

**ASU/PSU**  
**RESERVATION & FACILITY USAGE POLICIES**  
**W.H. PLEMMONS STUDENT UNION**  
**APPALACHIAN STATE UNIVERSITY**  
**BOONE, NC**

## Who May Use the PSU

The use of the Plemmons Student Union & Legends is limited during the academic year to use by ASU students and their guests, and university organizations and departments. Both facilities are supported exclusively by student fees and neither facility receives any tax money or tuition support.

The Plemmons Student Union may be reserved for meetings and special events by registered ASU Student Organizations, ASU Administrative Offices, and ASU Faculty Departments anytime during or after their designated annual scheduling window. The annual scheduling window occurs in February/March of each year and marks the beginning of when groups may reserve space for the next academic year. During their designated scheduling window, student organizations may reserve space for two special events per semester, plus one 60 minute or one 90 minute block of time per week for weekly meetings. After the scheduling window expires, additional blocks of time may be reserved by the organization (subject to approval and availability).

Non-university groups and agencies are eligible to reserve facility space when scheduled through the Office of Conference and Camp Services and when approved by the Associate Director of Student Engagement and Leadership. Non-university entities will be charged a room rental fee – and a staffing fee for special events.

Individual ASU students, faculty or staff as well as non-university affiliated individuals are not eligible to reserve facility space within the Plemmons Student Union. With the exception of wedding functions allowed in approved locations, the Student Union may not be reserved for such non-university functions as showers, birthdays, family reunions, civic organization events, etc.

Exceptions to these policies may be made on a case by case basis by the Associate Director of Student Engagement and Leadership. The Plemmons Student Union reserves the right to limit reservations at any time based on space demands, available staff, building maintenance needs, or for other reasons as deemed necessary.

# Reservation & Facility Usage Policies Plemmons Student Union

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## Meetings

Meetings are defined as one-time or recurring (daily, weekly, twice monthly, monthly, etc.) usage of space which falls within normal operating hours and does not require the supervision of the Union staff or have special staffing needs - with the exception of AV assistance.

Rooms for meetings will be assigned by the Student Union Event Services Office according to the approximate number of participants and intended use. Rooms scheduled for meetings will come with a predetermined setup. Moving furniture out of this designated setup may result in the organization's loss of reservation privileges.

Facility space within the Plemmons Student Union will not be made available for ASU academic classes. Classes are welcome, however, to utilize facility space (with AV possibilities) for a one-time class event.

Meeting activities of an organization should have a logical relationship to the function or mission of that organization on the Appalachian State University campus.

Consistent with current university policies, **individual** ASU students, faculty or staff will not be able to schedule facility space for meetings. Please see ASU's *Facility Use, Solicitation, Distribution of Printed Materials, Unscheduled Public Speaking Areas, and Peaceful Assembly Policy* on-line at: <http://www.resourcemanual.appstate.edu/administrative/policy.htm>

Non-university groups, individuals or agencies will not be able to use space for meeting purposes.

The following rooms are designated spaces within the Student Union available for recurring meetings and one-time meetings:

New River 100	Watauga River 102	Roan Mountain 122
Snake Mountain 136	Grandfather Mountain 137A,B,C	Tater Hill 155
Elk Knob 165	Nolichucky 211	Catawba River 219A
Yadkin River 219H	Linville Falls 226	Rhododendron 227
Mountain Laurel 229	Linville Gorge 242	Linville Caverns 253
Rich Mountain 302	Bass Lake 319	Trout Lake 322
Linn Cove 413		

The following are **only available** for one-time meetings:

Looking Glass Gallery 114	Solarium 118	Crossroads Coffeehouse 119
Three Top Mountain 169	Greenbriar Theater 200	Blue Ridge 201A or 201B
Whitewater Lounge 220	Wiseman's Lounge 222	AT Computer Lab 235
Mt. Mitchell Fitness Center 303	Rough Ridge 415	Beacon Heights 417
Parkway Ballroom 420		

## **Weekly Meetings with High-Volume Sound**

The Department of Student Engagement and Leadership allows meetings with high-volume sound to occur in specific locations at designated times on limited days only. Meetings with high-volume sound may include the playing of instruments, amplified recorded music, or vocal performances.

### **Facilities where high-volume sound is permitted:**

#### **Legends**

**Sunday, Monday and Tuesday nights only** (minimum attendance of 75 people required).

Note: All scheduled weekly meetings in Legends are subject to cancellation for the purpose of APPS entertainment needs for this facility.

#### **PSU**

**Wednesday and Thursday nights only.**

Locations: Roan Mountain, Linville Falls, Grandfather Mountain Ballroom or Tater Hill.

Times: 8:30pm – 10pm (8pm load-in)

## One-Time/Special Events

For Special Events that require staffing, the reservation must be made no less than two weeks prior to the requested date. Staffing fees will apply.

Special events include the five following activities: (1) **Social**, (2) **Reception** (3) **Educational Function**, (4) **One-Time Meeting**, (5) **Banquet**.

- Organizations may be charged a *Staffing Fee* for these types of events. Organizations will be charged a Staffing Fee if beer/wine is consumed.
- PSU Management reserves the right to limit the number of events occurring concurrently in the Student Union.

Consistent with current university policies, individual ASU students, faculty or staff will not be able to schedule facility space for *one time/special events*. Accordingly, the Student Union will not schedule such non-university functions as showers, family reunions, birthday parties etc. On limited weekends, ASU employees, their adult children, alumni and students may schedule wedding receptions and rehearsal dinners in the PSU.

Non-university groups and agencies are not eligible for facility space for *one time/special events* unless the event is scheduled through the Office of Conference and Camp Services or the event is sponsored by a university department or organization and has a logical relationship to the department or organization. The event must be approved by the Associate Director of Student Engagement and Leadership. Exceptions are made for ACT Community Partners, see page 36 for details.

### *Special Information*

On occasion, an academic department, administrative office or student organization will work in co-sponsorship with a non-university entity. In these circumstances all activities must be coordinated by the ASU organization (reservation, setup requests, on-site staffing, etc).

The non-university entity and their activity must have a logical relationship to the campus mission of the ASU sponsoring organization. The event may require sanctioning from the academic Department Chair, Division Vice-Chancellor, or Campus Activities.

These events may not be sponsored by an ASU student organization during the summer sessions, as clubs are not active during this time.

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**Social** - This is defined as an event which is a one-time usage and is open to ASU students and their guests, with one or more of the following conditions: (1) tickets may (or may not) be sold at the door or in advance, (2) may continue after normal operating hours, (3) may involve the use of Beer/Wine, and (4) may involve entertainment (including dancing).

**Reception** - This is defined as an event which is a one-time usage, with one or more of the following conditions: (1) must occur within operating hours, (2) may involve the use of Beer/Wine, and (3) may involve entertainment (excluding dancing).

**Educational Function** - This is defined as an event which is a one-time usage of the Union facilities designed expressly for ASU students and the campus population to aid in their educational and professional development. These events may include health fairs, video teleconferences, guest speakers, panel discussions, career fairs, films, etc.

The following rooms *are available* for **One Time Special Events**:

New River 100	Watauga River 102	Roan Mountain 122
Snake Mountain 136	Grandfather Mtn 137A,B,C	Tater Hill 155
Elk Knob 165	Three Top Mtn 169	Blue Ridge 201A & 201B
Nolichucky 211	Catawba River 219A	Yadkin River 219H
Linville Falls 226	Rhododendron 227	Mountain Laurel 229
Linville Gorge 242	Linville Caverns 253	Rich Mountain 302
Howard's Knob Patio 304	Bass Lake 319	Trout Lake 322
Linn Cove 413	Rough Ridge 415	Beacon Heights 417
Parkway Ballroom 420		

Whitewater 220 (weekends or after 4:00 pm weekdays)  
 Crossroads Coffee House 119 (available with restrictions)  
 Hawksbill Game Room 113 (with restrictions)  
 Solarium 118 (with restrictions)  
 Greenbriar Theater 200 (with restrictions)

**Note:** Round tables are available in the Parkway Ballroom, Blue Ridge Ballroom, Rough Ridge and Beacon Heights. Round tables will not be moved to other rooms. Each round table seats 6 – 8 people.

