Space and Resource Policies 101

What Do You Need To Know When Using Student Centers Services And Spaces
Learning Objectives

• What Policies And Procedures Should Be Followed When Using The Student Centers
• General Procedures Followed By Student Centers Administration
• Whom to contact regarding questions regarding our policies and procedures
Disclaimer

• Student Centers Administration reserves the right to at anytime:
  • Select activities held in their spaces including assigning appropriate space based on the intended or perceived use of space which will allow the appropriate activity to be held in the appropriate space based on space use and operational efficiency
  • Schedule, assign, reassign activities to be held in their spaces at anytime to accommodate University priorities. Such actions will be preceded as much as possible by advance notice from Student Centers Administration
  • Cancel/terminate activities held in their spaces that may cause damage to the University’s reputation, property or persons as determined by its management team
  • Assess its spaces and resources for damages. Clients are responsible for damages to SCA spaces and resources resulting from their event
Day Of Event Information

- Access to rooms and confirmed resources will be provided fifteen (15) minutes before access time unless otherwise arranged.

- The On-Duty Operations Manager will make contact with the listed individual coordinating the event. They may also be contacted directly by calling (860) 786-4283 or visiting the Campus Information Center in GSU Rm. 205.

- Only Student Centers staff will be permitted to move furniture or operate technical equipment for safety reasons.

- Student Centers equipment may only be transported by Student Centers staff unless approved by the Director of Student Centers. Appropriate charges will apply.

- Groups using Student Centers spaces are responsible for all damages found to be associated with their event.

- Certain Event Resources (Ex. VGA Cables, Mac Adapters, Etc.) requires the requesting Client to exchange their University or Government Issued ID for the device from the Campus Information Center.
ADA Statement

• It is the responsibility of the sponsoring organization to ensure that the programs, related activities and printed material are accessible to persons with disabilities.

• The Student Centers does not accept responsibility for ensuring that the programs or activities of the group are in compliance with the provisions of the Americans with Disabilities Act.

• Questions regarding accessibility of facilities for a specific program being held in the Student Centers should be directed to the Director.
Adverse Weather

• In case of adverse weather concerns, the Student Centers may open to support University functions, unless advised to close due to dangerous conditions by University officers or Public Safety
  • Scheduled Student Centers Administration staff may be asked to report to work. They should do so only if they are safely able to do so.

• Student Centers Administration staff shall contact affected clients in this case to inform them of the state of Student Centers operations
  • All events and meetings in the Student Centers for that day may be cancelled unless otherwise noted (determined by the Director of Student Centers in consultation with the Vice President for Student Affairs, Public Safety and as need be other areas of the University) to discourage off-campus participants from attempting to travel during adverse road conditions
Advertising/Publicity

• Advertising for University and non-University events prior to an event confirmation is prohibited and may result in denial of the request to use Student Centers space.

• The Student Centers has the right to review, approve or deny all posting or digital signage submitted based on content, language, pictures, images, or references to alcohol, messages that may conflict with the University’s mission.

• All ad submissions must be made to the Student Centers using the Student Centers Website at least five (5) business days in advance in 16:9 ratio (19:20 in HD formats) and in one of the following file formats: Power Point (limited), Flash, jpeg, Windows Media and Quick time videos.
Afterhours Access To Student Centers Spaces

• All events in the Student Centers will conclude by 10 pm Monday – Thursday and by 7 pm Friday – Sunday unless approved in advanced by the Director of Student Centers.

• All patrons and tenants of the Student Centers are to vacate the facilities after that time. No student, faculty or staff member, except by permission of the Director of Student Centers or the on-duty Operations Manager shall remain in the Student Center after it is officially closed.

• Hours of operations and closing of the Student Centers between semesters, holidays, and during summer semesters shall be at the discretion of the Director of Student Centers. All efforts to post hours for the awareness of the University community will be done at least one week in advance of the break period.
Alcohol And Other Drugs

• Unless associated with an approved event or activity, alcohol may not be consumed in the Student Centers.

• Cash bars may be requested as part of an event, however University Dining Services is the only approved server of alcohol within Student Centers managed spaces.

• Food must be provided as an option for any event where alcohol is served.

