plan is approved and posted by the Oglesby Union Board to submit appeals. Appeals are not heard based on a disagreement with the decision of the Space Committee and/or the Oglesby Union Board. Grounds for an appeal may be honored if the Oglesby Union Board is found to have violated either of the following:
 - (1) Written policies and procedures found in the Oglesby Union Policy Manual were not followed or were deviated from.
 - (2) Facts were missing based on the policies in place at the time of the initial proposal.
- L. The Space Allocation process will occur in the spring term, unless exempted by the Oglesby Union Board.

Chapter 02 COMMUNITY STANDARDS FOR ASSIGNED SPACE IN THE OGLESBY UNION COMPLEX

1. All organizations with space, whether shared or not, in the Oglesby Union and the Askew Student Life Center must check in and submit office hours to the Oglesby Union Board by the end of the 3rd week of each term. Organizations must keep a minimum of ten (10) office hours between the hours of 8:00 A.M. to 10:00 P.M. Office hours must held during the Monday-Friday workweek of the fall and spring semesters; and a minimum of five (5) office hours during the summer. The Organization's space will be monitored throughout the year.
2. Organizations occupying allocated space must comply with annual recognition processes outlined by the SAC.
3. In order to maintain a safe and aesthetically pleasing environment, organizations may only use their assigned space. The organization's items must not be found in "common areas." If storage is available, the Oglesby Union will make efforts to reasonably accommodate excess items.
4. Assigned space should be maintained in a reasonably clean manner.
5. Decorative and informational items may be used to personalize assigned space provided they do not cover the majority of the interior window. Items may not be placed on exterior window.
6. Organizations are responsible for damage of university property or excessive wear and tear of assigned space.
7. In order to maintain an atmosphere of cooperation and community, individuals and groups are expected to display attitudes of respect and professionalism at all times.

8. Assigned space is to be used for organizational business.
9. After hours access is a privilege. Access shall be by swipe card only. Propping of doors is prohibited.
10. Violations of the Community Standards will be reviewed by the Oglesby Union Board Space Committee as well as recommendation of possible sanctions made to the Oglesby Union Board. Sanctions may include but are not limited to: written warning, restriction of after hour's access, revocation of space, or re-allocation of space to an alternate organization.

Chapter 03 SPACE SHARING AGREEMENT

- 3.1 All organizations sharing space in the SAC will adhere to the Space Sharing Agreement provided by the Oglesby Union Space Committee. Organizations are expected to adhere to agree upon contracts.
- 3.2 Violations will be referred to the Oglesby Union Space Committee for action deemed appropriate by the Space Committee. The Space Committee shall then refer the matter to the Oglesby Union Board for its approval of the measure.

PART II

GENERAL POLICIES

The Oglesby Union Complex is comprised of the following buildings: Davis, Turner, Crenshaw, Activities, Moore Auditorium, Askew Student Life Center (ASLC), Haskins Circus, and Student Services Building. Adjacencies to these facilities, including the Union Green, Union Amphitheater, Union Courtyards, ASLC Courtyard, and Woodward Plaza are subject to general policy for the Oglesby Union as outlined herein below. References to the Oglesby Union Complex hereinafter contained in this policy manual cover all facilities mentioned above.

This policy manual is subject to the provisions of university policy.

SECTION 1 - RIGHTS AND RESPONSIBILITIES

University space and facilities will be used for the official and regular purposes and functions of the university. The university may extend the use of specified space and facilities to members of the university community and to the general public subject to the provisions of university and Oglesby Union Board policy.

All persons using the facilities, programs and services of the Oglesby Union are expected to obey the laws and regulations of the State of Florida, Florida State University, and the Oglesby Union, and to respect the freedoms and rights of others who use these same facilities, programs, and services.

SECTION 2 - HOURS OF OPERATION

The normal operating hours of the Oglesby Union Complex are subject to change and can be found on the union website at <http://union.fsu.edu>.

SECTION 3 - UNIVERSITY AND PERSONAL PROPERTY

Removal of Property from Oglesby Union Complex

Equipment and furnishings assigned to these facilities are not to be removed from the premises for any reason except by approval by the Union Director.

Damage to Property

Individuals or groups using the facilities are responsible for any damage to university property. The cost incurred to repair any damage will be charged to the individual or group responsible for the damage. Failure to pay for said damages will result in the individual or group being referred to the university's Office of Student Rights and Responsibilities for judicial action.

Personal Belongings

Individuals are responsible for any personal belongings they bring into the facilities.

Liability

The university disclaims responsibility for injuries occurring in the use or preparation of reserved space for special events, which require alteration of the rooms, set-up, or decorations. Injuries or the theft of personal effects occurring in connection with the event shall in no way be the responsibility of the university or its officials.

SECTION 4 - GIFTS AND PERMANENT OBJECTS

Any request to erect or install permanent objects or donated gifts, such as sculptures, paintings, renovations or furniture within the Oglesby Union Complex, should be directed to the Union Director. The Union Director may refer such requests to the Oglesby Union Board for approval. When applicable, the Oglesby Union Board may then forward requests to the Campus Development Committee.

SECTION 5 - RESPONSIBILITY FOR SPACE ALLOCATION AND USAGE

The Oglesby Oglesby Union Board is responsible for allocating office and other non-reservable space in the Oglesby Union Complex. The Oglesby Union Board is also responsible for determining what reservable and non-reservable space is.

SECTION 6 – USAGE OF MEETING SPACE

In an attempt to maximize the usage of space for all Recognized Student Organizations, Guest Services has limited the amount of reservations after 4 p.m. Organizations wanting to reserve space after 4 p.m. in the Oglesby Union Complex will be limited to no more than three reservations per week. Exceptions may be granted by the Guest Services staff based on specific circumstances. Requests for exceptions must be submitted to Guest Services no less than one week prior to the scheduled event.

SECTION 7 – ASSIGNED SPACE POLICIES

The Oglesby Union Board Space Allocation Committee reviews the assignment of space in the Oglesby Union on an annual basis. Once assignments are recommended and approved by the Union Director and Vice President of Student Affairs, said assignments are subject to Oglesby Union Board Space Allocation Policy (Part I, Section 4, Chapters 01, 02, 03).

Key/Entry Systems

The head of each organization or department having office space in the Oglesby Union Complex is responsible for maintaining proper security of office furnishings, equipment and contents. This necessitates maintaining effective control over the entry systems of these offices.

The Operations Director, with approval from the Union Director or designee, will authorize departmental keys or electronic swipe cards to department heads, staff members and authorized members of organizations that are assigned space in the Oglesby Union Complex.

Individuals must then go to the University Key Bank, to obtain the key(s). When the individual who was assigned a key is no longer authorized to have one, it shall be the responsibility of the head of the department or organization to ensure the key is returned to the Oglesby Union Operations office.

No student or staff member will have keys to perimeter doors of the Askew Student Life Center, as these doors are secured by a swipe card system administered by the Department of Public Safety (FSUPD).

Use of a Master Key

The only time a staff member with a master key is permitted to open the offices assigned to an organization or department is when performing an assigned custodial or maintenance function, or when a person authorized by the department head requests access to the department office.

After Hours Office Usage by Students

After-hours use of the Oglesby Union and Askew Student Life Center is afforded to those individuals who have been approved by the Director of Oglesby Union or designee.

After Hours Office Usage by Staff

After hours use by university employees should be for business purposes only and should adhere to the university policies and procedures.

Office Decorations

Occupants of assigned office space may display announcements and decorations on their doors and inside their space, provided no fire hazards result and no damage is caused to the facility, such as paint stains, holes, or cracked plaster or glass. If damage does occur, the occupants of the office will be charged for the cost of repairing the damage. Requests to install other items and furniture are subject to the approval of the Director of Student Activities and the Oglesby Oglesby Union Board. To maintain an attractive and clean environment, posters, leaflets, announcements, etc., are not to be placed upon the windows of the Oglesby Union Complex. All other decorations visible from the outside are subject to the discretion of the Oglesby Oglesby Union Board. No objects shall impede a normal entrance or exit to an office or building.

SECTION 8 - RESERVABLE SPACE POLICIES

When reserving space, your organization may be required to fill out one or more of the following forms:

- Events Permit (EP)
- Sound Request Form
- Registrar's Agreement for use of Academic Space
- Food Service Request

Overtime charges may apply to an extension of hours beyond the normal opening.

Cleanup Fees

A cleanup fee may be assessed for all major functions in the Union Ballrooms. There may also be a cleanup fee assessed for functions in any Oglesby Union Complex building facility if deemed necessary by Guest Services or Oglesby Union staff based on the severity of the cleanup needed.

Senate Chamber Use:

Use of the Senate Chamber shall be reserved solely for the work and duties of the Student Senate, unless otherwise designated by the Senate President.

