Idaho Commons and Student Union Policies

The Idaho Commons and Student Union agrees to make available facilities, service and equipment as specified in the Reservation Request Form. The organization agrees to limit its use of said facilities to those stated therein. The Idaho Commons and Student Union reserves the right to reassign reserved space to best meet the overall needs of the University community and the general public.

Users shall use the facilities for the purpose stated on the Facility Use Agreement and/or Reservation Request Form and for no other purposes, unless prior written consent is obtained from the Idaho Commons and Union Board or Director. Furthermore, the user shall not assign any reservations to any third-party without prior written consent from the Idaho Commons and Union Director.

ROOM RESERVATION POLICY / GENERAL RESERVATIONS:

All room reservation requests for conferences, meetings and events will be taken by the Scheduling Coordinator in the ICSU Administrative offices located on the fourth floor of the Idaho Commons. Appropriate forms may be picked up at the Student Union or Idaho Commons Information desks or from the Scheduling Coordinator at any time. No electronic (e-mail) or phone reservations will be taken before the 1st Monday of May 1st Monday of November.

The Scheduling Coordinator, the Director, and the Assistant Director Idaho Commons and Student Union Facilities and Operations reserve the right to reassign and schedule rooms based on considerations of all-campus activities, institutional-priority events, campus entertainment, group size, room size, and other special room or equipment needs and based on recommendation from the Idaho Commons and Union Board. In such instances, every attempt will be made to include the client in the discussion and provide timely notice and adjust rates accordingly.

Special events requiring advance planning or annual all-campus events (such as Jazz Festival, special ASUI Productions, Student recruitment activities, concerts and dances) may be considered exceptions and may require reservations to be made in advance of the 1st Monday of May and the 1st Monday of November.

CANCELLATIONS:

Notice of cancellations must be expressed, in writing by the contact person, to the Information Desk or Scheduling Coordinator no less than 24 hours before the scheduled activity or the group/individual may face forfeiture of the right to schedule meeting room and spaces within the Idaho Commons and Student Union for the remainder of the semester. ASUI recognized groups, University Departments, or students who fail to show or cancel the reserved space two times in a semester will no

longer be able to reserve a room for the remainder of the semester and will be charged the **$25** non-cancellation fee. Groups or individuals being charged for the room reservations that fail to provide 24-hours written notice of cancellation or fail to show at all will be charged a **$25** non-cancellation fee. Groups, individuals, or departments will forfeit deposit and will be assessed for any costs or fees already incurred.

RESERVATION PROCEDURE:

Reservations will be made on a first come-first serve basis in the following order of preference: **(1.) ASUI recognized student groups, (2.) University departments or affiliates, (3.) Off-campus and commercial groups** and will follow the Room Reservation Policy above. Reservations for fall semester will be taken by the Scheduling Coordinator beginning:

- **1st Monday of May** from 8am – 2pm for ASUI recognized student groups only. A period of one week is needed to process all room requests.
- **2nd Monday of May** from 8am – 2pm for all other university groups. A period of one week is needed to process all room requests.
- **3rd Monday of May** from 8am – 2pm for all other groups and/or individuals.

Reservations for spring semester will be taken by the Scheduling Coordinator beginning:

- **1st Monday of November** from 8am – 2pm for ASUI recognized student groups only. A period of one week is needed to process all room requests.
- **2nd Monday of November** from 8am – 2pm for all other university groups. A period of one week is needed to process all room requests.
- **3rd Monday of November** from 8am – 2pm for all other groups and/or individuals.

Summer session will be booked on a first come first serve basis with preference given to ASUI recognized student groups. Reservations for summer session will begin March 1 for all groups.

No electronic (e-mail) or phone reservations will be taken between the 1st Monday of May and the 3rd Monday of May for fall semester and between the 1st Monday of November and the 3rd Monday of November for spring semester. After the dates mentioned above, e-mail or phone requests will be taken for that semester only.

Groups may only reserve 2 hours of meeting space per week, or 3 hours every other week. Additional rooms for more than the 2 hours per week may be reserved, but only 1 week in advance of occupancy.

I. ASUI STUDENT GROUPS

The Associated Students of the University of Idaho maintains a list of registered Student Organizations. A student organization may use the Idaho Commons and Student Union without charge. However, direct charges may be assessed depending on the needs of the organization's meeting. If a student organization charges admission or asks for donations as admission to a function, and additional charge may be assessed to the group.

Reservations must be made by those students indicated on the ASUI Student Organization Registration form. Falsification or misrepresentations by any individual may result in the loss of reservation privileges for the individual and/or the group being represented for the remainder of the semester.

ASUI groups are not charged room fees, but may be assessed charges for room set-ups, special equipment needs, early and late closings, and night and weekend manager fees for events scheduled when the building would normally be closed. This category includes ASUI Productions, Student Media, ASUI Outdoor Programs, ASUI Government and Boards, and student organizations registered by ASUI. **Every effort will be made to ensure that this category has first priority of room use during the academic year.**

II. UNIVERSITY DEPARTMENTS

University Departmental groups (faculty and staff) are not charged room fees, but may be assessed charges for room set-ups, special equipment needs, early and late closings, and night and weekend manager fees for events scheduled when the building would normally be closed. This category includes campus academic and administrative departments and does not include individuals requesting space for their own purposes unrelated to the university.

III. SPONSORED GROUPS, GOVERNMENT AGENCIES, AND NON-AFFILIATED GROUPS

Sponsored groups are those who are hosted by ASUI and University departmental groups, regardless of whether guests pay a fee for the event or not. This category includes non-profit agencies, and any workshop or conference with attendees who are not UI faculty, staff, or students. Groups in this category will pay 50 percent of the regular commercial room fee and may be assessed charges for room set-ups, special equipment needs, early and late closings, and night and weekend manager fees for events scheduled when the building would normally be closed.

Idaho Government agencies receive reduced fees for rooms, and will pay 75 percent of the regular commercial room fee. They may be assessed charges for room set-ups, special equipment needs, early and late closings, and night and weekend manager fees for events scheduled when the building would normally be closed.

Groups or individuals using the building or its rooms who have no sponsorship from the ASUI or UI departments or who are selling goods and/or services and are not Governmental agencies are assessed the full commercial rate for rooms. They may be assessed charges for room set-ups, special equipment needs, early and late closings, and night and weekend manager fees for events scheduled when the building would normally be closed.