• Use or misuse of any type of drug or materials for the purpose of recreational drug use is strictly prohibited within the Student Centers.
Amplified Sound

- All noise emitted from your outdoor event must comply with Chapter 23 of the Municipal Code, regarding noise, including but not limited to restrictions in residential areas during the day of 55 dBA and during evenings after 10:00 p.m. of 45 dBA.

- All requests for the use of outdoor amplified sound require a confirmed reservation after a meeting with the Event Services Committee.

- Outdoor amplified sound must not broadcast explicit lyrics, foul language or purposely disrupt the University’s neighbors.

- All amplified sound equipment within Student Centers managed spaces are required to use Student Centers sound equipment. Student Centers Administration may approve the use of an organization’s own amplifiers, mixers, speakers, power, etc.

- Modification or operation of Student Centers equipment by non-Student Centers Administration personnel is prohibited.

- Outdoor use of amplified sound is restricted to 12 noon until 10 pm on any given day.

- Use of amplified sound during Mondays – Fridays from 7:30 am – 5 pm is prohibited due to the number of administrative offices of the University conducting business during those times.
Animals

- Animals are not permitted in the Student Centers, with the exception of service animals as defined by the Americans with Disabilities Act, such as a guide dog, signal dog or other animal individually trained to do work or perform tasks for the benefit of an individual with a disability.

- Animals that are a part of an event or program may be permitted in the Student Centers as a part of the activity and for a limited time as approved during the Event Services Committee meeting and as listed on a reviewed Special Events Operation plan.
Auctions

• Auctions do not require a permit, per the State of Connecticut Division of Special Revenue

• Student Centers, Administration understands that groups who hold “Date” or “Slave” auction events, or have held them in the past usually do so with good intentions. We would like to challenge sponsoring organizations to consider holding alternative events that could accomplish the same objectives that do not devalues a human being to the level of merchandise and involves a comparison of the relative “value” of each person being auctioned

• There are also safety concerns that arise as a result of “Date” auctions. When a person “wins” the ability to spend time with another person, there is no way to telling what their true motives are. Given the prevalence of sexual assault in our culture, safety concerns exist if you allow a member of your organization to be compelled to spend time alone with someone that she/he may not know

• For all of these reasons, and because of the many imaginative and feasible alternatives to these activities, the Student Centers feels that date and slave auctions should be avoided by sponsoring organizations at the University
Candles and Open Flame

• Candles and open flame devices are prohibited for use in Student Centers Administration managed spaces, unless:
  • Specifically handled by Dining Services staff
  • Have a fire watch approved and staff by Public Safety

• Grilling for picnics and barbeques in Outdoor Spaces and Sterno devices for indoor activities shall only be performed by Dining Services
Compressed Tank Gases

• Tenants and clients must communicate to the Director of Student Centers if they plan to bring compressed tank gases into Student Centers Administration managed spaces
  • This may not include small tanks for purchase at party supply stores. Please contact Student Centers Administration for further information

• There are certain requirements to follow to maintain safe usage and storage of compressed gas tanks which the Director of Student Centers shall coordinate with Public Safety and Facilities. Tenants and space users should contact the Director of Student Centers when the need to store such devices are needed within the Student Centers.
Decorations And Event Effects

• Arrangements for decorations and other event effects must be made in advance with the Director of Student Centers or the Business and Scheduling Services Administrator.

• The Student Centers will not store items overnight for patrons and will not be responsible for items left in the building. All items, including balloons, brought into the center for decorating purposes must be removed immediately following the event.

• Decorations will be attached only to self-supporting scaffolding and/or attachments provided for decorating purposes.

• Excessive decorating requests such as; hanging and removing items from the ceiling or sides of the room above the existing wires and activities requiring the use of scaffolding, lifts, ladders and electrical hookups must be arranged two weeks in advance and will be charged a maintenance fee.

• The use of glitter, flammable materials and adhesive tape, glues including spray glue and hot glue, tacky tape, thumb tacks, masking tape or nails on doors, posts, ceilings, walls, floors or fixtures is prohibited.