The Florida State University Groups Use:

Reservations of space by Recognized Student Organizations, university departments and university related groups for non-academic campus events are made with the Oglesby Union Guest Services Office. All Recognized Student Organizations should have their president designate no more than three officers who will be responsible for requesting space with Guest Services. New reservations will not be accepted until such names are turned in to Guest Services. Reservations for space can be made on the following schedule: April 1 or first working Monday in April for the summer and fall semesters; October 1 or the first working Monday in October for the spring semester. There are certain university events that have priority for reservations. These university events include but are not limited to: Orientation, Preview, Seminole Sensation Week, Family and Parents' Weekends, Fee Payment, Exit Interviews (Controller's Office), Homecoming events, Honors Colloquiums, Board of Trustee's Meetings, Career Expo, Cap and Gown Distribution and open dances. Registration for these events can be made a year in advance.

The Oglesby Union Board may approve exceptions to this policy. The Guest Services Office reserves the right to adjust space assignments so that as many groups as possible may be accommodated.

Requests for reserving space can be made by contacting Oglesby Union Guest Services in the following manner:

- Walk ins. Stop by the Guest Services Offices in the Krentzman Lounge.
- Email. Send your space request to gsassist2@admin.fsu.edu
- Phone. Call (850) 644-6083 to make your reservation request by phone.
- Web Request. Visit www.unionreservations.fsu.edu to request space online

All requests for space will be taken on a first come, first served basis.

Reservable Space: General Public Use:

General public use of the Oglesby Union Complex facilities is permissible during university breaks when students are not on campus. The Oglesby Union Board may make exceptions to this policy.

Reservable Space: Union Green

The Union Green will be available for programming. The Union Green is available to be reserved on a first-come, first-serve basis. A student organization

may reserve this area through Guest Services by completing an Events Permit (EP). Once appropriate university departments authorize the forms, approval for the event will be confirmed. A function reserved for the Union Green may not conflict with any existing previously reserved function in the Union.

The Guest Services' Office in the union has the right to deny space to any group or organization due to previously planned events. They also reserve the right to adjust space assignments so that as many groups as possible may be accommodated.

Set-up on the Union Green may not impede the entrance or the exit of the Union. Additionally, all organizations must adhere to The Florida State University Posting Policy, which can be found at <http://www.posting.fsu.edu>.

Groups reserving space on the Union Green must strictly adhere to the "Amplification of Sound" policies as outlined in the Oglesby Union Policy Manual, Part II, Section 7. Failure to adhere to these policies will result in a suspension of privileges for reserving space in the union. The first violation will result in a one- semester suspension. Any subsequent violations will result in a one-year suspension.

Off-Campus Groups

Educational meetings and conferences involving off-campus groups and organizations must be approved by the Guest Services Coordinator.

Academic Use of Space

In the Oglesby Union Complex, space priority is given for student use, where, in other university facilities, priority is given to academic use of space. Classes or labs for academic credit are normally not to be scheduled in the Oglesby Union. The Union Director can make exceptions on a per request basis. The Oglesby Union Board will be notified of all exceptions.

Space Charges

There is no charge for use of reservable space in the Oglesby Union, Student Services Building or the Askew Student Life Center when a university group composed of a majority of FSU students uses the facilities without charging admission or taking a donation. In other circumstances, charges apply (see appendix).

University President Inviting Groups

The Office of the University President may use reservable Oglesby Union space without charge when entertaining off-campus groups.

Accounts Past Due

Guest Services reserves the right to refuse to accept and/or cancel existing reservations when an organization is 60 days past due on its payments for rental space. The Oglesby Oglesby Union Board will be directly advised if such a cancellation or refusal is enacted and will review the conditions if necessary.

Cancellations

Failure to notify the Guest Services Office of a cancellation at least 48 hours in advance of a space reservation will result in a charge equal to the established rental charge for the space, if a charge would have been made. After two cancellations without notification, the Guest Services office will notify the party reserving space that they may lose their reservation privileges.

Set-Up Arrangements

Requests for set-ups may be made no later than two days prior to the event. Should changes in set-up requests occur within 48 hours of the event, certain set-up charges may apply.

Amplification of Sound

The use of public address systems or other electrical amplification equipment in outdoor areas of the campus is subject to approval. Approval will be granted when it is necessary that such equipment be utilized in the meeting or event and when the use of such equipment does not interfere with the academic processes or activities of the University or with other previously scheduled events or campus activities. All such use of public address systems or other amplification equipment is subject to the other provisions of this rule and shall maintain a reasonable sound level, which meets the communication needs of the event without excessive noise penetration to adjacent areas.

Public address systems and other electrical amplification equipment may be utilized daily in the Oglesby Union Courtyard if it is maintained at a reasonable level, which is defined as meeting the communication needs of the event without excessive penetration to the adjacent areas.

An Events Permit (EP) is required for amplification and must be filled out and signed by the sponsoring organization's representative. Approval to use amplification is granted by the Assistant Union Director/Activities or the Union Director. Additionally, sound is generally permitted on the Union Green Friday 5:00 – 11:30 P.M., Saturday 12:00 P.M. – 11:30 P.M., and Sunday 3:00 – 7:00 P.M. On Fridays there cannot be a sound check prior to 4:30 P.M.

Oglesby Union and Askew Student Life Center Courtyard

The Courtyards and/or the use of tables in the Courtyards may be reserved through the Guest Services Office. During the week of Orientation and the first week of classes of the fall, spring and summer semesters, tables may be reserved in the Courtyards on a daily basis by groups and agencies that primarily assist students in getting established in Tallahassee. Some of the groups that are included but not limited to are: Banks, Newspapers, Telephone services and Television Cable services.

Oglesby Union and Askew Student Life Center Sales

The Business Services Director will be consulted on sales activities in the Oglesby Union and the Askew Student Life Center with the exception of those listed in this manual, e.g. bake sales, UP sales markets, those sponsored by other Union departments, etc.

Other sales are handled and sponsored by Oglesby Union and the Askew Student Life Center Departments, such as the Campus Entertainment Flea

Markets held on Wednesdays. Chance drawings handled by student groups will be allowed if approval is obtained from the University Attorney.

Open Platform Policy

6C2R-3.003 Students' Freedom of Expression Rights and Responsibilities.

(1) The right of all students to seek knowledge, debate ideas, form opinions and freely express their views is recognized. This right must be exercised in a manner which will not interfere with the same rights and freedoms of others in their enjoyment of the benefits of the programs offered by this University, or their lawful use of University facilities, including ingress and egress. Such rights may be exercised subject to applicable laws, rules, regulations, policies and procedures.

(2) The right or freedom of peaceful assembly is recognized and shall be protected. Only those student gatherings that do not disrupt the orderly functioning of the University and related activities shall qualify as peaceful and therefore be protected. Meetings are included in the terms assemblies and gatherings.

(3) The green area on the east side of Moore Auditorium, the central portion of Landis Green and the football stadium outside gate D in the grassy area are designated "open platforms". Any student or other individual who desires to be heard publicly on any issue of concern may use these areas subject to the provisions of this regulation: (1) at any time when previous scheduling does not preclude such use but only from 8a.m. to 10p.m. local time. Amplification equipment is not allowed except as otherwise specifically provided. Typically, the open platform areas are intended for individual expression made often on an unplanned basis. Planned use of campus areas and facilities by groups and individuals is still generally governed by FSU Regulation 6C2R-2.007, Use of Campus Facilities.

(4) Organized or prearranged outdoor student assemblies shall be registered at least twenty-four hours in advance in the Space Reservations Office located in the University Union. Exceptions to the twenty-four hour notice requirement may be granted by the Space Reservations Office.

(5) Registered or non-registered student organizations or other students may hold meetings inside University buildings, provided prior approval is granted by the Space Reservations Office.

(6) The right to peacefully picket is recognized.

(7) Public address systems and other electrical amplification equipment may be utilized by registered student organizations in the University Union Courtyard subject to schedules approved by the Space Reservations Office, and shall in no event be used in other outdoor areas of the campus. All such use of public address systems or other amplification equipment shall maintain a reasonable sound level, which meets the communication needs of the event without excessive noise penetration to adjacent areas.

(8) Students' right to write and distribute literature and to express thoughts and beliefs is recognized. Individual students, non-registered and registered student organizations may circulate literature, provided it is identified by authorship and sponsorship.

(9) Students may sell literature on campus provided a University Solicitor's Permit is obtained from the Office of Business Services.

(10) Registered student organizations and the Student Government Association may invite persons from outside the University to speak to their memberships and the public. If University facilities are to be used for holding the meeting prior scheduling and space reservations approval shall be obtained from the Space Reservations Office.

(11) The Student Government Association and registered student organizations may sponsor speeches by or for political candidates for federal, state or local office. Speeches by political candidates shall be presented only at Ruby Diamond Auditorium, the Outdoor Amphitheatre of the Music Building, the Roscoe R. Oglesby Union Complex or Doak Campbell Stadium.

Specific Authority BOG Resolution January 7, 2003; Reg. Procedure July 21, 2005. Law Implemented 1001.74(6), FS. History--New 9-30-75, Formerly 6C2R-3.03, Amended 7-28-86.

