

HOUSE GUIDELINES

University Union

University of North Texas

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Section 1 - Overview

The University Union is a 315,000 square foot, multi-level facility located in the heart of campus. Our mission is to provide a comprehensive program that enriches the educational experience and meets the needs of the North Texas community, which includes students, staff, faculty, alumni, and guests.

The University Union offers a wide variety of performances, programming, and arts. Unique spaces, such as the Lyceum Theater, the Syndicate a two-floor hang out location with a sports lounge feel, and the Art Gallery showcasing UNT student work are popular locations for entertainment and relaxation. Current event schedules are available on our website.

The University Union also provides spaces and services to facilitate all of your conference and event planning needs, such as state of the art meeting and event rooms, outdoor spaces, event coordination, audio/visual equipment and assistance, catering and graphic design.

In addition, the University Union houses many student services on the third floor, such as the Multicultural Center, Student Government Association, Graduate Student Council, Emerald Eagle Scholars, Student Activities, Fine Art Series, Center for Leadership and Service, Pride Alliance, Orientation and Transition Programs, Spiritual Life, We Mean Green Fund, Substance Use Resource and Education Center and University Program Council.

Other amenities found in the University Union include, a postal center, book store, information center, copy center, banking center, retail restaurants, cell phone recharging stations, bicycle repair stations and convenience store.

The University Union is committed to providing quality services and programs that enrich and engage our communities. The Union Board of Directors, an appointed body consisting of students, faculty, and staff representatives, serve as an advisory board and work closely with the University Union administration to provide input on programming, expenditures, and business operations. The Executive Director of the University Union reports to the Associate Vice President for Auxiliary Services within the Division of Student Affairs.

Section 1.1 — Mission Statement

The University Union enhances the educational process and builds community by providing an inclusive environment where individuals are valued through quality programs and support services.

Section 1.2 — Values

The University Union values:

- Being Student-Centered: We value student involvement, employment, and leadership opportunities that promote learning and personal growth beyond the classroom;
- Being Service-Oriented: We value great customer service, overall quality, and adaptability;
- Being Technology-Driven: We value technology and advancements that increase our efficiency in delivering programs and services;
- Being Environmentally-Conscious: We value environmentally responsible practices and sustainable initiatives;
- Being Diverse: We value individual uniqueness represented through race, ethnicity, gender, sexual orientation, socioeconomic background, age, ability, national origin, religion, and thought; and

- Being Ethical: We value integrity as demonstrated through honesty, civility, and fairness.

Section 1.3 — Location & Contact Information

The University Union's physical address is:

1155 Union Circle
Denton, Texas 76201

The mailing address for the University Union is:

1155 Union Circle
#310710
Denton, Texas 76203-5017

The main phone number for the University Union is: (940) 565-3805

The main e-mail address for the University Union is: union@unt.edu

The main website for the University Union is: <https://studentaffairs.unt.edu/university-union>

Section 1.4 — Hours of Operation

The normal hours of operation for the University Union are:

Monday through Saturday from 7:00 a.m. to 12:00 a.m. (midnight)
Sunday from 12:00 p.m. (noon) until 12:00 a.m. (midnight)

The University Union will have reduced hours during the summer and during the winter break. The University Union will be closed if the University of North Texas is officially closed.

Section 1.5 — Social Media

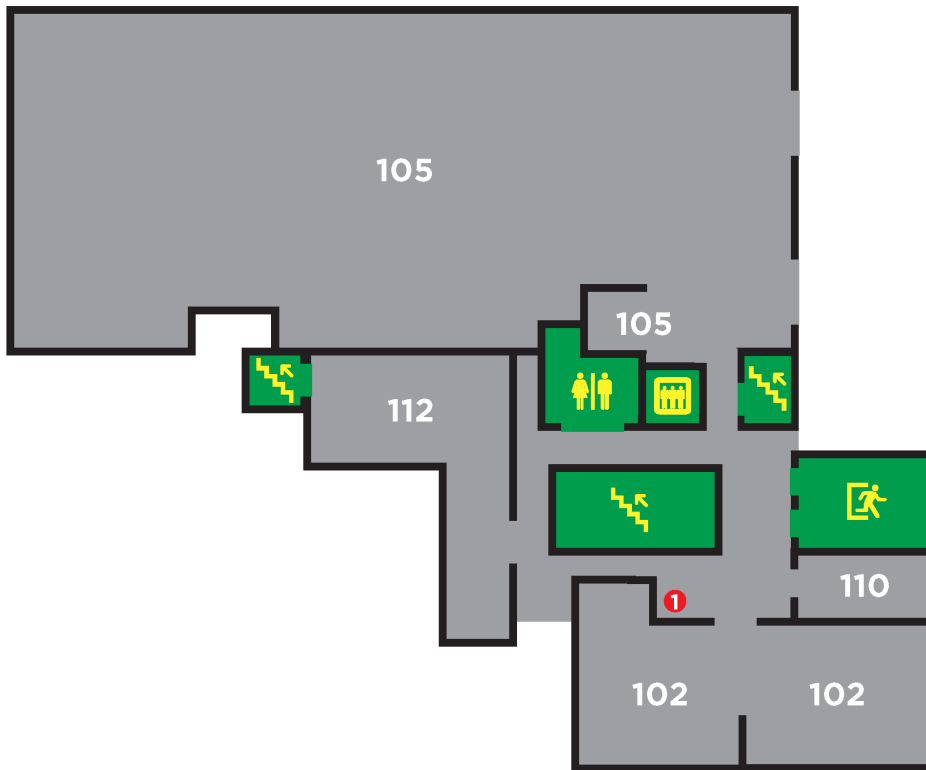
The University Union uses the following social media avenues:

- Website: <https://studentaffairs.unt.edu/university-union>
- Facebook: facebook.com/UNTUnion
- Twitter: @UNTUnion
- Youtube: Youtube.com/UNTUnion
- Instagram: @UNTUnion

Section 1.6 — Maps



UNT UNION ■ LEVEL ONE
Marketplace Tabling Map of the Union



- Corner Store 102
- Which Wich 102
- Jamba Juice 105
- Barnes & Noble 105
Official Bookstore of UNT
- Eagle Post 112
UNT Union Postal Service

