# Table of Contents

**SECTION I. ORGANIZATION OF THE OGLESBY UNION AT FLORIDA STATE UNIVERSITY**

- ARTICLE I. Organization .................................................................................................................. 4
- ARTICLE II. Mission of the Oglesby Union Complex ........................................................................ 4
- ARTICLE III. Values of the Oglesby Union Complex ........................................................................ 4
- ARTICLE IV. Associations and Memberships ................................................................................. 5
- ARTICLE V. Doctrine of Rights and Principles ................................................................................. 5

**SECTION II. THE OGLESBY UNION BOARD**

- ARTICLE I. Oglesby Union Board Composition ............................................................................. 7
- ARTICLE II. Oglesby Union Board Leadership .................................................................................. 8
- ARTICLE III. Removing Officers ..................................................................................................... 8
- ARTICLE IV. Duties of the Chair ..................................................................................................... 9
- ARTICLE V. Duties of the Vice Chair ................................................................................................ 9
- ARTICLE VI. Oglesby Union Board Powers and Duties .................................................................... 9
- ARTICLE VII. Oglesby Union Board Member Privileges ................................................................. 12
- ARTICLE IX. Oglesby Union Board Liaisons ..................................................................................... 14
- ARTICLE X. Oglesby Union Board Code of Ethics and Standards ..................................................... 15
- ARTICLE XI. Oglesby Union Board Member Privileges ................................................................. 17
- ARTICLE XII. Official Oglesby Union Board Action ...................................................................... 17
- ARTICLE XIII. Resolutions of the Oglesby Union Board ............................................................. 20
- ARTICLE XIV. Amendments to Union Policy ................................................................................ 20
- ARTICLE XV. Oglesby Union Board Space Allocation Policies ..................................................... 21
- ARTICLE XVI. Community Standards for Assigned Space in the Oglesby Union Complex ............. 24
- ARTICLE XVII. Space Sharing Agreement ..................................................................................... 26

**SECTION III. GENERAL POLICIES**

- ARTICLE I. Union Property ........................................................................................................... 27
- ARTICLE II. Reservable Space Policies ........................................................................................... 30
- ARTICLE III. Food and Beverage Service for Events ....................................................................... 41
- ARTICLE IV. Publicity Materials ..................................................................................................... 42
- ARTICLE V. Askew Student Life Center Theatre and Moore Auditorium ......................................... 43
- ARTICLE VI. Restriction of Pets and Equipment ............................................................................ 43
- ARTICLE VII. Job Order Requests .................................................................................................. 44
- ARTICLE VIII. Tobacco Free ........................................................................................................ 44
- ARTICLE IX. Retail Space .............................................................................................................. 44
- ARTICLE X. Contract Administration and Special Event Permitting .............................................. 45
ARTICLE XI. 5K Run/Walk Policy .................................................................46
ARTICLE XII. Dance/Social Event Policy .....................................................51

SECTION IV. UNION POLICIES.................................................................56
ARTICLE I. Reservable Space in the Union ...................................................56
ARTICLE II. Publicity in the Union .............................................................57
ARTICLE III. Miscellaneous ......................................................................58
ARTICLE IV. Automated Teller Machines ..................................................58
ARTICLE V. University Information and Lost and Found .............................59
ARTICLE VI. Lounges .................................................................................59
ARTICLE VII. Building Managers ...............................................................60
ARTICLE VIII. Oglesby Union Scholarship Fund .........................................60
ARTICLE IX. Crenshaw Lanes ....................................................................61
ARTICLE X. Student Activities Center .........................................................63
ARTICLE XI. Art Center ..............................................................................67
ARTICLE XII. Micro-Computer Lab .............................................................68

SECTION V. ASKEW STUDENT LIFE CENTER POLICIES ................................69
ARTICLE I. General Policy ........................................................................69
ARTICLE II. Reservable Space in the Student Life Building .........................69
ARTICLE III. Non-reservable Space ..............................................................70
ARTICLE IV. Publicity in the Askew Student Life Center ..............................70
ARTICLE V. Miscellaneous ......................................................................72
ARTICLE VI. Information Desk .................................................................73
ARTICLE VII. Building Hours ..................................................................73
ARTICLE VIII. Student Life Center Programming Council .........................73

SECTION VI. JACK HASKIN CIRCUS COMPLEX POLICIES ................................75
ARTICLE I. General Policy ........................................................................75
ARTICLE II. Members ...............................................................................75
ARTICLE III. Programming Events ..............................................................76
ARTICLE IV. Miscellaneous ......................................................................78

SECTION VII. ADDENDUMS .....................................................................79
SECTION I. ORGANIZATION OF THE OGLESBY UNION AT FLORIDA STATE UNIVERSITY

ARTICLE I. Organization

A. The Oglesby Union Complex is comprised of the Crenshaw, Davis, Turner, Student Services, and Student 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.

ARTICLE II. Mission of the Oglesby Union Complex

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

B. 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.

ARTICLE III. 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 members of the FSU community with the opportunity to partner with each other to foster trust, teamwork, and group involvement.

ARTICLE IV. 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.

ARTICLE V. Doctrine of Rights and Principles

A. 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.
B. 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.

C. 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 BOARD

The Oglesby Union Board is established to provide students, faculty, staff and guests 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).

ARTICLE I. Oglesby Union Board Composition

A. The Oglesby Union Board shall consist of seventeen voting members.
   i. 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 unexpired term.
   ii. 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.

B. Ex-Officio Members
   i. 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.
   ii. The Oglesby Union Board may appoint additional ex-officio, non-voting members to the Board as deemed necessary.
   iii. The Secretary of the Oglesby Union Board shall be an ex-officio nonvoting member. The Assistant to the Union Director shall serve as the Secretary.
ARTICLE II. Oglesby Union Board Leadership

A. Elections of Board and Committee Officers

i. 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.

ii. 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.

iii. 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.

iv. 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.

v. 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 Article II, A, iv.

ARTICLE III. Removing Officers

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

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 standing committees within one week after the first meeting of each new session.

E. Appoint all members to their secondary positions within one week after the first meeting of each new session. There will be a five day grace period for appointed members to accept or decline the position. Appoint all liaison positions within one week of after the first meeting of each new session.

F. Choose the mandatory monthly event that all student board member must attend. Members should bring any scheduling conflicts to the attention of the Union Board Chair.

ARTICLE V. Duties of the Vice Chair

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. Serve as the Long Range Planning Coordinator and compile the end of the year Long Range Planning Report.

ARTICLE VI. Oglesby Union Board Powers and Duties

A. 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.

B. The duties of the Oglesby Union Board voting membership shall include but not be limited to:
   i. Attend all Oglesby Union Board general and special business meetings.
   ii. Actively serve on one or more committees of the Oglesby Union Board.

C. Additional duties of the Union Board student membership shall include but not be limited to:
   i. Serve in a liaison capacity on behalf of the Board.
   ii. Hold no less than three office hours per week between the hours of 8:00am and 10:00pm.
   iii. Attend at least three activities or programs sponsored by one of the Oglesby Union Complex departments per semester.
   iv. 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.
   v. Attend all meetings called by the Oglesby Union Board Chair.
   vi. All Oglesby Union Board members will be expected to serve on or participate in at least one additional leadership position. Secondary leadership positions may include but are not limited to social media, serving as organization liaisons, event planning, etc. Appointed members will have five (5) days to accept or decline their appointed position.
   vii. Attend one Oglesby Union event per month from the calendar compiled by the advisor and chosen at the discretion of the Union Board Chair.