• Decoration construction that includes sawing, painting or hammering, other than joining complete sections, must be done outside the Student Centers. Limited construction of decoration and sets may be done using prefabricated materials with permission at least two weeks in advance from the Director of Student Centers.
Distribution Of Literature And Other Materials

• Distribution of materials (pamphlets, brochures, petitions, vendor coupons, etc.) is not allowed in the Student Centers unless:
  • It is a part of an approved event and issued only to interested patrons who partake in said event
  • Done by a recognized University department or organization

• Materials that do not fall within these guidelines may be removed and disposed of immediately

• Harassing behavior in the distribution of materials shall not be tolerated and offenders will be asked to cease immediately
Donations/Collections

• The use of collection boxes in the Student Centers requires the advance approval from the Business and Scheduling Services Administrator. Only registered student organizations and University departments may request permission to setup donation sites in the Student Centers.

• Panhandling and/or begging is prohibited in and around the Student Centers.
Emergency Procedures

• All emergencies, including medical emergencies, must be reported to the Office of Public Safety at 860-768-7985

• During a fire alarm or other emergency, please exit quickly and orderly through the nearest exit. All exits are clearly marked and emergency lighting is provided. Move away from the building and surrounding areas. *Do not use elevators. Cooperate with Public Safety and Student Centers Administration staff*

• To report non-emergency issues/problems related to the Student Centers, please call the office at 860-768-4283
Event Chaperones

• Event Chaperones are:
  • Current, full time, benefits eligible employees of the University
  • On-site administrative supporters to the sponsoring organization
  • Responsible for the overall supervision of the sponsor’s on-site management of the event
  • Qualified after completing Event Chaperone and Event Staff training provided by Student Centers Administration

  • Because of the unique purpose of the Division of Student Affairs, Graduate Assistants employed within the Division may serve as Event Chaperones for student events after completing the required training. Chaperone training available through the Student Centers on request

• Event chaperones may be required at events based on the following:
  • The event has an expected attendance of 100 or more persons
  • The event is categorized as a Level 1 or level 2 Special Event
Exhibitions, Performances and Showings of Copyrighted Materials

- Sponsoring organizations expecting to exhibit, perform or show any type of copyrighted material as part of their program must follow copyright laws.

- Sponsoring organizations may be required to provide proof of licensing obtained from a qualifying company who handles public performance/display licensing.

- Sponsoring organizations are responsible for fees associated with obtaining said licenses.
External Events

• Student Centers Administration shall provide an estimate of costs such as:
  • Facility Fees
  • Administrative Fees
  • Event Supervision and Staffing
  • Technology and Equipment

• Once the client receives an estimate, the client must submit a 10% deposit within ten (10) business days in order to retain the requested space:
  • If said deposit is not received without proper acknowledgement, the event shall be cancelled

• Must assign an Event Coordinator who will:
  • Sign the Student Centers Facility Use Agreement to be submitted with the 10% deposit
  • Attend the event to ensure it is properly conducted and follows all applicable policies and guidelines
  • Ensures that all costs associated with the event are billed and paid immediately upon arrival for event
  • Provide a certificate of insurance from the external agency listing the University of Hartford as additionally insured to be submitted with the 10% deposit
Food Vendors

• University Dining Services (via ARAMARK) is the approved food preparation entity for the University

• Exceptions shall be by the University’s Dining Services who may issue a “Food Waiver” for events exempt from the University’s Dining Service contract
  • The Student Centers are allowed to operate snack bar services when Dining Service serving spaces are not operating within the building.

• Food preparation on University grounds other than that done by Dining Services for sales or serving purposes to the general public or connected event activity is prohibited, unless exception is made in advance by Dining Services. Food preparation of non-prepackaged food items are restricted to kitchens and approved outdoor grilling areas

• Alcohol Service for any event on-campus must be provided through Dining Services
Fundraising and Solicitation

- Selling, canvassing, petitioning, fund raising, surveying and membership drives by registered student organizations, University Departments, the Alumni Association will be permitted in the Student Centers through the usual space request process.

- All other internal and external entities must seek approval from the Director of Student Centers through the Vendor Registration form on the SCA website.

- No group, except for university departments and the Alumni Association with approval, shall act on behalf of a commercial company.

- Any type of food distribution or sale must be approved by Dining Services Ex. Bake sales as a student organization fund raiser.)
Gambling

• Gambling within the Student Centers is not permitted. Gambling is described as engaging in an unlawful game of chance for anything of value on within the Student Centers or any non-sanctioned affair sponsored by a University department or recognized student organization.
Good Neighbor Policy

• When our events may conflict with the residential communities of the Greater Hartford area, sponsors will be asked to assist Student Centers Administration in writing a letter to these residents to inform them of our activities and their patience in executing them.

