

**SOUTHERN UTAH UNIVERSITY**  
**SHARWAN SMITH STUDENT CENTER POLICY**

SECTION:	Building Use	POLICY #: 100
TITLE:	Hours of Operation	APPROVED: 07/12/11
		SUPERSEDES: 00-00-00

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The Sharwan Smith Student Center; hereafter referred to as the SSSC will normally be open as follows:

**Standard Academic Year Hours of Operation:\***

Monday-Friday:	7:00 AM to 11:00 PM
Saturday:	8:00 AM to 8:00 PM
Sunday:	The Sharwan Smith Center is open for dining only (T-Bird Circle Hours)

**Standard Summer Hours of Operation:\***

Monday-Friday:	7:00 AM to 6:00 PM (with extended hours as necessary)
Saturday:	Building Closed
Sunday:	Building Closed

**\*Extended Hours of Operation**

Events or activities that require an early opening or late closing must be approved by the Office of Student Involvement and Leadership and the Centralized Scheduling Office at the time of reservation. Such requests will be considered on a case-by-case basis. Parties seeking to extend normal operating hours will be assessed additional fees, as appropriate, to provide for adequate staff and security.

The SSSC will close for University –observed holidays including: New Year’s Day, Martin Luther King, Jr. Day, President’s Day, Memorial Day, Independence Day, Pioneer Day (July 24th-State Holiday), Labor Day, Fall Break, Thanksgiving Day, and Christmas Day.

During semester breaks the SSSC will operate on a reduced schedule. A change in operating hours will be posted one week in advance.

Please refer to the University’s Academic Calendar (<http://www.suu.edu/academics/>) to identify the days these holidays and breaks will be observed. A copy of the Academic Calendar can also be reviewed in the University Catalog.

**SOUTHERN UTAH UNIVERSITY**  
**SHARWAN SMITH STUDENT CENTER POLICY**

SECTION: Building Use

POLICY #: 110

APPROVED: 07/12/11

TITLE: Scheduling

SUPERSEDES: 00-00-00

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**Scheduling & Reserving Student Center Facilities**

The Sharwan Smith Student Center, hereafter referred to as SSSC, offers space for events and activities including, but not limited to, business meetings, conferences, banquets, reunions, lectures, and dances. The facilities are available to both university and community groups and individuals.

All rooms in the SSSC are reserved through the Centralized Scheduling Office. When reserving the Sterling R. Church Auditorium, the SUUSA Executive Council and/or a representative of Student Involvement and Leadership must approve the reservation (see policy #160). The Centralized Scheduling Office will forward Auditorium requests for consideration.

Due to the nature and size of various events, there will be several days during the year when the entire SSSC will be scheduled for use by the Office of Student Involvement and Leadership. Examples of these events include Welcome Week(s), Homecoming, and The Scream. Other programs that require exclusive use of the facility include Orientation and Graduation.

*University Users*

SSSC facilities may be used by registered student organizations, departments and staff and faculty associations at no cost, or at a reduced cost, provided the intended use is congruent with the University's mission. Students not affiliated with a registered student organization may reserve space on campus to fulfill academic coursework requirements (with faculty approval) and will not be assessed rental fees. Students reserving space for non-academic reasons should refer to *Off-campus/ Community User* section. A representative of Office of Student Involvement and Leadership will verify a group's status as a recognized campus entity prior to completing a reservation. Parties requesting a reservation may be required to provide an on-campus account number or other campus identification.

*Off-Campus/ Community Users*

Facilities within the SSSC can be reserved for use through the Centralized Scheduling Office. All appropriate costs and fees will apply. For more information please refer the *Rental Rates* section of this document.

Reservations- (435) 865-8100

All SSSC facilities must be reserved through the Centralized Scheduling Office no later than ten [10] business days prior to the date of the event.

### *Priority Scheduling*

In general, Southern Utah University students are afforded the privilege of having first priority in scheduling the SSSC provided reservation requests are submitted by May 31<sup>st</sup> for the upcoming academic calendar year. Within student organizations, the following groups will maintain scheduling priority as follows:

**First Priority-** SUUSA Student Activities Board

**Second Priority-** SUUSA Executive Council, Senate and Assembly

**Third Priority-** SUUSA Registered Student Organizations

After May 31<sup>st</sup>, all requests will be considered on a first-come-first served basis. Once an event is scheduled a reservation confirmation will be emailed from the Centralized Scheduling Office to the point of contact noted on the reservation request. **Please note: An event should not be considered scheduled until a confirmation of reservation is received.**

Other campus reservations are generally made after May 31<sup>st</sup> for the calendar year. Some administrative and regular on-going University programs that rely on facilities within the SSSC *may* have priority over student organizations. There may be annual university-wide events that require scheduling more than one year in advance in order to secure guest presenters and/or to correspond with circuit events hosted in conjunction with other colleges and universities. When this is the case, events may be scheduled and placed on the calendar prior to May 31<sup>st</sup> with the approval of the Director of Student Involvement & Leadership and the Director of Centralized Scheduling.