SECTION 9 - FOOD AND BEVERAGE SERVICE FOR EVENTS

For any event at which a group plans to serve food or beverages, special permission is required. A group must indicate their plans for food service on the Events Permit (EP). If the food served is not supplied by Seminole Dining, a "Request for Approval of a Temporary Food Service Permit" which can be obtained at <http://union.fsu.edu/eventplanning/>, is also required. The Department of Environmental Health and Safety will be notified of this request. The completion of these forms is essential in planning your event.

All food and beverages served at events in the Oglesby Union must be obtained from licensed establishments, be prepared in a licensed facility, be protected from contaminants during the storage, preparation, transport, and serving and be kept at approved temperatures at all times. The Department of Environmental Health and Safety will assist in the food service plan for an event.

Your event will not need approval from The Florida State University Dining Services or Environmental Health and Safety if:

- The number of participants in your event is fewer than 50
- The event is not open to the general public
- No cooking of food or food preparation is necessary on-site
- Your beverages are in unopened cans
- Snacks are pre-packaged and unopened (chips, pretzels, etc.)

Your event will need approval from The Florida State University Dining Services and Environmental Health and Safety if any of the following apply:

- Attendance is expected to exceed 50 participants
- Cooking will be required (cook out, BBQ, picnic etc.)
- Sandwiches will be prepared on-site from deli trays
- Perishable products in large quantities will be dispensed (potato, pasta salad, etc)
- Your event is in the Oglesby Union Micco Room

Environmental Health and Safety will review the request to serve food and grant approval within 72 hours. Please note that Environmental Health and Safety requires that the request be submitted at least **three school days in advance** of the event in order to review the food service request.

Bake and Food Sales

Recognized Student Organizations that wish to sponsor Bake and Food Sales must fill out an Events Permit (EP) form and a “Request for Approval of a Temporary Food Service Permit.” Only baked foods that are individually wrapped can be sold. Reservations for a Bake Sale can be made in the Guest Services Office or Student Activities Center.

Alcoholic Beverages

The University Policy on Alcohol defines the appropriate uses on campus and the approvals required. Alcoholic beverages purchased in any of the food service areas will be consumed in the facility in which they were purchased. Groups that wish to have alcoholic beverages served at an event in the Oglesby Union should indicate this request when making space reservations and the group should make arrangements with the university food service contractor for the beverage service. (For fuller detail, see the University Alcohol Policy.)

SECTION 10 - PUBLICITY MATERIALS

Group Leaflets

Leaflets/flyers from campus organizations, university departments and student election publicity material may be posted in the Oglesby Union Complex **only** on the bulletin boards provided for this purpose. The posting of these materials must comply with the university’s policy on posting.

Group Pamphlets

Pamphlets and brochures of general interest to the university community and sponsored by a campus group may be left at the Information Center and at the desk in the lounge for display on the desk counter on a space-available basis.

Location of Posters and Banners

To maintain an attractive and clean environment, posters, leaflets, announcements, and decorations are not to be placed on the doors, walls, windows and posts on the inside or outside of the Oglesby Union Complex, nor on objects such as trees, trashcans, and benches. The posting of materials with

tape, nails, thumbtacks or staples are prohibited on any wall, column or floor in the Oglesby Union unless previously approved by Union Marketing. Guidelines related to office decorations are found in Section 6. There is one standing exception to this: organizations reserving tables in the Oglesby Union may attach posters or signs to their tables with masking tape.

Freestanding signs/ A-frame signs are not permitted in the egress/sidewalk areas of the Oglesby Union. (See Oglesby Union Board Policy, Part V, Section 4: University-wide Posting policy).

SECTION 11 – ASKEW STUDENT LIFE CENTER THEATRE AND MOORE AUDITORIUM

Fire Regulations

State fire regulations prohibit smoking, adding chairs and standing or sitting in the aisles.

Unusual Lighting

The use of candles or any other type of unusual lighting other than that provided must be approved prior to use by an officer from Environmental Health and Safety.

Obtaining a Projectionist

Only approved projectionists may operate the projectors in the theatre and auditorium. Projectionist services can be obtained by contacting the manager of the Films program in the Askew Student Life Center.

SECTION 12 - RESTRICTION OF PETS AND EQUIPMENT

Pets

Pets (except service animals i.e.: dogs) are not permitted in the Oglesby Union.

Bicycle, skateboards, motorized vehicles

The use of unauthorized skates, bicycles, skateboards and motorized vehicles (mopeds, scooters, golf carts, Segways, etc.) in the Oglesby Union is prohibited. Bicycles can be parked and locked at the many bicycle racks in the perimeter of the union buildings. Golf carts can be parked in designated areas. If any unauthorized or inappropriately secured vehicles (bicycles, golf carts, etc.) are in a location that creates a safety hazard, the FSU Police Department will be requested to immediately remove the vehicle.

SECTION 13 - JOB ORDER REQUESTS

Maintenance and custodial job/work order requests to be handled by the Oglesby Union Maintenance staff are to be coordinated through the office of the Maintenance Superintendent of the Oglesby Union. Requests for Maintenance/Custodial services will be documented on a "Request for Repairs" form and forwarded to the Maintenance Superintendent's office for action.

Work order requests can be made by calling the Union Administration Office (644-6860) or by e-mailing the senior Secretary (vkearse@admin.fsu.edu). Contracted vendors seeking maintenance assistance related to renovation of Oglesby Union facilities will coordinate the work with the Oglesby Union Maintenance Superintendent. These requests will be charged at the rate of \$25.00 per hour for labor. In addition vendors will be charged for the cost of materials plus a 20% overhead fee.

SECTION 14 - TOBACCO FREE

The Oglesby Union, Student Services Building and the Askew Student Life Center are tobacco-free facilities. This includes all space within the Oglesby Union complex, including the east and west courtyards, the Askew Student Life Center and any stairwells/landing areas.

SECTION 15 - RETAIL SPACE

Retail space in the Oglesby Union and the Askew Student Life Center is available for lease to retailers who provide goods or services that do not compete with already existing vendors. When space is available for lease, it is advertised to the general community. Interested vendors can pick up a Request for Proposal (RFP) in Suite T211 Oglesby Union. Following the guidelines of the RFP, vendors submit their RFP and lease bid to the Associate Director of the Oglesby Union. Each RFP is reviewed by the Director and Associate Directors of the Oglesby Union before being sent to the Oglesby Union Board for review and comment, **approval or rejection based on criteria set out in the RFP**. Recommendations for awarding RFP's are forwarded by the Associate Director, on behalf of the Oglesby Union Board, to the University Purchasing Department. If the Purchasing Department approves the RFP and lease bid, the university and vendor enter into a contract. Contracts for leased space in the union are then sent to the Office of the General Counsel for final approval.

The following policy guidelines apply to retail space in the Oglesby Union and the Askew Student Life Center:

1. The responsibility for contracting for space lease is that of the union management in consultation with the Oglesby Union Board. The exception to this is the contracting responsibility for food services. Under the current university organizational structure the responsibility for contracting this service lies with Business Services.
2. The Oglesby Union Board approves rental rates for vendors in the Oglesby Union, the Askew Student Life Center, and the Student Services Building. Contracts with university-operated services may be less than fair market value based on their benefit to students.
3. The Union staff, under the direction of this policy, will take the lead in administrating the fair market rental rate for private vendors and in negotiating any exceptions to this rate.

SECTION 16 - CONTRACT ADMINISTRATION AND SPECIAL EVENT PERMITTING

Contract Administration

All groups utilizing A&S dollars or state dollars are mandated by state law to have contracts administered by an appointed Contract Manager. For the Division of Student Affairs, the Vice-President has designated the Associate Director of the Oglesby Union in the SAC to be the Contract Manager.

An SGA-affiliated student group (e.g. Executive, Legislative, Agency, Affiliated Project, Bureau, Recognized Student Organizations, etc.) planning to obtain the services of an Artist/Lecturer must first complete an "Event Summary Sheet." This sheet may be picked up in the SGA Accounting Office. The Event Summary Sheet must be completely filled out and authorized by the Organization/Agency's President and Treasurer. The Director of Student Affairs must then sign the form in the SGA Business Office. At this point, the officers will be instructed to complete a General Requisition for processing the payment to the Artist/Lecturer.

A Union-affiliated student group (e.g. CDU, UP, PowWow, Crenshaw Lanes, etc.) planning to obtain the services of an Artist/Lecturer must first complete an Event Summary Sheet. The department head's/advisor's signature is required on the form. Once the forms are submitted to the Contract Administrator in the SAC, the contract will be forwarded for the appropriate signatures and the requisitions will be prepared for obtaining payment to the Artist/Lecturer.

If payment to the Artist/Lecturer is needed on the day of the event, the Event Summary Sheet must be received by the Contract Administrator at least three (3) weeks prior to the event.

