

Taggart Student Center Policy Manual

Revised: February 28, 2008

TAGGART STUDENT CENTER POLICY

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**UTAH STATE UNIVERSITY
TAGGART STUDENT CENTER POLICY**

SECTION: Advertising

POLICY #: 200

TITLE: Bulletin Boards, Display Cases, Posters,
Wires and Banners

APPROVED: 2-7-08

SUPERSEDES: 9-29-94

The policies in this section refer to the use of bulletin boards, display cases, and posters for advertising in the Taggart Student Center.

1. Advertising in the Taggart Student Center will be confined to designated bulletin boards. Those boards will be used only for official University functions sponsored by students, faculty and/or staff. This privilege may also be extended to off-campus organizations. The board will be cleared on the 1st and 15th day of each month. Any exception must be cleared through the office of the Taggart Student Center Director or his/her designee. Items placed on windows, wall, doors, etc., will be discarded by the building staff.

2. All items publicized for sale, rent, or otherwise must be posted on the buy-sell board in the basement of the Taggart Student Center. All items must be displayed on uniform cards and the board will be cleared on the 1st and 15th day of each month. These cards are available at the ID Card Office, room 212. The Taggart Student Center Administrator reserves the right to refuse advertisement; such as offensive or illegal materials as well as guns, knives or weapons of any kind.

3. Policies on posters and banners:

- a. Any banners or posters placed on the second floor must be cleared by the Taggart Student Center Director or his/her designee.
- b. Requests for wires to be placed in lounges, ballroom, etc., must be cleared and scheduled through the Taggart Student Center scheduling secretary.
- c. There are seven wires installed in the basement hallway for hanging banners. Four wires will be automatically reserved for ASUSU use throughout the year, i.e. STAB, Arts & Lectures, Athletics, Campus Diversity, Service Center, Organizations/Traditions.
- d. Each wire will hold three banners, 4' by 18" in size. Banners must be stamped for approval by the Taggart Student Center scheduling secretary. Organizations are responsible for putting up and taking down their banners. Reservations for using the wires can be made in advance and for the length of time as follows. Any unused wires are available at the discretion of the Taggart Student Center scheduling secretary.

Group 1. ASUSU will schedule wires and banners for major events during the year at the annual calendaring meeting. Other ASUSU events during the year may be scheduled 14 calendar days in advance, with the actual hanging of the banner not to be displayed for more than 10 working days preceding the activity.

Group 2. Student organizations other than ASUSU may reserve wires 14 calendar days in advance, with the actual hanging of the banner not to be displayed for more than five working days preceding the activity, but not to exceed five total days in any given month.

Group 3. University departments who administer university-wide on-going events may schedule wires during the annual calendaring meeting and may display the banner for 10 working days preceding the event. Other University departments may reserve wires 10 calendar days in advance, with the actual hanging of the banner not to be displayed for more than five working days preceding the activity, but not to exceed five total days in any given month.

- e. One wire, and/or one banner on any individual activity or program, may be posted at any one time. Any above that number will be discarded.
- f. Display cases and bulletin boards within the Taggart Student Center are assigned for specific use and to specific organizations and departments. Inquiries and request for use of such should be directed to the Taggart Student Center scheduling secretary.
- g. The Taggart Student Center plaza flag poles are designated for only displaying the following three flags: (1) United States of America, (2) State of Utah, and (3) USU official flag.

**UTAH STATE UNIVERSITY
TAGGART STUDENT CENTER POLICY**

SECTION: Building Use

POLICY #: 275

TITLE: Emergency Procedures

APPROVED: 8-20-01

SUPERSEDES: New

1. The Taggart Student Center will follow the general guidelines from the University Police Department for emergency procedures. Individual departments within the Taggart Student Center will be required to develop their own evacuation and emergency procedure in accordance with the Taggart Student Center Emergency Preparedness Manual.
2. The Taggart Student Center will attempt to do everything within its control to ensure a safe environment in compliance with federal, state, and local safety regulations. Taggart Student Center building staff should be informed of any accidents which occur in the building.
3. The Taggart Student Center Emergency Preparedness Manual outlines the specific procedures for the Taggart Student Center.

**UTAH STATE UNIVERSITY
TAGGART STUDENT CENTER POLICY**

SECTION: Building Use

POLICY #: 300

TITLE: Dances

APPROVED: 4-22-97

SUPERSEDES: 3-3-93

The following guidelines shall serve as policies concerning dances held in the Taggart Student Center or areas scheduled by Campus Recreation, i.e. Fieldhouse, Quad, and recreation playing fields, including those monitored by the Student Involvement and Leadership Center.

1. Any dance open to the general public must be co-sponsored by ASUSU or a University Department (see Policy No. 301). Any exceptions to this must be approved by the Taggart Student Center Director or his/her designee. Co-sponsoring means that ASUSU and/or the department assumes complete responsibility for the event including a university staff advisor who will be involved with the planning and content of the event and will be present at the event.
2. There shall be no more than two USU student sponsored dances held per week in the Taggart Student Center. Exceptions to this would be when a major ASUSU Programming Board event is held. During the week of a major ASUSU Programming Board event, only one dance will be authorized for that week. These events may include The Howl, Week of Welcome, Robins Awards, Mardi Gras, Spring Formal, and Homecoming Week. All dances sponsored by ASUSU, a recognized student organization, or a university department must follow these guidelines:
 - a. No one under age 18 will be allowed to enter the dance without a valid USU student identification card. The sponsoring group will check student ID's or driver's licenses.
 - b. To ensure proper accounting procedures, all income from ASUSU sponsored ticket sales must be deposited overnight in the Taggart Student Center vault and must be verified by the Taggart Student Center Night Manager.
 - c. It is understood by sponsoring organizations that the Fieldhouse requires a \$50 rental fee. A cleaning/damage assessment might be made if the Fieldhouse is left unclean or damaged after a dance.
3. Dances held on Monday through Thursday will be over and cleared by 11:00 p.m. Dances held on Friday and Saturday will be over at midnight. Exceptions to this policy must be cleared by the Taggart Student Center Director or his/her designee.
4. Taggart Student Center decorating and safety rules (Policy No. 310) must be adhered to.
5. Scheduling of dances by off-campus organizations or groups must be coordinated through the Student Involvement and Leadership Center to prevent scheduling conflicts.

**UTAH STATE UNIVERSITY
TAGGART STUDENT CENTER POLICY**

SECTION: Building Use

POLICY #: 301
APPROVED: 4-22-97
SUPERSEDES: New

TITLE: Public Event Scheduling Procedure

1. CSCO clubs are not allowed use of facilities (Student Center, Recreation Center, HPER Building, playing fields) for public events unless the event is co-sponsored by ASUSU or a university department.
2. Co-sponsorship means that ASUSU and/or the department assumes complete responsibility for the event including a university staff adviser who will be involved with the planning and content of the event and will be present at the event.
3. The following procedure will take place to schedule and approve co-sponsored events:
 - a. The CSCO club contacts the appropriate scheduling secretary.
 - b. The club is referred to the Assistant Director of the Student Involvement and Leadership Center who is responsible for student programming.
 - c. The Assistant Director will determine if the event will be co-sponsored by ASUSU or is co-sponsored by a department.
 - d. If there is no co-sponsor then the request is denied.
 - e. If it is determined that there is co-sponsorship, then the Assistant Director will notify the scheduling secretary in writing indicating co-sponsorship.
 - f. The scheduling secretary will then review and complete the Pre-event Planning Guide (see Policy No. 303 and Rental Agreement if applicable) with the advisor from the sponsoring department and the form(s) must be signed by the advisor and the facilities coordinator.
 - g. In the case of events sponsored by ASUSU, the Pre-event Planning Guide must also be signed by the Assistant Director of Student Involvement and Leadership Center.
4. For public events presented by student organizations associated with a department (i.e., ASUSU, Multicultural Center, International Student Council, IFC, Panhellenic, STOP, SAA, Club Sports, RHA, Mortar Board) the above procedure does not apply because it is understood that there is a university staff advisor responsible for the event. The advisor must complete the Pre-event Planning Guide (and Rental Agreement if applicable) with the scheduling secretary and the required signatures must be obtained.
5. For public events presented by student organizations associated with a department the advisor must complete the Pre-event Planning Guide (and Rental Agreement if applicable) with the scheduling secretary and the required signatures must be obtained.
6. Any request of facilities scheduled by Campus Recreation for public event programming must be coordinated with the Taggart Student Center Director or his/her designee and comply with Policy No. 301 and 302.

**UTAH STATE UNIVERSITY
TAGGART STUDENT CENTER POLICY**

SECTION: Building Use
TITLE: Public Event Approval Process

POLICY #: 302
APPROVED: 4-22-97
SUPERSEDES: New

The ASUSU Programming Board shall have the responsibility, under the direction of the Activities Vice President, of planning, initiating, and administrating all student oriented activities as established by the ASUSU Executive Council. It shall be the function of the ASUSU Programming Board to plan, organize, and direct all student campus activities sponsored by the Taggart Student Center and to correlate all such activities that take place within the Taggart Student Center.

The following approval process shall be used:

1. Approved and scheduled in general calendaring meeting.
 - A. Appropriate Pre-event Planning Guide, Rental Agreement (if applicable), and Risk Management Manual followed.

2. Requests received after the calendaring meeting.
 - A. Scheduling secretary receives request.
 - B. Request put on agenda for Student Involvement and Leadership Center staff meeting.

Request approved.

 1. ASUSU sponsored.
 - A. Pre-event Planning Guide, Rental Agreement (if applicable) filled out and ASUSU Risk Management Manual followed.
 2. Department or other sponsor.
 - A. Pre-event Planning Guide, Rental Agreement (if applicable) filled out, and Taggart Student Center Risk Management Manual followed.

Request denied per Taggart Student Center Policy Manual.

3. Taggart Student Center scheduling requests for off-campus public events.
 - A. Scheduling secretary receives request.

Request approved.