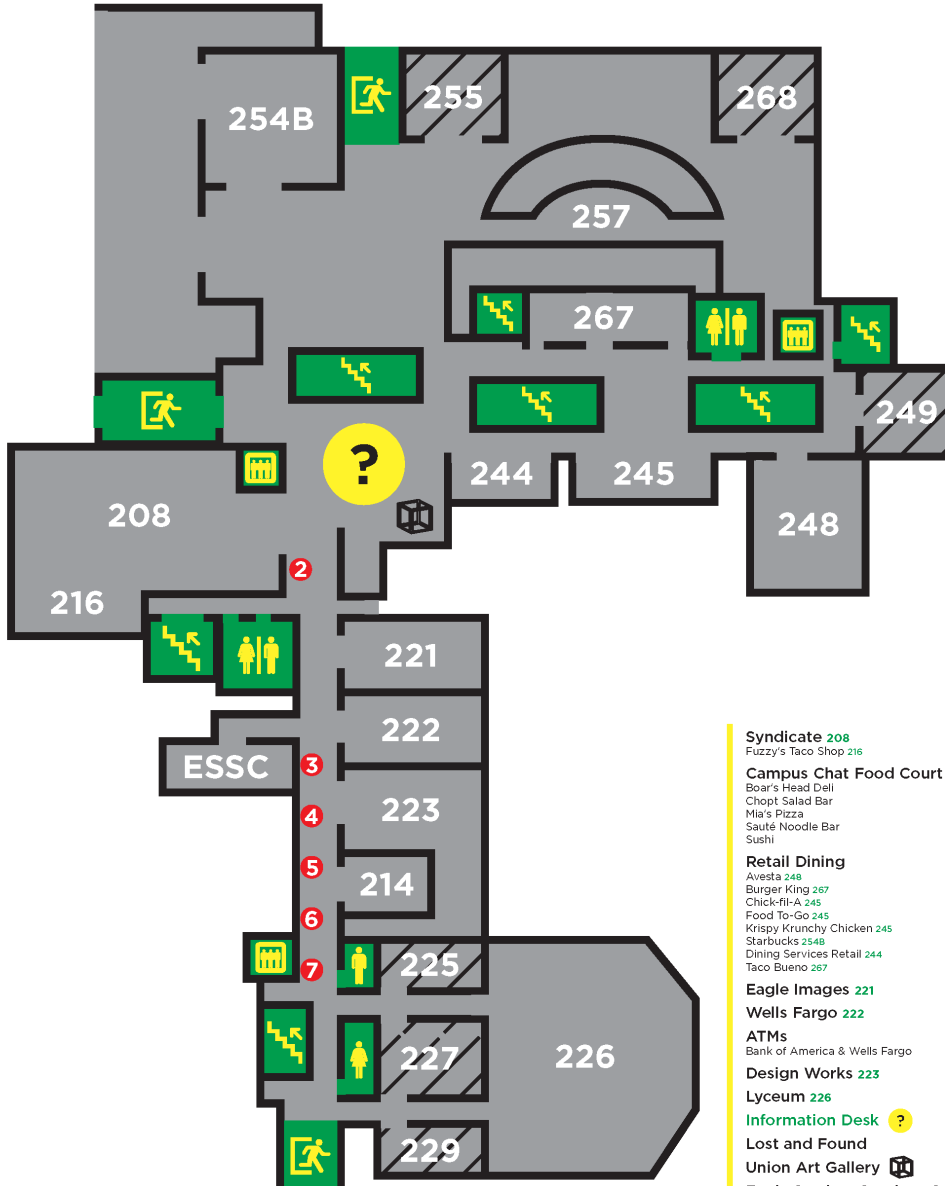
restrooms elevators main exits stairs marketplace table
**promotional items allowed*



UNT UNION ■ LEVEL TWO
Marketplace Tabling Map of the Union



meeting rooms



- Syndicate 208**
Fuzzy's Taco Shop 216
- Campus Chat Food Court 257**
Boar's Head Deli
Chopt Salad Bar
Mia's Pizza
Sauté Noodle Bar
Sushi
- Retail Dining**
Avesta 248
Burger King 267
Chick-fil-A 245
Food To-Go 245
Krispy Krunchy Chicken 245
Starbucks 254B
Dining Services Retail 244
Taco Bueno 257
- Eagle Images 221**
- Wells Fargo 222**
- ATMs**
Bank of America & Wells Fargo
- Design Works 223**
- Lyceum 226**
- Information Desk ?**
- Lost and Found**
- Union Art Gallery**
- Eagle Student Services Center**
Access to the ESSC

restrooms
 elevators
 main exits
 stairs
 marketplace table
**promotional items allowed*



UNT UNION ▪ LEVEL THREE
Marketplace Tabling Map of the Union



meeting rooms



- The Hub 310A
- Syndicate 311
- Emerald Ballroom 314
- Lyceum 326
- Senate Chamber 332
- Jade Ballroom 333
- Multicultural Center 335
- Student Organization Space 337
- Graduate Student Council 344
- Student Government Association 344
- Student Activities Center 345
- University Program Council 345
- Fine Arts Series 345
- Center for Leadership & Service 345
- Pride Alliance 372
- Student Affairs Marketing 376
- Office of Spiritual Life 376
- We Mean Green Fund 376
- Substance Use Resource & Education Center 376
- Orientation & Transition Programs 377
- Access to Eagle Student Services Center
ESSC

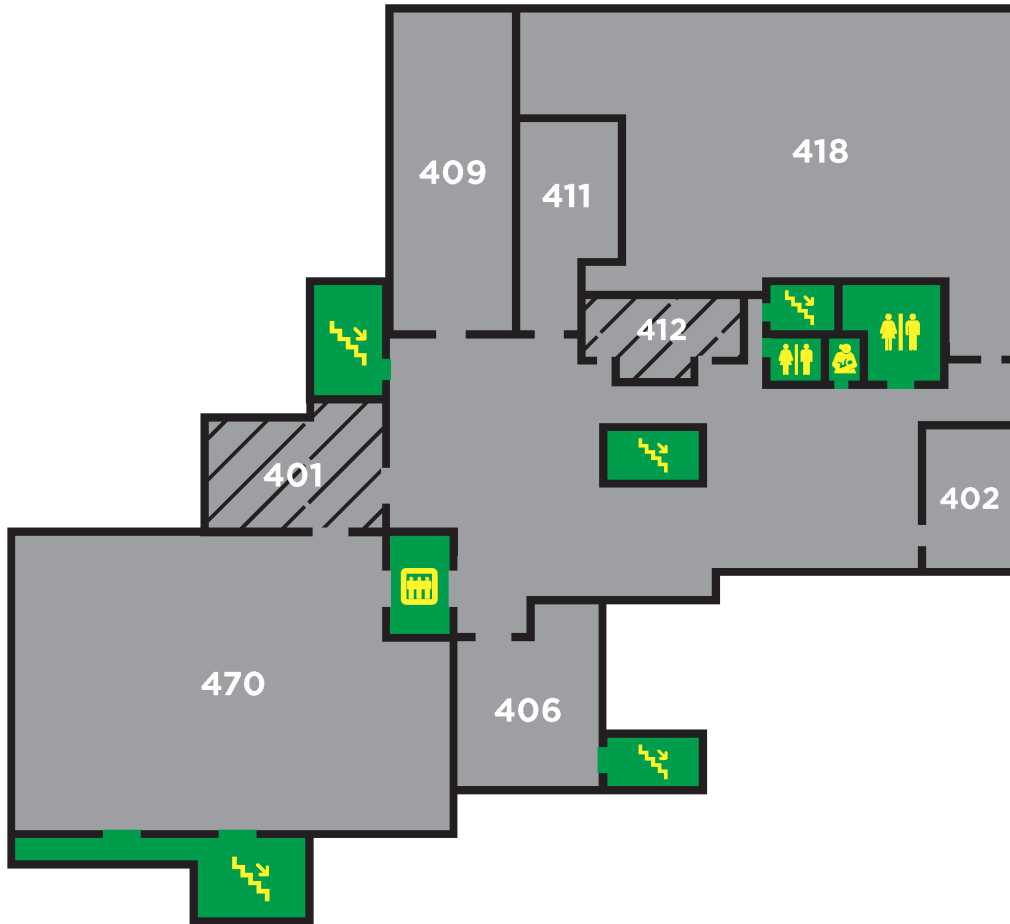
restrooms
 elevators
 main exits
 stairs
 marketplace table
**promotional items not allowed*



UNT UNION ■ LEVEL FOUR
Marketplace Tabling Map of the Union



meeting rooms



- UNT Foundation Board Room 401
- Meditation Room 402
- Diamond Eagle Suite 406
- Dean of Students 409
- Student Legal Services 411
- Survivor Advocate 411
- Thomas P. Rufer Meeting Room 412
- Union Administration 418
- Rooftop Garden 470
- Lactation Room
- Gender-Neutral Restrooms

