**Room Reservation Policy / General Reservations:**

All reservation requests for conferences, meetings and events are processed using the online form found at [www.uidaho.edu/icsu-rooms](http://www.uidaho.edu/icsu-rooms). The Facilities & Events Manager and/or designee process requests on a first come, first to be served basis. No multiple-date reservations will be processed before the 1st Monday of May or the 1st Monday of November for the following semester.

The Facilities & Events Manager, the Assistant Vice Provost for Student Affairs, and the Associate Director of Facilities & Operations of the Idaho Commons and Bruce M. Pitman Center 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 Facilities & Events Manager no less than 24 hours (one business day) 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 Bruce M. Pitman Center for the remainder of the semester.

ASUI recognized groups and University of Idaho living groups including Residence Life and Greek Life which, in this document, will be included as a “student organization” or “registered student group”. 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 are accepted and processed using the online form found at [www.uidaho.edu/icsu-rooms](http://www.uidaho.edu/icsu-rooms). Reservations will be made on a first-come, first-served basis in the following order of preference:

1. ASUI recognized student groups and University of Idaho living groups including Residence Life and Greek Life. Groups must have an active Vandal Sync account to make reservations.

2. University of Idaho 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 Facilities/Events Manager 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 Facilities/Events Manager 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 reservation requests will be processed 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.

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 and University of Idaho Living Groups

The Associated Students of the University of Idaho maintains a list of registered Student Organizations using the Vandal Sync platform. The Dean of Students office and University Residences maintains a list of Greek living groups and University Residence living groups, which, in this document, will be included as a “student organization” or “registered student group”. A student organization may use the Idaho Commons and Bruce M. Pitman Center 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 or recognized officers of living groups, per the Dean of Students Office and University Residences. 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 presented 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 Associate Director of Facilities and Operations.

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.

**Bruce M. Pitman Center International & Vandal Ballrooms**

Reservations for the Bruce M. Pitman Center International & Vandal Ballrooms 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:

1. Institutional-priority events
2. ASUI Vandal Entertainment Productions
3. ASUI recognized student groups
4. All-campus activities
5. Off-campus and/or commercial groups.

Additional considerations include group size, room size requirements, access requirements, travel and advance planning requirements, as well as special room or equipment needs. The Facilities & Events Manager, Assistant Vice Provost for Student Affairs, and the Associate Director of the Idaho Commons and Pitman Center reserve the right to reassign and/or schedule rooms based on these and other considerations.

**Setup Fee Schedule:**

All groups will be required to pay a cost recovery setup fee for furniture setup in the Pitman Center Ballrooms. The fee schedule will be $100 for the International Ballroom and $50 for the Vandal Ballroom. The standard $25 change of setup cost recovery fee will be assessed for the division and setup of any individual spaces including International Ballroom Southwest, Southeast, Gold and Silver. International Ballroom North and Vandal Ballroom South are assessed the default setup fee schedule. The standard $25 change of setup cost recovery fee will be assessed for any furniture alterations in the lounge spaces.
International Ballroom World Flags:

The world flag collection in the International Ballroom will be displayed at all times. Every attempt will be made to display flags from every country represented by the student body. The flags are maintained in cooperation and joint stewardship with the International Programs Office (IPO). The IPO designee will provide information on which flags are to be displayed for the academic year. The Idaho Commons and Pitman Center events and operations staff is responsible for organizing and general stewardship of the flags. Special event considerations for temporary flag removal are authorized by the Facilities & Events Manager and will be assessed a $100 fee plus a labor cost recovery charge. Every attempt will be made for the flags to be used for campus wide, student, athletic or special event on an as needed basis. The International Programs Office and the Idaho Commons and Pitman Center must be notified 7 business days in advance of any usage. Flags are not to leave the Moscow Campus without express authorization from International Programs and the Idaho Commons and Pitman Center.

Cancellations:

Due to the demand for space as well as the nature of setups and teardown times in the Pitman Center Ballrooms, notice of cancellations must be expressed, in writing, to the Facilities & Events Manager 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 Bruce M. Pitman Center 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 for the Vandal Ballroom and a $100 non-cancellation fee for the International Ballroom in addition to all labor cost recovery and equipment fees already incurred.

