

2012
2013



Building Operations Manual & User Guide

University of Missouri-Saint Louis

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Introduction

This manual was published by the Building Operations Office to provide assistance to University of Missouri-St. Louis staff and student leaders responsible for planning meetings and activities in the Millennium Student Center.

We suggest that this manual be used as a resource, in that, it contains information pertaining to the use of campus facilities, University policies, fees, and deadlines for support services provided through the Building Operations Office, and much more.

What is the Millennium Student Center? The MSC is a student union and people often view the union as a service building with physical facilities available for casual use. We believe that the union is more than a building and share the concept of the union as advanced by the Association of College Unions International:

The building is the physical facility that makes possible an informal education program, which is complementary to the college's formal education program [and] serves as an important factor in the student's personal development and complete education. The building is the means to an end. (Frank Noffke, Planning for a College Union, Association of College Union International, ACUI)

In as much as the Building Operations Office staff wants your experience with us to be a positive and rewarding one, we are committed to fulfilling the Millennium Student Center's mission:

The University of Missouri-St Louis Millennium Student Center's (MSC) mission is to support campus engagement for students, faculty and staff by providing an environment conducive for social, academic and assemblies necessary for student and professional development. The Millennium Student Center embraces the campus' goal to provide a safe and communal environment that aids in meeting the diverse needs of all individuals

~The Building Operations Staff
Millennium Student Center

The Millennium Student Center (MSC)

The Millennium Student Center is funded through UM-St. Louis student fees; therefore, student organizations have priority usage of available space within the MSC.

Student organizations are not charged for using the facility for their regular meetings, however, groups may incur costs for room setups, usage of Student Building Managers, food, and/or audio-visual needs. "Student hosted" (sponsorship and/ or co-sponsorship of other organizations) events such as major conferences, dances, parties, etc. will incur costs and may be coordinated through MSC Event & Conferencing Services.

The MSC is also available for personal use by UM-St. Louis students, faculty, staff, alumni, and the community at-large.

Hours of Operation

The Millennium Student Center is open during regular semesters (fall and spring):

Monday-Thursday	7:00 a.m. to 11:00 p.m.
Friday	7:00 a.m. to 5:00 p.m.
Saturday	10:00 a.m. to 5:00 p.m.
Sunday	1:00 p.m. to 9:00 p.m.

Summer Hours:

Monday-Thursday	7:00 a.m. to 9:00 p.m.
Friday	7:00 a.m. to 5:00 p.m.
Saturday	10:00 a.m. to 5:00 p.m.
Sunday	10:00 a.m. to 5:00 p.m.

Conduct

As in all buildings on campus, all of the following are prohibited within the Millennium Student Center:

- Use of tobacco products
- Carrying and concealing firearms
- Gambling or use of gambling devices

- Manufacture, sale, distribution, possession, or use of illegal drugs
- Unauthorized use of alcohol

Only guide and support dogs are permitted in the building. The appropriate civil action will be initiated for violators of this policy.

Undesirable Conduct Policy

Any person who engages in misconduct in the MSC may be requested to leave the premises. In the event that any person(s) engaged in misconduct refuses to leave the premises, Campus Police assistance will be requested.

Misconduct shall be defined as behavior which in any way defaces or damages the premises, or harassing of customers and guests or obstructs or interferes with the intended use of the premises. Federal and state law, city ordinances and University policies apply.

Disruptive Behavior, Unsolicited Advertising and Other Unscheduled Activities

To protect our students and campus community, the MSC reserves the right to ask individuals or collective groups to leave the building and adjacent parameters if individual(s) behaviors and/or actions impede business, interfere with regular activity in either the building or surrounding areas, compete with tenants interests located in the building OR if the customer/groups does not have a scheduled reservation through the Scheduling Office. Groups/individuals will be asked to leave and upon refusal, Campus Police will be called to assist.

Credit Card Solicitation Policy

Credit Card solicitation to the student community is prohibited in University buildings and on University grounds. Solicitation includes, but is not limited to, distribution of literature as “bag stuffers” in Bookstore bags, promotional incentives and advertisements.

Building Operations

The Building Operations Office is located in Suite 218 of the Millennium Student Center and may be contacted for information by calling (314) 516-5022.

Building Operations is responsible for the following:

- The Scheduling Office
- Custodial Services
- Sodexo Catering
- Millennium Student Center Conference And Event Services

The Scheduling Office

The Scheduling Office is located in the Building Operations Suite (218 MSC). The Scheduling Office is responsible for campus-wide reservations, however, only provides audio-visual support and room setups in the Millennium Student Center. For information regarding reserving space on campus call (314) 516-5022.