When conflicting requests arise the following prioritization will apply:

1. Administration events (typically those with some urgency)
2. University-wide annual events
3. SUUSA Student Activities Board
4. SUUSA Executive Council, Senate and Assembly
5. SUUSA Registered Student Organizations
6. SUU Athletics
7. University Departments
8. Off-campus/Community Users

### *SUUSA Registered Student Organizations*

SUUSA Registered Student Organizations may schedule weekly on-going meetings for both fall and spring semesters but are limited to one [1] room per meeting. Exceptions may be requested through a representative of the Office of Student Involvement and Leadership on a case-by-case basis. Club meetings and activities will not be scheduled during campus breaks or the Final Two Weeks of the Semester (see SUU Policy #5.47). Due to the many student organizations that utilize the Entertainment Bureau each club is only allowed one evening per week for practice.

### *Scheduling Event*

The Pre-Event Scheduling Form is available on T-Bird Connection (<https://tbirdconnection.collegiatelink.net/>) and is required for all student events. The form must be submitted through T-Bird Connection no later than ten [10] business days prior to event.

### *Informational Table Guidelines*

Table(s) must be reserved through T-Bird Connection (<https://tbirdconnection.collegiatelink.net/>) for student groups and Central Scheduling for departments/off-campus groups no later than five [5] business days prior to the date needed. The following guidelines apply to table usage:

- Registered student organizations have first priority in reserving tables.
- Only one [1] table per day per organization is permitted in the upper and lower mall.
- Table must be attended at all times.

- Materials are to be confined to the table. No banners or flyers are to be attached to any walls or windows. Easels are available in Building Manager office if needed.
- Any organization using any type of sound or amplification system must maintain the volume at a level that is non-disruptive to other organizations and/or surrounding business operations.
- Information is to be distributed and conversations conducted at the tables. No soliciting of information shall be conducted in the hallway traffic area.
- Of the total tables available only one [1] table per day may be rented by a non-campus organization for student recruitment or public service information. This table is not available the first week of each semester.
- During the first week of each semester (Welcome Week) all tables are available to rent by non-campus organizations for selling and/or business promotion.
- Generally informational tables will be located in the upper or lower mall. Representatives from the Centralized Scheduling office may use their discretion to assign alternative locations when necessary.

Violation of these guidelines will restrict an organization's ability to reserve table space. Table reservations will be permitted for student employee recruiters, not to exceed three [3] total days per semester per business. All recruiters/businesses must be approved through the Career Development Center and pay the associated table rental fee through Centralized Scheduling. With the exception of Welcome Week, only one non-campus public service/service entity will be allocated a table on any given day. Vendors are not permitted to solicit in the mall and must comply with SUU University Policy 10.8.

### *Cancellations*

Room and table reservations must be cancelled at least 48 hours prior to the scheduled event. The first time a club, organization, department or student group does not cancel its reservation; they will be warned of their failure to comply with Sharwan Smith Student Center policy and assessed any direct charges that may apply. The second occurrence will result in suspension from reserving rooms /tables in the SSSC for one semester.

If food has been ordered for an event that is cancelled, the scheduling organization may be assessed the associated costs at the discretion of the food service provider.

### *Academic Use*

Academic classes cannot be scheduled in the SSSC with the exception of those requiring the use of the Entertainment Bureau which is open from 8 am to 4 pm (M-F) to academic courses needing dance space.

Exceptions to this policy will only be considered if academic space was off-line due to construction or was unavailable due to an increase in student population or course offerings.

### *Space Guarantees*

To utilize the facility more effectively, the Centralized Scheduling Office reserves the right to move any scheduled event, if deemed necessary, to accommodate groups concurrently using the Student Center. Prior to changing a reservation, the Centralized Scheduling Office will notify the requestor, and if necessary provide directional signs.

### *Appeals*

Denied reservation requests may be appealed to the University Scheduling Committee by contacting the Centralized Scheduling Office within [3] business days of receipt of denial.

**SOUTHERN UTAH UNIVERSITY  
SHARWAN SMITH STUDENT CENTER POLICY**

SECTION: Building Use

POLICY #: 120

APPROVED: 07/12/11

TITLE: Risk Management

SUPERSEDES: 00-00-00

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**Assumption of Risk & Liability**

Southern Utah University and the Sharwan Smith Student Center staff are committed to providing a safe and healthy environment for students, faculty, staff and campus visitors. To that end, the University will maintain the physical property and premises of the SSSC to ensure the facilities are free of foreseeable hazards. Users, patrons and guests of the SSSC are obligated to immediately report any hazards or dangerous situations observed in the Student Center so that prompt action may be taken by University personnel to remedy the situation or hazard.

Students, student organizations, faculty, staff, campus entities and community users are responsible for the risks associated with the activities and events they host in the SSSC. The University will not assume responsibility and/or liability for the actions or negligence of individual and/or group users. Individuals and organizations that invite guests to campus are also responsible and liable for the conduct of their guests. Any damage caused to the property of the SSSC or any behavior resulting in injury of another will be the responsibility of the host organization and not the University. Damage to or injury that occurs in the SSSC should be reported immediately.

To report a dangerous situation, hazardous condition, personal injury or damaged properties please call (435) 865-8888.

Southern Utah University assumes no liability for hazards or dangerous situations that are the result of an Act of God (including fire, flood, earthquake, storm, hurricane, tornado or other natural disaster), war, invasion, act of foreign enemies, hostilities (regardless of whether war is declared), civil war, rebellion, revolution, insurrection, military or usurped power or confiscation, terrorist activities, nationalization, government sanction, blockage, embargo, labor disputes, strike, lockout or interruption or failure of electricity or telephone service.