A Union-affiliated student group must notify the Contract Administrator on the next working day after the event was completed. A Certificate of Completion form is then filed with the University Accounting Office. An SGA-affiliated student group notifies the SGA Business Office of the completion of the event for the processing of the Certificate of Completion.

Special Event Registration

Groups sponsoring events that require the use of outdoor areas, and /or amplification of sound, must complete an Event Permit (EP) available in the SAC.

PART III

UNION POLICIES

SECTION 1 - RESERVABLE SPACE IN THE UNION

Micco Room

The Micco Room may only be used by groups or organizations that are related to the university. Groups planning to use this room should first contact Guest Services, then make arrangements with the Food Service Catering Director if food will be served at the function. The Union Director can make exceptions on a per request basis. The Oglesby Union Board will be notified of all exceptions.

Amphitheater and Moore Porch

The Amphitheater and Moore Porch are available for programming. Union Productions will be insured one day a week for programming purposes in these staging areas. The other four days the areas will be available to be reserved on a first-come, first-serve basis. A student organization may reserve these areas for programming purposes no more than once a month.

A function reserved for the Moore porch, Amphitheater, or Union Green cannot interfere with any existing/previously-reserved function in the Union, especially in the Moore Courtyard. Special consideration must be given to Recognized Student Organizations reserving space in Moore Courtyard on Flea Market days.

Groups reserving space in the Amphitheater and Moore Porch/Courtyard must strictly adhere to the “Amplification of Sound” policies as outlined in this Policy Manual, Part II, Section 7. Failure to adhere to these policies will result in a suspension of privileges for reserving space in the Union. The first violation will result in a one-semester suspension. Any subsequent violations will result in a one-year suspension.

Public Lounges and Auditorium

Snacks and refreshments are not permitted in Moore Auditorium unless they are part of a program or event reserved through the Guest Services Office. If refreshments are served in Moore Auditorium, the food service will be restricted to the foyer area.

Food and beverage reservations for receptions in the Bridge Lounge on the second floor may be made in advance.

Dances in the Ballrooms

The policy for dances is defined in University Policy on Dances, which is included in the “Related Policies” section of this manual.

SECTION 2 – PUBLICITY IN THE UNION

Monitors/Electronic Board

The Union provides four television monitors, located throughout the Union, and an electronic board, located on the first floor of the Union, that play announcements for clubs, organizations, and various activities throughout campus. A monitor/electronic board request form must be filled out for each request. Request forms are available at the Krentzman Lounge Information Center.

Display Cases

Display cases are located throughout the Oglesby Union and may be available for reservation through the Union Marketing & Communications office. Priority will be given to University Recognized Student Organizations; however, university departments may also reserve space. Display cases that are available for use by University Recognized Student Organizations and university departments include:

- Five (5) cases located in the breezeway area directly south of Crenshaw Lanes
- One (1) case located on the exterior west side of Moore Auditorium
- Two (2) cases located in the seating area on the far east side of the Oglesby Union
- Two (2) cases located in the Bridge lounge

Other Display cases located throughout the Oglesby Union are permanently assigned based on location through the Marketing Communications Office. A complete list of assigned display cases is available in the Marketing Office.

Display cases are available for one (1) week reservations and are available to University Recognized Student Organizations and university departments on a first come, first served basis. Display cases that remain unclaimed will be used by Marketing & Communications for the remainder of the week.

Marketing & Communications staff will be responsible for the posting of all materials. Students, faculty, or staff outside of the Marketing & Communications office will not be given keys to any display case at any time.

Requests for use must be submitted in writing and hand-delivered to the Marketing & Communications office:

Marketing & Communications
A113 Oglesby Union
Florida State University
Tallahassee, FL 32306

Materials placed within display cases must follow The Florida State University Code of Conduct and Posting Policy guidelines. Materials will be removed from the bulletin boards by the close of business on the last day of the reservation. Complete display case procedures and guidelines, The Florida State University Posting Policy, and a complete listing of available and unavailable display cases

are available by contacting the Oglesby Union Marketing & Communications office.

SECTION 3 – MISCELLANEOUS

Credit Card Distribution

Credit card companies are permitted in the Oglesby Union during the first week of classes during the fall and spring semesters.

A maximum of three credit card companies are permitted in the union at any given time. Credit card companies should sign up for available space through the Guest Services Office. Fees for space in the union are to be negotiated with the Director of Guest Services or designee.

Credit card companies are required to post signage that informs customers of the potential pitfalls and problems related to credit-card use and bad credit. Such language is to be approved by the Director of Guest Services and the University's Business Services Office.

SECTION 5 - AUTOMATIC TELLER MACHINES

Automatic Teller Machines

Currently, there are ATMs in the Union that are available to customers 24 hours a day, seven days a week, except for certain times when the machines are down for maintenance and balancing. Charges per transaction are established by the respective banking institutions or credit unions.

SECTION 6 - UNIVERSITY INFORMATION AND LOST AND FOUND

Information Center

The Information Center is located on the first floor of the Oglesby Union and is the primary source of information relating to events occurring at the Oglesby Union, as well as general information concerning the campus at large. Students staff the desk, as Information Specialists, during the hours of 8 a.m. – 10 p.m. Monday through Thursday, 8 a.m. – midnight on Friday, and noon – 10 p.m. Saturday and Sunday during the fall and spring semesters. Summer hours of operation may be adjusted based upon a decrease or increase in student enrollment and/or planned activities. Information can be obtained in person or by calling the desk at 644-3434.

Information Specialists also assist guests and/or visitors by providing tours of the Oglesby Union complex. Tours are conducted as needed and provide information concerning the history of the Union, location of various student organizations and groups, and other entities housed in the Oglesby Union.

Lost and Found

The Oglesby Union maintains a Lost and Found service located at the Information Center. Lost articles, which are turned in to this department, are logged, labeled and stored. If these articles are not claimed within 30 days (Reference F.S.705.18), they are sold at public auction twice a year or disposed of as follows:

Prescription glasses are donated to local service organizations for distribution to the needy. Books not sold at the public auction will be sold to the University Bookstore. In the event books remain after sales, they are donated to the Leon County Public Library. Proceeds from sales, and cash found are used for an Oglesby Union Board Scholarship Fund.

SECTION 7 - LOUNGES

The Krentzman Lounge is located on the second floor of the Union. The Lounge is furnished with comfortable seating, computers with wireless Internet access in the Cyber-Chat Corner, and a television viewing area.

An additional lounge is also available on the second floor of the Activities Building, known as the "Bridge Lounge." This area may be reserved for social events; however, public access through the area must be maintained. Also provided are courtesy phones.

SECTION 8 - BUILDING MANAGERS

Building Managers are student employees who represent the management in the supervision of the Union at night and on weekends. If an authorized person needs to gain entrance to an office, or if there is an emergency in the union after regular hours, the Building Manager should be notified at the Guest Services Desk.

SECTION 9 - OGLESBY UNION SCHOLARSHIP FUND

The Oglesby Union Scholarship is to be awarded in the spring semester at the Annual Union Appreciation Banquet..

CRITERIA:

1. The scholarship is available for undergraduate and graduate students.
2. The applying student must be an enrolled student and must be enrolled another semester following receipt of the scholarship.
3. Students applying must be active in programs or operations in the Oglesby Union Complex as volunteers or paid workers.
4. The academic requirement is a 2.5 grade point average (GPA).
5. One letter of recommendation should accompany the application form.

PROCEDURE FOR SELECTION:

1. A student applying for the scholarship will complete the application form available in the Union Director's office and submit it with a letter of recommendation attached by the designated deadline.

2. A selection committee made up of three faculty/staff members and three students will be appointed by the Union Director. This committee will review all applications and select recipient(s).
3. The announcement of the Scholarship winner(s) will be made at the Annual Union Appreciation Banquet.

SECTION 10 - CRENSHAW LANES

Facilities

The Crenshaw Building operated by the Oglesby Union, features 12 synthetic lanes with Brunswick Automatic Pinsetters and a Quibica scoring system; 10 Gold-Crown Brunswick billiard tables, full-service pro-shop and locker rentals; and a gathering space available for party rentals and relaxation.

Hours of operation are available on the website. <http://union.fsu.edu/crenshaw/>

Regulations of Use of Facilities

The following regulations have been established to protect equipment and add to the patron's enjoyment.

Bowling

No food or drinks allowed in the pit area.

All persons bowling must wear bowling shoes.

Bowling balls are only meant to be rolled down the lane.

No bowling on lanes when machine is off.

Gambling is not allowed.

The use of tobacco products is prohibited.

Billiards

One foot must remain on the floor while shooting.

No sitting on the tables.

No above elbow masse' shots allow.

Rack cue sticks in racks when finished.

Gambling is not allowed.

The use of tobacco products is prohibited.

Group Rental of Games Area Crenshaw Lanes

Crenshaw Lanes may be rented through the Director of Crenshaw Lanes for private parties before, during, or after normal operating hours, based on availability. Groups reserving the facilities are subject to the established regulations. The director may establish special rates during low traffic periods. Rates are outlined in Part V, Addendum of this policy manual.

