



**Comstock
Memorial
Union**

POLICIES

MISSION STATEMENT

Comstock Memorial Union is an innovative, student-centered organization and facility. We deliver valued services and programs that enhance campus life and inspire University involvement and commitment.

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Introduction

In keeping with the goals and objectives of Minnesota State University Moorhead (MSU Moorhead), the purpose and functions of the Comstock Memorial Union (CMU) shall be to provide facilities for educational, social, recreational, and cultural activities for students, faculty, alumni and various non-college groups and individuals. The following policies shall serve as guidelines regarding all usage of the facility, Comstock Memorial Union. Exceptions to these policies may be granted with the approval of the CMU Director and/or Comstock Union Committee (CUC). Any individual or organization unwilling to operate within these policies or seek approval for exceptions may forego the privilege of using CMU facilities/services.

- I. **Use of the Space and Facilities:** The CMU shall be available to:
 - A. Minnesota State University Moorhead Community
 - recognized student organizations
 - faculty and staff organizations
 - college programs, divisions or areas
 - Alumni Association
 - Continuing Education
 - institutional events
 - B. Groups outside the Minnesota State University Moorhead Community
 - community organizations
 - community governmental organizations and associations
 - regional, state or national organizations
 - non-profit groups
 - related state and federal government agencies

The clientele is prioritized according to the following schedule: 1) MSUM students; 2) MSUM staff, faculty, and alumni; and 3) Tri-College students, staff, faculty, alumni, and 4) all other off-campus organizations.

Use of space is for matters that have direct relationship to the educational service and/or social function of Minnesota State University Moorhead, and are not contrary to CMU, MSUM, City of Moorhead or State of Minnesota policy or law.

- II. **Federal and State Laws/University Policies** - In compliance with the federal and state laws and university policies, the CMU will:
 - A. Allow gambling as determined by local and state laws.
 - B. Prohibit the consumption or possession of alcoholic beverages.
 - C. Prohibit the possession and/or use of drugs not prescribed by a physician.

- D. Follow Equal Opportunity and Affirmative Action Guidelines, Family Educational Rights and Privacy Act (FERPA), and Occupational Safety and Health Act (OSHA).

III. **Building Hours Policy**

- A. The building hours for the CMU will be determined according to the needs and interests of the MSUM community. For all normal operating hours, service area hours and summer hours, see Appendix A. Hours during breaks, breaks, holidays, etc. vary and are posted at the CMU entrances for each period.
- B. After hours use: Any organization scheduling an activity in the CMU which exceeds the established building hours will be assessed a minimum fee for each hour or part of an hour the building is used unless revenue can be generated during that period of time to cover additional operating costs. Additional fees will be determined by CMU Administration.

IV. **General Policies**

- A. **Animals** other than those used for aid to the blind will not be allowed in the CMU.

- B. **Decorations**

1. Reasonable time requested for decorating a room must be scheduled in the usual manner.
2. No decorations may be nailed or tacked to the walls, floors, or any part of the building without the express permission of the CMU Director. Masking tape is the only acceptable adhesive for attaching decorations to painted surfaces, brick or wood walls. Scotch tape is permissible on glass surfaces. Charges will be levied against any organization for damages or insufficient clean up.
3. Decorations must not create a fire hazard as determined by local and state regulations and CMU Administration. If candles are approved for an event they must be of the self-extinguishing variety.
4. All decorations must be removed immediately following the event unless otherwise negotiated with CMU Administration.
5. Special holiday decorations will be determined by CMU Administration.

- C. **Minors Policy** - minors unaccompanied by adults or MSUM students will not be allowed to use the facilities unless they are attending an event scheduled in the building, are invited guests of MSUM, or are currently enrolled MSUM students. Minors are defined by state law as persons under the age of 18.

- D. **Personal Property, Losses or Damages**

1. The CMU will not be liable for coats or any other personal property lost in the building, even if attendants are on duty.
2. Groups and/or individuals using facilities of the CMU will be held financially responsible for damage incurred during their use of reserved space and, in certain cases, for damages in the building which are a direct result of their activity or event. Financial liability will be limited to cost of labor and materials to repair or replace damaged areas or equipment as determined by the CMU Director and/or CUC.

E. **Smoking Policy** – At date of this printing, smoking is prohibited in Comstock Memorial Union and within 20 feet of entry doors. Effective January 1, 2008, MSUM will become a smoke-free campus. There will be a ban on smoking, tobacco use and tobacco sales on campus.

F. **Food and Beverage Policy**

1. All food and beverages served in public spaces of the CMU must be obtained from the CMU's contract vendor. Individuals may bring food into the facility only for their own personal consumption.
 - a. All catered food for events and activities in Comstock Memorial Union shall be prepared by Sodexho Campus Dining.
 - b. Sodexho Campus Dining may sub-contract restaurants or caterers certified in commercial food preparation for those services beyond the capabilities of Sodexho Campus Dining. Sodexho Campus Dining shall retain authority and responsibility for serving such food and for meeting all health codes related to food service.
 - c. Event Sponsors have the option of providing recipes to Sodexho to prepare. In such cases, the event sponsor will be allowed to provide 1-2 individuals to assist Sodexho Campus Dining with food preparation in an advisory capacity. Sodexho will oversee purchase of all food for the event. Appropriate costs will be charged to the Event Sponsor. Sodexho requires at least four (4) weeks notice of such activities and events.
 - d. The University's Celebration of Nations shall be exempt from the above criteria. However, food for this activity must be prepared in accordance with existing health codes.
2. A student organization may sell food in CMU if approved by Sodexho and the sponsoring organization buys all food from Sodexho and resells it OR organizations can sell under unique circumstances for special events with Sodexho and CUC approval.
3. The possession or use of intoxicants in CMU is prohibited.