 1. Taggart Student Center assumes responsibility. Pre-event Planning Guide, (Rental Agreement (if applicable), and Taggart Student Center Manual followed if applicable.
 2. Department or other user assumes responsibility. Pre-event Planning Guide, Rental Agreement (if applicable), and Taggart Student Center Risk Management Manual followed.

Request denied per Taggart Student Center Policy Manual.

**UTAH STATE UNIVERSITY
TAGGART STUDENT CENTER POLICY**

SECTION: Building Use

POLICY #: 303

TITLE: Pre-Event Planning Guide

APPROVED: 4-22-97

SUPERSEDES: New

The following Pre-Event Planning Guide will be used for any scheduling in the Taggart Student Center.

**Department Sponsored
TSC Pre-Event Guide**

Schedule ID _____
Tech ID _____

Event Information

Event _____ Performer's Name _____
Date of Event _____ Performer's Contact Number _____
Time of Event _____ Group Arrival Time _____
Event Location _____ Set Up Time _____
Sound Check Time _____
Who is Your Audience: USU Students Community Under 18 Group Only
Estimated Attendance _____ Are You Charging Admission? Yes No
This Event Extends Past Normal TSC Hours (Weekdays: 7 a.m.-10 p.m.; Weekends: 7 a.m.-12 a.m.): Yes No
Description of Event _____

Will food be served at the event? Yes No

Contact Information

Today's Date _____ Department Sponsoring Event _____
Contact Name _____ Contact Number _____
Contact Address _____
Contact E-Mail _____ P-Card # _____

Set-Up

Please provide a copy of your itinerary and/or Tech Rider to TSC Scheduling Office as soon as possible. TSC Scheduling Office as soon as available.

- Theater Style for _____
- Classroom Style for _____
- Block: Open/Closed for _____
- Stage (size) _____
- Head Table for _____
- Dinner for _____
- Tables of 4 6 8 10 (circle one)
- Other _____

Personnel

Additional charges may be incurred for Personnel.

- Sound Technician
- Additional Night Managers
- USU Police
- Additional Set-Up
- Cashiers _____

Risk Management

Low

Medium

High

Set-Up Details

- Dance Floor
- Additional Power
- Dividers _____
- Curtains _____
- Garbage Cans _____
- Easels _____
- Podium
- Microphones _____
- Podium & Microphone
- Extension Cords _____
- Card Readers _____
- Other _____
- Lighting
- CD Player
- TV/DVD
- TV/VCR
- Screen
- Piano

Special Instructions/Additional Needs: _____

This form is to be completed no later than 2 weeks prior to the event!

Catering/Hub

Using the Hub & Patio Amber Schoenfeld _____ Set Up Time _____
(You must have Amber's signature)

USU Food Services has exclusive rights to food services within the TSC and Patio areas. Exceptions must be approved by either Amber for Patio & Hub areas and Alan for other TSC areas.

Outside or Donated Food – Student Groups Only: Alan Andersen _____ Set Up Time _____
(You must have Alan's signature)

Type of Outside or Donated Food – Student Groups Only: _____

Temporary Food Permit: Must be presented to the Scheduling Office prior to the event.

For a complete list of all guidelines, please see the TSC Policy #310. The TSC Policy is available online at <http://www.usu.edu/tsc/PolicyManual.pdf>. An Abbreviated list of guidelines follows.

Basic fire safety regulations:

1. All exits must be free of barricades, and exit signs must remain clearly visible.
2. All paper and cloth must be kept away from light fixtures.
3. Fog or haze making machines are not allowed in the building.
4. Nothing shall be attached to fire sprinklers.
5. No candles, open flame, or devices are allowed in the TSC. Exceptions must be approved by USU Fire Marshal and TSC Event Supervisor.

For a complete list of all guidelines, please see the TSC Policy #310. The TSC Policy is available online at <http://www.usu.edu/tsc/PolicyManual.pdf>. An abbreviated list of guidelines follows.

Basic Decorating Guidelines:

1. Nails, tacks, staples, or other objects are not to be driven into the walls, floors, doors, ceilings, or tables.
2. Nothing may be attached to curtains, draperies, air vents, or any **painted surface**.
3. Masking tape, Scotch tape, two-sided (carpet) tape, and especially **duct tape** are not to be used.
4. Freestanding decorations must be stable and secure.
5. Glue is not to be used on any surface.
6. Following are not permitted:
 - a. Hay; straw; leaves; cornstalks; or any other flammable material;
 - b. Sand and gravel.
 - c. Glitter.
 - d. Spray paint.
 - e. Gasoline or other flammable liquid.
7. Decorations must be removed at the conclusion of contracted time.

By signing, this states that YOU understand all TSC policies, your department head has approved of this activity, and you will be present through the duration of the activity.

Department Head Name & Phone Number

Department Head Signature

Advisor Name and Phone Number
(Please Print)

Advisor Signature

Authorization of Events

Student Groups/Organizations: Stephanie Baldwin (TSC 326) _____
USU Departments: Eric Olsen (TSC 212D) _____

**ASUSU Sponsored
TSC Pre-Event Guide**

Schedule ID _____
Tech ID _____

Event Information

Event _____
Date of Event _____
Time of Event _____
Event Location _____
Performer's Name _____
Performer's Contact Number _____
Group Arrival Time _____
Set Up Time _____
Sound Check Time _____
Who is Your Audience: USU Students Community Under 18 Group Only
Estimated Attendance _____ Are You Charging Admission? Yes No
This Event Extends Past Normal TSC Hours (Weekdays: 7 a.m.-10 p.m.; Weekends: 7 a.m.-12 a.m.): Yes No
Description of Event _____

Will food be served at the event? Yes No

Contact Information

Today's Date _____ Group Sponsoring Event _____
Contact Name _____ Contact Number _____
Contact Address _____
Contact E-Mail _____ P-Card # _____

Set-Up

Please provide a copy of your itinerary and/or Tech Rider to TSC Scheduling Office as soon as available.

- Theater Style for _____
- Classroom Style for _____
- Block: Open/Closed for _____
- Stage (size) _____
- Head Table for _____
- Dinner for _____
- Tables of 4 6 8 10 (circle one)
- Other _____

Personnel

Additional charges may be incurred for Personnel.

- Sound Technician
- Additional Night Managers
- USU Police
- Additional Set-Up
- Cashiers _____

Risk Management

Low

Medium

High

Set-Up Details

- | | | |
|---|--|------------------------------------|
| <input type="checkbox"/> Dance Floor | <input type="checkbox"/> Podium | <input type="checkbox"/> Lighting |
| <input type="checkbox"/> Additional Power | <input type="checkbox"/> Microphones _____ | <input type="checkbox"/> CD Player |
| <input type="checkbox"/> Dividers _____ | <input type="checkbox"/> Podium & Microphone | <input type="checkbox"/> TV/DVD |
| <input type="checkbox"/> Curtains _____ | <input type="checkbox"/> Extension Cords _____ | <input type="checkbox"/> TV/VCR |
| <input type="checkbox"/> Garbage Cans _____ | <input type="checkbox"/> Card Readers _____ | <input type="checkbox"/> Screen |
| <input type="checkbox"/> Easels _____ | <input type="checkbox"/> Other _____ | <input type="checkbox"/> Piano |

Special Instructions/Additional Needs: _____

Catering/Hub

- Using the Hub & Patio Amber Schoenfeld _____ Set Up Time _____
(You must have Amber's signature)

For a complete list of all guidelines, please see the TSC Policy #310. The TSC Policy is available online at http://www.usu.edu/tsc/Policy_Manual.pdf. An abbreviated list of guidelines follows.

Basic fire safety regulations:

6. All exits must be free of barricades, and exit signs must remain clearly visible.
7. All paper and cloth must be kept away from light fixtures.
8. Fog or haze making machines are not allowed in the building.
9. Nothing shall be attached to fire sprinklers.

For a complete list of all guidelines, please see the TSC Policy #310. The TSC Policy is available online at <http://www.usu.edu/tsc/PolicyManual.pdf>. An abbreviated list of guidelines follows:

Basic Fire Safety regulations:

1. All exits must be free of barricades, and exit signs must remain clearly visible.
2. All paper and cloth must be kept away from light fixtures.
3. Fog or haze making machines are not allowed in the building.
4. Nothing shall be attached to fire sprinklers.
5. No candles, open flame, or devices are allowed in the TSC. Exceptions must be approved by USU Fire Marshal and TSC Event Supervisor.

Basic Decorating Guidelines:

1. Nails, tacks, staples, or other objects are not to be driven into the walls, floors, doors, ceilings, or tables.
2. Nothing may be attached to curtains, draperies, air vents, or any **painted surface**.
3. Masking tape, Scotch tape, two-sided (carpet) tape, and especially **duct tape** are not to be used.
4. Freestanding decorations must be stable and secure.
5. Glue is not to be used on any surface.
6. Following are not permitted:
 - a. Hay; straw; leaves; cornstalks; or any other flammable material;
 - b. Sand and gravel.
 - c. Glitter.
 - d. Spray paint.
 - e. Gasoline or other flammable liquid.
7. Decorations must be removed at the conclusion of contracted time.

Advisor Name and Phone Number
(Please Print)

Advisor Signature

Authorization of Events

Student Groups/Organizations: Stephanie Baldwin (TSC 326) _____

**UTAH STATE UNIVERSITY
TAGGART STUDENT CENTER POLICY**

SECTION: Building Use
TITLE: Decorating and Safety Rules

POLICY #: 310
APPROVED: 11-16-06
SUPERSEDES: 3-27-95

The following guidelines are given to ensure safety and to assist in proper planning for decorating campus facilities. Your complete cooperation is needed. If you have any questions, please contact the Taggart Student Center scheduling secretary in room 232 or at extension 797-1724.