restrooms
 elevators
 main exits
 stairs
 lactation

FREE SPEECH

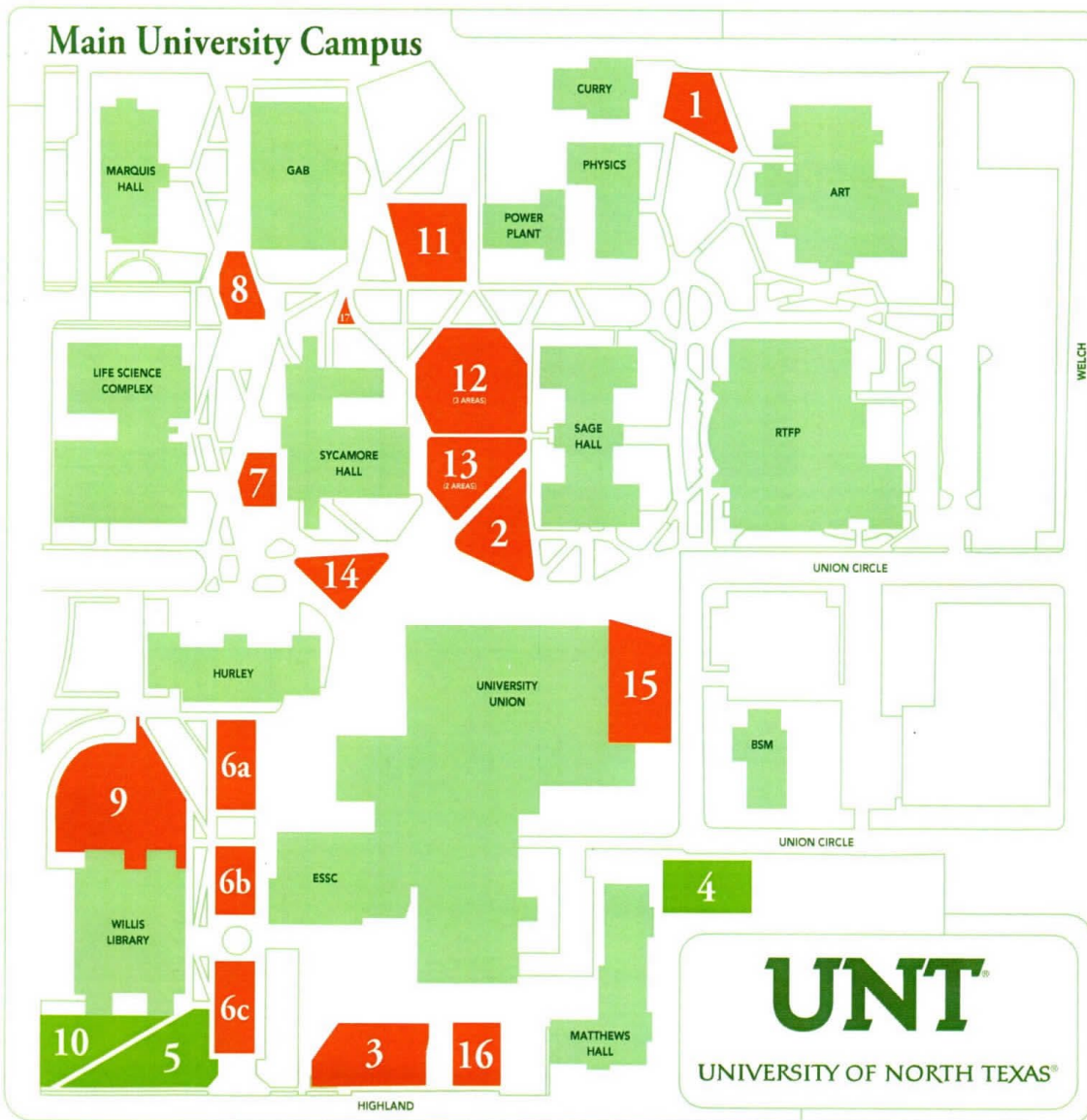
Designated Areas for Reservation

Red Areas

Amplified sound may be used from 11:30 AM-1:00 PM and from 5:00-10:00 PM only.

Green Areas

Amplified sound may be used from 8:00 AM-10:00 PM in these areas.



Section 1.7 — Parking

For the convenience of persons attending events in the University Union, parking is available at the Union Circle Parking Garage, located at 1155 Union Circle, or at the Highland Street Parking Garage, located at 620 Central Avenue, Denton, TX 76201. If parking at the Union Circle Parking Garage, use the ParkMobile app to pay; Highland Street Garage can be paid with cash or credit card. Please refer to the following website for pricing and maps. <https://transportation.unt.edu/parking>

Section 1.8 — Union Board of Directors

The Union Board of Directors shall be responsible for the approval of policies and procedures for the University Union business and operations, capital plan purchases, art selection, space usage, building expansion, and subject, through normal administrative process, to the rules and regulations established by the Board of Regents.

The Union Board of Directors shall endeavor to promote ideals relevant to the goals of the University Union.

The Union Board of Directors is composed of 17 voting members, of which 11 are students and 6 are faculty/staff.

Decisions of the Union Board of Directors shall be in accordance with the policies and procedures of the University of North Texas and guidelines of the University Union.

Section 1.9 - Discrimination and ADA Policy

The University Union follows the University of North Texas policy regarding non-discrimination. See policy 16.004, located here: <https://policy.unt.edu/policy/16-004>

The University Union follows the University of North Texas policy regarding Americans with Disabilities. See policy 04.015, located here: <https://policy.unt.edu/policy/04-015>

Section 1.10 - Smoke-Free Campus Policy

The University Union follows the University of North Texas policy regarding smoking. The University of North Texas is a smoke-free campus. Smoking is prohibited in the University Union including smokeless tobacco products and electronic cigarettes. See policy 04.011 located here: <https://policy.unt.edu/policy/04-011>

Section 1.11 — Denial of Service

The University Union reserves the right to deny use of the facility for programs, meetings, events, or any other activity deemed a health or safety issue to the University of North Texas campus community.

Section 2 – TYPES OF EVENT SPACES

Section 2.1 – Meeting Spaces

Meeting spaces include basic audio/visual equipment (a data projector, retractable screen or flat panel display and a PC) with the cost of the room. Meeting rooms come in a variety of room setups (<https://studentaffairs.unt.edu/plan-an-event/room-setups>) to best fit your needs.

Section 2.2 — Special Event Spaces

Special event spaces are designated as the Emerald Ballroom (314), Jade Ballroom (333), Lyceum, Syndicate, President’s Diamond Eagle Suite, Green Roof Patio, Main Auditorium, Library Mall, West Patio, and the South Lawn. Special event spaces must be requested a minimum of (10) business days in advance.

Section 2.3 — Syndicate

The Syndicate is a non-exclusive, reservable space. If a registered student organization or university department wishes to hold an event in the Syndicate, the event must be open to the public.

A University Union technician is required for all events held in the Syndicate that need stage lighting and/or sound support. Technicians’ fees apply at the current hourly rate.

No mixing of University Union technical equipment or Syndicate house equipment with non-Union equipment is permitted without advance approval by Conference & Event Services.

Persons wishing to check out game equipment may do so from the Syndicate staff on the third floor.

Section 2.4 — Lyceum

University classes are scheduled in the Lyceum from 8:00 a.m. to 2:00 p.m., Monday-Friday. Clients may reserve the Lyceum for events scheduled after 3:00 p.m., Monday through Friday and all day Saturday and Sunday, subject to availability and coordination with Conference & Event Services.

Events requiring rehearsals may hold one (1) free rehearsal to include the technician in advance of the program, not to exceed two (2) hours. Additional rehearsal time will incur rental and technician charges applied at current rates.

A University Union technician is required for all events and rehearsals held in the Lyceum. Room rental includes one (1) technician. Additional technicians will be assessed at the current hourly rate.

No mixing of University Union technical equipment or Lyceum house equipment with non-Union equipment is permitted without advance approval of Conference & Event Services.

Client’s technical equipment may not be stored in the projection booth.

State fire regulations prohibit standing, sitting, or adding chairs in the aisles of the Lyceum.

Section 2.5 — Union Art Gallery

The Union Art Gallery hosts exhibits submitted by UNT students, which are selected by the Union Gallery Selection Committee. The Selection Committee is comprised of faculty/staff from the College of Visual Arts and Design, Union staff, and students.

The Union Art Gallery is not a general reservable space. Requests to reserve this space for special events is at the discretion of the Executive Director of the University Union and will be determined on a case-by-case request. You may obtain applications to display work in the Gallery through the Union's Art Gallery website found here: <https://studentaffairs.unt.edu/university-union/things-to-do/union-gallery/exhibit-your-work>.

The University Union is not responsible for any damage or theft during installation, exhibition, or removal of a show.

The University Union will not act as an intermediary or representative for any sales from the Art Gallery. Any audio/visual materials used within the Art Gallery must not interfere with other activities within the University Union.