4. Shoes shall be worn in areas where food is prepared, served and/or consumed.

G. Student Involvement in Food Service Decisions - to the degree that regulations, contracts, and Minnesota State Colleges and University allow, student involvement in food service decisions will be requested through the following channels:

1. Recommendations having immediate impact on revenue for the Comstock Memorial Union will be requested only from the Comstock Union Committee.
2. Recommendations having immediate impact on revenues for Kise Commons will be requested only from the Dining Service Committee.
3. Recommendations having immediate impact on both areas will be requested from both committees.

H. Comstock Memorial Union Public Address System:

1. The CMU public address system is only used for emergency situations of vital importance, i.e. car in tow-away zone or death in the family.

I. Public Viewing of Film/Movie Policy

1. 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.

J. Display Windows

1. There are two larger windows (A & B) and two smaller windows (C & D) that are available on a first-come, first-served basis to student organizations or MSUM departments.
 - a. One display window can be scheduled for two individual or consecutive weeks per semester per organization. If an organization wishes to schedule a display window for more than two weeks, they must get approval from CMU Administration.
 - b. Reservations for the use of the display windows shall be made at the Main Office between 8:00am and 4:30pm, Monday through Friday.
 - c. The person that schedules a display window must be a member of the organization that he/she is scheduling for.

- d. Display windows not used 24 hours after scheduled may be given to the next group on the waiting list.
- e. Organizations must display identification of their organization in their window. Signage is available in the Main Office.
- f. The user has the responsibility to remove all display materials in the display window by 2:00pm Sunday of the week the reservation ends. Failure to remove materials by the deadline may result in a minimum \$10 clean-up fee.
- g. Organizations may schedule a display window during the current semester for that semester. Windows for the following semester can be scheduled two weeks before the end of the current semester, starting on the Monday of the week. If this Monday falls on a holiday, it will be moved to the next business day. (ex: windows for Fall Semester can be scheduled two weeks prior to the end of Spring Semester).

K. Can Stands/Sandwich Boards Policy

1. There are three locations in Comstock Memorial Union in which can stands/sandwich boards may be used to advertise events. These locations are available on a first-come, first-served basis to student organizations and departments.
 - a. Can stands/sandwich boards may be utilized only the day before an event and the day of an event.
 - b. Reservations for use of can stands/sandwich boards and/or CMU space to place stands/boards shall be made at the CMU Recreation and Outing Center.
 - c. Organizations and departments may schedule can stands/sandwich boards and/or CMU space to place stands/boards for the current academic year only.
 - d. Only one student organization or department may reserve the CMU can stand/sandwich board space on any given day.
 - e. Can stands may be a maximum of five feet tall, the maximum display area shall be no larger than 11" x 17". Sandwich boards may be a maximum of five feet tall by two feet wide, display items must be contained within this space.
2. Can stands/sandwich boards may only be located in the following CMU locations: 1.) the hallway just inside the southwest entrance or the sidewalk just outside the southwest entrance (one area but not both), 2.) the hallway just inside the southeast entrance or the sidewalk just outside the southeast entrance (one area but not both), 3.) the

hallway just inside the northeast entrance or the sidewalk just outside the northeast entrance (one area but not both).

- a. Under no circumstances shall can stands/sandwich boards be placed in or outside of the building so as to impair emergency access to/from the building.
3. Can stands/sandwich boards must be returned in the condition they were checked out. Failure to return or returning damaged can stands/sandwich boards will result in a \$10.00 fee charged to your university account.
4. Placement of any publicity outside of the CMU must be approved in advance by the Office of Administrative Affairs.

V. **Scheduling Policies**

- A. As a general rule, scheduling for space and facilities will be done on a first-come, first-served basis.
- B. When student organization requests of a significant nature conflict with space and facilities previously scheduled by another group listed in I-A or B, the Comstock Union Committee will review the requests and will recommend to CMU Event Services which group shall have priority.
- C. Reservations for use of facilities and space in CMU shall be made by CMU Event Services.. Event Services shall work in coordination with the CMU Director.
 1. The Administrative Staff of the CMU reserves the right to cancel a reservation if it conflicts in any way with the general policies of Minnesota State University Moorhead or Comstock Memorial Union.
 2. Event reservations are subject to the regular business hours (see Appendix A). Other arrangements may be available upon request for an additional charge.
 3. Groups outside the MSUM Moorhead community will be asked to sign an Event Agreement prior to their utilization of space in CMU.
 4. Arrangements for changes in room set-ups or placement of equipment shall be given to CMU Event Services no later than 2 business days prior to the scheduled event.
 5. Labor charges for security and excessive set-up/clean-up must be paid by any sponsoring organization.