1. Fire regulations:

- a. All exits must be free of barricades, and exit signs must remain clearly visible.
- b. All paper materials must be flame proofed or fire retardant (see item 2).
- c. Any extensive electrical power demands must be cleared by the head set-up personnel.
- d. Keep all paper and cloth free from light fixtures.
- e. No rolled/bulk plastic.
- f. Fire extinguisher compartments must be clearly visible.
- g. Fog machines will not be allowed in the building.
- h. Nothing shall be hung on or attached to ceiling sprinkler heads.
- i. The use of candles or other open flame devices shall be prohibited in any University building with the following exceptions as provided for in the uniform fire code. All exceptions shall be reviewed and approved by the USU fire marshal and Risk Management Department prior to their use. (a) Theatrical or other entertaining arts performances; (b) dining and food services areas; (c) special religious ceremonies; (d) educational purposes; (e) as otherwise approved by the USU fire marshal.

2. Decorating regulations – final decorating plans must have approval from the Taggart Student Center set-up personnel at least two weeks in advance of event.

- a. Submit the approved floor plans to the TSC scheduling secretary at least **two weeks in advance of the event.** This amount of time is needed to coordinate the set-up for your event.
- b. Nails, tacks, staples, or other sharp objects are not to be driven into walls, floors, doors, ceilings, or tables.
- c. Decorations must not be attached to curtains, draperies, or air vents.
- d. Masking tape, Scotch tape, two-sided (carpet) tape, or duct tape cannot be used. Wall mounting tabs from the USU Art Supply department may be used. Adhesive-backed picture hanging devices are not to be used.
- e. All free-standing decorations must be stable and anchored securely.
- f. Glue is not to be used on any surface, as well as hay, leaves, straw, cornstalks, or any other flammable material.
- g. Sand, gravel, and rice are not permitted.
- h. All decorations should be painted prior to being brought into the building. If an exception to this item of the policy is required:
 1. Permission must be requested in writing.
 2. No spray painting is allowed.
 3. Floors must be properly protected.
 4. Only water base paint may be used (no enamel paint).
 5. No flammable liquids may be used (i.e. gasoline, turpentine, etc.).
- i. Approval must be secured to extend decorations to the doorway or outside the room which has been reserved.
- j. All decorations must be removed at the conclusion of the contracted time. Additional cleaning and/or repair may result in additional charges to sponsor. The Taggart Student Center assumes no responsibility for materials left in spaces after the reservation period concludes.
- k. Glitter of any kind is not permitted in the building.
- l. Chalking on sidewalks around the TSC as well as the Patio and Plaza to promote activities and events is prohibited. Exceptions to this policy would be large ASUSU sponsored events such as; The Howl and Mardi Gras. In these cases, approval of the TSC Director is required before chalking. The chalk must be cleaned up the day after the event.

NOTE:

1. Ladders and an air hoist are available for use but must be reserved through the Taggart Student Center scheduling secretary. Taggart Student Center personnel must operate the air hoist and a rate of \$10/hour will be charged for its use.
2. Fire retarding solution: For each 2 quarts of hot water, 7 oz. Borax, 3 oz. Boric Acid powder.
3. We suggest "Plasti-Tak" or some other form of non-residue adhesive.

**UTAH STATE UNIVERSITY
TAGGART STUDENT CENTER POLICY**

SECTION: Building Use

TITLE: Hours

POLICY #: 320
APPROVED: 4-8-96
SUPERSEDES: 2-20-95

The Taggart Student Center will normally be open as follows:

Building Summer Hours:

M-Th	=	6:30 a.m. - 10:00 p.m.
Fri	=	6:30 a.m. - midnight
Sat	=	6:30 a.m. - midnight
Sun	=	Building Closed

School Year Hours:

M-Th	=	6:30 a.m. - 10:30 p.m.
Fri	=	6:30 a.m. - midnight
Sat	=	6:30 a.m. - midnight
Sun	=	Building Closed
Sun	=	8:00 a.m. – 8:30 p.m.

These hours and days will vary depending on holiday schedules and special programming. When variations do occur, building hours will be posted on entrance doors.

The Student Involvement and Leadership Center Director and assistant directors may choose to extend student activities within the building until 1 a.m. on weekends without prior approval from the Taggart Student Center Director. These changes must be given to the Taggart Student Center scheduling secretary 14 days in advance of event. Any day-to-day exceptions to the above hours must be approved through the Taggart Student Center Director or his/her designee, and rental rates will be assessed. Any permanent changes to hours stated above must be approved by the Taggart Student Center Policy Board.

The Taggart Student Center will be open on Sunday for Dining only.

**UTAH STATE UNIVERSITY
TAGGART STUDENT CENTER POLICY**

SECTION: Building Use
TITLE: Movies and Video Tapes

POLICY #: 330
APPROVED: 4-21-97
SUPERSEDES: 11-11-96

The following procedures will deal with movies that are held in the Taggart Student Center and/or sponsored by ASUSU and/or affiliated organizations.

1. All Utah State students, faculty, and staff with valid USU I.D. plus accompanied guests may be admitted. When admission is charged, students, faculty, and staff may purchase tickets for guests.
2. Charges may be made for the showing of movies in order to cover and help defray the rental cost.
3. Movies may be presented where appropriate scheduling and clearance are made in advance. The auditorium and ballroom are the locations designated for public viewing of any movie or video. Viewings such as news broadcasts, public announcements, documentaries, and other public television programs may receive approval for viewing in other locations as approved by the Taggart Student Center Director. ID checkers must be provided at the entrance to the movie by sponsoring organization and controlled by sponsoring organization and advisor as defined by respective scheduling office policy. Charges associated with the showing of movies and video tapes will be as follows:
 - a. Student groups will not be charged a room rate but will be charged \$12.00 per hour for projectionist.
 - b. Departments will be charged \$12.00 per hour for projectionist plus 15% of gross sales from tickets sold.
 - c. Off-campus users will be charged appropriate room rental, \$12.00 per hour for projectionist, and 15% of gross sales from tickets sold.
4. Movies rated G, PG, PG-13, and R may be shown on campus. Non-rated movies must have a description attached to Pre-event Guide in order to be shown and must be approved by the advisor of the sponsoring organization. (See attached movie rating information.)
5. Solicitations or contributions will not be conducted during the movie.
6. Any student organization with adequate funds to cover the cost of the movie and publicity prior to the event may sponsor a movie. The sponsoring organization will assume the responsibility for the control of conduct of all participants at the movie. Conduct must be consistent with university regulations and the student code. Future scheduling of events will depend upon the organization's ability to control the conduct of those in attendance.
7. Present video movie copyright laws must be strictly enforced. In order to guarantee compliance, the Taggart Student Center scheduling secretary must have verification from the movie, video company, or individual producer before movie or video can be shown. If admission is charged, Taggart Student Center Policy No. 350 will be applicable.

MPAA Movie Rating Information

G: "General Audiences – All Ages Admitted."

This is a film which contains nothing in theme, language, nudity and sex, violence, etc., which would, in the view of the Rating Board, be offensive to parents whose younger children view the film. The G rating is not a "certificate of approval," nor does it signify a children's film.

Some snippets of language may go beyond polite conversation but they are common everyday expressions. No stronger words are present in G-rated films. The violence is at a minimum. Nudity and sex scenes are not present; nor is there any drug use content.

PG: “Parental Guidance Suggested. Some Material May Not Be Suitable For Children.”

This is a film which clearly needs to be examined or inquired into by parents before they let their children attend. The label PG plainly states that parents may consider some material unsuitable for their children, but the parent must make the decision.

Parents are warned against sending their children, unseen and without inquiry, to PG-rated movies.

The theme of a PG-rated film may itself call for parental guidance. There may be some profanity in these films, as well as some violence or brief nudity. But these elements are not deemed so intense as to require that parents be strongly cautioned beyond the suggestion of parental guidance. There is no drug use content in a PG-rated film.

The PG rating, suggesting parental guidance, is thus an alert for examination of a film by parents before deciding on its viewing by their children.

Obviously such a line is difficult to draw. In our pluralistic society it is not easy to make judgments without incurring some disagreement. So long as parents know they must exercise parental responsibility, the rating serves as a meaningful guide and as a warning.

PG-13: “Parents Strongly Cautioned. Some Material May Be Inappropriate For Children Under 13.”

PG-13 is thus a sterner warning to parents to determine for themselves the attendance in particular of their younger children as they might consider some material not suited for them. Parents, by the rating, are alerted to be very careful about the attendance of their under-teenage children.

A PG-13 film is one which, in the view of the Rating Board, leaps beyond the boundaries of the PG rating in theme, violence, nudity, sensuality, language, or other contents, but does not quite fit within the restricted R category. Any drug use content will initially require at least a PG-13 rating. In effect, the PG-13 cautions parents with more stringency than usual to give special attention to this film before they allow their 12-year-olds and younger to attend.

If nudity is sexually oriented, the film will generally not be found in the PG-13 category. If violence is too rough or persistent, the film goes into the R (restricted) rating. A film’s single use of one of the harsher sexually-derived words, though only as an expletive, shall initially require the Rating Board to issue that film at least a PG-13 rating. More than one such expletive must lead the Rating Board to issue a film an R rating, as must even one of these words used in a sexual context. These films can be rated less severely, however, if by a special vote, the Rating Board feels that a lesser rating would more responsibly reflect the opinion of American parents.

PG-13 places larger responsibilities on parents for their children’s moviegoing. The voluntary rating system is not a surrogate parent, nor should it be. It cannot, and should not, insert itself in family decisions that only parents can, and should, make. Its purpose is to give prescreening advance informational warnings so that parents can form their own judgments. PG-13 is designed to make these parental decisions easier for films between PG and R.

R: “Restricted. Under 17 Requires Accompanying Parent Or Adult Guardian.”

In the opinion of the Rating Board, this film definitely contains some adult material. Parents are strongly urged to find out more about this film before they allow their children to accompany them.

An R-rated film may include hard language, tough violence, nudity within sensual scenes, drug abuse or other elements, or a combination of some of the above, to take this advisory rating very seriously. Parents must find out more about an R-rated movie before they allow their teenagers to view it.