### *Special Information - One Time/Special Events*

#### *Special Information - Blood Drives*

Only Blood Services Organizations approved through the Department of Student Engagement and Leadership will be allowed to hold blood drives in the Plemmons Student Union and must be sponsored by an ASU student organization or administrative office (e.g., Health Promotions).

#### *Special Information - Rain dates*

Groups that have scheduled space outside the Union (Sanford Mall, Durham Park, other off-campus areas) may not schedule a rain location area within the Plemmons Student Union or Legends.

#### *Special Information - Limited Services Window*

During those times designated as a “Limited Services Window,” the Student Union will provide facility space for gatherings that **do not** require special setups and **do not** require AV setup or assistance. Functions may occur that are able to utilize facility space in normal setups.

#### *Special Information - Ticket Sales*

The Student Union Desk will, upon request, sell tickets for events held in the PSU or Legends that are sponsored by a University Funded Organization and a Student Development Department. Ticket sales may begin up to three weeks prior to the event.

## **Last Minute Room Changes**

Last minute room changes are requests to alter a room setup after it has already been completed. The PSU staff will attempt to honor these late requests under the following conditions:

- (1) If staff and time are available to do so.
- (2) If the necessary room equipment is available.
- (3) A \$50 fee may apply.

## **Cancellations**

Failure to notify Event Services (262-3032) or the Student Union Desk (262-3030) of a reservation cancellation may result in the suspension of reservation privileges and a cancellation fee. Cancellation fees will be assessed as follows for a room that is not canceled and is not used: \$50 for a room that involves a special room set-up (e.g., table/chair set-up; A/V needs); \$25 for a room that does not require any special set-up. Events that require room rental fees and/or special staffing needs will be subject to a \$50 cancellation fee if the cancellation occurs within 10 days of the special event; these events are subject to full charges if canceled within 48 hours of the event.

## **Loss of Scheduling Privileges**

Failure to make a proper cancellation of facility space or to utilize a reserved space twice during an academic year may result in loss of facility use privileges, as determined by the Associate Director of Student Engagement and Leadership.

Groups responsible for damage to facility space such as artwork, smart podium, furniture, etc will be immediately assessed a fee for repair or replacement of materials. All reservations held by group will be suspended until payment is received by the Department of Student Engagement and Leadership and groups could also be subject to additional disciplinary proceedings.

Failure to make payment for damages, repair work or replacement parts charged to an organization for misuse or loss of Plemmons Student Union property may result in the loss of future facility use privileges, as determined by the Associate Director of Student Engagement and Leadership.

## Procedure for Making a Reservation

**Students:** Any student reserving space for a **weekly meeting** or a **one-time special event** is required to fill out the corresponding **Reservation Request Form** available online at [www.studentunion.appstate.edu](http://www.studentunion.appstate.edu) by clicking on "Student Reservations" under the Reservations tab. The form should be filled out in its entirety. All students must also make an in-person appointment with an Event Services staff to reserve space after completing the online request form. As a policy, we do not accept "TENTATIVE" reservations. Rooms and AV equipment requested on the form do not guarantee availability.

**Faculty/Staff:** Faculty and staff should use the **PSU Online Reservation System** at [www.studentunion.appstate.edu](http://www.studentunion.appstate.edu) to request space for **meetings** and **one-time special events**. For complex events, faculty and staff may request an appointment to meet with a member of the Event Services staff by calling (828)262-3032. As a policy, we do not accept "TENTATIVE" reservations. Room and AV equipment requests do not guarantee availability.

### IMPORTANT NOTE:

Some **one time/special events** require **fees** for services offered or require the **approval** of the **Associate Director of Student Engagement and Leadership**. These users must meet with the **Associate Director** before their event can be "CONFIRMED". Users must schedule an appointment and meet with the Associate Director at least two weeks prior to the event. The user should have a copy of their request and be prepared to pay any staffing and/or rental fees at the time of their meeting with the Associate Director.

### **Fees (determined by Event Services or the Associate Director of Student Engagement and Leadership):**

- (1) *Event Staff Fee* - for event staff working socials, receptions, or any event requiring staffing.
- (2) *Rental Fee* - certain specific events will also incur a room rental fee for use of the facility. See Room Rental Fee Table.

## SPECIAL REQUESTS

Special requests can be made to the Associate Director of Student Engagement and Leadership in writing for scheduling consideration outside of the stated usage policies of the Plemmons Student Union. The Director and Associate Director of Student Engagement and Leadership will make a decision concerning the requests.

## **Alcohol Policies**

The Plemmons Student Union will adhere to all Alcohol Policies outlined in the University's Resource Manual and the Student Code of Conduct.

Alcoholic beverages, limited to beer and wine, will be allowed only during **Special Events** in areas designated for Socials and Receptions, and with the prior approval of the Associate Director of Student Engagement and Leadership, Room 231, Plemmons Student Union.

No fortified wine or distilled spirits will be allowed in the Plemmons Student Union at any time.

Bar setups will close 15 minutes prior or 30 minutes prior to end of event based on length of event.

### **1. Private Social**

Alcohol allowed (BYOB and non-BYOB events).

No advance or door ticket sales if host providing alcohol.

### **2. Public Social**

No alcohol allowed (except *in Whitewater only*).

No advance or door ticket sales if host providing alcohol.

### **3. Public Social - Seated Event (Comedy, Dinner Theatre)**

Alcohol allowed (in all facility spaces).

No Dancing (tables & chairs required).

No advance or door ticket sales if host providing alcohol.

### **4. Reception**

Alcohol allowed.

No dancing.

Must occur within normal operating hours of building (8 am - 10pm).

## Special Facility Policies

### Parkway Ballroom Guidelines:

- A minimum attendance of 75 people must be anticipated in order to reserve this space, certain exceptions may apply.
- The pre-function area is only available in conjunction with use of the Parkway Ballroom and may be used for receptions, buffet lines or tables for registration.

### Whitewater Guidelines:

- No recurring meetings will be allowed in Whitewater.
- Reservation of this space is not allowed between 8am – 4pm Monday – Thursday or between 8am – 3pm on Fridays during the academic year.
- May be reserved between 4pm and 10pm weekdays and anytime on weekends.
- Can be reserved until 12:30 am on Friday and Saturday nights for an additional staffing fee.
- Sunday – Thursday: can only be reserved if attendance exceeds 25 patrons.
- Friday & Saturday: can be reserved regardless of event attendance.
- Alcohol events are permissible only with prior approval from the Associate Director of Student Engagement and Leadership. No admission may be charged if event sponsor provides the alcohol. Admission may be charged for BYOB events.
- Sirius Radio channels and TV channels are preselected by PSU Operations Staff. Requests to change channels may be made at the Student Union Desk during reserved events.

### Hawksbill Game Room Guidelines:

- Pool tables can be reserved for a maximum **two-hour** time period at \$4/hour per table.
- A maximum of 4 tables can be reserved at one time.
- Food and non-alcoholic beverages are allowed in the Game Room, but are **not** permitted on the pool tables.
- Any damages to Game Room equipment is the responsibility of the user.

### Greenbriar Theater Guidelines:

- Movie must be scheduled at least two weeks in advance to arrange staff. Movie media must be dropped off at the Student Union Desk at least 2 days prior to event to allow a screen test.
- Strict federal copyright laws apply for film screenings. All screenings outside of an academic class requirement must show proof of Public Performing License, a Public Domain exception, or written permission obtained directly from the film's management.
- No outside food & beverages are allowed. Concessions service may be requested for a charge of \$20/hour plus cost of concessions.