Verde Catering must provide all food and beverage for opening receptions.

PHYSICAL NATURE OF ARTWORK:

- Working electronic components are limited to low wattage devices that require a standard 110 volt circuit.
- Maximum height of work allowed is 9.5 feet.
- Work may be displayed from walls, placed on sculpture stands, or positioned on the floor. Pieces to be suspended from the ceiling are subject to approval.
- Adequate floor space must meet Americans with Disabilities guidelines.
- All work must be confined within the Art Gallery space.
- Artists are responsible for all costs associated with damages/repairs to furnishings/space that are a direct result of the exhibit.

CONTENT OF ARTWORK:

- Work containing food, bacteria, live organic substances, dormant animals, insects, etc. is prohibited.
- All work containing liquids must be enclosed or secured.
- Work different in style, media, or content from application slides requires prior approval to gallery opening by the Arts Coordinator of the University Union.
- Due to the multipurpose nature of the facility, some artwork may not be appropriate for the Union Art Gallery. If pieces are deemed too controversial or inappropriate, the University Union will work with the artist to find a place to display work that is not in a public corridor.

Section 2.6 - Fireplace

A gas fireplace is located on Level 3, room 337 in the Student Organizations area. The Union Maintenance Department is responsible for maintaining the fireplace and an operational schedule. For further assistance, contact the Union Information Desk at 940.565.3805.

Section 2.7 – Meditation Room

The Meditation Room is an open room and can be used by anyone at any time. If an individual or group is being disruptive or noisy, she/he/they can be asked to leave the Meditation Room by a building manager.

The Meditation Room is not a general reservable space. Requests to reserve this space are at the discretion of the Executive Director of the University Union and will be determined on a case-by-case basis.

Section 2.8 – Outdoor Events

Outdoor events may be requested up to one semester in advance. Individuals or groups requesting the use of outdoor space need to contact Conference & Event Services; allow at least (15) business days for approval. Large events may require additional support from a variety of University departments, and therefore, planning and submitting a request as early as possible is highly recommended. Furniture and/or equipment will not be moved outside during inclement weather.

- **Rain Sites:** Should a client request an indoor space as a rain location, the space will be put on a tentative hold. If another group is interested in the space, prior to the event, Conference & Event Services will contact the client immediately. At that point, the client can either confirm the space, including appropriate payment type (as applicable), or release the space to the requesting group for their use. We ask that clients make a rain call as soon as possible or no later than 24 hours prior to their event.

Section 2.9 – Academic Class Usage

Spaces with the exception of the Lyceum, in the University Union, are not intended for academic use unless special permission is granted by the Union Board of Directors.

Section 3 – ROOM & SERVICE RESERVATIONS

Section 3.1 - Conference & Event Services

Conference & Event Services is located in the University Union administrative office suite, room 418. Office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday (after hour appointments may be available upon request).

Conference & Event Services is here to assist you with planning and coordinating your events, camps, and conferences.

In order to accommodate as many users as possible, Conference & Event Services reserves the right to adjust space assignments according to the number of guests expected, the type of event, and the layout requested. Any changes will be communicated with the client.

Section 3.2 – Reservation Terminology & Responsibilities

Event Coordinator: is a professional staff member on the Conference & Event Services team who is assigned to assist you with your reservations in the University Union and outdoor spaces.

Deposit: is 25% of the total cost of a reservation. The total balance for an event is required by noon (12:00 pm), five (5) business days prior to the day of the event. If any additional charges occur during or after the event, a final bill will be sent within ten (10) business days following the event. Failure to comply with the payment schedule may result in the cancellation of the event. Deposits are not required for regularly

scheduled student organization meetings or regularly scheduled meetings for departments housed in the University Union.

Cancellation Policy: Meeting room spaces cancelled fewer than three (3) business days prior to the event may be charged 50% of the confirmed event price. Union Special Event Rooms must be cancelled fifteen (15) days in advance or may not be refunded. Special event rooms in the Union are designated as the Emerald Ballroom (314), Jade Ballroom (333), Lyceum, Syndicate, Green Roof Patio, Library Mall, West Patio, and the South Lawn. Room rental for the Main Auditorium is also non-refundable.

Reservation Statuses

- **Reservation Request:** is the status reservations are given when they are initially requested by a client in person, over the phone, or through the Student Activities request process. The request would stay in this status until your request has been reviewed and approved.
- **Web Request:** is the status reservations are given when they are initially requested by a client through the EMS Webapp. The Web Request would stay in this status until your request has been reviewed and approved.
- **Wait:** is the status a reservation is given when the space requested by the client is currently in a “hold” or “tentative” status by another client. If the space is released by the client who has the “hold” or “tentative” reservation, then the client who has the first “wait” status would have the opportunity to reserve the space.
- **Hold:** is the status a reservation is given when a client’s reservation dates have not been finalized due to waiting on a contract, performer, or other reasonable circumstance outside of the client’s control. Clients may schedule no more than two (2) hold dates for the same event.
- **Tentative Reservation:** is the status given to reservations once they have been reviewed. They will remain in this status pending the client(s) providing all details (room setup, number of guests, audio/visual needs, etc.) needed to complete a reservation and making any necessary deposit for their reservation. The client’s reservation is not confirmed while in a tentative status. Clients must finalize the reservation or release tentative reservations within twenty (20) business days of the original request.
- **Confirmed Reservation:** is the status a reservation moves to when the Event Coordinator has received all of the details (room setup, number of guests, audio/visual needs, etc.), appropriate payment or deposit (when applicable), and the client’s acknowledgement that the details of the reservation are accurate. Clients may confirm reservations using cash, check, credit card, or a University of North Texas chart string.
- **Maintenance:** is the status a room is placed in when the Union or University needs to block off the room for special projects or maintenance. Rooms are unavailable for reservations during a maintenance window.

Section 3.3 - Services

Services are items/staffing/accommodations that are available for clients to request as part of their reservation. There are fees associated with most services. The Event Coordinator can make arrangements and provide clients with the specific fees.

Services include:

- **Audio/Visual:** Includes stages/mobile stages, portable lighting packages, sound systems, multimedia camera systems, microphones, technical staffing, etc.
- **Catering:** Verde Catering is the preferred caterer of the University Union, please visit their webpage at <http://www.dining.unt.edu/>. See Section 7 Catering and Food for further guidelines.
- **Parking:** Should your guests need parking, the Event Coordinator can make arrangements to meet your needs.
- **Security:** Some events may require security.

Section 3.4 - Technical Support

In an effort to ensure quality service, audio/visual support will be provided for events in the University Union and Main Auditorium, as needed. The equipment provided in University Union rooms includes: a data projector, retractable screen or flat panel display and a PC; however, if a client needs help setting up a laptop, they can call the University Union Information Desk 940.565.3805.

Requests for audio/visual services and equipment must be submitted a minimum of ten (10) business days in advance of the scheduled event. Requests submitted after the reservation deadline will be subject to review by Conference & Event Services, and availability of equipment and staff are not guaranteed.

Mobile audio/visual support in other locations will be provided as requested, subject to a site evaluation to determine the suitability of the venue. Clients are responsible for applicable fees on any additional technical equipment requested.

Section 3.5 - Tabling

Tables may be reserved for informational or fundraising purposes. If any other activity will be taking place, the booking would be considered an event and would need to go through the regular reservation process. Failure to adhere to policy guidelines may result in the student organization, department, or outside vendor being blocked from future scheduling of tables. All sales and/or solicitations must comply with the university solicitation policy, policy number 04.013 <https://policy.unt.edu/policy/04-013>. Fees for table space, when applicable, are due at the time of reservation. Tables may be reserved by departments and student organizations using the [Solicitation Form](#).

- **Information Tables:** Literature available for passers-by to pick up from a table. Information tables are only available to registered student organizations and departments.
- **Fundraising Tables:** Student organizations are able to book tables for the purpose of fundraising. They are responsible for any activity at their sponsored table(s) including vendor sales and/or conduct. Free dispensing or sale of food or beverages (prepared or prepackaged) is prohibited by the University Union unless prior approval is received by the Executive Director of the University Union.
- **Vendor Tables:** Vendors are limited to reserving tables during Market Days. Vendors can contact the Conference & Event Services office for additional information 940.565.3804.