6. Student organizations and departments who fail to notify CMU Event Services of the cancellation of a meeting room 24 hours prior to its scheduled use, will be assessed a \$25.00 cancellation fee.
- D. Individuals and/or study groups may use unscheduled meeting rooms for study purposes. Rooms cannot be reserved in advance for study purposes.
 - E. CMU staff shall have complete access to any reserved activity area at all times. The staff may terminate a scheduled activity if any incidents occur which might jeopardize the general well being of the building or its patrons.
 - F. A campus organization may request scheduling of a meeting room (limit of two rooms once a week per organization - maximum of 6 reserved hours/week) on a continuous series basis one semester at a time. Room request forms with return deadline and specific scheduling information will be sent to all recognized student organizations from CMU Event Services at least one month prior to the end of the current semester . Requests for additional rooms must be made on a weekly basis. If a campus organization fails twice in one semester to notify CMU Events Services of cancellation of their meeting room for the week, they will be charged a \$25 non-cancellation fee. If they fail to cancel a room a third time, they may be denied the right to schedule in advance.
 - G. The party or parties making a reservation for use of CMU space and facilities shall agree to comply with all regulations governing the CMU and the MSUM campus.
 - H. Class Policy
 1. Regularly scheduled classes may not be held in the CMU, except for those classes which require the CMU's unique facilities and/or approval by CUC.
 - I. General Use Area Policies – Lounges, Hallways and Union City during lunch hours (11:00am-1:30pm):
 1. General use areas shall be scheduled only for those activities in which all members of MSUM are eligible to participate without restriction (no admission or donations solicited) and which will permit free flow of traffic around and through the area.
 2. Events must be sponsored by a recognized student organization or MSUM department.
 3. All events must have prior approval by CUC.
 - J. Scheduling of the Main Lounge
 1. Events scheduled for the Main Lounge are only allowed to play between 11:00am and 2:00pm or 4:00pm and 7:00pm. The duration of the event may only be 60 minutes.

2. A noise level should not inhibit normal conversation in the Main Lounge nor be disruptive to potential events scheduled in the Comstock Room, Special Dining Room, or Ballroom.
 3. Only two days per week may be scheduled between 11:00am and 2:00pm, with one event per time period. One event consists of one presentation within the time period.
 4. Only two days per week may be scheduled between 4:00pm and 7:00pm, with one event per time period. One event consists of one presentation within the time period.
 5. Exceptions to this policy must have the permission of the Assistant Director of Event Services. If denied by the Assistant Director, the decision may be appealed to the Comstock Memorial Union Director and/or CUC.
- K. Any individual or organization that violates the policies for use of the CMU may be denied the right to schedule the space and facilities for future activities.
- L. Scheduling of CMU Equipment. Procedures for use of CMU equipment (i.e. lights, sound systems, staging, etc.).
1. No properties may be taken outside the building without the express permission of the CMU Director.
 2. Need for equipment must be indicated at the time the room reservation is made.
 3. Special equipment is on a reserved first-come, first-served basis.
 4. Only CMU employees are allowed to set up, run and take down equipment.
 5. Comstock Memorial Union will not be responsible for equipment and property owned by other student organizations or departments which is stored on the premises.
 6. When the CMU agrees to provide overnight storage space, equipment will not be moved to another area without prior agreement between CMU management and the organization owning the equipment.

VI. **Charges for Use of Facilities**

- A. Groups outside the MSUM community as listed in I-B will be charged rental for space used in the building. Fees will be charged for the use of the rooms according to the current schedule, which is determined by CMU Administration and the Comstock Union Committee (see Appendix B).
- B. Groups outside the MSUM community shall be assessed a rental charge when a catered meal is scheduled unless the CMU commission received from Sodexo Campus Dining equals or exceeds the rental fee.

- C. When admissions, assessments, or fees exist for individual gain, a rental fee will be charged.
- D. If substantial set-ups involving major changes in room arrangements (i.e. taking furniture out) are requested, labor charges will be made to the sponsoring group.
- E. Rental charges for space do not include the use/operation of special equipment (i.e. the Yamaha System, spotlights, etc.) for which a separate fee shall be charged. See Appendix B for equipment rental fees.

VII. **Solicitation**

A. **The Vendor/Student Organization must follow all MSUM policies and provisions.**

- 1. CMU Administration has the right to terminate any rental contract if it is in conflict with federal, state, or local laws and ordinances.
- 2. Any misrepresentation of information by the Vendor/Student Organization automatically cancels the contract at the discretion of CMU Administration and/or CUC.

B. **Commercial Table Rental**

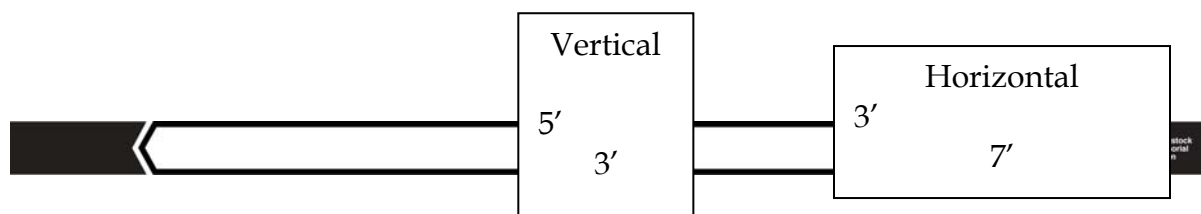
- 1. Any group desiring to solicit must reserve the appropriate space through CMU Event Services. Any group wishing to solicit must abide by the Priority of Reservation as listed in Section I of these policies.
- 2. Sales for private gain are restricted to rental of one 7' x 10' space in the CMU Main Lounge and one 7' x 10' space in the Connecting Link between MacLean and Frick Halls. (See Appendix B for rental rate)
 - a. There is one space available for rent in each building.
 - b. All items for sale must be contained in the 7' x 10' space(s).
 - c. The vendor must schedule ahead of time and must notify the CMU 48 hours in advance if the sale is canceled. Failure to do so may jeopardize future reservations.
 - d. Each spaces may be rented for 1-5 consecutive days.
 - e. Each spaces includes one 6 ft. long table and two chairs.
 - f. Rental contracts for these spaces will be provided to commercial vendors by the CMU.
 - g. All fees are non-refundable and payable to the CMU Business Manager.

