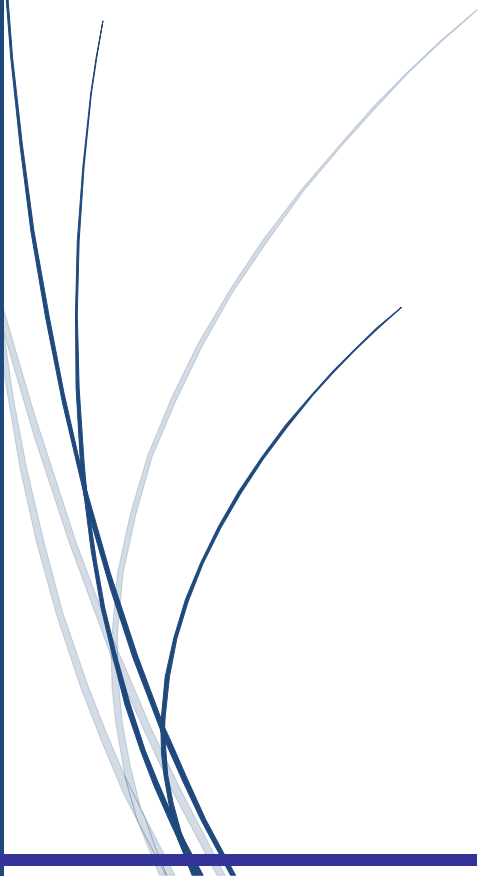


Stamford Campus

Events and Space guidelines



Stamford Student Activities
UNIVERSITY OF CONNECTICUT
REVISED: 08.2001

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Purpose and scope of this guide

This guide is intended to help student organization leaders understand the privilege and responsibilities of using space on campus. This guide will highlight some of the available resources for student organizations. Finally, this guide is intended to outline the expectations, procedures, and policies for using space on campus. Student organization leadership should consult with the Stamford Student Activities staff for all aspects of event planning on campus.

While the information in this guide is typically applicable to all who use the campus spaces, the information is specific to student organization use. University Departments, Affiliated, and Non-Affiliated users should consult with the Events & Conference Services for clarification on applicable policies, procedures, resources, and associated fees.

Welcome to Stamford Student Activities

The Stamford Student Activities is a program within the Office of Student Services at the UConn Stamford Campus, and is responsible for supporting Registered Student Organizations, development of campus events, and coordination and oversight of facility use as it relates to these activities. Student Activities staff are the primary source of support for all Student Organization advisement and coordination of student led programs.

The Student Activities staff are responsible for reserving and coordinating the use of the Stamford Campus facilities (indoor and outdoor event spaces) for registered student organizations. The Stamford Campus offers services and facilities to accommodate meetings, conferences, and a wide variety of events. Events may include but are not limited to lectures, movies, concerts, comedy shows, luncheons, and banquets. Meeting rooms can accommodate groups of varying sizes with a variety of seating arrangements and full catering services. A/V services, internet, telephone access, and special room setups are available.

Contact us:

- Stamford Student Activities Suite: Room 202
- Phone: 203.251.8489
- Web: <https://studentactivities.stamford.uconn.edu>
- Email: StamfordActivities@uconn.edu

Guidelines for Space Reservations

General Building Use

The Stamford Campus is a public facility open to students, faculty, staff, alumni, and guests of the University. The staff reserves the right to establish policies for use of the facility by various types of groups and/or individuals. General authority for the establishment of policies is the

responsibility of the Director of the Stamford Campus in consultation with Event Services and Student Activities Staff. Ultimate review and approval is vested in the Stamford Campus Director. Failure to comply with any policies or guidelines outlined in this policy manual and/or any requests by Stamford Student Activities staff may result in action by the staff to deny privileges, refer to proper authorities, and/or assess appropriate charges.

Policy Exceptions

Requests for exceptions to any of the policies in this document should be referred to the Stamford Campus Director.

User Group Definitions

Registered Student Organizations (RSO): Any registered student organization at the University of Connecticut that has completed all requirements for recognition by the Student Activities Involvement Office. All RSOs will request and coordinate all reservations, and events through the Stamford Student Activities office.