D. The Oglesby Union Board shall participate in the budgetary process for all Union departments by:
   i. Reviewing individual department and subsidiary budgets each fiscal year.
   ii. Assessing the effectiveness of program services, activities, amenities and facilities offered in by the Oglesby Union Complex.
   iii. Presenting a budget request and justification for all Union departments and subsidiaries to the Student Senate each fiscal year.
   iv. Appropriating A&S and self-generated funds to the appropriate Union budget category upon allocation by the Senate of the A&S request.
   v. Approving any amendments, revisions or changes to the Union Budget throughout the fiscal year.

E. 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.

F. The Oglesby Union Board shall develop an Oglesby Union Complex Long-Range Plan.
ARTICLE VII. Oglesby Union Board Meetings

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

   i. Student members of the Union Board are expected to meet at least one time per month in addition to formal Union Board meetings.

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

C. The Chair or three voting board members may call special meetings of the Oglesby Union Board to discuss pertinent or time sensitive matters. A special meeting must be announced to the general membership at least two school days prior to the special meeting date. The secretary of the Union Board shall inform all voting and ex-officio members of the meeting time and location via e-mail at least two days prior to the special meeting. 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 to the Oglesby Union secretary within five school days after the meeting. Minutes of special meetings shall include all information dictated in Chapter 303.5.

D. 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:

   i. Call to Order
   ii. Opening Roll Call
   iii. Verification of a Quorum
   iv. Public Announcements
   v. Approval of Minutes
   vi. Messages from Chair
   vii. Messages from the Director/Associate Director, including progress reports on Reports, Decisions, and Resolutions Previously passed.
   viii. Messages from the Advisor
   ix. Liaison Reports
   x. Committee Reports
   xi. Unfinished Business
   xii. New Business
   xiii. Discussion
   xiv. Final Announcements
   xv. Final Roll Call
   xvi. Adjournment
E. 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.

F. 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.

G. 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.

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

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

J. Robert’s Rules of Order (the most current edition) shall be the parliamentary guidelines under which the Oglesby Union Board meetings shall operate in cases where The Oglesby Union Manual does not address the matter.

ARTICLE VIII. Oglesby Union Board Committees

A. The Oglesby Union Board shall have the following standing committees:

i. 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.

1. Policy Changes:
Any proposed changes to the Oglesby Union policy manual must be submitted in writing to the Policy and Bylaws committee. The Policy and Bylaws committee will then review and vote on the proposed change. If the proposal receives a majority vote from the Policy and Bylaws committee, it will then be presented to the entire Oglesby Union for review. A simple majority vote from the Board is necessary for the adoption of any proposed changes. It is the responsibility of the Policy and Bylaws committee chair to update the Oglesby Union Policy manual if any changes or additions occur.
ii. 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.

iii. The Budget Committee shall oversee the development and presentation of the annual Union budget, and any other budgetary requests.

   1. Members of the Budget Committee shall become financially certified by the Student Government Association Accounting office by the end of the first two weeks of the fall semester. If the Board member is appointed to the Budget Committee after the first two weeks of the fall semester, he/she shall become financially certified by SGA Accounting without two weeks of his/her appointment. Other duties of the budget committee include:

   2. Reviewing individual department and subsidiary budgets each fiscal year.

   3. Assessing the effectiveness of program services, activities, amenities and facilities offered in by the Oglesby Union Complex.

   4. Presenting a budget request and justification for all Union departments and subsidiaries to the Student Senate each fiscal year.

   5. The Oglesby Union Board Budget Requests 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.

B. Members of the Oglesby Union Board shall serve on Student Government Association (SGA) funding boards as specified in SBS 807. 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. Those appointed to the SGA funding boards shall become financially certified by SGA Accounting by the end of the second week of the fall semester.

C. Anyone appointed to funding boards after the fall semester has begun shall become financially certified by SGA Accounting within two weeks of his/her appointment.
i. Other standing committees may be created by amending this policy. Ad-hoc committees may be created as necessary by the Oglesby Union Board Chair or by a majority vote of the board.

ii. The Oglesby Union Board Vice-Chair shall act as the Long Range planning coordinator for the Oglesby Union Board. The Union Board shall have the opportunity to adopt the Long-Range Planning report as the official long range plan of the union.

1. The adoption of the report shall take place by a majority vote.
2. The Long-Range Planning report shall be presented at a formal Union Board meeting.

iii. 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.

iv. 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.

v. Committee meeting minutes shall be recorded on the official Oglesby Union committee meeting minute template provided by the advisor 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.

ARTICLE IX. Oglesby Union Board Liaisons

A. Roles of Union Board Liaisons

i. The Oglesby Union Board Chair shall appoint each of the student board members to act as liaisons to Oglesby Union departments and affiliates.

ii. In consultation with the Oglesby Union Director, the Oglesby Union Board Chair shall determine the nature and role of each liaison position.

iii. 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.

ARTICLE X. Oglesby Union Board Code of Ethics and Standards

A. Meeting Attendance

i. 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. Excusable absences are those involving: illness, death, injury, religious observances, legal obligations/court subpoenas, family emergencies or travel on school related business. Official documentation must be provided for an absence to be excused.

ii. An absence from both roll calls at an Oglesby Union Board meeting (special or regular), committee meeting, or secondary responsibility 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.

iii. 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.

iv. 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.
v. 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 Student Body Statutes and the Student Body Constitution, or clear all charges and reinstate the member’s privileges.

B. Suspension Worthy Behavior

i. Failure to deliver one liaison report at any point during an Oglesby Union Board member’s term of office shall result in suspension.

ii. 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.

C. Process

i. The process for excusing an office shall take place in accordance with Chapter 306.1, Sections A, B, and C. Failure to attend one general, special, or secondary responsibility 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.

ii. The process for excusing an office shall take place in accordance with Chapter 306.1, Sections A, B, and C.

D. Resignation of Board Membership

i. 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.

ii. Resignations shall be read during the next regular meeting of the Oglesby Union Board.

E. Oglesby Union Board Student Seat Vacancies

i. Any Oglesby Union Board seat will be declared vacant upon impeachment or resignation.
ii. Any vacant seat may be filled through the Oglesby Union Board selection process pursuant to Chapter 605 of the Student Body Statutes.

F. Leaves of absence

i. To request a leave of absence, an absence form must be filled out by the member taking the 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.

ARTICLE XI. 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 games 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.

ARTICLE XII. Official Oglesby Union Board Action

A. Responsibilities

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

B. Reports of the Oglesby Union Board

i. Reports shall be defined as a detailed measure or plan of action created by a committee.
ii. 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 year's 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

C. Procedure for Approval of Reports

i. Upon obtaining the majority vote of committee the report shall be presented to the Oglesby Union Board for consideration.

ii. After open and frank discussion on the report the Board may adopt the measure by majority vote.

iii. After approval, the Chair must submit a signed copy of the report to the Director within three business days.

iv. 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.

v. An adopted report shall be considered official action. The Director shall fully implement all adopted reports.

D. Veto Process

i. Vetoed reports shall be brought back to the Oglesby Union Board with a written letter of explanation.

ii. A two-thirds vote shall be required to override the Director’s veto.

iii. All overridden vetoes shall be submitted to the VPSA whose actions shall be final. Reports not acted upon within five business days shall be treated as approved.

iv. Vetoed reports shall be brought back to the Oglesby Union Board with a written letter of explanation.

v. The VPSA’s veto shall be final.
E. Decisions of the Oglesby Union Board

i. 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.

ii. 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.