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**Looking Glass Gallery Guidelines:**

- The Looking Glass Gallery sponsors four exhibits each semester, with two exhibits occurring in the summer. Selections of exhibits to be displayed in the Looking Glass Gallery are made by the Student Union Art Committee.
- Priority for exhibits is given to (1) individual ASU students who have developed a significant body of work, (2) Collaborative exhibits of two or more ASU students, (3) Class exhibits, (4) exhibits of documentary or cultural issues relevant to the ASU campus community, (5) exhibits by ASU faculty or staff.
- For application and selection process information, please visit [www.lookingglassgallery.appstate.edu](http://www.lookingglassgallery.appstate.edu)

**Rich Mountain Guidelines:**

- The Rich Mountain Room will remain unlocked and available as a prayer and meditation room during weekdays from 7:30am – 5:00pm. Therefore Rich Mountain cannot be reserved for meetings or events occurring before 5:00pm on weekdays.
- Rich Mountain may also be used for prayer and meditation outside of the above hours if the room has not been reserved for other use.
- Between the hours of 7:30am and 5:00pm weekdays, an individual or small group may reserve up to 30 minutes for faith based or meditation activities by marking the requested available time period on the sign-up sheet posted outside of the room.
- An individual or group who does not show up for their reserved meditation time must forfeit that time period to anyone else who may want to use the room for that purpose.
- Rich Mountain can be reserved through the Event Services Office for meetings and events occurring on weekends or after 5:00pm weekdays.

## Solarium Operation Policies

### Solarium Reservation Policy

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The Solarium may be reserved for one-time special events after 4:00pm Monday through Thursday, after 3:00pm on Fridays, and anytime on the weekends. **Sound restrictions** apply Monday – Thursday with limited sound restrictions on Friday – Sunday. The Solarium cannot be used for fairs, contact tables, classes, impromptu meetings, etc. – as well as the display of signage in the Solarium and Balcony area (Homecoming exception for Balcony banners). This ensures that the Solarium will be available as a lounge for campus use during most hours of the week. The Solarium may not be reserved as a back-up rain location.

#### *Musical Performance Exception*

Exceptions to these reservation limitations may be made for certain types of musical performances only. These must be performances compatible with the Solarium atmosphere and will generally be limited to classical chamber music, vocal ensembles, jazz, new age, piano or folk music.

Musical performance approval is on a case by case basis and depends upon the entertainment still allowing students their normal Solarium routines of studying, eating, visiting with friends, etc. This type of background music must either be non-amplified or must use one of the Plemmons Student Union (PSU) sound systems. No speeches or presentations are allowed. No admission or donations are allowed. No theatrical performances allowed.

### General Solarium Policies

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#### **(1) Public Event – Interested Patrons Only (*Doors monitored, staffing fees apply*)**

Solarium is open to the campus public, but only to those who are interested in event. The Solarium will be cleared of all casual users at least one half hour prior to and after scheduled event for event setup and cleaning.

- Event Staff members at the Solarium entrances will inform those entering of the nature of the event occurring within the Solarium.
- Admission fee may be charged (musical performances excluded).
- Food is allowed.

#### **(2) Public Event – Normal Patron Usage**

Solarium is open to casual, public usage during event.

- Event Staff Fee is required if event involves programmatic activities and/or stage usage. Event Staff members at the Solarium entrances will inform those entering of the nature of the event occurring within the Solarium.
- Admission fee may not be charged.
- Food is allowed.

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### **(3) Private Events**

The Solarium will be cleared of all casual users at least one half hour prior to scheduled event for event setup and cleaning. The Balcony would be closed to the public for private Solarium events.

- Event Staff members at the Solarium entrances will only allow admittance to those whose names have been provided on a roster of organization members & guests.
- Banquets (buffet style) are allowed only during private events. Banquet seating is limited to 80 people at three (3) and four (4) person round tables only. Banquets are limited to closed events to allow for sufficient seating for event guests.
- A minimum of 50 potential guests is required in order to have a reserved event.
- Admission fee may be charged except when alcohol is served.

### **Solarium Alcohol Policy**

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Only Private Events in the Solarium may allow alcohol, limited to wine, beer and champagne. In the case of an alcohol event, the PSU staff will verify that event patrons are of legal drinking age, and will serve/distribute to event patrons all alcoholic beverages.

- Sponsoring organization must provide the wine/beer/champagne that is to be distributed to those in attendance. No kegs allowed (exception for Ivory Tower).
- Individual patrons may not bring their own alcohol to the event.
- When alcohol is served, tickets may not be pre-sold or sold at the event nor may donations be solicited.
- Minors accompanied by an adult may be allowed in attendance at events where alcohol is served.

### **Food Policy**

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Outside caterers are permissible with a Catering Permit approved by Business Affairs. The PSU will provide tables on which food may be placed. Seating is limited to the room's normal setup of 3-top and 4-top café tables.

### **Room Setups**

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Events must use the furniture according to its normal layout. Some exceptions apply for dances and weddings.

## Crossroads Coffeehouse Policies

### Coffeehouse Criteria for Programs (during normal operating hours)

Officially recognized student clubs and organizations and university departments wishing to program entertainment in the coffeehouse must have the consent of the Department of Student Engagement and Leadership. All events will be operated according to Student Engagement and Leadership policies and procedures. During normal Coffeehouse business hours, reservation of the facility space is limited to approved functions whose focus is on entertainment activities intended to complement the established “coffeehouse” atmosphere.

The operation of the Coffeehouse bar will not close during any scheduled event and furniture must remain in its designated location.

Admission charges will not be permitted at any scheduled event.

Alcohol is strictly prohibited from use in the coffeehouse venue.

Technical support of any activity should not interfere with the overall atmosphere and set-up of the coffeehouse for casual use. Technical support includes limited lighting, sound, and performance set-up. All technical support must be removed from the facility immediately following any scheduled event.

Due to the public nature of the coffeehouse, program planners are asked to be considerate of coffeehouse patrons.

### Meetings

The Coffeehouse is designated as facility space **unavailable** for the use of meetings or classroom presentations (impromptu, weekly, bi-weekly, monthly, bi-monthly).

### Special Events (outside normal coffeehouse hours)

During hours the coffeehouse is **not** open to the public, this facility space may be reserved according to the following conditions, and with the approval of the Department of Student Engagement and Leadership. Reservation requests should be made in the Event Services Office in the Department of Student Engagement and Leadership, Rm. 231.

1. Equipment requests are limited to additional tables for handouts or displays, and podiums. In-house AV equipment is available for use during the function.
2. The Department of Student Engagement and Leadership may charge a staffing fee or rental fee depending on the nature of the function.
3. The Coffeehouse may establish a minimum purchase contract with the organization to justify opening the coffee operation outside of regular business hours.
4. The event cannot begin earlier or extend later than the posted operational hours of the Student Union without incurring additional fees.

## Contact Tables

ASU Organizations and classes are allowed to reserve a *Contact Table* for 2 one-week periods during a semester. After the scheduling window expires, additional one-week periods may be reserved, although not to be scheduled consecutively.

If Solicitation will occur (anything of value exchanged), then organization must have a **Solicitation Form approved and signed** by the Center for Student Involvement and Leadership before a contact table can be used.

Groups may not call out to building patrons to engage in the table's activities. It is against ASU Solicitation Policy to ask anyone to approach the table. The patron must approach voluntarily. University solicitation and usage policies apply to activities conducted at Contact Tables.

Because of the public nature of the contact tables, the Plemmons Student Union reserves the right to regulate the content (objectionable material) of the display. Tables may not be used to embarrass, disparage or humiliate another person or organization or social cause. The specific intention is the promotion of a group's own organization or mission. Please see Contact Table Agreement Form.

A table must be staffed by a member of the reserving group [tables are not for display use only].

**Exception:** *The Counseling Center may provide information about sensitive subjects, which students may feel uncomfortable picking up if they feel they are being monitored.*

Approved **fund-raising events** may occur during contact table usage, where tickets, donations, or products may be sold. Student Organizations must have a Solicitation Form approved by **Campus Activities**. University Departments may be required to have the Department Director or Chairperson confirm the reservation as a University or Departmentally related and sanctioned activity.