NC-17: “No One 17 And Under Admitted.”

This rating declares that the Rating Board believes that this is a film that most parents will consider patently too adult for their youngsters under 17. No children will be admitted. NC-17 does not necessarily mean “obscene or pornographic” in the oft-accepted or legal meaning of those words. The Board does not and cannot make films with those words. These are legal terms and for courts to decide. The reasons for the application of an NC-17 rating can be violence or sex or aberrational behavior or drug abuse or any other elements which, when present, most parents would consider too strong and therefore off-limits for viewing by their children.

**UTAH STATE UNIVERSITY
TAGGART STUDENT CENTER POLICY**

SECTION: Building Use
TITLE: Scheduling and Reservations

POLICY #: 340
APPROVED: 11-16-06
SUPERSEDES: 3-27-95

The following policies relate to the scheduling and reservation of rooms in the Taggart Student Center. Rental rates, charges, and the Rental Agreement for use of such rooms are listed under Taggart Student Center Policy Nos. 350, 351, and 355.

1. All rooms in the Taggart Student Center are scheduled by the Taggart Student Center scheduling secretary.
2. Due to the nature and size of various student activity events, there will be several days in the year when the entire Taggart Student Center (including various food service rooms) will be scheduled for use by the Student Involvement and Leadership Center. Examples of these events may include The Howl, Spring Formal, Homecoming Week, Robins Awards, Mardi Gras, and Week of Welcome.

The dates of these events must be scheduled during the annual calendaring meeting of the year preceding the school year in which they will take place. Coordination of all rooms needed must be done in the annual calendaring meeting. During April of each year, ASUSU meets with the Taggart Student Center scheduling secretary to discuss dates for the upcoming year. (Months of May, June, July, and the first two weeks of August are excluded from this policy.)

3. Reservations will generally be made at the annual Taggart Student Center general calendaring meeting. Administration emergency events and on-going regular University programs, which depend on regular use of Taggart Student Center facilities, will have priority. There may be university-wide on-going events that need to be scheduled more than one year in advance. This is to arrange for guest presenters or to correspond with circuit events with other colleges and universities. In these cases, events may be scheduled and placed on the calendar prior to the general calendaring meeting with the approval of the TSC Director or his/her designee. Priority of requests at the Taggart Student Center general calendaring meeting are as follows:

- a. Administration emergency events.
- b. University-wide on-going events
- c. ASUSU Programming Board
- d. ASUSU Executive Council
- e. Non-ASUSU Student Organizations
- f. University Departments
- g. ASUSU Registered Organizations (CSCO)
- h. Non-campus Organizations

Following the Taggart Student Center general calendaring meeting, scheduling requests will be filled on a first-come/first-serve basis. However, administration emergency events may require adjustments in scheduling.

4. Requests for reserving rooms:
 - a. While specific room assignments are made per request, changes may be necessary to accommodate special needs and programs.
 - b. A student organization can only schedule rooms within the current school year.
 - c. Advanced scheduling can be made under special circumstances, if not in violation of the calendaring meeting as stated above.
5. A Taggart Student Center Pre-Event Guide is available from the Taggart Student Center scheduling secretary and is required for major events and all public events. The completed form must be submitted to the Taggart Student Center scheduling secretary 14 days prior to event.
6. Room reservations must be cancelled 24 hours prior to the scheduled event. If a club, organization, or student group does not cancel their reservation, that group will receive a warning after the first occurrence. After the second occurrence, the club, organization or student group will be suspended from reserving rooms in the TSC for one semester.
7. The Taggart Student Center auditorium will be available for University classes Monday through Friday from 7:30 a.m. to

11:30 a.m. and Monday/Wednesday/Friday from 11:30 a.m. to 12:30 p.m. Changes to this must be approved through the Taggart Student Center Policy Board.

8. All requests from off-campus individuals or organizations to offer classes within the Taggart Student Center will be referred to the University evening school department or other appropriate departments for potential conflict of current University programs and activities. If appropriate University departments do not offer classes and/or do not see any conflict with existing programs, permission may be granted by the Taggart Student Center Director or his/her designee.

9. Any organization desiring to conduct a survey within the Taggart Student Center must have the survey approved through the Institutional Review Board (IRB), located in Main 162, or at extension 797-1821. Information on survey approval can be found at <http://www.usu.edu/vpr/policies/irb>. The survey permit will be attached to the Taggart Student Center Table Permit and the Taggart Student Center Table Policy No. 380 must be followed while conducting the survey.

**UTAH STATE UNIVERSITY
TAGGART STUDENT CENTER POLICY**

SECTION: Building Use
TITLE: Student Lounge Usage

POLICY #: 341
APPROVED: 9-23-04
SUPERSEDES: New

The following policy relates to the usage of all open student lounge space in the building. Each lounge is listed, with a defined usage description. If a lounge is reservable, the scheduling guidelines in Policy No. 340 will be followed. Any exceptions to this policy must be approved by the Taggart Student Center Director or his/her designee. Hours of operation will be determined by TSC Director.

Sunburst/International Lounge

This is a multi-use lounge. In addition to student study/lounge space, events such as displays, student activities, meetings, conferencing, Food Service banquets, receptions, lectures, information tables, ticket sales, etc., may be reserved for this area. Scheduling reservations will follow Taggart Student Center Policy No. 340.

Juniper Lounge

This lounge, which includes the space in front of the auditorium, is not a programming/multi-use lounge. It is an open area to be used for student lounging and relaxation. Due to the nature and size of some student activity events, however, this space may be used for entire building events such as the Howl, Homecoming, Mardi Gras, and Spring Formal. Wedding receptions may be held in this area only during semester breaks or summer months before fall semester begins.

Ballroom Study Lounge

This lounge is designated for student study space. The only exception to this would be a pre-function request used in conjunction with a scheduled Ballroom event.

Registration Lounge

This lounge area outside the Registration office is open public lounge space. This space is not reservable.

Third Floor Activity Lounge

The lounge space, which includes both the sofa and the large table area, is an open public space. No reservations will be taken for this area. Clubs may use the large table area for meetings on a first-come, first-serve basis.

TV Lounge

This lounge is open public space, generally used as a student study/lounge area.

**UTAH STATE UNIVERSITY
TAGGART STUDENT CENTER POLICY**

SECTION: Building Use

POLICY #: 350

TITLE: Off-Campus Rental Rates

APPROVED: 8-20-01

SUPERSEDES: 5-27-97

Room #	Name	Rate	Approx Capacity/Setups			Size	Data	Card	TV	Sound System	Special Features
			Served	Buffet	Theatre						
Patio	Hub Patio	\$75									
Fountain	Fountain	\$75									
141	Food Court	N/A	N/A	N/A	N/A				Yes	No	
200	Pre-Function		N/A	N/A	N/A			Yes			
201	Ballroom	\$500	650	550	1000	115 x 90 x 22	Yes	Yes	Yes		400 amp disconnect
211	Carousel				N/A	65 x 43 x 9			Yes	Yes	
213	Sage Room					59 x 39 x 10			Yes	Yes	
215	Walnut Room	\$75	168	144	175	70 x 39 x 10	Yes		Yes	Yes	Grand piano included.
219	West Colony Rm	\$50	32	24	35	19 x 21 x 8				No	
221	Center Colony Rm	\$50	64	48	55	31 x 21 x 8				No	
	W & C Colony Rm	\$100	80	64	70	50 x 21 x 8				No	
223	East Colony Room	\$50	20	16	30	16 x 21 x 10	Yes			No	
225A	University Lounge	\$50	16	10	N/A					No	
227	Auditorium	\$100			316	46 x 13 x 17	Yes		Yes	Yes	
236	Sunburst Lounge	\$100	300	250	350	90 x 52 x 17	Yes		Yes	Yes	100 amp disconnect
236A	Inter-national Lounge	\$100	200	150	250	87 x 38 x 17	Yes		Yes	Yes	
	Sunburst & Intern'l Combined	\$200	650	325	800	80 x 99 x 14				Yes	
335	Classroom	\$40	N/A	N/A	45	39 x 21 x 8				No	
336	Senate Chamber	\$65	N/A	N/A	42	41 x 30 x 8	Yes		Yes	No	
401	Skyroom	\$125	208	176	200	60 x 62 x 10	Yes	Yes		Yes	Grand piano included

NOTE: Head tables, stages, and other setups will reduce capacity. Other setups are also available. Room dimensions are minimum measurements.

TELEPHONE, TV, & DATA: Arrangements should be made when scheduling the room. Jacks are NOT ACTIVE. One week advance notice is required.

ROOM RENTAL includes basic setup, i.e. tables, chairs, single-tier stage, and sound system. If room is used in conjunction with a food services meal, then basic room rental rate is waived. Other set-up items will be assessed rental rates as per Policy No. 351.

IF ADMISSION is charged in any room, room rate is 15% of gross income or minimum charge for room, whichever is greater.

Rental rates will be reviewed annually.