• Criteria includes:
  • Information about the event (Date, Time, Location, Description)
  • Information about the sponsoring organization
  • Extending sincere apologies for any inconvenience
  • Contact numbers to the Office of Public Safety and Student Centers Administration
Human Subjects

• The Human Subjects Committee at the University of Hartford is charged with the ethical review and oversight of research that involves the participation of human subjects. The complementary concerns of the Human Subjects Committee are to protect the individual from harm and to support the advancement of ethics in science.

• All researchers must submit a research proposal to the Human Subjects Committee and provide CITI certification of human subjects training for themselves and any other researchers participating, including researchers from other institutions.
Late/Last Minute Staffing Request Policy

• Student Centers Administration coordinates event staffing for its operations on a two week out basis. Special Event, early and late closing information should be coordinated two weeks ahead to allow for timely scheduling and appropriate resource allocation.

• Events that cause alterations in a pre-existing staffing schedule including addition of specialized equipment requiring a special operator from within Student Centers staff outside of the two week prior to the event window may be subject to a $50 flat rate charge in addition to any standing charges related to the cost of the event.
Living Room Of The Campus/Suisman Lounge

- As part of the mission of a College Union, the Student Centers maintain spaces where members of the University community can use as lounge, dining and general leisure space between classes, work periods, etc.

- To that end, Suisman Lounge as much as possible will be used as the designated campus lounge area where all members of the University community can relax, eat and gather at anytime during our hours of operation. Activities held in that area should not restrict the entrance or ability of any member of the University community from using the lounge for these purposes or participate in the planned activity. Exceptions shall be made if a member of the community becomes disruptive towards the peace and general operations of the University
Lost And Found

• Found items may be turned into the Campus Information Center

• Items will then be turned over to Public Safety at regular intervals or on an as-needed basis

• Found ID cards will be turned into the ID office as soon as reasonable. Wallets, keys, and cell phones are instances where the item, after being logged in, should be turned into Public Safety as soon as possible

• Persons claiming lost items must show ID and sign for the returned item
Lounge Use

• Lounges are primarily intended for general use by the University community

• Limited use of the areas for active programming will be allowed upon approval of the Director of Student Centers

• Approval will depend upon several variables including:
  • Time
  • Size/Scope of Event
  • Type of Activity
Minors

• Use of Student Centers by those under the age of 18 is not permitted unless they are attending or participating in a recognized university function or program and in the immediate supervision of their parent/guardian

• Anyone under the age of 18 who is not part of the above stated recognized groups may be asked to leave, and Public Safety will be contacted. The Student Centers shall not serve as a child care facility and will not assume the liability for the supervision for minors.
Movement And Operation Of Student Centers

Equipment/Resources

• Clients are prohibited from moving or operating Student Centers Administration equipment at any time for reasons of insurance, safety and longevity of equipment

• All space set-ups, operation of audio-visual equipment and movement must be performed by current Student Centers Administration staff
Off-Campus Housing Promotion Policy

- The University of Hartford encourages the use of our residential facilities by our students. Promotion of housing opportunities other than University owned residences will not be permitted within the Student Centers.

- This includes communication of such on bulletin boards, digital signage, information tables or any other type of method to communicate an intent to fill vacancy within any non-University owned residence.
Pianos

• The piano in Gengras Student Union’s Suisman Lounge is available on a first come, first served basis for general public use when the lounge is not used for reserved activity
  • Those wishing to play the piano must submit their current University ID or valid state ID card

• The piano in Konover Campus Center’s Great Room is available only for reserved activity in the space

• The piano in University Commons 116/118 is available only for reserved activity in the space

• No pianos may be moved from their areas to other areas of the building or campus without approval from the Director of Student Centers
• Requests for rehearsal space shall be accommodated in Konover Campus Center, which is deemed the main rehearsal/practice venue due to the nature of the facility.

• Practices and rehearsals shall be scheduled on Sundays – Wednesdays during 7 pm – 11 pm. Groups that scheduled for practices/rehearsals into 11 pm will have non-operating hours fees waived for their practice/rehearsal at the discretion of the Director of Student Centers.

• GSU Cafeteria areas may be reserved for “dressed” and technical rehearsals only and limited to two per event due to the unique nature of these spaces.