Bowling Team – Practice Time and Procedures

Free Bowling Times

Use of Crenshaw Lanes by members of the Intercollegiate Bowling Teams is subject to availability and scheduled by the Director of Crenshaw Lanes. Such practice is not to interfere with normal business operations and bowlers are to adhere to all facility rules and regulations. If Crenshaw Lanes is to be used during scheduled team practice, notification will be given to the FSU Bowling Team as soon as possible.

Lane conditions, such as, oiling, maintenance of pinsetters and any other associated work will be scheduled by the Director of Crenshaw Lanes.

Bowling Team - Payment for other Games of Bowling

1. Round robin conference matches --Free
2. Any tournaments sponsored by the FSU Bowling Team or club will be at a reduced rate of \$1.00 a game.
3. Other practice times will be available to team members free of charge and are based on availability.
4. Team tryouts for the bowling team will be free of charge yet the concession area and pro-shop will be open for business.

Bowling Teams – ACUI Regional Recreation Tournament

1. Intercollegiate and Recreational Division tryouts will be held at Crenshaw Lanes.
2. Director of Crenshaw Lanes will be in charge of tryouts.
3. After the Collegiate Team is selected, the Director of Crenshaw Lanes will be in charge of the team.
4. The Oglesby Union will coordinate travel and pay for entry fees, travel and hotel expenses.
5. The Recreational Division Team will be the responsibility of the Director of Crenshaw Lanes.

Intercollegiate Bowling Team - Discounts for Merchandise

Crenshaw Lanes will offer materials and supplies at Cost plus 10%.

Bowling Scholarships

The Oglesby Union through Crenshaw Lanes offers scholarships for bowling team members utilizing monies generated from corporate sponsorship, prize money, etc.

Criteria Procedure:

1. Entering freshman must have a minimum 1000 SAT score or a 21 ACT and 3.0 grade point average (GPA) in academic high school courses.
2. Sophomores must have a minimum 2.5 cumulative GPA and be a full time degree-seeking student.
3. Transfer students from junior colleges must have a 2.5 cumulative GPA and a minimum 1000 SAT or 21 ACT score.
4. The Union Director will chair the scholarship committee. The manager of Crenshaw Lanes and the bowling club advisor will also sit on the committee. The Union Director will choose two at large student members for the committee. These students must not be involved with the bowling team.
5. The recipients of the scholarship must be enrolled in the subsequent semester to receive the award.

Billiards Team

Use of Crenshaw Lanes by members of Intercollegiate Billiards Teams is subject to availability and scheduled by the Director of Crenshaw Lanes. Such practice is not to interfere with normal business operations and billiards players are to adhere to all facility rules. The Billiards team will receive free play while the facility is open for a maximum of 3 tables. Any intercollegiate tournaments sponsored will be at no charge. Discounts on supplies will be at Cost plus 10%.

SECTION 11 – STUDENT ACTIVITIES CENTER

This state-of-the-art facility located on the third floor of the Activities Building serves as the home for over 500 clubs, organizations and agencies, as well as UP, the Club Downunder (CDU), Student Organization Services (SOS), Homecoming, and Student Government Publications. The Student Activities Center (SAC) is designed to support the co-curricular needs of our diverse student population, provide a full range of services to help students achieve their personal and organizational goals and to serve as the “home” for our many clubs and organizations.

Union Productions (UP)

UP provides a variety of social, educational, cultural, recreational, and entertainment programs for the university community. The programs provide a forum for the university community to experience a diversity of cultures through a variety of entertainment. UP is committed to fostering student development through both programming and leadership opportunities.

Union Productions programs are presented both in the facilities provided by the Oglesby Union Complex and in other locations on and off campus. Programs may be co-sponsored by either on or off-campus organizations. UP is a student-run organization composed of the following committees: Concerts, Daytime Programs, Culture and Arts Programming, and Special Events. Each committee is composed of a student chairperson and student committee members that make

decisions on the entertainment that will be programmed. Committee membership is open to any undergraduate and graduate FSU student who meets the criteria for inclusion.

Club Downunder (CDU)

The Club Downunder programs a variety of entertainment. Admission into the campus club is free to FSU students; there is usually a charge for non-students. All FSU students are welcome, however, the Florida drinking laws are strictly enforced. The Club Downunder is operated in cooperation with Seminole Dining. Procedures for coordinating club activities and food services are found in the Club Downunder Operating Manual.

Co-Sponsored Events in the Club Downunder

1. The Club Downunder is non-reservable space and may not be used for private functions.
2. Student organizations may co-sponsor events in the Club Downunder according to the guidelines in the Club Downunder operating manual.

Other Services

The Student Activities Center (SAC) sponsors Flea Markets on Wednesdays during the academic year. Students, staff members and non-students may sell goods in the Flea Market. A person wishing to sell goods must make reservations for a table in advance with the SAC. Registration begins at least five (5) days before the Flea Market takes place. When setting up tables, the traffic patterns of the Union must be observed and there can be no obstruction of any doors in the Union Complex. The following restrictions on the sale of goods may be made:

- (1) No items that require a special state license may be sold.
- (2) No items that may be classified as contraband or illegal may be sold.
- (3) No items may be sold that are sold by retailers in the Union or elsewhere on campus without the approval of either the Business Services Director or Union Director.
- (4) No smoking items may be sold. The university reserves the right to restrict the sale of goods as it sees fit. All parties must register and pay in the SAC. Approved rates for tables are listed in the appendix section. The Wednesday market is held between the hours of 8:00 AM and 5:00 PM.

Thursday Vendor Days

Vendors who wish to promote their business to the FSU community may do so on Thursdays in the Oglesby Union during Thursday Vendor Days. Vendors will not be permitted to sell items on Thursdays (vendors who wish to sell items are encouraged to participate in our Market Wednesdays).

Up to five vendors can participate on any given Thursday Vendor Days. A registration fee is charged for each table or table space utilized. A maximum of two tables or table spaces is available to each vendor.

Vendors interested in participating in Thursday Vendor Days should contact Union Guest Services at 644-6083 to register. Rules and regulations pertaining to Thursday Vendor Days are stipulated in the registration for/vendor agreement.

Other Sales

From time to time, traveling artisans wish to display work on the university campus. If the art is compatible with other programs offered by the university, these artisans will be invited to display and sell their goods on campus within the confines of the Oglesby Union Complex. An agreement must first be made with the SAC for the artisan to pay a fee of not less than 15% of gross sales.

Services for Recognized Student Organizations

Recognized Student Organizations at FSU must register with Student Organization Services in the SAC to become an official organization. Once recognized, these student organizations are eligible for many services and privileges on campus. Recognized Student Organizations may reserve and use facilities and space on campus, apply for funding from SGA, be assigned a mailbox and more. Students interested in registering their student organization should visit the SAC for more information.

SECTION 12 - ART CENTER

The Oglesby Union Art Center provides a variety of leisure time programs for the university community. The facility also features a full-service frame shop and special projects for the university community. Classes are offered in numerous areas such as: drawing, acrylics, mosaic tile, watercolor, oil painting, ceramics, photography, stained glass and fused glass. The center is also available for lab usage. Fees are required for the various classes and lab usage. The center is funded in part by Activity and Service (A & S) fees, which result in reduced instructional rates for FSU students. Materials for all classes are included in course fees except when noted. This results in out of pocket fees for participants. Materials used in conjunction with some classes are offered for sale. Note: Participants may be required to pass a competency test before using any equipment at the center. General rules for operations will be established by the Art Center staff and are posted in the Art Center. Every participant will agree to the code of conduct of The Florida State University and the Oglesby Union by their signature on a registration form for the use of the center. Failure to comply with the posted policies may result in loss of all privileges, with no refund or readmittance. These decisions will be at the discretion of the Art Center staff and Associate Director of the Oglesby Union.

Art Center Hours:

Art Center hours are posted in the facility and listed on the Oglesby Union website each term. Special closings and holidays due to unforeseeable events are at the discretion of the Art Center Director and Associate Director and will be posted in the Art Center.

Art Center Sales & Refunds

1. Price increases may occur on class fees, inventory and framing due to rising costs of goods.
2. Class or Access pass refunds will be given at 75% of the original fee according to the following schedule: to be eligible for a refund, a request must be received by the Art Center within 48 hours of the scheduled first class meeting. Requests for refunds after this time period will be denied. If space is available, participants may switch to another class during the same session or “transfer” their payment credit to the next session only.

Oglesby Gallery

The Oglesby Gallery provides space for FSU students (campus wide) and outside artists to display their works of art. The gallery accepts proposals for shows and installations from the general public on a space available basis. Any media will be considered. Slides, digital, or actual work along with resumes for a proposed show must be submitted to the Gallery Director for recommendation. The Oglesby Union’s permanent art collection is located in the Oglesby Gallery and is inventoried and monitored by the Gallery Director and Art Center Director.