The Scheduling Office provides:

- 1) Assistance in identifying and reserving the most suitable facility for your activity.
- 2) Advising on appropriate University regulations and policies.
- 3) Audio-visual services in the Millennium Student Center.
- 4) Information on costs for rooms and support services.

The Scheduling Office is responsible for reserving the following areas:

North Campus:

- MSC Century Rooms and Conference Rooms
- The Pilot House (for Student Organizations only during Fall and Spring semesters)
- MSC Patio
- MSC Lawns
- The Quad (the outdoor area that is surrounded by the Thomas Jefferson Library, Clark Hall, Lucas Hall, and the Social Sciences Building)
- The Alumni Circle (the circular drive adjacent to the J.C. Penney Building)
- The Founder's Circle-(the area directly in front of the Thomas Jefferson Library)
- Benton Hall 119

Reservation Procedure and Policy

To reserve space, a completed Facility/Services Request form must be submitted to the Scheduling Office, 218 Millennium Center or faxed 516-5320 four (4) business days prior to the event. You can

also fill out a Facilities Request form online ([Click here](#)). A reservation confirmation will be e-mailed to your UMSL e-mail account.

Please do not send invitations or post flyers until you have received a confirmation.

Billing

If there are any costs associated with your event, approval will be required from the Office of Student Life prior to the event reservation. No services will be provided without prior approval. Student organizations may pay by MoCode (if the cost is recognized as an SABC budget expense), check, cash or money order. NOTE: American Express is not accepted.

Changes to Reservations

When information on a reservation needs to be changed, please submit an On-line Notice of Change form to the Scheduling Office as soon as possible. The Scheduling Office will make the appropriate change and another confirmation will be sent to you. **NOTE: Only three changes will be accepted per booking without charge. To obtain form, [click here](#).**

Cancellations

If you find that the space you have reserved is not needed, an on-line Notice of Change form should be sent to the Scheduling Office as soon as possible to release the space. Cancellations 48 hours prior to the event will not be charged. Cancellations the day of the event will be charged the full space and service fee.

Rain site

Rain site requests for events scheduled outdoors will be limited to available space on the day of the event.

Events Outside Building Hours

If your event occurs outside of the Millennium Student Center's operating hours, a Student Building Manager will be required. The reservation request will be subject to the approval of the Building Supervisor and the availability of the Student Building Manager. There will be a minimum four hour

Student Building Manager fee. NOTE: During the summer months student organizations cannot book events outside of the normal building hours.

Space Substitution - The Scheduling Office will always attempt to schedule your event in the location requested. If the requested room is not available, your event will be scheduled in a comparable location.

Relocating Event

The Scheduling Office reserves the right to move a scheduled event to another location if the originally requested room is needed for an activity that requires special accommodations. This is an infrequent occurrence, but should such a need arise; you will be notified as soon as possible.

Denial of Request for Space

The Scheduling Office reserves the right to deny a request for space if it is operationally impossible to accommodate or if an event or organization is in conflict with University policies or regulations.

Damage to Facility/Equipment

Individuals and/or groups are responsible for damages to facility or equipment and will be billed for repairs, replacements or extraordinary cleaning.

Student Organizations

Only Red and Gold student organizations may reserve space through the Scheduling Office. (Gold organizations can receive University funds whereas Red organizations do not.) City-wide Greek Organizations must contact the Office of Student Life. Red organizations are required to pay all charges at least ten (10) business days prior to the date of the event.

Authorized Scheduling

Only registered student officers can book events on the behalf of the student organization. Reservations from non-registered student officers, general members and advisors will not be accepted.

“No Shows”

Three “no shows” without notification will be discussed with the organization's advisor and future reservations must be approved by the Building Supervisor or his/her designee.

- 1st No-show: A warning that future reservations may be canceled.
- 2nd No-show: A meeting will be scheduled with the Scheduling Coordinator.
- 3rd No-show: Any reservations for the remainder of the semester are canceled.

Fronting

University student organizations may not serve as “fronts” for other any group in order to gain free or reduced rates for use of conference space and services. Meeting and events reserved by student organizations must fall under the following guidelines:

- The event/meeting must be conceptualized, planned and managed by the student organization and must truly be an initiative of that student organization.
- Any costs associated with the event/meeting must be paid by the student organization the appropriate MoCode.

