

# Student Union Usage Policies



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

- Reservation Policies:
  - All events must be scheduled and confirmed by the Union & Involvement Services Office no later than noon the business day prior to an event occurring. Requests received later than noon (12 PM) the business day before will be denied, and staff will assist you in finding an alternative date.
  - When making an indoor request please expect up to a 72 business hour delay for processing and appropriate approvals (if applicable).
  - When making an outdoor request please allow to 10 business days for processing and approval from all applicable departments.
  - Changes to your reservations must be emailed to [union@truman.edu](mailto:union@truman.edu) within 48 business hours prior to your event.
  - Events must end no later than ½ hour to an hour prior to regular closing building hours (depends on set up needs for the following day). Please allow time for gathering belongings, etc. when planning your event's ending time.
  - **CANCELLATIONS:** If your event is cancelled, email [Union@truman.edu](mailto:Union@truman.edu) or visit the main office in SUB 2000 to cancel appropriately. Cancellations must be made within 48 business hours prior to your event.
  - **NO-SHOW:** If your organization fails to arrive (up to an hour late), your reservation will be called a “no-show” and the room will be reset for the next reservation in that room. This will be recorded, and your organization will be contacted. A second “no-show” may result in loss of reservation privileges.
  - 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.
- In Room Policies:
  - UNION PERSONNEL ONLY should move furniture and equipment. This is for safety considerations as well as to prevent possible damage. If damage is to occur from a patron moving furniture or equipment on their own, the cost of repair or replacement may be assessed. Set-up arrangements should be made in advance by emailing [union@truman.edu](mailto:union@truman.edu). If your room is not set as expected, please contact the building manager at 660-341-8697.
  - 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.
  - Tacks, nails, tape, or alternative adhesives ARE NOT be used in the Union on walls, woodwork, windows, doors, etc. Easels or portable walls may be checked out in the U&I Office for displaying items.
    - Painting is only permitted in the Down Under, and clients will be assessed a fee for Union staff to set up and tear down floor protective equipment.
- All food provided during events at the Student Union must be provided via Sodexo unless a waiver has been obtained and is on file with U&I. If a waiver has been obtained, It needs to be communicated to [union@truman.edu](mailto:union@truman.edu). For questions, please consult [CaterTrax](#) for more information.

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- No animals in the building, with the exception of service animals.
  - Technical assistance for events and A/V equipment in rooms must be requested and discussed with Union staff prior to event date. Some services may require a technician to be on site which would be accessed appropriate fees. Union staff may not be able to accommodate last-minute requests.
  - No bicycles, scooters, skateboards, roller-skates, or rollerblades are allowed to be used in the building.
- FAILURE TO FOLLOW GUIDELINES MAY RESULT IN LOSS OF RESERVATION PRIVILEGES**