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 Pitman Center 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 and/or University Support 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 Facilities & Events Manager 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 Pitman Center or Open Forum/Commons Plaza Areas for the remainder of the semester. Groups or individuals failing to provide 24-hour 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 Bruce M. Pitman Center or Open Forum/Commons Plaza Areas.

**Idaho Commons Plaza, Green Spaces and Pitman Center 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 Pitman Center. 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 Pitman Center Associate Director.

The Pitman Center Veranda is located on the East side of the Bruce M. Pitman Center under the overhang for the International Ballroom. This space is programmable and scheduled by the Idaho
Commons and Bruce M. Pitman Center. Tables and chairs may be placed on the walkway as long as a six-foot aisle to the entrance is maintained. Single tables are provided with no charge. Additional tables will be assessed the $25 change of setup cost recovery fee. The patron/audience must not block the entrance to the Bruce M. Pitman Center in any way. Fire codes and fire lanes must be adhered to at all times.

The Pitman Center Veranda may only be reserved for use during regular or summer business hours of operation. Any reservation exceeding normal business hours will be assessed after-hours fees. The space may not be used for programming without a reservation. Reservations must be made a minimum of 2 business days in advance of use through the online form found at www.uidaho.edu/icsu-rooms. Reservations for the Pitman Center 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 Facilities & Events Manager or Idaho Commons Administration Office 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 Reflections Gallery and exhibit space are managed and reserved through the College of Art and Architecture Gallery Curator.

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.

Vendors

Vendors may rent the Idaho Commons/TLC Balcony Alcove 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 Pitman Center Veranda and the Cobblestone area in front of the Idaho on the East walkway of the Idaho Commons. Idaho Commons and Bruce M. Pitman Center commissions are $125 per day. Vendors must pay for use of Idaho Commons and Pitman Center 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.

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 Pitman Center. Vendors may not exceed normal conversational sound in an effort to solicit, nor can they exceed any additional sound requirements. The Idaho Commons and Pitman Center Facilities & Events Manager or Assistant Vice Provost for Student Affairs 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 Bruce M. Pitman Center.

Credit Card Vendors will NOT be allowed to rent any spaces within the Idaho Commons and Bruce M. Pitman Center, with the exception of University of Idaho represented card vendors.

I. STUDENT ORGANIZATIONS TABLING:

Idaho Commons/TLC Balcony Alcove (located in front of TLC 123)

Upper Canvass Area (located on the 2nd floor of the Commons, at the center pillar in the walkway, west of the Cedar Grove Lounge entrance)

Lower Canvass Area (located on the 1st floor of the Commons, at the center pillar at the south end of the Food Court, across from the Clearwater/Whitewater)

Commons Plaza (located on the cobblestone in front of the Idaho Commons, just outside of Rotunda)

Commons Plaza/Pillar (located on the cobblestone in front of the Idaho Commons in front of the pillar)

Pitman Center Veranda

Pitman Center Main Lobby (located on the 1st floor across from the Information Desk)
Student Organizations may reserve tabling space for two consecutive days twice per semester. No group shall be permitted tabling space to advertise for an event or ticket sales more than 5 consecutive days per event. If tabling for more than two consecutive days, the approval of the Facilities & Events Manager is required.

If a student organization fails to provide 24-hour notice of cancellation or is a no-show, their tabling privileges will be revoked for the remainder of the semester. If extenuating circumstances exist, they may petition the Idaho Commons and Union Board for an exception.

II. SPONSORED GROUPS

Sponsored groups are those who are hosted by ASUI or ASUI recognized student organizations. Groups in this category may have the Idaho Commons and Pitman Center commissions waived by the Facilities/Events Manager but may be assessed charges for additional set-up and special equipment needs.