Failure to use Contact Tables on the first scheduled day may result in the cancellation of any additionally held Contact Table reservations, and may result in an organization's loss of reservation privileges.

The hanging of posters and fliers is limited to approved locations only (see Student Union Desk Manager). Do not tape anything to the table or to any area surrounding the table. Painter's tape only (no duct tape) may be used on tack strips behind tables. Materials may not be hung on the wooden partitions between the tables or from the circular columns. However, one easel is permitted per table if available.

### Sound Policy

Due to table proximity and the possibility of competing sound sources, boom boxes or live music at contact tables must be maintained at a volume that does not interfere with other PSU operations and must pertain directly to the purpose for which the contact table is being used.

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### **Removal of Materials and Adhesive Residue**

Painter's tape only is permitted, no duct tape allowed. Materials must be removed from the table and bulletin board at the end of your reservation time. All adhesive residue must be removed. Materials left on or around the contact table will be disposed of and organization could be subject to a \$25 cleaning fee.

### **Contact Table Locations**

The Plemmons Student Union designates a total of 11 contact tables on the first floor of the building: (5) tables located across from the Cascades eating area, (2) tables located in the Solarium Lobby, (2) tables located along the International Hallway and (2) tables in the hallway outside of the Grandfather Mountain Ballroom. Additional tables may be reserved in the International Hallway to accommodate special requests, with the approval of the Associate Director of Student Engagement and Leadership.

Student Development Departments with designated encounter/office areas located in the Plemmons Student Union may reserve a contact table outside their encounter/office area for activities directly linked to their campus mission. There is a limit of 5 days per month for contact tables located in these areas. [e.g. Multicultural Center, Women's Center, etc]. Reservations must be made through the Event Services Office in The Department of Student Engagement and Leadership.

### **Additional Tables in International Hallway**

On certain occasions, University Funded Organizations and University Departments may be given approval to have up to 10 additional tables located along the International Hallway in the Plemmons Student Union. Approval is at the discretion of the Associate Director of Student Engagement and Leadership.

### **Outside Contact Tables**

Group must report to the Student Union Desk to pick up their reserved outdoor table. The PSU does not have chairs for outdoor use. Tables reserved for outside use must remain located on Sanford Mall during the event. Tables reserved for outside use are not allowed to move inside the building due to inclement weather. Groups must return tables to the Student Union Desk when their event is over.

### **Contact Table Usage by Non-University Entities**

**When a university department sponsors a 'Fair' (for employment, etc.) there will be no charge per outside entity. At all other times, outside entities should be directed to the Student Engagement and Leadership Event Services Office for applicable fees.**

(continued)

**(1) Employment Recruitment by Outside Entities:**

- All reservations must be made through the Career Development Center.
- Reservations may be made no more than 30 days prior to requested date.  
(continued)
- Only two (2) one-day reservations per semester for each entity; reservations may be for two consecutive days.
- Only employee recruitment permitted; NO sales, marketing, etc. allowed.
- Displays allowed in PSU must have prior approval by Student Union Desk Manager.
- No break-out interview rooms are available. Please contact Career Development for interview rooms.
- A \$50 rental fee per day will be charged to organization, due prior to or at time of scheduled reservation. Check made out to *Appalachian State University* and delivered to the Department of Student Engagement and Leadership, Plemmons Student Union Rm. 231, Appalachian State University, Boone, NC 28608.

**(2) Military Recruitment for Active Armed Services and Reserves**

- Reservations may be made beginning the second week of the semester.
- One table reservation per branch of service may be scheduled for up to 5 days per semester at no cost.
- An additional 2 days per semester may be reserved at a rental fee of \$50 per day due prior to or at time of scheduled reservation. Check made out to *Appalachian State University* and delivered to the Department of Student Engagement and Leadership, Plemmons Student Union Room 231, Appalachian State University, Boone, NC 28608.
- Only recruitment permitted.
- Displays allowed in PSU must have prior approval by Student Union Desk Manager.
- No break-out interview rooms are available. Please contact Career Development for interview rooms.

**(3) Professional Graduate School Recruitment and Internships (for ASU Credit)**

- Reservations may be made no more than 30 days prior to requested date.
- No rental fee will be charged.
- Reservations must be directed to the Student Engagement and Leadership Event Services Office through the Career Development Office.

**(4) Conference and Camp Services**

Under some circumstances Contact Tables may be used by an outside entity reserving space through Conference and Camp Services. In these instances the Contact Table must serve simply as a registration table and is subject to rental fees.

**(5) ACT Community Partners – See ACT Community Partner section.**

## Display Cases

The Plemmons Student Union offers 5 reservable Display Cases located along the International Hallway. ASU organizations are allowed to reserve a Display Case for (2) 14 day periods during a semester, although not to be reserved consecutively. After the scheduling window expires, additional 7 day periods may be reserved.

Display case reservations that are not utilized by 8:00 am of the second day of the reservation will result in the cancellation of the reservation, and may result in an organization's loss of scheduling privileges.

Group must display their organization's name inside the Display Case.

Because of the public nature of the cases, the Plemmons Student Union reserves the right to remove material deemed objectionable or offensive to others. The specific intention of the Display Cases is the positive promotion of an organization's mission or programs.

The Plemmons Student Union will remove materials left in a Display Case at the expiration of the reservation. The Plemmons Student Union will not be responsible for any unretrieved materials and a \$25 cleaning fee may apply.

## Outdoor Usage Policy for Sanford Mall / Duck Pond Field / Durham Park

Outdoor areas may be reserved for all campus organizations and university departments to conduct activities that benefit the mission of the University. Organizations who wish to conduct solicitation activities should request permission and check space availability with the Event Services Office in the Department of Student Engagement and Leadership. Organizations seeking to conduct peaceful assembly and public speaking activities should apply for permission with the Associate Vice-Chancellor of Student Development.

### Usage Guidelines:

- Vehicles are not permitted on any grass areas or sidewalks.
- Requests should be made at least five (5) days prior to scheduled event.
- Hours of reservation are between 8:00am and 10:00pm.
- No alcohol is allowed for any event. Contact **Campus Activities** for information related to tailgating.
- No admission may be charged to use or occupy any area of outdoor space.

(continued)

- All organizations must secure a campus *Catering Permit* from the Office of Business Affairs prior to scheduling or contracting any activity that includes the serving of food not prepared by the University Food Services Department. Sale of food is permitted only in accordance with the Food Sales Policy for recognized student organizations.
- Special care must be taken to ensure no damage to the grass, landscaping or artwork. For this reason, no digging is allowed and only freestanding structures may be used. Organizations are liable for a damage fee if deemed necessary by the Department of Student Engagement and Leadership.
- Activities should not disturb the academic atmosphere or otherwise interfere with the educational mission of the University. Activities should not impede, interfere with, or otherwise disturb pedestrians, motor vehicular traffic, or ingress and egress from buildings.
- The Plemmons Student Union offers a limited number of outdoor tables for use on Sanford Mall only. The PSU does not offer supplies, chairs or any other equipment for outdoor use. All props and/or equipment intended for use must be indicated on the reservation request form and approved by Event Services.
- Solicitation (if applicable) can only occur at the approved location. A member of the reserving group must be in attendance at all displays or tables [tables are not for display use only]. Student Organizations must prominently display their approved solicitation form signed by **Campus Activities** if solicitation will occur.
- Solicitors may not call out to or ask individuals in the vicinity of the solicitation to participate or respond to the solicitor.
- Solicitors must clearly disclose, describe, or identify themselves by name and/or the name of their organization; the purpose and intended beneficiary of their solicitation and any affiliated person or entities for or with which they engage in solicitation.

