

**Hulman Memorial Student Union (HMSU)
Policies and Procedures
Academic Year 2018-19**



**DIVISION OF STUDENT AFFAIRS
Hulman Memorial Student Union**

Table of Contents

HMSU	5
Overview.....	5
Policies and Procedures.....	6
Prohibited Conduct.....	6
Access and Use.....	7
Alcohol	7
Animals	8
Audiovisual Technology	8
Bicycles.....	8
Building Hours.....	8
Candles/Pyrotechnics/Fog/Smoke/Fire	8
Check In.....	9
Collection Boxes (Clothing, Food, Book Drives, etc.)	9
Damage, Theft and Vandalism	9
Decorations.....	10
Dede Plaza.....	10
Demonstrations and Protests	12
Disruptive Behavior.....	13
Distribution of Literature and Surveys.....	13
Elevators	13
Emergency Procedures	13
Fire Alarms	14
Flammable Materials	14
Food Service and Catering	14
Fronting.....	15
Furniture	15
Gambling and Games of Chance.....	15
Information Tables – Sales and Solicitation	16
Lounges.....	17
Lost and Found.....	18
Minors.....	18

Motor Vehicle Regulations (Skateboards, Skates, Segways, Hoverboards, Any Wheeled Devices, etc.).....	18
Movies/Films/Video/Online Streaming	18
Noise and Amplified Sound.....	19
2 nd , 3 rd and 4 th floors of HMSU	19
HMSU areas outside of meeting and Dede conference rooms	19
Dede plaza and other outside areas of HMSU.....	19
Non-Discrimination Policy.....	20
Packages	20
Parking	20
Print Stations.....	20
Priority Scheduling.....	20
Public Phones.....	21
Reservations, Cancellations and Violations	21
Reservations	21
Cancellations.....	23
Dede Activity Center rooms, Dede Plaza and HMSU meeting rooms.....	23
HMSU Information Tables (sales and solicitation).....	24
Violations	24
Responsibility for Personal or Organizational Property.....	25
Right of Entry	25
Shirts and Shoes.....	25
Smoking Policy / Tobacco Free Campus Policy	25
Sound System/Audio Speakers	26
Sponsored Presentations	26
Storage Space	26
Vending Machine Refunds.....	27
Weapons	27
Wi-Fi	27
Appendix A - Advertising an Event.....	28
Banners (inside the HMSU Commons)	28
Banners (Dede Plaza).....	29
Bulletin Boards.....	30
Chalking	30
Digital Signage	31

Easels/Floor Stands/A-Frames..... 31
Proper Names..... 31
Table Tents 32
Appendix B – Dede Plaza Map 33

HMSU

Overview

The HMSU is a student-focused facility that fosters socialization and community development, a comfortable place to relax, and office space for a variety of departments.

Traditionally considered the "hearthstone" or "living room" of the campus, today's student union is the gathering place of the college. The student union provides services and conveniences that members of the college community need in their daily lives and creates an environment for getting to know and understand others through formal and informal associations.

The union serves as a unifying force that honors each individual and values diversity. The union fosters a sense of community that cultivates enduring loyalty to the college. (Association of College Unions International, 1996)

The HMSU supports the mission of Indiana State University (ISU) by providing space for co-curricular and cultural programs and events, but it is not an academic building.

The HMSU is open to all ISU students, faculty, staff, and members of the public, subject to the reasonable limitations set by university policy. Failure to comply with policies or requests established by the HMSU Director may result in action by the staff to deny privileges and/or assess appropriate fines or charges. This document will be updated annually before the start of the academic year. The HMSU Director will determine any matters not expressly covered by this document.

HMSU Website: <https://www.indstate.edu/student-affairs/hmsu>

Building hours, Directions and Floor map:

<https://www.indstate.edu/student-affairs/hmsu>

Rental rates: <https://www.indstate.edu/student-affairs/hmsu/reservations>

Dede Activity Center, Dede Plaza and HMSU Rooms Reservations:

<https://www.indstate.edu/student-affairs/hmsu/reservations> or call 812-237-3817

HMSU Sales and Solicitation table reservations: email at

ISU-IC@mail.indstate.edu, call 812-237-3999 or stop by the Information Center Desk

University Handbook: <https://www.indstate.edu/handbook>

Code of Student Conduct: <https://www.indstate.edu/code-of-student-conduct>

Special Events Form: <http://tiny.cc/ISUspecialevents>

Policies and Procedures

Policies and procedures have been developed to assist the HMSU staff with the daily operations of the facility and to guide visitors. These policies and procedures are not all-inclusive and do not limit the HMSU staff from making decisions or establishing additional policies and procedures based upon unique needs and/or circumstances. The policies and procedures were created with the intent to provide for the long-term care and maintenance of the facility, as well as provide fair access to event spaces and other resources. No policy in this manual will supersede university policy.

Requests for exceptions to any of the HMSU policies and procedures should be referred to the HMSU Director in HMSU 209 or 812-237-3814.

Prohibited Conduct

HMSU users are prohibited from engaging in any conduct that substantially and unreasonably interferes with the safe and orderly use, operation or administration of the facilities. Prohibited conduct includes, but is not limited to the following:

- Excessive noise – See “Noise and Amplified Sound”
- Singing, dancing, recorded music or instrumental music of any kind is not permitted on the 2nd, 3rd or 4th floors of HMSU. Closeness of the rooms and noise crossover present a conflict with other meetings
- Engaging in conduct that unreasonably endangers health or safety
- Possessing a weapon or other dangerous item or device in violation of the ISU Weapons Policy
- Discarding litter anywhere in the facilities, except in designated trash receptacles
- Obstructing ingress/egress or access to fire exits, elevators or other thoroughfares
- Soliciting money or property for personal or commercial gain without prior approval
- Possessing or consuming alcoholic beverages, except in events specifically approved for the consumption of alcohol
- Defacing, damaging, vandalizing, or destroying any real or personal property
- Unauthorized bathing or washing of clothes or personal items
- Overnight sleeping in the facility
- The use and sale of smoking tobacco products is prohibited. This includes e-cigarettes and vaping products. See ISU Handbook - Policy 955 Campus Tobacco Policy
- Skateboarding, roller skating, rollerblading, hoverboards or cycling
- Engaging in conduct that violates any university policy, regulation or guideline, or any federal, state, or local law

- Engaging in any other conduct that tends to substantially and unreasonably interfere with the safe and orderly use, operation or administration of the facilities

Whenever feasible, a HMSU staff member will attempt to bring potentially prohibited conduct to the attention of a user. If a user is unwilling or unable to conform to the standards of conduct, the user will be asked to leave the HMSU. Violations of the standards of conduct may be referred to Student Conduct and Integrity, the Office of Human Resources, and/or law enforcement authorities as appropriate. In the event of significant or repeated violation(s) of the standards of conduct, a user may be prohibited from entering some or all of the HMSU.