Sponsored groups may reserve vendor and non-sales solicitation space no more than two consecutive days twice a semester. The Assistant Vice Provost of Student Affairs, Associate Director of Facilities and Operations and/or Facilities/Events Manager may grant extensions of up to three consecutive days, allowing vendors to table for five consecutive days. Extensions must be requested two weeks prior. If an extension is granted, the vendor may only table once per semester.

Sponsored groups must have a representative from the group sponsoring them at the table at all times. Groups not supplying a representative will be asked to leave the premises.

Non-Sales Solicitation

The Idaho Commons and Student 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/TLC Balcony Alcove (located in front of TLC 123)
Upper Canvass Area (located on the 2nd floor of the Commons, at the center pillar in the walkway, west of the Cedar Grove Lounge entrance)
Lower Canvass Area (located on the 1st floor of the Commons, at the center pillar at the south end of the Food Court, across from the Clearwater/Whitewater)
Commons Plaza (located on the cobblestone in front of the Idaho Commons, just outside of Rotunda)
Commons Plaza/Pillar (located on the cobblestone in front of the Idaho Commons in front of the pillar)
Pitman Center Veranda
Pitman Center Main Lobby (located on the 1st floor across from the Information Desk)

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 than once a semester or a total of 5 continuous days per semester. In addition, the Idaho Commons and Pitman Center 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 Pitman Center. 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 Bruce M. Pitman Center.

**Political Campaigning**

Political campaigning for local, state and national elections will not be allowed in the public areas of the Idaho Commons or Bruce M. Pitman Center. The Events Board (Bulletin Board) in each building, however, may be used to display individual campaign literature under the written policy instituted for these boards. The Open Forum area in front of the Idaho Commons may be used for political rallies, and related events, as long as this space is reserved in advance with the Facilities & Events Manager.

**Table Tents**

Table tents are available in the Idaho Commons Food Court for ASUI recognized students, student groups and University affiliated groups and activities. Table tent reservations are made using the form found online at www.uidaho.edu/icsu-rooms and are placed by the Building Manager. Specifications for size can be obtained from the Facilities & Events Manager. 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 cleanup.

**Idaho Commons Atrium 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 Facilities & Events Manager 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 Operations staff; no individual or group may hang or remove their own banner. The Operations 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
Banners for the Idaho Commons must be 30" high x 9’ – 10’ wide. Banners must have 3 reinforced grommets on the top and bottom.

**Bruce M. Pitman Center Deakin Avenue Banner**

The Deakin Avenue Banner located at the Bruce M. Pitman Center must be a hemmed height of 48” – 54” x 30’ – 40’ width. There must be wind slices and ½” grommets every 2’ spanning the top and bottom of the banner. Cloth or vinyl banners are preferred. All banners should have clean edges. A $60 cost recovery fee is required to hang banners across Deakin Avenue. Reservations are made using the online form found at [www.uidaho.edu/icsu-rooms](http://www.uidaho.edu/icsu-rooms). The Pitman Center does not store banners. Banners must be dropped off at the Pitman Center desk one (1) week prior to display and must be picked up (1) week after display. The Idaho Commons and Bruce M. Pitman Center is not responsible for damages or loss of any Deakin Avenue Banners.

**Flat Screen Displays**

The flat screens are the primary medium for advertising in the Idaho Commons and Pitman Center. Flat screen display space is available for ASUI recognized student groups and living groups, University affiliated groups and activities, and non-affiliated groups. Preference will be given in the following order on a first-come, first-serve basis: Idaho Commons and Pitman Center, ASUI and ASUI recognized student organizations, University of Idaho departments & affiliates, off-campus non-profit groups, commercial, and governmental.

A fee may be charged to University affiliated groups and activities and non-affiliated groups, including but not limited to, off-campus non-profit, commercial, and governmental groups, as determined by the Associate Director of Facilities and Operations.

All advertisements must be 888 by 580 pixels (wide by tall) formatted as a .jpg or .png file. Display space must be reserved two weeks in advance and may be reserved for no more than one week prior to the event being advertised. Advertisements should cycle no less than every five seconds and no more than every ten seconds.