Because outdoor area activities are located in an open space regularly traversed by numerous members of the University community and by (among others) the families of prospective students (including minors), the University reserves the right to regulate outdoor activities in order to avoid violations of law or University policy. For example, State and Federal law and University policy prohibit harassment, including unwelcome or unsolicited speech or conduct, based upon race, sex, sexual orientation, creed, religion, national origin, age, color, or disability that creates a hostile environment. North Carolina law prohibits the publication or exhibition of obscene material. The privilege of using an outdoor area is therefore conditioned on the Organization's agreement that:

(1) it will not display material or engage in conduct or speech that violates law or University policy or that defames any person; and (2) university officials may require the cessation of conduct or speech or the removal of displayed material that the staff reasonably believes violates law or University policy, defames any person or entity, or otherwise disrupts the other activities occurring on outdoor areas.

## Outdoor Sound Policies

### Sanford Mall, Duck Pond Field, Durham Park

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The following policies are applicable if your outdoor event includes sound that is either amplified (public address, electric instruments, etc.) or may produce sound that could be disruptive to academic classes in surrounding buildings.

To request permission for an *Amplified Sound* activity your organization must complete a *Request for Amplified Sound/Outside Areas* form, available in the Student Engagement and Leadership Office. This request should be made to the Event Services Office in the Department of Student Engagement and Leadership at least 72 hours prior to the event. Use of sound amplification equipment must comply with the noise ordinances of Appalachian State University and the Town of Boone.

*Requests for event space* on Sanford Mall, Durham Park and Duck Pond Field are made through the Event Services Office in the Department of Student Engagement and Leadership.

### Amplified Sound Events

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Approval for an amplified sound request is based upon the following factors:

- Impact on surrounding academic classes.
- Impact on facilities & operations.
- Completion of necessary forms and obtainment of necessary approvals.
- Risk management of the event.

The duration of time for events requesting amplified sound on Sanford Mall is **one hour**. Only one hour per day of amplified sound is permitted on Sanford Mall. The one hour per day allotted for amplified sound may occur anytime during the day but not after **10pm** and is **subject to approval** by the **Event Services Office**. More than one hour is permissible from 4:00pm Friday through 10:00pm Sunday on Sanford Mall, but amplified sound events must conclude by **10pm** each day. Durham Park and Duck Pond Field do not have time duration restrictions, however amplified sound events must still conclude by **10pm**.

### Non-Amplified Sound Events

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Non-Amplified Sound Events include events where one person is singing and/or where a single acoustic instrument, such as a guitar, is used during the performance. These events should still request space and receive a reservation confirmation from the Department of Student Engagement and Leadership.

There is no time restriction for Non-Amplified Sound Events, other than events must end by 10pm.

#### *Important*

Although an event may not require amplified sound, the nature of the event may create a volume of sound that would require the event to follow the guidelines for Amplified Sound Events. Non-Amplified Sound Events that **may require approval** would include events where there is audience participation singing, and where certain instruments (drums, etc.) are used without amplification.



## Outdoor Band/DJ or Other Large Event

### Sanford Mall / Durham Park / Duck Pond Field

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Events with amplified sound scheduled for *Duck Pond Field* or *Durham Park* may have a duration longer than one hour. Events on Sanford Mall may also have amplified sound for longer than one hour depending on date and time of event.

Before approval can be given for use of outside space for bands or DJs, the Department of Student Engagement and Leadership must consider the possible risk management and liability issues associated with the proposed event. As such, the following guidelines are in place to ensure the event is effectively managed to minimize potential harm to participants and to prevent damage to the physical surroundings.

The Department of Student Engagement and Leadership does not provide staffing support or any equipment (chairs, tables, stages, lights, sound equipment, etc.) for any outdoor event.

To have a band or DJ in an outdoor area, the following guidelines must be met to secure a reservation:

- All amplified sound events must conclude by 10pm.
- A band event cannot involve off-campus promoters.
- No advance admission or on-site admission may be charged.
- No alcohol will be allowed at any outdoor event (except on Duck Pond Field during football game days).

A completed **Request for Outdoor Band/DJ or Other Large Event** form must be submitted to Student Engagement and Leadership for all requests to use outdoor space for band or DJ events.

The following approvals or arrangements must be secured on the **Request for Outdoor Band/DJ or Other Large Event** before a reservation confirmation can be given for a Band or DJ to perform on an outdoor area: (all expenses incurred by the following are the responsibility of the Event Sponsor):

1. **Department of Student Engagement and Leadership:** Signature required on the **Request for Outdoor Band/DJ or Other Large Event** form. Space availability must be confirmed through the Department of Student Engagement and Leadership. [This is not a reservation confirmation for the event. This will only determine if there are any scheduling conflicts for the date you propose for your event.]
2. **Electrical Shop - Physical Plant:** Student Engagement and Leadership must receive a copy of the response to **your** Physical Plant work order ensuring that electrical power outlets will be operational at time of the event.
3. **Grounds - Physical Plant:** Student Engagement and Leadership must receive a copy of the response to **your** Physical Plant work order or a copy of your group's work plan for ensuring that additional recycling and waste disposal containers and trash removal has been arranged. Damage to area may result in a fine for needed repair/maintenance work.
4. **Staffing Plan Overview:** Student Engagement and Leadership must receive an outline of group's plan for event supervision signed by organization's advisor outlining effective staffing measures to be taken during event to assure the safety of participants and the enforcement of university policies pertinent to the event.  
(continued)

5. **Request for Amplified Sound/Outside Areas** form approved and signed by the appropriate Student Development representative.

## Procedures for Reserving Outdoor Space

Requests for outdoor space are made through Event Services in the Student Engagement and Leadership Office. Spaces include: Durham Park, Duck Pond Field, and Sanford Mall.

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*If a department or student organization wishes to reserve an outdoor space for event promotion, fundraisers, club recruitment or for purposes of peaceful assembly/free speech, then:*

1. Patron must submit a request using the “Reservations” page of the PSU Website: <http://studentunion.appstate.edu/reservations>. Student Organizations must also schedule an appointment with someone in the Event Services Office after completing the online request form.
2. If something of value is exchanged (solicitation) during an event, a **Solicitation Form** approved by the Event Services Office will be required.
3. If outdoor request includes “**high volume sound**”, then patron must complete the **Request for Amplified Sound/Outside Areas** form available from the Event Services Office in Student Engagement and Leadership.
  - This form must be approved by the Event Services Office.
  - Once approved, the Event Services Office will notify the appropriate campus authorities.
  - *Amplified and Non-Amplified (High Volume) Sound Events* guidelines apply.
4. If the event includes a **Band**, then patron must complete the **Request for Amplified Sound/Outside Areas** along with the **Request for Outdoor Band/DJ or Other Large Event** form.
  - These forms are approved by the Associate Director of Student Engagement and Leadership.
  - *Amplified and Non-Amplified (High Volume) Sound Events* guidelines apply.
5. Once all necessary forms are completed and signed, a final approval is given to the organization by the Event Services Office in the Department of Student Engagement and Leadership.

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If Patron (University or Non-University Entity) wishes to conduct Free Speech activities, he or she may do so without first acquiring permission or a reservation for space. Non-Scheduled events may not use amplified sound without approval (Approval may be requested by filling out the Request for Amplified Sound/Outside Areas form). Events that are reserved for a space and time have precedence over any event at that space and time that does not have a reservation.

## PSU Staffing Fees

### \*Non-alcohol Social

**Attendance:**

Under 50 People:	\$30/hour (event staff only)
50 - 125:	\$40/hour (event staff only)
Over 125:	\$50/hour (event staff only)

### \*Social w/alcohol

**Attendance:**

Under 50 people:	\$50/hour (event and bar staff)
50 - 125:	\$70/hour (event and bar staff)
Over 125:	\$80/hour (event and bar staff)

\*Additional staffing fees may apply for special requests such as extended building hours, dance floor installation, special AV needs, wine table service, etc. Additional staff available as needed at \$10/hour per staff. Wine servers providing table service are billed at \$14/hour per staff (only one red wine and one white wine per served meal event). Wine table service is not available during buffets.