**Insurance Requirement**

Some activities and events may be identified as high risk, meaning that they pose an extraordinary risk of harm or injury to participants. Use of the SSSC may be denied for such activities and events. If approved, a required condition of use will be a certificate of liability insurance naming the University as an “additional insured.” For specific information go to the following website at [www.suu.edu/risk](http://www.suu.edu/risk)

**Insurance Certificate & Endorsement Decision Matrix**

Entities wishing to hold activities or events on Southern Utah University’s campus may be required to provide proof of insurance and an endorsement making SUU an additional insured prior to using any university owned facilities.

Entities that do not have a current policy may contact the insurance company of their choice. Utah State Risk Management (insurance carrier for SUU) has made arrangements for event holders to purchase event insurance from a private company at favorable rates. Current information about event insurance is available on line at [www.suu.edu/risk](http://www.suu.edu/risk) or by calling SUU Risk Management at 435-586-7901.

The following decision matrix will be used to determine if proof of insurance is needed for a proposed event.

<b>Group Size</b>	<b>Low Risk</b>	<b>High Risk</b>
<b>1-75</b>	No*	Yes
<b>76-400</b>	<b>Must Consult SUU Risk Management</b>	Yes
<b>401 +</b>	Yes	Yes

Low Risk Events Include:

Weddings  
 Receptions  
 Lectures  
 Seminars  
 Speaking Engagements  
 Dinners  
 Meetings  
 Banquets  
 Teleconferences & Web conferences  
  
 Luncheons  
 Political Events  
 Auctions

Movie Screenings  
 Graduations  
 Job Fairs  
 Exhibits  
 Plays  
 Ceremonies  
 Trade Shows  
 Festivals  
 Socials  
  
 Family Reunions  
 Holiday Parties  
 Exams

High Risk Events Include:

Concerts  
 Dances  
 Sporting Events  
 Sales (Rummage, Yard, etc)  
 Carnivals  
 Hay Rides  
 Fairs  
 Halloween Activities  
 Youth Camps  
 Youth Conferences (FFA, Girls State, etc)  
 Rodeos  
 Special Events with Large Crowds  
 Inflatables  
 Any event charging admission

\* Low risk events that are constructing exhibits, scenery, or displays will be required to provide proof of insurance and endorsement of additional insured. In addition this assumes no alcohol is served.

The need for public safety officers, regardless of the type of event or number of participants, is at the discretion of the university's Chief of Police.

**Required Commercial Insurance Coverage**

Contractors providing services in the SSSC shall be required to comply with the insurance requirements of the State of Utah and the Division of Risk Management.

**SOUTHERN UTAH UNIVERSITY  
SHARWAN SMITH STUDENT CENTER POLICY**

SECTION:	Building Use	POLICY #: 130
TITLE:	Building Code Policies	APPROVED: 07/12/11 SUPERSEDES: 00-00-00

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**Building Code Policies**

*Alcohol*

Events involving alcoholic beverages are generally prohibited on campus with any exceptions made at the discretion of the University President upon written application and consideration of relevant circumstances. For additional guidance please refer to SUU Policy #5.40 at <http://www.suu.edu/pub/policies/>.

*Smoking*

Pursuant to the Utah Clean Air Act, smoking is prohibited in all campus buildings. Additionally, the statute provides that there shall be no smoking within 25 feet of any public building. Please refer to the SUU Policy # 5.28 at <http://www.suu.edu/pub/policies/>.

*Gambling*

Gambling as defined in Utah Code is prohibited in the SSSC. For additional guidance please see UCA 76-10-1101 to 1109.

*Recreational Moving Conveyances*

No person may operate a skateboard, long board, bicycle, scooter, motorized scooter, roller blades, or roller skates inside the SSSC. Disability accommodations supersede this policy. Furthermore, operating such conveyances on campus may be limited by additional restrictions. Please refer to SUU Policies #5.48 and #5.49 at <http://www.suu.edu/pub/policies/>.

*Parking*

Visitors to the SSSC may access metered parking on the Northeast and Southeast sides of the building. Visitor parking passes may also be obtained from parking services located in the SSSC. For additional information about parking services, please visit [www.suu.edu/parking/](http://www.suu.edu/parking/)

*Animals*

Animals are generally not allowed in the SSSC with the exception of service animals and must be in compliance with ADA law.

Events or activities that require the use of animals will be considered on a case-by-case basis. In considering exemptions to this provision, the Office of Student Involvement and Leadership will assess the size, species and safety to both the animal(s) and participants.

### *Furniture*

The furniture in the SSSC is to remain in place. If you need furniture moved or a room configuration altered, please contact the Building Supervisor's Office at (435) 865-8120. Furniture cannot be brought into SSSC unless approved during the room reservation process through the Office of Centralized Scheduling.