**UTAH STATE UNIVERSITY
TAGGART STUDENT CENTER POLICY**

SECTION: Building Use

POLICY #: 351

TITLE: Equipment Rental Rates

APPROVED: 8-20-01

SUPERSEDES: 5-27-97

Specialty Charges	Available	User Category		
		Student Organization	University	Off Campus
Dance Floor (24' x 24')	3		\$50	\$75
Raised Dance Floor	3		\$75	\$100
Riser (6' x 8')	20			
Table cloth		\$3.30	\$3.30	\$3.30
Helium Tank	1	\$10	\$25	\$25
TV with VCR	2		\$25	\$30
Cassette Player	2		\$4	\$8
CD Player	1		\$5	\$10
Overhead Projector	2		\$5	\$10
Baby Grand Piano	2		\$0	\$15
Upright Piano	2		\$0	\$10
Piano on Risers			\$25	\$50
Mirror Ball	1		\$8	\$16
Spot Light	2		\$36	\$75
Wireless Mic – handheld	4		\$12	\$23
Wireless Mic - Lavalier	2		\$12	\$23
16 Channel Audio Mixer	1		\$13	\$25
Power Distribution Box	3		\$14	\$28
1200 Watt Dimmer – 6 Channel	6		\$19	\$37
Telephone Line		\$30	\$50	\$50
Data Jack 10/100 MB				\$45
IP Address		\$45	\$45	\$45
Popcorn Machine			\$25	\$25
LABOR CHARGES (hourly)				
Use of building after closing		\$25	\$50	\$50
USU Security (Police)		\$50	\$50	\$50
AV and Lighting/Sound Technician		\$12	\$12	\$12
Computer Technician		\$50	\$50	\$50
Projectionist		\$12	\$12	\$12
Piano Tuning (if requested)		\$75	\$75	\$75
Extra set-up charges		\$25	\$25	\$25
WEDDING RECEPTIONS/FASHION SHOW (Room charge only. Does not include food, backdrops, etc. Patio areas may require additional expenses from Facilities.		\$125	\$125	\$200

There are no “backup” reservations taken. The following cancellation policy will be in effect for all reservations:
 Fourteen (14) days to event – 50% of total bill charged to customer.
 No-show on date of event – 100% of total bill charged to customer.

Additional sound and lighting equipment available upon request.

Rental rates will be reviewed annually.

**UTAH STATE UNIVERSITY
TAGGART STUDENT CENTER POLICY**

SECTION: Building Use
TITLE: Rental Agreement

POLICY #: 355
APPROVED: 7-01-97
SUPERSEDES: New

The Pre-event Planning Guide, in addition to the following Rental Agreement, will be used for any event other than standard room reservation.

**Taggart Student Center
Rental Agreement**

This Use Agreement, made and executed this ____ day of _____, 20____, by Taggart Student Center (“TSC”) and:

User: _____
Address: _____
Telephone: _____

1. TSC Facilities (to be utilized):

TSC hereby agrees to allow User to occupy and use the _____ for the event/purpose stated below during the time period also described below.

Event/Purpose:

User’s use and occupation of the facility shall be for the following purpose: _____ and will involve the following activities:

_____ TSC reserves the right to refuse or deny occupancy and use of its facilities for purposes and activities other than those specified herein or if such refusal or denial is in the best interest of TSC or the University. Rental shall include the use of designated or public access or corridors. TSC reserves the right to maximize the use of these public facilities to benefit all user groups requiring space.

Time Period: From _____ AM/PM on _____ (date)
To _____ AM/PM on _____ (date).

2. Payment:

User shall pay TSC the total amount due within 30 days after date of event. TSC shall bear responsibility for the expenses associated with the regular operation and maintenance of its facilities. Any additional services or equipment specifically requested by the User to be provided by TSC shall be at extra cost to the User as follows:

Base user fee for the above occupation	\$ _____
Technical Support Staff	\$ _____
Other (indicate): _____	\$ _____
_____	\$ _____
Total:	\$ _____

Extra charges shall be paid for labor and materials when excessive amount of cleaning is required or special setup is made to return the areas used to their prior condition and such charges shall be paid within fifteen (15) days after the event.

In the interest of personal safety of guests, students, and staff, the decorating and safety rules as attached hereto, and stated in the TSC Policy Manual, must be adhered to. Ladders and an air hoist are available for use but must be reserved in advance. TSC staff are required to run the air hoist and an additional charge of \$10 per hour shall be charged for its use.

The User hereby assumes financial responsibility for any charges generated by errors or omissions resulting from inaccurate or incompatible scheduling information provided by the User. Collection of the charges from the participants shall be the sole responsibility of the User.

3. **Cancellation:**

In the event of cancellation, User agrees to the following:

Fourteen (14) days to event - 50% of total bill.

No show on date of event - 100% of total bill.

TSC reserves the right to deduct any expenses reasonably incurred by TSC in anticipation of the event/purpose from any money advanced by User. Further, User agrees to make full payment of any such expenses in excess of any money advanced by User within 30 days of the last day of the event or of date notice of cancellation is provided, whichever first occurs.

If by reason of fire, action of the elements, catastrophe or similar other cause the agreed facilities cannot be made available by TSC for use by User and the event shall for said reason be canceled, then each party does hereby release the other from any and all claims, demands, agreements, and liabilities whatsoever that each may have had, except TSC shall refund to user any advance rental payments made by user to TSC, less costs reasonably incurred by TSC in anticipation of the event.

4. **Property Damage:**

User shall be responsible for any and all damage to TSC facilities caused by negligent or willful conduct or any person attending or participating in the event for which the facility was negotiated. Aside from normal wear and tear, any damages or losses resulting from an event will assessed the User on the basis of actual cost of repair and/or replacement as determined by TSC.

Neither the User nor any person attending the function shall bring onto, or possess on University premises, animals, pets, weapons, contraband, explosives, fireworks, alcohol, or other controlled substances. User agrees that it shall comply with all state and federal law while on property owned by USU, including the Utah Clean Air Act, which prohibits smoking in all buildings owned or leased by USU, and TSC reserves the right to take such action as may be necessary in the event the User is in violation of the foregoing. Any authorized TSC staff member or appropriate emergency personnel may enter all areas when deemed necessary.

5. **Indemnification:**

The User hereby agrees to release, indemnify, and hold harmless Utah State University, its agents, and volunteers (indemnities), from all liability and expenses associated with the use of TSC facilities. This includes liability resulting directly or indirectly from acts or omissions of indemnitees or the users, unless such liability results from the sole negligence of indemnitees. This also includes attorneys fees, court costs, mediation/arbitration costs, as well as damage to property or expenses of every kind resulting from the use of the facilities. This provision shall bind any and all successors, assigns, agents, employees, heirs, family members, spouses, personal representatives, or anyone else claiming to represent the user.

6. **Insurance:**

If deemed necessary by TSC, User shall provide TSC, at least two weeks prior to the beginning date stated above, certificates of insurance verifying that User has obtained (A) comprehensive general liability insurance coverage for the duration of the use period here agreed to, in the amount of at least One Million Dollars. USU shall be named as an additional insured to said policy. In addition, the General Liability Coverage shall include a Cross-Liability endorsement to the effect that USU may file a claim under the policy for damage to its property or bodily injury to its personnel, which damage or injury may arise from the negligence of the User; and (B) Worker's Compensation and Employees Liability insurance meeting statutory requirements for all employees of the User.

7. **ADA Requirements:**

TSC agrees to meet the Americans with Disabilities (ADA) physical facilities requirements. However, it is the sole responsibility of the User to meet and provide for educational content access requirements of ADA. For assistance you may contact the USU Disability Resources Center, 435-797-2444.

8. **Catering/Food Service:**

USU Food Services has exclusive rights to food service within the Taggart Student Center and adjoining patios. No professional caterers or outside vendors will be allowed. Any exceptions to this must be approved through Food Services and the Taggart Student Center.

9. **Entire Agreement:**

This agreement embodies the entire agreement of TSC and User, and there are no other representations, promises, agreements, conditions or understanding, either oral or written, between them other than are set forth herein. No subsequent alteration, amendment, change or addition to this agreement shall be binding upon either TSC or User unless reduced to writing and signed by them and by direct reference therein made a part hereof.

The undersigned hereby acknowledge having read and understood the foregoing and agree to be bound by the terms and conditions of this agreement.

Utah State University/Taggart Student Center

User

Authorized Signature

Dated: _____

Authorized Signature

Dated: _____

**UTAH STATE UNIVERSITY
TAGGART STUDENT CENTER POLICY**

SECTION: Building Use

POLICY #: 360

TITLE: User Categories

APPROVED: 3-3-93

SUPERSEDES: 1-28-93

For purposes of clarification, three categories of usage are defined. The three categories differentiate student, university, and off-campus organizations which may request use of the Taggart Student Center facilities and service. Charges for use of Taggart Student Center facilities differ as determined by the Taggart Student Center Policy Board. The Taggart Student Center was built primarily to serve students, faculty, staff, alumni groups and guests of the University. The Taggart Student Center is expected to generate significant income through users of its facilities and services in order to cover its operational expenses. Rates assessed to various user groups are determined by operational and maintenance costs and bond indebtedness.

Category 1 - Student Organizations

1. ASUSU - Members of the elected Associated Students of Utah State University (ASUSU) Executive Council and their respective committees comprise this group.
2. ASUSU Registered - those registered under the jurisdiction of the ASUSU Organizations & Traditions Vice President and approved by the ASUSU Council of Student Clubs and Organizations (CSCO).
3. Non-ASUSU Student Organizations - those student organizations that are supported in their programming by an academic department/unit or a nonacademic department, i.e. multicultural student organizations, international student organizations, club sports teams.

Category 2 - Utah State University direct affiliates

1. University Departments of Utah State University.
2. University groups hosting their professional associations and intercollegiate organizations, agencies, or other organizations of the University.
3. University groups sponsoring off-campus organizations' noncommercial functions which interrelate with various departments, organizations, and agencies of the University as colleagues and fellow students.

In all of the above uses of Taggart Student Center facilities, an authorized member of the University group must assume the responsibility for requesting reservations, providing set-up and catering information, and assuring payment of any applicable charges.

Category 3 - Off-campus organizations which have no direct affiliation with Utah State University

Provided that extension of services and facilities does not interfere or conflict with direct University use of the Taggart Student Center, off-campus reservations may be accepted according to Taggart Student Center Policy as established by the Taggart Student Center Policy Board. Any applicable charges will be assessed as per Taggart Student Center Policy Manual. In such instances it is important that the University not unnecessarily offend other operations within the community which provide facilities and services specifically designed to serve similar functions of off-campus organizations. Such requests for use should be initiated by off-campus organizations and not directly solicited by the Taggart Student Center through off-campus advertising.

Category 3 – Use Restrictions

- a. General fund-raising events for profit purposes are not appropriate to be held in the Taggart Student Center. Vendors requesting use of tables will be subject to policy as outlined in the Taggart Student Center Policy Manual. Registered charities and recognized political parties may be excepted from this restriction as outlined in the Taggart Student Center Policy Manual.