F. Procedure for Approval of Decisions

i. Upon obtaining the majority vote of the committee, the proposal shall be presented to the Oglesby Union Board for consideration.

ii. After open and frank discussion on the proposal the Board may adopt the proposal as an official Board decision by majority vote.

iii. After approval, the sponsor of the proposal must submit a signed copy of the decision to the Union Director within three business days.

iv. The Union 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.

v. An adopted decision shall be considered official action. The Director shall fully implement all adopted decisions.

G. Vetoes of Decisions

i. Vetoed decisions shall be brought back to the Oglesby Union Board with a written letter of explanation.

ii. A two-thirds vote shall be required to override the Director’s veto.

iii. All overridden vetoes shall be submitted to the VPSA Vice President of Student Affairs whose actions shall be final.

iv. The Vice President of Student Affairs shall have five business days to approve or veto a decision. Decisions not acted on within five business days shall be treated as approved.
v. The Vice President of Student Affairs veto shall be final.

H. Adopted Reports

i. 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.

ARTICLE XIII. Resolutions of the Oglesby Union Board

A. Resolutions

i. Resolutions shall be formal expressions of the opinion or will of the Oglesby Union Board.

ii. 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 and Union Director at least one full business day prior to consideration.

iii. After open and frank discussion on the measure the Board may vote to adopt the Resolution by a majority vote.

ARTICLE XIV. Amendments to Union Policy

A. Proposed amendments

i. All amendments must be submitted in writing to the Policy and Bylaw Committee at least one week prior to the Oglesby Union Board meeting.

ii. 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.
iii. 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 By-laws Committee for it to address the matter.

ARTICLE XV. Oglesby Union Board Space Allocation Policies

A. Space Policy

i. The Activities Building and the Askew Student Life Center (ASLC) are the home for student involvement and student services—Student Government Association (SGA), SGA Agencies and councils, Union Productions (UP), Club Downunder (CDU), and Student Organization Services (SOS), Congress of Graduate Students (COGS), University Housing and University Counseling. No additional Union space shall be granted to University departments without the approval of the Oglesby Union Board. 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.

ii. 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:

1. 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.

2. 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 service to the students of the university, and the extent to which such benefit is direct or indirect.
3. 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.

4. The uniqueness of benefit conferred on the students of the university or the potential for such unique benefit.

5. The degree to which the organization is related to an academic discipline or other interest already represented with offices on the university campus.

6. The potential additional benefits to the organization from the location of space, and its potential ability to function without space.

7. The adherence to the Community Standards of Organizations granted space will be assessed through the Space Evaluation Form. Retention of former space is not automatic.

B. Assignment and Priority

i. Space assignment in the Activities Building will be made in the following priority:

1. Professional and support staff of:
   a. Student Government Association
   b. Student Activities Center

2. Student Government Association
   a. Executive
   b. Legislative
   c. Judicial

3. SGA Agencies, Councils (groups that have a campus-wide scope service or activity), Affiliated Projects, and Bureaus

4. Recognized Student Organizations

C. Space Allocations Guidelines:

i. 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.

ii. 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.

iii. 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

i. Group - Access to space in a common room.

ii. Shared Office Space - Specific office hours in a private office shared with one or two organizations with alternate office hours.

iii. Private - One private room per organization

iv. Suite - A suite of offices per organization

E. Requests, Approval, and Allocation

i. All new organizations should first consider requesting group or shared space.

ii. 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. It is expected that private or suite spaces will require high utilization to maintain single organization use from year to year.

iii. 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.

iv. 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.
v. 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.

vi. 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.

vii. The Space Allocation process will occur in the spring term, unless exempted by the Oglesby Union Board.

F. Space Revocation

i. Organizations will receive a sanction form for each violation of the Oglesby Union Board Space Allocation Policies.

ii. Three Sanction forms within a semester will result in a review of the organizations allotment of space by the Oglesby Union Board Space committee.

iii. The Board’s decision will be as follows:

1. The organization is allowed to return to their allotted space under a probation period for the remainder of the semester. In addition, the organization will have to rectify all past violations of the Space Allocation Policies as well as complete any organizational improvements the board deems fit. Upon the end of the semester the board will review the progress of the organization and make a final determination as to whether the organization is allowed to reapply for space the following semester.

ARTICLE XVI. Community Standards for Assigned Space in the Oglesby Union Complex
A. Compliance

i. 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. The Organization’s space will be monitored throughout the year.

ii. Organizations occupying allocated space must comply with annual recognition processes outlined by the SAC.

iii. 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. Assigned space should be maintained in a reasonably clean manner.

iv. 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.

v. Organizations are responsible for damage of university property or excessive wear and tear of assigned space.

vi. 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.

vii. Assigned space is to be used for organizational business.

viii. After-hours access is a privilege. Access shall be by swipe card only. Propping of doors is prohibited.

ix. 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 reallocation of space to an alternate organization.
ARTICLE XVII. Space Sharing Agreement

A. Space Sharing Standards

i. 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 agreed upon contracts.

ii. 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.
SECTION III. GENERAL POLICIES

ARTICLE I. Union Property

A. Composition of the Union

   i. 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.

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

B. Rights and Responsibilities

   i. 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.

C. Hours of Operation

   i. 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.

D. University and Personal Property

   i. Removal of Property from Oglesby Union Complex

      1. 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.

   ii. Damage to Property
1. 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.

iii. Personal Belongings

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

E. Liability

i. 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.

F. Gifts and Personal Objects

i. 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.

G. Responsibility for Space Allocation and Usage

i. The 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.

H. Usage of Meeting Space

i. 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.

I. Assigned Space Policies

i. 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 Policies (Section II, Articles XV, XVI, and XVII).

J. Key/Entry Systems

i. 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.

ii. 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.

iii. 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).

K. Use of a Master Key

i. 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.

L. After Hours Office Usage by Students
i. 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.

M. After Hours Office Usage by Staff

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

N. Office Decorations

i. 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 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 Union Board. No objects shall impede a normal entrance or exit to an office or building.

ARTICLE II. Reservable Space Policies

A. Space Reservation

i. When reserving space, your organization will be required to abide by the Events Policy as follows:

1. Events Policy Introduction

   a. The Florida State University (FSU) Events Policy pertains to events held on the FSU campus by Recognized Student Organizations (RSOs), Student Government Association (SGA) groups, FSU departments or entities, and/or off-campus organizations. These groups will be collectively referred to as “organization(s)” in this policy.

   2. Event Guidelines
a. Events are subject to any and all applicable FSU policies and procedures.

b. Events must be in compliance with all city or state policies or laws.

c. Events which meet the criteria below must receive an Event Permit in order to be held on the FSU campus:

- Events held outdoors
- Events that use amplified sound
- Food served to the general public or organization nonmember
- Fundraisers or events where money exchanges hands v.
  Events that require contracts or rentals
- Events that involve physical activity or a waiver is necessary
- Events that involve minors on campus
- Events that involve performers, speakers, or other acts unaffiliated with sanctioned FSU academic programs or RSOs
- Rallies/demonstrations held in areas other than designated open platform/free speech zones
- Large or emotionally charged crowds are anticipated
- Appointed or elected officials or candidates will be present
- Any other event the Student Activities Center Staff (SAC) requires an event permit

d. The Oglesby Union prohibits the use of space by recognized student organizations to coordinate, sponsor, and participate in events or activities that involve the “sale” of people or services (e.g. date auctions). Events or activities of this nature can have social and physical implications which include, but are not limited to: sexism, racism, association to slavery, or unwanted physical harm. The primary objective of this policy is to support the academic mission of Florida State University and uphold the espoused values of Vires, Artes, and Mores (strength, skill, and character). The secondary objective of this policy is to support the mission of the Oglesby Union itself and uphold the values of respect, learning, openness, and excellence. Students and organizations may be held responsible for violations of the Code of Conduct and, when appropriate, be subject to disciplinary action.