All content must be submitted in the correct format to be considered and must be composed of respectable elements. There will be no profanity, obscenity, or demeaning substance allowed. All displays must have the name of the sponsor visible at all times. Events must be nonexclusive, open to the student body and/or general public to promote civic interests. No political endorsements (at any professional level) will be allowed to ensure equal opportunity for all elections candidates. However, public service announcements with the endorser clearly listed will be displayed. The Idaho Commons and Union Board or its designee may approve or reject any content. All advertising content will be reviewed by designated personnel and upon dispute, finalized by the Assistant Vice Provost for Student Affairs or other designated personnel.

**Event Catering and Food Service**
University Dining Services (Vandals Dining) has exclusive catering authority for all events in the Idaho Commons and Bruce M. Pitman Center facilities. 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 or part of the facility.

**Storage**

Due to space limitations, the Idaho Commons and Bruce M. Pitman Center does not store items for groups before or after an event. The Idaho Commons and Pitman Center is not responsible for lost, damaged, or stolen items. Space reservations may be extended, based on availability, for pre-event setup and preparation. Any and all items left in the building are done so at the risk of the client. The Idaho Commons does not recommend leaving any items overnight in the facilities.

**Sound Production and Lighting**

Sound Production and Lighting (SPL) must be contacted at least two weeks in advance of any conference, meeting or event by the client for any major sound or lighting needs. All SPL services are proved on an equipment and/or labor cost recovery fee basis. Requests for specialty audio, lighting, video or technical needs must be made in advance using the form found online at [www.uidaho.edu/icsu-rooms](http://www.uidaho.edu/icsu-rooms) or by email to spl@uidaho.edu. In order to avoid a $25 late fee, SPL must have at least 5 business 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 Bruce M. Pitman Center work with the Moscow Police to ensure that a safe environment is maintained on Idaho Commons and Pitman Center premises.

All events are subject to review for security concerns and requirements. The Idaho Commons and Pitman Center Staff, the ICSU Events & Security Coordinator and/or University of Idaho designee retains the right to require specific staffing (security or otherwise) at the expense of the event. If security is required at an event the Facilities & Events Manager 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 Agreement**

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. Per U of I policy, a certificate of liability insurance is also required.

**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**

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.

**Idaho Commons and Union Board**

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

The Idaho Commons and Union Board Chair, or another person as deemed qualified by the ASUI President, shall hold a permanent position on the University’s Space Governance Committee.

**Policy: Alcohol**

Alcohol is not permitted in the Idaho Commons and Bruce M. Pitman Center without prior approval of the President of the University of Idaho per the University of Idaho alcohol policy. University of Idaho Auxiliary Services will notify groups of approval.

**Policy: Smoking**

Smoking is not allowed in any area within 25 feet of the Idaho Commons/TLC 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 Assistant Vice Provost for Student Affairs, Associate Director of Facilities and Operations or the Facilities/Events Manager.

**Policy: Pets / Animals**

No pets/animals are allowed in the Idaho Commons and Student Union, except handicap assistance animals.
**Policy: Skateboards, bicycles, roller-skates and/or roller-blades**

The use of skateboards, bicycles, roller-skates and/or roller-blades inside the Idaho Commons and Bruce M. Pitman Center 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 Bruce M. Pitman Center in a manner that could injure the person or others is not permitted.

**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 Pitman Center related and must be approved by either the Associate Director of Facilities and Operations or Facilities & Events Manager.

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 Associate Director of Facilities and Operations or Facilities & Events Manager.

**Decoration Setup**

- All exits must be free of barricades and exit signs must remain clearly visible.
- The Facilities & Events Manager and/or Electronics & Events Specialist must approve any extensive electrical power demands prior to the event. There may be charges assessed based on the extent of use.
- Keep all paper and cloth 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 Idaho Commons or Pitman Center.
- Use of chalk on sidewalks surrounding the Idaho Commons and Pitman Center is prohibited (see Facilities website for further rules and regulations).
- All decorations must be painted prior to being brought into the buildings.
- All decorations must be removed at the conclusion of the contracted time.
- Use of duct tape, scotch tape and masking tape are prohibited. Only the use of professional gaffers tape and Painter’s tape are allowed.
- Use of hay bales, glitter and confetti are strongly 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 Assistant Vice Provost for Student Affairs, Associate Director of Facilities and Operations or the Facilities & Events Manager.