Department: Any recognized University department, including a recognized department committee or program. Departmental requests for space and coordinate of events will be processed through the Stamford Events & Conference Services office.

Affiliated: An outside group or organization (e.g., professional association) that has a recognized relationship with a university department, not an individual employee. Affiliated requests for space and coordinate of events will be processed through the Stamford Events & Conference Services office.

Non-affiliated: An outside group or organization that does not have a recognized relationship with a university department. Non-Affiliated requests for space and coordinate of events will be processed through the Stamford Events & Conference Services office. Non-affiliated users will be required to complete a "Facilities Use Agreement" with the Stamford Campus.

General Event Protocol

Event Registration

RSOs will submit a Stamford Campus Event Registration form found at <https://studentactivities.stamford.uconn.edu/event-registration> to request reservable space. This is the first step in the process and is used to determine space availability and place a tentative hold on the space. A tentative hold on space does not imply an approved program or event.

Pre-Event Planning Meeting

Event organizers will schedule an event planning meeting with the Student Activities Office. The organization and the Student Activities Office will discuss and determine details of the event. The organization representative present at the planning meeting must attend the event. More than one meeting may be needed to finalize all details for the event.

Topics discussed in this meeting will include:

- Date, time, location, etc.
- Purpose of the event
- Admissions Policy, ticket sales, handling money
- Emergency information
- Contracts, agreements, permits, etc.
- Risk Management including security and staffing
- Logistics (room, A/V, food, rain location, etc.)
- Estimated budget
- Planning timeline and checklist
- Accommodations for people with disabilities

Day of Event Logistics

The organization representative must attend a pre-event meeting on the date of the program no later than thirty minutes prior to the start of the event. This meeting will also be attended by a representative of the Student Activities Office and a representative from all security groups required for the event. During this meeting, all policies and procedures will be reviewed as well as expectations for all guests.

Post Event Review

The organization representative and the Student Activities Office Representative will schedule a post event meeting to review the program. This should take place within two weeks of the event's conclusion and will be arranged by the Student Activities Office.

Reserving Space Policies

Facilities are reserved in the order in which requests are received. RSO's may request space on semester in advance.

University Departments, Affiliated groups, and Non-affiliated groups can request space through Stamford Events & Conference Services.

RSO Reservations

All RSOs must be “Active” (have completed all SOLID training requirements) to request space. RSO’s should direct all requests for space to the Student Activities office by submitting the event registration form: <https://studentactivities.stamford.uconn.edu/event-registration/>

Tier 1 RSOs: May request space ONLY for organizational meetings, and recruitment activities. Requests must be made by an executive officer that is listed in UConntact.

Tier 2 RSOs: May request space for organizational meetings, events, and tabling activities. Requests must be made by an executive officer that is listed in UConntact. The executive officer (President, Vice President, Secretary, and Treasurer) can then designate a member of their organization to plan the event.

Tier 3 RSOs: May request space for organizational meetings, events, and tabling activities. The support staff and committee chairs of the Tier 3 RSOs may make reservations on behalf of their groups.

The Student Activities staff reserves the right to:

- determine the appropriate use of space to ensure the maximum and most appropriate utilization of the facility.
- reassign space to meet campus needs; however, such changes are in collaboration with the users and only in extraordinary situations.
- cancel a reservation if it conflicts with general University policies, pre-existing University contracts or in the event of a campus emergency.

Any group with unpaid University invoices will be denied access to all University facilities until payment arrangements have been made. If a customer requests a location already reserved by another customer, the requesting customer may be put on a waiting list for that facility upon request. If the facility becomes available later, the Student Activities staff will contact the customer to determine their interest in reserving the facility.

RSOs will be informed of specific policies and procedures related to their reservation request at the time their reservation is made. Depending on the venue, additional guidelines may be in place.

All reservations are not confirmed until detailed information has been provided to the Student Activities Staff. Program/Event information including setup and technical requirements, are due at least 30 days prior to the event date. To ensure appropriate service preparation, event details must be finalized/confirmed 5 business days in advance. Once this deadline passes, the customer is responsible for the payment of any services, facility usage and/or equipment outlined in the final reservation confirmation.

In order to avoid conflicting details, one person must be designated as the group's contact to make all arrangements for the group's event.