2. Equipment cords and extension cords shall be out of the way of any traffic and/or taped to the floor or wall.
 3. Any music, lecture, advertisement, etc., that is being electronically displayed will only be allowed to continue if the volume is at a reasonable level. Reasonable is defined as "conversational within a six foot radius of the table."
2. Any student organization desiring to reserve table space for the distribution of materials only (un-staffed) must schedule through CMU Event Services.
 3. An organization must display identification on their scheduled table. Signage will be provided.

VIII. **Service Areas** -- The CMU Service Areas are available for use by Tri-College students, faculty, staff, organizations and alumni. See Appendices for hours, rentals and fees.

A. The Compass Policies

1. Poster and Banner Policies
 - a. Publicity for MSUM or Tri-College events: Events advertised on banners, posters, and table tents must be sponsored by a recognized MSUM or Tri-college campus group, organization, department, student or faculty and are limited to those activities open to the student body and those having some direct relationship to the educational purpose of MSUM. Publicity that results in personal financial gain is not permissible. The only exception to this rule is for an event being held in the Union; they are allowed to hang a banner the day of the event.
 - b. All banners and posters need to be approved by The Compass prior to display. There is a limit of one banner and 3 posters per event regardless of the number of sponsoring organizations. Banners and oversized posters may only be placed on the railings above the Main Lounge. All banners and posters must be in good taste and will be removed by The Compass within 24 hours after the event. Banners and oversized posters may only be placed on the railings above the Main Lounge. All banners and oversized posters must comply with Compass Policies 1a, 1c, 1e, 1f and 1n. Horizontal banners and oversized posters shall be no larger than 3'x7'. Vertical banners and oversized posters shall be no larger than 5'x3'. Unless approved by CUC, only one banner is allowed per event with no more than two banners per organization. The Compass will remove all banners within 24 hours of their approved posting end date.



- c. Publicity for non-Tri College events: The smaller bulletin board located by the SW hallway fire door is the location for non-Tri-College publicity. Publicity must be for a specific event and open to all MSUM students; poster cannot be larger than 14"x22" and only one poster per event is allowed for no longer than 2 weeks. All posters for non-Tri-College events need to be approved by The Compass prior to display. Once the posting date has been reached, The Compass staff will remove the poster.

2. Table Tent Policy:

- a. Table tent advertisements must be vertical 5"x7" ads. All hard copies must be designed and cut before submission to the Office of Student Activities, CMU 229.
- b. A maximum of 50 advertisements can be displayed per event/activity.
- c. Only student organizations or MSUM departments can place advertisements in the table tents. The name of the sponsoring organization/department must be clearly written on the advertisement.
- d. If the Office of Student Activities receives more table tent advertisements than there is space for, preference will be given to student organizations.
- e. MSUM registered and pending student organizations are eligible to advertise through the table tent program.
- f. Posters and publicity materials placed in violation of Comstock Memorial Union policy will be removed and will not be held or saved.
- g. Unauthorized persons shall not remove or damage posters. Comstock Memorial Union shall not be held responsible or accountable for theft and/or vandalism of posters.
- h. Poster and publicity materials shall be up for no longer than two (2) weeks, except CMU "house" signs. A one-week waiting period shall exist between repeat displays of banners. Banners shall be displayed for no longer than two weeks.
- i. A place is set aside for individuals to post "For Sale," "For Rent," "Roommates Wanted," and other requests of this kind which are not permitted on other bulletin boards in the building. The policy for this area is as follows: 1) all requests must be on 3" x 5" cards obtained at The Compass; 2) all cards must be approved at The Compass; and 3) cards may hang for two weeks only.
- j. Any exceptions to the above policies shall be requested at least seven (7) days prior to when the material is to go up. Exceptions

will be limited to unusual meritorious situations that can be interpreted to have such significance that it is to the benefit of the students and the institution to make an exception. Posting and publicizing exceptions will not be made simply because it is a different way to advertise. Exceptions may be made by the Comstock Memorial Union Administration and/or the Comstock Union Committee.

- k. Kise hallway and entrance are NOT included under CMU posting policies. Students should check at the Housing Office for permission to post in these locations.
 - l. Special informational and directional signs may be posted the day of event with permission from CMU administration.
3. Publicity for non-Tri-College University events
- a. The bulletin board located by the SW internal fire doors is the location for non-Tri-College University publicity.
 - b. Publicity must meet the following criteria:
 - *must be for a specific event
 - *event must be open to all MSUM students
 - *poster cannot be larger than 14x22
 - *only one poster per event
 - *material should be posted no longer than 2 weeks
4. Ticket Sales
- a. The Compass will handle ticket sales for events sponsored by recognized student organizations, Tri-College events, and non-profit organizations. The Compass may refuse to sell tickets for commercial promotions.
 - b. The Compass is not responsible for discrepancies or refunds.
5. Personal checks for up to \$25.00 can be cashed with proper identification. A \$.25 service charge will be added without purchase.
6. For fax rates, see Appendix C.

B. Copies Plus Policies

1. Copy Service
 - a. The copy machine may be operated only by Copies Plus employees and designated persons.
 - b. Only recognized student organizations and campus departments are allowed to charge, unless arrangements have been made with the CMU Business Manager.