• Other spaces for rehearsals/practices based on:
  • Efficiency and reasonability of using requested space
  • Number of participants involved in rehearsal/practice
  • Type of activity to be performed
  • Resources/programs affected
Postings

- Student Centers Administration MUST approve all postings displayed within its facilities

- All Postings must be of a non-discriminatory tone

- Postings may not reference alcohol or other illegal substances

- The Name of the sponsoring organization must be clearly stated on the flyer

- Posting for off-campus and non-University sponsored events are prohibited unless specifically approved by the Director of Student Centers

- Postings may not promote anything in violation of the University of Hartford’s Policies or Procedures

- Postings for Student Centers Bulletin Boards may not exceed 11” x 17”

- Postings must be affiliated with a University activity or operation, unless specifically and appropriately approved otherwise
Promotion of Off-Campus Services

• The University encourages the use of its residential facilities and current contracted partners for our students. Promotion of housing opportunities outside of university owned or contracted residences will not be permitted within the Student Centers.
Recreational Devices And Vehicles

• Wheeled vehicles (with the exception of wheelchairs and assisted mobility devices), including, but not limited to, bicycles, skateboards, hover boards and in-line skates, are not permitted in the Student Centers.

• Use of such devices for those who have mobility impaired conditions is approved.
Recording Policy

• On site recording of event attendees is permitted by Student Centers Administration and Public Safety to record persons entering the facility as well as to record any altercations that occur. Recordings will be used as evidence in both campus judicial as well as criminal proceedings as needed/requested.

• Other recording that includes Student Centers spaces and University personnel must be requested and approved by the Office of Marketing and Communication in accordance with University officers.
Student Centers Administration requires the following of registered student organizations in order to request and book space:

- **Rehearsal/Practice Scheduling Meeting**: Student organizations requiring multiple dates for practices and rehearsals must attend a meeting coordinated at the beginning of Fall and Spring semester to coordinate space between other groups with similar practice/rehearsal space needs.

- **Special Events Training**: Student organizations wishing to host any type of Level 1 or Level 2 special event activity must go through Special Event management training provided by Student Centers Administration before hosting the event. Organizations must be recertified every semester.

- **Event Chaperone Training**: Event Chaperones for student organizations wishing to host Level 1 or Level 2 events must go through Student Centers Administration provided Event Chaperone training before they are eligible to be a chaperone. Advisors should be recertified every year.
Reporting Maintenance Concerns

• Problems or concerns should be reported in writing via the Student Centers Administration Maintenance Request Form. Please call the office at 860-768-4283 during normal business hours (8:30 am – 4:30 pm). The Student Centers Administration Office will investigate the problem and identify the means and method to remedy the problem. The Student Centers Administration may only claim responsibility for work orders placed by its office. While individual tenants may submit work orders for routine needs of their spaces, larger concerns should be brought to the attention of the Student Centers Administration.

• The Department of Facilities and/or Student Centers Administration will charge for any labor and parts for work that can be identified as beyond normal wear and ordinary use or as the result of vandalism or negligence. If a charge is necessary, this will be discussed in advance with the appropriate department head.
Security

• Student Centers reserves the right to require fire, police, or other security personnel for events in or on the premises of the Student Centers. The need shall be determined based on the time, place, and type of event. Security personnel may also be provided at the request of the sponsoring organization. Events requiring security coverage will not be permitted if adequate security is unavailable. The group sponsoring the event is responsible for all applicable security charges. No security may be provided from agencies outside of University of Hartford Public Safety without the express permission of the Director of Public Safety.
Service Vendors

• Student Centers reserves the right to approve any and all outside vendors for event support. Please consult with Student Centers Administration prior to contracting with any outside vendor.
Shoes And Shirt Requirement

• For health and safety reasons, all persons entering the Student Centers must wear proper attire, which includes shirts and shoes

• Persons not wearing proper attire will be asked to leave the premises
Specialized Activities

- Career recruitment activities can only make reservations to recruit on campus through the Office of Career Services

- Religious based activities can only make reservations to promote on campus through the Office of Student Development or Campus Ministries

- Political based activities can be reserved by:
  - Recognized student organizations in cooperation with the organization’s advisor
  - Sponsorship through the Office of University Relations
Tenant Office Space

- Tenants are departments and units that have physical space in the Student Centers.