Reservation start times for events in the Stamford Campus can be no earlier than 30 minutes after the building opening hours. This includes any time needed for A/V sound check, customer setup time, and registration time. All reservations must end 30 minutes prior to the scheduled closing time for the Stamford Campus. Any exceptions to this policy will incur an extended hours fee.

Cancelation, Late Cancelation & No-Show Policy

The Student Activities Staff must be notified of any reservation or service order cancelation no later than 24 hours in advance, or by noon on Friday for a weekend or Monday meeting/event. A customer who fails to cancel a facility/service order within the required time period will remain responsible for all fees associated with using the facility (e.g., technical equipment, staffing, etc.).

Cancelations made later than 24 hours in advance, or after 12:00 pm (noon) on Friday for a weekend or Monday meeting/event are considered a Late Cancelation. Two (2) late cancelations will result in probation for your organization (if your organization is on probation a mandatory meeting with Student Activities staff is required or you will lose your current reservations and any new request for space) and four (4) late cancelations will result in the loss of the use of space and resources for the current semester (and if the last late cancelation happens within the final 3 weeks of the semester the loss of space will extend to the following semester).

A RSO that fails to use the reserved space and does not cancel the reservation on two (2) occasions during a single semester will be put on probation. A mandatory meeting with the Student Activities Staff is required or you will lose your current reservations and any new request for space. Three (3) No Shows will result in the loss of ability to reserve space through the Student Activities staff for the rest of the semester. If the last no show happens within the final 3 weeks of the semester, the loss of space will extend to the following semester

The Stamford Campus has a no-refund policy for reservations in which a facility charge is incurred or payment is received prior to the event. In the event that you must cancel, you will be allowed to apply your payment to a future event. If you do not comply with the cancelation policy, you will forfeit your payment.

Inappropriate Use of Space

No event will be permitted on University property that:

- is unlawful;

- disrupts academic activities, other scheduled events, University functions or other normal pursuits that take place in the area.
- Student organizations and University departments may use Stamford Campus spaces for fundraising efforts but not for individual personal financial gain.
- Drinking games, including the simulation of drinking games, or other activities involving or promoting the rapid consumption of excessive alcohol are not permitted.

Inclement Weather

In the event of inclement weather, the Stamford Campus will make every effort to remain open. If the University closes or cancels classes, reservations will be canceled.

Groups planning outdoor events may request an indoor facility as an inclement weather alternative location. Stamford Campus reserves the right to delay or cancel an event due to unsafe conditions.

Fees

Generally, the facility rental fees are waived for RSOs. However additional staffing requirements, security, cleaning, resource use, etc. may incur additional fees. RSOs should discuss this with the Student Activities staff in detail. Some of the possible fees are highlighted in this section.

Invoices for Stamford Campus Fees

An invoice will be sent to the group's contact person listed on the reservation. Invoices are due and payable no later than 30 days after receipt. The Stamford Campus may request payment for certain services in advance.

Staffing Fees:

All requests for Stamford Campus support staff require advance notice. Please allow for a minimum of ten business days' notice to secure staff services. University staff charges are arranged through the Student Activities Office. Hourly charges are subject to change.

Extra charges may be incurred by Student organizations for additional staffing requirements for their events. This may be (but not limited to):

- **Support Staff Fees:** if the event requires additional support staff to assist with event oversight outside of regular schedule.
- **IT support:** if the event requires support staff to set up and run equipment
- **Facilities staff over time:** if the even requires extensive set up, clean up, or occurs outside of the staff's regular schedule

- **Security:** should it be determined that the event requires security, it will be the responsibility of the sponsoring organization to pay the associated fees.

Equipment Rental:

Some specialized equipment is available for use on campus. It may have a fee associated with it (typically this may be AV Equipment)

Excess Cleaning Fee

In the event that there is breakage, damage, glitter, paint, or an extreme mess left in a room, the organization will incur a cleanup and/or maintenance fee.