Any sponsored group, government agency, and non-affiliated group must make a 50 percent deposit before a reservation is considered confirmed.

IV. STUDY GROUPS

Study groups are allowed to reserve conference rooms on a first come-first served basis, same day only, after all other groups or organizations are considered and confirmed for reservations. Room use is subject to the following conditions:

1. A Study Room Agreement Form must be filled out as instructed by the Information Desk.
2. A valid Vandal ID must be shown and left at the Information Desk.
3. The room must be left clean. Trash should be picked up. The conference set-up must not be disturbed or changed.
4. The room must be vacated one half hour prior to the next scheduled meeting.
5. The Building Manager is responsible for checking the room after the group leaves. Any damages to the room or equipment will be charged to the Vandal Account of the individual listed on the Study Room Agreement Form based on an estimate given by the Assistant Director.

If for any reason this criteria is not met, the group/individuals involved may be restricted from use of space for the remainder of the semester.

CEDAR GROVE LOUNGE:

The intent of the Cedar Grove Lounge was, and will continue to be, a relaxing environment for students and faculty to study in the center of the living and learning environment at the University Of Idaho. The Cedar Grove Lounge in the Idaho Commons is **NOT** programmable space and may not be scheduled for any conference or meeting or any other type of event; **no exceptions**. The purpose and focus of this

space, according to the initial plans, student discussions, and monetary donations was to create a non-programmable space, accessible to all.

COMMONS ROTUNDA:

The Rotunda in the Idaho Commons and the areas directly surrounding the Rotunda may not be scheduled for any conference or meeting. This space is generally **NOT** to be used as programmable space except with the permission and discretion of the Idaho Commons and Union Board and the Director. Exceptions may be made for ASUI and campus-wide enhancement opportunities.

SUB BALLROOM:

Reservations for the Student Union Ballroom will be made on a first come-first serve basis and will follow the Room Reservation Policy above. Preference will be given, in the following order, for institutional-priority events, ASUI Productions, ASUI recognized student groups, and all-campus activities, and then off-campus and commercial groups. Other considerations will include group size, room size, and other special room or equipment needs. The Scheduling Coordinator, the Director, and the Assistant Director of the Idaho Commons and Student Union Facilities and Operations reserve the right to reassign and schedule rooms based on considerations of group size, room size, and other special room or equipment needs.

CANCELLATIONS:

Due to the nature of set-ups and teardowns in the Ballroom, notice of cancellations must be expressed, in writing, to the Scheduling Coordinator no less than **3 business days** in advance. The scheduled group/individual may face forfeiture of the right to schedule meeting room and spaces within the Idaho Commons and Student Union for the remainder of the semester if sufficient warning is not given. Any groups or individuals that fail to provide 3-days notice of cancellation or fail to show at all will be charged a **$50** non-cancellation fee in addition to all labor costs already incurred for set-ups.

OPEN FORUM AREA:

In an attempt to balance University of Idaho students' and the community's First Amendment Rights with the University's obligation to provide a learning environment free from disruptive behavior that adversely affects the rights of other students, the Idaho Commons and Student Union has created a forum and manner for students and community members to express themselves.

The Open Forum Area at the Idaho Commons is the space to the East of the rotunda entrance on the 2nd floor. The space available for Open Forum is the walkway 12 feet from east to west, and 10 feet in front of the isolated support wall immediately East of the rotunda. This area does **NOT** include the rotunda or any space inside the Idaho

Commons building. A six-foot aisle to the entrance must be maintained and the patron/audience must not block the entrance to the Idaho Commons in any way. A maximum of 2 eight-foot tables and 4 chairs (provided by the Idaho Commons) may be placed in the Open Forum Area.

The Open Forum Area may be reserved for use Monday thru Friday, 8am – 7pm; and Saturday and Sunday, Noon – 7pm but only when University classes are in session and the Idaho Commons is open for normal operation. This space may not be used without a reservation. Reservations must be made a minimum of 2 business days in advance of use, and must be made as stated in General Reservations (page 1). Reservations for the Open Forum Area may be made for up to 2 times per week, no more than 3 times per semester per group/individual.

Amplified sound may be used Monday thru Friday between the hours of 11am – 1:30pm and 5:30pm – 7pm only. Sound, Production and Lighting Services or Events Services must provide all amplified sound (exceptions may be arranged). The party making the arrangements for amplification will be responsible for prepayment of charges to be incurred. Sound levels shall not exceed 90 dB at 30 feet from any edge of the Open Forum Area. Sound Reading may be taken at any time during use. If readings exceed 90 dB, the sound will be turned down by SPLS. Resistance to compliance with this sound level will result in immediate cessation of all amplification.

CANCELLATIONS:

Written notice of cancellations must be expressed to the Information Desk or Scheduling Coordinator no less than 24 hours before the scheduled activity or the group/individual may face forfeiture of the right to schedule meeting room and spaces within the Idaho Commons and Student Union or Open Forum/Commons Plaza Areas for the remainder of the semester. Groups or individuals failing to provide 24-hours notice of cancellation or failing to show at all will be charged a **$25** no-show fee.

In case of inclement weather, no alternative space is automatically made available. It is the responsibility of the group/individual to reserve additional indoor accommodations or make the decision whether or not to cancel the event.

Public safety takes first priority to all activities taking place in and around the Idaho Commons and Union and adjacent areas. Failure to follow these policies may result in immediate cancellation of the event and forfeiture of the right to reserve rooms and space within the Idaho Commons and Student Union Buildings or Open Forum/Commons Plaza Areas.

COMMONS PLAZA, COMMONS GREEN and SUB VERANDA:

Other walkways and green spaces adjacent to the Idaho commons are **NOT** available for public speaking and demonstration. These spaces and walkways are programmable spaces scheduled by the Idaho Commons and Student Union. The Commons Plaza and Green includes the green spaces and walkways surrounding the Idaho Commons, including the cobblestone walkway.

The Plaza area on the East side of the Commons may be used for campus-wide, University sponsored or ASUI sponsored fairs and activities only, and must be reserved. Tables and chairs may be placed on the walkway as long as an eight-foot lane is kept clear and maintained at all times. Fire codes and fire lanes must be adhered to at all times. Permission for using the Commons Plaza must be given by the Idaho Commons and Union Director.

The SUB Veranda is the area on the East side of the Student Union between the Student Union building and the street. This space is programmable space scheduled by the Idaho Commons and Student Union. Tables and chairs may be placed on the walkway as long as a six-foot aisle to the entrance is maintained. The patron/audience must not block the entrance to the Student Union in any. Fire codes and fire lanes must be adhered to at all times.