- University of Hartford Department of Facilities, in partnership with the Student Centers Administration, is responsible for the maintenance of the Student Centers and their surrounding grounds. This includes, but is not limited to, the daily cleaning of all public common space, meeting rooms, program space, administrative offices and rest rooms.

- It is our intention to maintain the Student Centers to the highest standard possible and present an inviting and welcoming environment for our partners, students, faculty, staff, alumni and guests.

- Tenants are responsible for the cleanliness for their areas. If facility issues occur in tenant spaces, the Student Centers Administration will determine the nature of the problem and the remedy in cooperation with the Department of Facilities.
University Commons 116/118

• Due to the nature of the University Commons, groups using UC 116/118 are required to perform the following tasks:

• Any sponsoring organization must reset the space for the next day of classes after use
  • The usual set up of the space is classroom style (click link to view a picture of said style)

• Any sponsoring organization who fails to do so will be charged for Student Centers staff to reset the space

• As with any facilities used, sponsoring organizations should take care to clean after themselves such as disposing gum wrappers, food stuff, drink bottles, etc. in trash receptacles
Use Of University Name

• The use of the University of Hartford in the name of an organization does not indicate that the University is in favor of, or opposed to, a given philosophy, activity, or event sponsored by an organization. All organizations must adopt names that either clearly identify them as student organizations, or append to the organization’s name a parenthetical statement indicating that the group is a student organization. When sponsoring any event any student organization is required to advertise their event as a student organization event and make sure the name of their group is prominent in all advertising. Advertising should also include that in no way are the views associated with this event represent the views of the University of Hartford

• For further information on the use of the University of Hartford's name and insignias and assistance with publicizing your event may be addressed to the Office of Marketing and Communications
Student Centers Scheduling Policies
Reservation Requests Basics

• The Student Centers only accepts internal requests from University recognized student organizations and University departments with budget numbers.

• Committees of recognized organizations or departments may use the budget information of the recognized entity that sponsors their activities if they do not have their own budget number.

• Student Organization requests for space must be made by student leaders associated with the requesting organization as per current Student Government Association listing.

• Students interested in reserving space for group study or projects should book study rooms in the library.

• University affiliated individuals and non University affiliated entities may still request space, however these groups will be charged as per the current SCA rate card and must contact the Director of Student Centers at (860) 768-4283 for further assistance.
Scheduling Priorities

- The Student Centers accepts limited advance scheduling requests based on the criteria below. Otherwise requests are accepted on a first-come, first-served basis.
  1. Activities based on student recruitment and registration (Ex. Preview, Orientation, Lift Off, etc.)
  2. Major university wide programming (Ex. Hawktober, Commencement, Spring Fling, etc.)
  3. Activities of University chartered student organizations that produce campus wide student programs (Ex. Student Government Association and the Campus Activities Team)
  4. Large scale student governing groups (Ex. Greek Governing Councils, Residence Hall Association and Undergraduate Commuter Association)
  5. Annual Special Event programming of registered student organizations

- Certain dates and time frames based on the University and Student Centers calendar may be considered “black-out” dates for advanced program scheduling, University wide programming or maintenance needs. Priority for these time frames will go to the offices responsible for the University-wide programs scheduled during those times. Those offices will work with the sponsor directly to determine eligibility to waive this policy and will be responsible for letting the Student Centers know which events are approved or denied

- During the week before the first day of classes priority of scheduling shall go toward activity supporting Orientation and training for University staff involved in Opening Day/Lift Off activities
Reservation Priority

• Student Centers facilities are reserved in the order in which requests are received. Consideration will be given to the size of the group, type of set-up needed, and space available.

• Student Centers reserves the right to assign, and if necessary, reassign facilities to assure the maximum and most appropriate use of space.