**SOUTHERN UTAH UNIVERSITY**  
**SHARWAN SMITH STUDENT CENTER POLICY**

SECTION: Building Use

POLICY #: 140

TITLE: Use of Facilities

APPROVED: 07/12/11

SUPERSEDES: 00-00-00

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The following policies relate to the use of the SSSC facility by students, University organizations, and non-university organizations:

1. The use of the SSSC is for University students, faculty, staff, and University guests. Persons who are engaging in behavior that is disruptive to the day-to-day operations of the Center may be asked to leave, and the incident reported to the Public Safety Department.
2. Requests that may challenge the necessity for the University to remain “viewpoint neutral” may be reviewed by University administration. As appropriate, a designated “free speech” zone may be used to balance the University partisan position and the value of educational dialogue on campus.
3. Shirts and shoes must be worn in the SSSC.
4. Publishers of public newspapers may place a rack in the building and regularly stock it for the dissemination of their publications. Placements of racks are subject to the discretion of the Director of Student Involvement and Leadership and his/her designee. The SSSC reserves the right to limit the number of racks and publications based upon space restrictions.
5. The Post Office is the official location for lost and found items in the SSSC.

**SOUTHERN UTAH UNIVERSITY**  
**SHARWAN SMITH STUDENT CENTER POLICY**

SECTION:	Building Use	POLICY #: 150
TITLE:	Student/Departmental Fundraisers	APPROVED: 07/12/11
		SUPERSEDES: 00-00-00

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*Fundraisers*

Student organizations or departments may schedule tables in the SSSC for fund-raising and/or promotional activities providing all money received reverts back to the organization to promote its' mission and purpose.

Any-fundraiser in direct competition with university auxiliary services (i.e. SUU Bookstore, Food Services, etc.) must receive permission from the auxiliary entity prior to approval by the Director of Student Involvement & Leadership and/or the Director of Centralized Scheduling. An auxiliary service has the right to refuse any fundraising request it determines to be in direct competition with its operation.

Public events for the purpose of fundraising on behalf of a student organization must be approved by the Director of Student Involvement and Leadership. The club advisor(s) of the sponsoring student organization must be in attendance for the duration of the event.

**SOUTHERN UTAH UNIVERSITY**  
**SHARWAN SMITH STUDENT CENTER POLICY**

SECTION:	Building Use	POLICY #: 160
TITLE:	Sterling R. Church Auditorium	APPROVED: 07/12/11
		SUPERSEDES: 00-00-00

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The central location of the Sterling R. Church Auditorium makes it a hub for student activities. Donors, including many past student leaders, provided the funding to complete the project with the guarantee that the Sterling R. Church auditorium would be used **solely** for student activities during the academic school year.

Due to this unique designation, the scheduling of the auditorium requires the approval of the current SUUSA Executive Council. Due to the absence of the SUUSA Executive Council, summer requests of the auditorium require the approval of the Director of Student Involvement and Leadership or designee.

SUUSA and registered student organizations have first priority use of the auditorium. Registered student organizations requesting the auditorium for more than three [3] consecutive days will require SUUSA EC approval. University departments that sponsor student related activities may be tentatively approved for use but will be relocated if a student group requests and is approved to use the space. Granted approval, the requesting department will tentatively be scheduled until ten [10] business days when the reservation will then be confirmed.

Academic courses and programs are restricted from using the auditorium. Non-campus groups are not allowed to use this space during fall and spring semesters.

**Auditorium Guidelines**

- Absolutely no food or drink is allowed in the auditorium
- Only the SSSC AV Tech, Night Manager or authorized Facilities Management personnel is allowed to change standard light and sound settings.
- Minimum props, staging, or scenery including additional lighting or sound must be approved through the Office of Student Involvement and Leadership.

**SOUTHERN UTAH UNIVERSITY  
SHARWAN SMITH STUDENT CENTER POLICY**

SECTION:	Building Use	POLICY #: 170
TITLE:	Date Auction Policy	APPROVED: 07/12/11 SUPERSEDES: 00-00-00

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Southern Utah University does not allow any group, student or otherwise to host, sponsor, or endorse date auctions. The social and physical implications associated with date auctions include, but are not limited to: sexism, racism, association to slavery, date rape, violence, or other unwanted physical harm. The main objective of this policy is to maintain a safe environment and reduce risk management at all University events.

**SOUTHERN UTAH UNIVERSITY**  
**SHARWAN SMITH STUDENT CENTER POLICY**

SECTION:	Building Use	POLICY #: 180
TITLE:	Business Vendor Policy	APPROVED: 07/12/11
		SUPERSEDES: 00-00-00

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Business vendors are allowed in the SSSC during the first week of Fall and Spring semesters. Vendors must abide by SUU purchasing policies and are required to pay a fee to be on campus. Vendors are responsible for collecting current tax rates and must have proof of a business license to sell products. No vendor is allowed on campus that conflicts with services and products offered by SUU auxiliary services (Please refer to SUU Policy #5.24 at <http://www.suu.edu/pub/policies/>).

**SOUTHERN UTAH UNIVERSITY**  
**SHARWAN SMITH STUDENT CENTER POLICY**

SECTION: Posting & Advertising Policies  
TITLE: General Guidelines

POLICY #: 200  
APPROVED: 04-17-14  
SUPERSEDES: 07-12-11

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The following groups are allowed to advertise on campus to promote events and services offered as it relates to campus life and community involvement:

- SUU Registered Student Organizations
- University Departments

Exceptions to the policy include:

- Student-to-student services which include selling housing contracts, personal items and services may be posted on the student buy-sell board (see SSSC Policy #190 on Student Advertisements).
- Public Service Announcements which will be considered for advertising and approved by the Director of Student Involvement and Leadership.

