

University Center 2009-2010 Facility Reservations --- Table of Contents

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University Center Facility Reservations Information and Policies

General Reservations Information

Where is the Reservations Office?

The Reservations office is located adjacent to the swimming pool. Access to the office is gained through the door at the pool desk. The Reservations Office is open from 9:00 A.M. until 4:00 P.M. Monday through Friday. Most reservations can be made at the front entrance desk (swimming pool control counter), and this area is open until 7pm Monday-Friday. Groups with complex or multiple reservations may need to set aside time to meet with the University Center office staff on an appointment basis.

You may call for general reservations information, but student organizations must send an officer in person to actually make a facility reservation.

Who may make reservations?

Only registered student organizations and UM Departments will be permitted to reserve rooms and/or equipment. Reservations must be made by a current officer from the Registered Student Organization.

Student Organizations and their officers may not make reservations on behalf of any other formal or informal group, club, or company; nor may reservations be made for purposes not consistent with the purposes of the reserving organization. Reservations may not be transferred to another organization. If an event is co-sponsored by two or more organizations, one primary organization will hold the reservation, all other co-sponsoring organizations must be listed on the original reservation (no “hidden” co-sponsorship).

UM Departments may make reservations for their meetings or ceremonies, but the University Center does not provide space for classroom activities, study groups, or other academic gatherings more appropriate for a classroom setting.

How does our group make a reservation?

Officers of Student Organizations must appear in person at the Reservations Office (phone reservations are not accepted). Ordinary reservations may be made at either the front reception desk or in the main reservations office. Complex setups or multiple (series) reservations may require meeting with the reservationist by appointment in order to ensure accurate and detailed communications.

All reservations are deemed tentative until a paper reservations contract is signed by the officer from the Student Organization. Once a reservations contract is signed, the reservation becomes confirmed. You are advised to either communicate via e-mail or stop by the reservations office in person to get written confirmation of your reservation changes – in the event of discrepancies, the written record will prevail. It is the responsibility of the user to check over all the details on the printed reservations contract to make sure the date, time, location, and other details are correct. The University Center reserves the right to move or reassign meeting space to best facilitate all campus groups; however, confirmed reservations are given the highest priority and are only canceled in case of major campus events or emergencies.

There are limits to the numbers of reservations an organization may make. Generally, an organization can reserve space for one meeting per week during the semester; for special events (conferences, commemorative celebrations, or other special weeks) additional space may be made available. Banner reservations can be made for the UC and many locations around campus, in one-week (Monday to Monday) blocks. Breezeway tables are also available to an organization one day per week, again more frequently if there is a special once-per-semester celebration or event taking place.

When, or how far in advance should reservations be made?

Maximum planning period -- Reservations for Fall semesters typically open up on or about April 15; reservations for Spring semesters are available the previous November 15 (approximately). At that time, reservations for the following semester can be booked by student organizations on a first-come, first-served basis.

Minimum planning period -- Since most reservations are on a first-come, first-served basis, it's a good idea to make your reservation for space as soon as you are confident of the dates, times, and other specifics of your event. Reservations involving food, amplified sound, after-hours use of the building and/or solicitation (selling, collecting money or signatures, etc) must be made a minimum of two weeks prior to the event date. Otherwise, the deadline for reservations is 2 business days prior to the event (that is, Friday reservations should be made by Wednesday, while Monday reservations should be made by the previous Thursday).

Without this planning period, a reservation will not be included on any supervisor or setup sheets; the UNICCO staff won't know about it; the equipment wanted may be unavailable, and so on. For this reason, any reservations requests made within the 48-hour lead time limit are made with the understanding that such reservations, setups, and equipment are not guaranteed, and any problems with the reservation are the responsibility of the user, not the University Center. Repeated "last minute" requests may jeopardize the ability of the organization to make future UC reservations.

What if we need to cancel our reservation?

So that we can maximize the use of UC space for all student groups, unneeded reservations MUST be cancelled 24 hours prior to event – you are advised to either cancel via e-mail or stop by the reservations office in person to get written confirmation of your cancellation – in the event of discrepancies, the written record will prevail. Failure to notify the UC at least 24 hours in advance will result in the group being marked with a "no show", which may generate a fee as well as affect the organization's ability to make future reservations. Reservations that remain tentative (pending solicitation permission, food arrangements, setup information, or other details) are subject to cancellation by the Reservations office -- tentative reservations may be cancelled by the Reservations Office 4 days prior to the event unless group provides the required information.

What spaces or rooms are available?

The University Center Reservations Office makes reservations for the Patio, the Rock, breezeway tables, plus all inside meeting rooms and spaces. Inside the UC, there are four side meeting rooms; the Flamingo Ballrooms (which can be divided into multiple sections); the Stanford International Lounge; and the Lower Lounge. The most common setup requested for

the indoor spaces is "Theatre" (rows of chairs facing the front of the room, with or without a head table).

How many people will each room hold?

Capacities of the indoor spaces, theater setup, are as follows:

Rooms 233, 237, & 241	35
Room 245	60
Flamingo (per section)	100
(whole ballroom)	400
International Lounge	150
Lower Lounge (theatre setup not available)	200 "as is"

Other setups are available in special cases. The Student Life Conference Room (224) and University Center Board Room (211) are limited-use spaces not ordinarily reservable by student organizations without special permission. The swimming pool is also reservable under certain conditions; please check with the reservations office for details on that area.

How do Student Organizations reserve equipment?

The use of all University Equipment requires a signed reservations contract; usually, all equipment needs are detailed on the room or space reservations contract. Equipment (depending upon availability) is provided to student organizations for use in the University Center, mostly at no charge. The University Center currently provides the following common items; please review the audio/visual equipment policies elsewhere in this document for a complete listing of capabilities and limitations:

Audio Visual:

Televisions/VCR's (inside building only -- no breezeway/patio use of VCR's), LCD (computer) projectors, overhead projectors, slide projectors, screens, sound systems (PA/microphone/speakers/amp, Compact Disc player, DVD player, cassette tape player)

Sound Systems are NOT Recommended/Approved for Some Reservations

Because we have limited amounts of equipment, and because the high number of building reservations means that groups will often meet very close to other group meetings, use of large University Center sound systems is not recommended/approved for:

- Dance practices involving a small number of (under 20) attendees (groups are encouraged to use their own boombox-type CD/cassette players for practices and reserve large sound systems for the actual performance only)
- Meetings of less than 50 persons
- Sound systems adjacent to an existing reservation already using amplified sound

Miscellaneous:

Risers/staging, easels, sign posts, extension cords, tables and chairs.