- c. Copies Plus has the right to refuse projects that may violate copyrights.
2. Charges for copy services and rentals will be determined by the Copies Plus Manager and the Associate Director or CMU Director.
3. The Copies Plus button-maker will be rented to MSUM campus organizations, departments and students only.
4. Services and rentals will be on a first-come, first-served basis.
5. For rates and fees, see Appendix D.

C. Etcetera Shop Policies

1. Book bags should be left on the shelves inside the Etcetera Shop that are provided for that purpose.
2. Personal checks for up to \$25.00 can be cashed with proper identification. A \$.25 service charge will be added without purchase.

D. Recreation and Outing Center Policies

1. To verify positive identification and to act as a deposit for the use of recreational equipment, students, faculty, and staff will use their MSUM ID card, alumni and general public will use their driver's license.
2. The entire Rec and Outing Center will not be reserved for private parties except by approval of Event Services, Comstock Union Committee or CMU Director. Fees for labor and play on equipment will be determined by the Associate Director and Rec and Outing Center Manager.
3. Sitting or lying on the pool or ping pong tables in the Rec and Outing Center is prohibited.
4. Players are to return all equipment to the service desk.
5. All transactions are on a cash or check basis, with the exception of reservations.
6. Unauthorized persons are not permitted behind the Rec and Outing Center service desk.
7. Charges will be made for equipment that is damaged beyond the regular rate of depreciation caused by normal use. Generally, new replacement cost will be charged for damages.
8. MSUM students are given priority if the Rec and Outing Center is filled and more wish to play. Non-students should be informed of this policy and

therefore prevent any problems which may come from asking them to leave if the Rec and Outing Center fills to capacity.

9. Vulgarity and loud demonstrations are prohibited in the Rec and Outing Center, and those individuals involved may be asked to leave and/or be banned from the Rec and Outing Center or CMU.

10. Equipment Rental Policies

- a. Equipment can be rented by Tri-College students, faculty, staff, alumni, and the general public.
 - b. A credit card, cash or check deposit must be left for all equipment. All exceptions must be approved by the Rec and Outing Center Manager.
 - c. Reservations must be canceled 24 hours prior to the day the equipment was to be checked out. Renters who fail to notify the Rec and Outing Center of an equipment cancellation will be charged one day of the rental rate for the equipment.
 - d. Equipment must be checked out from and returned to the Rec and Outing Center during the posted hours. All equipment will be checked in and out by a Rec and Outing Center employee.
 - e. Equipment must be returned in the same condition in which it was rented. The renter of the equipment will be assessed the full cost of labor and materials for repair or replacement of items damaged due to circumstances other than normal wear. If equipment is returned wet, the Rec and Outing Center will charge a drying fee, which will be determined by the ROC manager.
 - f. A late fee will be charged for each day the equipment is late.
 - g. Refunds are not issued for equipment not used due to poor weather or other conflicts. Any other refunds must be approved by the Rec and Outing Center Manager and the Associate Director.
11. The Rec and Outing Center maintains current resources on camping and other outdoor activities.
 12. For rental rates, see Appendix E.

E. Underground Policies

1. Operation Policies

- a. Clientele during regular events must be 18 years or older and a student of a Fargo-Moorhead Tri-College institution. Guests of clientele are also admitted upon registration at the Underground door or through

special arrangements with the Manager. It is the prerogative of the Underground staff to request picture identification from individuals upon entrance. If false identification is given, it may be confiscated.

- b. The Underground employees have the right to restrict admission or to ask individuals to leave if they are intoxicated and/or being a threat to the rest of the clientele and/or to property.
- c. No food or beverages are allowed to be brought into the Underground by patrons or renters. Absolutely no alcohol is allowed in the Underground. If alcohol is found, it will be confiscated and disposed of and the individual in possession, if seen, will be escorted from the Underground and may face disciplinary action by the University or City Police.
- d. The Underground Nightclub is a non-smoking facility.
- e. The Underground is not responsible for any lost or stolen articles.
- f. The Underground follows an open door policy. The policy states that patrons have the right to leave and return to the Underground; however, re-admittance to the Underground will depend upon a waiting line or capacity level.

2. Rental Policies

- a. The Underground is available for rental Friday through Tuesday for any club, group or organization. Such rentals include dances, floor parties, pizza parties, and happy hours; however, the Underground is not available for regular organization meetings, except with permission from CUC, since there are other rooms available for this on campus. Interested parties should be directed to contact the Assistant Director of Event Services during the day at 236-3587 at least 6 weeks in advance of the event.
- b. Members of the MSUM community have priority when reserving the Underground, with the Campus Activities Board (CAB) having first priority. Other reservations are prioritized according to section I-B of the Comstock Memorial Union Policies.
- c. All renters and/or organizations must follow these policies when utilizing the Underground.
 - 1. A rental agreement will be completed during the meeting between the renter and the Assistant Director of Event Services. This meeting must take place at least 4-6 weeks before the event.
 - 2. All special arrangements are to be negotiated with the Assistant Director for Event Services and specified in the rental agreement.

3. An event must be canceled 24 hours in advance by notifying the Assistant Director of Event Services or the agreed upon package price will be charged.
4. The renter must follow all policies and regulations of the Comstock Memorial Union and Minnesota State University Moorhead.
5. The Underground staff consists of a number of people hired for various purposes. MSUM Campus Security or the Moorhead Police may be called to assist with extreme circumstances, which the Underground lead employee and the Building Manager will determine. Event Services may be required to coordinate Campus Security, private security, or the Moorhead Police Department for the event if deemed necessary by the Manager and the Assistant Director of Event Services.
6. A charge will be added accordingly for excessive damage and/or breach of the rental agreement and any other extraneous expenses incurred by the Underground.