Please refer to the following policies for specific guidelines relating to advertising on campus: SSSC Policy #210 (Bulletin Boards), SSSC Policy #220 (Banners), SSSC Policy #230 (Sidewalk Chalking), SSSC Policy #240 (Student Advertisements) and SSSC Policy #250 (Signs).

The following applies to all advertising on campus:

- Posting on doors is allowed for communication purposes, but corridor walls must not be used for posting in order to comply with current fire codes.
- All advertisements must be computer generated. No hand written signs will be permitted.
- One [1] poster per activity is allowed on each approved bulletin board.
- Posters must be either 8.5x11 or 11x17 inches to be permitted on bulletin boards. Any exceptions must be approved by the Office of Student Involvement and Leadership.
- To use A-frames, the poster must be the correct size (24x36 inches) and must be computer generated.
- Use of masking tape, scotch tape, staples or any other adhering material to post is prohibited.
- Placing flyers on car windshields or vehicles parked on campus is prohibited.
- Advertisements for events cannot be posted more than ten [10] business days prior to event and/or activity. The sponsoring organization is responsible for the prompt removal of materials on the day following the event.
- All other postings must be removed within 30 days of the stamp date. Reposting of the material requires new approval through the Office of Student Involvement and Leadership.

## **Content**

- The full name of the sponsoring group (not just acronyms)
- The time, date, and place of the event
- A contact number, website address or email for more information
- Any fees, costs to participate, entrance requirements, etc.

## **Submission**

Approved groups will submit materials for posting approval in the Office of Student Involvement and Leadership in the SSSC, room 177. Advertising in the residence halls requires the approval of the Office of University Housing located in the Eccles Living and Learning Center, room 115.

## **A-frame signs**

Only ten [10] A-frame signs are allowed in the SSSC at one time, with two [2] signs restricted for use by auxiliary services. Eight [8] A-frame signs are available for reservation through the Student Involvement and Leadership Office for registered student organizations and university departments. These are the only A-Frame signs permitted in the SSSC. Student organizations have first priority use of the eight [8] A-frames provided they make their request at least 5 business days prior to A-frame usage. No more than three [3] A-frames can be placed in the lower mall, two [2] in the rotunda, four [4] in the upper mall and one [1] in the hallway east of the SSSC Living room. A-frame signs are not to block egress or ingress.

The placement of A-frame signs is dependent on the space in SSSC. A-frames in the upper mall must be placed in the center of the hallway. A-frames must be at least twelve [12] feet from the walls and entrances. On the carpeted area in front of the SSSC Living Room, an A-frame will be permitted as long as no other easels or signs are placed in that area.

## **Easels and other signs**

Individual departments may use other signs and easels provided there is space. The signs must not block any doorways and should be placed against the walls. All magnetic doors should be clear of signage at all times in case of an emergency. Easels and signs are permitted on the carpeted area in front of the SSSC Living Room as long as an A-frame is not placed in that area.

## **Restrooms**

The only advertising permitted in restrooms is *The Toilet Times* distributed by SUUSA. Any registered student organization can submit information to be included in the weekly publication. First priority goes to SUUSA and student organizations. University departments will be considered depending on availability. Priority belongs to SUUSA during the following weeks: Welcome Week, Homecoming, Welcome Back Week, and Sunfest. Registered student organizations can submit advertising information through T-Bird Connection at least two [2] weeks prior to event.

## **Violations**

Individuals, groups or departments who violate these guidelines may lose their advertising privileges.

**Disclaimer**

Southern Utah University is not responsible for missing, stolen, or damaged materials. By posting on campus, the individual or organization agrees to hold the University harmless for any assessed damages or liabilities incurred.

**SOUTHERN UTAH UNIVERSITY**  
**SHARWAN SMITH STUDENT CENTER POLICY**

SECTION:	Posting & Advertising Policies	POLICY #: 210
TITLE:	Bulletin Boards	APPROVED: 04-17-14 SUPERSEDES: 07-12-11

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Bulletin boards are used throughout campus to convey informational messages in support of the University's programs. Two types of bulletin boards exist on campus:

1. SUUSA red placard bulletin boards
2. Department sponsored bulletin boards

All postings on bulletin boards with an SUUSA red placard must bear a stamped approval from the Office of Student Involvement and Leadership. Advertising materials posted on such boards must be removed by sponsoring group on the date shown on the stamp or the day following the event. To post on department sponsored bulletin boards, approval from that department must be acquired.

Please refer to the General Guidelines (policy #200) about size, adhesion, and other information regarding the use of bulletin boards.