- b. As the Taggart Student Center is not intended to be a public facility, per se, non-university groups may not host or present events for other than their own membership unless sponsored by a University Department.
- c. Reservations may not be confirmed prior to the Taggart Student Center general calendaring meeting held annually each April. This restriction is made in order to preserve availability of the Taggart Student Center facilities for University use.

Category 3 – Classification of Use

- a. Universities and colleges other than Utah State University:
Organizations of other institutions of higher education are both welcome and encouraged to use Taggart Student Center facilities when appropriate.
- b. Government organizations:
City, county, state, and federal offices may request the use of the Taggart Student Center facilities and services and are encouraged to do so as Utah State University is a public institution of higher education. Due to the nature of these organizations, their functions are not always restricted to only the organizations' members/employees (e.g., public hearings).
- c. High schools and high school reunions:
The hospitality and exposure of the University through the Taggart Student Center to high school students, faculty, and parents is considered a valuable asset to the University as it seeks to attract new students and support for the institution. It is important that such functions, particularly when they involve high school students are appropriate ones for taking place on the University campus and within the Taggart Student Center. Recognized high school organizations with faculty advisors (e.g., student governments, activities councils, pep clubs, etc.) desiring to sponsor dances to which only members of the sponsoring high school may attend are most welcome to consider Taggart Student Center facilities as they may be available. The Taggart Student Center is not deemed appropriate for functions to which all high school students in the community are invited or functions directed to high school students sponsored by organizations not directly affiliated with a high school.
- d. Community service and recreational organizations:
Community service, recreational organizations and any of their affiliated groups may request use of Taggart Student Center facilities and services (Rotary and Lions Clubs, Jr. Chamber of Commerce, Boys Clubs, etc.). However, Taggart Student Center facilities may not be reserved for their weekly or monthly meetings on a regular basis.
- e. Religious organizations (not registered as a student organization with CSCO):
Religious organizations may request use of the Taggart Student Center facilities for social, recreational and educational activities. It is not generally appropriate to use the Taggart Student Center facilities for actual worship services.
- f. Political organizations (other than registered CSCO groups):
Requests for the use of space in the Taggart Student Center by recognized organizations of a political nature are to be submitted to the Taggart Student Center Director. In order to recognize the sensitivity of the University partisan position, each request will be coordinated with the University President's office and/or designee.
- g. Professional associations, national/regional organizations and clubs (non-college):
Professional associations and clubs not affiliated in any direct manner with the University may request the use of Taggart Student Center facilities. Such requests should be forwarded to the Conference & Institute office for further review.
- h. Commercial organizations:
It will often be appropriate for commercial organizations and companies to be sponsored by a University department or agency before using Taggart Student Center facilities, e.g., many educational seminars or training workshops. However, commercial organizations may be eligible to directly make reservations for their non-commercial activities in the Taggart Student Center. Activities with proclivity to the University climate are especially welcome, e.g., those using other University resources as well. Decisions concerning

these requests will be made with particular regard to the propriety of the activity and sensitivity to community interests. Reserving the Taggart Student Center facilities by commercial organizations for purposes of carrying out their business operation as it regards soliciting and selling to the actual customer is inappropriate unless arranged for through a University department in order to specifically serve other University departments and agencies. (Refer to Taggart Student Center Policy Manual.)

- i. Individuals may reserve the Taggart Student Center for weddings, anniversaries and family reunions.

**UTAH STATE UNIVERSITY
TAGGART STUDENT CENTER POLICY**

SECTION: Building Use
TITLE: Tables/Vendors/Fundraisers

POLICY #: 380
APPROVED: 4-8-96
SUPERSEDES: 3-27-95

Table permits are intended for the following reasons:

1. Distribution of literature.
2. Promotion of activity/event.
3. Information regarding a group or organization.
4. Survey or recruitment.
5. Fundraising.
6. Ticket sales.

The guidelines for table usage will be as outlined below:

1. ASUSU, ASUSU registered, non-ASUSU student organizations, and University departments may schedule tables for non-selling distribution of information regarding their groups and/or organizations as long as such information does not violate any section(s) of the Student Code and/or University Codes. The use of the tables will be scheduled at no charge to student organizations and University departments. Scheduling will be done with the Taggart Student Center scheduling secretary.
2. ASUSU, ASUSU registered, non-ASUSU student organizations, and University departments may schedule tables for fund-raising and/or promotional activities providing all money received reverts back to the organization and/or department to promote its mission and purpose. It is the responsibility of the organization or department to verify this. Volunteers from the organization and/or department must perform all labor. The use of the tables will be scheduled at no charge to the student organizations and University departments. Scheduling will be done with the Taggart Student Center scheduling secretary. This policy must also follow the guidelines listed in the Guideline Matrix For Distribution of Goods and Services on Campus which is included as Policy No. 382.
3. Off-campus Vendors
 - a. No off-campus vendors are allowed to solicit inside or outside of the Taggart Student Center. Off-campus vendors will not be sponsored by ASUSU, ASUSU registered, non-ASUSU student organizations, or University departments in the Taggart Student Center. Off-campus vendors are only permitted for special event type activities, i.e. A-Day, Week of Welcome, etc. Such events must be approved by the Taggart Student Center Director at least 30 days prior to the event, and, where deemed necessary, approved by the Taggart Student Center Policy Board. Selection of vendors for this type of event must follow the USU purchasing procedures and guidelines. A table rate may be assessed to participate in such special event.
 - b. Volunteer/service type organizations may schedule space in the Taggart Student Center if sponsored through the ASUSU Val R. Christensen Service Center or the Taggart Student Center. They will not be assessed a fee for the table space use.
 - c. University related vendors, i.e. Peace Corp, Marine Recruitment, Employment, Graduate School Recruitment, must be sponsored by a University department and will not be assessed a charge for the use of the table. However, if the vendor is selling a product or service, \$50 will be charged for the table use. Money collected will be deposited in the Student Development fund.

NOTE: An off-campus vendor, as defined in b or c above, may reserve space once a semester for two consecutive days.

4. Table space for five four-foot tables will be assigned for use on the first floor of the Taggart Student Center. Two tables will be used by ASUSU, with three tables available for student organizations and University departments. Reservations and location for such tables will be assigned through the Taggart Student Center

scheduling office. No table permits will be issued during the first week of the semester and during finals week of any given semester.

- a. The Bookstore is assigned space for one four-foot table. The table will be located on the east side of the Bookstore entrance. This table will be assigned through the Bookstore, not scheduled with the Taggart Student Center scheduling office.
- b. Table permits will not be issued for student employee recruitment. Employer requests will be accommodated at the Summer Job Fair. Any exceptions for local seasonal employers will be through the Director of the Taggart Student Center based on table space availability per this policy.

This policy pertains to the Taggart Student Center building and the adjoining Hub patio and fountain patio areas. Tables may be scheduled outside, based on table availability and programming. Outdoor activities at these locations may also require approval from Facilities and the Vice President for Student Services. Any exceptions to this policy must receive approval from the Director of the Taggart Student Center, room 220. Any signs or materials left on or behind the table will be disposed of after 5:00 p.m.

Priority scheduling of tables will be as follows:

- Group 1: ASUSU will schedule tables for major events during the year at the annual calendaring meeting. One table will be reserved for their use. Other ASUSU events during the year may be scheduled 14 calendar days in advance, with the table being used for not more than 10 working days preceding the activity. Exceptions may be made through the Student Involvement and Leadership Center.
- Group 2: ASUSU registered and non-ASUSU student organizations may reserve tables 12 calendar days in advance, with the table being used for 1-3 working days preceding the activity, but not to exceed three (3) total days in any given month.
- Group 3: University departments may reserve tables 10 calendar days in advance, with the table being used for not more than three (3) working days preceding the activity, not to exceed three (3) total days in any given month.

Any table space unused on any given day will be given out on a first-come first-serve basis after 10 a.m.

**UTAH STATE UNIVERSITY
TAGGART STUDENT CENTER POLICY**

SECTION: Building Use

POLICY #: 381

TITLE: Table Permit

APPROVED: 3-3-93

SUPERSEDES: 1-28-93

Name of Organization _____

Purpose of Display _____

Person in Charge _____

Date _____ Approved by _____

1. Tables must be placed between the Bookstore Buy Back window and west Bookstore entrance (textbook side). Tables must not protrude more than five feet from the front of the table to the wall.
2. The table permit must be visibly attached to the table. **The permit is good for one four-foot table only.**
3. It is the responsibility of the using party to **set up** and **put away** their table after use (tables are located under the southeast staircase). Violation of this policy will restrict organization's ability to reserve table space.
4. Only one table is permitted per organization.
5. Materials are to be confined to the table. **No banners or flyers are to be attached to any wall or column. Nothing shall be hung on or attached to ceiling sprinkler heads. (Easels are available in scheduling office.)**
6. 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.
7. Information is to be distributed and conducted at the tables. No soliciting of information shall be conducted in the hallway traffic area. Violation of this policy will restrict organization's ability to reserve table space.

Any variation to this policy must receive approval from the Director, Taggart Student Center, Room 220. Any signs or materials left on or behind the table will be disposed of after 5:00 p.m.

PLEASE DISPLAY THIS PERMIT ON YOUR TABLE

**UTAH STATE UNIVERSITY
TAGGART STUDENT CENTER POLICY**

SECTION: Building Use

POLICY #: 382

TITLE: Guidelines Matrix

APPROVED:

SUPERSEDES:

The following Guidelines Matrix For Distribution of Goods and Services On Campus will be followed for policies and procedures in the Taggart Student Center.