General Building/Event Policies

Audio and Visual (A/V) Equipment and Support

A/V equipment is available for rent in meeting rooms, event spaces in the building and some outdoor spaces. Requests for A/V equipment must be submitted a minimum of five business days in advance. Requests made after the stated timeline will be handled on a case-by-case basis and are subject to availability of staff and resources. Portable A/V equipment fees include delivery, setup, and breakdown of equipment. If a technician is needed to remain in meeting spaces for the entire program, an additional \$15/hour charge will be assessed. If Stamford Campus equipment is lost or damaged, charges for the cost of replacement or repair will be billed to the sponsoring organization or department.

Customers may bring their own equipment; however, any setup and running of the equipment is the sole responsibility of the person providing the equipment, not the Stamford Campus. Any extra equipment that is needed (extension cords, PowerPoint presenters, gaffers tape, etc.) may be subject to a charge. All cables must be gaffer-taped down for safety. If you are unable to tape your cables, staff will ensure cables are secure and a service charge will be incurred.

A/V equipment in the Stamford Campus is compatible with devices that output video via HDMI or VGA. Customer-owned devices, which do not output by either of these connectors, will require an adapter. The Stamford Campus does not carry these adapters.

Certificate of Liability Insurance

If an event includes a structure (inflatables, tents, pipe & drape, stages, etc.), food and/or vehicles that are a part of the program, an approved Certificate of Liability Insurance will be required. On the certificate, the University of Connecticut and its Board of Trustees and their agents, officers and employees shall be named as Additional Insured and the insurance policy must be at a minimum of one million dollars. In order for the structure(s) to be utilized, the certificate must be received 10 business days prior to the event.

Decorations

The use and approval of all decorations will be reviewed during the event planning process. All materials used must be fireproof or fire retardant. Glitter and confetti may not be used. All decorations must be hung with painter's tape only. No decorations may be placed in hallways, aisles, stairwells, or exit routes. All exits must be free of barricades. Exit signs, fire extinguishers, smoke detectors, fire pull alarms, and emergency lights cannot be decorated, covered, or obstructed. Fog and bubble machines are not permitted.

Event Accessibility and Communication (Deaf or Hard of Hearing)

The University is committed to providing equal access and full participation for individuals with disabilities within all University programs and activities. Event planners should refer to the Accessibility Checklist for University Events provided by the Center for Students with Disabilities for further guidance on creating an accessible event. An accessibility statement giving participants with disabilities an opportunity to request an accommodation should be provided on the event publicity material both printed and digital. Refer to Non-Discrimination Policy Statements for Publications for further information.

Event Accessibility Statement – Required for all University-sponsored events.

If you require an accommodation to participate in this event, please contact (INSERT SPONSORING DEPARTMENT CONTACT NAME) at (INSERT TELEPHONE AND EMAIL CONTACT INFORMATION) by (SPECIFIC DATE (suggestion: at least 5 days in advance)).

University of Connecticut Interpreting Services (UCIS) provides sign language interpretation, live captioning (sometimes called CART or Communications Access Real-time Translation) and consultation services to the University community upon request. To request services, visit ucis.uconn.edu/request or contact UCIS at 860-486-2020, 860-553-3243 (VP) or ucis@uconn.edu. Requests for large-scale, recurring, or public events should be submitted at least 3 weeks in advance. All other requests should be submitted at least 3 business days in advance. Visit ucis.uconn.edu for more information.

Event Oversight

Due to certain factors (size of event, off-campus attendees, multiple breakout rooms, multiple performances, VIPs, etc.) of an event or conference, the Stamford Campus may require a staff member be on-site to assist, monitor and manage Stamford Campus resources and safety protocols. A staff member, including associated fees, will be discussed during the planning process.

Fire Marshal

The Stamford Campus abides by all Fire Codes and works in conjunction with the UConn Fire Marshal's Office for all events. This includes room diagrams for fire code compliance and rentals of inflatables, furniture, tents and/or equipment. In addition to requiring an approved Certificate of Liability Insurance from the vendor, other information, certifications, and on-site inspections may be required.

Generators

Portable generators are internal combustion engines to generate electricity for outdoor areas. The Student Activities office, in consultation with the UConn Fire Marshal, have determined that generators can be used on campus with the following precautions:

- An approved Certificate of Liability Insurance is required.
- The person setting up the generator should have proper handling knowledge of the equipment.
- The generator needs to be positioned 20' away from any structure.
- Any excess fuel containers need to be stored away from the generator.
- The generator should be monitored at all times or there should be a barrier setup around the generator.
- Extension cords should be properly arranged and utilized and provided with GFCI as required.
- A fire extinguisher must be at the location.
- The generator needs to be properly grounded when required.
- The UConn Fire Marshal may inspect a generator prior to the start of any program.