The SUB Veranda may be reserved for use when the Student Union is open for normal operation. Any reservation exceeding normal business hours will be assessed after-hours fees. This space may not be used without a reservation. Reservations must be made a minimum of 2 business days in advance of use, and must be made as stated in General Reservations (page 1). Reservations for the SUB Veranda may be made for up to 2 times per week, no more than 3 times per semester per group/individual.

CANCELLATIONS:

Notice of cancellations must be expressed to the Information Desk or Scheduling Coordinator no less than 24 hours before the scheduled activity or the group/individual may face forfeiture of the right to schedule meeting room and spaces within the Idaho Commons and Student Union or Open Forum/Commons Plaza Areas for the remainder of the semester. Groups or individuals failing to provide 24-hours notice of cancellation or failing to show at all will be charged a **$25** no-show fee.

In case of inclement weather, no alternative space is automatically made available. It is the responsibility of the group/individual to reserve additional indoor accommodations or make the decision whether or not to cancel the event.

Public safety takes first priority to all activities taking place in and around the Idaho Commons and Union and adjacent areas. Failure to follow these policies may result in immediate cancellation of the event and forfeiture of the right to reserve rooms and

space within the Idaho Commons and Student Union Buildings or Open Forum/Commons Plaza Areas.

REFLECTIONS ART GALLERY:

The Idaho Commons Gallery and exhibit space are managed by the Idaho Commons and Union Board through the Art Committee. To ensure that exhibits represent the University, exhibitions will be selected and scheduled by the Design and Art Committee (DnA), and reserved by the Scheduling Coordinator. The DnA is comprised of students at the University of Idaho and advised by a faculty member of the Art and Architecture Department. The Idaho Commons and Union may appoint a staff member to join the DnA for Gallery scheduling purposes only.

The DnA will accept applications to exhibit, solicit applications if necessary, and will choose the exhibits and their schedules. DnA will make selection of inclusion in the Commons gallery. Appeals may be made in writing to the Director of Idaho Commons & Union. The Director will make a decision within 2 weeks of the appeal and that decision is final. The DnA will submit to the Scheduling Coordinator the schedule of exhibits, the dates allotted to them for set up and striking, and the opening day for the exhibit if a reception is to be held. The Scheduling Coordinator must receive gallery information for the semester no later than 4 weeks prior to the beginning of that semester.

It is the responsibility of the DnA to provide any exhibitor a copy of the guidelines for use of the gallery (see below). It is the responsibility of the DnA to maintain the cleanliness and good repair of the gallery as it pertains to the damage done by the exhibitors. This includes spotting of the carpet due to exhibit, and any mounting that affects lights or the ceiling. DnA is responsible for any advertisements and announcements for the exhibits. Additional time needed for set-up or strike of the exhibit must be arranged through the Scheduling Coordinator.

The Idaho Commons & Union is responsible for repairing normal wear and tear of mounting exhibits on the walls, and for daily cleaning of the Gallery. Idaho Commons & Union will be responsible for unlocking the Gallery each morning and locking it each night while an exhibit is programmed.

GALLERY GUIDELINES

The following are guidelines for exhibits in the Reflections Gallery.

- No liquid with any dye in it.
- No liquid that has any red color in it.
- No pieces that deface the walls or floor of the Gallery (i.e. no sharp edges that would cut the carpet, grease that could stain the carpet).
- Any use of strobe lights must have the Gallery windows covered, and signs leading to the Gallery stating strobe light usage.

- Only exhibits mounted on the walker ceiling mounts may be exhibited in the outer Gallery Lounge.

VENDORS:

Vendors may rent the Idaho Commons/UCC Balcony or the Lower Canvass Area (located on the 1st floor, at the center pillar near the south end of the Food Court, across from the Clearwater/Whitewater). Vendors may also rent the SUB Veranda and the Cobblestone area in front of the Idaho Bookstore on the East walkway of the Idaho Commons. Idaho Commons and Student Union commissions are **$125** per day. Vendors must pay for use of Idaho Commons and Student Union Purveyor's Sites at least five business days in advance. A vendor may not reserve space more then once a semester or a total of 5 continuous days per semester. In addition, the Idaho Commons and Student Union will provide appropriate signage to direct students to the Purveyor's Area.

The individual(s) staffing the vendor table must remain at the table and not actively solicit or impede passersby. Vendors may only solicit at their assigned table; they may not utilize other areas of the Commons or SUB. Vendors may not exceed normal conversational sound in an effort to solicit, nor can they exceed any additional sound requirements. The Idaho Commons and Union Scheduling Coordinator or Director must approve the sale or distribution of items in the buildings. Violations of any of these conditions may result in permanent exclusion from the Idaho Commons and Student Union Buildings.

Credit Card Vendors will **NOT** be allowed to rent any spaces within the Idaho Commons and Student Union, with the exception of University of Idaho represented card vendors.

NON-SALES SOLICITATION:

The Idaho Commons and Union has been established as the community center for the University for the primary purpose of serving students in their cultural, social, recreational and organized activities. To this end, and to insure the need for individual privacy and expression, this non-sales solicitation policy has been established.

Non-sales solicitors may reserve the following areas:

- Idaho Commons/UCC Balcony
- Upper Canvass Area (located on the 2nd floor Commons, at the center pillar in the walkway, across from the Cedar Grove Lounge)
- Lower Canvass Area (located on the 1st floor Commons, at the center pillar near the south end of the Food Court, across from the Clearwater/Whitewater)

Non-sales solicitors that are student groups or University affiliated groups will not be charged reservation fees. Groups/Individuals not affiliated with the University will be charged **$50** per day, paid five business days in advance. A non-sales solicitor may not reserve space more then once a semester or a total of 5 continuous days per semester. In addition, the Idaho Commons and Student Union will provide appropriate signage to direct students to the Purveyor's Area.

Solicitation materials will be permitted which:

- Are not in conflict with University or other civil regulations
- Are not in violation of existing University guidelines or contracts
- Do not jeopardize public or individual safety

The individual(s) staffing the non-sales solicitor must remain at the table and not actively solicit or impede passersby. Vendors may only solicit at their assigned table; they may not utilize other areas of the Commons or SUB. Vendors may not exceed normal conversational sound in an effort to solicit, nor can they exceed any additional sound requirements. Violations of any of these conditions may result in permanent exclusion from the Idaho Commons and Student Union Buildings.