3. Underground Advertising Policies

- a. The Underground name was established to give this space a stronger individual identity like other service areas of the CMU. To better achieve clarity for the sponsors of events, and to protect the Underground's reputation, the following policies have been developed for use by all other users.
 1. The organization utilizing the Underground space must be clearly printed on all advertising that it is a sponsored event by that organization.
 2. The Underground name should only be used to identify the place (i.e. room number) it is to be held in.
 3. All advertising must fall within MSUM campus policies. This information may be obtained from the Center for Leadership and Organizations.

4. For fees and rates, see Appendix F.

IX. **Equipment Room Policy**

A. Hand and Power Tools

1. Tools may only be used by designated CMU employees.

2. Tools may be used only when the employee is on duty and working on authorized CMU projects.
 3. CMU tools will remain in the CMU at all times.
- B. All equipment leaving the building must be approved by the CMU Director or Assistant Director of Event Services and must be checked out in the Main Office.
1. Computers, projectors, media cables and AV-TV equipment must be scheduled through CMU Event Services.

X. Office Space Policy for Student Organizations

- A. Office space in The Center for Leadership and Organizations will be allocated through criteria established by the Student Organization Advisory Committee (SOAC).

APPENDIX A

COMSTOCK MEMORIAL UNION HOURS

<u>School Year:</u>	Monday through Wednesday Thursday Friday Saturday Sunday	7:00am-Midnight 7:00am-1:00am 7:00am-Midnight 9:00am-Midnight 10:00am-Midnight
<u>Summer:</u>	Monday through Friday	7:00am-5:00pm

HOURS WILL BE EXTENDED FOR SCHEDULED SPECIAL EVENTS

BURGER KING:

<u>School Year:</u>	Monday through Thursday Friday	10:00am-7:00pm 10:30am-3:00pm
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THE COMPASS:

<u>School Year:</u>	Monday through Thursday Friday	9:00am-9:00pm 9:00am-6:00pm
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COPIES PLUS:

<u>School Year:</u>	Monday through Thursday Friday Sunday	8:00am-8:00pm 8:30am-4:30pm 5:00pm-9:00pm
<u>Summer:</u>	Monday through Friday	8:30am-3:00pm

ETCETERA SHOP:

<u>School Year:</u>	Monday through Thursday Friday Saturday Sunday	8:00am-10:00pm 8:00am-9:00pm 10:00am-9:00pm 11:00am-10:00pm
<u>Summer:</u>	Monday through Friday	8:00am-4:00pm

HOT HEADS HAIR AND TANNING:

<u>School Year:</u>	Monday, Wednesday, Thursday Tuesday Friday Saturday	10:00am-7:00pm 10:00am-5:00pm 10:00am-4:00pm By appointment
<u>Summer:</u>	To be determined / will be posted on web page and at Salon.	

PIZZA HUT:

<u>School Year:</u>	Monday through Thursday Friday	10:30am-7pm 10:30am-3pm
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RECREATION AND OUTING CENTER:

<u>School Year:</u>	Monday through Friday Saturday and Sunday	9:00am-11:00pm 12:00pm-11:00pm
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<u>Summer:</u>	Monday through Friday	9:30am-4:30pm
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SUBS & SWEETS:

<u>School Year:</u>	Monday through Thursday Friday Saturday Sunday	7:30am-10:00pm 7:30am-4:30pm 9:00am-6:30pm 12:00pm-9:00pm
<u>Summer:</u>	Monday through Friday	10:00am-2:00pm

UNDERGROUND:

<u>School Year:</u>	Thursday Dance Night Wednesday Dance Night	9:00pm-1:00am 9:00pm-1:00pm
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UNION CITY CAFÉ:

<u>School Year:</u>	Monday through Thursday Friday	10:00am-7:00pm 10:00am-3:00pm
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****HOURS DURING BREAKS, HOLIDAYS, ETC., VARY AND ARE
POSTED ON CMU ENTRANCES FOR EACH PERIOD****

APPENDIX B

Comstock Memorial Union Rental Fees and Information

	<u>1-5 hours</u>	<u>5+ hours</u>
Ballroom, CMU 200 (entire room)	\$275.00	\$350.00
Ballroom, CMU 200 (one section)	65.00	85.00
Comstock Room, CMU 101	65.00	85.00
Room 203	40.00	55.00
Room 204	15.00	30.00
Room 205	40.00	55.00
Room 207	25.00	40.00
Room 208 A/B	25.00	40.00
Room 212	15.00	30.00
Room 214 A/B	25.00	40.00
Room 216	25.00	40.00
Room 218	15.00	30.00
Room 227	40.00	55.00
Special Dining Room, CMU 121	40.00	55.00
Underground, CMU 001 (available on a limited basis)	Please contact CMU Event Services for price	
Union City Cafe, CMU 102 (available on a limited basis)	50.00	N/A
Rec and Outing Center, CMU 116 (available on a limited basis)	Please contact CMU Event Services for price	
Main Lounge	Please contact CMU Event Services for price	

All rooms in the CMU are handicap accessible.

15% of catering will be deducted from the room rental.

Labor charges may be incurred for special requests.

	<u>Hourly Regular Rate</u>	<u>Hourly Overtime Rate</u>
Event Services – On campus	\$10.50	\$15.25
Event Services – Off campus	\$12.75	\$19.00
Rec & Outing Ctr. Or Underground		
On campus	\$ 9.25	\$13.75
Off campus	\$12.75	\$19.00
Copies Plus Design – On Campus	\$9.75	
Copies Plus Design – Off Campus	\$15.00	

Rental of entire building is available upon request and negotiable depending on time and space used.