Access and Use

The purpose of the HMSU is to serve the needs of ISU students, faculty and staff, and also to serve the needs of visitors and guests. These users and their guests shall not interfere with the regular use of the building by other facility guests. ISU reserves the right to request a valid form of identification in areas that are reserved for students, faculty and staff. The HMSU staff may remove any person whom they believe is disrupting or obstructing the daily operations and management of the facility.

Facility access and use for reserved spaces must be within the allotted confirmed time as noted on the event confirmation. Confirmed times must include event preparation, decorating, and/or rehearsal time, as well as time after the event to remove decorations, client equipment and other items. The HMSU staff shall have the right to access and enter the event space for any reasonable purpose during the confirmed time.

Alcohol

Alcohol is not permitted in the HMSU, except during approved events catered by Sodexo. See ISU Handbook - Policy 435 Alcohol for Student-Related Events. Alcohol may only be served and consumed in specific areas of the building reserved for the event. It is the responsibility of the sponsoring organization to keep guests and alcohol in the designated space. All individuals purchasing and/or consuming alcoholic beverages must be a minimum of 21 years of age. Intoxicated individuals will be asked to leave the facility and will be managed by Public Safety. Students will be referred to Student Conduct and Integrity for disciplinary action. Faculty and staff are subject to human resources policies pertaining to a substance-free workplace.

Animals

No pets or other animals are allowed in HMSU except service animals.

Audiovisual Technology

The HMSU has basic audiovisual equipment to assist clients with meetings or events. Discuss all event needs with the HMSU Technical Services Manager (812-237-7720) early (at least 10 business days) in the planning stages.

Bicycles

Bicycle racks are provided outside the building. Bicycles and recreational motorized scooters (including Segways) may not be chained to any other outside railings, furniture or displays. Bicycles may not be left in any public or private area where they will impede traffic flow into or out of the building. Bicycles are not permitted inside the building, with one exception: Professional staff (not student staff) with offices in the HMSU may park their bikes inside their assigned office space.

Building Hours

Academic year

- Monday to Friday, 6:00 am to 12 am (midnight)
- Saturday and Sunday, 8:00 am to 12 am (midnight)

Operating hours will be reduced during student break periods and summer sessions. The building will be closed on all university holidays. Contact the Information Center at 812-237-3999 for more information about operating hours.

Candles/Pyrotechnics/Fog/Smoke/Fire

Candles and other open flames are prohibited from use inside and around the HMSU. Equipment or substances that produce a pyrotechnic explosion, fog, smoke or fire are prohibited inside and around the HMSU.

Check In

Before a group can access a room that has a confirmed reservation in the HMSU, at least one (1) individual from the group needs to check in at the Information Desk before the event starts. The room will remain locked until someone from the group has checked into the Information Desk. Once someone has checked in at the Information Desk, a HMSU staff member will proceed to meet the individual at the room and unlock the door.

If someone from the group never checks in at the Information Desk, the reservation will be determined as a “No Show”. See “Reservations, Cancellations and Violations” for impact.

Collection Boxes (Clothing, Food, Book Drives, etc.)

ISU departments and student organizations wanting to collect items for donation to a charitable organization must receive approval prior to setting up collection boxes in limited, designated areas in the HMSU facility. To request approval, please visit HMSU Operations (HMSU 208) or call at 812-237-3814. The collection boxes need to look acceptable to be placed in the HMSU. The HMSU staff will determine if the collection boxes look acceptable. Barrels are the preferred type of collection box.

- Only one (1) collection box will be approved at a time
- Collection boxes will be approved for a maximum of fourteen (14) days
- Collection boxes must be marked with the items to be collected, the name of the charity, and the name of the sponsoring ISU organization or department
- Collection cans for money donations are not permitted in any public areas of the building

Damage, Theft and Vandalism

Individuals responsible for any acts of damage and/or vandalism to the HMSU, or any unauthorized removal of items (including furniture and equipment) from the facility will be referred to appropriate authorities and/or will be held financially accountable for their actions. Students will be referred to Student Conduct and Integrity for disciplinary action. Faculty and staff will be referred to the appropriate supervisor from their assigned department and the Office of Human Resources. Those not associated with the university will be referred to ISU Public Safety.

Organizations that have excessive clean up or damages after an event may be charged a fee. The determination of excessive cleanup or damages and the cost will be determined by the HMSU Director. Organizations or departments sponsoring events will be held responsible for the actions of all their guests.

Decorations

Decoration plans should be reviewed with the Conference and Event Services staff prior to the event. The decoration plan needs to be reviewed and approved by Conference and Event Services a minimum of two (2) weeks before the event. HMSU can provide the following items (based on availability) for decoration purposes:

- Flex walls
- Dividers
- Easels

Basic decoration guidelines are as follows:

- No type of tape is acceptable to affix decorations
- The use of tape, nails, tacks, screws, staples or similar articles on walls, floors or plaster surfaces is not allowed. All decorations shall be mounted without defacing the building and shall be subject to the supervision and approval of the HMSU staff
- Window clings are not allowed
- Doorways, emergency exits and fire equipment may not be blocked or obstructed
- Requests to completely tape up the windows for privacy must be made at the time of the reservation and must be approved by the HMSU Director
- Decorations cannot be attached to the wallpapered surfaces, draperies, blinds, chandeliers, light fixtures or ceiling grids
- Glitter, confetti, rice, birdseed, sand, sequins, water, crepe paper, or substances that stain or become imbedded into the carpet are not allowable decorations
- Helium balloons are to be weighted and placed on tables or other surfaces
- Open flame/candles cannot be used in the building. See “Candles/Pyrotechnics/Fog/Smoke/Fire”
- Damages resulting in repair or replacement, or extensive cleanup due to the removal of decorations, will be billed to the sponsoring customer
- All decorations are to be carefully removed and taken with the customer at the end of the event