3. Event Permits Guidelines
a. Event Permits are required for all events held by organization(s) that meet any of the above criteria.

b. Event Permit requests must be submitted at least ten (10) business days in advance of an event to the Oglesby Union Student Activities Center Office.

c. Event Permit information must be complete and correct upon initial submission. The SAC staff must be informed of any changes, additions, or omissions of event information.

d. Event Permit requests will be reviewed and registered by Student Activities Center staff in consultation with, but not limited to, the following:

- Oglesby Union Guest Services
- The Center for Global Engagement
- University Relations
- Campus Recreation v. The FSU Reservation
- FSU Housing
- FSU/FAMU College of Engineering
- Entities overseeing FSU facilities reservation
- FSU Police Department
- FSU Environmental Health and Safety
- The FSU campus food service provider
- FSU First Responders
- University Communications
- University Legal Counsel

4. Organization Guidelines

a. Organizations may be required to meet with university staff and/or make special arrangements in order to comply with this policy after Student Activities Center staff has reviewed the permit request.

b. Organizations will be responsible for costs associated with compliance with this policy, including security as determined in consultation with FSUPD.
c. Organizations with events involving co-sponsorship with non-university entities, including but not limited to commercial businesses and non-profit organizations, will be subject to applicable policies, fees, and contractual agreements.

d. Organizations will be notified of the status of Event Permit requests upon initial review and when registered.

e. Organizations are required to clearly post signage at the event listing the name of the organization(s) sponsoring the event.

f. Organization representative(s) must be on site for the duration of the event. Organization advisor(s) may be required to be on site for the duration of the event.

5. Violations

a. Violations of this policy may result in sanctions and a report to by any or all of the following campus departments: Student Activities Center, Student Rights and Responsibilities, Office of Greek Life, and FSUPD.

b. RSO Presidents, officers, and/or event coordinators may be held accountable for events, information submitted or omitted during the Event Permit process, or violations of other campus policies in connection with events.

6. Additional Information

a. Organizations and university personnel working together in full cooperation and compliance with this policy should promote a reasonably safe and secure environment.

b. FSU, its personnel, agents, or representatives are not associated with the content of any event and does not endorse the views of any event or organization through the review and approval of events as outlined in this policy.

c. Questions regarding this policy may be forwarded to Student Activities Center or Oglesby Union staff (644-6673, A305 Oglesby Union).
7. Cleanup Fees

a. 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.

8. Senate Chamber Use:

a. 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.

9. Reserving Space

a. 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.

b. 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.

c. 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.

10. Reservable Space: General Public Use:

a. 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.

11. Reservable Space: Union Green

a. 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, Section III, Article II, 19. 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.
12. Off-Campus Groups

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

13. Academic Use of Space

a. 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.

14. Space Charges

a. 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).

15. University President Inviting Groups

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

16. Accounts Past Due

a. 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 Union Board will be directly advised if such a cancellation or refusal is enacted and will review the conditions if necessary.

17. Cancellations

a. 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.

18. Set-Up Arrangements

a. 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.

19. Amplification of Sound

a. 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.

b. 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.

c. The level of amplification in the Union Courtyard must not exceed 90 decibels at any time to avoid interference with any academic functions of the university or the work environment of the staff in the Oglesby Union and nearby facilities.

d. The Student Activities Center will designate a student or staff member to monitor the sound levels periodically with a decibel meter.

e. An Events Permit (EP) is required for amplification and must be filled out and signed by the sponsoring organization's representative.
Amplified sound is permitted on the FSU campus at limited locations during limited times. Permission for amplified sound is granted by the Oglesby Union Event Planning and Permitting (EP) Committee. Requests for approval of amplified sound must be submitted to the EP Committee via the Associate Director of Student Activities for Organizations and Involvement at least ten business days prior to the event. Additionally, the Oglesby Union Director, the Director of the Student Activities Center, or their designee may approve amplified sound requests. Amplified sound is permitted during the hours of 12PM-1 PM Monday-Friday; 5 PM-11:30 PM on Friday; 12PM-11:30 PM on Saturday; 3 PM-7 PM on Sunday. Amplified sound is permitted on the Union Green and Union Courtyard during these hours, and at other locations on campus with advance approval as described above.

20. Oglesby Union and Askew Student Life Center Courtyard
   a. 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.

21. Oglesby Union and Askew Student Life Center Sales
   a. 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.

22. Open Platform Policy
   a. 6C2R-3.003 Students’ Freedom of Expression Rights and Responsibilities.
• 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.

• 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.

• 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.

• 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.

• 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.
• The right to peacefully picket is recognized.

• 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.

• 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.

• Students may sell literature on campus provided a University Solicitor’s Permit is obtained from the Office of Business Services.

• 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.

• 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.
ARTICLE III. Food and Beverage Service for Events

A. Food Service Policy

i. 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.

ii. 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.

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

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

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

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

v. 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.
B. Bake and Food Sales

   i. 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.

C. Alcoholic Beverages

   i. 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.)

ARTICLE IV. Publicity Materials

A. Group Leaflets

   i. 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.

B. Group Pamphlets

   i. 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.

C. Location of Posters and Banners

   i. 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, trash cans, and benches. The posting of materials with tape, nails, thumbtacks or staples are prohibited on any wall, column or floor in the Oglesby Union. 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.

D. Freestanding signs
   i. A-frame signs are not permitted in the egress/sidewalk areas of the Oglesby Union. (See posting.fsu.edu).

ARTICLE V. Askew Student Life Center Theatre and Moore Auditorium

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

B. Unusual Lighting
   i. 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.

C. Obtaining a Projectionist
   i. 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.

ARTICLE VI. Restriction of Pets and Equipment

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

B. Bicycle, skateboards, motorized vehicles
   i. 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.
ARTICLE VII. Job Order Requests

A. Requests

   i. 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).

   ii. 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.

ARTICLE VIII. Tobacco Free

A. Tobacco in the Union

   i. 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.

ARTICLE IX. Retail Space

A. Retail Space

   i. 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 administering the fair market rental rate for private vendors and in negotiating any exceptions to this rate.

ARTICLE X. Contract Administration and Special Event Permitting

A. Contract Administration

i. 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.
ii. 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.

iii. 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.

B. Special Event Registration
   i. 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

**ARTICLE XI. 5K Run/Walk Policy**

A. Introduction
   i. The FSU 5K Run/Walk Policy pertains to 5K runs or walks held by Recognized Student Organizations (RSOs), Student Government Association (SGA) groups, University Departments, and University Affiliates. These groups will hereafter be referred to as “race sponsor” in this policy.

   ii. Neither the University, nor any of its personnel, agents, or representatives, including the FSU Police Department and/or Board of Trustees, absolutely guarantee or in any way represent that the 5K Run/Walk routes and/or surrounding areas are completely safe and secure or will be completely safe and secure during a 5K Run/Walk. Student organizations, university departments, or university affiliates and university personnel working together in full cooperation and compliance with this policy should promote a reasonably safe and secure environment.
B. Guidelines

i. 5K Run/ Walk Eligibility & Requirements

a. All races must be approved by FSUPD. Race sponsor must meet with FSUPD designee for approval of race date and course.

b. The event coordinator from the sponsoring group or organization must remain consistent throughout the race planning process and must be present at the event the day of the race and remain for the entirety of the race and post-race cleanup.

c. FSUPD will begin taking reservations for race dates 30 calendar days before the semester in which the race will occur.

