

**Comstock Memorial Union
Reservation Policies and Procedures, On Campus Sponsor
(Condensed Version)**

In order to insure your event is successful, we ask that you keep the following policies and procedures in mind while planning your event. A full version of CMU policies can be found at www.mnstate.edu/cmu/reservations/policies.php.

Use and Charges

The Comstock Memorial Union facilities may be reserved by registered student organizations, university affiliated departments or the community. During regular CMU hours, there is no charge to student organizations and university affiliated departments for use of the facilities. Use of the facilities outside of these hours may incur a fee that will be determined by the Assistant Director of Event Services.

Dance/Concerts

Requests for use of the CMU Ballroom or Underground for dance/concerts require a minimum of six weeks notice. Requests made after this time frame may not be honored.

Set-up and Equipment Needs

Initial set-up and equipment requests should be made at the time of the room reservation. Set-up and equipment requests should be finalized at least 7 business days prior to the event. Arrangements for changes in these requests shall be given to the CMU Event Services Office no later than 2 business days prior to the event. Events requiring excessive set-up will be charged a labor fee. LATE OR LAST MINUTE REQUESTS MAY NOT BE HONORED.

Sound/Computer/Video Projection Equipment

Requests for Sound/Computer/Video Projection Equipment requiring the need for a CMU Student Technician should be made 1 month prior to the scheduled event. Specific technical arrangements regarding use of the equipment (i.e. tech rider, number of microphones needed for sound system) shall be made 3 weeks prior to the scheduled event. The Student Technology Fee purchased three laptops (2 pcs and 1 mac) for use by student organizations and students. The laptops are available for presentation use in the CMU. The CMU has one portable data/video projector.

Public Viewing of Film/Movie Policy

Groups requesting use of vcr/dvd equipment agree to abide by copyright laws pertaining to public viewing of a film/movie. The University policy on public viewing can be found in the student organization handbook located on the following website www.mnstate.edu/osa/.

Catering

All catered food for special events, activities, and meetings held in the Comstock Memorial Union shall be purchased from and prepared by MSUM Dining Services. Requests for such services must be made a minimum of 7-10 days before the event. Please allow more planning time for larger complex catered events. Orders may be placed by calling Sodexo at 218.477.2852 or by stopping by their office in Kise Commons. Groups violating this policy may be charged a room rental fee.

Alterations of Facilities

The Assistant Director of Event Services must approve any changes to the facility. Such changes will include, but not be limited to the removal, relocation or addition of equipment, furniture, decorations, or stage properties. Unauthorized alterations of existing facilities or damage to the facility, equipment, or furniture may result in service charges to the sponsoring department/organization.

Decorations/Signs

Decorations and signs may not be nailed or tacked to walls, floors or any other part of the building. Masking tape is the only acceptable adhesive. All decorations and signs must be removed immediately following the event. CMU personnel will dispose of those items not removed with a fee being charged to the event sponsor.

Clean-up Policy

Your reserved space must be left the way you found it. All materials, including food and drink, must be removed or placed into room trash receptacles. Food and drink containers belonging to Sodexo Campus Dining should be left in rooms.

Cancellations

The Event Services Office must be notified of any room cancellation 24 hours prior to the scheduled event. Failure to report cancellation of an event will result in a \$25.00 cancellation fee.

Security

Groups sponsoring dances, concerts, and special events may be required to hire Campus Security. The Event Services Office will work with Campus Security to determine appropriate staffing for an event. All arrangements for Campus Security will be coordinated through the Event Services Office. A minimum of one month's notice is required for events of this nature.

Event Conduct

All scheduled programs, activities, and events shall be conducted in such a manner as not to disrupt or interfere with other events scheduled in the CMU. The sponsoring group will be responsible for the conduct of all people attending the event. The CMU reserves the right to cancel an event, before or during the event, if the security and safety of the building and its occupants are threatened.

Request for space on a Weekly Basis

A campus organization or department may request scheduling of a meeting room on a continuous series basis of reasonable frequency one semester at a time. The following conditions apply to the request:

- 1.) Limit of 2 rooms once a week per organization.
- 2.) A maximum of 6 reserved hours/week

Requests for additional rooms may be made on a weekly basis. These requests will be processed on a space available basis. Cancellation of scheduled rooms must be made 24 hours in advance. If a campus organization or department fails twice in one semester to notify the CMU Event Services Office of the cancellation of their meeting room for the week, they will be charged a \$25.00 non-cancellation fee. If they fail to cancel a room a third time, they may be denied the right to schedule rooms in advance.