Dede Plaza

General information:

- See “Appendix B – Dede Plaza Map”
- The fountain will be left on during the event unless it affects the safety of the participants and/or the equipment. Requests to turn the fountain off must be coordinated through Conference and Event Services. The decision to turn off the

fountain will be made by the Special Events Committee with consultation with Facilities Management

- Amplified sound or any other unreasonable noise generated by mechanical or other causes will follow the university guidelines. If an event will not impact the operations of nearby buildings (Admissions, Career Center and Science Building), live music or a DJ will generally be permitted during the following periods:
 - Monday through Friday – 11:30 a.m. to 1 p.m.
 - Sunday through Thursday – 4 p.m. to 10 p.m.
 - Friday – 4 p.m. to midnight
 - Saturday – all day, but must end at midnight
- External businesses, organizations or individuals cannot request reserved space on the Dede Plaza. Groups that are using the Sycamore Banquet Center will have access to the outside patio. Student organizations and departments can sponsor external vendors to use the Dede Plaza, however, they are responsible for the actions of any visitors and that any external organization partnering with a student organization or department have to abide by all University Policies
- Glitter, dye (except Dede Plaza Lawn), confetti, rice, birdseed, sand, sequins, water, crepe paper, or substances that stain are not allowable
- Groups should always plan for inclement weather
- For the campus chalking guidelines, please reference the Code of Student Conduct - Appendix E: Policies for Posting Notices
- Conference and Event Services (HMSU 222 or 812-237-3817) will be the starting point for Dede Plaza reservations and will determine whether an event needs to be coordinated through the Special Events Committee

Events (excluding the Outdoor Information Tables):

- Requests should be made at least twenty (20) business days prior to the event
- If required, event sponsors will need to complete a Special Events form and a Security Assessment form. The Security Assessment form is provided by Conference and Event Services. The Special Events form is online. See page 5
- For events with food, event sponsors are required to fill out the Food Service Guidelines form via Sodexo. This form can be picked up at Dining Services in HMSU 215
- Conference and Event Services will coordinate with Facilities Management for requests for tables, chairs, electricity, water spigots. etc.
- There are three (3) designated hard surface areas (Dede Plaza North, Dede Plaza Central and Dede Plaza South). There is one (1) designated grassy surface area (Dede Plaza Lawn). See “Appendix B – Dede Plaza Map”
- For liability and structural reasons, the raised portion of the fountain is not a designated use area and will generally not be used for events. However, a request can be made to the Special Events Committee. If approved, the raised portion of the fountain cannot hold any heavy equipment and objects cannot be pulled across the pavers

Events at the Outdoor Information Tables:

- Requests should be made at least two (2) business days prior to the event
- There are eight (8) spots for the outdoor information tables. See “Appendix B – Dede Plaza Map”
- Registered student organizations or university departments can reserve one (1) table and two (2) chairs for approved activities
- If required, a Sales and Solicitation form (filled out in HMSU 615) must be completed and returned to the Conference and Event Services staff two (2) business days prior to the event. Any changes to the reservation may require a revised Sales and Solicitation form and will be considered on a case by case basis
- A table tag listing the date, time and sponsoring organization will be placed on the table and should not be switched with another group. Please honor the location of the table and do not move them to another area

Banners – See “Appendix A – Advertising an Event > Banners (Dede Plaza)”

Motorized vehicles:

- Motorized vehicles are not allowed on the Dede Plaza unless approved by the Special Events committee via coordination with Facilities Management
- Requests should be made at least twenty (20) business days prior to the event
- If approval is granted, a member of Facilities Management must help navigate the vehicle to the designated location

For cancellations, see “Reservations, Cancellations and Violations.”

Demonstrations and Protests

No amplified sound, yelling or excessive sound will be permitted in any public areas of the HMSU except in specifically designated spaces according to existing policy related to the reservation of event spaces and meeting rooms. See “Noise and Amplified Sound”.

No demonstration/protest may disrupt any scheduled event or the operations of any department or service provided in the HMSU.

Individuals may not block or obstruct any entry or exit door to the building, any office and/or meeting room, or obstruct any hallway or other common passageway.

Individuals will be given one (1) warning if they are found in violation of this policy. If individuals are unable to follow this policy the HMSU staff will call the ISU Public Safety for assistance to have policy violators removed from the facility.

Disruptive Behavior

Disruptive behavior includes, but is not limited to: lewd, indecent or obscene conduct; disorderly conduct which interferes with teaching, research, administration of university or university-related activity; failure to comply with the directions of authorized university officials in the performance of their duties, including failure to identify oneself when requested to do so; acting with violence, and aiding, encouraging or participating in a riot. Refer to Section 3 (three) of the Code of Student Conduct for more information.

Students or student organizations exhibiting disruptive behavior will be referred to ISU Public Safety and to Student Conduct and Integrity for disciplinary action.

Non-students exhibiting disruptive behavior will be referred to ISU Public Safety.

Distribution of Literature and Surveys

If an organization does have a reservation for an information table or a meeting room, the distribution of literature and surveys must be done from behind the table or inside the meeting room respectively. Representatives of the organization may not distribute materials from any other location inside the building.

Distributing literature or surveying in the HMSU without a meeting room or information table reservation is prohibited. Individuals engaged in such activities will be asked to stop and/or leave the premises.

Elevators

There are two public elevators located in the HMSU, which can be used to reach each level of the building. Individuals should not congregate in front of the elevator doors, as this will impede the normal flow of traffic. During a fire evacuation, the use of the elevators is prohibited, and the stairs should be the primary method of egress.