Commercial Table Rental: There is one 7' x 10' space available for rent at the east end of the Main Lounge and one 7' x 10' space available in the Connecting Link between MacLean and Frick Halls. The charge is \$55.00 per day + tax.

Student Organization Tables: **Student Organizations** renting tables to **sell trips** must pay a rental fee of **\$10.00** per week plus sales tax. This same fee applies for a time less than a week.

Equipment Rental Rates

Yamaha Sound System: (Minimum of 1 person)

Equipment: 16 channel Sound Board - 12 Channel Snake - Cassette
Power Amps - Equalizer - Microphones - CD - Stage Monitors

Rental Rate:

On-campus: No Rental Charge (hourly labor rate for technician apply)
Off-campus: \$75.00 per event plus hourly labor rate for technician.

Spotlights: (1 person/light)

Equipment: Spotlights - Gels - Extension Cords

Rate:

On-campus: No Rental Charge (hourly labor rate for technician apply)
Off-campus: \$75.00 per day plus hourly labor rate for technician

Labor Rates for Event Services Technician:

	Hourly <u>Regular Rate</u>	Hourly <u>Overtime Rate</u>
On-campus:	\$ 10.25	\$ 15.00
Off-campus:	\$ 12.50	\$ 18.75

Sharp LCD VCR Projection Unit:

Rate:

On-campus: No Charge
Off-campus: \$75.00 1-5 hours per day
\$125.00 5+ hours per day

Flipcharts

Rate:

\$15.00 / day

APPENDIX C

The Compass Price List

FAX SENDING:		
LOCAL:	First Page	1.00
	Per Following	.25
LONG DISTANCE:	First Page	2.00
	Per Following	1.00
INTERNATIONAL:	First Page	6.00
	Per Following	1.25
FAX RECEIVING:	First Page	1.00
	Per Following	.25

APPENDIX D

Copies Plus Price List

Black & White Copies

White Paper

8.5 x 11	.07ss/.09ds*
8.5 x 14	.07ss/.09dc*
11 x 17	.09ss/.13ds*
Transparency	.35

Colored Paper

8.5 x 11	.09ss/.11ds*
Paper Only	.07*
8/5 x 14	.09ss/.11ds*
11 x 17	.13ss/.17ds*
Paper Only	.09*

*price break after 100

Full Color

Color Prints

8.5 x 11	.59ss/.99ds*
11 x 17	.99ss/1.79*
Transparency	.99

Resume

8.5 x 11	.10 single/0.12 double sided
Matching Envelopes	.09
Manila Envelopes	.20
Paper Only	.08

Coverstock

Printed	.15ss/.255ds*
Paper Only	.12*

*price break after 50

Binding

Less than 1 inch B/B	1.90
Less than 1 inch L/L	2.00
Less than 1 inch L/B	1.99
Greater than 1 inch B/B	2.90
Greater than 1 inch L/L	3.00
Greater than 1 inch L/B	2.99
Comb Only	1.05
Clear Cover + Black Back bound	1.99
Printed Coverstock F+B bound	1.50
Printed Coverstock F+B bound	1.45

Lamination

8.5 x 11 3mil.	.80
8.5 x 11 5mil.	.97
11 x 17 3 mil.	.90
11 x 17 5 mil.	1.35

Banner Paper

Standard	.15/foot
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Buttons

Button (1-24)	.50/button
Button (24-50)	.35/button
Button (51+)	.20/button
Button Maker Rental	5.00/day
	\$25 deposit

Graphic Design

On-Campus Accounts	9.50/hr.
Off-Campus Accounts	15.00/hr.
Computer scan (plus labor)	1.40/page
Laser Prints	.50/page

Miscellaneous

Folding/20	.10/sheet
Scan to email	.75
Staples	.02
Saddle strap	.05
Cutting	.50 per cut
3-hole punch	.25
Blank Transparency	.30

Computer Supplies

Zip 100-MAC	12.95
Zip 250-PC	15.75
Zip 750-PC/MAC	18.95
Floppy-PC/MAC	.99

APPENDIX E

Recreation and Outing Center Rates

Rental of entire Rec and Outing Center is available upon request through the CMU Event Services.

BILLIARDS

1. **Pool Tables**

Fee: \$3.50 (plus tax) per hour - MSUM Students

\$4.00 (plus tax) per hour - Other Students, Faculty, Staff and the general public.

2. **Student Pool Leagues**

\$15.00 for new players. \$10.00 for returning players.

TABLE TENNIS

\$1.75 per hour per table for MSUM students and \$2.00 per hour per table for MSUM staff, faculty and the general public.

PING-PONG LEAGUE

\$10.00 for MSUM students. \$15.00 for other students, faculty, staff and the general public.

FREE GAMES

Risk, Jenga, Taboo, Snapshot, Monopoly, Probe, Scrabble, Backgammon, Boggle, Pictionary, Checkers, Upwords, Trivial Pursuit, Scattergories, Murder Alacarte, and Survivor.
ID required for free use.

LOCKERS

\$.25 per use or \$5.00 per semester. \$10.00 deposit required.

****TEXAS HOLDEM****

Free for MSUM students.

****SEMESTER PASS****

Fee: \$30.00 unlimited pool and ping pong for the semester. MSUM students only.