TABLE TENTS:

Table tents are available in the Idaho Commons Food Court and Joe's Café for ASUI recognized students and student groups and University affiliated groups and activities. Table tent reservations may be made through the Idaho Commons and Union Scheduling Coordinator and are placed by the Building Manager. Specifications for size can be obtained from the Scheduling Coordinator. Reservations may be made for no more than five consecutive days, three times per semester. Table tents or flyers placed without a reservation will be removed and group/individuals responsible will be charged a **$25** labor fee for clean up.

BANNERS:

Banner space is available for ASUI recognized students and student groups and University affiliated groups and activities. Non-affiliated groups may not reserve banner space at the Idaho Commons or the Student Union. Banner space must be reserved through the Scheduling Coordinator and may be reserved for no more than two weeks in a row, and for a maximum of four weeks in a semester.

Banners are to be hung only by the Idaho Commons and Student Union FM staff; no individual or group may hang or remove their own banner. The FM staff is not responsible for damage incurred to the banners. Every effort will be made to ensure the banners remain intact. Banner content must be appropriate and suitable for public display. Any banner hung with questionable content may be removed at the discretion of the Idaho Commons and Union staff and Board.

Banners for the Idaho Commons must be 30" high x 9' – 10' wide. Banners must have 3 reinforced grommets on the top and bottom. Banners for the Student Union that cross Deakin Street must be a hemmed height of 48" – 54" x 30' – 40' width. There must be wind slices and _" grommets every 2' spanning the top and bottom of the banner. Cloth or vinyl banners are preferred. All banners should have clean edges.

FOOD SERVICE:

University Dining Services has exclusive catering authority for all events in the Idaho Commons and Student Union. No food or beverages may be brought into the conference rooms through any other agency. This includes refreshments, receptions, breakfast, lunch, and dinner. No red beverages of any kind (i.e. punch, grape juice, cranberry juice) will be allowed in any conference room.

STORAGE:

Due to space limitations, the Idaho Commons and Student Union does not store items for groups before or after an event. The Idaho Commons and Student Union is not responsible for lost, damaged, or stolen items.

SOUND PRODUCTION & LIGHTING SERVICES:

SPLS must be contacted at least two weeks in advance of conference by the group/conference for any major sound or lighting needs. In order to avoid a **$25** late fee, SPL must have at least 5 working days notice for their services. A **$25** non-cancellation fee will be assessed plus any equipment or labor costs for failing to cancel an event 24 hours in advance.

SECURITY:

The University of Idaho is committed to providing a safe, orderly environment on campus grounds and within University buildings. In support of that commitment, the staff of the Idaho Commons and Union work with the Moscow Police to ensure that a safe environment is maintained on Idaho Commons and Student Union premises.

All events are subject to review for security concerns and requirements. The Idaho Commons and Student Union retains the right to require specific staffing (security or otherwise) at the expense of the event. If security is required at an event the Scheduling Coordinator must be informed. Events posing significant public safety risks are potentially subject to immediate cancellation and cessation of activity. Security and steward services may be contracted, a facility use agreement form signed, and a mandatory pre-event meeting must be attended.

FACILITY USE AGREEMENTS:

A completed and approved Facility Use Agreement is required for any large-scale public events, concert production, or large event held by groups not affiliated with the University. This includes, but is not limited to, any conference of 75 or more people, including conferences, dances, concerts, wedding receptions, church services, and holiday gatherings.

BILLING:

Confirmations and estimates of charges will be sent to the group/conference prior to the event to be paid no later than the commencement of the event. University accounts shall be charged when applicable. Non-affiliated organizations must make a minimum deposit of **50 percent** of charges to be incurred on the day of reservation, or within 7 business days. Agencies of the State of Idaho may submit an account billing number in lieu of deposit.

DAMAGE DEPOSIT:

Extra charges may be assessed for events in which facility abuses could occur. All events with the potential for damage to the facility (based on size, dimension or nature of event and determined at the discretion of the Idaho Commons and Union Director) will be charged an initial **$300** damage deposit front to cover any damages that may incur. If no extra charges are incurred, the **$300** deposit will be deducted from the final invoice.

IDAHO COMMONS AND STUDENT UNION BOARD:

The Idaho Commons and Union Board shall operate as the advisory oversight board for the Idaho Commons and Student Union on all substantial policies, operational, programmatic and financial matters, including major policy decisions, hiring decisions, operational, service and aesthetic issues and capital planning decisions.

POLICY - ALCOHOL

Alcohol is not permitted in the Idaho Commons and Student Union.

POLICY - SMOKING

Smoking is not allowed in any area of the Idaho Commons and Student Union.

POLICY - OPEN FLAMES

No unapproved candles, incense, fire and propane tanks are allowed in the Idaho Commons and Student Union. Candles must first be approved by the Director, Assistant Director or the Scheduling Coordinator.

POLICY - PETS / ANIMALS

No pets/animals are allowed in the Idaho Commons and Student Union, except handicap assistance animals.

POLICY – SKATEBOARDS / BICYCLES / ROLLERSKATES & ROLLERBLADES

The use of skateboards, bicycles, roller-skates and/or roller-blades inside the Idaho Commons and Student Union is prohibited. Bicycles must be parked outside the building in a manner that is not blocking entrance and egress. Skateboarding, bicycling, roller-skating, and roller-blading outside the Idaho Commons and Student Union in a manner that could injure the person or others is not permitted.

POLICY - PERIODICAL DISTRIBUTION

To control the large volume of periodicals distributed in the Idaho Commons and to more effectively address possible issues associated with questionable or offensive material, the Idaho Commons will limit distribution to only those publications produced or sponsored by registered student organizations or university departments of the University of Idaho.

POLICY - BULLETIN BOARD/ LITERATURE/POSTERS

The Bulletin Board in the Idaho Commons, located at the north entrance on the first floor is used to display events, housing, for sale items, etc., by students, faculty, staff, and the entire community. The board will be cleared every Friday evening before closing except for any event which has not occurred. Board will be checked daily to make sure they are kept as uncluttered as possible by the personnel of the Information Desk.

Materials placed on the Information Desk must be university or Idaho Commons and Student Union related and must be approved by either the Assistant Director or Facilities Coordinator.

No materials of any kind may be posted on the walls, windows, doors, or any other unauthorized portion of the Idaho Commons and Student Union without prior approval of the Assistant Director or Facilities Coordinator.