Emergency Procedures

In case of emergency, remain calm and proceed accordingly based on the nature of the emergency (i.e., fire alarm > exit the building; severe weather > proceed to back hallway or basement, active shooter > take cover away from doors, etc.), and follow any instructions provided by the HMSU staff or emergency team. Call 812-237-5555 or 911 to report an emergency.

Please contact the Information Desk (812-237-3999) or see the Shift Supervisor if you have a personal emergency or need assistance.

Fire Alarms

When a fire alarm sounds, Indiana law requires the complete evacuation of the building. All building occupants should leave the building quickly and follow all instructions of the HMSU staff or university personnel. Once out of the building, move at least 100 feet away from the building and do not block doorways or sidewalks.

Flammable Materials

Flammable materials may not be used anywhere in the HMSU.

Food Service and Catering

For catering information:

- Website: <https://indstate.sodexomyway.com/catering/index.html>
- Phone: 812-237-7618
- Location: HMSU 215
- Department: ISU Dining Services (Sodexo)

Guidelines: Catering

- ISU grants Sodexo the exclusive right to provide food service and catering in the HMSU
- Food service or catering requests are to be placed with Sodexo only after the room confirmation has been received. See “Reservations, Cancellations and Violations”
- Any fundraising activities including but not limited to the sale of baked goods or food items are not allowed to be sold in the Commons due to the proximity of the Commons Food Court. They may be sold in other approved locations. See “Information Tables – Sales and Solicitation”
- Outside food and beverages may not be brought into any reservable space in the HMSU. All food and beverages to be served must be ordered through Flavours Catering by Sodexo
- Exceptions for ethnic meals may be requested by completing a Sodexo Catering Waiver request which is available in the Catering Office (HMSU 215). It must be submitted and approved by Dining Services ten (10) business days in advance of the scheduled event
- When a Catering Waiver request for food is approved, beverages must be ordered through Sodexo. ISU is a Pepsi campus

- There may be a service charge for a Sodexo staff member to supervise the set up and tear down of an event. Sodexo does not monitor the preparation and service of the food when Sodexo is not the caterer of record
- Groups that utilize Sodexo Shoestring Catering are responsible for removing all the items brought in and cleaning up after their event

Fronting

Registered student organizations or university departments may not serve as "fronts" for non-university groups or university departments (in the case of registered student organizations) in order for these departments/groups to gain free use of HMSU meeting space or access to information tables.

To avoid questions of fronting, reservations made by registered student organizations or university departments must be for events that meet the following guidelines:

- The event/meeting must be conceptualized, planned, and managed by student members of the registered student organization (for events registered as student organization events) or staff employed by the university department (for events registered as department events) and must be associated with a documented organization or department initiative
- Registered student organizations that are on probation with HMSU are not allowed to cosponsor an event in the HMSU with another registered student organization
- Any costs associated with the event/meeting must be paid by the registered student organization or university department
- In the case of an information table, the table must be to promote an event or initiative of the department or student organization and must be staffed at all times by members of the department staff or the student organization
- HMSU staff in coordination with Conference and Event Services will make the final determination as to whether an event is a registered student organization or university department event by considering the nature of the event and potential attendees, the purpose/goals of the university department or registered student organization, and past experience with respect to similar events

Furniture

Furniture may not be moved. Exceptions may only be granted by the HMSU staff.

Gambling and Games of Chance

Per the Code of Student Conduct (3.3.7) - Gambling refers to engaging in gambling, wagering, or other games of chance in violation of the law. Any fundraising activity that

occurs as a game of chance/gambling (including raffles, lotteries, bingo, poker, charity night games and door prize drawings) in which money has been exchanged for a chance at money or prizes is prohibited in the HMSU.

ISU or student organizations may sponsor bingo events, charity game nights, door prize events, and raffle events. To sponsor an event, an organization must be a “Qualified Organization”, which for all practical purposes means the organization is a qualified 501 organization. If an organization is not a “Qualified Organization”, ISU must request permission with the Indiana Gaming Commission.

Any questions concerning gambling and games of chance need to be directed to the Office of the General Counsel at Indiana State University at 812-237-4141.

Information Tables – Sales and Solicitation

The HMSU Sales and Solicitation tables are located on the first floor of the HMSU and the Commons. There are two (2) tables in the Main Vestibule and four (4) kiosk tables in the HMSU Commons.

Sales and solicitations may be conducted on campus by a registered student organization or ISU department. Off-campus charitable, not-for-profit, commercial enterprises offer programming opportunities that often include sales, may be brought onto campus under the sponsorship of a registered student organization or ISU department. Alumni must be sponsored by a registered student organization or ISU department. All sales and solicitations must comply with University regulations and policies, as well as local, state, and federal laws and ordinances.

A registered student group or an ISU Department that is in good standing can reserve these tables by:

- Email: ISU-IC@mail.indstate.edu
- Phone: 812-237-3999
- Walk up to the Information Center Desk

Definitions

Sales are qualified as any activity where admission is charged or goods are sold for fundraising purposes. Examples: coupon books, tickets, magazines, etc.

Note: At the kiosks in the Commons, groups cannot sell anything (food items or baked goods) that competes with similar items sold by vendors in the Commons.

Solicitation is asking for a donation or contribution of monies, goods or services or making a request or plea. Examples: food and clothing drives/food or beverage giveaways/run, walk, or bike-a-thon donation requests/penny wars, etc.

Functions that will not be approved:

- Credit card application dispersal/sales (these activities are prohibited due to exclusive contracts with affiliated university vendors or are provided elsewhere by university departments)
- Any fundraising activity that occurs as a game of chance/gambling-including raffles, lotteries, bingo, poker, charity night games, and door prize drawings in which money has been exchanged for a chance at money or prizes

Guidelines:

- Must be a registered student organization or ISU department
- Limit of 2 (two) individuals per table. No additional people behind or at the side
- Individuals are allowed to stand in front of their table, but are not allowed to engage in excessive solicitation methods. Examples are aggressively approaching others, forcing people to take your literature or products. Individuals are not allowed to call people out to come to your table
- Assume responsibility for cleaning up reserved table space. Items must be removed at the conclusion of the event; items left behind will be discarded
- Crock pots, heaters, electrical food devices, etc. are prohibited. Food items for sale must already be made and cannot be prepared or assembled at the table
- No popcorn machines
- Keep noise level within a reasonable level as to not interfere with adjacent areas
- An easel may be requested at the time of the reservation
- At the kiosks in the Commons, vendors cannot sell anything that competes with similar items sold by Commons vendors
- Reservations for a table or kiosk have to be made two (2) business days in advance and cancellations communicated two (2) business days, in advance. Deviations of this rule are at the discretion of the Information Services Supervisor

Lounges

There are two (2) student lounges in the HMSU: the Commuter Connections Lounge and The Hub. All are open student lounges and cannot be reserved. Outside food is allowed in these lounges.