**SOUTHERN UTAH UNIVERSITY**  
**SHARWAN SMITH STUDENT CENTER POLICY**

SECTION:	Posting & Advertising Policies	POLICY #: 220
TITLE:	Banners	APPROVED: 04-17-14 SUPERSEDES: 07-12-11

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SSSC banner posting areas within the SSSC are as follows:

1. Above the two [2] North entrances of the SSSC by room 107 and room 178, the Living room, and the East Mall.
2. The Rotunda railing can be used for special events by approval of the Director of Student Involvement and Leadership

Banners permitted on campus are subject to the following restrictions:

1. All banners associated with a registered student organization must be stamped “approved for posting” through the Office of Student Involvement and Leadership.
2. Banners must be scheduled through the Office of Student Involvement and Leadership.
3. Banners must be hung by Facilities Management personnel.
4. The quality and design of the banner must be present an image consistent with the university’s prominence in the community; only computer or professionally made banners are permitted.
5. Size of banners shall be appropriate for the intended location. In the Living Room: Banner – 36x156 inches, Small Windows – 24x36 inches, Medium Windows – 36x36 inches, Large Windows – 96x36 inches. There are eight [8] small windows, four [4] medium windows, and two [2] large windows available for reservation.
6. Banners will not be hung more than ten [10] business days prior to the event or activity. If a banner is need for long-term use (longer than 10 days in any calendar year) such requests will be reviewed by the Campus Planning Committee.

Specifications for banners are as follows:

- Material shall have sufficient density to allow for printing as intended
- Wind cuts are required for outside banners to reduce wind resistance and the tendency of the banner to billow or sail
- Material shall be colorfast and not run or rub off on adjacent surfaces
- Lettering and graphics must be permanent vinyl for outside banners

## Hanging Banners

Banners must be submitted to the Building Manager to be hung. To ensure safety, only Facilities Management personnel are authorized to hang banners.

NOTE: Banners outside of the Sharwan Smith Center also require approval through the Office of Student Involvement and Leadership.

**SOUTHERN UTAH UNIVERSITY  
SHARWAN SMITH STUDENT CENTER POLICY**

SECTION:	Posting & Advertising Policies	POLICY #: 230
TITLE:	Sidewalk Chalking	APPROVED: 04-17-14 SUPERSEDES: 07-12-11

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Any student organization wishing to chalk sidewalks must receive approval and schedule the request through the Centralized Scheduling office at least three [3] working day prior to the proposed date of chalking. Permission is granted on a first-come, first- serve basis.

The following applies to all chalking on campus:

- Chalk is the only medium used to advertise on sidewalks. Spray paint or dyes of any kind are strictly prohibited and the offending group will be charged for clean up.
- Do not chalk within 15 feet of any door.
- Do not chalk under any overhang (as it takes a long time to wash away).
- Chalk alternate sidewalk blocks, so you are not chalking on every one.
- Chalking on the exteriors of buildings or walls is strictly prohibited.

Sidewalk chalking is prohibited the week of Homecoming, SUU Founders Celebration Week, and graduation.

**SOUTHERN UTAH UNIVERSITY  
SHARWAN SMITH STUDENT CENTER POLICY**

SECTION: Posting & Advertising Policy

POLICY #: 240

TITLE: Student Advertisements

APPROVED: 04-17-14

SUPERSEDES: 07-12-11

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Students can advertise on campus on the student buy-sell board located in the hallway west of the SSSC Living room. All items are displayed on uniform cards (a 4 x 6 picture may be included and attached to card). Cards are available in the Office of Student Involvement and Leadership in the SSSC room 177 and will be posted by the office upon approval. The buy-sell board will be cleared on the 1<sup>st</sup> and 15<sup>th</sup> day of each month.

**SOUTHERN UTAH UNIVERSITY  
SHARWAN SMITH STUDENT CENTER POLICY**

SECTION:	Posting & Advertising Policy	POLICY #: 250
TITLE:	Signs	APPROVED: 04-17-14 SUPERSEDES: 07-12-11

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Policies relating to interior A-frame signs in the SSSC are located in the posting and advertising policy #150 under general guidelines.

This policy is specific for signs posted on campus grounds. Registered student organizations wanting to place signs on campus grounds must first have content approved through the Office of Student Involvement and Leadership and then location(s) approved by Facilities Management.

Generally only A-Framed signs will be approved for placement on campus grounds. Placement of exterior on-campus signage is restricted to SUUSA elections and promotions and Greek recruitment.

**SOUTHERN UTAH UNIVERSITY**  
**SHARWAN SMITH STUDENT CENTER POLICY**

SECTION:	Decorations & Safety	POLICY #: 300
TITLE:	Fire Regulations	APPROVED: 07-12-11
		SUPERSEDES: 00-00-00

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The following guidelines are given to ensure fire safety and to assist in the proper decorating of the SSSC facility.

Fire Regulations

1. All building exits must be free of barricades to allow for unrestricted ingress and egress.
2. All exit signs must remain clearly visible.
3. All decorations must be flame proof or treated with fire retardant.
4. All electrical power demands that exceed capacity of a standard outlet must be coordinated by Facilities Management.
5. All light fixtures must remain clear of paper, cloth or flammable material even that which has been deemed flame retardant.
6. Rolled or bulk plastic is strictly prohibited.
7. All fire extinguisher compartments must be clearly visible.
8. Fog machines cannot be used in the building.
9. All sprinkler heads must remain free and clear of decorative elements. Without exception nothing will be hung or attached to fire equipment.
10. The use of candle or scent warmers, and/or all open flame devices to include candles is prohibited in the building with the following exceptions as provided for in the uniform fire code (a) theatrical or other entertaining arts performances; (b) dining and food service areas; (c) special religious ceremonies; and (d) educational purposes.
11. When a projection screen is utilized it must be raised unless in use to ensure adequate view of any emergency equipment and signage.