Users who misrepresent an event or affiliation in order to avoid fees and charges will be billed appropriately. Student organizations may also have reservation privileges suspended. This fronting policy also applies to departments.

Co-Sponsorship

Student organizations that want to co-sponsor with departments and/or non-university organizations (or departments with non-university organizations) in order to gain financial support may be permitted under the following guideline:

- The event/meeting must be conceptualized, planned and managed by the student organization or department and must truly be an initiative of that student organization or department.

In some cases, groups may be referred to MSC Conferences and Event Services. The Scheduling Office will make the determination on co-sponsorships by considering the nature of the event, past experience with respect to similar events, type, and the nature of attendees.

Fund Raising

Only Gold student organizations may conduct fund raising activities on campus. Fund raising is defined as sales, solicitations, or promotions for any event or project designed to raise money including any activity for which an admission is charged or donations are to be collected. All on campus fund raising activities are subject to the following policy and procedures:

Policies

- 1) All on campus fund raising activities by recognized student organizations must be approved in advance by the Director of Student Life or his/her designee.
- 2) Any contractual agreements must be between an individual, office/coordinator or organization and the outside agency must not obligate the University of Missouri in any way.
- 3) All monies accrued from on-campus fund raising projects will be deposited into a University account in the name of the sponsoring recognized organization and shall be subject to the policies governing such accounts. Recognized organizations which do not have an established University account will be asked to establish one.
- 4) Funds raised to benefit non-profit charitable recognized organizations will be approved providing that the sponsoring organization submits a statement on a letterhead from the charity verifying it is approved as “non-profit” under the regulations of the Internal Revenue Code.
- 5) Fund raising activities that are judged to be in competition with any University auxiliary enterprise will be prohibited unless approved by the Director of the MSC, his/her designee or the administrator in charge of the auxiliary service affected by the fund raising activity.
- 6) Written permission is required for use of the University buildings or grounds and must be obtained by the sponsoring recognized organizations after approval for the fund raising activity is granted. This permission may be obtained by contacting the Scheduling Office and will be consistent with the following:
 - a. All fund raising activities held on University grounds or in University buildings are subject to a use fee (Board of Curator Regulation 4.0314.0633) unless specifically exempted by the Chancellor or his/her designee.
 - b. Fund raising activities may not be held in places where, or at times when, such activity would constitute a clear and substantive interference with the conduct of classes, study, business, pedestrian or vehicular traffic, or other University functions (4.0314.0107)
 - c. An approved fund raising activity involving solicitation of money is restricted to specifically authorized areas of the campus buildings and grounds and must be conducted from a table or booth rather than by roving solicitors. There will be no exceptions to this provision. The fund raising request from indicating the desired location(s) must be approved a minimum of ten (10) business days (two weeks) prior to the proposed activity.

- 7) Without special permission from the Director of the MSC or the designee, fund raising activities may not be conducted for a period exceeding five (5) days.
- 8) The sponsoring recognized student organization through its officers is responsible for any cost to the University (e.g. clean up, special construction and set up costs, repair to University property, and extra security as deemed necessary by MSC administrative personnel). The sponsoring recognized student organization may be requested to pay estimated University costs in advance before approval of the fund raising activity is granted.
- 9) The names of the sponsoring recognized student organization must appear prominently in all advertising and other communications connected with the fund raising activity.
- 10) The officers of record (the persons listed with the Office of Student Life) will be responsible for the implementation of the activity and the conduct of all members and non-members involved in the activity.
- 11) Recognized student organizations that violate provisions of the fund raising policy risk loss of privileges associated with University recognition, up to and including suspension of recognition. These penalties may be imposed by the Office of the Vice Provost for Student Affairs. Appeal may be made to the Senate Student Affairs Committee and ultimately to the Chancellor.

Procedures

To obtain approval to hold a fund raising activity, a recognized student organization must:

- 1) If the funds to be raised are to benefit a nonprofit charitable organization, obtain a statement on letterhead from the charity verifying it has been approved as “non-profit” under Internal Revenue regulations.
- 2) Submit the forms and schedule an appointment to discuss the fund raiser with an MSC administrator. This meeting should occur at least fifteen (15) business days (three weeks) prior to the start of the activity.