What the UC does not provide:

Laptops or computers, phonographs/turntables; AM/FM radios; any equipment for off-campus or out-of-building use (i.e., sound systems, projectors, chairs or tables for the Field House, classrooms, fraternity houses, etc.).

Important: No user-provided amplifiers or speakers may be connected to any University Center amps or speakers; you may connect DJ mixing boards, turntables, and other source equipment at your own risk – your organization is responsible for all damage to UC equipment no matter the cause. If your organization is hiring a DJ, band, or performer, please make sure in advance that the performer does not require any UC-owned amps or speakers.

How much does it cost for student organizations to reserve space?

Most use of University Center space and equipment is free. However, there are some fees that are charged to student organizations, such as:

- Early-Open / After-Hours Fee: \$20 per hour if requested and confirmed 4 or more business days in advance, \$50 per hour if unplanned or less than 4 days in advance.
- Lifeguards/ Technicians: Additional lifeguards during user-sponsored events are charged at \$10 per guard per hour. If your organization needs a UC technician to monitor your A/V system during your event, that service is also \$10 per hour.
- No-Show / No Cancellation Fee: Student Organizations which make and hold unneeded reservations may be charged fees ranging from \$65 to \$500 per occurrence depending upon space reserved, setup, etc.
- Equipment Damage/Loss: Groups are expected to exhibit reasonable care in the use and security of UC equipment and facilities, and may be charged repair or replacement fees in cases of careless or reckless behavior.
- Use of UC space for Fee-charging events: The University Center provides spaces for all student organizations to meet. If a student organization charges a fee to attend its event, the University Center may likewise charge a facility rental fee to the student organization.
- Extraordinary Setup: Room setups requiring large amount of staff, staff time, or equipment; or setups which can only be done by staff working unusual hours may generate a fee.

Additional Charges: Depending upon the nature of the event, the sponsoring Student Organization may incur additional costs by either the University Center or by other University of Miami Departments, such as:

Parking (for blocking off spaces, providing daily parking passes, etc.)

Public Safety (for any security coverage required, officers, special equipment, etc.)

Facilities/Physical Plant (for Electricians, labor, treating the lawn for pests, etc.)

UNICCO (for additional cleanup services, trucking/ transportation, heavy equipment use)

IT/Telecommunications (for special phone lines, data hookups, etc.)

The University Center will evaluate all reservation requests, will determine what additional services and equipment will be required to ensure the safety and security of UM students, staff, faculty, and guests; and reserves the right to require that sponsoring organizations provide and pay for Public Safety or other security, pay for cleanup, or assume responsibility for other designated expenses.

How do we publicize in the UC to help attendees find our meeting?

Your event will be listed on the “TODAY” sheets at 3 locations throughout the building, as well as on the web-based UC Events Calendar (www.miami.edu/university-center, click on Reservations, then UC Events). Please use the existing wall clips, green signposts, and easels to post signs directing attendees to your event; do not tape signs to walls, doors, windows, and handrails. Equally important, your organization is expected to remove all publicity and signage at the conclusion of the event. If you have used tape, ribbons, balloons, crepe paper, or other materials to promote or conduct your event you are responsible for removing and discarding such items immediately following their use.

What can we expect when we arrive for our event?

The room or space you reserved will already be setup per your instructions on the reservations contract. If A/V equipment, food, or other items are in the room, it may be locked for security, and you should ask the Reservations Office to open it for you (on evenings and weekends, check at the Information Desk to contact the supervisor).

IMPORTANT! Please remember to bring your copy of the reservations contract with you the day of your event.

While you are having your meeting, please remember that other groups may be meeting nearby. Make sure your activities do not make so much noise that it becomes impossible for others to conduct their events.

All areas must be returned to a clean and orderly condition at the end of the event. All food and trash must be discarded properly or clean up charges may apply; if you have a spill or get something on the tables, chairs or other equipment, please clean it up and/or let our UNICCO staff know right away.

When your reserved meeting time is coming to an end, please clear the room in a timely manner so the next student organization that may have a reservation will be able to start their meeting on time. Even if no one is scheduled to follow you, remember that cleaning and setup schedules have been planned based upon your original reservations request.

What about arranging for food or refreshments?

Your organization is permitted to have events featuring food in almost every area; there are some restrictions in carpeted areas of the International Lounge. You may order food from Chartwell's, or you may make arrangements to bring in food. If you plan to have any type of food at your event, please make the reservations office aware of that fact when you plan your meeting. The University Center may need to make arrangements for additional trashcans, UNICCO staff, or build in additional setup/cleanup time. Additional staff will be at the user's (Student Organization or Department) expense.

University Center

Barbecue and Food Policies

Events scheduled at the University Center which provide or sell food shall adhere to policies consistent with State and County regulations concerning food-handling and preparation. In particular, barbecues and other events involving food cooking and/or preparation at the UC must be conducted by a University-approved licensed caterer. Prepared or ready-to-eat food brought onto campus for events at the UC shall be produced in a licensed food service establishment.

In the case of informal refreshments (attendees bringing in beverages, chips, etc.) your group should make every effort to keep the room as neat and clean as possible in consideration of the next meeting in that same space.

What about solicitation (sales, donations, etc.)?

Solicitation is the term used by the University and the University Center for any activity involving sales, donations, and collection of signatures or completion of applications for any service or product. Usually student organizations think of solicitation in terms of a "fund raiser".

PLEASE REVIEW THE SOLICITATION POLICIES ELSEWHERE IN THIS DOCUMENT FOR A COMPLETE LISTING OF GUIDELINES.

The University Center solicitation policies provide a method for accommodating the valid solicitation needs of student organizations, UM departments and non-UM organizations, while protecting the rights of the students.

No solicitation may be conducted for the personal benefit, actual or potential, of any individual including group members, with the exception of charitable causes pre-approved by the Reservations Office. Such forbidden activities include sales of product or services which result in profit to a group member and/or his company; collection of names and personal information for sale to or use by a commercial concern for business purposes; and enrollments in any sales team, marketing endeavor, or for-profit business relationship.