All exceptions will be reviewed and approved by the SUU Fire Marshal and the Risk Management department.

**SOUTHERN UTAH UNIVERSITY**  
**SHARWAN SMITH STUDENT CENTER POLICY**

SECTION:	Decorations & Safety	POLICY #: 310
		APPROVED: 07-12-11
TITLE:	Decoration Regulations	SUPERSEDES: 00-00-00

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Decoration plans for registered student organizations must have the approval from the Office of Student Involvement and Leadership at least ten [10] business days prior to the scheduled event.

Decoration plans for all other events must have the approval of the Office of Centralized Scheduling.

1. Nails, tacks, staples, or other sharp objects are not to be driven into walls, floors, ceilings, or tables.
2. Decorations must not be attached to curtains, draperies, or air vents nor are they to be attached to or obstruct fire equipment. (see policy 200)
3. Masking tape, Scotch tape, two-sided (carpet) tape, duct tape or glue cannot be used. Any adhesive material must be approved by the SSSC building manager.
4. All free-standing decorations must be stable and anchored securely.
5. Flammable materials including, but not limited to hay, leaves, straw, cornstalks, are prohibited.
6. Materials that may create walking hazards including, but not limited to sand, gravel, and rice are prohibited.
7. Glitter of any kind is not permitted in the building.
8. Live pine trees, typically used for holidays, are prohibited by state risk management.
9. All decorations must be painted prior to being brought in the building.
10. Approval must be secured to extend decorations outside the room which has been reserved.
11. All decorations must be removed at the conclusion of the contracted time.

Excessive cleaning and/or repair on the part of university staff will result in additional charges to the sponsor.

The SSSC assumes no responsibility for materials left in the facility after the reservation concludes.

Staff trained to use university equipment, including ladders and air hoists, are available to assist with decorating. Contact the SSSC Building Manager to make a reservation and to learn the associated cost.

**SOUTHERN UTAH UNIVERSITY**  
**SHARWAN SMITH STUDENT CENTER POLICY**

SECTION:	Copyright	POLICY #: 400
TITLE:	Movies and Videos	APPROVED: 07-12-11
		SUPERSEDES: 00-00-00

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A copyright is “a property right in an original work of authorship fixed in any tangible medium of expression, giving the holder the exclusive right to reproduce, adapt, distribute, perform, and display the work.”<sup>1</sup> When artists or production companies create a movie, musical number, or any other piece of art, they apply for and obtain a legal right to prevent others from using it without seeking their permission or paying for it. Students and student organizations are prohibited from using a work that is copyrighted unless they can demonstrate they have permission to use it. Often obtaining permission is predicated on purchasing a limited right to use the work.

An important example of a copyrighted work is a motion picture or film. Student organizations often contemplate showing movies as part of an activity. All students should understand in most circumstances (there are very few exceptions) they will need to purchase the limited rights to show the film or obtain permission from the owner of the copyright to show the film if they intend to screen it in University facilities. The following guidelines have been adapted from the University of Kansas’ policy on showing movies in areas of public accommodation.

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## **I WANT TO SHOW A MOVIE**

(Without Worrying About Getting Arrested)

Reproduced with permission for the University of Kansas

When you want to show a film on campus, you will be asked by either the Director or Assistant Director of Student Involvement and Leadership to provide proof that you have obtained permission (the “rights”) to show the material. These guidelines have been designed to help you understand why this is necessary, and how you can go about getting the permission you need.

*Why does my organization need to get permission to show this film?*

Copyright infringement is a serious offense under the law, and is also the equivalent of stealing from a film distributor. While it is important to abide by the law, it is also important that your organization represents itself well by doing the right thing—getting permission to show the film. As a SUU organization, the University counts on you and your organization to behave in a manner consistent with University policies, and state, local, and federal law. Should you or your organization be caught breaking copyright law, the University would not provide any kind of protection from your group’s liability under the law.

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<sup>1</sup> Black’s Law Dictionary (2006)

*When do we need permission, and when don't we need permission?*

Permission to show a film is necessary more often than you might think. Some common examples are:

- **Any time you show a film in the Student Center or any other public University space** (this is any classroom, lounge, or common area at the University). These spaces are considered “public” spaces, and showing the movie in these areas is the equivalent to showing them in a theater.
- **If you have used publicity to invite your audience** to the showing (this includes but is not limited to mass emails, letters, flyers, and web postings). Because movie rentals are intended for private use, renting them does not provide you with the permission you need to have a public showing in which an audience is invited.
- **If you are charging admission for the showing or an event in conjunction with the showing** (charging for a lecture that will accompany the film, for example). This would be true even if you showed the film at your house, or at another venue off campus.
- **You need permission even if the film showing is for educational purposes.** If the distributor has special permissions for films shown for educational purposes, they will still need to give you the written confirmation you need to protect your event under the law and Sharwan Smith Student Center policy.
- **You do not necessarily need permission if you are showing brief parts of the film.** There is no set rule for what “brief” means in this context, but a general rule is that snippets are OK when the event is free, when the snippet does not reveal key plot items to the film, when the length of the showing is insubstantial, and when it doesn't affect people's likelihood of seeing the entire film.
- **Certain academic departments may already have permission to show the film.** If you are showing the film in conjunction with an academic department (especially the film department), that department may already have permission. Check with the department to be sure. If permission is already granted, they will be able to show you written proof of that fact.