Scheduling Deadlines

To ensure proper and timely handling of your request, please adhere to the following deadlines:

Service Requested	Deadline
Reservation of space and room setup	4 business days prior to the event
Request for audio-visual equipment	4 business days prior to the event
Request for catering service	3 business days prior to the event
Cancel a food order	24 hours prior to the event
Request for alcohol	10 business days prior to the event
Reservation outside business hours events requiring a student building manager	10 business days prior to the event
Special setup with diagram	10 business days prior to the event
Major events/dances/etc.	4 weeks prior to the event

Event requiring rentals	10 business days prior to the event
Event requiring conference phone	7 business days prior to the event

The above time frames are necessary as they take into consideration mail deliveries, appropriate authorizations and approvals, scheduling personnel, food production and distribution of information.

Note: **Late fees will be assessed for failure to meet approved deadlines.**

Room Setup and Equipment

There are five basic setup arrangements for meetings in the Millennium Student Center Conference Center:

- Theater
- Conference
- U-shape
- Closed square
- Circle of chairs

If your event calls for a nonstandard setup, you will need to submit a diagram. Please note that the cost for renting equipment for special setups will be passed on to you.

Building Operations has portable staging (4ft. x8ft. sections). A general guide for determining the number of risers needed is to figure one riser per person. For example if you want a head table for six people, you will need six risers. This will allow room for tables, chairs, and movement on the risers.

On occasion, you may not know the setup requirements when you submit the request for space. However, in order to ensure that your needs are met, it is absolutely imperative that the setup information is received four (4) working days prior to the event. To avoid injury and liability to the University, only University staff is allowed to set up rooms.

Catering

All food and beverages served on campus must be provided through the University's contracted food service company. Sodexo Catering is located room 218 MSC. For information, call (314) 516-4321 or visit <http://www.umsldining.com/catering/index.html>

Alcohol Policy

- As a general policy, alcohol may not be served at any event. Permission to serve alcohol at an event will be viewed as an exception to the policy. Requests to serve alcohol will be examined on a case-by-case basis.
- All persons attending the event must comply with applicable federal, state and University regulations. (The legal age to consume alcohol in Missouri is 21. The University reserves the right to request proof of age of any person being served.) Alcohol may be served no later than one hour proceeding the scheduled end time.
- According to University regulations, organizations with a substantial number of members under the age of 21 (75%), shall not permit the drinking or serving of alcoholic beverages at any social function or meeting. The student organization should submit along with this form a roster of membership for all members including: first name, last name, ID number, and birth date.
- The organization's advisor and president or designee must be present at the event and assume the responsibility that minors will not be served alcohol. The advisor and president or designee will also be responsible for the conduct of all persons attending the event.
- The organization advisor or responsible administrative professional will be required to be present for the duration of the event.
- The student organization's advisor will be considered the sponsor of the event and will be responsible for ensuring that University regulations and state laws governing use of alcoholic beverages are upheld.
- If permission is granted, the organization's president must notify all members of the organization that alcoholic beverages available at the event may not be served to or consumed by minor members of the organization. This will not be considered a violation of the marketing guidelines found below.
- To demonstrate responsibility and concern for legal liability, the student organization is required to provide non-alcoholic beverages and food at an event where alcoholic beverages are available
- Liquor license mandates that all alcoholic beverages must be purchased and served by the University's contracted food services. There will be a charge for this service.
- There is a two drink limit.
- Arrangements must be made with the University Police to provide security. The student organization is responsible for paying the cost of security for the event.

Alcohol Policy for Student Organizations

- The organization's President, Advisor, Facility's Director or designee, Associate Director of Student Life, and the Vice Provost for Student Affairs must approve the request.
- This form must be completed, including advisor's signature, and forwarded to the Associate Director of Student Life at least 21 days prior to the event. The Associate Director will submit to Vice Provost for Student Affairs for approval.
- A "Request to Use University-Administered Funds to Purchase Alcohol for University Sponsored Event" form must be submitted at the same time if SABC budget money is going to be utilized.
- If approved, this form will be forwarded to the facility director as confirmation of approval.
- If approved, members of the organization will meet with a representative of the Office of Student Life a minimum of 5 days prior to the event to review University requirements at the event.
- An invoice/confirmation of food and drink order must be provided and reviewed by the Associate Director of Student Life 14 days prior to the event.

Marketing Guidelines

- No advertising whether printed, written, electronic, or over the radio may advertise the presence of alcohol at the event.
- When alcoholic beverages are being served, advertisements may read "refreshments provided."

Building Maintenance

General maintenance of the Millennium Student Center is provided by Facility Services. Issues or concerns should be directed to (314) 516-6320.