Formal meetings, rehearsals and dressing rooms are not allowed in the open lounges in order to maintain the integrity of the space. VIP events can be reserved in the open lounges. VIP events are determined by the HMSU Director. The furniture grouping in each lounge space is not to be moved by individuals. All users of the open lounge spaces should be sensitive to others using the space and keep the noise level to a satisfactory level.

Lost and Found

Items that are found in the HMSU should be turned in at the Information Desk. Any high value items (wallets, purses, laptops, etc.) will be documented by two (2) HMSU staff (professional or student) members.

On a weekly basis lost items will be turned into ISU Public Safety. Highly valuable items such as purses, wallets, cell phones, and credit cards are logged in and then turned over to the ISU Public Safety on a daily basis.

The HMSU staff will not be held responsible for any materials, equipment or personal items left in the building. If you believe your property has been stolen, you should contact ISU Public Safety immediately by calling 812-237-5555.

Minors

Minors (individuals under the age of 18) are not permitted to visit the facility unless they are accompanied by a supervising adult, are currently enrolled at ISU, or are actively attending a specific event held in the HMSU. In addition, minor children of students, faculty and staff may not be left unattended in any of the lounges.

Motor Vehicle Regulations (Skateboards, Skates, Segways, Hoverboards, Any Wheeled Devices, etc.)

Per ISU Handbook - 745 Motor Vehicle, Parking and Other Traffic Regulations, the operation and/or parking of all motorized vehicles, including motorcycles, mopeds, golf carts and hoverboards (also known as self-balancing scooters, battery-operated scooters, or hands-free Segways), on the sidewalks, pedestrian paths, or lawns of property owned, leased, or used by Indiana State University is expressly prohibited - the exception being identified university service related vehicles, handicap service related vehicles, and emergency vehicles.

The use of skateboards, bicycles, in-line skates, roller blades, shoe skates, Segways, hoverboards or other wheeled devices are prohibited inside the HMSU.

Movies/Films/Video/Online Streaming

Motion pictures and other audiovisual works that are available for rental or purchase are intended for personal, private, home use only. If you wish to show the work in any other place, you must have a separate license that specifically authorizes the public performance

of that work. All other public performances of motion pictures and other audiovisual works are illegal unless they have been authorized by license. Even performances in semipublic places such as clubs, lodges, factories, summer camps and schools are public performances subject to copyright control. Both for-profit organizations and non-profit institutions must secure a license to show films, regardless of whether an admission fee is charged.

Event sponsors planning to show any portion of a film or video are required to provide a public performance license or other proof of permission from the copyright owner. Pre-recorded DVDs that are rented or sold by video stores and suppliers throughout the United States are licensed by the copyright owner for private use only. Purchase and rental of DVDs does not include the right to show the work in a public or semi-public setting. The same rules apply to movies and TV shows online or stream (i.e. Netflix) right to a smart TV, game console, PC, Mac, mobile, tablet, etc. and projected in a public or semi-public setting.

Noise and Amplified Sound

Keep noise within a reasonable level as to not interfere with adjacent areas. All users of the public areas and open lounge spaces should be sensitive to others using the space and keep the noise to a satisfactory level.

2nd, 3rd and 4th floors of HMSU

Singing, dancing, recorded music or instrumental music of any kind is not permitted on the 2nd, 3rd or 4th floors of HMSU. Closeness of the rooms and noise crossover present a conflict with other meetings.

HMSU areas outside of meeting and Dede conference rooms

If an event requires amplified sound, the HMSU staff must be notified at least ten (10) business days prior to the event so that other clients and tenants may be informed. The HMSU staff reserves the right to ask clients to alter the sound level of their event should it disrupt other business or events in the facility. See "Sponsored Presentations".

Dede plaza and other outside areas of HMSU

Amplified sound or any other unreasonable noise generated by mechanical or other causes will follow the university guidelines. If an event will not impact the operations of nearby buildings (Admissions, Career Center and Science Building), live music or a DJ will generally be permitted during the following periods:

- Monday through Friday – 11:30 a.m. to 1 p.m.
- Sunday through Thursday – 4 p.m. to 10 p.m.
- Friday – 4 p.m. to midnight
- Saturday – all day, but must end at midnight

Non-Discrimination Policy

See ISU University Policy 923 – Non-Discrimination Policy. All complaints should be directed to the Equal Opportunity and Title IX Office.

Packages

Packages will be delivered to the appropriate office and will not be accepted and signed for by the Information Center unless prior arrangements were made.

Parking

Guest parking for the HMSU is available at the Visitors' Pay Lot located at the southwest end of the building at the corner of 5th Street and Chestnut.

The HMSU staff does not validate parking for people visiting the facility for events or meetings. Conference and Event Services may make arrangements to validate parking for special events. Please contact them at 812-237-3817 for details.

Print Stations

The Office of Information Technology hosts two (2) printer stations. Students, faculty and staff must have money allocated to their account to pay for copies. One is located near the north entry of the HMSU and the other one is located in the Commons.

Priority Scheduling

The HMSU has developed a priority scheduling system to determine when a student organization, university department or external group may begin placing reservations for the following academic year. Those organizations can begin scheduling for the following fall/spring and subsequent summer months:

- Priority Group 1 (**1st business day of December**). University sponsored, university-wide events such as New Student Orientation, Sycamore Preview Day, Homecoming Events, etc.
- Priority Group 2 (**1st business day of February**). Student Organizations. Scheduling is limited to student organizations that are registered with ISU TreeHouse during the current year
- Priority Group 3 (**1st business day of March**). Academic and Administrative Departments

- Priority Group 4 (**1st business day of April**). External groups or individuals

If requests are not made during the priority period listed, their reservation requests will become part of the first-come, first serve process. Recurring university events must be scheduled each year with the Conference and Event Services Office. There are no events that are automatically scheduled year after year.

