

# Event Policies and Procedures

## Audio

- Policies
  - Amplified audio is allowed by reservations only.
  - Disruptive Audio is not allowed, if audio during an event is found to be excessive then the Building Manager will ask to the clients to turn it down.
  - Singing is not allowed to occur over the house sound systems (EONs must be used instead)
  - DJ equipment is not allowed to be connected to our audio equipment (must provide their own equipment).
  - No random announcements are allowed to be made in any part of the building
- Procedures
  - If a client requires audio for their event
    - Use house sound first
    - Laptop Speakers are used for events in small rooms
    - EON Systems are to be used for Dance Music and Singing
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- Exceptions – Student Union Atrium
  - Amplified Audio Is only allowed in the atrium through a reservation from the Event Services Office.
  - The reservation will determine the time that the audio is allowed to be played.
  - The maximum volume of the audio will be determined by how disruptive the audio is to the other events.
- Exceptions – Student Union Outdoor Patio
  - Outdoor Audio is restricted to the group who has the Patio Stage Reservation. This group can only be RSOs.
  - Amplified audio is only allowed between 12:00PM and 2:00PM Monday through Friday.
  - The maximum decibel for amplified audio is 80 decibels.
  - The outdoor eon will not be placed outside during or pending inclement weather.

## Video

- Policies
  - No offensive video is allowed to be played during events.
  - Clients can provide their own video equipment.
  - Filming during events is at the discretion of the clients who have booked the event.
  - Filming is allowed so long as the group notifies the event services office and/or does not offend anyone in the building
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- Procedures
  - If an event attendee does not have permission to film and refuses to stop, then they will be asked to leave, call police if necessary.
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- Exceptions – Student Union Outdoor Patio
  - Filming is not allowed to occur directly in front of any student union entrances/exits as this could be a fire hazard or obstruction to the flow of traffic into the building.
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## Food

- Policies
  - Personal Food (Single Individual) is allowed to be brought into an event.
  - Food for the event must be approved by Event Services Coordinator.
  - Food brought from home cannot exceed \$50 dollars.
  - Food must be prepackaged and from a reputable vendor.

- Food cannot be made at home and brought to an event.
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- Procedures
- Exceptions – Student Union Outdoor Patio
  - Any food that is brought to be sold or handed out must be approved by event services.
  - Food cannot be brought from home and given away or sold. I.e. no bake sales.
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### **Solicitation**

- Policies
  - No flyers are allowed to be passed or left around or in the union without a reservation.
  - Outside reservations are allowed to hand out flyers only 10 feet from their tent, but are not allowed to block or disrupt walking traffic in or out of the student union.
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