• Scheduling for any activity beyond the current University calendar year is at the discretion of the Student Centers Administration based on the following factors:
  • University priorities
  • Publishing of the academic calendar for the year of the request
  • Development of cabinets which powers 25Live scheduling
Blackouts And Date Holds

• Student organization events and meetings are not allowed to take place during final examination periods. Student organization final programs before finals should take place before Reading Days

• Certain dates and time frames based on the University and Student Centers calendar may be considered “black-out” dates for advanced program scheduling, University wide programming, break periods or maintenance needs. Priority for these time frames will go to the offices responsible for the University-wide programs scheduled during those times

• These offices will work with the Student Centers sponsor to let us know which events are approved or denied

• These time frames include but may not be limited to:
  • New Student Orientation and Lift Off Activities
  • Preview and Student Recruitment Activities
  • The week of Hawktober
  • The week of Spring Fling
  • The week of Commencement
“Fronting”

• University Departments and registered student organizations shall not use their privileges to access space, resources or services and “front” for a non-university group or commercial entity in order to avoid fees or receive reduced fees.

• All instances of “fronting” for off-campus groups or commercial entities will result in an adjustment of all related fees to appropriate rate category.
Confirming A Reservation

• All reservations are considered tentative until confirmed with the submission of the account and center number that will be used for billing purposes. In some cases a deposit will be requested. All deposits are made using the account and center number to be used for billing purposes. When requested, the event is not confirmed until the deposit is received. Deposits due at the time the reservation is made, and are non-refundable and non-transferable. Failure to provide the information requested to confirm a reservation may lead to the meeting or event being canceled.
Reservations Are Non-Transferable

• Reservations are non-transferable. Clients may not contact other groups to negotiate or bargain for space. Space will be reassigned by the Reservations staff and notification will be sent by Student Centers Administration.
Retail Vendors

- Payments for Space must be received upon Arrival to the University
- Payments must be made in Cash, Cashier’s Check or Money Order to University of Hartford Student Centers. We do NOT accept credit cards or personal check payments
- One table: $75, Two tables: $80. Three tables: $100, Four Tables: $125
- Check-In is required at Gengras Student Union Rm. 205 before Merchandiser Unloads or Sets Up
- Merchandiser shall be given a Proof of Payment which must be kept at all Times while at the University
- If Vendor Uses Student Centers Equipment, Vendor must Exchange His/Her Current Government Issued Picture ID Until The Equipment Is Returned
- Vending Space Must be occupied at all Times
- Check Out is required at the End of the Reservation.
Retail Vendors

- It is the goal of the Student Centers to avoid having two vendors selling the same items on the same day. Therefore, vendors must disclose all items being sold in advance, and shall not sell any other items. Final approval for all items to be sold will be made by the Student Center staff.

- Vendors cannot distribute any liquid or food items without the approval of the reservationist. Anything that is approved must be a prepackaged item.

- All vendors must park in the designated visitor parking lots. The University is not responsible for validation or reimbursement of parking fees, tickets, towing, or damages to personal property or vehicles. You may purchase a validation from our Business and Event Manager for $8.00.

- You must furnish the customer a GUARANTEE OF GOODS. You must post a sign identifying company name and contact information. A receipt must be available upon request that will include: the date, description of good to be sold, unit price, and a contact phone number for the customer’s future reference.

- Vendors are responsible for administration of Texas Sales Tax and, if possible, will provide a copy of the Texas

- All vendors of goods and services are required, during any period when they or their agents or employees are present at the University, to adhere to a standard of appropriate conduct, including refraining from conduct or verbal acts, that constitute harassment or discrimination against any person due to such person’s race, religion, color, national origin, sex, sexual orientation or identity, age, disability, veteran status, or marital status.

- Vendor must adhere to all applicable University, city, county, state, and federal regulations.

- Sales or solicitation, which interfere with the normal conduct of University business, are prohibited. You are to remain behind your table. If a vendor aggressively solicits (such as walking up to individuals or shouting from across the table) they will be warned of the policy and if the activity continues the vendor will be asked to leave the premises. The University reserves the right to regulate the time, manner, and place of all sales and solicitation, and to refuse, at its discretion, access to any person.

- If the vendor has a delinquent account, the vendor will not be permitted to solicit in this facility until the account has been settled
Payments/Refunds

- Final Payments for Event and Service Charges must be paid at Least by the Time of Arrival For your Event by Certified Check, Money Order, Cash or Interdepartmental Transfer (IDT)

- Personal Checks and credit cards are not accepted

- Groups with Outstanding Balances may lose the Ability to reserve University Space as well as forfeit Existing Reservations

- Failure to make All Payments will result in Automatic Cancellation of your Event

- Refunds for Events will be processed the Next Business Day As Needed
Contact Us With Questions

Student Centers Leadership Team

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