- Solicitation (i.e. sales, donations, dues, petitions, subscriptions, and enrollments) is permitted only in the Breezeway, Patio and Rock areas with proper advance permission.

- All solicitation requires both a signed reservation contract and solicitation application sign by both a current officer and the advisor and approved by the reservations office. Solicitation forms are available in the reservations office.

- All applications require 7-day advance approval. Any type of solicitation by student organizations is limited to 9 dates per semester.

- If an off-campus company, agent, or representative will be on-campus working with or for the student organization, there may be additional requirements. Depending upon the nature of the event, the student organization should be prepared to provide details of their sponsorship agreement with the outside company, certificate of liability insurance from the outside company's insurer, and other information. Due to the complexity of working with a non-UM vendor, student organizations are urged to meet with the Reservationist as early as possible, but no less than 7 days prior to the event, to go over requirements.

How does a student organization get a breezeway table?

Tables are reserved at the Reservations office, just like meeting rooms. Tables are reserved on a whole-day basis only; the organization may use the table any time starting at 9am and ending at 11pm -- or any portion of that time. However, due to limited space and high demand, we do ask groups to choose days when they are available to staff the table for at least 2 hours (don't reserve a table for just 45 minutes, for example); usually, groups try to cover the 10am -- 2pm time block at a minimum.

- Reserved tables are on a first-come first serve basis and are available at 9 am Monday through Friday. However, the UC may assign your group to a specific table for operational purposes.
- Each organization may reserve one table per day up to 21 days per semester
- Literature may be available at tables, but students have requested that they not be “bombarded” with handouts (flyers/handbills) as they pass through the breezeway. In addition, there is a litter/cleanup problem with handbills – users are responsible for cleanup of any dropped/discarded handbills in an around the University Center.
- Solicitation for a student group is limited to 9 days per semester.
- Business/activities must be conducted from behind table; please do not intercept students or impede their passage through the breezeway to get them to sign clipboards, etc. Distribution of handbills and flyers must be conducted in an unobtrusive manner.

Are there any restrictions on our use of UC rooms or Breezeway Tables?

At breezeway tables, the desire of your organization to promote its activities must be balanced against the wishes of students who don't want to be pressured or confronted, as well as other users of the breezeway tables. For that reason, we do not allow at breezeway tables:

- Amplified sound (boomboxes, TV/VCR's, etc.) in the breezeway
- Distribution of literature such as handbills must be conducted in an unobtrusive manner (offering, not forcing the flyers on students; no obstruction of the path of pedestrian travel, etc.), and the reserving organization is responsible for picking up dropped/discarded handbills littering the area
- Shouting or calling out to individual students by name or description

In the meeting rooms, the following items are not allowed:

- Burning incense, candles, or other open flames (without prior written approval)
- Spray painting, permanent markers, glitter and glue, or any other substances that can mark the walls, floors, or furnishings inside (and/or outside of the UC)

How do we reserve a banner space? (at Information Desk)

Banner spaces in the breezeway, by the bridge/copy center, and at other locations around campus are reserved at the University Center Information Desk. Each banner space is reservable for a one-week period, maximum of two successive weeks, running from Monday morning to the following Monday morning.

Please consult the Banners section of the policies for more details about banner reservations.

- Banners may be purchased at the Information Desk with either cash, check or Interdepartmental Requisition Form (IDR) for \$10.00 each.
- Banner location is determined at the time of the reservation for a specific space. Banners are expected to be mounted on Monday mornings.
- Be sure to tape/staple the bottom tear-off portion of your reservation sheet to the back of the banner before you submit it to our staff for posting.
- All banners are put up and taken down by UC staff. Banners are to be delivered to the setup office (Room 104) or University Center Information Desk by 10am on Mondays; banners delivered at other times/days will be hung at first opportunity.
- Banners will be kept at the Information Desk no more than 48 hours after the last reservation date, then they will be discarded.
- Organization's name must appear on the banner.
- The University Center is not responsible for stolen or damaged banners, as they remain on display 24 hours a day. In addition, banner must be dry completely before you leave them here for hanging, as the UC staff can't be responsible for smudging or smearing of banners with wet paint or markers when the banners are folded up.

What about posters/flyers -- how can we display them?

The University Center controls flyers and distribution for this building and the immediate surroundings only. Flyers in classrooms are left up and taken down at the discretion of the administration of those buildings.

In the UC, large-format (11" x 17" or larger) posters can be placed on the green sign posts which are distributed through the lower lounge area -- priority is given to events that are in the building, that are imminent, or would have a campus-wide appeal.

Small 8-12" x 11" type flyers can be left at the Information Desk. Depending upon the wishes of the organization and the available space, the flyers could be placed in display racks or on the information desk counter for pickup by patrons; or for one-of-a-kind flyers, the flyer can be secured in one of the glassed-in bulletin boards. For both large and small flyers, the student organization should coordinate with the Information Desk supervisor for most effective placement.

Chalking the sidewalks, taping signs to the handrails or to painted walls, to floors, sidewalks, windows, etc., or leaving numerous handbills or flyers on tables, couches, and around the building is not permitted.

Outdoor Events – what weather-related issues and policies are there?

So many of our University of Miami events are planned for outdoor spaces – the Patio, Rock, or Swimming Pool included. Successful events must take into account the possibility of inclement weather. Please be sure to make alternate plans if your event has to be postponed or canceled due to inclement weather.

Tents and Umbrellas: Popup tents with a maximum size of 10' x 10' are permitted without a City of Coral Gables permit, provided a fire extinguisher is available at each tent – just let the Reservations Office know you are planning to bring tents. Larger tents require advance permission and special anchoring and can only be obtained from certain specific vendors. When

possible, you should plan to use existing patio umbrellas and small 10'x10' to provide shade and protection from light rain.

Lightning: When lightning threatens, there could be an increased danger to persons attending outdoor events on the Rock, the Patio (including the Canopy), and in/around the swimming pool. It is the policy of the University of Miami that events taking place in those areas will be halted during threat of lightning, and may be resumed only after the danger has passed. The University of Miami has installed a lightning prediction system manufactured by Thor Guard, Inc. This system is designed to predict a lightning strike within a defined geographical region, and will predict the probability of a lightning strike within a predetermined area of concern. This program can also project the potential for deadly "bolts out of the blue," which are strikes that seem to come from nowhere and cause a high percentage of lightning fatalities.