The hours of operation for the Oglesby Gallery, located in the Krentzman Lounge, are consistent with the hours of the Lounge and will be posted each term in the facility and on the Oglesby Union website.

SECTION 13 - MICRO-COMPUTER LAB

The Micro-Computer Lab on the second floor of the Oglesby Union is managed by ACNS. Rules and procedures for operation will be posted in the facility.

PART IV

ASKEW STUDENT LIFE CENTER POLICIES

The Askew Student Life Center (ASLC) is the home for University Housing, Student Counseling Center, Congress of Graduate Students (COGS), National Pan-Hellenic Council (NPHC), Student Life Cinema, Cyber Café, Java Blues and the Student Life Center Program Committee. The operation of the facility is funded by Activity and Service fees as well as a prorated share of costs from University Housing, Student Counseling Center, and faculty /staff usage of reserved space.

SECTION 1 - RESERVABLE SPACE IN THE STUDENT LIFE BUILDING

All reservable space (including meeting rooms, Student Life Theatre, etc.) is scheduled through Guest Services in the Oglesby Union. All spaces, with the exception of the meeting rooms, must also be approved by the ASLC Building Director or designee.

Meeting Rooms, Lounges and Courtyards

The Meeting Rooms (101 A, B, C, and D) are available for reservations. Groups planning to reserve these spaces should contact the Guest Services office.

The lounge is primarily a food service seating area for *Reel Coffee*, a concession outlet of the Student Life Cinema, but is available for reservations and other reserved events. Food is available per Part II, Section nine of this manual.

Prior to usage of any reservable space, the space shall be inspected by both the organization requesting the space and the facility providing the service. The group requesting space shall sign a list of guidelines pertaining to the condition of the room. After organizations and groups leave a space reservation, it will be inspected for any damages and evaluated according to the terms agreed upon in the guidelines. Any damages caused by the guests will be charged the exact amount required for all repairs directly to the organization or group at fault.

Student Life Theatre

The primary purpose of the Student Life Theatre is to show films as programmed by the ASLC Film Committee. Organizations wishing to co-sponsor events may submit their requests to the Film Committee Chair for consideration. Other types of events (lectures, performances) may be approved on a space-available basis. The Building Director or designee must approve all reservations.

COGS and NPHC Shared Space

Priority in the COGS/NPHC shared space, rooms 249, 250, and 251 are given to COGS and NPHC groups, but the reservations must be made with Guest Services in advance and should be done thirty (30) days prior to the intended usage date. If the request is not made 30 days in advance, COGS/NPHC priority will be invalidated. Requests will be open to COGS, NPHC and any other groups wishing to utilize the meeting rooms and will be made by Guest Services on a first come, first serve basis.

If an organization outside of COGS/NPHC requests aforementioned space prior to the 30-day deadline, COGS/NPHC must be informed and has twenty-four (24) hours to approve or disapprove the space reservation.

In order for COGS/NPHC to maintain priority use of rooms 249-251, they must demonstrate productive and efficient use of these rooms in accordance with Guest Services guidelines. The Oglesby Union Board will evaluate the priority-use status of these rooms on an annual basis.

SECTION 2 – NON-RESERVABLE SPACE

Cyber Café

The Cyber Café is a facility primarily for computer gaming and Internet access. Access to the computers is only available to students, staff, and faculty with FSU cards and only during posted times. It is non-reservable space.

SECTION 3 – PUBLICITY IN THE ASKEW STUDENT LIFE CENTER

All flyers should be given to the Information Desk for posting in the Askew Student Life Center (ASLC), except for areas occupied by University Counseling Center and University Housing. Flyers must be posted by the ASLC staff. The theatre shadowbox is for the exclusive use of the SLC Film Committee.

Rates for the purchase of slides for organizations to advertise in the pre-movie slideshow through the Student Life Cinema film series.

Student Organization Rate

Per Slide Weekly Rates:

\$40 per week

\$32 per week (Holiday rate)

\$12 per week (Summer B)

\$20 per week (Summer C)

Semester rates:

\$540 for Fall or Spring semester

\$960 for Fall and Spring semester

\$160 for the Summer semester

Slideshow Details:

- We have an average attendance of 2,000 students per week (3,000 during the fall and spring), and a yearly attendance as high as 100,000.
- We have on average 12 movie screenings a week.
- Each slide is on the screen for 20 seconds, and is shown twice in the half hour before every movie. (Once before midnight movies.)
- Slides are presented in widescreen format on an 18' x 45' movie screen.
- A limited number of slides are available each week on a first come first served basis. Specific dates can be reserved in advance.
- We can accept payments via a Cashier's Check, Cash, or FSU Interdepartmental Requisition for your convenience. Checks should be made out to Florida State University.
- Please submit payment and completed slide to us at least 2 weeks before the proposed run date.
- Please respond by email only. Include your name, contact number, email, and the dates and number of weeks for which you want the slide.
- Slides need to be 14.222 x 7.694 inches at 72 dpi. (In PowerPoint, "File" then "Page Setup".)
- Slides must be a PowerPoint file or jpeg, and be labeled with the name of your organization.
- Fraternities can advertise for a general rush via their respective counsels.
- Slides from political RSOs and parties are prohibited. The Union has always strictly avoided any appearance of supporting one party over another. Even if one group is paying and another is not (or cannot), it might look like we're endorsing a political group. We do however give free slides to SGA, and it is no problem to advertise for SGA sponsored events and speakers.
- We reserve the right to refuse slides if the quality and content are inappropriate.

Public Service Announcements (PSAs)

We do not have the resources to provide free advertising to all student groups; however, we recognize that some organizations cannot afford advertising. In an effort to accommodate these groups, we would like to offer PSAs based on the following criteria.

- PSA's have to be advertising a non-commercial benefit or service, not general meetings or events.
- PSA's for fundraising events, or events that charge admission, may be subject to approval only if all proceeds go to charity.
- FSU departments, programs, or student organizations that provide information related to FSU programs, issues and events will be given priority.
- PSAs must refer to on-campus activities only.
- We can play at least 2 PSAs at a time, more if we have the space. If we do not have the space they will run on a rotational basis, for no more than a week.
- PSA slides can be reserved no more than 2 weeks before an event. We should not be contacted any earlier.
- PSAs for RSOs will be taken first come, first served. RSOs cannot have a second PSA slide until all requests from other groups have been addressed.
- PSAs are reserved for organizations with little or no advertising budget.

SECTION 4 – MISCELLANEOUS

Use of chewing gum is not permitted in the Askew Student Life Center (ASLC).

Credit card vendors are not permitted in the ASLC. (See Part III, Section III) Any commercial presence in the public area of the ASLC must be approved by the Building Director.

SECTION 5– INFORMATION DESK

The Information Desk staff is responsible for answering inquiries, enforcing Cyber Café policies, providing set-up services for reserved events, and forwarding lost and found items to the Union Information Desk. They also act as building managers who are responsible for the opening, closing, and general oversight of the building.

SECTION 6—BUILDING HOURS

The Information Desk staff is present at all times during building hours, with the exception of break periods. The perimeter doors are automatically locked and alarmed according to approved schedules. The building will be cleared at closing time. Students are not allowed in the building after regular building hours.

SECTION 7—STUDENT LIFE CENTER PROGRAMMING COUNCIL

The Askew Student Life Center (ASLC) presents a varied and balanced schedule of entertainment and cultural events for the university community. Programs are planned and produced by student committees. (See below) Events produced by other organizations are also welcome in the ASLC.

The Student Life Cinema Film Committee will serve as a subsidiary organization to the Oglesby Union Board.

Student Life Center Executive Committee: The Executive Committee, comprised of chairs of the Student Life Center committees listed below, meets to coordinate programs and services. The Chair of the Executive Committee serves as a liaison to the Oglesby Union Board.

Film Committee: The Film Committee selects the films for the theatre and works closely with the Theatre Management employees to screen the films. They program a variety of styles and genres—including blockbusters, international, independent, and cult films—that create a schedule that has both wide appeal and provides quality experiences that are not available in commercial theatres.

Films with a “G,” “PG,” “PG-13,” or “R, ratings are automatically acceptable for inclusion in the ASLC film series without review. Films with an “NC-17” rating that have already played in commercial theatres in Tallahassee are considered adherent to the community standards and are acceptable. If necessary, films will be reviewed to insure compliance with obscenity laws. All film selections are subject to approval by the Building Director.

The Film Committee also sponsors non-film related activities to augment student life in the building. The Special Events Coordinator organizes gaming tournaments, open Mic nights, Lego contests, trailer contests, and other related events.

Café Cinema Committee: This programming committee selects art house films for screening, typically during the middle of the week. Titles include independent, documentary, and foreign.

Midnight Films Committee: This programming committee is responsible for selecting films for screening on Fridays at midnight. Titles are occasionally shown in the “Phantom Theatre” in the 101 meeting rooms.