Section 3.6 - Client Responsibilities

Clients must follow University Union Guidelines for space usage. Clients must remove all personal and vendor items/materials at the end of the reservation. Liability for damages or conditions requiring additional cleaning of the reserved space (including damages or messes made by the client's guests) will

be charged to the individual or group who made the reservation. The University Union assumes no responsibility for the damage or loss of articles, equipment, or other items left on the University of North Texas campus premises prior to, during, or following an event.

- **Safety:** The International Fire Code states in section 1008.1.8, “Egress doors shall be readily openable from the egress side without the use of a key or special knowledge or effort;” therefore, clients may never block meeting/event room doors within the University Union for any reason while a meeting/event is in progress. In compliance with fire code, program attendance cannot exceed room capacity. Setup diagrams cannot exceed room capacity, taking into consideration added furnishings and equipment.
- **Decorations:** Clients are responsible and charged rental for early facility access. All decorating arrangements must be preapproved by Conference & Event Services. Clients may not use the following items when decorating rooms: confetti, glitter, streamer tape, adhesive tape of any kind, push pins, silly string, sand, hay, etc. Under no circumstances is anything to be attached to facility walls. Use of balloons **must** be approved in advance. Clients must remove all décor and personal items at the end of event. The University Union is not responsible for any injuries that might occur while an individual/group is decorating for an event.
- **Candles & Incense:** For safety reasons, candles, incense, and open flames are not permitted in the University Union unless approved in advance by Conference & Event Services.

Section 3.7 - Political Activities

Registered student organizations, university departments, and the general public may reserve space for political activities by contacting Conference & Event Services. Political activities are defined as those activities which have as their purpose the endorsement, support, or advancement of a politically affiliated cause, organization, party, or candidate.

UNT Police Department can determine that their presence is necessary for the safety and security of attendees and the UNT Campus Community at these and any events. It would be the responsibility of the client to pay for security, as determined by UNTPD.

Section 4 – CLIENT GUIDELINES

Section 4.1 - Student Organizations

Student organizations can begin submitting reservation requests once their organization has been registered through Student Activities for the upcoming semester. Every student organization will be assigned an Event Coordinator to work with their reservation needs. It is important that those who are designated within the student organization to make reservations are communicating their event needs as well as responding to their Event Coordinator’s requests. Failure to do so could result in room setup or equipment errors or even a cancellation of the reservation.

- **Special Events** are limited to four (4) hours at no charge for registered student organizations. Events longer than (4) hours are subject to applicable fees. Registered student organizations may [request](#) a special event space in a *Reservation Request* status one semester in advance. The reservation will not be moved to a *Tentative* status until the organization is registered for the semester in which the event is scheduled to take place and all other applicable approvals for the reservation have been received. Should the organization not register by the semesterly student organization registration deadline, the reservation request will be cancelled.

There is no limit on how many times registered student organizations may book a special event room during the semester, but groups can only have two special event reservations on the books at a time.

- **No-Show:** Failure to arrive within thirty (30) minutes of the scheduled time may result in the room being cancelled and possible fees being assessed. If registered student organizations are entering their room late or leaving early, it is advised to let a building manager know so the group will not be considered a “no show.” Building managers can be contacted through the Union Information Desk 940-565-3805.
- **Room Conditions:** Rooms must be left orderly, clean, and free of any excess trash (i.e. pizza boxes, items on the floor, etc.). Cleaning fees may apply if these room conditions are not met.
- **Event Times:** If needed, request time for setup of your event prior to the time you want your event to start. All events/meetings must end by midnight unless the student organization has made prior arrangements for a late closing. Late closing fees are applied in either case within reason.
- **Sponsorships:** A cooperative sponsorship does not guarantee an exemption from charges for labor, equipment, or room rentals. If a registered student organization is co-sponsoring with a department and the department is paying for the event, all planning should be coordinated through the department versus the student organization. All charges for the event are billed to the sponsoring department’s account number at departmental rates. If a registered student organization is co-sponsoring with an off-campus group, all planning should be coordinated through the off-campus group and not the student organization. All charges for the event are billed to the off-campus group at the off-campus rates.
- **Block/Series Reservations:** Registered student organizations may inquire with Conference & Event Services to reserve the same meeting room at the same time on the same day each week for the entire semester. Series reservations may commence the week before classes begin in both the fall and spring semesters, providing an organization has been approved as a registered student organization. A series reservation is limited to a single meeting per week, up to 1.5 hours in length. If more than one (1) room is required for meetings in the same week, registered student organizations may request a second free room five (5) business days in advance of the required date. The University Union honors requests on a space available basis.
- **Food Options:** Student organizations are encouraged to purchase all their food needs through Verde Catering. However, student organizations may bring pre-packaged food or food provided by a licensed vendor for meetings scheduled after 5:00 p.m., Monday through Friday and on weekends, in any room used for block/series meetings, except for special event rooms (i.e. Large Ballroom, Small Ballroom, Lyceum, Syndicate, President’s Diamond Eagle Suite, Green Roof Patio, Main Auditorium, Library Mall, West Patio, or South Lawn).
- **Collaborative Space:** The collaborative space within the student organization area is intended for registered student organizations to meet in small groups and collaborate with other organizations. The open space and furniture within this area is not reservable and is used on a first-come, first-served basis. Individuals and student organizations cannot “stake claim” to certain areas or hold space/furniture for their group. The meeting rooms in this area (Rooms #342 and #343) can be reserved by contacting the student receptionist in the student organization Suite 337.

- **Storage:**

- *Selection:* Student Activities will coordinate the application, selection, and assignment process. A waiting list will be implemented in the event that not enough storage closets are available. If there are openings during the school year, space will be assigned to those registered student organizations on the waiting list. If there is not a waiting list, applications may be reopened. Registered student organizations must reapply each school year. Student organizational recipients of Eagle Awards, as well as Student Organization of the Month recipients from the previous school year, will automatically receive a storage closet for the following school year.
- *Regulations:*
 - 1) Storage closets are only accessible during University Union building hours.
 - 2) The occupancy term is for one school year; the first day of fall student organization registration through the last day of the spring final exams.
 - 3) Student organizations must be registered at the time of application and must stay registered and in good standing with Student Activities and/or UNT throughout the occupancy term.
 - 4) After assignment, registered student organizations must check in with Student Activities and sign an agreement by a set deadline, or otherwise will forfeit their closet.
 - 5) Registered student organizations will only be allocated one closet, unless approved by Student Activities.
 - 6) Storage closets are only for the intended use of the student organization (i.e. the organization cannot “sublet”).
 - 7) All registered student organization items must be stored within the assigned storage closet.
 - 8) Nothing may be taped, painted, pasted, nailed, or otherwise affixed to the exterior or interior of the storage closet; stickers are prohibited.
 - 9) Certain items are not allowed in the storage closet. These include, but are not limited to:
 - *Liquids, flammable chemicals or contents under pressure
 - *Hazardous materials
 - *Illegal substances or items that violate university policy
 - *Animals
 - *Food (Food may be stored ONLY if it is unopened, pre-packaged, and non-perishable.)
 - 10) The registered student organization is responsible for the upkeep of the closet; organizations will be charged for cleaning or damage. Registered student organizations should notify Student Activities if the storage closet is in need of repair.
 - 11) At the end of the occupancy term, registered student organizations must complete a checkout process with Student Activities. If the checkout process is not completed and items are left, they will be immediately disposed of or donated.
 - 12) If a key is lost or is not returned by the last day of the spring final exams, a key replacement fee of \$10 will be assessed to the student organization. (This fee is subject to change based on actual costs for replacement.) Failure to complete the checkout process will also result in a loss of access to a storage closet for the next school year.
 - 13) Registered student organizations may vacate their closet at any time by giving notification to Student Activities. If a registered student organization vacates or loses its assigned closet, it has 24 business hours to complete the checkout process.