If you hear the Thor Guard Lightning Prediction System activate, you should go inside a nearby building. Do not seek shelter under awnings, umbrellas, tents, towers, trees or tall objects that could attract a lightning strike. If you are working with an outdoor group, cease operations and guide your participants inside.

Rain & Wind: Make plans for protecting people, exhibits, equipment, food, and other event-related items from light rain. If you have reserved or are using University Center equipment (amplifiers, speakers, umbrellas, tables, etc.), remember that your organization is responsible for any damage due to use of the equipment in rain or wind. Be sure to check on the possibility of poor weather well in advance of your event, leaving enough time to change venues, postpone, or cancel as necessary. The warning of storms having the possibility of heavy rains and tornados comes from monitoring local weather stations and the weather alert system provided by Miami-Dade County.

The Rock listed as a "Free Speech" area -- what does that mean?

In the effort to be consistent with the policies while still providing a venue which would meet free speech needs of the campus community, the University Center has permitted use of the Rock as a forum area subject to the following interpretations:

An individual student, staff, or faculty member may use the Rock area when available to address willing listeners, read poetry, or whatever other free-speech purpose they may have in mind, provided their presentation does not conflict with other policies of the University and University Center. Some of the activities we do not permit would include selling products (solicitation) without proper advance reservations and permission, harassment, interfering with another event scheduled at that time, etc. A speech which was inciting or encouraging a demonstration of any type would be covered under guidelines for "demonstrations" in the Student Rights and Responsibilities policies.

Registered Student Organizations and UM Departments may reserve the Rock for special programs and presentations. During those reserved times, the free-speech policy is suspended until the end of the established reservation.

Non-UM speakers may only use the Rock area if they are sponsored by one of the aforementioned groups, and then only during the time reserved for the special event by that group. Seven-day advance approval from the Reservations Office is required when a group wants to sponsor a non-UM speaker.

To avoid conflicts with classes in nearby academic buildings, amplified sound is provided only for speeches and announcements. Events with music and or musical performances are to be scheduled for the Patio or indoors. Amplified music may be permitted on the Rock on

Fridays 6pm-11:45pm; Saturdays 6pm-11:45pm, and Sundays 11am-10:45pm (classes do not ordinarily meet during these times).

How do we sponsor a concert or musical performance?

In an effort to better meet the academic goals of the University, concert and sound policies have been established for amplified performances for all sponsoring organizations. These policies may be conveniently divided into minor and major events.

Advance approval required for evening/weekend “sound” events!

Events with amplified sound that are scheduled for weekends or for weekday evenings must be approved 7 days in advance, so that the University can notify the City of Coral Gables that there is a event with sound scheduled for that date/time.

Minor Events

Events such as DJ's on the patio, cultural music and dancing events under the canopy, guitarists in the lower lounge, or background music during a pool party fall into this category. The reservations office should be informed of any planned use of sound and music at the time the student organization makes the reservation. Student organizations are responsible for adhering to the following policies:

- Sound Level (Volume): Events on the patio are limited to 90db continuous and 95db instantaneous levels as measured at a point representing the third point of an equilateral triangle formed by the speakers and the sound meter, or at a distance of 60 feet, whichever is greater. The University Center may reduce sound further if circumstances demand it (i.e., other events nearby, etc.)
- Events within the University Center are limited to 80db continuous and 85db peak, although the University Center reserves the right to reduce sound levels further should circumstances demand it (i.e., other events nearby, etc.).
- A representative of the sponsoring organization must be on hand and prepared to assume responsibility for communicating UC policies to the band or DJ.
- Content of events must be appropriate for an audience consisting of every part of the University community. Accordingly, the University Center administration may restrict certain selections as inappropriate for performing to a general audience of passersby or casual visitors. Student organizations are encouraged to reserve the Rathskeller or other enclosed private spaces for more controversial material.
- University Center audio/visual equipment is appropriate for public address or speaking purposes, as well as for music originating from CD's and tapes. The equipment is capable of background or "coffeehouse" volumes, but is not able to safely operate at "disco", dance-band, or concert levels. For this reason, the University Center does not permit our amplifiers to be used with user-provided speakers, and we do not permit our speakers to be connected to user-provided amplifiers. Music source equipment (iPods, DJ turntables, mixer boards, but NOT band instruments) may be connected to UC audio/visual equipment, but the user assumes all responsibility for damage (as determined by the UC) to both the UC and the user's equipment, no matter what the cause including incorrect connection by user or UC staff, power surges, faulty equipment, etc.

Major Events (Concerts)

All concerts are subject to prior approval by the Director of Student Activities. Student organizations wishing to co-sponsor, conduct, or produce any major event should contact the Director of Student Activities at least 60 days in advance of the event. Groups wishing to conduct a concert should consider:

- Costs: Keep in mind there may be additional costs associated with mandatory security, Physical Plant electricians, lighting, and sound. Groups must plan for a source of funding to pay costs even if the event is canceled due to inclement weather, no-show of performers, etc.
- Contracts with performers: Student organizations may not directly contract with performers nor enter into any contractual agreement on behalf of the University.
- Non-UM attendees: The University of Miami provides venues and opportunities for the entertainment of the UM community. It is not the role of the University or the University Center to provide concert entertainment for the non-UM public. Accordingly, concerts and other large-scale functions at the University Center are not to be advertised in community media. The budgets for such events are not to depend upon non-UM attendance in order to break even; and the event should be structured so that the number of non-UM attendees is extremely limited, known in advance, and so that each non-UM attendee has an identifiable UM sponsor (all non-UM persons are guests of specific UM students).

For all large-scale concerts, multiple and detailed meetings with the Director of Student Activities will be required. Please plan adequate lead-time, at least eight weeks.

What regulations affect amplified sound or music at the UC?

Concert performance and related sound check must conform to University and Coral Gables regulations. Sound which may interfere with academic classes is prohibited. As a rule, outdoor amplified sound shall be permitted only during the following times:

	<u>Patio and Most Outdoor Spaces</u>	<u>University Center Rock</u>
Monday – Thursday	Sound must end by 10:45pm	9:05pm – 10:45pm
Friday	Sound must end by 11:45pm	5:00pm to 11:45pm
Saturday	Sound must end by 11:45pm	12:00noon to 11:45pm
Sunday	12:00noon to 10:45pm	12:00noon to 10:45pm

Music or video at breezeway tables, patio display booths, or at lower lounge displays shall be kept to a "background" level (that is, lower than a normal speaking voice). In the event of conflict between competing sound sources, the University Center may disallow one or more of the sound sources.