**Campus Activities** registered student organizations will receive a 25% discount on all fees above.

## Cleaning & Composting Fee

All meals catered in the Student Union will incur a fee based on attendance to cover composting services and incidental building and cleaning expenses related to these events.

**Attendance:**

Under 50 people:	\$20
50 - 125:	\$40
Over 125:	\$60
Reception only:	\$20

A **Room Rental Fee** is applicable for all Conference and Camp Services events. A **Room Rental Fee** may be applicable for certain university department or student organization events.

A **Room Rental Fee** will be charged for all events sponsored by outside entities.

(continued)

### *Special Information*

**Late Hours** - on occasion, approval may be given for Social Events requesting to go past 10:00 pm in the Plemmons Student Union. An additional \$100/hour Staffing Fee will be charged for any Social Event in the Student Union that goes past 10:00 pm Sunday - Thursday or past 11:00pm on Friday or Saturday. All events must conclude by 11:00 pm Sunday - Thursday and must conclude by midnight (12:30am for Whitewater) on Fridays and Saturdays.

**Early Entry** - on occasion, approval may be given for groups to enter the building for their event before the normal opening time of the building. A staffing fee of \$50/hour will be charged for each hour the building is opened before the regularly scheduled opening time of the building.

## **Reception Staffing Rates**

A *Reception* is a social event that does not last more than **two (2) hours**, does not go past **10:00 pm.**, and where **alcohol may be served**.

University Departments and Student Organizations will be charged a staffing fee of **\$10/per student staff per hour**. The number of staff required will be determined by the Event Services Office in the Plemmons Student Union.

At Conference and Camp Services events where alcohol is served, a PSU professional staff member must be present and employed directly by C. & C.S. to supervise the event at an expense of \$30 per hour for a minimum of \$100 if event occurs outside of professional staff member's normal working hours. Only bottles and cans allowed. No kegs are permitted.

## Room Rental Fees

	<u>Partial Day</u>	<u>Day</u>	<u>Week</u>
Large Rooms	\$150	\$200	\$900
Medium Rooms	\$90	\$120	\$540
Small Rooms	\$50	\$70	\$300
Legends	\$375	\$500	\$2000
Contact Table	\$25	\$35	\$150

### ***DEFINITION OF TERMS***

- Partial Day      Four (4) hours usage or less.
- Day                More than four (4) hours.
- Week              Five (5) consecutive days use with continuous room setups.

### ***ROOM SIZES***

***Large Rooms*** - Blue Ridge Ballroom, Two or three sections of the Grandfather Mountain Ballroom, the Solarium, Whitewater Lounge, Greenbriar Theater, Linville Falls and the Parkway Ballroom.

***Medium Rooms*** - Calloway Peak, Macrae Peak, Attic Window, Roan Mountain, Table Rock, Price Lake, Rough Ridge, Beacon Heights, Three Top Mountain and Howard's Knob Patio.

***Small Rooms*** - New River, Watauga River, Catawba River, Yadkin River, Nolichucky, Mountain Laurel, Rhododendron, Rich Mountain, Snake Mountain, Elk Knob, Tater Hill, Linville Gorge, Linville Caverns, Trout Lake, Bass Lake and Linn Cove.

## Room Rental Fee Policies

ASU Student Organizations
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### *Meetings*

For meeting space in the Plemmons Student Union, **ASU Student Organizations** will not be charged a *Rental Fee*.

### *Special Events*

#### **Social Event/Reception**

Student organizations will be charged a *Staffing Fee* for a one-time usage request for a *Social Event* or *Reception*. Please see **Social Event Staffing Rates for Student Organizations**.

#### **Conference/Seminar/Workshop\***

- Maximum two (2) day duration.
- One (1) setup for each room per day.

If *conference/seminar/workshop* does not charge for participation and does not involve any off campus attendance, the **ASU Student Organization** will **not** be charged a *Rental Fee*. Only one fixed setup per room. Fees will apply for any room setup changes beyond the initial setup.

#### **Multi-day Conference/Seminar/Workshop\***

- Three day or more duration.
- One (1) setup for each room per day.
- Are limited to Friday – Sunday during the Fall and Spring semesters.
- The PSU is not available for a conference/seminar/workshop during University breaks.

**ASU Student Organizations** will be charged full *Rental Fees* for each day an event continues past the second day. Please see **Room Rental Fee Table**. Only one fixed setup per room per day. Fees may apply for any room setup changes beyond the initial setup.

*\*Rental Fees will be charged to the organization for all rooms on all days for any event that charges an admission fee or a pre-registration fee. See **Room Rental Fee Table**.*

A *Staffing Fee* will be added when AV services are requested or when a social event or reception occurs as part of the *conference/seminar/workshop*. Please see **PSU Staffing Fees**.

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**Approval to host a *conference* in the Plemmons Student Union is based on the following criteria:**

1. Student organization is affiliated with association, if applicable.
2. Student organization has history of participation in state, regional, national conferences. Student membership with association is demonstrated.
3. 50% college student participation [projected from previous conference].
4. Conference purpose should have a logical relationship to the sponsoring ASU student organization and be sponsored & hosted by ASU Student Organization.

**Administrative Offices & Academic Departments**

***Meetings***

1. If an **ASU Administrative Office** requests *meeting* space for its ASU members, they will not be charged a *rental fee*.
2. **ASU Faculty** are asked to conduct departmental meetings in their assigned academic building. Space in the Plemmons Student Union should not be used for academic departmental meetings.

***Special Events***

**Social Event/Reception**

If an **ASU Administrative Office** or **Academic Department** requests a **one-time usage** for a *Social Event* or *Reception* that does not charge an admission or registration fee, they will not be charged a room rental fee. If an admission or registration fee is charged, they will be charged a room rental fee. (See Room Rental Fees)

The sponsoring organization will be charged a *Staffing Fee*.

**Conference/Seminar/Workshop\***

- Maximum two (2) day duration.
- One (1) setup for each room per day.

If *conference/seminar/workshop* does not charge for participation, the **ASU Administrative Office** or **Academic Department** will **not** be charged a room rental fee. Only one fixed setup per room per day. Fees will apply for any room setup changes beyond the initial setup.

(continued)

**Multi-day Conference/Seminar/Workshop\***

- Three day or more duration.
- One (1) setup for each room.
- Are limited to Friday – Sunday during the Fall and Spring semesters.
- The PSU is not available for a conference/seminar/workshop during university breaks.

**ASU Administrative Offices or Academic Departments** will be charged full *Rental Fees* for each day an event continues past the second day. Please see **Room Rental Fees**. Only one fixed setup per room per day. Fees will apply for any room setup changes beyond the initial setup.

*\*Rental Fees will be charged for all rooms on all days for any event that charges an admission or pre-registration fee. See Room Rental Fees.*

*\*Staffing Fees* will be added when AV services are requested or when a social event or reception occurs as part of the *conference/seminar/workshop*. Please see **PSU Staffing Fees**.

<i>Conference &amp; Camp Services - Summer</i>
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Non-ASU organizations requesting facility usage of the Plemmons Student Union during the summer will be required to make arrangements through ASU's Office of Conference & Camp Services.

Use by Conference & Camp Services will occur primarily during summer school sessions.

For use of facilities, Conference & Camp Services groups are charged a *Room Rental Fee*.

For *Special Events* that are *Social Events*, please see **PSU Staffing Fees** page. For *Receptions*, please see **Reception Staffing Rates**. Rental Fees will also apply.

<i>Special Information</i>
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<p>The Following organizations are not charged a room rental fee: <b>Upward Bound, Gear Up, Kellogg Institute, Summer Ventures and Martha Guy Institute</b>. Staffing Fees are applicable.</p>
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## Legends Policies

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### Legends Guidelines:

- All events in Legends require a staffing fee and possibly a rental fee depending on the event.
- Events cannot be reserved less than two weeks prior to the event.
- Cancellation less than 10 days prior to event will result in loss of fees.
- Individuals (campus affiliated or not) are not allowed to schedule Legends.
  