POLICY – DECORATION / SETUP

- All exits must be free of barricades and exit signs must remain clearly visible.
- The Conference Coordinator prior to event must clear any extensive electrical power demands. There may be charges assessed based on the extent of use.
- Keep all paper and clothe away from light fixtures.
- Nothing shall be hung or attached to ceiling sprinkler heads.
- Nails, tacks, staples, or other sharp objects are not to be driven into walls, floors, doors, ceilings, or tables.
- Decorations must not be attached to curtains, draperies, or air vents.
- All freestanding decorations must be stable and anchored securely.
- Sand and gravel are not permitted in the Student Union.
- Use of chalk on sidewalks surrounding the Student Union is prohibited.
- All decorations must be painted prior to being brought into the building.
- All decorations must be removed at the conclusion of the contracted time.
- Use of duct tape and masking tape is prohibited.
- Use of glitter and confetti is prohibited.
- All decorations are required by fire codes to be non-combustible. Any decoration made of combustible material must be treated with a UL listed fire retardant.
- Trees MUST be treated with flame retardant.
- No open flames or unapproved candles. Candles must first be approved by the Director, Assistant Director or the Scheduling Coordinator.

OFFICE ENTRY POLICY

At the beginning of each semester, each Idaho Commons and Student Union Department and building tenant shall provide the Information Desk with a list of personnel authorized to use their assigned office space.

IDAHO COMMONS ADMINISTRATIVE OFFICES

Anyone requiring entry into the Administrative Offices on the fourth floor after 5pm who does not have keys to these offices, will need to provide adequate justification and get permission ahead of time from a member of the professional staff. Special permission must be in writing and placed in the Building Manager's Need-to-Know folder and the Building Manager on duty must check a photo I.D. if he or she doesn't know the person involved.

In addition, all Facilities Management personnel who are checking on emergency problems should have access to the office. They should identify themselves to the Information Desk personnel. Custodial/Maintenance Mechanic personnel will need access to the Administrative Offices, they should be let in after identifying themselves.

ASUI OFFICE

The ASUI secretary will give the Information Desk personnel a list of all people who have permission to get into this office area. The list will be good for the semester and will be kept in the Building Manager's binder; again, Information Desk personnel should ask for a photo I.D. and record name and Vandal I.D. number in their shift report if they do not know the person involved. All ASUI staff is allowed to stay in the building after the building has closed, all other persons must exit the building at closing.

STUDENT ORGANIZATION OFFICE USE

The Student Organization offices are intended for use by registered student organizations only. The Idaho Commons and Union, University or advisory personnel on a full-time permanent basis shall not utilize this space. The Student Organization Center will be open M – F, 8:00AM – 5:00PM. ASUI Activities Board and the Coordinator for Student Activities will provide a list that can also be entered into ASUI card reader.

The Idaho Commons and Student Union Board has the responsibility and the authority to ensure that the registered student organization space is not being used by Idaho Commons and Student Union, University or other personnel.

University of Idaho Commons and Union
Outside Promoters/Student Organizations
Special Event Policy

To ensure the safe, orderly, and appropriate presentation of special events in the Idaho Commons, policy guidelines have been established. The following policy enumerates policy requirements.

This policy extends to large-scale public events, and to concert production. Due to the complex and critical elements of special event production, the Idaho Commons must be a full participant in all such presentations; special events held in the Idaho Commons will involve the Idaho Commons professional staff as a full partner in all aspects of concert production.

A public event is any event, which is open by way of ticket sales or free admission to the public.

Any person/organization sponsoring a public event is responsible for upholding all University of Idaho and Idaho Commons policies and all state laws.

A *Facility Use Agreement* must be signed before the event is submitted for approval.

> Event Liability Insurance is required for all special events. This policy may be obtained from an independent insurance agent, and must be in the amount of $1 million dollars naming the performer as self-insured and the University of Idaho as additional insured. Idaho Commons Staff may require that insurance be purchased for any other events as deemed necessary if the event involves significant safety, security, or logistical issues. Proof of insurance is required 2 weeks in advance of the event.

Idaho Commons and Student Union Building Managers may be used (supplemented by Moscow Police as required) for security. The organizer of the event is responsible for payment of fees associated with Building Manager and Police use. Organizers will be invoiced at the completion of the event. No outside security will be permitted unless approved in advance in writing by the ICSU Facilities Coordinator.

The Idaho Commons and Union stage barrier must be used if the type of event indicates heightened issues will be present (i.e. stage diving, mosh pits, etc.). The determination as to whether an event has heightened safety or security issues is at the discretion of the Idaho Commons and Student Union Facilities Coordinator.

University Dining Service will supply all catering. No outside food may be brought into the premises unless arrangements are made with University Dining Service.

No alcohol or smoking is permitted in the building. This applies to performers as well as general public.

Process for Approval

1) Promoter/Student Organization presents proposals to Idaho Commons and Assistant Director for Student Activities & Leadership (6-8 weeks prior).

2) Assistant Director for Student Activities & Leadership submits program idea to Idaho Commons and Union Director.

3) Event is approved/not approved by Idaho Commons and Union Director.

4) Any event not approved can be resubmitted 6 weeks prior to the event once reasons for rejection have been addressed and corrected.

Once an event is approved all University of Idaho and Idaho Commons and Union policies must be followed and deadlines must be met. Failure to follow policies or meet deadlines can result in forfeiture of the event.

CRITERIA FOR EVALUATING EVENTS

- The event is reflective of the institutional mission and values.
- Sufficient time for the event to be planned and executed.
- The Idaho Commons and Student Union is able to meet the requirements of the event? (i.e. room available, security, ticketing)
- The event complements or enhances learning opportunities for students (whether by attending or working the event).
- The appeal of the event to student, campus, community tastes?
- Return to Institution/ Idaho Commons and Union; Cost to Institution/ Idaho Commons and Union.
- Inherent problems with the act related to the security record of the promoter/group.
- Reliability and consistency of the promoter/organization.
- Conflicts with any University/ASUI program within a 10-day window.
- Organization possesses the resources to meet its obligations.

WORKING DEFINITIONS FOR THIS DOCUMENT

Special Event: Any performance in which the estimated attendance exceeds seventy five persons and poses significant technical, security, ticketing, contracting or other issues.

Outside Promoter: An entity unassociated with the University who is promoting programs, etc. not part of official "Institutional" business.