- The University Union and Student Activities are not responsible for any lost, stolen, or damaged items. The University Union and Student Activities reserve the right to inspect storage closets at any time without prior notification. Failure to follow regulations could result in a loss of assigned storage closet.

Section 4.2 - Late Night Parties, Student Dances & Socials

Reservations for dances must be made no less than thirty (30) business days in advance. Only registered student organizations or university departments can schedule a late night party or dance. Late night parties or dances are events that go past normal operating hours.

- **Reservations and Ticketing:**

- Organizations are limited to two (2) dances per semester, pending availability of facilities.
- Dances are limited to four (4) hours total with event end time no later than 2:00 a.m.
- A non-refundable deposit is required at the time of confirming the reservation for groups other than registered student organizations.
- Estimated event charges are due in full three (3) business days prior to the day of the event. Failure to comply with the payment schedule may result in the cancellation of the event.
- The maximum number of tickets sold for any event is limited to the maximum room capacity based on room setup requirements, with no exceptions.
- Late Night and Open Parties will require tickets to be pre-sold utilizing the UNT Union Ticket System. If there are tickets remaining after the pre-sale ticket window has closed, tickets can be sold at the door. Ticket prices must remain the same from beginning to end of event, in the case that tickets are still available at the door.
- Ticket sales will end no later than 1.5 hours before the end of the event or 12:30 a.m., whichever is sooner. There are no exceptions.
- Disbursement of proceeds from ticket sales will not occur the night of the dance.
- Disbursement of ticket sales will follow the procedures outlined by University Union Conference & Event Services, in conjunction with the Event Safety Committee.

- **Policies and Procedures:**

- The UNT Event Safety Committee requires tickets to be pre-sold, utilizing the UNT Union Ticketing System. Anyone will be able to go online and purchase two tickets. These tickets do not have to be purchased by a UNT or college student. If tickets still remain after the pre-sale ticket window has closed, tickets can be sold at the door. For onsite sales, attendees must have a college ID and may bring one guest, without a college ID.
- Everyone entering the dance must have a wristband. The UNT Event Safety Committee will provide wristbands for use at the event.
- Student organizations must provide one event advisor per event to assist Union staff during the event. The advisor can be a faculty/staff advisor or chapter advisor.
- The organization must provide the name of the event advisor to the University Union Event Coordinator no later than twenty-four (24) hours prior to the event. All advisors must wear agreed upon visible identification and meet with the University Union staff, UNT Police, Event Safety Committee representative, and event planners at the pre-event meeting at a designated time prior to the start of the event.
- Student organizations must provide monitors from their organization in order to assist Union staff, UNT Police representative(s) and the Event Safety Committee representative(s) monitoring the event.
- All entrances to the University Union will close promptly at midnight (12:00 a.m.) and only designated entrance(s) will be available to guests after that time. No one may leave

and re-enter the facility after the purchase of a wristband with the exception of the agreed upon monitors.

- DJ's and live bands may provide their own sound equipment or rent a house sound system upon approval of Conference & Event Services.
- A University Union technician must operate Union equipment. Under no circumstances can University Union sound equipment supplement non-Union equipment.
- Clients must remove sound equipment, decorations, and other equipment within one hour following the event. The sponsoring organization will be assessed a fee for each hour, or any part of an hour, in excess of the specified one-hour load-out allotment.
- Security is required at all dances at the expense of the responsible student organization. The UNT Police Department will determine the number of officers needed.
- The sponsoring student organization will be assessed additional charges associated with damage, repairs and/or additional clean up.

Section 4.3 - Departments Housed in the Union

Departments that reside within the University Union may schedule a weekly meeting room for departmental meetings at no cost to the attendees. Departments are asked to provide a list of these meetings at the beginning of each semester. Reservations for weekly meeting rooms begin after the first two weeks of each semester.

Meeting rooms 342, 343, and 386 can be reserved for pop-up departmental meetings as needed without charge, as available. Rooms 342 and 343 can be reserved through the Student Organization suite receptionist and 386 would be reserved through Conference & Event Services.

Interviews and meetings with outside groups will incur a charge.

Departments are not exempt from rentals or other fees associated with reservations when they are reserved in Special Event rooms. Special Event spaces are designated as the large Emerald Ballroom, small Jade Ballroom, Lyceum, Syndicate, President's Diamond Eagle Suite, Green Roof Patio, Main Auditorium, Library Mall, West Patio, and the South Lawn.

Section 5 - TICKET SALES

The University Union provides online event ticket sales for campus departments, registered student organizations, and off campus groups. All events held within the Union, Gateway, Coliseum and Main Auditorium that require ticketing must go through the University Union Conference & Event Services office.

Student organizations looking to hold a large, open party, dance, or late night event (lasting past midnight), will be required to utilize the University Union ticketing system for ticket sales.

Ticket sales requests must be received by the University Union no less than three (3) business days in advance of the sale. Associated fees are included on the request form:

<https://studentaffairs.unt.edu/sites/default/files/university-union/documents/Ticket%20Sales%20Info%20Form%20rev%20Dec%202016.pdf>

Section 6 – REGISTRATION SERVICES

The University Union offers comprehensive event management services including registration management, financial tracking, event marketing and promotion, logistics coordination, coordination of a vendor showcase, and on site assistance.

There are several different registration and event management packages to choose from for your next event, camp, or conference. Complete the Event Inquiry form for additional information. <https://studentaffairs.unt.edu/content/event-inquiry>

Section 7 – CATERING & FOOD

Verde Catering is the official University Union caterer. They are allowed the first right of refusal to cater all events in the facility. If they are unable to provide service, the outside catering company must get appropriate documentation from UNT Risk Management. Please refer to Risk Management (<https://riskmanagement.unt.edu/>).

Section 7.1 - Vending Machines

For the convenience of guests, vending machines are located throughout the University Union. Refunds for cash lost in a vending machine (food or drink), are available during normal business hours (8:00 am-5:00 pm), Monday through Friday, in the Union Business Office, located on the 4th floor, in Suite 418.

Section 7.2 - Alcohol

The University Union abides by University Policy 04.016 Use of Alcoholic Beverages. All events requiring alcoholic beverage service should go through Verde catering. Please refer to the following link for UNT's alcohol use policy. <https://policy.unt.edu/policy/04-016?intOrderID=&intCustomerID>.

Section 7.3 - Grilling

Open flame cooking devices such as grills, roasting pits, and camp fires are not permitted on University Union property unless approved in writing by Risk Management and the Executive Director of the University Union.

Section 8 - MARKETING & SOLICITATION

Section 8.1 - Interactive Media Network

The UNT University Union digital signage is a service offered to registered student organizations and UNT departments. This promotional tool is cost effective, sustainable, and a visually engaging method of communicating events, programs, and services to the UNT community. A variety of interactive and non-interactive displays are strategically located throughout the University Union, which serves over 20,000 people daily. To utilize this service, there is a small fee for departments and no cost to registered student organizations. Each reservation gets your ad on all 23 screens in the Union (inside and out) as well as at Discovery Park (5 additional at no extra charge, if applicable). The Catwalk fee applies to the 3 video walls, which is a separate charge.

Fees per ad:

- Weekly - \$25
- Monthly - \$75

- Catwalk - \$25/week with maximum of two weeks

Design Specifications:

- Pixel dimensions – Vertical 864x1296 / Horizontal 1296x864 or 756x540 pixels
- Save your artwork as a .png at 96 dpi
- It is highly recommended to optimize your image for web when working in Illustrator, Photoshop, or InDesign.

All advertisements are subject to the rules outlined by the University Union House Guidelines below.

