

Student Union Resource Guidelines

I. Purpose

In order to effectively lend out and track the use of ASI resources.

II. Background

The Student Union is funded by student fees. As such, these guidelines were created to uphold the fiduciary responsibility associated with the management of student fees. In addition, be purposeful with the usage of ASI resources.

III. Accountability

- | | | |
|---|--|--|
| <input type="checkbox"/> ASI Board of Directors | <input checked="" type="checkbox"/> ASI Professional Staff | <input type="checkbox"/> ASI Entity Leaders |
| <input checked="" type="checkbox"/> Student Union Student Employees | <input type="checkbox"/> Budget Support Staff | <input type="checkbox"/> ASI Entity Advisors |
| <input type="checkbox"/> Budget Allocation Spending Committee | <input type="checkbox"/> ASI Student Employees | |
| <input type="checkbox"/> ASI Entity Organization Members | | |

IV. Applicability

- | | | |
|---|---|---|
| <input checked="" type="checkbox"/> Board Members | <input type="checkbox"/> ASI Professional Staff | <input checked="" type="checkbox"/> Student Employees |
| <input checked="" type="checkbox"/> Students | <input checked="" type="checkbox"/> Staff | <input checked="" type="checkbox"/> University Administrators |
| <input checked="" type="checkbox"/> University Clubs/Orgs | | |

Available Resources

These guidelines pertain to the following ASI resources:

Event Equipment

- A-frames
- Rectangular/round tables
- Chairs
- Trash/recycling bins
- Moving dolly
- Podium
- ASI Stage (\$250 fee for entities outside of ASI)

AV/IT Equipment

- AV mixer
- Microphone stands
- Wireless microphones
- Wired microphones
- Table microphones
- Lapel microphones
- AV speakers
- AV chords and plugs
- Projectors
- Laptops

- Camera
- Headphones

Guidelines

1. Reservations: Student Union resource reservations can be requested through 25Live.
2. Pick up and Returns: Resources can be picked up from and returned to the Student Union Information Desk with a valid CI ID. It is the user's responsibility to arrange any necessary travel arrangements. Certain Student Union resources are not to leave the Student Union, unless approved by the Student Union staff. Please reference 25Live for specific resources.
3. Safe Keeping: Resources must be in the same condition as when picked up from the Information Desk. The user will be responsible for repair, cleaning or replacement costs.
4. AV/IT Student Staff: The Student Union Event Staff will oversee all AV/IT equipment. These individuals will set-up, monitor, and takedown all equipment. Since the operation of AV/IT equipment requires extensive training, only ASI Event Staff will handle the equipment.
5. Sound amplification: Sound may not interfere with the educational process.
6. IT Equipment: IT equipment can be reserved as part of an event/meeting held within the Student Union only.
7. Dolly/Camera/Headphones: This equipment may be checked-out for 1 day at a time.
8. A-Frames: A-frames can be reserved for up to one week per event. Any materials on the A-frames must be removed before returning to the Student Union Information Desk. If requesting A-frames, please follow the following Police & Parking guidelines.
9. Laptops: The Student Union laptops can be checked out from the Information Desk to be used within the Student Union only and must be returned that same day before closing time.
10. Trash/recycling bins: Requestors must take out any trash that was disposed while the bins are in their possession. Please dispose of trash at the nearest available dumpster.
11. Student Union stage: Any outside entity using the stage will accrue a \$250 fee. Stage cannot be transported outside of the Student Union.
12. Information Tables: In accordance with the University's Policy on Solicitation, Public Meetings, Performances, Rallies and Similar Events, (FA.83.002), persons staffing the table are to remain behind it. Activity shall not disrupt flow of traffic. Literature may be placed on the

table for others to take at their discretion—it cannot be handed directly to the individual unless the individual requests the literature.

Tables may be used to promote any event and/or project sponsored by a University department or a registered student organization. Individuals or off-campus groups cannot reserve tables for use unless sponsored by a registered organization or University department. The sponsoring organization or department is responsible for making the reservation.

All materials belonging to the organization or persons staffing the table must be placed on or under the table.

Tables are not available during finals week or the week prior.

For safety reasons, the Student Union restricts the number of tables in public areas and hallways.

Procedures Approved By:

_____	_____	_____
ASI Executive Director (Print Name)	(Signature)	(Date)