1. Each organization is only allowed to sponsor one (1) 5K Run/ Walk per academic year (July- June) as the sponsoring or the co-sponsoring organization.

2. No races will be allowed on FSU home football game weekends (Saturday).

d. Non-University Persons, Groups, and Organizations are not permitted to host a race/ walk on campus unless they are invited to co-sponsor the event by a RSO or University entity.

1. Races are not allowed the same day as the Tallahassee Marathon or Springtime Tallahassee.

e. All Runs/ Walks that are not 5Ks must be approved by FSUPD designee.

ii. Races may only be held on designated Run Weekends (Saturdays and Sundays). Run Weekends are determined by the Student Activities Center in conjunction with Oglesby Union Guest Services, FSUPD, and other University partners. Race weekends will have two (2) classifications: Category 1 and Category 2 (see section B). The list of dates will be sent out and posted on the Student Activities website at least 30 days before the start of the semester.

iii. No more than 1 race may occur in a day.

iv. Races must take place between the hours of 8am-11am EST (unless otherwise arranged with FSUPD).

v. The actual running of the race must begin by 9am at the latest.
vi. The start and finish locations for the race must be reserved by the race sponsor through the appropriate department as outlined in the Use of Campus Facilities Policy 6C2R-2.007.

http://regulations.fsu.edu/content/download/42913/277157/6C2R-2.007%20Use%20of%20Campus%20Facilities.pdf

vii. All race events must be processed and approved through the Event Permitting process through Student Activities Center.

viii. Race sponsor must have a minimum of 50 runners pre-registered for final approval of race. Proof of the 50 runners must be provided to the Student Activities Center (SAC) designee at least 5 business days prior to the race.

ix. If a race sponsor believes they cannot meet the 50 runners requirement they may co-sponsor the event with another organization/department. Arrangements must be made at least 30 days in advance of the race date.

x. The Office of Student Activities reserves the right to cancel any 5K race/ walks that do not have a fully approved Event Permit within 24 hours of the aforementioned deadlines (at least 5 business days prior to the race).

xi. The race sponsor is responsible for refunds of any amount to participants and/or sponsors in the event that the race is canceled.

C. Race Weekend Classifications

i. A Category 1 5K Run/Walk is defined as a 5K that is occurring for the first time or a 5K that has had attendance fewer than 50 people within the last 3 years.

ii. A Category 2 5K Run/Walk is defined as a 5K that has within the last 3 years had more than 50 participants.

iii. A Category 1 5K Run/Walk must be co-sponsored with another RSO or university department.

iv. A Category 2 5K Run/Walk may be co-sponsored

v. Both classifications require the race sponsor to have a minimum of 50 runners pre-registered for final approval of race. Proof of the 50 runners must be provided
to the Student Activities Center (SAC) designee at least 5 business days prior to the race.

D. Health, Safety, & Sanitation Requirements

i. All races must be run in the same direction as traffic.

ii. In the event of inclement weather (including, but not limited to: thunderstorms, extreme heat, extreme cold, excessive rainfall, flooding, smog, or any other weather conditions deemed hazardous or unsafe) on a race day, the decision to proceed will be made by the FSUPD Shift Command, in consultation with Emergency Management.

   a. The decision is within the sole discretion of the FSUPD Shift Command and/or Emergency Management and is not subject to debate or appeal.

iii. Two (2) water stations are required in all races (at the beginning and end of the route).

   a. In instances of extreme heat, additional cooling and medical resources may be required after consultation with Emergency Management and Medical Response Unit.

iv. Volunteers and appropriate signage (directions, water stations, etc.) must be positioned throughout the race course as determined by FSU Emergency Management and FSUPD. The use of spray chalk is prohibited.

v. Run/Walk routes must be confined to paved surfaces (roadways / sidewalks) and avoid grass, dirt, gravel or other landscaped areas.

vi. Runners must run on the sidewalk unless they are crossing a road in a crosswalk. Unless the police are present, runners cross the road at their own risk.

vii. Deployment of any colored cornstarch or similar colored powder product is prohibited on campus.

viii. Run/Walk events involving or promoting the binge consumption of any food or beverage is prohibited on campus.

ix. Race sponsors are responsible for arranging appropriate cleanup of any biological hazards (e.g. vomit) in accordance with University health and safety policies and procedures.
x. Race sponsors are responsible for cleanup of any non-organic litter or debris generated by the Run/Walk including, but not limited to: cups, confetti, wrappers, and signage.

xi. A pre-race meeting with SAC staff to outline each group/organization’s responsibilities for the race is required if the race will be co-sponsored.

xii. Sponsoring organization(s) must follow the rules, regulations, and parameters of FSU 5K Run/Walk Policy.

xiii. FSUPD and Medical Response Unit must be present at event.

xiv. Each participant must sign a university-approved waiver/statement of consent before participating in the race. The waiver/statement of consent must be signed by a parent/guardian if the participant is under the age of 18.

E. General 5k Run/Walk Information

i. Violations of this policy may result in sanctions and a report to at least, but not limited to, the following campus departments: Student Activities Center, Student Rights & Responsibilities, Oglesby Union Guest Services, FSUPD, and the related Academic Dean or Vice President. The individuals signing this policy are responsible for educating the members of their student organization/department on the aforementioned policies and procedures.

ii. Race Sponsors are encouraged to contact local track and field or running clubs for race timing and results equipment and materials (e.g. Gulf Winds Track Club).

F. Contact Information

A signed form acknowledging adherence to the 5K Run/Walk policies must be completed in the event permitting process. For more information contact the Student Activities Center.

Student Activities Center
Oglesby Union
SAC@ADMIN.FSU.EDU
850-644-6673
ARTICLE XII. Dance/Social Event Policy

A. Introduction

i. The Dance/Social Event Policy at Florida State University (FSU) includes, but is not limited to, all types of dances, concerts, social gatherings, and new member presentations held by Recognized Student Organizations (RSOs) or Student Government Association (SGA) agencies, bureaus and affiliates on campus. These groups will be collectively referred to as “organizations” in this policy.

ii. Neither the University, nor any of its personnel, agents, or representatives, including the FSU Police Department and Board of Trustees, can absolutely guarantee or in any way represent that the event premises and surrounding areas will be completely safe and secure during a large event. Groups and individuals are advised to take all reasonable steps to ensure the safety of their members and guests. The following guidelines of this policy have been adopted to ensure student organizations and university personnel work together in full cooperation and compliance to promote a reasonably safe and secure environment.

B. Guidelines

i. Dance/Social Event Eligibility*

1. Sponsoring organization(s) must be fully recognized by the Student Activities Center and have an active, current group page on Nole Central.

2. Sponsoring organization(s) must follow General Dance/Social Event information in Section III of this Policy.

   a. New member presentations planned by Greek letter organizations are to adhere to this policy in addition to the Presentation of New Members Procedures from the Office of Fraternity and Sorority Life (see Section IV).

3. Event is open to organization(s) members and public/guests.

   a. Non-FSU students may attend dances/social events. Please refer to section B. Event Permitting & Reservation Process for specific information regarding ticket sales and guest lists.