Student Organization: Any ASUI recognized student organization. These organizations are autonomous, non-institutional entities, and therefore hold "Outsider Promoter" status.

University Sponsored: Sponsored groups are those who are hosted by ASUI and University Departments, regardless of whether the guests pay a fee for the event or not.

This category includes, but is not limited to, non-profit agencies, and any workshop or conference with attendees who are not UI faculty, staff, or students.

Co-sponsorship: Any combining of resources with a student organization or University Department. If an outside promoter is involved in the co-sponsorship, all policies outlined in the "Outside Promoters/Student Organizations Events Policy" apply to the event.

SECURITY POLICY IN THE IDAHO COMMONS

General Policy in the Idaho Commons and Student Union will follow the procedures outlined in the accompanying agreement "General Security Procedures for the Idaho Commons, Special Events Programming Relationships with Police, Idaho Commons and Student Union Building Managers."

GENERAL SECURITY PROCEDURES FOR THE IDAHO COMMONS

The University of Idaho is committed to providing a safe, orderly environment on campus grounds and within university buildings. In support of that commitment, the staff of the Idaho Commons and Student Union work with the Moscow Police to ensure that a safe environment is maintained on Idaho Commons premises. Idaho Commons and Student Union staff have significant interests in, and contributions to make, toward security in the building.

Security and safety issues transcend enforcement. Mutual respect, decorum, good service, clear expectations and fair response are critical to success. To meet this goal, Idaho Commons and Student Union staff strives to create and maintain an environment in which patrons are rendered every reasonable accommodation and, clients are expected to be responsive to requests. Through solid service, clear regulations and immediate response, the Idaho Commons and Student Union provides a safe and secure environment for all patrons and clients.

In cases where safety or security problems develop or appear imminent, Idaho Commons and Student Union staff will be the first line of intervention and enforcement. Where confrontation, threats or danger appear imminent, Moscow Police will intervene.

Providing effective security requires communication and consultation. Idaho Commons and Student Union management shares the information with Moscow Police through the Commander, Campus Police Division, regarding event schedules, notice of potentially problematic events and consultation on security issues.

The Commander of the campus Police Division advises Idaho Commons and Student Union management regarding security for public events in the facility and provides information on potentially problematic situations, advises regarding anticipated police responses to specific situations, and coordinates police presence in the facility. The overall context is one of informed, cooperative interaction.

The University welcomes regular patrols through the Idaho Commons and Student Union Buildings. The University welcomes training or information opportunities the Campus Division Commander and individual police officers can offer staff in areas of safety and security. Police officers and the Campus Division Commander, in return, welcome advice from Idaho Commons and Student Union management regarding their perspectives on effective event management and student development issues.

SPECIAL EVENTS PROGRAMING RELATIONSHIPS WITH POLICE

Idaho Commons and Student Union Building Managers will be used at all special events with inherent public safety issues. Police will be requested at those events where an added element of safety support may be necessary. This would include specific type of concerts and lectures, to be determined by the Idaho Commons and Student Union. Moscow Police will continue to be notified of events scheduled in the Idaho Commons and Student Union by the Facilities Coordinator. Idaho Commons and Student Union staff will continue to work in cooperation with the Moscow Police. Outside Promoters involved in special event programming will be directed to follow Idaho Commons and Student Union policies regarding cooperation with police, and will work within an Idaho Commons and Student Union supervisory context.

When Police are at events the following is requested:

1) That Police communicate with staff at the event to ensure a successful and safe environment. Thirty minutes prior to door opening staff and police will meet to discuss event logistics, potential problems, and procedures.

2) Building Managers will be the first line of security at an event, with police providing an added element of support. Building Managers will be instructed to be the first line of intervention with patrons.

3) When Building Manager intervention with a patron becomes repeated, or the patron is not responding to requests, police will be asked to intervene, and take whatever measures are necessary.

4) It is requested that police do not intercede until requested to do so, unless clear violations of law are transpiring, physical violence is apparent or an emergency situation arises.

5) If or when it becomes necessary to remove a patron, it is expected that police act in an unobtrusive, yet effective manner. Patrons should be removed from the vicinity of the event.

6) Police are requested to review the Security Policy in the Idaho Commons and Student Union (p. __), and work in partnership with staff and students to accommodate this policy.

IDAHO COMMONS AND UNION BUILDING MANAGERS

JOB DESCRIPTION

The Building Manager staff works as a unit to provide a safe and enjoyable environment for patrons of the Idaho Commons and Student Union. This unit monitors people in the building to explain and enforce Idaho Commons and Student Union policies and procedures. The student staff reports to the senior staff member on duty during events.

BUILDING MANAGER RESPONSIBILITIES

- Know Idaho Commons and Student Union features and be able to answer questions that patrons ask.
- Treat guests with respect when enforcing policies.
- Have knowledge of relevant State/University/ Idaho Commons and Student Union codes such as alcohol, and smoking policies.
- Understand the needs and be able to assist disabled patrons using the facility.
- Be alert for potential crowd disturbances/situations continuously throughout the event.
- Look for and prevent entry of prohibited items.
- Prevent theft and damage.
- Prevent people from entering the performance area without passing through admission areas or without purchasing a ticket (at ticketed events).
- Understand procedures and be ready to assist in the event of emergency evacuations.
- Assist with the safe exit of performers and spectators.
- Work with the police to handle situations that require law enforcement.
- Enforce public safety regulations and contractual obligations.

BEFORE EACH EVENT

There will be an orientation meeting outlining the specifics for that particular event & the event sponsor and a representative of the performer(s) will be present at the pre-event meeting. Among topics discussed at the pre-event meeting:

- Roles of and communication with Moscow Police.
- Are cameras and/or recorders allowed?
- Who is in charge of the event?
- Identification of tickets, special passes and individuals with special access, and restricted areas.
- A criterion for expelling guests.
- A time schedule that includes time that house opens, event start time, intermission times, and event ending time.
- Assignment of duties among Building Managers (i.e. who goes where).

DRESS

Building Managers will have and must wear name tags the night of the event. Comfortable shoes and tidy shirts and trousers complete each ensemble.