Proper Care and Use of Facilities

It is expected that proper care will be taken of the Millennium Student Center. Please keep in mind and inform your guests that:

- Food and beverages are to remain in designated areas.
- Guests must restrict their activities and movement to the areas in the building reserved.
- Guests are responsible for the care of their personal belongings.

- Candles may be used in candelabras provided drip shields or other protective measures are used. Floating candles are also acceptable. No lighted candle may be passed from one person to another.
- Taping, stapling, and nailing items to walls and doors is **not** permitted.
- Skateboarding, skating, and bike riding are prohibited in the building.

Displaying Promotional Materials

All student related promotional materials such as flyers, banners, table tents, etc. must be approved and stamped by the Student Life Office, 366 Millennium Student Center. The Office of Student Life will hang banners in the MSC Rotunda. You are responsible for collecting your banner once the posting date has expired. Unclaimed banners will be discarded.

- Student Organizations requesting to display promotional materials on the Nosh and Pilot House tables in the MSC must reserve plastic table tents from the Office of Student Life.
- Large, glass-enclosed bulletin boards have been placed in highly visible areas throughout the building. Some boards are designated for department use only, but there are ample boards for student organizations.
- Please do not tape, staple, tack or otherwise fasten any materials to the walls, columns, railings, windows, doors, the mantle or hearth of the fireplace in the Fireside Lounge, or any non-designated areas in the building. **Materials placed in unauthorized areas and/or that have not been approved will be removed.**

Office Décor

Requests to place semi-permanent folders, plaques, escutcheons, nameplates or other attachments onto office doors should be submitted to the Building Operations Office.

Personal items such as pictures and plaques add warmth to office and reception areas. In order to avoid damage to wires, pipes, and conduits behind walls, the driving of nails or screws into walls should be left to building management. The same cautions should be taken when considering hanging items from the ceiling.

Custodial Services

Building Operations is responsible for custodial maintenance of the Millenniums Student Center. All questions and concerns pertaining to custodial care should be directed to (314) 516-5022.

Millennium Student Center Conference and Event Services

The meeting and dining facilities of the MSC are available for personal use (receptions, workshops/conferences, meetings, tradeshow, etc). If you are interested in holding an event in the Millennium Student Center, call (314) 516-5573. The staff will provide information and space availability over the phone. However, all requests to use space must be submitted on a Millennium Student Center (MSC) [Facility/Services Request Form](#) and emailed to halldc@umsl.edu or faxed to (314) 516-5320.

Reservation Process

In order to allow adequate time for processing, requests for space should be made at least 6-8 weeks prior to the date of the event. **A reservation will not be confirmed until the request form has been received and processed by Millennium Student Center.**

Conference Services

All space is reserved on a first-come-first-served basis. Upon confirmation of the request, you will be sent a University of Missouri-St. Louis Facilities and Services Agreement and a letter specifying the deposit amount, the due date for the deposit and signed agreement, a floor plan. (A list of area lodging accommodations is available upon request.) If the signed agreement and deposit are not received by the date specified, the reservation will be canceled.

Millennium Student Center Conference Services reserves the right to reject a request if it is programmatically or operationally impossible or in conflict with the University's policies and regulations.

Event Liability Insurance

UM Risk & Insurance Management requires that all non-university-sponsored events be covered by Commercial General Liability Insurance (comparable to comprehensive General Liability Insurance).

This insurance may be purchased through the University or the requestor's insurance carrier.

Essentially, the terms of the insurance are:

- The standard minimum coverage is \$500,000 combined single limit for bodily injury and property damage, per occurrence and aggregate.
- The insurance policy must name "The Curators of the University of Missouri" as an additional insurer.
- The organization will provide for Worker's Compensation coverage at statutory limits and Employers' Liability coverage with a minimum limit of \$100,000 per occurrence and aggregate.
- If the policy is changed or canceled, written notice should be sent to Millennium Student Center Conference Services 15 days prior to the event date.
- An event held over a period of consecutive days will be covered under one policy. A separate policy must be purchased for each subsequent event. Events involving alcohol service require additional coverage.

If you elect not to purchase insurance through the University, a certificate of insurance must be returned along with the signed agreement and deposit by the date specified by Millennium Student Center Conference Services.

Fees

The fee structure for utilizing the Millennium Student Center and related services are delineated according to the requestor's affiliation with the University. Discounts are given to students, alumni (graduates), faculty and staff, and non-profit organizations. To receive a discount: students must show a current student ID; alumni are required to give their graduation year and when applicable their name at graduation; and nonprofit organizations are required to provide proof of their tax-exempt status. Children of alumni, faculty and staff are also eligible for discounts.