- APPS councils have priority for reserving Legends for social events on Thursday and Friday nights. Non-APPS events cannot be reserved more than (45) days prior to the event on a Thursday or Friday night. Registered clubs have priority for reserving Legends on Saturday nights.
- Sunday through Tuesday nights are reserved for meetings. Social events may occur on these nights if there is no meeting scheduled and if Legends is reserved at least 2 weeks in advance.
- The sponsorship of bands in Legends is reserved for APPS (Appalachian Popular Programming Society). Several APPS councils are available for band co-sponsorships with other Student Development student organizations. UFO's may request a one-time exception to sponsor a live band once each academic year for private organization functions. Clubs may not sponsor live bands in Legends.
  
- Events must expect OVER 75 participants to be scheduled in Legends.
- Early arrival for event decorating in Legends is subject to additional staffing charges. Charges are based on \$10.00 per hour/per staff.
- When a band is scheduled to perform during a private event, an additional fee of \$75 will be charged to cover additional setup and breakdown time for the band.
- When in the judgment of the Department of Student Engagement and Leadership a police officer is required to provide assistance at a social event, an additional fee of \$25/per hour per officer will be added to the staffing fee (i.e., alcohol events).
  
- All Plemmons Student Union and Legends facility usage fees do not include the cost of a DJ, but use of the house DJ system and dance floor by the sponsoring organization is included in the staffing charges.
- Spotlights can be reserved for an additional staffing fee of \$10/hour.
- Access to Legends is limited to the public areas only.
- A **Room Rental Fee** is applicable for all Conference and Camp Services events. A **Room Rental Fee** may be applicable for certain university department or student organization events.
- A **Rental Fee** will be charged for all events sponsored by outside entities
- Legends is a smoke-free facility.

## **Community Use**

As a student-fee supported facility, Legends use is primarily for APPS, ASU clubs/organizations, administrative departments and other campus related events. Legends may, however, be scheduled by entities not officially connected to Appalachian State University. Consideration for the availability of Legends by non-campus entities is determined by (1) the need for campus entities to have primary access to this facility and (2) availability of professional and student Event Staff to be present in the facility during an event. Given these considerations, Legends is available to non-campus entities when classes are not in session. Legends is not available during the summer.

**The following are the guidelines for Legends usage by non-campus entities.**

### **Events hosted by non-profit organizations.**

- Event may be public or private.
- Tickets may be sold.
- Alcohol is not allowed.
- Bands are not allowed – although background acoustic musical performances are permitted.
- Rental Fee: Public Event: \$375/Four (4) hours or less. \$500/Four (4) hours or more.  
Private or Storage Event: \$160/Day.  
For storage, materials may be delivered only 24-hours in advance – and must be removed by the next business day following event. \$100 late fee/per day if material is not removed.

### **Events hosted by for-profit organizations.**

- Event must be private.
- No advance or at-door ticket sales are allowed.
- Attendance is limited to 400 people.
- Alcohol is not allowed.
- Bands are not allowed – although background acoustic musical performances are permitted.
- Rental Fee: \$375/Four (4) hours or less. \$500/Four (4) hours or more.

<b><i>Legends Staffing Rates for Student Organizations</i></b>
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Recognized ASU Student Organizations will be charged the following staffing fees, subsidized by the Department of Student Engagement and Leadership budget.

	<u>Private Alcohol</u>	<u>Private Non-Alcohol</u>	<u>Public Alcohol</u>	<u>Public Non-alcohol</u>
<b>Staffing Fee</b>	\$175	\$125	+ / ++	+ / +++

<b><i>Legends Staffing Rates for Faculty, Administrative Staff, Conference &amp; C.S.</i></b>
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	<u>Private Alcohol</u>	<u>Private Non-Alcohol</u>	<u>Public Alcohol</u>	<u>Public Non-alcohol</u>
<b>Staffing Fee</b>	\$190	\$140	+ / ++	+ / +++

(+) If no admission is charged at Legends, staffing fee is based on estimated costs, not to exceed \$400.

(++) If admission is charged for a Public Alcohol event at Legends, fee is \$125 upfront + 50% of revenue not to exceed \$275 (\$400 maximum payable to Student Engagement and Leadership). Group keeps 100% of revenue after \$275 has been collected for Student Engagement and Leadership. Admission charged must be approved by Student Engagement and Leadership representative at time of reservation.

(+++ ) If admission is charged for a Public Non-Alcohol event at Legends, fee is \$175 upfront + 50% of revenue not to exceed \$125 (\$300 maximum payable to Student Engagement and Leadership). Group keeps 100% of revenue after \$125 has been collected for Student Engagement and Leadership.

For alcohol-free charitable, non-profit events held in Legends, the fee is \$100 with no percentage of ticket sales added. Group responsible for their own ticket sales.

## ACT Community Partner Agencies Plemmons Student Union Usage Policy

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An ACT Community Partner Agency may request usage of the Plemmons Student Union if they are currently catalogued in the ACT Community Partners Database.

Usage of the facility is permitted for meeting rooms and contact tables for activities that are open and designated exclusively to ASU students, along with agency staff presenters and invited facilitators. An ACT Community Partner Agency should make a reservation request directly to the Student Engagement and Leadership Event Services Office (262-3032) using the appropriate reservation forms. Forms are available online at [www.studentunion.appstate.edu](http://www.studentunion.appstate.edu). Click *Community Reservations* under the *Reservations* tab then select the appropriate *Reservation Request Form* from the *ACT Community Partners* page.

- Type of Events: Limited to ASU student volunteer recruitment, orientation, training or appreciation. Use of the facility is not permitted for agency fundraisers, permanent agency staff meeting or community/public events.\*
- There is no cost for the use of meeting rooms, contact tables or general audio-visual equipment.
- Reservation requests may continue to be made through the academic year up until the last day of classes in the Spring Semester. Reservation requests for the summer may be made beginning on the first day of Summer School classes.

### Guidelines for Room Usage

**Limited Availability:** An ACT Community Partner Agency may request facility space beginning August 1<sup>st</sup> for the upcoming academic year for usage between Thursdays and Sundays until 4pm.

**Regular Availability:** Beginning on the first Monday following Labor Day, an ACT Community Partner Agency may request space for any day of the week in the Plemmons Student Union for the upcoming academic year.

- Meetings may be conducted up to (3) three hours in duration.
- Three (3) meetings per year are allowed for each ACT Community Partner Agency.

### Guidelines for Contact Table Usage

- Nature of usage is restricted to the recruitment of ASU students for volunteer opportunities with the agency and for the advertisement of agency services and programs. No financial transactions may be conducted.
- Reservations may be made no more than (14) fourteen days prior to the requested date of usage.
- Three (3) days per semester are allowed for each ACT Community Partner Agency.

*\*Note: Agency fundraisers are only allowable when they are reserved and conducted by a registered ASU Club, University Funded Organization or a Service-Learning Class on behalf of the agency.*

## PSU Food Policies

The Plemmons Student Union adheres to the catering policies that are outlined in the University's On-Campus Food Policy [http://policy.appstate.edu/Food\\_Service](http://policy.appstate.edu/Food_Service) (entire policy). Only food items specifically listed on the Food Sale List may be sold by Campus Activities registered clubs and organizations: <http://campusactivities.appstate.edu/food-sale-list>

The Student Union will be responsible for all catering room setups in terms of room layout.

Setup Time Requirements:

- ASU Food Services requires 2-3 hours setup time for a served Banquet.
- PSU Staff needs a minimum of 1 hour for served Banquet setup time. A minimum of 1 hour is necessary for break-down of Banquet setup.

### Banquet Events

- Tickets **may** be sold *in advance* and/or *at the door* where food is present **only if the food is prepared by ASU Food Services** (Contact Catering at ASU Food Services) **and only if** there is a significant entertainment program as the focus and purpose of the event. Admission to event **may not** be taken (in advance or at door) if there is no significant entertainment/educational program as the focus and purpose of the event.
- Food may be given away for free.