**EXCEPTION:** There is an exception to the public performance fees for college and universities. That exception is only in the case of **face-to-face** classroom instruction by a faculty member. The faculty member may show the film/movie outside the normal class period (at night for example), however, it can only be shown to students who are registered for the class. The movie must also be shown in spaces that are designated for instruction; therefore library screening rooms, residence hall or student center lounges, cafeterias do not qualify. A faculty member cannot show it for his/her class and then open it up to the rest of the campus. In order to invite others, the public viewing rights must be purchased. Acceptable attendance for films in which the copyright is not purchased only include students registered for the class, the instructor and guest lecturer(s).

*How can I get permission?*

Getting permission for showing most films is fairly simple. For some rare or international films, it may prove to be a bit trickier. However, there are resources on campus to help you if you should have problems. Most “mainstream” films that are distributed for non-commercial use (which is what most campus showings would be) come from one of two main distributors:

- **SWANK Motion Pictures, Incorporated** – the web site for this company is [www.swank.com](http://www.swank.com), and the phone number is 1-800-876-5577. The list of films they distribute is on their web page, but they add new films every day.
- **Criterion** – Another company like SWANK, they are the other big distributor. Their web site is [www.criterionpic.com](http://www.criterionpic.com), and their phone number is 1-800-890-9494.

or you can search for the proper source:

- **Conduct a web search**—a good place to start is [www.imdb.com](http://www.imdb.com), the Internet Movie Database. Simply go to the site, type in your film in the search area on the left, and choose the correct film out of the results. Once you choose your film, go to the “Company Credits” and look up “distribution.”

**If you STILL can’t find out** who distributes the film, you can call (310) 247-3020, to the Reference Library of the Motion Picture Academy.

*What is a film distributor going to ask me?*

- Your name, and the name of the organization you are working with;
- How you intend to show the film (advertise all over campus vs. to a small group, whether you are charging, what kind of venue you are showing the film in);
- If there is a charge, how your organization will pay ;
- When you intend to show the film;
- Contact information for your organization;
- Whether or not you need them to send you a copy of the film.

*Is it going to cost money?*

It might. The only way for you to determine this is to call the distributor, explain under what context the film will be shown, and see what they can do for you. If there is a fee, it will matter whether or not you are charging for the showing, how many people you expect, whether or not you need a copy of the film sent to you, and how often you show films. Have all of the information handy about your event when you speak with the film’s distributor.

*After I have obtained permission, what proof does the Director or Assistant Director of Student Involvement and Leadership need to see?*

Once you have obtained the rights, you will receive a written record of your permission to show the film. This is commonly called a “confirmation.” If you are being charged, an invoice will follow this confirmation once you show the film. Confirmations can come via the mail, or via email, and will have the film, the date(s) you have permission to show the film, the contact information of your representative from the distribution company, and the format you requested the film in (if the film is being sent to you), and other pertinent information. If a distribution company is unable to provide a confirmation, they should send you a letter electronically or via mail that certifies that you have legally obtained the rights to show the film. This should be on letterhead with all contact information of the distributor available.

*This is so complicated! Why don’t I just not tell the Director or Assistant Director of Student Involvement and Leadership that I am showing a film?*

Even though it sounds complicated, it really is not difficult to obtain the proper permission to show films on campus. It will definitely take less time and money than defending yourself or your organization in court if you are caught! Intellectual copyright infringement is being prosecuted more and more on college campuses. It is just not worth the risk. More immediately, if you show a film on campus without getting permission, and the University becomes aware of it, your organization could stand to lose valuable benefits, including use of campus facilities.

*I have more questions. Who can I talk to?*

If you have questions specifically regarding the need for permission when showing films, feel free to contact Keri Mecham, Director of Student Involvement and Leadership at 586-7762.

**SOUTHERN UTAH UNIVERSITY  
SHARWAN SMITH STUDENT CENTER POLICY**

SECTION:	Restricted Scheduling	POLICY #: 500
TITLE:	Final Two Weeks of Semester Guidelines	APPROVED: 07-12-11 SUPERSEDES: 00-00-00

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Programs and events not related to academic and athletic initiatives will be restricted during the last week of class in both the fall and spring semester, as well as throughout the corresponding week of final exams. This restriction and the associated expectations are intended to provide students with adequate time to review and prepare for final examinations.

The Division of Student Services and student organizations including the Southern Utah University Student Association Government (SUUSA), Residence Hall Association (RHA), Service Leaders, United Greek Council (UGC), Student Alumni, and Presidential Ambassadors (PA), shall refrain from sponsoring on-campus or off-campus social activities. This includes, but is not limited to, parties, banquets, dances, concerts, awards ceremonies, films, initiations, or recruitment activities.

All student clubs and organizations will finish all meetings and events prior to the start of the final two weeks of the semester.

On-campus advertising for any social activity sponsored on or off-campus by a student group during this restricted period will not be approved.

Limited exceptions will be considered by the Office of Student Involvement and Leadership.  
(SEE SUU POLICY #5.47)