

# Student Union Usage Policies



*The Student Union is available for use by chartered student organizations, university divisions, and departments. The Student Union is also available on a limited basis for private events for a specific fee.*

- No bicycles, scooters, skateboards, roller-skates, or rollerblades are allowed in the building.
- No animals in the building, with the exception of guide dogs assisting persons with physical or visual limitations.
- Tacks, nails, tape, or alternative adhesives MAY NOT be attached to any painted surface in the SUB including walls, woodwork, windows, or doors. Easels or portable walls may be checked out in the Union Office for displaying items. Paint is not permitted for use of any kind in the Student Union.
- Furniture should be moved by UNION PERSONNEL ONLY, primarily because of liability considerations. Set-up arrangements must be made at least 48 hours in advance for a SUB event by contacting the Student Union Reservation Office. If your room is not set as expected, please contact the building manager at 660-341-8697.
- Technical assistance for events and A/V equipment in rooms must be requested and discussed with union staff at least ONE WEEK prior to your event date. We may not be able to accommodate last-minute requests.
- Technical training is available; please call the office, 660-785-4222 to make an appointment.
- All food provided during events at the Student Union must be provided by Sodexo, the university dining service. For questions, please email [Trumancatering.usa@sodexo.com](mailto:Trumancatering.usa@sodexo.com).
- No substances are to be brought into the Union that may cause a health or fire hazard (ex: straw).
- Candles/open flames are not allowed in Truman facilities. Smoking is prohibited.
- Dispose of litter and be sure the room is neat following any scheduled event.
- Vacate your reserved room as soon as possible or right when your event is scheduled to conclude, as another group may be scheduled following your departure.
- All events must be scheduled and confirmed by the Union & Involvement Services Office no later than noon the business day before an event. Requests submitted later than noon the business day before will be denied.
- Events must end no later than ½ hour prior to regular closing building hours. Please allow time for gathering belongings, etc. when planning your event's ending time.
- **CANCELLATIONS:** If your meeting is cancelled, please fill out a cancellation form in the Union & Involvement Office Suite 2000 AT LEAST 48 HOURS IN ADVANCE so that the room can be made available for use by another group.
- **NO-SHOW:** If your organization is at least one hour late to a reserved meeting space, your reservation will be called a "no-show" and the room will be re-set for the next reservation in that room. This will be recorded and your organization will be contacted. A second "no-show" will result in a meeting with the Director, and reservation privileges could be in jeopardy.

**FAILURE TO FOLLOW GUIDELINES MAY RESULT IN LOSS OF RESERVATION PRIVILEGES**