### Contact Tables (Indoor & Outdoor)

- Only food items specifically listed on the **Food Sale List** may be sold by **Campus Activities** registered clubs or University Departments at Contact Tables: <http://campusactivities.appstate.edu/food-sale-list>
- Food may be given away for free.

**On-Campus Food Sales** - The preparation and direct sale of food and beverages in and around campus facilities is reserved exclusively for the University Food Services Department.

**FOOD MAY NOT BE PREPARED INSIDE ANY MEETING ROOM IN THE PSU.**

## **Musical Performance Guidelines Plemmons Student Union**

Campus clubs, organizations and offices may schedule designated spaces in the Plemmons Student Union for musical performances.

Below are guidelines under which musical performances may occur in the PSU.

1. Musical instruments are allowed amplification only through an external microphone. Instruments may not be 'electric,' and/or connected directly to amplifiers or speakers. Drum kits are only allowed in designated rooms on high-volume nights. Any exception to this policy must be approved by the Associate Director of Student Engagement and Leadership.
2. If available, the PSU's sound system may be reserved, providing (6) six external microphones with speakers. Use of this system may require a paid PSU sound technician to be present as determined by Event Services or PSU Operations Staff. Groups requesting 4 (four) or more microphones must meet with the AV Manager at least two weeks prior to event to confirm AV requirements.
3. Organizations must be sensitive to groups meeting in adjacent rooms. The PSU reserves the right to reduce the volume of or end any sound that is disturbing to others.

## Advertising Policies

### Advertising Opportunities

The Plemmons Student Union provides eleven contact tables, five display cases, four free-standing marquees, and three club and organization display cases for advertising a special event or to promote a **Campus Activities** registered student organization.

### Banners

University departments and organizations funded by Appalachian State University may request space to hang a banner advertising an event that will occur within the Student Union. Banners may be hung one week prior to the scheduled event. Banners must be submitted to Student Engagement and Leadership for approval and posting. Non-university funded clubs may not place banners in the Student Union.

### Bulletin Boards

Located in both the Solarium lobby and Bookstore hallway are two cases for use by **Campus Activities** registered clubs and organizations. Departmental events that are open to all students will be posted if space is available. All flyers must be submitted to the Student Union Desk for approval and posting. Flyers must be no larger than 11"x17". Advertisements must be for public events or membership recruitment functions held on campus, but cannot advertise weekly meetings. A Notice Board for advertising of various goods and services for sale or to solicit roommates is located in the International Hallway. See the Student Union Desk for assistance.

### L.E.D. Signs

Events open to the public which are held in the PSU or Legends can be advertised on the L.E.D. signs in Cascades or the International Hallway up to three days prior to the event. Clubs, organizations and departments must fill out a L.E.D. signage request form available from the Student Union Desk.

### Contact Tables

There are eleven contact tables at various locations in the Student Union. Five are located across from Cascades Café, two are in the Solarium Lobby, two are in the International Hallway and two are in the Grandfather Ballroom Hallway. Tables may be reserved for special event promotions or fundraisers by registered ASU clubs, organizations and University departments. Reservations can be made in the Student Engagement and Leadership Office, Room 231 PSU.

### Display Cases

There are five display cases located in the International Hallway. Display cases may be reserved for up to two week periods for event promotions by **Campus Activities** registered clubs, organizations or University departments. Reservations can be made in Room 231, PSU. Some wall display cases are assigned to University Funded Organizations (UFO) and are not available for other use.

### Easels

On the day of a special event taking place in the Student Union, easels for directional signage may be requested from the Student Union Desk if available. Usage and placement of easels is at the discretion of PSU Operations Staff. Priority is given for easels reserved in advance.

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### **Marquees**

Marquee locations: Greenbriar Theater hallway, ATM Entrance hallway, Cascades Entrance, Whitewater Entrance, and the Student Union Desk Lobby. Only special events held in the Student Union or Legends may be posted on the marquees according to these guidelines: (1) Posters must be at least 8.5"x11" but not larger than 11"x17" in size; (2) Posters must be submitted to the Student Union Desk for approval and posting; (3) Posters may be displayed up to two days prior to an event scheduled in the Student Union or Legends.

### **Table Tops**

Due to the University's commitment to being a zero waste campus: table tents, flyers, etc. are no longer permitted and will be recycled on sight.

### **Digital Signage**

The Plemmons Student Union offers an opportunity for officially recognized ASU student clubs and campus departments to advertise events or announcements on 17 TV screens throughout the building. Content must be of general university interest or student-oriented in nature, must be open to the campus community, and occur on the ASU campus. Events occurring off campus cannot be advertised on PSU digital signage.

Please review the following guidelines when creating or submitting a slide.

#### **Users:**

- Student Groups- all officially recognized student organizations and clubs
- Greek Organizations- both social and academic
- University departments and offices

#### **Tech Specs:**

- Submitting organizations are responsible for design, production and timely submission of slides (unless the PSU designs the slide for you).
- Acceptable file formats- jpeg, .png, .gif picture files in 16 x 9 (widescreen) format. All PowerPoint slides will be converted to .png.
- Non acceptable file formats: Photoshop (.psd), .pdf, Illustrator (AI), Microsoft Office Products such as Word & Publisher, Keynote.
- Videos can be submitted, but must be less than 30 seconds and must be in Mp4 or wmv format and 16 x 9 aspect ratio (widescreen). Please note that there is no sound played for videos.

#### **Content:**

- All content will be approved by the PSU marketing team.
- Only advertising of campus-sponsored events and official university business will be approved for broadcasting.
- Since all screens are in public areas, all materials must be of an appropriate nature and acceptable for public viewing.
- Digital signage is intended to be a medium to promote campus-sponsored events, organizational promotion, emergency notification and/or official university business. Use of the digital signage for any other purpose, including but not limited to political or commercial material, is prohibited without the approval of the PSU.

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- The creation of content for digital displays requires consideration of technical, legal and aesthetic factors.
- The technical considerations relate to the system's capabilities and limitations. Legal considerations relate to compliance with appropriate copyright laws. Aesthetic considerations relate to making any digital slides and digital videos visually interesting and effective. Aspect ratios for displaying, graphic readability, balance, color, software compatibility, graphics, backgrounds, etc. will also be evaluated, when applicable. Slide content must not infringe on the copyrighted or trademarked works of others. Copyrighted and trademarked materials may include, but are not limited to, logos, digital images, photographs, paintings, movies, videos and written works.

**Submission:**

- Broadcast-ready slides or slide requests should be submitted to psumarketing@appstate.edu at least five (5) business days prior to broadcast date for PSU digital signage.
- For organizations that wish to have a slide designed by the Student Union slide designer, all relevant information such as logos, images, video, etc. must be provided on disc/email/flash drive along with a completed slide request form.

## **Animal Policy**

The Americans with Disabilities Act (ADA) states that businesses and organizations that serve the public must allow people with disabilities to bring their service animals into all areas of the facility where customers are normally allowed to go. Only verifiable service animals are permitted in the Plemmons Student Union.

Therapy animals or animals for educational purposes may be allowed for one-time special events with prior PSU approval. Animals must remain in the designated room during these events and are not permitted at Contact Tables. Pets or other animals are not allowed.

## **Weapons**

North Carolina General Statute 14-269.2 makes it unlawful for anyone other than police officers to carry or possess firearms or weapons on campus. This applies if the weapon is concealed or not concealed. The University's definition of weapons includes: BB gun, air rifle, air pistol, paintball gun, Bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles, razors and razor blades (except for personal shaving), sharp pointed or edged instruments except instructional supplies, unaltered nail files and clips and tools used solely for preparing food, instruction, and maintenance. This law is strictly enforced by arrests in all cases. Student violators are also referred to the student disciplinary process.