Public Relations (PR) Committee: The PR Committee promotes awareness of the building and its programs by various creative means: web site, advertising, flyers, presentations, e-mail, etc

Part V

MISCELLANEOUS

SECTION 1 – PARLIAMENTARY PROCEDURE, ABBREVIATED VERSION

Terminology

- | | |
|----------|---|
| Adjourn. | This is a motion to immediately end business for the day until the next meeting of the Oglesby Union Board. It is not debatable and requires a majority vote. Note how it differs from Recess. |
| Amend | This motion modifies the main motion that is on floor for discussion. There is no parliamentary function that allows for “friendly amendments.” Once a motion is made, seconded, and stated by the Chair, the only way to alter it is through a motion to Amend. This motion is debatable and adopted by a majority vote. |

| | |
|--|--|
| Appeal | The presiding officer of the Oglesby Union Board, usually the Oglesby Union Board Chair; shall decide all votes, points of order, and parliamentary inquiries. In the event that an Oglesby Union Board member disagrees with this decision, he may Appeal the decision of the Chair. This motion requires that the Chair will ask, "Shall the decision of the Chair be sustained?" It will take a majority of the members voting in the negative to overturn the Chair's decision. This motion is debatable. |
| Division of the Assembly | When a vote is taken by voice, before the Chair announces the result of the vote, any member may declare "Division" if he feels the vote could not be determined without a more precise count through a show of hands or other method. This motion is not debatable and only requires that order of one member. |
| Lay on the Table | This is a very dangerous and misunderstood motion for controversial questions. The effect of this motion is that the question that has been laid on the table is dead until it is taken from the table by a majority vote. For issues with weak support, it will be very difficult to take it from the table. Motions laid on the table will never automatically come back to consideration. A wiser motion is that of Postpone to a Certain Time. A motion of Lay on the Table requires a majority vote and is not debatable. |
| Limit or Extend Limits Of Debate and | This motion may either extend the time allocated for debate or restrict it as established in the Oglesby Union Board rules. These motions are not debatable and require a two-thirds vote since it suspends the rules on debate time. |
| Point of | When the Oglesby Union Board appears to be in violation with Rules, the Statutes, Order the Constitution or State Law; any member may raise a Point of Order. This action does not require a second and is not debatable. The Chair will then make a ruling and may give a full explanation. |
| Postpone to a Certain Time | This motion is designed to put off consideration of a pending question to another time, within limits. This is the most appropriate manner for postponing most measures in the Oglesby Union Board. This motion is also debatable and requires a majority vote. |
| Postpone Indefinitely | This motion is designed to kill action on a question. It is useful when the Oglesby Union Board has a pending motion that it wishes to dispense with, without taking a position on it. This usually will occur for political reasons. The result of adoption of Postpone Indefinitely is the immediate killing of the main motion. It is debatable and requires a majority vote. |
| Previous Question | this motion immediately ceases debate on a question and orders the vote. The exception to this motion exists in the Oglesby Union Board rules, in that concluding debate by the sponsor of a measure may occur. The motion to call the Previous Question requires a second, is not debatable, and demands a two-thirds vote for adoption. |
| Raise a Question of | Questions of Privilege are also ruled upon by the Chair. This motion is designed for two purposes: (1) a privilege of the assembly such as asking |

| | |
|---------------------|--|
| Privilege | the Chair to quiet the gallery, or (2) a personal privilege such as being excused from the proceedings. This motion does not require a second, is not debatable, and is decided by the Chair. |
| Recess | This motion is designed to grant the Oglesby Union Board a short intermission of a stated length, at the end of which the Oglesby Union Board will reconvene to continue business. This motion is debatable and requires a majority vote. |
| Reconsider | This motion allows the Oglesby Union Board to reexamine a question upon which a vote has already been taken, within certain time limits. This motion has many technical characteristics, but basically may be decided by the majority vote. |
| Requests | In connection with business in a meeting. Oglesby Union Board members may and wish to obtain information. This may be done in two basic ways: |
| Inquiries | <u>Parliamentary Inquiry</u> . If a member wants information about rules governing Oglesby Union Board, a Parliamentary Inquiry is in order. <u>Point of Information</u> . This is a request directed to the Chair, or through the Chair to another member, for information relevant to the business at hand but not related to parliamentary procedure. |
| Suspend the Rules | This motion is designed to Suspend the Rules contained in the Union Board Rules or parliamentary law for a particular instance. This motion is not debatable and requires a two-thirds vote. |
| Take from The Table | This motion brings from the table a question previously laid on the table. This motion is not debatable and requires only a majority. |

From: Robert, Henry Martyn. The Scott, Foresman Robert's Rules of Order Newly Revised – 1990 ed. Glenview, IL: Scott, Foresman and Company, 199

| TO DO THIS | YOU SAY THIS | INTERRU PT SPEAKER | SECON D NEEDE D | MOTIO N DEBAT ABLE | MOTIO N AMEN D- ABLE | VOTE NEEDED |
|--|---|--------------------------|--------------------------|-----------------------------|----------------------------------|-----------------|
| Adjourn the meeting | I move that we adjourn | No | Yes | No | Yes | Majority |
| Suspend debate without calling for a vote | I move that we recess | No | Yes | No | No | Majority |
| End Debate | I move the previous question | No | Yes | No | No | 2/3 Majority |
| Limit length of debate | I move debate be limited to _____ | No | Yes | No | Yes | 2/3 Majority |
| Ask for vote by actual Count | I call for a division of house | No | No | No | No | None |
| Postpone consideration of A matter to a specific time | I move we postpone to _____ | No | Yes | Yes | Yes | Majority |
| Amend a motion | I move this be amended by _____ | No | Yes | Yes | Yes | Majority |
| Correct an error in Parliamentary procedure | Point of Order | Yes | No | No | No | Chair Rules |
| Object to a ruling Chair | I appeal Chair's decision | Yes | Yes | Yes | No | Majority |
| Obtain advice on proper Procedure | I raise a parliamentary inquiry | Yes | No | No | No | Chair Rules |
| Request information | Point of information | Yes | No | No | No | None |
| Withdraw a motion | I request leave to withdraw a Motion | No | No | No | No | Majority |
| Introduce business | I move that _____ | No | Yes | Yes | Yes | Majority |
| Have a matter studied Further | I move we refer this committee | No | Yes | Yes | Yes | Majority |
| Consider a matter | I move we consider | No | Yes | Yes | No | Majority |

| | | | | | | |
|--|--|----|-----|-----|-----|--------------|
| informally | informally | | | | | |
| Reject a motion without Voting on motion | I move the question be postponed | No | Yes | Yes | No | Majority |
| Take up a matter previously Tabled | I move we take from the table | No | Yes | No | No | Majority |
| Strike out motion previously Passed | I move we rescind the motion calling For _____ | No | Yes | Yes | Yes | Majority |
| Consider a matter out of Scheduled order | I move we suspend the rules and Consider | No | Yes | No | No | 2/3 Majority |

Part VI

RATES

OGLESBY UNION/GUEST SERVICES

| | <u>Student Groups w/charge**</u> | <u>University Related</u> | <u>Non University</u> |
|--|--------------------------------------|-------------------------------|---------------------------|
| <u>Conference Rooms</u> (Capacity up to 25) | \$10.00 | \$50.00 | \$250.00 |
| <u>Meeting Rooms</u> (Capacity 25-50) | \$15.00 | \$60.00 | \$300.00 |
| <u>Florida or University Rooms</u> (Capacity 250) | \$50.00 | \$250.00 | \$500.00 |
| <u>State Room</u> (Capacity 500) | \$75.00 | \$500.00 | \$1000.00 |
| <u>Oglesby Union Ballroom</u> (Capacity 1000) | \$150.00 | \$1000.00 | \$2000.00 |
| <u>Moore Auditorium</u> (Capacity 380) | \$35.00 | \$450.00 | \$575.00 |
| <u>203 Student Services</u> (Capacity 250) | \$50.00 | \$250.00 | \$750.00 |
| <u>SSB Meeting Rooms</u> (Capacity 80) | \$30.00 | \$150.00 | \$350.00 |
| <u>Union Green</u> | N/A | \$1,250.00 | \$2,500.00 |

**There is no charge for the use of reservable space in the Oglesby Union when a university group composed of a majority of FSU students uses the facilities without charging admission or taking donations.

Florida Sales Tax is added to the above prices unless payment is made from a state budget or a tax exemption number is given.

There is a \$25 overtime charge per hour for use of ballrooms after closing hours.

There is a minimum \$300 cleanup deposit for all major functions that take place in the Union Ballrooms. The procedures for applying these charges will be developed by Guest Services and subject to approval by the Union Board.

The above rental rates are subject to change. The rate will be determined upon the consideration of the specific nature of the event being held. Final pricing is subject to the details of the event and will be quoted by the Guest Services Director, and ultimately approved by the Union Director.