- Payment: An IDO made out to Union Design Works, 163140-120-810002-700, must be submitted at the same time as the artwork.
- The Union reserves the right to take down any digital advertisement that it considers inappropriate (unsuitable use of language and/or graphics) and any advertisement that does not follow the policy guidelines or branding guidelines set forth by the University.
- Only campus departments and registered student organizations may display digital advertisements.
- All advertised events must be open to anyone with a UNT ID.
- Groups that restrict membership on the basis of gender or GPA, such as Greeks (social and academic fraternities/sororities), may not individually request space for recruitment or membership drives. However, they may advertise these activities as a group through their governing bodies. Any recruitment-related advertisements should be council-wide, as a whole.
- Advertising weekly meetings are not allowed. Groups wishing to advertise guest speakers at weekly meetings must state speaker name and topic, meeting location, date and time.
- Registered student organizations are limited to one (1) ad at a time and have the fees waived.
- Departmental advertisements cannot run longer than one (1) month.
- Any written material that is not in English must have an English translation adjacent that UNT has approved.
- Any submission not meeting these guidelines will be rejected.
- Advertisement requests must be submitted at least one (1) week in advance.
- Ads will run from 8:00 a.m. Monday to 10:00 p.m. Sunday.
- Please click here to fill out a form to request digital advertising:

<https://studentaffairs.unt.edu/forms/digital-signage-network>

Section 8.2 – Digital Bulletin Board

A digital bulletin board is available instead of paper bulletin boards. Posters or decorations are strictly prohibited on facility surfaces including walls, posts, windows, doors, walks, fountains, or planters. Poster usage will be limited to the digital format only. The Digital Bulletin Board is located in the vestibule of the University Union North Entrance.

Advertisements are allowed to run for a maximum of two weeks (14 days) at a time. If more time is needed, one must submit a new request form for approval.

Requests must be received at least one (1) week prior to advertisement start date.

Categories available for advertisements include: Roommates, For Sale, Religious/Spiritual, Around Denton/DFW, Greek, & Student Orgs.

Any written material that is not in English must have an English translation adjacent that UNT has approved.

The University Union reserves the right to remove any material it considers inappropriate (unsuitable use of language and/or graphics) or does not follow these guidelines.

Please [click here](#) to request information.

Section 8.3 – Banners

At this time, the only banners permitted in the Union are popup banners. The guidelines are as follows:

Popup Event Banner Policy

- Fees:
 - Student organizations – waived, but only allowed one at a time
 - Departments: \$40 per week (maximum of two weeks)
- The University Union reserves the right to take down any popup banner that it considers inappropriate (unsuitable use of language and graphics) and any banner that does not follow the banner policy guidelines.
- Only campus departments and registered student organizations may display popup banners.
- All banners must be printed professionally. No handmade banners will be permitted in the building. If you need assistance with printing requirements, please contact University Union Marketing [here](#).
- All reservations must be made at least one (1) week in advance of time period requested.
- Popup banners may be displayed for a maximum of two weeks (14 days).
- A maximum of three popup banners may be displayed per event and are limited to the entrance vestibules.
- Reservations are on a first-come, first-served basis.
- Popup banners can only advertise special departmental and/or organizational events and programs. Weekly meetings are not allowed.
- All events advertised on these banners must be open to anyone with a UNT ID.
- Groups that restrict membership, such as Greeks (social and academic fraternities/sororities), may not individually request banner space for recruitment or membership drives; however, they may advertise these activities as a group through their governing bodies. Any recruitment-related banners should be council-wide, as a whole.
- Weekly meetings are not allowed. Groups wishing to advertise guest speakers at weekly meetings must state speaker name and topic, meeting location, date and time.
- Any written material that is not in English must have an English translation adjacent that UNT has approved.
- After 14 days, removed banners will be available for pick up at the Information Desk for three (3) working days. After three (3) days, all unclaimed banners will be recycled.
- If a student organization or department is denied a banner space or if the reason for removal of a banner is unclear, the group should first contact the University Union Marketing Office and/or the Executive Director of the University Union for more information. If the issue is not resolved to the satisfaction of the organization or department, Section 12 outlines the Union's Appeals Process.

Click here to sign up for popup banner space <https://studentaffairs.unt.edu/forms/pop-up-banner-request-form>.

Section 8.4 - Donation Bins

Donation bins are reservable spaces. The donation bins are located in the circulation area near 218A. The bins are managed and reserved by The Center of Leadership and Service.

Section 9 – GUIDELINES for DEPARTMENTS HOUSED IN THE UNION

Section 9.1 - Damage Reporting & Maintenance

It is the University Union's desire to keep the facility in the best shape possible. If you have something or notice something that requires maintenance or repair, please submit a maintenance request at <https://unt-isd.webtma.net/home-union.html>

Section 9.2 - Cleaning

If you have a special request for cleaning, please submit a maintenance request at <https://unt-isd.webtma.net/home-union.html>. If there is a spill that needs immediate attention, please contact University Union Information Desk at 940-565-3805 and they will dispatch someone to your area. It is important to attend to these items as soon as possible, so they do not harm the building, carpets, and furniture.

Section 9.3 - Easels & Freestanding Signage

The use of easels and other freestanding informational signage must be reserved through Conference & Event Services. Departments housed within the Union may use one easel or one freestanding informational signage display outside their own space, but are asked to refrain from putting up additional signage within the University Union. Departments are asked to bring the easel/signage inside their office at the close of business. Marketing requests should go through [Design Works](#).

Section 9.4 - Window Covering

Posting, taping, or covering windows, doors, and walls of the facility is not allowed. Items found in these locations will be removed immediately. All special requests should be made to the Executive Director of the University Union for approval.

Section 9.5 - Picture/Sign Hanging

If a department within the Union wishes to hang pictures or signage, please submit a work order <https://unt-isd.webtma.net/home-union.html> to have someone hang the pictures and signage. We ask for individuals to not attempt to hang items themselves.

Section 9.6 - Paint

All requests for painting areas must be made and approved by the Executive Director of the University Union. Painting individual offices would not be approved.

Section 9.7 - Furniture Palette

Departments within the University Union may not add, remove, or move furniture without prior consent of University Union Administration.

The University Union has a specific furniture palette for the facility. If you need additional furniture for your space, please contact [University Union Administration](#) for information on ordering additional furniture that will match the current stock.

Section 9.8 - Break Rooms/Work Rooms

Personal refrigerators, microwaves, and other food storage devices are prohibited in the University Union. Departments within the Union are encouraged to use the break rooms to store food and drink.

Break Rooms and Work Rooms are shared by multiple offices within the University Union. Please make every effort to keep your break rooms and work rooms safe and clean. If a problem arises or cleaning is requested, please submit a maintenance request at <https://unt-isd.webtma.net/home-union.html>.

Section 9.9 - Space Heaters/Seasonal Decorations

The University Union follows the policy set forth by Risk Management as it applies to space heaters and seasonal decorations. Please reference the following for guidelines.

Space heater information:

https://emergency.unt.edu/sites/default/files/unt_space_heater_information_0.pdf.

Holiday decoration information:

https://emergency.unt.edu/sites/default/files/winter_holiday_safety_1.pdf

Section 9.10 – Technology

The University Union follows university policy 14.002, 14.003, 14.004 and 14.007 in regards to information technology in the facility. The university's policy on information technology can be found below:

- Information Security Policy 14.002 <http://policy.unt.edu/policy/14-002>
- Web Publishing Policy 14.007 <https://policy.unt.edu/policy/14-007>
- Computer Use Policy 14.003 <https://policy.unt.edu/policy/14-003>
- Network Connections Policy 14.004 <https://policy.unt.edu/policy/14-004>

For additional information on the university's information technology policies, view the links below:

- IT Policies: <https://itss.untsystem.edu/divisions/mrs/policies>
- IT Standards: <https://itss.untsystem.edu/divisions/mrs/policies/it-standards>
- Security Handbook: <https://itss.untsystem.edu/divisions/mrs/is/articles-and-resources>

Section 10 – DOCK POLICY

The loading dock is the primary location for movement of product coming into and moving out of the University Union.

Packages delivered through US Postal Service, Fed Ex, UPS, Amazon, etc. go to Eagle Post for distribution or are delivered to the appropriate University Union department.

Section 10.1 - Loading & Unloading Equipment

The dock is a loading and delivery area only. To arrange a delivery or load in/out, please contact the dock manager. If the dock manager is not available, please contact the Union Information Desk at 940.565.3805 to provide assistance.