4. Event is anticipated to have more than 250 guests.
5. Contracted entertainment/services will be a part of the event.

6. *All criteria (a.-e.) must be met for this policy to take effect.

ii. Event Permitting and Reservation Process

1. Event must be permitted through the Event Permitting process provided by the Student Activities Center.
   
a. Events should be submitted for a permit at least 15 business days prior to the event date.
   
b. The event permit requirements must be fully satisfied and the permit must be approved at least 2 business days prior to the dance/social event.
   
c. The Office of Student Activities and Guest Services reserve the right to cancel any dance/social events that do not have a fully approved permit by the aforementioned deadlines.
   
d. The advisor and event coordinators from the sponsoring organization(s) must meet with representatives from Student Activities, Guest Services, Environmental Health and Safety, and FSU Police Department for at least 1 pre-event meeting during the permitting process. Discussion at this meeting will include (but is not limited to) the nature of the event, security requirements, applicable room charges and/or overtime fees, and the permit approval timeline. It may be determined during this meeting that a follow-up meeting is required.

   - For dance/social events, security may be required. The decision will be made by FSU Police Department and based on the nature of the event, the number of attendees expected, and the end time for the event. This decision will be made during the pre-event meeting as part of the permitting process.

   e. All event coordinators from the sponsoring organization(s), volunteers, security officers, and DJ/entertainment (if applicable) must meet with a representative from Guest Services at least 30 minutes prior to the event start time. See Section III of this Policy.
f. All information regarding ticketing, admission fees, exchange of money, food service and supply, contracted services (equipment rentals, DJs, etc.), and anticipated crowd size must be included in the event permit submission.

2. A clear plan for managing crowd size (i.e. use of tickets or wristbands) is required for large dance/social events, in order to ensure compliance with venue capacity restrictions. Attendance cannot exceed the legal capacity of a facility and may be limited by Guest Services and FSU Police Department.

   a. If a Guest List is deemed necessary during the pre-event meeting, non-FSU students planning to attend the dance/social event must be listed on the guest list maintained by the sponsoring organization(s). The guest list must be submitted to the Student Activities Center and FSU Police Department no later than 5pm 2 business days before the dance/social event. Guests must have a valid photo ID. Students must have valid student ID.

   b. If the event is planned to be held outdoors (i.e. Union Courtyard, Moore Auditorium Porch, Union Amphitheater, Union Green), crowd size may be limited by Guest Services, FSU Police Department, and/or Emergency Management to ensure proper emergency egress, crowd control, and sheltering locations due to inclement weather.

3. The number of large dance/social events may be limited each semester based on availability of Oglesby Union Ballrooms and FSU Police Department personnel.

   a. Sponsoring organization(s) may only host one dance/social event (as defined in this policy) per semester.

4. All of the Oglesby Union Ballrooms (Florida, State, and University) must be reserved for dances/social events if there will be amplification of sound (regardless of crowd size).

5. If an entry fee is required to attend the dance/social event, then there will be a fee for use of the space. Guest Services will determine any applicable fees, including overtime fees if necessary, and will be responsible for invoicing and collecting payment from the sponsoring organization(s).
Failure to remit payment to Guest Services within 30 days of the invoice date will result in loss of reservation privileges for the sponsoring organization.

C. General Dance/Social Event Information

i. DJ and/or Entertainment

1. The DJ and/or entertainment hired to play at the dance/social event must be fully set-up thirty minutes prior to the start of the event and must attend a pre-event meeting following set up. The DJ must be willing to assist in containing any disturbances that occur at the event by stopping the music and/or pointing out the involved parties.

ii. Sale of Refreshments

1. Student organizations are permitted to sell refreshments (water and Coke products) at the dance/social event to their guests. It must be clearly stated in the event permit if refreshments will be sold at the event. Sponsoring organization(s) must provide their own ice, coolers for the beverages, change bank (cash), and volunteers to sell items.

iii. Volunteers

1. For large dance/social events, there must be a minimum of 10 and a maximum of 20 substance-free volunteers that are identified by the sponsoring organization(s). All members designated as volunteers must attend a pre-event meeting 30 minutes prior to the event start time. Volunteers will assist the FSU Police Department or other contracted security officers with any problems or questions that may arise. Volunteers are responsible for collecting tickets and for checking IDs against the guest list.

iv. Violations

1. Violations of this policy will be reported to the following campus departments: Guest Services, Student Activities Center, Student Rights & Responsibilities, FSU Police Department, and Office of Fraternity and Sorority Life (if applicable). Violations may result in sanctions including, but not limited to, loss of reservation privileges and loss of recognition status. Actions of individuals that violate this policy, whether on behalf of
an organization or independent of the organization, may also be subject to
review and sanctions by appropriate bodies.

D. Presentation of New Members Procedures (if applicable):

i. All organizations must adhere to the following guidelines when presenting new
members to the campus community:

1. Abide by all local, state, and federal laws and regulations outlined in the
Florida State University Student Code of Conduct and policies outlined by
the Oglesby Union event planning policy.

2. Guidelines for those who present new members using a “show”
(ie: “probate,” “rollout,” “neophyte show”):

   a. The presentation of new members may not be scheduled on the
      same night/time of a previously planned event of another chapter
      of the same council, without prior approval.

   b. An Event Permit must be completed and approved by the Student
      Activities Center. A copy of the reservation confirmation must be
      submitted to the Office of Greek Life chapter liaison (must include
      both the primary location and rain location).

   c. New Member Presentation must start within 30 minutes of the
      advertised time (no exceptions allowed). If the New Member
      Presentation does not start within 30 minutes of the advertised
      time, the event will be canceled by University personnel with
      assistance from the Office of Fraternity and Sorority Life and FSU
      Police. All music will be shut off and the audience will be asked to
      vacate the premises.

   d. Refrain from any profane or vulgar language.
SECTION IV. UNION POLICIES

ARTICLE I. Reservable Space in the Union

A. Micco Room
   i. 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.

B. Amphitheater and Moore Porch
   i. 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.

   ii. 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.

   iii. 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, Section III, Article II, 19. 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.

C. Public Lounges and Auditorium
   i. 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.
ii. Food and beverage reservations for receptions in the Bridge Lounge on the second floor may be made in advance.

D. Dances in the Ballrooms

i. The policy for dances is defined in Section III, Article XII.

ARTICLE II. Publicity in the Union

A. Monitors/Electronic Board

i. 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.

B. Display Cases

i. 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. See posting.fsu.edu for a current map of available display cases and posting boards.

ii. Other Display cases located throughout the Oglesby Union are permanently assigned based on location through the Marketing Communications Office.

iii. 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.

iv. 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.

v. Requests for use must be submitted in writing and hand-delivered to the Marketing & Communications office:
vi. 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, or when the advertised information has expired. Complete display case procedures and guidelines, The Florida State University Posting Policy, and a complete listing of available and unavailable display cases are available online at posting.fsu.edu

ARTICLE III. Miscellaneous

A. Credit Card Distribution

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

ii. 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.

iii. 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.

ARTICLE IV. Automated Teller Machines

A. Automated Teller Machines

i. 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.
ARTICLE V. University Information and Lost and Found

A. Information Center

i. 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.

ii. 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.

B. Lost and Found

i. 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.

ARTICLE VI. Lounges

A. Krenztman Lounge

i. 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.
B. Bridge Lounge

i. 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.

ARTICLE VII. Building Managers

A. Building Managers

i. 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.