Public Phones

There is a public phone located on the pillar across from the Information Center. Only university and local calls (dial 97) may be made on this phone. The phone is not set up to receive any calls and is not equipped for making long distance calls.

Reservations, Cancellations and Violations

Reservations

To reserve a room in the Dede Activity Center, Dede Plaza or a HMSU meeting room:

- Website: <http://www2.indstate.edu/scheduling/>
- Email: isu-Conferenceandeventservices@mail.indstate.edu
- Phone: 812-237-3817
- Location: HMSU 222
- Department: Conference and Event Services (CES)

To reserve an Information Table:

- Phone: 812-237-3999
- Walk up to the Information Center Desk
- Email: ISU-IC@mail.indstate.edu

For catering information:

- Website: <https://indstate.sodexomyway.com/catering/index.html>
- Phone: 812-237-7618
- Location: HMSU 215
- Department: ISU Dining Services (Sodexo)

Reservations for spaces in the HMSU need to be made within the appropriate deadlines:

- Two (2) business days in advance for Dede Activity Center or HMSU meeting rooms that require less than 50 people with no special setups and catering
- Five (5) business days in advance for Dede Activity Center or HMSU meeting rooms that require less than 50 people with catering

- Twenty (20) business days in advance for Dede Activity Center with more than 50 people, and/or with alcohol requests, require security assessments, or insurance certificates
- Twenty (20) business days in advance for events on Dede Plaza
- Two (2) business days in advance for Information Tables/kiosks in HMSU
- Two (2) business days in advance for Information Tables on Dede Plaza
- Two (2) business days in advance for the HMSU Sound System
- Same day reservations for all HMSU event spaces is not allowed

Details required for the event:

- Date(s) of the event (with a few alternative dates if event area you want is not available)
- Event name
- Purpose/description of event
- Event time (includes the components below):
 - Pre event time: setup, decorations, rehearsals, etc.
 - Event start time
 - Event end time
 - Post event time: cleanup, removal of decorations, etc.
- Event type (meeting, banquet, conference, etc.)
- Estimated number of people attending
- Room preference with a few alternate requests
- Name, address, and phone number of requestor
- Contact person/phone number who will be attending the event (if different than requestor)
- Set-up needs (including tables, chairs and audio visual needs)
- Food/Beverage requirements (orders placed with ISU Dining Services/Sodexo)
 - Note: Outside food is not allowed in any reservable space in the HMSU

Other guidelines:

- Registered student organizations or ISU departments may reserve Dede Conference rooms, Dede Plaza and HMSU meeting rooms for no charge
- Academic classes and on-going academic mentoring or tutoring organized by departments will not be scheduled to take place in the HMSU
- For safety reasons, there cannot be any events in the Rotunda area
- The CES staff will assign each reservation to the most appropriate space available based on the type of meeting, availability, size of group, etc. If changes are made in attendance, equipment needs, etc., the space may need to be changed as well. Your room preferences are considered, but not guaranteed
- The CES staff reserves the right to re-assign space when necessary and to identify suitable alternative space for the original reservation

- Whenever possible, the same room will be assigned for recurring meetings
- Only one (1) person from the group should be designated as the contact person to work with the CES staff and can be the person present at the event
- Food/beverage service requests are to be placed with Sodexo only after the room confirmation has been received
- There are maximum capabilities to each room based on fire code regulations. Please make sure you find out the maximum numbers so you can restrict attendance if needed
- A draft of the event program should be forwarded to CES prior to submitting it for printing to confirm event details. A final copy should be forwarded as soon as possible for the Information Center staff and others as needed
- Do not advertise your event until the confirmation has been received. See “Appendix A - Advertising an Event”
- Reservations are considered tentative until all details have been received using the appropriate deadline dates
- If the nature of the event changes sufficiently, inform CES as soon as possible, as alternative spaces may need to be arranged
- The CES staff reserves the right to deny space usage for any group/event that is programmatically or operationally impractical to accommodate or that conflicts with the University’s mission, or policies
- The person who makes and signs the CES confirmation will be designated as the responsible party and is considered the guarantor for all costs associated with the event
- If the requestor does not plan on being in attendance, they must designate a representative to communicate with the CES staff. This person will be responsible for ensuring event safety, preventing damage to the facilities and equipment, and seeing that the policies and procedures are followed

Cancellations

Dede Activity Center rooms, Dede Plaza and HMSU meeting rooms

To cancel an event or report a late arrival:

- During regular business hours (8:00 a.m. – 4:30 p.m. Monday-Friday) call 812-237-3817. Include the following information:
 - Date and time of the reservation
 - Room reserved
 - Name of person calling
 - Organization name
 - Reason for the change
- After regular business hours - after 4:30 p.m. Monday-Friday or on weekends/holidays when building is open:
 - Notify the Information Center at 812-237-3999 with the same information as above

- **Deadlines:** All groups must cancel their reservation(s) within the stated deadlines in order to avoid endangering their reservation privileges as follows:
 - Larger Multipurpose Spaces: Dede I, II, III and Dede Plaza: five (5) business days prior to the event
 - Smaller Meeting Rooms: two (2) business days prior to the event
- Cancellations should be done by the original requestor whenever possible
- Inclement weather does not automatically cancel your reservation. The group is still responsible for making this cancellation

HMSU Information Tables (sales and solicitation)

To cancel an event or report a late arrival:

- Notify the Information Center at 812-237-3999 (the Information Center is typically open any time the HMSU is open). Include the following information:
 - Date and time of the reservation
 - Table reserved
 - Name of person calling
 - Organization name
 - Reason for the change
- **Deadlines:** All groups must cancel their reservation(s) within two (2) business days prior to the event
- Cancellations should be done by the original requestor whenever possible

Violations

Definitions:

- **No Show**
 - A group fails to show up and check in within 30 minutes for their scheduled event. Please see "Check In"
- **Early Departures**
 - A group leaves their reserved area earlier than the stated end time without proper notification. If a group finishes early, please notify the Information Center so a HMSU staff member can properly secure the room
- **Late Cancellation**
 - A group fails to cancel with Conference and Event Services within stated deadlines. See above for the deadlines

Letters for any violations (not just no shows and late arrivals) will follow a tiered approach:

- First time violation: A notification letter will be sent to the president of the organization, the organization advisor and the person making the reservation detailing the applicable violation. This violation can be appealed.
- Second time violation: A warning letter will be sent to the above mentioned persons advising them they now have two (2) violations. This violation can be appealed.
- Third time violation: If an organization receives three (3) violations of any kind, reservation privileges may be suspended up to a maximum of 16 weeks during the regular academic year (excludes summer). This violation can be appealed.
 - If a group has their reservation privileges revoked, they can appeal the decision. The appeal must be made within five (5) business days of when the notification was sent. For the appeal, the president of the organization and the organization advisor must meet with the HMSU Director

The timeframe for violations is the regular academic year. At the start of each academic year, each organization will start with zero violations unless a group has had their reservation privileges revoked. When a group completes their suspension, they will start with zero violations.

Responsibility for Personal or Organizational Property

The HMSU is not responsible for loss, theft or damage of personal or organizational property. All guests to the building should take appropriate care of such items.

Right of Entry

The HMSU staff will have the right to enter any part of the HMSU with reasonable cause.

Shirts and Shoes

Shirts and shoes are required to be worn in the HMSU.

Smoking Policy / Tobacco Free Campus Policy

The use and sale of tobacco products is prohibited on university owned, operated, or leased property. See ISU Handbook - 955 Campus Tobacco Policy. Smoking tobacco products include: cigarettes, cigars, any e-cigarette-type product and vaping products.

Enforcement of this policy will depend on the cooperation of all faculty, staff, and students not only to comply with the policy, but also to encourage others to comply, in order to promote a healthy environment in which to work, study, and live.

Observation of a violation of the policy should be reported to ISU Public Safety at 812-237-5555. Follow up for violations of the policy should be referred to the appropriate administrative office for review and action.

Sound System/Audio Speakers

Audio speakers (internal and external) may be reserved at the Information Center in the HMSU. The speakers are only available to registered student organizations or university departments; individual persons cannot checkout the sound system. The reservations must be made or cancelled at least two (2) business days in advance of the event. There are no same day reservations. If a group fails to honor their reservation, a violation will occur. Users are financially liable for any damage to the speakers or components. HMSU will provide basic support and guidance, but will not setup the sound system.

Sponsored Presentations

Types of sponsored presentations in the HMSU Commons include:

- Flash Mobs
- Step/Stroll Presentations
- Shout-Outs/Cheers/Chants
- Dance Exhibitions
- Theater Presentations
- Spirit/School Pride Ensembles

To coordinate a sponsored presentation, contact Campus Life at 812-237-3840 or go to HMSU 143. A minimum of ten (10) business days is expected for consideration of all program proposals.

Storage Space

The HMSU does not provide space for event clients to store materials or equipment. If space is needed, the sponsoring organization must reserve extra meeting rooms for this purpose, at their expense (if applicable). The HMSU is not responsible for monitoring or ensuring the safe keeping of materials in these locations.

Vending Machine Refunds

Users can request a refund for any vending machine malfunction on campus. Vending refund requests must be done at the Information Desk. The maximum amount that will be refunded is \$5. Individuals are required to provide the vending machine ID number. The vending machine ID number is found on the front of the vending machine. All vending refunds will be tracked at the Information Desk.

Weapons

Unauthorized firearms, weapons, ammunition, explosives and other items that ISU Public Safety considers to be dangerous are prohibited on university property. This policy includes activities such as introducing, possessing, using, buying or selling firearms. Even if you have a valid state permit to carry the firearm, you are not authorized to carry the firearm on university property. See University Policy 725 – Firearms and Other Dangerous Instruments.

Wi-Fi

Guests on ISU campus can access no-fee Wi-Fi through the "ISU-OPEN" network. Accessing the network requires registration. More information on the registration process can be found at: <https://indstate.teamdynamix.com/TDClient/KB/ArticleDet?ID=45921>

Appendix A - Advertising an Event

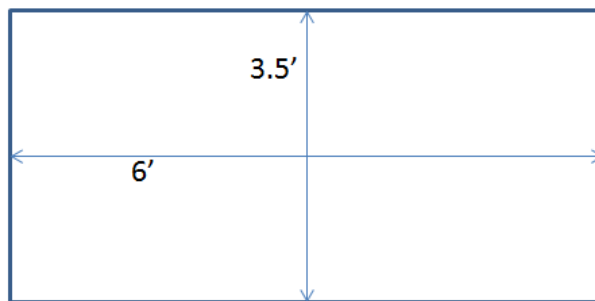
Upon receiving confirmation of a reservation request from Conferences and Event Services, the event sponsor may begin to advertise the event.

Banners (inside the HMSU Commons)

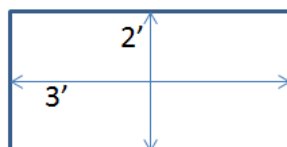
Banner space along the balcony railing may be reserved by the campus community through HSMU Operations at 812-237-3814 or HMSU 207 to showcase and promote university events. The Banner(s) should be dropped off in HMSU 207 two (2) business days prior to their installation.