Payment

Payment is due upon return of the signed agreement. Checks should be made payable to UM-St. Louis. Major credit cards (except American Express) are also accepted.

Cancellations

If you find it necessary to cancel the event, please let us know as soon as possible. Failure to cancel space may result in denial of future requests.

Events canceled after the deposit has been paid will be refunded all but \$100 and the cost of insurance.

Parking

Parking permits are \$1 per vehicle and should be affixed to the rear window on the driver's side. Cars without permits will be ticketed. All of the entrances to the building are accessible.

Deliveries and Storage

Someone from your organization should be designated to be present when deliveries are expected.

University staff will not accept or be responsible for deliveries.

The Millennium Student Center has very limited storage space; consequently, we cannot store materials and equipment. The University takes no responsibility for items left in meeting and dining rooms.

Site Visits

Appointments for site visits may be scheduled by calling Millennium Student Center Conference Services at (314) 516-4346.

Security

The University Police will be notified about your event and they will patrol the area on a frequent basis.

Keep in mind that as in any public facility, you and your guests should not leave personal items unattended. The University takes no responsibility for lost or stolen items. Contact UMSL Police at (314) 516-5155.

Millennium Student Center Directory

First Floor

	Room	Phone Number	Fax
Sodexo Catering	104	561-4321	516-6491
Chatroom	113		
Disability Access Services	144	516-6554	516-6561
Gallery Visio	170	516-7922	516-5770
Health, Wellness, & Counseling	131	516-5711	516-5988
Multicultural Relations	190	516-6807	516-6569
Pilot House	160	516-7260	
Television Lounge	111		
The Nosh Food Court			

Second Floor

Einstein's Bros. Bagel	211	516-7304	
Bookstore & Computer Sales	209	516-5763	516-5770
Building Operations	219	516-5022	516-5320
Career Services	278	516-5111	516-6535
Cashier's Office	285	516-5151	516-5302
Center for Student Success	225	516-5300	516-4725
Event & Conference Services	218 C	516-5320	
Fireside Lounge	213		
Graduate Admission Office	255	516-5458	516-6996
Information Desk	219		
Office of Transfer Services	351	516-5162	516-4725
Recruitment Services	269	516-6941	516-5310
Study Abroad/International Student Services	261	516-5229	516-5636
The "U" Radio Station	202A	516-8438	
US Bank	256	385-9465	385-6894
Welcome Center	257	516-5460	516-4316

Third Floor

Admissions (Undergraduate)	351	516-5451	516-5310
Century Room A	312A		
Century Room B	312B		
Century Room C	312C		
Financial Aid	327	516-5526	516-5408

Millennium Student Center Directory (Continued)

Third Floor Continued

	Room	Phone Number	Fax
Meeting Rooms	313A		
Meeting Room	313B		
Meeting Room	314A		
Meeting Room	314B		
Meeting Room	315A		
Meeting Room	315B		
Meeting Room	316A		
Meeting Room	316B		
Office of Student Life	366	516-5291	516-6747
Quiet Lounge	302		
Student Government Association (SGA)	366	516-5105	
Student Organizations	366		
The Current (Newspaper)	388	516-5174	516-6811
University Program Board	366	516-5531	

Millennium Student Center Directory

Building Operations Staff

Director of Millennium Student Center	Benard Diggs	(314) 516-6308	diggsb@umsl.edu
Building Services Supervisor	Darryl Wea	(314) 516-5262	wead@umsl.edu
Supervisor	Derrick Holmes	(314) 516-4214	holmesde@umsl.edu
Scheduling Coordinator	Stanley Holmes	(314) 516-5264	holmess@umsl.edu
Office Support Staff III	Tiara Rogers	(314) 516-5022	rogersti@umsl.edu
Fiscal Assistant	Ashley White	(314) 516-5729	whiteaj@umsl.edu

MSC Event & Conference Services

Programs & Special Events Coordinator	Dorian Hall	(314) 516-5573	halldc@umsl.edu
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Custodians/Floor Crew

Mary Birdsong
Larry Brown
Kenneth Fulks
Roger Kujath
Richard Tripplet
Williard Malone

Appendix A: Student Organization Request to Use Alcoholic Beverages on University Property

UNIVERSITY OF MISSOURI-ST. LOUIS

(Alcohol Form #3)