Rental Fees

Visit us on www.mnstate.edu/cmu/roc.html or Call (218) 477-2265

	Deposit	Daily Rental		Three Day Rental		Additional daily rental fees after 3 days for MSUM Student	Additional daily rental fees after 3 days for Others
		MSUM Student Rate	Faculty & Other Rate	MSUM Student Rate	Faculty & Other Rate		
Water Sports							
Kayak Package	\$200.00	\$12.00	\$16.00	\$28.00	\$32.00	\$10.00	\$14.00
Canoe Package	\$100.00	\$7.00	\$9.00	\$14.00	\$20.00	\$6.00	\$8.00
Canoe	\$100.00	\$6.00	\$8.00	\$12.00	\$19.00	\$5.00	\$7.50
Misc. Canoe equip; Paddle, Life vest, Cartop carriers, Straps	\$30.00	\$0.50	\$0.75	\$1.25	\$1.75	\$0.50	\$0.75
Duluth Pack	\$30.00	\$1.75	\$2.25	\$3.25	\$4.50	\$1.60	\$2.00

Waterproof bags

Rick Sacks (Clear-Small)	\$30.00	\$1.00	\$1.50	\$2.00	\$2.75	\$0.80	\$1.25
Rick Sacks (Clear-Medium)	\$30.00	\$1.25	\$1.75	\$2.50	\$3.00	\$1.00	\$1.50
Tuff Sacks(Blue-Small)	\$30.00	\$1.00	\$1.50	\$2.00	\$2.50	\$0.80	\$1.25
Tuff Sacks (Blue-Medium)	\$30.00	\$1.25	\$1.75	\$2.50	\$2.75	\$1.00	\$1.50
Bill bag (Blue-Large)	\$30.00	\$1.75	\$2.25	\$3.25	\$4.00	\$1.50	\$2.00

Camping

Tents

2 Person	\$100.00	\$3.00	\$4.00	\$6.50	\$9.00	\$2.75	\$3.75
3 Person	\$100.00	\$3.00	\$4.00	\$6.50	\$9.00	\$2.75	\$3.75
4 Person	\$100.00	\$3.50	\$4.50	\$8.00	\$10.00	\$3.25	\$4.25
5 Person	\$100.00	\$3.50	\$4.50	\$8.00	\$10.00	\$3.25	\$4.25
6 Person	\$100.00	\$4.00	\$5.50	\$9.00	\$12.00	\$3.75	\$5.25
9 Person	\$100.00	\$5.00	\$6.50	\$11.00	\$14.00	\$4.75	\$6.25

Rain tarp	\$10.00	\$0.75	\$1.00	\$1.75	\$2.25	\$0.65	\$0.90
Sleeping bag	\$30.00	\$1.75	\$2.50	\$5.00	\$7.00	\$1.65	\$2.25
Air Mattresses(Self inflating)	\$30.00	\$1.50	\$2.00	\$4.00	\$5.50	\$1.40	\$1.80
Stoves (One burner)	\$30.00	\$1.25	\$1.50	\$2.75	\$3.50	\$1.00	\$1.25
Stoves (Two burner)	\$30.00	\$1.75	\$2.25	\$4.50	\$6.50	\$1.50	\$2.00
Lanterns	\$30.00	\$1.50	\$2.00	\$3.75	\$4.25	\$1.40	\$1.80
Misc. camping Equip; First aid kit, Saw, Cookkit, Cooler, Shovel	\$10.00	\$0.50	\$0.75	\$1.00	\$1.50	\$0.45	\$0.75

Hiking

External Backpack	\$30.00	\$2.50	\$3.25	\$6.00	\$9.00	\$2.25	\$3.00
Internal Backpack	\$100.00	\$4.00	\$5.00	\$9.00	\$12.00	\$3.50	\$4.50

Other Sports Gear

Mountain Bike (Daily)	\$100.00	\$5.00	\$6.00	\$12.00	\$14.00	\$4.50	\$5.50
Mountain Bike (Per hour)	\$100.00	\$1.00	\$1.25	N/A	N/A	N/A	N/A
Bike carrier	\$30.00	\$3.00	\$4.00	\$5.00	\$7.00	\$2.50	\$3.50
Roller blades	\$100.00	\$4.00	\$5.00	\$10.00	\$12.00	\$3.80	\$4.50
Helmets, Gards	\$10.00	\$1.00	\$1.25	\$2.00	\$2.50	\$0.90	\$1.15

Misc. games; Frisbee golf, boomerang, Croquet set, Bocci ball set, Volleyball, Baseball bats	\$30.00	\$1.00	\$1.25	\$3.50	\$4.50	\$0.90	\$1.15
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Winter Gear

Cross Country Ski Package (Skis, Boots, Poles, Gators)							
Waxable	\$100.00	\$4.00	\$6.00	\$8.00	\$10.00	\$3.50	\$5.50
Non-waxable	\$100.00	\$5.00	\$7.00	\$11.00	\$14.00	\$4.50	\$6.00
Boots - Three Pin	\$30.00	\$1.75	\$2.25	\$3.00	\$4.00	\$1.50	\$2.00
- SNS	\$30.00	\$3.00	\$3.50	\$5.00	\$7.00	\$2.50	\$3.00
Snow Shoes	\$30.00	\$3.50	\$5.00	\$9.00	\$12.00	\$3.25	\$4.25

APPENDIX F

Underground Fees and Rates

General fees for admission into the Underground are \$2.00 for MSUM students and \$3.00 for guests.

High school night admission is \$5.00.

For rental of the Underground, please contact the Assistant Director of Operations at 477-2676 for rates and rental information.