TIPS FOR EFFECTIVE CROWD MANAGEMENT

- When speaking to a guest, make eye contact.
- When speaking to a guest, DO NOT touch them.
- While working do not be distracted from event demands with friends or fellow employees.
- When speaking to a guest try to keep your voice calm and relaxed. Do not yell. Stay calm.
- No wild gestures. No pointing (describe to your co-worker the area or guest in question instead).
- Adjust your mannerisms to fit the situation (i.e. kids, teens, elderly, etc.)
- When using radios, never give your radio to a guest. Relay the message for them.
- When using radios, step away from-the guest if you are having a radio conversation about that person.
- Have a good knowledge of the physical layout of the building. This will help you give directions and to find co-workers who may need your help. Know the location of fire alarms, fire extinguisher and exits.

EVACUATION PROCEDURES POLICY

If the fire/emergency alarm sounds the building must be evacuated.

During business hours the following people are responsible for evacuating the following areas.

- Idaho Commons and Student Union staff evacuates the fourth floor, including the meeting rooms.
- Facilities Maintenance staff evacuates the first floor, including all meeting rooms.
- Facilties Coordinator evacuates the east wing of the first floor.
- ASUI Secretary evacuates the ASUI offices and Student Organization offices on the third floor.
- Student Affairs Admin. Asst. evacuates the academic support offices on the third floor.
- Espresso staff person evacuates the Food Court and kitchen.
- Building Manager evacuates the south wing of the first floor.
- The Main Office Staff is responsible for keeping people from coming back across walkways and green spaces to the building.

Evening and weekends the following people are responsible for evacuating the following areas:

- Facilities Maintenance staff evacuates the third and fourth floors.
- Building Manager evacuates the first and second floors.

In case of fire, do not use the elevator; use the stairs. The designated handicap exit from the third floor is _____; from the fourth floor is _____.

Building Manager is responsible for meeting Fire Chief and ensuring that handicap designated exits are checked.

As areas are evacuated, doors should be shut, but do not lock them.

UNIVERSITY OF IDAHO
IDAHO COMMONS AND STUDENT UNION BUILDING

FACILITY USE AGREEMENT

WITNESSETH:

This agreement entered into this _____ between the Regents of UNIVERSITY, a public corporation, state educational institution, and a body politic and corporate organized and existing under the Constitution and laws of the state of Idaho hereinafter referred to as UNIVERSITY and _____ hereinafter referred to as PERMITTEE.

WITNESSETH:

That under the terms and conditions hereof, UNIVERSITY grants to PERMITTEE a non-assignable right for such PERMITTEE to use and occupy that portion of the Idaho Commons or Student Union Buildings hereinafter referred to as FACILITY, described as follows: _____ for the sole purpose, and no other, of _____.

Under this agreement, PERMITTEE is entitled to use and occupy said premises from _____. on the _____, and terminating at _____ on the _____, together with the further right of access to, and a limited use thereof for ____ hours prior to the first hour stated and ____ hours after the hour last stated, for the purpose of installing equipment, preparing the premises and equipment for use, packing and removal of equipment afterwards.

PERMITTEE agrees to furnish everything necessary to said performance not hereinafter agreed to be furnished by UNIVERSITY, to furnish all needed properties and agrees to pay to UNIVERSITY, as and for the use of said space, the sum of _____ ($_____) ; in the following manner, to-wit; _____ DOLLARS ($____), on execution and delivery of this permit, and the balance of said payment as follows: Payment is due by the beginning of the event.

The PERMITTEE agrees to the terms and conditions hereof as they apply to the use of FACILITY and it is understood these are in addition to any agreement between the Associated Students of the University of Idaho and PERMITTEE.

1. MANAGEMENT

Complete control of the building and all demised premises shall be with the FACILITY management. All rules and regulations established by UNIVERSITY will be in effect and

administered by the FACILITY Management. This includes the right to eject any objectionable person or persons from said building through its agents or security personnel and the PERMITTEE waives any right and all claim for damages against UNIVERSITY.

2. LIABILITY

PERMITTEE agrees to conduct its activities upon the premises so as not to endanger any person lawfully thereon; and to indemnify and save harmless the Regents of University of Idaho and the State of Idaho against any and all claims for loss, injury, or damage to persons or property including claims of employees of PERMITTEE or any contractor or sub-contractor, arising out of the activities conducted by the PERMITTEE, its agents, members or guests.

PERMITTEE agrees to endorse the policy and to provide at least 15 days prior to occupancy, a certificate of coverage to the University, adding the Regents of the University and the State of Idaho as additional insureds for activities performed by or on behalf of the PERMITTEE, for a minimum limit of $1,000,000 for bodily injury and property damage liability per occurrence covering the period for which the agreement is executed using a company licensed to do business in the State of Idaho. Such a certificate shall state that at least ten (10) days notice shall be given to the University in the event of cancellation or nonrenewal of liability insurance. UNIVERSITY reserves the right to request and receive a copy of PERMITTEE'S liability insurance policy, in addition to the Certificate of Insurance described above.

In the event that PERMITTEE is not able to provide a Certificate of Liability Insurance, PERMITTEE will be required to purchase Event Liability Insurance offered through the Idaho Bureau of Risk Management. An application form for Event Liability Insurance is available from the FACILITY Management Office.

PERMITTEE will not do, or permit to be done, anything in or upon any portion of the premises or bring or keep anything therein or thereon which will in any way conflict with the conditions of any insurance policy upon the building or any part thereof, or in any way increase any rate of insurance upon the building or on property kept there nor shall PERMITTEE without the written consent of UNIVERSITY put up or operate any engine or motor or machinery on the premises or use oils, burning fluids, camphene, kerosene, naphtha or gasoline for either mechanical or other purposes or any agent other than electricity for illuminating the premises.

3. FACILITIES

UNIVERSITY agrees to allow PERMITTEE to use that portion of the building specified, which is to include lights, access to restrooms, electricity for lights and power, public address system, water for drinking and use of press box. The extent of the use of utilities as described above are as required for ordinary and comfortable use of the FACILITY as determined by the FACILITY manager. UNIVERSITY shall not be responsible for detention or prevention of its performance under this agreement by reason of inability to perform, accident, acts of God, riots, strikes, labor difficulties, epidemics, any act or order of any public authority, or any other cause, similar or dissimilar beyond UNIVERSITY's control. Any additional requirement, alterations, special arrangements, equipment, or services must be requested in writing with the necessary work to be performed under the direction of FACILITY Management, at the expense of the PERMITTEE, and all such payments shall be in addition to the charge as herein set out.

4. SEATING CAPACITY

The maximum seating capacity shall be determined by UNIVERSITY, acting through the FACILITY Manager, with the concurrence of the safety officer, whose decision shall be final. All aisle ways and walkways must be kept clear for the safe movement of persons exiting and entering. Failure to comply with this provision is a material breach of this agreement.