STUDENT LIFE BUILDING CHARGES

STUDENT LIFE CENTER**

| | <u>UNIVERSITY</u> | <u>UNIVERSITY RELATED</u> | <u>NON- UNIVERSITY</u> |
|----------------|-------------------|-------------------------------|----------------------------|
| 101 Individual | \$15.00 | \$50.00 | \$300.00 |
| 101 Total | \$60.00 | \$240.00 | \$1,200.00 |
| Café | \$15.00 | \$60.00 | \$300.00 |
| Theatre | \$35.00 | \$450.00 | \$575.00 |

COGS/NPHC SHARED SPACE **

| | | | | |
|------------------|------------------|---------|---------|----------|
| 249 Organization | (Mtg/24) | \$15.00 | \$60.00 | \$300.00 |
| 250 Assembly | (Mtg/36) | \$15.00 | \$60.00 | \$300.00 |
| 251 Work | (Conf/12-25) | \$10.00 | \$50.00 | \$250.00 |
| 252 Break | (Non-reservable) | | | |

* If meals are catered by The Florida State University Dining Services for a scheduled event, the rental rate does not apply. The rental rate applies for all other events.

** There is no charge for the use of reservable space in the Student Life Building when a university group, composed of a majority of FSU students, uses the facilities without charging admission or making a donation.

AUDIO-VISUAL EQUIPMENT PRICE LIST

| | Student | University | University Related | Non- University |
|-------------------------------------|----------------|-------------------|-------------------------------|----------------------------|
| Overhead Projector (high intensity) | \$0.00 | * | \$30.00 | \$40.00 |
| Slide Projector | \$0.00 | * | \$30.00 | \$40.00 |
| TV/VCR on stand | \$0.00 | * | \$30.00 | \$50.00 |

| | | | | |
|---|-------------|---|-------------|------------|
| Portable Sound Cart w/CD and Cassette Players | \$0.00 | * | \$50.00 | \$75.00 |
| And up to 4 microphones | | * | \$12.00/hr | \$15.00/hr |
| Operator (required) | \$10.00 /hr | | | |
| Lecternette Public Address System with 1 microphone | \$0.00 | * | \$30.00 | \$40.00 |
| Flip Chart Easel, with Pad and Markers | \$0.00 | * | \$20.00 | \$25.00 |
| Extension Cord 25-ft. | \$0.00 | * | \$10.00 | \$15.00 |
| Laser Pointer | \$0.00 | * | \$15.00 | \$20.00 |
| Tables, 6-ft. (included in room rental) For Courtyard Use | \$0.00 | * | \$10.00 | \$12.00 |
| A/V Technician, LCD Projector | \$10.00/hr | * | \$12.00/hr. | \$15.00/hr |
| LCD Projector | \$0.00 | * | \$125.00 | \$150.00 |
| Sound Technician | \$10.00/hr | * | \$12.00/hr. | \$15.00/hr |
| Portable Dance Floor | \$100.00 | * | \$125.00 | \$150.00 |
| Lapel Microphone | \$0.00 | * | \$ 25.00 | \$ 50.00 |
| Portable Stage | \$100.00 | * | \$ 50.00 | \$100.00 |

* University groups are charged via the Union Costing Formula

CRENSHAW LANES

General Rates

Bowling

| | | |
|----------------------------------|-------------------|-------------------|
| Open Bowling-per game per person | \$1.75 + tax | \$3.25 + tax |
| League – 3 game set | \$4.50 (inc. tax) | \$9.00 (inc. tax) |
| Cosmic (per hour, per lane) | \$10.00 + tax | \$18.00 + tax |

Billiards

| | | |
|----------------------------------|--------------|--------------|
| Open Billiards-per table per hr. | \$4.00 + tax | \$8.00 + tax |
|----------------------------------|--------------|--------------|

Shoe Rental

| | | |
|--|--------------|--------------|
| | \$1.50 + tax | \$1.50 + tax |
|--|--------------|--------------|

Locker Rental

| | | |
|--------------|--------------|-------------|
| Per semester | \$6.00 + tax | \$6.00+ tax |
|--------------|--------------|-------------|

Table Games

| | | |
|--|-----|-----|
| | N/C | N/C |
|--|-----|-----|

Group Rates

| | | |
|--|--------------------------------|--------------------------|
| Entire Facility Rental (2 hr. min.) | \$140.00 per hr. | \$255.00 per hr |
| Lane Rental Only – per lane | \$9.00 per hr. \$15.00 per hr. | |
| Billiard Table Rental Only – per table | \$4.00 per hr. \$-8.00 per hr. | |
| Summer Camps – FSU & Public School (Daytime use only) | | \$2.00 per hr. per child |

7.5% Sales Tax will be charged except to Tax Exempt Organizations

Cosmic Bowling Rates

Special rates apply when Cosmic Bowling is in use.

| | | |
|-------------------------------------|------------------|------------------|
| Entire Facility Rental (2 hr. min.) | \$155.00 per hr. | \$285.00 per hr. |
| Lane Rental Only – per lane | \$10.00 per hr | \$18.00 per hr. |

Club Downunder**Admission**

| | |
|--------------|--------------|
| Students | Free |
| Non-students | Price Varies |

Fee Schedule for co-sponsored events

| | |
|-----------------------------|----------------------------------|
| CDU Manager (required) | \$20.00 |
| Sound Technician (optional) | \$75.00 |
| Security* | \$20 per security guard per hour |

*CDU will determine the number of security guards required.

Flea Market (Market Wednesday's)

| | |
|--------------|---|
| Students | \$ 5.00 per table |
| Non-students | \$20.00 per table for the first three tables \$15.00 per table for the second three tables \$10.00 per table for additional tables over six |

Thursday Vendor Days

Thursday Vendor Day rates are established in the following manner:

-Initial rate-\$75.00 (plus tax).

-Additional fees may be charged upon the consideration of the specific needs of the vendor.

-Final pricing will be quoted by the Guest Services Director, and ultimately approved by the Union Director.

Summer Flea Market Rates

| | |
|----------|--|
| Students | \$ 5.00 per table |
| General | \$10.00 per table for first 2 tables \$ 5.00 per table additional |

Other Sales

| | |
|--------------|---|
| Art Displays | Artisans pay a fee of not less than 15% of gross sales. |
|--------------|---|

STUDENT LIFE CINEMA**Film Series**

| | |
|--------------|-----------------------------------|
| Students | Free |
| Non-students | Varies (usually \$2.00 or \$3.00) |

FSU ART CENTER Class Instruction Fees

The Art Center offers two seven-week instructional sessions back to back each spring and fall term. The summer semester may consist of two six-week sessions back to back or one ten week session, based on the university calendar and at the discretion of the Art Center Director. Rates are subject to change by recommendation of the management.

| | Student Rates | Faculty/Staff Rates | Public Rates |
|---------------------------|----------------------|----------------------------|---------------------|
| <u>Class Title</u> | | | |
| Ceramics | \$50 | \$70 | \$95 |
| Photography | \$60 | \$80 | \$105 |
| Hand Building | \$50 | \$70 | \$95 |
| Mosaic Tiling | \$85 | \$115 | \$160 |
| Glass Fusing | \$95 | \$115 | \$160 |
| Stained Glass | \$95 | \$105 | \$140 |
| Painting | \$65 | \$70 | \$95 |
| Drawing | \$65 | \$70 | \$95 |
| Beginning Jewelry | \$65 | \$70 | \$95 |
| Advanced Jewelry | \$80 | \$70 | \$95 |
| Ceramic Access | \$50 | \$70 | \$95 |
| Jewelry Access | \$75 | \$70 | \$95 |
| Photography Access | \$70 | \$90 | \$105 |

Haskins Circus Facility Rates

The rate will be determined upon the consideration of the specific nature of the event being held. Final pricing is subject to the details of the event and will be quoted by the Circus Director, and ultimately approved by the Union Director.

Part VII

University Policies

SECTION 1 – ACTIVITY AND SERVICE FEE FUND MANAGEMENT (6C2-3.035)

<https://www.flrules.org/gateway/RuleNo.asp?ID=6C2-3.035>

SECTION 2 – RENTAL OF OFF-CAMPUS FACILITIES (OP-B-6)

<http://www.vpfa.fsu.edu/Policies/bmanual/off.html>

SECTION 3 - UNIVERSITY OPEN DANCE POLICIES AND PROCEDURES (OP-B-10)

[http://union.fsu.edu/sac/sos/pdfs/THE FLORIDA STATE UNIVERSITY DANCE POLICY.pdf](http://union.fsu.edu/sac/sos/pdfs/THE_FLORIDA_STATE_UNIVERSITY_DANCE_POLICY.pdf)

SECTION 4 – UNIVERSITY-WIDE POSTING POLICY

<http://posting.fsu.edu/>

SECTION 5 – THE FLORIDA STATE UNIVERSITY ALCOHOL POLICY

<http://www.tshc.fsu.edu/par/students/campuspolicy.htm>