Inflatables

If your event includes an inflatable structure, the following guidelines should be adhered to per the UConn Fire Marshal. A Certificate of Manufacture (fire resistance rating), an approved Certificate of Liability Insurance and a certificate/proof of annual inspection and required maintenance must be provided from the vendor a minimum of 10 business days prior to the event. The vendor should also provide emergency procedure training to the attendant/operator, in the event of emergencies and how they should be handled. The UConn Fire Marshal may inspect the structure prior to the start of the program.

For outside events, the following additional guidelines must be adhered to:

- Each tie down location must be either staked to the ground or secured with appropriate weight and quantity per manufacturer's instructions.

- If installation requires stakes in the ground, SU Event Services should be notified in advance so that Call Before You Dig (CBYD), and UConn Landscape Services can be contacted.
- In the event of winds 15 MPH or higher, inflatables cannot be setup.
- Generators must be kept a minimum of 15' away from the blower.
- The power source must be a minimum of 20-amp 110v circuit and verify that it does not get turned off by a timer or switch; extension cords must be a minimum size 12/3 and should not exceed 100' from blower to outlet.
- All power cords should be covered or taped down.

For inside events, the following additional guidelines must be adhered to:

- The structure must be pushed up against the walls (with some give); and cannot block exit signs, doorways, red fire strobe lights or manual pull stations near the exits.
- The power source must be a minimum of 20-amp 110v circuit and verify that it does not get turned off by a timer or switch; extension cords must be a minimum size 12/3 and should not exceed 100' from blower to outlet.
- All power cords should be covered or taped down with gaffer's tape.

Minors

The University of Connecticut is proud to serve the broader community through a wide range of educational and enriching opportunities and is committed to promoting a welcoming and secure experience for the children and youth who participate in activities at UConn.

For planning events that involve minors, requests must be at least 30 days prior to the date of the event. The sponsor of the event will be responsible for adhering to the policies required by the UConn Minor Protection Policy and the State of Connecticut. The following website will serve as a resource for members of the University community and those responsible for coordinating programs and activities involving minors, www.minorprotection.uconn.edu. If an event has not been approved by the UConn Minor Protection Coordinator, the event may not take place.

For additional assistance and guidance regarding the scope of UConn's Protection of Minors and Reporting of Child Abuse and Neglect Policy, please contact the UConn's Minor Protection Coordinator at (860) 486-4510.

Papered Windows

If your organization requires privacy for a ritual meeting, you can request papered windows once a month. Papered windows can also be requested for dressing rooms associated with planned events. The request for papered windows must be pre-arranged with the Student Activities Office. Groups are not allowed to cover the windows themselves.

Storage

The Stamford Campus is not responsible for items left in the building, and storage space is not available for materials or equipment used in association with an event. Such items are the sole responsibility of the student organization, University department, or user of the facility.

Food Guidelines

Food consumed in reserved areas under the Stamford Campus jurisdiction falls into one of two categories: food for public events or food for private events. A public event is defined as any event that involves the greater student population, the UConn community, and/or guests from outside the University. A private event is defined as consisting of the group's members only (e.g., a student organization meeting for which there has been no advertising).

Please discuss all details for refreshments and food with your Student Activities Coordinator to ensure that all necessary procedures are followed, and permits are obtained as required.

Any organization wishing to sell or serve food to the public may be required to acquire a temporary food service permit prior to the event. Please consult with your Student Activities Coordinator for further advisement on this process.

Potluck meals, where guests bring home-prepared food items to share, are prohibited.

Food eating contests are prohibited due to health and safety concerns.

All off-campus caterers/restaurants/food trucks must have a valid food license or permit, and a copy of the license or permit must accompany the TFSE application. In addition, the caterer must provide an approved Certificate of Liability Insurance. Off-campus caterers may have limited access to the pantry. The RSO must reserve this space in advance.