5. CONCESSIONS

UNIVERSITY reserves the right to sell or give away refreshments, candies, sandwiches, periodicals, flowers, souvenirs, mementos, and other merchandise, to conduct check rooms, to control programs and or supervise the contents thereof, to take photographs and other privileges. The PERMITTEE shall not engage in or undertake the sale of any of the aforesaid or similar articles or privileges without the written consent of UNIVERSITY.

6. LOST ARTICLES

UNIVERSITY will have the sole right to collect and have the custody of articles left in the building by persons attending any event or events.

7. SOUND SYSTEMS

All public address or sound reinforcement requirements shall be submitted to the FACILITY Manager not later than 48 hours prior to the performance. All matters pertaining to acoustical or sound reinforcement shall be subject to the approval of the FACILITY Manager whose decision shall be final.

UNIVERSITY reserves the right to interrupt the program for the purpose of making necessary public safety announcements over the public address system.

8. SIGNS AND POSTERS

The PERMITTEE agrees not to post, exhibit, or hang any signs, advertisements, or posters inside or outside the FACILITY without the expressed consent of the FACILITY Management. PERMITTEE furthermore agrees to remove at the end of the lease period all such signs, advertisements or posters that have been hung with the consent of the FACILITY Management. The PERMITTEE further agrees to take down and remove forthwith all signs, advertisements, or posters of any description objected to by UNIVERSITY.

9. RIGHT OF RE-ENTRY

It is expressly understood and agreed that without prejudice to any other rights and remedies that may be available to UNIVERSITY, in the event of the substantial breach by PERMITTEE of one or more of the provisions of this Agreement, or any material misrepresentations in obtaining said Agreement, UNIVERSITY may refuse to allow PERMITTEE to take possession, may terminate all activities of PERMITTEE therefrom. UNIVERSITY and it's agents and employees shall in no way be responsible to PERMITTEE in damages or otherwise, for doing any or all of the things authorized by this paragraph.

10. DESTRUCTION AND RESPONSIBILITY

The PERMITTEE shall not injure nor mar nor in any manner deface nor cause nor permit anything to be done that may injure or mar the FACILITY or its premises. If the FACILITY or its premises, during the term of this agreement, shall be damaged by the act, default, or negligence of PERMITTEE or by the PERMITTEE's agent, employees, patrons, or any person or persons admitted to the FACILITY by PERMITTEE, PERMITTEE will pay to UNIVERSITY upon demand such sum as shall be necessary to restore the FACILITY, or it's grounds to it's original conditions. The PERMITTEE assumes full responsibility for the character, acts, and conduct of all persons admitted to the FACILITY by the consent of PERMITTEE.

11. OBSERVANCE OF THE LAW

The PERMITTEE agrees that all members connected with PERMITTEE's use of the FACILITY shall abide by, conform to and comply with all laws of the United States and the

State of Idaho, and all the ordinances of the city of Moscow, Idaho and the rules and regulations of the UNIVERSITY for the government and management of said building, together with all rules and regulations of the police and fire departments of the city of Moscow; and further if the attention of the PERMITTEE is called to any violation on the part of PERMITTEE, said PERMITTEE will immediately desist from and correct such violation, and it shall be the responsibility of the PERMITTEE to aid in the enforcement of the provision.

12. RESPONSIBILITY FOR PROPERTY IN FACILITY

UNIVERSITY assumes no responsibility whatever for any property placed in the FACILITY, and UNIVERSITY is hereby expressly relieved and discharged from any and all liability for any loss, injury, or damage to persons or property that may be sustained by reason of the occupancy of the FACILITY or any part thereof under this permit. Any watchman or any other protective service desired by the PERMITTEE must be arranged by special agreement with FACILITY management.

In the event that any portion of FACILITY is not vacated by the PERMITTEE on the date named at the end of the term for which FACILITY is to be used by PERMITTEE in accordance with this agreement, UNIVERSITY then shall be, and is hereby authorized to move at the expense of the PERMITTEE any and all goods, wares, merchandise and property of any and all kinds and description which are left in the FACILITY after the expiration of the permit. UNIVERSITY shall not be liable for any damages or loss to said goods, wares, merchandise or other property which may be sustained by removal or occurring at the place to which it may be removed, and UNIVERSITY is expressly released from any and all claims for damages of whatever kind or nature.

13. DEFAULT

The PERMITTEE covenants that if any default is made in the payment of the facility use fee or any part thereof at the time specified above, or if any default is made in the covenants or agreement herein contained, this permit and the relationship of the parties at the option of UNIVERSITY shall cease and terminate and the relationships of the parties shall be the same in all respects as if said term had fully expired, and UNIVERSITY may re-enter the said premises and hold the same, remove all persons there from and the PERMITTEE shall, despite such re-entry, pay the full amount of said rental as herein agreed to be paid. In addition, once a contract is signed and on file in the office of the Manager of the FACILITY, the deposit of 50% is forfeit if the contract is canceled with less than 2 weeks notice, and the entire amount is due if the contract canceled with less than

10 days notice. In case suit or action is instituted by UNIVERSITY to force compliance with this agreement, UNIVERSITY shall be entitled in addition to the cost and disbursements provided by statute to such additional sum in lawful money of the United States as the court may adjudge reasonable for attorneys fees in said suit or action.

14. SALES TAX

PERMITTEE will be responsible to pay to the Idaho State Tax Commission the sales tax on all taxable sales.

15. RETURN OF CONTRACT

If this agreement is not returned to the FACILITY manager's office within fifteen (15) days from the date of transmittal, it is to be construed null and void and shall not thereafter be the basis of any agreement or claim of any agreement, either written or oral.

16. NO SMOKING

FACILITY is a "no smoking" facility. Those individuals wishing to smoke must do so outside the facility. There are no exceptions to this requirement.

IN WITNESS WHEREOF, the Regents of the University of Idaho have caused these presents to be signed by the FACILITY manager and the PERMITTEE has signed the same in duplicate the year and day first above written.

PERMITTEE

NAME OF GROUP _____

NAME OF GROUP—PLEASE PRINT

BY_____

AUTHORIZED REPRESENTATIVE—PLEASE SIGN AND PRINT NAME

DATE_____

UNIVERSITY OF IDAHO

BY_____

Facilities Coordinator, Idaho Commons and Student Union

DATE_____