Contact Information

Today's date: _____		Date of Event: _____	
Organization Name: _____			
Event Coordinator: _____			
Coordinator's Address: _____			
Street		City	State Zip Code
Coordinator's Phone Number: _____ () _____			
Area Code		Phone Number	

POLICY:

- As a general policy, alcohol may not be served at any event. Permission to serve alcohol at an event will be viewed as an exception to the policy. Requests to serve alcohol will be examined on a case-by-case basis.
- All persons attending the event must comply with applicable federal, state and University regulations. (The legal age to consume alcohol in Missouri is 21. The University reserves the right to request proof of age of any person being served.) Alcohol may be served no later than one hour proceeding the scheduled end time.
- According to University regulations, organizations with a substantial number of members under the age of 21 (75%), shall not permit the drinking or serving of alcoholic beverages at any social function or meeting. The student organization should submit along with this form a roster of membership for all members including: first name, late name, ID number, and birth date.
- The organization's advisor and president or designee must be present at the event and assume the responsibility that minors will not be served alcohol. The advisor and president or designee will also be responsible for the conduct of all persons attending the event.
- The organization advisor or responsible administrative professional will be required to be present for the duration of the event.
- The student organization's advisor will be considered the sponsor of the event and will be responsible for ensuring that University regulations and state laws governing use of alcoholic beverages are upheld.
- If permission is granted, the organization's president must notify all members of the organization that alcoholic beverages available at the event may not be served to or consumed by minor members of the organization. This will not be considered a violation of the marketing guidelines found below.
- To demonstrate responsibility and concern for legal liability, the student organization is required to provide non-alcoholic beverages and food at an event where alcoholic beverages are available
- Liquor license mandates that all alcoholic beverages must be purchased and served by the University's contracted food services. There will be a charge for this service.
- There is a two drink limit.
- Arrangements must be made with the University Police to provide security. The student organization is responsible for paying the cost of security for the event.

PROCEDURE:

- The organization's President, Advisor, facility's director or designee, Associate Director of Student Life, and the Vice Provost for Student Affairs must approve the request.
- This form must be completed, including advisor's signature, and forwarded to the Associate Director of Student Life at least 21 days prior to the event. The Associate Director will submit to Vice Provost for Student Affairs for approval.
- A "Request to Use University-Administered Funds to Purchase Alcohol for University Sponsored Event" form must be submitted at the same time if SABC budget money is going to be utilized.
- If approved, this form will be forwarded to the facility director as confirmation of approval.
- If approved, members of the organization will meet with a representative of the Office of Student Life a minimum of 5 days prior to the event to review University requirements at the event.
- An invoice/confirmation of food and drink order must be provided and reviewed by the Associate Director of Student Life 14 days prior to the event.

MARKETING GUIDELINES:

- No advertising whether printed, written, electronic, or over the radio may advertise the presence of alcohol at the event.
- When alcoholic beverages are being served, advertisements may read "refreshments provided."

Event Information

Event Name: _____

Location: _____

Time: _____ -- _____ Estimated Attendance: _____
Start Time End Time

Target Audience (Please circle): Faculty Staff Students Other: _____

Facility Reservation Confirmation (please circle): Yes No Reservation ID#: _____

Sodexo Order Confirmation (please circle): Yes No Order# _____

Type of Alcohol (please circle): Beer Champagne Blush Wine White Wine Other (specify) _____

Cash Bar (please circle): Yes No If no, please specify method of payment _____

Event Description

- ✓ I have read the Student Organization Request to Use Alcoholic Beverages on University Property.
- ✓ I certify that 75 percent of our organization's membership is 21 years of age or older.
- ✓ I agree to abide by the provisions set down in the policy and guidelines.
- ✓ I understand that by signing this form, the officers and advisor of our organization assume responsibility for the conduct of participants at the event.
- ✓ I agree that should permission to serve alcohol be granted, our organization shall make efforts to adhere to University regulations and state laws.
- ✓ I agree to notify all members in our organization of the Policies, Procedures, and Marketing Guidelines outlined above.