General Guest Policy

Photo ID is required for all guests. All guests must present a College/University ID or show proof that they are 18 years of age. Minor children under the age of 18, must be accompanied by a parent or guardian, but only if the presence of the minors has been approved.

Any event including minors must adhere to the University's Minors on Campus policy. The event will be reviewed for compliance by the Office of Audit, Compliance and Ethics.

Guest are limited to current UConn students and their guests. Each UConn student may bring up to five guests to a program. Verification that the individual is a current UConn student will be conducted by checking their UConn ID using a One Card verification device.

An entire party must be present to enter a program. Partial groups are not admitted, and additional guests cannot enter after the UConn student host has entered. A record will be maintained of each UConn student and their guest(s).

Guests must follow all University and event policies. The host UConn student is responsible for the conduct of their guests at the event.

Student organizations may implement more restrictive guest policies if they wish. An organization's guest policy may have funding implications, i.e. events with fairly open guest policies may not receive full funding from SGA.

Staffing

Organization representatives identified on all event or program-related materials (reservation confirmation, catering confirmation, etc.) must be present at the event at all times. Additional organization representatives may be required by the Student Activities office.

The Student Organization Advisor may be required to be present at the event at the discretion of the Approval Office within the Division of Student Affairs.

Additional full-time staff from the campus may be required at the discretion of the department i.e. Stamford Campus may require Stamford Campus staff to be present at the event.

Security

Decisions regarding appropriate security for an event will be determined by reviewing the following circumstances: nature of the event; number of participants; location; type of event; time of the event; admission policy (open or closed); history of previous events; marketing plan for the event; University status of the group; etc. Various levels of security may be required. The security required may include but is not limited to: University Staff; Student Organization Advisors; University Police; Private Event Security; Bag Searches; Wristbands; and/or Re-admittance Policies as defined below. Additional security measures may be required by the Approval Office.

Police

When a University of Connecticut Police Officer is assigned specifically to the event a minimum of four hours of service time for Large or Late Hours Programs with a closed admissions policy i.e. attendance is limited to University of Connecticut students, faculty, and staff. This requirement may be waived by the Student Activities Office based on the information provided about the event.

Additional officers may be required based on the size of event, venue, admissions policy, marketing plan, etc. The decision to require additional officers will be made by the Student Activities Office and University of Connecticut Police Department.

The Student Activities Office will coordinate all requests for Police Officers. The Student Activities Office will contact the UConn Police Department at least 3 weeks in advance to arrange for police security.

Student organizations are required to pay 100% of University Police fees for events.

Private Event Security

A private security agency must be approved by the University of Connecticut Police Department.

Private security officers are required for Large or Late Hours Programs with an open admissions policy i.e. attendance is expected to include guests with no official affiliation with the University of Connecticut. This requirement may be waived by the Student Activities Office based on the information provided about the event.

The number of private security officers will be based on the size of the event and venue location by the Student Activities Office in cooperation with the University of Connecticut Police Department.

Event sponsors are required to pay 100% of private security staff fees.

Additional Security Measures

Bag Searches - All guests at Large or Late Hours programs will be required to open bags, purses, backpacks, pockets, etc. at the request of University of Connecticut Police or Private Security Officers. Individuals failing to comply with the request will be denied entrance.

ID Checks - All guests at Large or Late Hours programs are required to show photo identification prior to entrance to the event. At any time during the program, guests may be required to show identification at the request of University of Connecticut Police, Private Security Officers or Event staff. Individuals failing to comply with the request will be asked to leave the event.

Pat Downs - Private security officers will pat down guests to search for items restricted from venues e.g. weapons, beverage containers, medications, drugs, etc. Guests will select a gender-specific pat down area and searches will be conducted by gender-specific security officers. Private security officers may also use metal-detector "wands" to assist in this security check-in area.

Wristbands - Once a guest has completed the entrance process, the Student Activities Office staff or designee will place a wristband on the guest to indicate compliance with all security requirements. Wristbands are provided free of charge to student organizations. The number of wristbands issued for each event is determined by the Student Activities Office based on the established room capacity for each venue. All guests (including student organization representatives, speakers, performers, stage crew, etc.) must receive wristbands and are included in the room capacity.