**UTAH STATE UNIVERSITY
TAGGART STUDENT CENTER POLICY**

SECTION: Building Use

POLICY #: 390

TITLE: Use of Facilities

APPROVED: 3-3-93

SUPERSEDES: 1-28-93

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

1. The use of the Taggart Student Center 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 Taggart Student Center may be asked to leave, and the incident reported to the USU Police Department.
2. Requests for use of space in the Taggart Student Center by recognized organizations of a political nature are to be submitted to the Taggart Student Center Director or his/her designee. In order to recognize the sensitivity of the University partisan position, each request will be coordinated with the University President's office and/or designee. Political groups that are predominantly University students and faculty (90% of the membership) shall use the Taggart Student Center meeting rooms without charge. Those groups using the facilities for business other than regularly scheduled meetings, or where admission is charged (including donations), will be charged the regular non-campus rates.
3. Outdoor amplification may be used only if it does not interfere with University functions and is not disruptive to nearby classrooms. Any exception to this policy must be approved by the Taggart Student Center Director or his/her designee.
4. Animals are not permitted in the Taggart Student Center. Exception to this policy would include animals used in counseling sessions or certified service animals.
5. Bicycles are not permitted in the building. Bike racks are located near the east and west entrances to the building. The use of skateboards, roller-blades, and scooters are not permitted in the building.
6. Shirts and shoes must be worn in the Taggart Student Center.
7. Publishers of public newspapers may place a rack in the building and regularly stock it for the dissemination of their publications. Placement of racks are subject to the discretion of the Taggart Student Center Director or his/her designee. The Taggart Student Center reserves the right to limit the number of racks and publications based upon space restrictions.
8. In accordance with State of Utah law, Utah State University is an alcohol-free campus. In accordance with the State of Utah Clean Air Act, smoking is not allowed within 25 feet of the building.
9. The ID Card Office, room 212, is the official location for lost and found items in the Taggart Student Center. University Police is the official location for lost and found items for the campus.
10. Keys requested for the Taggart Student Center will be issued upon approval and in accordance with the policy set through the USU Key Office.

**UTAH STATE UNIVERSITY
TAGGART STUDENT CENTER POLICY**

SECTION: Building Use

POLICY #: 391
APPROVED: 03-05-05
SUPERSEDES: New

TITLE: Date Auction Policy

To prevent harm, both physically and socially to the students and constituents of Utah State University, the Taggart Student center 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. It is the goal of the Taggart Student center to maintain a safe environment and reduce risk management at all University events.

**UTAH STATE UNIVERSITY
TAGGART STUDENT CENTER POLICY**

SECTION: Cash Control

POLICY #: 400

TITLE: Cash Boxes

APPROVED: 3-3-93

SUPERSEDES: 1-28-93

Cash boxes will only be provided for those organizations/departments whose accounts are handled through the TSC/ASUSU Financial Coordinators Office.

TAGGART STUDENT CENTER POLICY

SECTION: Food

POLICY #: 500

TITLE: Food Policy

APPROVED: 2-28-08
SUPERSEDES: 2-15-07

In providing food services and products the following guidelines were developed to better serve the students and campus community.

POLICY	ASUSU1	USU DEPT	OFF CAMPUS
SCHEDULING:			
1. Scheduling required with TSC scheduling secretary, Room 232 TSC.	X	X	X
2. The TSC patio may be scheduled for food events on Tuesday & Thursday only, one group per day ² , priority will be as follows: a. ASUSU Council. ¹ b. Other groups as approved by the Taggart Student Center Executive Director. ³	X	Must go thru Dining Services	Must go thru Dining Services
CITY LEGAL REQUIREMENTS:			
1. Food must meet Bear River Health Department Standards and comply with TSC Policy #501 (Temporary Food Service Permit).	X		
2. Outside Caterer must have on-site permit.	X		
BID AND PROCUREMENT PROCESS:			
1. Groups allowed to bring in outside catering.	X		
2. Food expenses totaling less than \$150 estimated value do not require a bid from Dining Services.	X		
3. Food expenses totaling more than \$150 estimated value require a bid from Dining Services.	X		
4. All catering costs totaling \$1,000 or more must comply with Purchasing Departments bid process.	X		
5. Any donated food must meet Bear River Health Department standards and comply with TSC Policy #501 and will be considered a bid of zero. <i>Dining Services has first right to donate food items.</i> On rare occasions donated food may be allowed by the Classified Employee Association (CEA), Professional Employee Association (PEA), and the Admission Office. Any other exceptions will require advance approval by the Executive Director of the TSC and Executive Director of Dining Services.	X		
6. Currently USU has a contract with Coca Cola. All beverages distributed on campus, whether purchased or donated, must be Coca Cola products.	X		
USAGE FEES			
1. An overhead cost of 10% will be assessed to an approved student group on the total meal cost for outside caterers and deposited in the TSC building operations account. Distribution of these funds will be determined by the Executive Director of the Taggart Student Center and the Executive Director of Dining Services.			
2. An overhead cost will be assessed to an approved student group for use of the kitchen, cooking equipment, etc. a. Authorization for use will be determined by the Executive Director of Dining Services. b. Upon authorization, the current Schedule of Fees for Dining Services will apply as approved by the TSC Policy Board.	X		
GUIDING PRINCIPLES			
1. Use of Dining Services kitchens by approved student groups will only be allowed with the permission and under the supervision of Dining Services and must comply with USU Risk Management policies and procedures.			
2. Outside caterers will not be allowed to use Dining Services kitchens.	X		

¹ ASUSU Council, Multicultural Student Services and International Students and Scholars.

² Exceptions may be made for week-long events such as International Week and college weeks and national celebration days that do not fall on Tuesdays or Thursdays. Student organizations may also have days other than Tuesdays and Thursdays if the items being sold are purchased through Dining Services (i.e. Aggie ice cream). These exceptions should be approved by the Executive Director of Dining Services Food Services.

³ Historically the Classified Employee Association (CEA), the Professional Employee Association (PEA) and the Ceramic's Guild are the only USU organizations that have been approved to use the TSC patio.

**UTAH STATE UNIVERSITY
TAGGART STUDENT CENTER POLICY**

SECTION: Food

POLICY #: 501

TITLE: Temporary Food Service Permit

SUPERSEDES: 1-1-98

In accordance with the Bear River Health Department and the USU Risk Management Services, the following procedure shall be followed for any group/organization providing food items to the general public in the Taggart Student Center and outside patio area.

TEMPORARY FOOD SERVICE EVENT REQUIREMENTS

STEPS TO COMPLETE FOR TEMPORARILY SERVING FOOD TO THE PUBLIC

1. Department approves event.
2. Department assigns advisor to oversee and attend the event.
3. Advisor meets with organization leader(s) conducting the event, completes Temporary Food Services Permit Application, reviews the requirements to be met, and identifies permit applicant.
4. Ten (10) days prior to the event, the permit applicant takes application to Bear River Health Department, 655 East 1300 North, Logan, remits fee, and obtains a permit and guidebook, "Food Safety Guide for Temporary Events." A copy of the permit must be submitted to the Scheduling secretary.
5. The advisor ensures the above requirements are met as well as the requirements in the health department guidebook.

IN ADDITION TO THE PERMIT, AT LEAST ONE PERSON IN THE BOOTH MUST HAVE A CURRENT FOOD HANDLER'S CARD OR FOOD MANAGER CERTIFICATE. THIS PERSON MUST SUPERVISE OPERATIONS AT ALL TIMES.

Contact the Bear River Health Department at 792-6570 for food handler's class times and locations.

TAGGART STUDENT CENTER POLICY

SECTION: Food

POLICY #: 502

TITLE: Schedule of Fees for Dining Services

APPROVED: 2-28-08

SUPERSEDES: NEW

Staff Charges:

Culinary Personnel \$30.00 per hour
(Number of personnel to be determined by Dining Services)

Service Staff \$10.00 per hour
(No equipment is rented out without staff accompanying it)

Equipment Charges:*

<u>Item:</u>	<u>Quantity:</u>	<u>Price:</u>	<u>Comments:</u>
Tablecloth	Each	\$ 3.50	
Skirting	Panel	\$15.00	
Napkins	Each	\$ 1.00	
China	Each	\$ 3.00	Per item
Stemware	Each	\$ 2.00	
Silverware	Setting	\$ 2.00	Knife, Fork Spoon
Chafer Pans	Each	\$25.00	Rack, Pan, Lid & Sterno
Serving Utensils	Each	\$ 1.00	
Serving Bowls	Each	\$ 5.00	
Serving Pans	Each	\$10.00	

*Charges for equipment not listed will be determined on a case-by-case basis.

SECTION: Food
TITLE: Temporary Food Service Permit

POLICY #: 501
APPROVED: 1-01-98
SUPERSEDES: New

In accordance with the Bear River Health Department and the USU Risk Management Services, the following procedure shall be followed for any group/organization providing food items to the general public in the Taggart Student Center and outside patio area.

TEMPORARY FOOD SERVICE EVENT REQUIREMENTS

(All of the steps below must be completed to have a successful event)

PERMIT (Steps to obtain)

1. Call local Governmental agency in charge for appointment with Inspector (Bear River Health Department, (435) 792-6500, Max Gyllenskog, Inspector) preferably ten (10) days prior to the event. See #4 below for applicable fees.
2. Complete applications reverse side and take it to the Inspector.
3. Review all the requirements with the Inspector and get any questions answered.
4. Remit \$20/day fee, plus an additional \$5.00 for each extra day to obtain the permit. *(Applications made within 7 days of the event will be charged an additional \$5 fee, and within 24 hours of the event, an additional \$20 fee.)*
5. Training of about 10 minutes is provided about State rules and regulations governing temporary events *(Also see food handler card and training required in last step below.)*

FOOD HANDLER'S CARD AND CERTIFICATION

In addition to the permit, at least one person in the booth must have a current food handler's card or food manager certification. This person must supervise operations at all times. *(Training for this is provided each Monday for about 1-1/2 hours at 3:30 p.m. at the Bear River Health Office year-round except for holidays. The card is issued immediately upon completion of the class.)*

REQUIREMENTS (Steps to complete to pass inspection)

- Stand must be located in a neat, clean area, free from litter.
- Stand must be covered overhead to prevent contamination from above and barriers on three sides to prevent access by non-workers.
- Floor must be clean and dry or on grass.
- Hand washing facilities (with warm water, soap, and disposable towels.) **MUST BE PROVIDED AND USED.**
- An adequate supply of clean, potable water from an approved source is required.
- Wastewater must be disposed of in an approved sewer.
- All food preparation must be done on site or in a Department approved kitchen. Foods will not be prepared in a home kitchen.
- All food items must be from an approved source.
- All onsite food preparation must be confined to the rear of the booth or away from consumers. Sneeze guards must be provided for all self-service foods.
- Sufficient garbage containers for food prep/service must be provided.
- Adequate refrigeration and heating facilities must be provided to ensure proper temperature control. Cold foods must be held at 41° F or below, hot foods must be held at 135° F or above.
- An accurate stem thermometer is required.
- All ice must be packaged and from an approved source. Ice may not be stored on the ground. No wet storage in ice intended for human consumption.
- Wet storage of canned or bottled, non-potentially hazardous, beverages is acceptable when the water

contains at least 10 ppm chlorine and the water is changed frequently to keep the water clean; ice without chlorine must be properly drained.