Sound levels for concerts (both performances and sound checks) must adhere to the following volume level limits: 98 db continuous, 103 db instantaneous measured 60 feet from the stage

Bands, DJ's, Recorded Music: Content Guidelines for Performances During "Public" Hours at Whitten University Center

Summary: Music and other performances taking place in the public areas of the UC during weekday business hours must not be obscene, indecent, or offensive. Student Organizations and Program Boards are responsible for enforcing this policy.

Purpose of Guidelines:

The Whitten University Center patio, plaza, rock, and lounges are public spaces that welcome students, staff, faculty, alumni and families to our campus. As such UM has a responsibility to respect all members of our campus community by providing an environment which does not impose objectionable, obscene, or indecent programming upon unwilling listeners, guests, and casual passers-by.

Performances Guidelines:

During regular weekday business hours (8:30 A.M. – 5:30 PM Monday through Friday), student organizations and program boards are advised that bands, DJ's, recorded music, and other programming material being performed in public spaces, should avoid inappropriate (indecent or obscene) material or content. In the case of live performers, contracts should be written that violation of these guidelines are grounds for immediate termination of performance and forfeiture of payment to the performer.

These guidelines do not apply to meetings or organizational events taking place in reserved meeting rooms at the UC; and do not apply to events outside of the hours listed above, when an organization may reserve the public space for a special event. They also do not apply to major campus events (concerts) where the patio or other space is reserved and blocked off for the exclusive purpose of the event, where the only persons in the area are present for the specific purpose of attending that event.

The Student Organizations or Program Boards which reserve the space are responsible for the performance and for enforcement of, and adherence to, this policy.

Application for Exceptions:

Organizations may apply for an exception to the policy provided they submit a request in writing to the reservations department at least 10 working days in advance of the planned event. The request for exception must include an explanation of why approved versions (i.e., "radio" versions) of the music are not available; why the event must occur in a public space as opposed to a reserved room; and why the event cannot occur during evening/weekend hours. The request must also state what steps the organization plans to take to warn the public of the nature of the material.

Organizations which have not allowed sufficient time to obtain approved versions of their programming, or which have entered into performer agreements without specifying the need to adhere to these guidelines will not be granted an exception.

Unapproved Content:

The University Center will follow for the purpose of this policy the wording of the guidelines used by the Federal Communications Commission, which state in part: "Indecency is defined as language or material that, in context, describes or depicts, in terms patently offensive as measured by contemporary community broadcast standards for the broadcast medium, sexual

or excretory organs or activities. Indecent programming contains patently offensive sexual or excretory references . . .”

The FCC Guidelines pertaining to indecency and obscenity may be found at <http://www.fcc.gov/cgb/consumerfacts/obscene.html>.

Technical and Audio/Visual Equipment Guidelines

Users may reserve commonly-used Audio/Visual and technical equipment for use in the University Center (we do not provide equipment for out-of-building events). Our staff will setup equipment in most cases, but the user may be responsible for configuring, setting up, and testing other A/V-technical items depending upon the complexity of the request. In addition, although the University Center makes every effort to ensure that the equipment provided is in good repair, the UC is not responsible for any damage or loss to user-provided tapes, CD's, or equipment, nor in the event of sudden equipment failure. In general, the University Center (UC) does not provide any technical support for user-supplied equipment (laptop computers, credit-card validation modems, sound system add-ons, etc.). Users are strongly encouraged to make an appointment to test any special equipment setups at least two days prior to their event.

Following is a list of available equipment and services. **SOME EQUIPMENT AND SERVICES HAVE FEES – CHECK THE PRICE LIST OR CONSULT THE UNIVERSITY CENTER RESERVATIONS OFFICE FOR DETAILS.**

Audio/Visual Equipment

TV and TV/VCR: The UC has four TV's ranging from 21" to 26" diagonal. TV's may be connected to a UC-provided VHS Video Cassette Recorder or Player (VCR). Multiple TV's can be cabled to the same VCR with at least 24 hours advance notice. Cable TV is available in the Flamingo Ballroom. VCR's are not available for outdoor use; the high humidity and condensation make tape jamming/breakage extremely likely.

COPYRIGHT NOTICE FOR VIDEO TAPE & DVD PRESENTATIONS! Please be sure that your organization is licensed for commercial presentation of your video program. For example, copyright law expressly forbids the showing in a public place (here) of movies and other programs which have been rented or purchased for home use (from video rental stores, tape clubs, retail stores, etc.)

Sound Systems: The University Center sound systems are primarily intended for PA (speech) and background music purposes. Large concerts, disco, or DJ-type entertainment are beyond the capabilities of UC sound systems, and users are advised to contact a commercial sound company.

IMPORTANT – USER-PROVIDED AMPS MAY NOT BE CONNECTED TO UC SPEAKERS; & UC AMPS MAY NOT BE CONNECTED TO USER'S SPEAKERS!

If a user decides to connect a mixing board, DJ board, turntable, personal CD player, Mic, instrument or other equipment to the UC sound system, the User will be fully responsible for system damage whether or not the exact cause of the malfunction can be determined.

In general, UC sound systems are sufficient for all indoor events, plus outdoor events on the Patio or Rock that involve less than 500 people in a quiet-audience setting (for example, UC sound would not necessarily be appropriate for pep rallies or other loud audience-participation events). It is the user's responsibility to ensure that the sound volumes are kept within the limits established by UM or Coral Gables regulations, the capabilities of the equipment, and with

consideration for other users of the facility; users are expected to comply with requests from UM staff to reduce volume as necessary to meet these conditions.

The UC sound systems typically include an amplifier, one or two speakers, mic cables, speaker cables, and AC-power extension cords, and may be equipped with:

- Up to four microphones (and floor stands, table stands, or on a podium)
- Cassette tape deck
- CD Player *

* Special note on user-provided CD-R's and CD-RW's: the UC purchases CD players which are rated to play these user-created CD formats. However, as quality of user-provided media cannot be guaranteed, users are advised to test their source material well in advance of the event. In particular, CD player manufacturers advise that all CD-R's and CD-RW's should be finalized, (that is, not left "open" for additional recording of tracks) in order to ensure complete compatibility with audio CD players.