ARTICLE VIII. Oglesby Union Scholarship Fund

A. Definition

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

B. Criteria

i. The scholarship is available for undergraduate and graduate students.

ii. The applying student must be an enrolled student and must be enrolled another semester following receipt of the scholarship.

iii. Students applying must be active in programs or operations in the Oglesby Union Complex as volunteers or paid workers.

iv. The academic requirement is a 2.5 grade point average (GPA).

v. One letter of recommendation should accompany the application form.

C. 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 student 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.

**ARTICLE IX. Crenshaw Lanes**

A. Facilities

i. Crenshaw Lanes is the Oglesby Union’s recreation facility located in the Crenshaw Building. It features 12 lanes of bowling, 10 full sized billiards tables, a full-service bowling pro-shop, bowling locker rentals, and concessions sales. Crenshaw Lanes hosts both bowling and billiards classes for academic credit, intramurals, sanctioned leagues through the United States Bowling Congress, group reservations from 1 lane to the full facility, open play for both bowling and billiards, Cosmic Bowling, and over 1500 reservations a year.

ii. Hours of operation are available on the website. [http://union.fsu.edu/crenshaw/](http://union.fsu.edu/crenshaw/)

B. Regulations of Use of Facilities

i. The following regulations have been established to protect equipment and add to patron’s enjoyment.

1. Bowling
   a. No food or drinks allowed in the pit area.
   b. All persons bowling must wear bowling shoes.
   c. Bowling balls are only meant to be rolled down the lane. d. No bowling on lanes when machine is off.
   d. Gambling is not allowed.
   e. The use of tobacco products is prohibited.

2. Billiards
   a. One foot must remain on the floor while shooting.
b. No sitting on the tables.
c. No above elbow masse’ shots allow.
d. Rack cue sticks in racks when finished.
e. Gambling is not allowed.

C. Group Rental of Games Area Crenshaw Lanes

i. 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.

D. Bowling Team – Practice Time and Procedures

i. Free Bowling Times

1. Use of Crenshaw 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.

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

E. Bowling Team - Payment for other Games of Bowling

i. Round robin conference matches –Free

ii. Any tournaments sponsored by the FSU Bowling Team or club will be at a reduced rate of $1.00 a game.

iii. Other practice times will be available to team members free of charge and are based on availability.

iv. Team tryouts for the bowling team will be free of charge yet the concession area and pro-shop will be open for business.
F. Intercollegiate Bowling Team - Discounts for Merchandise
   
i. Crenshaw Lanes will offer materials and supplies at Cost plus 10%.

G. Billiards Team
   
i. 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%.

H. Rates
   
i. Rates can be found online at http://union.fsu.edu/crenshaw/. Rates are subject to change.

ARTICLE X. Student Activities Center

A. Composition
   
i. 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.

B. Union Productions (UP)
   
i. 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.

ii. 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.

C. Club Downunder (CDU)

i. 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.

ii. 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.

D. Student Organization Advisory and Resource (SOAR) Board

i. The mission of the Student Organization Advisory and Resource (SOAR) Board shall be to act as a liaison between Recognized Student Organizations and the Student Activities Center, provide resources to promote the betterment of RSOs, foster community within the university, and aim to exemplify the tenants of the Florida State University’s Seminole Creed.

ii. The Student Organization Advisory and Resource (SOAR) Board is:

1. A student based group advised by the Assistant Director of Student Activities to aid and advise Recognized Student Organizations

2. SOAR Board members will assist Recognized Student Organizations, Funding Boards, the Student Activities Center staff and administration when needed.
3. SOAR Board members will be student leaders who represent the Student Activities Center and Recognized Student Organizations.

iii. The Duties of SOAR Board:

1. Facilitate and manage Market Wednesday

2. Host events to support Recognized Student Organizations (RSOs) and their leadership

3. Offer workshops on issues pertaining to RSOs and leadership development

4. Facilitate roundtables with related areas of campus such as Student Government, Union Productions and Union Board

5. Keep in frequent contact with the RSOs as their liaison to the SAC office

6. Volunteer at Student Activities Center and union events

7. Mentor RSOs through the recognition process

8. Enforce university wide policies and Student Activities Center office policies for RSOs

8. Provide peer advising to Recognized Student Organizations

E. SGA/Union Board Liaison

i. The SGA/Union Board liaison will keep SOAR Board advised on campus policies that may affect SOAR Board or the Student Body.

ii. The liaison will keep in constant communication with SGA/Union Board, attend Senate/Union Board meetings, and represent SOAR Board at these meetings.

F. Other Services

i. 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. In order to be considered a student vendor, the student must be a full time student and in good academic standing (minimum 2.0 GPA).

ii. Students must present their valid FSU ID along with the Vendor Agreement Form. Student Vendors must be at the designate vending area 50% of the time.
iii. 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.

iv. 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.

G. Thursday Vendor Days

i. 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).

ii. 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.

iii. 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.

H. Other Sales

i. 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.

I. Services for Recognized Student Organizations
i. 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.

ii. 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.

ARTICLE XI. Art Center

A. Art Center Functions and Equipment

i. 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.

B. Art Center Hours

i. 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 Direction and will be posted in the Art Center.
C. Art Center Sales & Refunds

i. Price increases may occur on class fees, inventory and framing due to rising costs of goods.

ii. 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.

D. Oglesby Gallery

i. 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.

ii. 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.

ARTICLE XII. Micro-Computer Lab

A. Policy

i. 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.
SECTION V. ASKEW STUDENT LIFE CENTER POLICIES

ARTICLE I. General Policy

A. ASLC General Operation

i. The Askew Student Life Center (ASLC) is the home for University Housing, Residence Life, University Counseling Center, RENEW, Congress of Graduate Students (COGS), National Pan-Hellenic Council (NPHC), Student Life Cinema, Cyber Café, Grindhouse Coffee Shop, and the Student Life Center Program Committee and ASLC Game 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.

ARTICLE II. Reservable Space in the Student Life Building

A. Reservation Policies

i. 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.

B. Meeting Rooms, Lounges and Courtyards

i. 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.

ii. The lounge is primarily a food service seating area for Grindhouse, 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.

iii. 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.

iv. The Student Commons Courtyard space is no longer governed by the ASLC, but by the Student Commons Courtyard Committee made up of representation of all departments in the buildings surrounding the courtyard. Groups may petition departments with requests to be brought before the Courtyard Committee for approval to be placed on the calendar.

C. Student Life Theatre

i. 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.

ARTICLE III. Non-reservable Space

A. Cyber café

i. 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. Gaming events are organized by the ASLC Gaming Committee.

ARTICLE IV. Publicity in the Askew Student Life Center

A. Flyers

i. 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. Space is available to place hand-outs on the credenza counter behind the ASLC information desk. The theatre shadowbox is for the exclusive use of the SLC Film Committee PR Materials.

ii. Rates for the purchase of slides for organizations to advertise in the pre-movie slideshow through the Student Life Cinema film series.
1. Student Organization Rate
   a. Per Slide Weekly Rates:
      - $40 per week
      - $32 per week (Holiday rate)
      - $12 per week (Summer B)
      - $20 per week (Summer C)
   b. Semester rates:
      - $540 for Fall or Spring semester
      - $960 for Fall and Spring semester
      - $160 for the Summer semester

B. Slideshow Details:
   i. 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.
   ii. We have on average 12 movie screenings a week.
   iii. Each slide is on the screen for 20 seconds, and is shown twice in the half hour before every movie. (Once before midnight movies.)
   iv. Slides are presented in widescreen format on an 18’ x 45’ movie screen.
   v. A limited number of slides are available each week on a first come first served basis. Specific dates can be reserved in advance.
   vi. 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.
   vii. Please submit payment and completed slide to us at least 2 weeks before the proposed run date.
   viii. 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”.)
   ix. Slides must be a PowerPoint file or jpeg, and be labeled with the name of your organization.
   x. Fraternities can advertise for a general rush via their respective counsels.
xi. 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.

xii. 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:

1. PSA’s have to be advertising a non-commercial benefit or service, not general meetings or events.

2. PSA’s for fundraising events, or events that charge admission, may be subject to approval only if all proceeds go to charity.