Any decorations left at the Commons and Pitman Center will be disposed of. Any use of prohibited materials can result in a $100 cost recovery cleanup fee. Any damage to the space will be accessed back to the group.

Policy: Ice Sculptures

Ice sculptures are required to be monitored at all times by the client and/or service provider. Ice sculptures are allowed no more than 1 hour prior to the start of the event and must be removed immediately after the event. Ice sculptures may not be placed directly above or next to any electrical outlets. A water run off receptacle is required regardless of the space. Any damage (water or otherwise) caused due to negligence are the responsibility of the client or service provider. Any costs occurred by the facility due to negligence will be assessed back to the client. The Idaho Commons and Bruce M. Pitman Center Staff cannot assume responsibility from the client and/or service provider for the monitoring, setup or removal of ice sculptures. The Idaho Commons and Bruce M. Pitman Center staff may, at their discretion, require the removal of any ice sculptures, prior to the conclusion of the event, if the item poses any risk of damage to the facility.

Policy: Office Entry

At the beginning of each semester, each Idaho Commons and Pitman Center 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 Pitman Center, 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.

Special Event Policy

University of Idaho Commons and Bruce M. Pitman Center

Outside Promoters/Student Organizations

Special Event Policy

To ensure the safe, orderly, and appropriate presentation of special events in the Idaho Commons and Bruce M. Pitman Center, 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 and Pitman Center must be a full participant in all such presentations; special events held in the Idaho Commons and Pitman Center will involve the Idaho Commons and Pitman Center 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 and Student Union 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 and Student Union 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/Events Manager.

The Idaho Commons and Student 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/Events Manager.

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

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

Assistant Director for Student Activities & Leadership submits program idea to Idaho Commons and Student Union Assistant Vice Provost for Student Affairs.

Event is approved/not approved by Idaho Commons and Student Union Assistant Vice Provost for Student Affairs.

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 Pitman Center 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 Pitman Center 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?
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 or U of I recognized living group. 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 Pitman Center 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 Pitman Center 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 Pitman Center work with the Moscow Police to ensure that a safe environment is maintained on Idaho Commons premises. Idaho Commons and Pitman Center 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 Pitman Center 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 Pitman Center 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 Pitman
Center 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 Pitman
Center 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 Pitman Center 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 Bruce M. Pitman Center. 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 Pitman Center management
regarding their perspectives on effective event management and student development issues.

SPECIAL EVENTS PROGRAMMING RELATIONSHIPS WITH POLICE

Idaho Commons and Pitman Center 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 Pitman Center. Moscow Police will continue to be notified of events scheduled in
the Idaho Commons and Pitman Center by the Facilities/Events Manager. Idaho Commons and Pitman
Center 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 Pitman Center policies
regarding cooperation with police, and will work within an Idaho Commons and Pitman Center
supervisory context.

When Police are at events the following is requested:

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.

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.
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.

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.

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.

Police are requested to review the Security Policy in the Idaho Commons and Pitman Center, and work in partnership with staff and students to accommodate this policy.

Idaho Commons and Bruce M. Pitman Center 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 Pitman Center. This unit monitors people in the building to explain and enforce Idaho Commons and Pitman Center policies and procedures. The student staff reports to the senior staff member on duty during events.

BUILDING MANAGER RESPONSIBILITIES

Know Idaho Commons and Pitman Center 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 Pitman Center 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 Pitman Center staff evacuates the fourth floor, including the meeting rooms.
Facilities Maintenance staff evacuates the first floor, including all meeting rooms and continues through the building.
Facilities & Events Manager 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 the hallway next to the main stairs; from the fourth floor is the top of the main stair case.

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.

Facilities Maintenance, Bruce M. Pitman Center Building Manager, and the Campus Operator shall instruct patrons to leave the Pitman Center.