The University Center does not have any AM/FM radio capability.

Sound Systems are NOT Recommended/Approved for Some Reservations

Because we have limited amounts of equipment, and because the high number of building reservations means that groups will often meet very close to other group meetings, use of large University Center sound systems is not recommended/approved for:

- Dance practices involving a small number of (under 20) attendees (groups are encouraged to use their own boombox-type CD/cassette players for practices and reserve large sound systems for the actual performance only)
- Meetings of less than 50 persons
- Sound systems adjacent to an existing reservation already using amplified sound

Projectors: The University Center has three types of projectors available for use – if you just ask for a “projector” we will provide an LCD-type projector:

1. Slide projector: One Kodak Carousel model slide projector may be reserved. The user should supply the round carousel tray pre-loaded with his/her slides in the order of showing. The University Center does not provide empty carousel trays. The focal length of the lens and the lumens of the projector bulb make this projector appropriate for use in a small meeting room or a darkened large meeting room (up to 100 persons).

2. Overhead projector: Two overhead projectors are available. The user should supply his/her own pre-printed transparencies, and/or any blank acetate and markers he/she wishes to use – the projectors are not equipped with rolls of clear plastic or other media. The overhead projectors are suitable for use in small meeting rooms or a darkened larger meeting room (up to 100 persons).

3. LCD projector: (only for use within the UC -- no out-of-building reservations) The UC has three LCD or DLP projectors suitable for connecting to laptops (connecting to Apple Macintosh PC's may require a user-provided adapter). The projectors may also be used to project TV/VCR/DVD programs. Be sure to ask for SOUND if you need audio with your presentation.

If the user is planning to use the projector for connecting to a laptop with internet capability, please see the section regarding Internet / UM Backbone Connectivity which follows.

IMPORTANT – USER IS RESPONSIBLE FOR BRINGING ANY/ALL CORDS AND CONNECTING CABLES TO ATTACH HIS/HER OWN LAPTOP TO THE LCD PROJECTOR! TEST AT LEAST ONE DAY IN ADVANCE, PLEASE!!!

Many laptop computers, especially Apple Macintosh PC's, require a specialized cable available only from the manufacturer, to connect outputs to external devices. While the UC has available a few common connector cables, the user is advised to test any LCD-projector setup at least one day in advance of their event.

Utilities and Telecommunications Connections

Electrical Power: Most meeting rooms and outdoor areas have access to at least one 110V-120V ac electrical outlet. Users are advised to examine the space they will be using in advance of their event, to ensure that power outlets are sufficient and are located where they will want to plug in equipment. In some cases, there are special considerations.

- **Major Patio Events:** There is a limited amount of power available outdoors. If your function involves commercial or user-provided sound and lighting equipment, high-amp cooking equipment (such as hotplates, microwaves, fryers and warmers, or ovens), or more than three or four ordinary appliances (radios/boomboxes, other A/V equipment, adding machines, laptop PC's, etc.), your event may require special electrical accommodation. Additional electrical power provided by arrangement with UM Facilities is at the user's own cost, and should be arranged at least one week in advance.

- **Breezeway:** The University Center Breezeway has only one convenient AC outlet, and so organizations requiring power should reserve that space well in advance.

IMPORTANT – BE SURE, IN ADVANCE, THAT YOUR EVENT DOES NOT OVERLOAD THE STANDARD ELECTRICAL CAPACITY OF A FACILITY.

Telephone Service: An analog telephone line is available in Ballroom A or in Room 233; the line is shared and will be reserved for the first organization that requests it. The user may also reserve (in advance) a standard telephone to plug in to that outlet. Users may also bring their own standard phone, speakerphone, answering machine, or whatever standard telephone equipment they may wish to connect; but setup, configuration, and operation of user-provided equipment is their responsibility. The phone line is part of the University's telephone exchange, and so will require dialing a "9" for an outside line, as well as entry of a UM long-distance code in order to make long-distance calls.

Internet / UM "Backbone" Connectivity: Ballroom A and Rooms 245 and 211 have a standard RJ-45 port for connection to the Internet by way of the University of Miami campus backbone. Advance reservations for this service are mandatory, as the ports are not activated unless needed. User-provided computers should conform to these provisions:

- Network card or port, 10MHz or 10/100MHz
- User-provided cable from PC to wall RJ-45 port
- IP address or DHCP permission, issued by UM Information Technology
- Properly configured TCP/IP protocol settings on user's computer

- And ordinarily, a power cable to reduce load on a laptop PC's battery

If user is unsure of any of these terms or requirements, they are advised to consult with UM Information Technology or other capable networking technicians. In addition, users are strongly encouraged to test their setup at the University Center well in advance.

Wireless connectivity is available in most rooms of the UC but signal strength can't be guaranteed, remember to test your particular network card / computer configuration in advance. Also, remember that the laptop you plan to use on the University's wireless network must be pre-approved / pre-registered with IT/Telecom or it won't be able to log onto UM's network.

IMPORTANT: PLEASE REMEMBER THAT THE USER IS RESPONSIBLE FOR ALL PC HARDWARE FROM THE "WALL OUT", AND ALL CONFIGURATION OF HIS/HER OWN COMPUTER!

- Just because a PC works elsewhere on campus does not mean it will work in the UC. UM Information Technology sets up some computers to work only in one building or a limited location.

- An Ethernet connection is not the same as the dialup connection often used at home – different cards, cables, and technologies.

- If a user's PC or equipment is deemed to cause excessive network traffic (misconfigured, faulty, or used for continuous large-file downloads) the PC may be disconnected from the UC network.

AV Technical Items Not Available at the University Center

While not all-inclusive, this is a list of equipment and/or services which are not available from the UC. Users are advised to procure these items from commercial vendors, in coordination with the University Center Reservations Office to ensure compliance with UC and UM guidelines and capabilities.