Predefined parking spaces have been identified to accommodate golf carts, pickup trucks, vans, and box trucks and are restricted to departments housed within the University Union.

There will be no short or long term parking available at the dock. There will be “Service Vehicle Parking” for those vendors that service the University Union.

The Union Circle and Highland Street parking garages are available for patrons needing short term or long-term parking.

Section 10.2 - Temporary Storage Cages

To reserve temporary storage cages, contact Conference & Event Services at 940.565.3804. Storage is only temporary. Items may NOT be stored for lengthy periods of time.

Departmental or general deliveries not picked up at the time of delivery will be placed in a University Union temporary cage. Items may be stored in secure storage cages in the absence of an authorized signee. University Union staff will call or email appropriate staff or department advising them of the delivery. Staff or departments will have until 5:00 p.m. the following business day to pick up the items.

Section 10.3 - Paint Room

The Paint Room is a reservable space and may be booked through Conference & Event Services. Registered student organizations may book the Paint Room during normal hours of operation. The Paint Room is located off the loading dock, room 121 and managed by the University Union Maintenance Department at 940-565-3846.

The University Union Maintenance Department will conduct a safety review upon arrival. Only Green Guard Certified paint and solutions will be allowed.

Paints and all materials must be removed at the end of your reservation. Damages to the room and/or equipment will be the financial responsibility of the organization or client. An assessment will be conducted by the University Union Maintenance Department with billing to follow through the Conference & Event Services office.

Section 11 – SPECIAL POLICIES

Section 11.1 - Available Use

University Union facilities are available for use by the university community including UNT students, faculty, staff, and members of the university administration, alumni, guests, and outside community.

Section 11.2 - Minors

Guest(s) under the age of 18, who are not enrolled as a student of UNT, must be accompanied by a parent, guardian, or an adult at all times.

Section 11.3 - Mobility Devices

In order to ensure safe passage and to protect the building, the use of bicycles, rollerblades, skateboards, Segway's, scooters, hover boards and any other vehicles or devices are not permitted in the University Union. Personal mobility devices (i.e. wheelchairs, knee scooters, etc.) may be used in order to accommodate or assist with a disability or injury.

The use of heavy equipment throughout the facility must have prior approval.

Section 11.4 - Service Animal Policy

The University Union follows the University of North Texas policy regarding service animals. For information about service animals and their access to public places please refer to the University of North Texas Office of Disability Access website: <https://disability.unt.edu/services/service-and-comfort-animals>.

Section 11.5 - Lactation Room

The lactation room is located on the 4th floor of the University Union and is open to the public during regular operating hours.

Section 11.6 - Campus Carry

The University of North Texas is committed to providing a safe environment for students, faculty, staff, and visitors, and to respecting the right of individuals who are licensed to carry a handgun where permitted by law. Individuals who are licensed to carry, may do so on campus premises except in locations and at activities prohibited by law or by this policy. The university's policy regarding concealed handgun licenses can be found here:

http://policy.unt.edu/sites/default/files/04.001_CarryingOfConcealedHandgunsOnCampus_2016.pdf.

Section 11.7 - Damage or Loss Policy

The University Union assumes no responsibility for the damage or loss of articles, equipment, or other items left in the facility. The Union Information Desk serves as the campus Lost & Found. Check this link <https://studentaffairs.unt.edu/university-union/about/lost-and-found> for articles listed in the Lost & Found database.

Theft of personal property should be reported to Campus Police 940.565.3000 and Union Information Desk 940.565.3805 immediately.

Section 11.8 - Free Speech & Public Assembly Policy

The Union adheres to the University Free Speech and Public Assembly on Campus Grounds policy 07.006. Please click here to review the policy: <https://policy.unt.edu/policy/07-006>

Section 11.9 - Security System

The University Union has surveillance cameras placed strategically inside and outside of the facility to help with security. The cameras can only be accessed by the University Union Administration and UNT Police Department.

Section 11.10 - Fundraising, Raffling, Gambling & Illegal Activity Policy

The University Union prohibits any type of illegal activity in the building per State law. If allowed by law, registered student organizations may use raffles and gambling (e.g. bingo, poker night, casino night) to

raise funds in support of university related activities, see document found at this link for further clarification:

<https://studentaffairs.unt.edu/sites/default/files/student-activities-center/documents/Fundraising.pdf>.

All events must be scheduled through Conference & Event Services and have proper university approvals.

Section 11.11 - Furnishings & Equipment

Individuals may not remove University Union equipment and/or furnishings from or around the premises.

Section 11.12 - Filming Within the University Union

All campus departments, registered student organizations, and individuals must adhere to the following guidelines for filming within the University Union.

- Filming in common areas is permitted when filming does not interfere with any programming or facilities work.
- Filming in or around the retail areas, including the food services within the Union, is at the sole discretion of each retailer. Permission must be obtained from the retail establishment beforehand.
- Footage may not be used for commercial use without prior approval from [Union Administration](#).
- It is the film crew's responsibility to obtain and provide release forms for individuals that are being filmed.
- Departments, organizations, and individuals must provide their own equipment.
- Rooms and event spaces within the University Union must be reserved in advance through Conference & Event Services for intended film use. If needed, please contact them here: <http://studentaffairs.unt.edu/university-union/plan-an-event>
- University Union Administration reserves the right to refuse or stop filming at any time.

Section 11.13 - Severe Weather Shelter Location

For the safety of guests, the University Union has predetermined locations for shelters in the event of severe weather. Members of the University Union staff will assist and guide visitors of the facility to these safe locations in the event of severe weather. The locations can be found on this link:

https://emergency.unt.edu/sites/default/files/emergency_union_website.pdf

For more information about preparing for severe weather on campus, please click here.

<https://emergency.unt.edu/emergency-guidelines-0>

Section 11.14 - Amplified Sound & Pianos

Use of amplified sound is not allowed inside the University Union in open spaces, halls, or lounges.

Outdoor amplified sound is only allowed from 11:30am–1:00pm and 5:00pm–10:00pm, in designated areas. <https://deanofstudents.unt.edu/sites/default/files/Free%20Speech%20map%202018.pdf>. Per policy, the maximum level of amplified sound for outdoors events is 92 decibels. Sound levels will be regulated by the building manager through the use of a hand-held sound level meter. If amplified sound policy is not followed, the event could be shut down.

The University Union reserves the right to restrict access to the piano; ensuring use does not conflict with the daily business of the University Union. Pianists are expected to be courteous of others by monitoring their noise level and by responding promptly and politely when asked to cease playing. The piano cannot be relocated from its original location, other than by University Union staff.

Section 11.15 - Day Use Lockers

The University Union provides day lockers. Lockers are only accessible during University Union operational hours.

Students using lockers must remove all items by 11:00pm each day. Items not removed by this time will be removed by University Union staff and submitted to the lost and found. Nothing may be written, taped, painted, pasted, nailed, or otherwise affixed to the exterior or interior of the locker; stickers are prohibited.

Certain items are not allowed in the lockers. These include, but are not limited to:

- Liquids, flammable chemicals or contents under pressure;
- Hazardous materials;
- Weapons;
- Illegal substances or items that violate university policy;
- Animals and other living creatures; and
- Food. Food may be stored ONLY if it is unopened, pre-packaged, and non-perishable.

The University Union reserves the right to inspect lockers at any time without prior notification. Failure to follow regulations could result in a loss of the ability to use a day locker.

Section 12 - APPEALS PROCESS

The Union Board of Directors shall hear appeals of any decision made by the University Union staff. The following process outlines the hearing process:

- Written request for appeal must be made to the Chair of the Union Board of Directors.
- All relevant parties are to be present to ensure an adequate and fair hearing.
- The Union Board of Directors shall hear the appeal at the next regularly scheduled meeting.
- The Union Board of Directors shall render a decision by the following business day. The decision of the Union Board of Directors is final.
- Decisions of the Union Board of Directors shall be in accordance with University and University Union House Guidelines.