President's Signature_____
President's Printed Name_____
Date_____
Advisor's Signature_____
Advisor's Printed Name_____
Date**Office Use Only:**

Request Approved _____ Request Denied _____ Office of Student Life _____ Date: _____

Request Approved _____ Request Denied _____ Building Director _____ Date: _____

Request Approved _____ Request Denied _____ Vice Provost, Student Affairs _____ Date: _____

Appendix B: Policy for Dances

1. Space will be available for dances in the Millennium Student Center sponsored by **Gold student organizations**, except on those weekends which include official holidays for custodial or maintenance personnel and during the week of final exams.
2. **Requests for space must be submitted to the Scheduling Office, 218 Millennium Student Center at least four weeks in advance.** Only one event may be officially confirmed at a time and all obligations to the University, including payment of any charges due from previous events, must be satisfactorily met before future dances may be scheduled. A copy of the reservation will be sent to the Student Activities Office for verification.
3. When submitting the Scheduling Request form, the person requesting the space must meet with the Scheduling Coordinator to discuss basic policies and procedures related to scheduling dances. Any special setup needs must be discussed with the Supervisor of Building Services (218 MSC, 516-5262).
4. Attendance will be limited to UM-St. Louis students with one guest, other college students with current college ID's and UM-St. Louis alumni presenting current Alumni Association ID's. Only valid college ID's and UM-St. Louis alumni ID's will be accepted for admission, although supportive identification which includes a photograph (i.e. driver's license) may be requested in addition to college or alumni ID's. Attendance will be limited to 300 people (depending on the location). Guests are required to check their ID.
5. Any literature or promotional advertisement must include the starting and closing times of the event and attendance policies. Advertising on radio, television and in non-campus newspapers is prohibited.
6. All groups will be required to have at least one UM-St. Louis police officer and one ID checker present at all times. To retain a police officer, call 516-5158 at least 10 working days prior to the event. Be prepared to give your organization's MoCode and PeopleSoft account number. ID checkers must be members of the organization. ID checkers may be allowed to collect any admission fees or monies generated, however, the organization's advisor will have overall responsibility for collection of monies. All monies must be deposited into the organization's University account in the Office of Student Life.
7. At least 10 working days prior to the event, the organization must provide the Scheduling Office a typed list of names and student ID numbers of six members who are currently enrolled as UM-St. Louis students who will serve as monitors at the event. These individuals will officially represent the organization sponsoring the event and will be contacts for the University staff. The Building Operations staff member in charge will assign their responsibilities on the night of the dance. At least two of the six monitors and the event coordinator must schedule an appointment with the Student Activities Accountant and Building Operations staff no less than 48 hour prior to the event. This meeting will consist of a brief orientation session including collection and deposit of monies, parking procedures, attendance screening and payment of fees.
8. All monitors must meet with the Building Operations staff in 218 MSC no less than one hour prior to the scheduled starting time of the event. At that time, if there are substitute monitors, they must be present and make themselves known to the Building Operations staff. Monitors will be assigned their responsibilities at that time.
9. Dances must end no later than 12:00 midnight. Everyone must be out of the building by 12:30 a. m.

10. Any food and beverages served at the dance must be provided by the University's contracted food service company.
11. If the organization wants to serve alcohol, a Request to Use Alcoholic Beverages on University Property form and accompanying documents must be submitted to the Scheduling Office at least three weeks prior to the dance.
12. The Building Operations staff member on duty will have full authority to 1) cancel the dance if the monitors do not arrive at least one hour prior to the dance, and 2) end the dance if disorderly or destructive behavior occurs. Costs of damages and any other additional costs incurred in connection with the dance are the responsibility of the sponsoring organization.
13. Any misrepresentation by the organization regarding any aspect of the dance will result in cancellation of the dance and/or loss of scheduling privileges for the academic year.
14. This policy and procedures as outlined does not cancel any existing regulations and guidelines related to use of campus facilities or procedures for sponsoring activities on the UM-St. Louis campus. The sponsoring organization is responsible for the conduct of its members and guests, both inside and outside the dance area. Specifically, organizations are responsible for eliminating the use of inappropriate use of alcoholic beverages and illicit drugs. UM-St. Louis police will detain anyone found in possession of unauthorized alcoholic beverages or illegal drugs anywhere on the UM-St. Louis campus.
15. Lack of cooperation by the sponsoring organization, failure to comply with University guidelines, or noncompliance to health and safety regulations may result in cancellation of an event and/or further disciplinary action.
16. The conditions described in this policy will be reviewed periodically and may be subject to revision.
17. The requestor will have two weeks from the date the request is submitted to provide the Scheduling Office with all missing or required information or the reservation will be cancelled.

The University of Missouri St. Louis Policy and Procedures for Use of Facilities for Dances has been discussed with me by _____ and I agree to its terms and conditions.

Officer's Signature & Title

Organization

Date

Advisor's Signature

Organization

Date