100BaseT Ethernet connectivity ("fast Ethernet")	Laptop Computers or computers
2-way radios	Laser pointers
AM/FM Radios or tuners	Multiple cordless mics
Betamax or U-matic video tape equipment	Opaque projectors
PAL or SECAM video tape equipment	Photocopy machines
DVD players for non-US zone encoded disks	Portable P/A systems (bullhorn, megaphone)
Big-screen TV's	Portable power generators
Calculators or other office equipment	Professional (high power) sound systems
CD recorders (or "burners")	Reel-to-reel, 8-track, other obsolete formats
Cell phones	Scanners
Computer printers	Spotlights, follow lights
Computers	Turntables for LP's or other records
Fax machines	Typewriter

Banners

Reservations for Banner spaces are made at the UC Information Desk, 8:30am-3pm weekdays. Blank Banners are also for sale at that same location, same times.

Who may reserve a banner space?

Only current officers of Registered Student Organizations and University Departments will be permitted to make banner reservations. Student Organizations and their officers may not make reservations on behalf of any other formal or informal group, club, or company; nor may reservations be made for purposes not consistent with the purposes and constitution of the reserving organization.

What spaces are available?

There are approximately 36 banner locations available -- 19 in and around the University Center and 17 more located across the Coral Gables campus. Maps and diagrams of exact banner locations are available at the Information Desk. Each space is uniquely identified and reservable -- your reservation will be for a particular banner spot rather than a general area. Ordinarily a group is limited to one UC (breezeway, balcony, etc.) banner and one Campus (poles around the campus) banner at the same time -- major events such as Homecoming are exceptions.

How long can groups display a banner?

All banner reservations run for a period of one week, Monday morning to Monday morning. Your organization may reserve a location for either a single one week period or may request two successive blocks (two weeks total). Ordinarily a group is limited to one UC (breezeway, balcony, etc.) banner and one Campus (poles around the campus) banner at the same time -- major events such as Homecoming are exceptions.

What if our event is on a Wednesday, for example?

If two days publicity are enough, then reserve that Monday and your banner will be up for two days prior to the event. If you need more time, reserve the prior week as well, and you will have 9 days of publicity. If banners clearly indicate an event date, our staff will usually remove the banner after the event has occurred, holding it for pickup the following Monday or Tuesday.

Where can we get a blank banner?

The white plastic banners, with ropes included, are available at the University Center Information Desk Monday through Friday from 8:30 AM until 3:00 PM for a price of \$10 each. Student groups wishing to pay via IDR must have the signature of the group's advisor; IDR's without the advisor's signature are not valid. You may also use material from your own sources, or professionally-made banners; but please make sure the dimensions and rope ties are compatible with our banner poles.

How do we make a banner?

Permanent markers are the best suggestion, as the banners are subject to high humidity, rain, and wind while they are on display. Remember that you may not make a banner inside the UC as paints and markers tend to bleed through, spill, get stepped on and tracked across carpeting and floors.

Where do we deliver the completed banner?

Banners should be delivered to the Information Desk in the University Center. Banners delivered by 10:00 AM on Monday will be hung that day; banners arriving at a later time or different day will be hung as soon as staffing permits. The UC staff will take care of hanging your banner.

How do we get the banner back?

Your banner will be removed and returned to the Info Desk on the Monday your reservation ends. The UC staff will hold it there for two days -- until Wednesday, and then it will be discarded. If your organization wants it back, please ask for it and pick it up within two days following your reservation end date.

What about banner security?

The banners are hanging up 24 hours a day, in locations which are not monitored. Therefore, the University Center is not responsible for theft of banners, or damage due to vandalism or natural events. Please keep that in mind as you design and invest time and money in your banners.

What are other banner requirements?

First, be sure that all ink and markers on your banners are DRY before you bring it to the UC. We can't fold, transport, and hang a banner with wet ink.

Second, be sure your organization's name is displayed on the banner.

Be sure to tape/staple the bottom tear-off portion of your reservation sheet to the back of the banner before you submit it to our staff for posting.

Finally, remember that your banner is displayed publicly, for students, staff, faculty, visitors, and families to see. Therefore, your banner must not be offensive or promote activities which are against the law or University policies.

Solicitation & Breezeway Table Guidelines

University Center Solicitation Policies provide a method for accommodating the valid solicitation needs of student organizations, UM departments, and non-UM organizations, while protecting the rights of the students and the UM community. The University Center policies are intended to augment University of Miami policies. Any groups wishing to conduct: sales, donations, or fundraising; petitions, membership or participation solicitation; or distribution of literature towards these ends or as a way of disseminating opinions, shall adhere to the following regulations.

Right of Peaceful Enjoyment and Use of the University Center

Students, Staff, Faculty, and visitors to the University Center shall have the right to peaceful enjoyment of the premises; in the case of solicitation, this means that patrons shall be free from being approached by individuals or organizations for the purposes of sales, donations, fundraising, membership or participation invitations, and distribution of literature.

Solicitors shall honor these rights by conducting their solicitations in such a manner that the patrons must initiate any contact or dialogues. Solicitors may not single out or address individual passers-by or patrons to ask them to accept literature, sign forms or petitions, buy a product or service, collect a donation, attend a meeting, or become involved in any way with the soliciting organization. Rather, solicitors are expected to conduct their operations so that anyone may approach the table, booth, or event to inquire further or to engage in other transactions; or alternatively, the patrons may, if they wish, pass by the area without any contact whatsoever with the solicitor.

Soliciting organizations are expected to clearly identify their organization or sponsoring department or company so that a patron can easily note on sight all sponsorships or affiliations of the solicitors.

In addition, because the University Center has been paid for by student fees from the entire student body, any group wishing to receive the benefits of reserving University Center space as a student organization shall not block off or deny UM student access to any room or area, nor restrict free access by charging fees or donations.

Areas Covered by Solicitation Policies

This policy applies to the University Center building, Patio and Rock area, and all other sidewalks and outdoor areas within approximately 200 feet of the University Center. Such areas include, but are not limited to, Stanford Circle, both sides of the pedestrian footbridge, the sidewalks and walkways around the Rathskeller and Rathskeller Patio, the area between the University Center and the Library/Ashe Building area, and the areas beyond the Rock and towards the Merrick building.

Permitted Solicitation

Solicitations may be conducted in the following locations: University Center Breezeway, the Patio, Rock, and Lower Lounge areas for large events or Breezeway overflow. The University Center Recreation Area and University Center Swimming Pool may be used for solicitations outside of regular operating hours (before regular opening hours, or after regular closing hours). The Rathskeller may be used for solicitation in accordance with Rathskeller policies.