3. FSU departments, programs, or student organizations that provide information related to FSU programs, issues and events will be given priority.

4. PSAs must refer to on-campus activities only.

5. 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.

6. PSA slides can be reserved no more than 2 weeks before an event. We should not be contacted any earlier.

7. 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.

8. PSAs are reserved for organizations with little or no advertising budget.

ARTICLE V. Miscellaneous

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

ii. 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.

ARTICLE VI. Information Desk

A. Functions of Information Desk

   i. 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.

ARTICLE VII. Building Hours

A. Hours

   i. 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.

ARTICLE VIII. Student Life Center Programming Council

A. Programming Policy

   i. 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.

   ii. The Student Life Cinema Film Committee will serve as a subsidiary organization to the Oglesby Union Board.
B. Student Life Center Executive Committee
   i. 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.

C. Film Committee
   i. 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.
   
   ii. 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.
   
   iii. 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.

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

E. Midnight Films Committee
   i. 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.

F. Public Relations (PR) Committee
   i. The PR Committee promotes awareness of the building and its programs by various creative means: web site, advertising, flyers, presentations, e-mail, etc.
SECTION VI. JACK HASKIN CIRCUS COMPLEX POLICIES

ARTICLE I. General Policy

A. Introduction

i. The Jack Haskin Circus Complex is home to The Florida State University Flying High Circus. It is one of only two collegiate circuses in the United States. The Circus is a year-round program in which FSU students not only perform in shows, but are involved in virtually every aspect of production. The operation of the facility is partially funded by Activity and Service fees.

B. Hours of Operation

i. The Circus is open between the hours of 9:00 a.m. and 6:00 p.m. Monday through Friday. These hours are amended as needed for shows and other special programs.

C. Equipment

i. Only cast members and Circus staff may use equipment.

ARTICLE II. Members

A. Show Membership

i. All members of the Flying High Circus shall be students enrolled at The Florida State University at the time of their participation. Casts for shows shall be selected via an audition process designed by the Circus director. Production/setup workers shall be selected by the Circus Director, or his/her designee.

B. Production Committees

i. The following committees shall exist within the Flying High Circus. Their specific duties consist of tasks enumerated and defined by the Circus Director.
The committees shall be considered to exist in perpetuity unless otherwise disbanded by the Circus Director.

1. Lighting
2. Sound
3. Arts
4. Sets/ Interior Design
5. Show Programs

C. Class Credit

i. FSU students enrolled in PEM1952 may receive academic credit. Enrollment in this class shall not be mandatory to join the circus. By taking the class, students are not obligated to join the circus. Throughout the semester students will have the opportunity to try many of the acts circus members perform in its shows, both aerial and ground, as well as learn some of the basic rigging circus members do on a daily basis.

ARTICLE III. Programming Events

A. Shows

i. Each year, unless otherwise approved by the Oglesby Union Director, the Flying High Circus shall perform for the following events/occasions:

1. Parents’ Weekend: This show is not free to students. All tickets must be purchased via the process established by the Parents’ Weekend Planning Committee.

2. Halloween, (or an otherwise named, fall themed, performance): This event shall be free to students enrolled at The Florida State University at the time of the performance who present a valid Student ID. A fee for the general public shall be determined by the Circus Director, and subject to the approval of the Oglesby Union Director of Operations, and the Oglesby Union Director. Unless otherwise determined by the Circus Director, general public tickets for this event may only be purchased at the door on the day of the performance.

3. Spring Home Show Series: This series of shows shall be free to students enrolled at the Florida State University at the time of the performance who present a valid Student ID. A fee for the general public shall be
determined by the Circus Director, and subject to the approval of the Oglesby Union Director of Operations, and the Oglesby Union Director.

B. Special Performances and Events

i. Special performances may be requested by student organizations and members of the public. Acceptance and denials of performance/event requests shall be at the discretion of the Circus Director. Rates for performances are listed in Part VII of this manual.

C. Tickets

i. Tickets for Flying High Circus performances held at the Jack Haskin Circus Complex may be obtained through the Florida State University Fine Arts Ticket Office unless otherwise addressed in Part V, Section Five.

D. Seating

i. Seating for performances shall be governed in the following manner:

1. Parents’ Weekend: General seating throughout the tent with the purchase of a ticket.

2. Halloween, (or an otherwise named, fall themed, performance): General seating throughout the tent for students enrolled at the Florida State University who produce a valid Student ID. General seating throughout the tent for members of the public who purchase a ticket.

3. Spring Home Show Series: General seating within the assigned section printed on the ticket for students enrolled at the Florida State University who produce a valid Student ID. General seating within the assigned section printed on the ticket for members of the public who purchase a ticket.

4. Special Performances held at the Jack Haskin Circus Complex: As determined by the Circus Director.

ii. For a diagram of seating sections, see the Florida State University Fine Arts Ticket Office website at http://www.tickets.fsu.edu/Venue-Information/JackHaskin-Circus-Complex
ARTICLE IV. Miscellaneous

A. Circus Camp

i. On the campus of FSU, the Flying High Circus will conduct a summer day camp. Children (ages 7-17) will get a chance to be a part of the circus, receiving instruction and training in subjects ranging from juggling to flying on the trapeze.

ii. The staff shall be made up entirely of Flying High Circus performers and FSU faculty/staff, who are students at the Florida State University. Campers will not only learn and experience a variety of circus activities, but will be able to display their newfound skills in their Showcase performance at the conclusion of the camp.

iii. The camp, unless otherwise determined by the Circus Director shall be eight (8), one week-long camp sessions. The camp will run from 8:30 a.m. to 3:00 p.m., Monday through Friday.

iv. Rates for the camp are listed at http://circus.fsu.edu/Summer-Programs/Summer-Camp

B. Circus Club

i. The Circus Club shall be a social extension of the Flying High Circus. Its status as a Recognized Student Organization grants it all rights and privileges associated with such a status

C. Reservable Space

i. No reservations may be made for the Jack Haskin Circus Complex via Guest Services. All special events and performances must be arranged by the Circus Director. None of provisions and guidelines enumerated in Part II, Section Eight of this manual are applicable to Jack Haskin Circus Complex unless otherwise approved by the Oglesby Union Board.
SECTION VII. ADDENDUMS

University Policies

SECTION I. ACTIVITY AND SERVICE FEE FUND MANAGEMENT (6C2-3.035)

SECTION II. RENTAL OF OFF-CAMPUS FACILITIES (OP-B-6)
http://www.vpfa.fsu.edu/Policies/bmanual/off.html

SECTION III. UNIVERSITY-WIDE POSTING POLICY
http://posting.fsu.edu/

SECTION IV. THE FLORIDA STATE UNIVERSITY ALCOHOL POLICY
http://www.tshc.fsu.edu/par/students/campuspolicy.htm