- Banners are hung and removed by the HMSU staff
- Banners are hung with plastic wire ties so allow for this in the design. The preference is for banners to have grommets or holes. If there is uncertainty, please review the method of hanging with HMSU Operations (237-3814) prior to producing the banner
- Banner sizes:

Maximum



Minimum

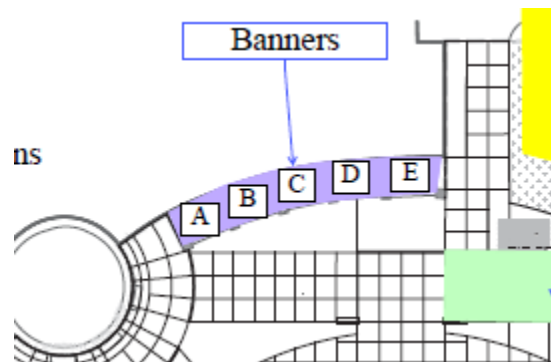


- Any size between the maximum and minimum will be acceptable
- Banners should look professional and be large enough to read from a distance, generally one (1) inch letters or larger
- Generally banners can remain up for two (2) weeks before the scheduled event unless there is a high demand
- Homecoming and Spring Week activities banners have priority during that time period
- Banners must be picked up in HMSU 207 within five (5) business days after the event has taken place or HMSU will discard them

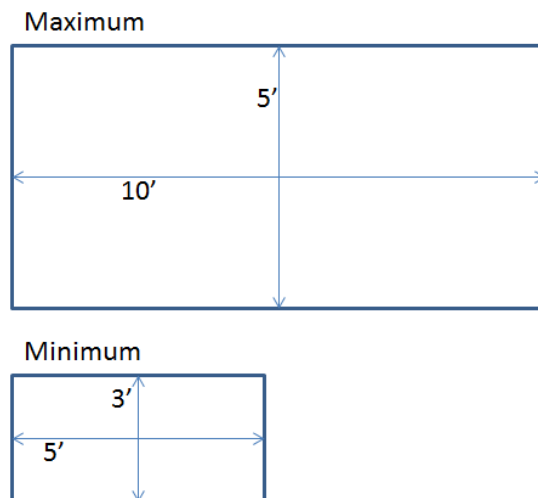
Banners (Dede Plaza)

Outdoor Banners:

- HMSU Operations is responsible for approving all banners in Dede Plaza
- Banner space must be reserved through HSMU Operations at 812-237-3814 or HMSU 207. Banner(s) should be dropped off in HMSU 207 two (2) business days prior to their installation
- There are five (5) banner spots (A through E) located on the north end of Dede Plaza underneath the pergola



- Banners are hung and removed by the HMSU staff
- The banners must have grommets in all four (4) corners
- Banner sizes (Dede Plaza):



- Any size between the maximum and minimum will be acceptable
- Banners should look professional and be large enough to read from a distance.
- Banners can remain up for two (2) weeks before the scheduled event unless there is a high demand. Weather may force the temporary removal of the banners
- Priorities for use are determined by HMSU Director with the highest priority given to university sponsored events

- Banners must be picked up in HMSU 207 within five (5) business days after the event has taken place or the HMSU staff will discard them

Bulletin Boards

There are four (4) bulletin boards on the columns located in the center area of the Commons and one (1) large built-in bulletin board located near the Sandison entrance on the ground floor of the HMSU. The following guidelines (see Code of Student Conduct Appendix E: Policies for Posting Notices) should be followed when posting fliers:

- Campus materials will be given priority. Off-campus materials will be left hanging only if there is sufficient space related to the number of available boards
- Materials can be hung with thumbtacks and staples only
- Fliers should not be posted over another flier or it will be removed
- Fliers can be posted up to two (2) weeks prior to the event and will be disposed of at the end of the relevant time period
- Fliers/posters must have a contact person's name, address and phone number on the back if it is not in the context of the flier
- Fliers are not to be posted anywhere else in the building (i.e. not on doors, windows, elevators, walls, etc.)
- Materials cannot be posted in the Commons if they are in direct competition with the businesses located there
- Postings are restricted to one (1) flier per bulletin board
- Materials larger than 8 ½" x 14" can only be hung on the two (2) large built-in bulletin boards in the HMSU
- HMSU reserves the right to remove materials that violate any of the stated guidelines
- The bulletin board in the Commuter Connections Lounge is a dedicated space and is NOT available for posting of fliers

Chalking

The use of chalking to advertise an event must follow guidelines listed below:

- Water soluble chalk
- Only outside, but not in the Rotunda area
- Not allowed on the brick paver walkways
- Restricted to flat, horizontal walkways in open areas (not allowed under overhang areas) that will allow the rain to eventually wash the chalk away
- Prohibited on benches, walls (on top of walls), or other vertical surfaces

For the campus chalking guidelines, please reference the Code of Student Conduct - Appendix E: Policies for Posting Notices.

Digital Signage

- In order to allow student organizations and university departments to promote activities and special events occurring at ISU, there are three (3) digital signage units within the HMSU. The locations are: North Entry (By Starbucks), Information Center and the Rotunda. HMSU, Dede Plaza and Sycamore Banquet Center events will take precedent. Events are to be open to the ISU Community. Off-campus venues will be considered on a first come first serve basis.
 - Requests will be taken on a first come first serve basis
 - Flyers will display for 10-15 seconds in random order. The frequency of exposure depends on the number of flyers at any given time
 - Flyers should be submitted five (5) business days in advance of the date requested
 - Flyers may be displayed a maximum of 14 days or by the end of the event whichever comes first
 - Due to the requirements of different screens, flyers should be submitted as .png, .gif, .jpg or .pdf
 - Flyers are to be submitted via email at ISU-HMSU@mail.indstate.edu. Indicate dates for display if not specified on the slide itself

Easels/Floor Stands/A-Frames

An easel/floor stand/A-frame (based on availability of equipment) can be placed in close proximity to an event location for advertising purposes on the day of the event only. Let Conference and Event Services know when the reservation is made. If required after the reservation is made, let the Information Desk know on the day of your event.

Proper Names

Please use the guidelines listed below in any promotional material:

- The official name of the facility is the Hulman Memorial Student Union or HMSU in abbreviated form
- Events in the Dede Activity Center should be referred to appropriately as Dede I, Dede II or Dede III, and should include “in Hulman Memorial Student Union”. The correct format is to use the upper and lower case letters and roman numerals
- Events on the plaza should be advertised as occurring on Dede Plaza (Dede Plaza North, Dede Plaza Central, Dede Plaza South and Dede Plaza Lawn)
- Events occurring in the Commons (food court) should be referred to as the HMSU Commons

Table Tents

- To place table tents in the HMSU Commons, a request must be placed with Sodexo at 812-237-7618. Please contact Sodexo before printing the table tents to confirm availability and specifications

Appendix B – Dede Plaza Map