Solicitations in other areas of the facility may be approved only when the aforementioned areas would be inappropriate or if the specific solicitation would be impossible in those areas; the solicitation is conducted in conjunction with another event in the facility; or when the facility or area is not scheduled to be open for general use in any case. These exceptions require approval of the University Center Director or designee.

Scheduling and Deadlines

Solicitation Applications must be submitted to the University Center Reservations Office seven calendar days prior to the start of the solicitation. Applications submitted after this date may be rejected due to insufficient time to process the request.

Problems or discrepancies with solicitation applications must be resolved in a manner satisfactory to the University Center within 48 hours of the event, or the solicitation will be canceled. The responsibility for resolving such problems rests solely with the reserving group.

Breezeway Table Solicitations

Organizations soliciting at a Breezeway Table must remain behind the table and not rove about the area contacting passersby, except for momentary contact while distributing a flyer or handbill.

Breezeway tables are available on a first-come, first-choice basis, unless there is a specific facility reason (such as access to an electrical outlet) requiring a certain table location.

Prohibited Activities

The following activities and solicitations are expressly prohibited:

- Soliciting without a valid, complete, and approved Solicitation Application on file;
- Conducting or selling tickets to Raffles, Lotteries, or other games of chance without approval 2 weeks prior to event;
- Placing flyers or other literature in lounges or in any areas not specifically approved in advance by the University Center Director or designee;
- Stationing multiple representatives in the flow of pedestrian traffic for the purpose of guiding or enticing patrons to visit the table, booth, display, or event;
- Selling products or services which compete with established University operations, such competition to be determined by the Reservations Office;
- Soliciting by individuals -- every solicitation must be sponsored and conducted by a student organization, UM department, or non-UM company.

- Selling items or services in conflict with regulations or policies of other UM departments, including but not limited to:
 - Incense
 - Security Stun Guns
 - Pepper Spray

The University Center Director or his/her designee reserve the right to limit or forbid sales or display of any product or service; if such sales or displays are denied, any payments made to the University Center may or may not be refunded, in whole or part, at the discretion of the UC Director or designee.

Handbills/Flyers Distributed at the Breezeway & "Rock"

Handbills and/or Flyers may be distributed by Student Organization members in the breezeway and "Rock" areas, provided these conditions are met:

(Distribution must be in the breezeway or Rock only, not on the patio or other parts of the UC)

1. An advance breezeway or Rock table reservation is required
2. Handbill distribution by student organizations is approved ONLY for student organization purposes; no non-UM or off-campus facility, event, company, person, or service may be mentioned in any way
3. Groups are responsible for policing the area to reduce handbill litter

Credit Card Solicitations

The University of Miami has entered into a business agreement with a University sponsored affinity credit card. In addition, the University Credit Union has a branch office located within the University Center. Accordingly, only these two cards are approved for solicitation at the University of Miami. No other credit card applications, incentive programs, or promotions will be allowed in the UC.

Collection Boxes (Food, Clothing, Toy, Recycling, etc. drives)

Any organization wishing to place collection bins or boxes in any part of the University Center, including the breezeway, patio, and Rock, must make advance reservations for that activity. Organizations must provide at the time of reservation details about dates of the drive, security arrangements, who will tend to the boxes, and when they will be emptied. So that all drives have a chance to be effective there will be time limits as to how long a reservation may be in effect for both an organization and a specific purpose or beneficiary; in addition, the total number of drives operating at any one time will be limited. Reservations for drives may be made at the UC Info Desk 9am-3pm daily.

Policy Interpretation

The University Center Director or his/her designee has the right to determine whether or not a particular solicitation meets the criteria set forth above. In addition, the University Center Director or his/her designee may, for the good of the University Center and the University of Miami, set forth additional constraints upon a solicitor for situations not covered by the preceding policies.

What policies should our group particularly be aware of?

Checklist for Making Student Organization Reservations at the Whitten University Center

1. PLAN AHEAD. Get everything you need in writing -- be sure your needs are listed on your Reservations Contract. If you make a change to your contract, get a new contract. No phone calls or verbal agreements or informal requests. Bring your printed contract with you to your event.
2. What date(s) do you want to reserve?
3. What is the actual start time and end time of your event, and do you need any extra time at the beginning or end for decorating, setup, etc.?
4. How many attendees do you expect, and are some of them non-University (not students, staff, faculty)?
5. What type of setup do you want: theater (rows of chairs facing the front), clear floor, conference square, etc. – and do you need a head table (and for how many)? Any other setup details?
6. What type of A/V equipment do you need – sound system with mic, CD player, podium? And if you request a projector, remember that you are responsible for making sure you can connect your PC to it and that you know how to change the settings on your PC for projector use.
7. Are you planning to have any charges, fees, donations, sales, collections or any other money changing hands? -- if so, a solicitation application is required.
8. Do you plan to have any band, DJ, or other performer, and do you have a signed (by the University of Miami's VP for Business Services) contract completed? A contract is required even for "free" DJ's, fellow students, etc. Do you plan to have any non-UM speaker or presenter?
9. Do you plan to have food? What type, where is it coming from (approved caterer or licensed food service establishment only), and how will you handle cleanup – do you need UNICCO workers?
10. Have you read the outdoor sound policy – no sound on the Rock during class hours; all outdoor amplified sound must end by 10:45pm Sunday-Thursday and 11:45pm Friday and Saturday; music played in areas open to the public (for example, the Patio at lunchtime) must, in volume and language, respect the students, staff, faculty and guests in and around

that area. Always be sure to advise the UC Reservations Office in advance of any amplified sound requests to prevent any other building or campus sound conflicts.

11. Do you plan to advertise with flyers, handbills, etc.? (Please remember no taping signs to walls, windows, doors, and stair railing). Who is responsible for removing signs and flyers, taking down decorations, and picking up discarded handbills from the area when your reservation is over?

12. Remember to cancel any unneeded reservations at least 24 hours in advance to avoid penalties assessed to your organization and to maximize space availability for other student organizations.

13. At the time of making the reservations, you will need to provide an accurate name, phone number, and e-mail address for at least two officers/contacts in the organization who will be responsible for the reservation. Also, be sure to tell the Reservations Office if this event is being co-sponsored with any other UM or non-UM organization or group.