- No dipping of drinks or ice for drinks. An ice scoop with handle must be used for drink ice.
- All food products, single serve items, and dry goods must be stored off the ground.
- All personnel must wear clean clothing. HAIR RESTRAINTS MUST BE WORN BY ALL PERSONS IN THE BOOTH.

**UTAH STATE UNIVERSITY
TAGGART STUDENT CENTER POLICY**

SECTION: Recommendation Procedure

POLICY #: 600

TITLE: Procedure

APPROVED: 3-3-93

SUPERSEDES: 1-28-93

The Taggart Student Center Policy Board will hear recommendations, make suggestions, discuss proposals, and make all decisions pertaining to Taggart Student Center Policy. A new policy recommendation may be submitted to any member of the Taggart Student Center Policy Board, which will then be discussed at the next scheduled meeting. At the discretion of the Taggart Student Center Policy Board, a formal presentation to the policy board may be approved. After reviewing the recommendation, a 2/3 vote of the Taggart Student Center Policy Board will be required to become new policy.

**UTAH STATE UNIVERSITY
TAGGART STUDENT CENTER POLICY**

SECTION: Student Organizations

POLICY #: 700

TITLE: Registering

APPROVED: 3-3-93

SUPERSEDES: 1-28-93

The registering of student organizations will be through the office of ASUSU Organizations and Traditions Vice President in conjunction with the Student Involvement and Leadership Center. The Student Involvement and Leadership Center will notify the scheduling secretary concerning all organizations that are properly registered. Those organizations who request use of the Taggart Student Center facilities but who are not registered will be directed to the ASUSU Organizations & Traditions Vice President or Student Involvement and Leadership Center to complete the registration process. Non-ASUSU student organizations (those student organizations that are supported in their programming by an academic department/unit or a nonacademic department) are exempt.

**UTAH STATE UNIVERSITY
TAGGART STUDENT CENTER POLICY**

SECTION: General
TITLE: Free Speech and Advocacy

POLICY #: 800
APPROVED: 01-11-02
(Board of Trustees)

000.1 POLICY

- 1.1 The University is committed to ensuring that all persons may exercise the constitutionally protected rights of free expression, speech, assembly, and worship.
- 1.2 The time, place, and manner of exercising speech and advocacy on the campuses are subject to campus regulations that shall provide for noninterference with University functions and reasonable protection to persons against practices which would make them involuntary audiences.

000.2 SPEECH AND ADVOCACY

- 2.1 The University has a special obligation to protect free inquiry and free expression. All persons may exercise the constitutionally protected rights of free expression, speech, and assembly on University grounds generally open to the public. However, such activities must not interfere with the right of the University to conduct its affairs in an orderly manner and to maintain its property, nor may they interfere with the University's obligation to protect rights of all to teach, study, and fully exchange ideas. Physical force, the threat of force, or other coercive activities used to subject anyone to a speech of any kind is expressly forbidden.
- A. Time, Place, and Manner Regulations - Orderly behavior and the normal conduct of University affairs shall govern time, place, and manner of exercising free speech and advocacy. Regard for the privacy of others shall be observed, and reasonable precautions shall be taken against practices which would make persons on campus involuntary audiences, impede traffic, threaten public safety, or create a public nuisance.

For Clarification:

1. An involuntary audience is a situation where the listener has no reasonable means or opportunity to avoid the message being delivered and is captive to the situation against their will.
 2. A public nuisance is an unreasonable interference with rights common to the general public such as conditions dangerous to health, offensive to community moral standards, or unlawfully obstructing the public in the free use of public property in a manner that may otherwise be subject to a civil injunction or criminal prosecution. (Black's Law Dictionary)
- B. Preferred Areas for Public Gatherings - Preferred areas for outdoor public meetings and gatherings are the Taggart Student Center patio and the Quad, subject to prior space commitments. Access to these, or other less obvious public free speech areas and properties, including indoor facilities, may be secured by assignment of the Vice President for Student Services on a first come, first served basis.
- C. Amplification - Outdoor amplification may be used only if it does not interfere with University functions and not significantly audible within nearby classrooms. Guidelines for amplification and preferred hours of use are available from Student Services in the Taggart Student Center, or the appropriate scheduling office.
- D. Non-University Speakers - Non-University persons are permitted to speak in areas of the campus open to the public without invitation; however, because such areas are limited, a reservation may be required from Student Services or appropriate scheduling office.

Except as provided in Section 3.1, non-University persons may address meetings in all other areas only by invitation from a registered campus organization, ASUSU, University departments, recognized academic and administrative units, and USU Alumni organizations. Faculty members may invite non-University persons to appear in classes in accordance with the academic policy on guest lecturers.

- 2.2 These policies and campus regulations in no way constitute prohibitions on the right to express political views by an individual in the University community. The University recognizes, supports, and shall not abridge the

constitutional rights of faculty, students, or staff to participate, either as individuals or as members of groups, in the political process of supporting candidates for public office or any other political activity.

000.3 UNIVERSITY GROUNDS OPEN TO THE PUBLIC

- 3.1 On University grounds open to the public generally, as may be described in the campus regulations, all persons may exercise the constitutionally protected rights of free expression, speech, assembly, worship, and distribution and sale of noncommercial literature incidental to the exercise of these freedoms. Such activities shall not interfere with the orderly operation of the campus and must be conducted in accordance with campus time, place, and manner regulations.
- 3.2 For the purpose of these regulations, “grounds open to the public” are defined as the outdoor areas of the campus (lawns, patios, plazas) that are at least 20 feet from the entrances/exits of campus buildings and parking lots, and that do not restrict movement on campus walkways and are also a safe distance from the curbs of campus roads. All activity in these areas must be conducted in such a way that traffic is not impeded and the normal activity in classrooms and offices is not disrupted. Overnight camping on University property is prohibited. Tables or moveable stands may not be placed in areas where passages to any entrances or walkways are blocked. Procedures regarding time, place, and manner are set forth in Section 000.2 of this document.

000.4 UNIVERSITY SUPPORT, SPONSORSHIP, OR ENDORSEMENT – UNIVERSITY NEUTRALITY

- 4.1 All individuals or organizations using University properties and services must avoid any unauthorized implication that they are sponsored, endorsed, or favored by the University.
- 4.2 As a State instrumentality, the University must remain neutral on religious and political matters. The University cannot sponsor or fund religious activities, and cannot sponsor or fund political activities, except when authorized for University purposes by the Regents or the President or their designees.

**UTAH STATE UNIVERSITY
TAGGART STUDENT CENTER POLICY**

SECTION: Building Use

POLICY #: 801
APPROVED: 9-23-04
SUPERSEDES: New

TITLE: Time, Manner and Place

The University is committed to ensuring that all persons may exercise the constitutionally protected rights of free expression, speech, assembly, and worship. The time, place, and manner of exercising speech and advocacy on the campuses are subject to campus regulations that shall provide for noninterference with University functions and reasonable protection to persons against practices which would make them involuntary audiences.

All individuals wishing to exercise these freedoms are required to register with the office of the Vice President for Student Services and complete the following Time, Manner and Place Permit.



TIME, MANNER AND PLACE PERMIT

The University is committed to ensuring that all persons may exercise the constitutionally protected rights of free expression, speech, assembly, and worship.

The time, place, and manner of exercising speech and advocacy on the campuses are subject to campus regulations that shall provide for noninterference with University functions and reasonable protection to persons against practices which would make them involuntary audiences.

I/We, the undersigned, request the following be approved, and agree to abide by the following regulations. (Any exemptions to the following must receive prior approval from the office of the Vice President for Student Services.)

I/We will not attempt to:

1. Breach the peace.
2. Physically obstruct pedestrian traffic.
3. Physically obstruct vehicular traffic.
4. Interfere with classes or other scheduled meetings.
5. Damage University property.
6. Discard banners, placards, picket signs, leaflets, pamphlets, handbills or other literature or materials in a manner which litters University property.
7. Permanently occupy land areas or permanently locate signs and posters.
8. Erect structures, shelters, or camps.
9. Sleep overnight on University property.
10. Must be at least 20 feet from the entrances/exits of campus building and parking lots and do not restrict movement on campus walkways and also a safe distance from the curbs of campus roads.

Nature of Activity: _____

Date: _____ Time: _____

Place: _____

(Note: Actual date, time, and location will be determined by Scheduling Office to ensure non-interruption of University functions.)

Printed Name: _____

Date Approved: _____

Signature: _____

Contact Number: _____

Individual/Organization: _____

Vice President for Student Services
or Designee

- USU Police Faxed (797-3756)
- President's Office Faxed (797-1173)
- Media Relations Faxed (797-1250)
- Scheduling Office

Sound equipment & set-up needs must be coordinated through Ken Bown at 797-3242. Rental rates will be explained.

(When signed and approved appropriately, a copy of this form will serve as the permit.)