Re-admittance Policies - Wristbands are issued once. If a guest leaves an event prior to the end of the program, a new wristband will not be issued. Once an event has reached capacity, no additional entrances will be permitted even if a guest surrenders his or her used wristband.

For After-hours programs extending past 11:00 pm, a cut-off time of 11:30 pm will be established for admission to the program. This includes re-admission. If a guest leaves the program after 11:30 pm, s/he will not be re-admitted even if a wristband is displayed.

All participants are required to comply with all federal, state, and local laws as well as all relevant University policies, including The Student Code.

General Guidelines/Policies for Facility Use

Advertising

- **Bulletin Boards:** Posting on open bulletin boards, announcement towers, and the concourse wall is limited to RSO's and University sponsored events/announcements. RSOs must have their flyers stamped by the Student Activities Office.
- **Removal of postings:** all postings should be removed within 2 business days of the event/deadline
- **Digital Displays:** announcements may be posted on our digital displays around campus. RSO's should check with the Student Activities Office for assistance with this.
- **Email Blast:** A weekly email, "This Week on Campus (Stamford E-bulletin)," is sent to the Stamford Campus community. Announcements can be submitted via <https://soapbox.uconn.edu/>. Announcements may also be included in the "Daily Digest" (<https://dailydigest.uconn.edu/>)

Animals

The following is the Animals on Campus Policy. Animals are not permitted in the Stamford Campus, with the exception of service animals and Jonathan, the UConn Husky mascot.

In accordance with the UConn ACS, IACUC, EH&S and the UConn Animals on Campus Policy, any customer that seeks to bring non-UConn owned animals on campus for an outdoor event must meet the following requirements:

- Only contract with entities that have a current USDA License as applicable.
- The chosen site on campus must accommodate the non-UConn owned animals in order to ensure no interaction or contact with UConn owned animals.
- The owner is responsible for the health and wellbeing of their animals while on UConn property.
- Hand washing stations and signs reminding participants to wash their hands before and after touching the animals must be provided.
- An approved Certificate of Liability Insurance is required.
- A completed and approved Animal Related Program Registration Form through the Office of Institutional Equity

Behavior Expectations & Participation

Use of the Stamford Campus facilities and equipment is a privilege. The UConn community and guests shall respect the rights of others and display acceptable and appropriate behavior while using and/or participating in activities under the jurisdiction of the Stamford Campus. The Stamford Campus reserves the right to refuse access, services or remove any individual(s) or group(s) whose behavior is in violation of University Policy, Stamford Campus Policy, The Student Code, Blueprints and/or the Faculty and Staff Code of Conduct. In addition, the host group that is sponsoring events, meetings, etc. will be held responsible for the conduct of the individuals attending the event and will be held to the policies outlined in this guide and standards set forth in The Student Code and/or Faculty and Staff Code of Conduct.

Inappropriate behavior includes, but is not limited to:

- Failing to follow directions of Stamford Campus Staff and University Public Safety Officials
- Harassing or soliciting other patrons of the building while tabling
- Providing false or withholding important information to Student Activities and/or Event Services staff
- Failure to abide by all existing University contracts
- Using space without authorization
- Posing an unreasonable risk to health or safety to others
- Exceeding room capacities
- Using open flame or flammable liquids
- Use of weapons or weapon facsimiles
- Smoking, vaping and/or use of tobacco products
- Unauthorized use of alcohol at an event
- Fronting - reserving a space on behalf of another organization
- Unauthorized use of audio-visual equipment
- Willfully violating the food and beverage policy
- Violation of the No Show or Cancelation Policy

- Damage or destruction of property
- Failure to pay invoices in a timely manner

Sanctions:

The Stamford Campus is committed to providing a safe and secure environment for its users and staff. Student Activities staff will take appropriate action towards disruptive and/or destructive behavior. The following sanctions may be applied based on the severity of the behavior:

- An individual will be removed from an event, or the event may be ended immediately.
- Future existing reservations will be suspended until the group or individual has met with the appropriate staff to discuss the behavior. Corrective actions will be identified in order for the group or individual to resume use of Stamford Campus.
- Group or individual is placed on reservation probation for a semester or academic year.
- Group or individual loses reservation privileges for a semester.
- Group or individual loses reservation privileges for the academic year.
- Event can no longer be hosted on University property.
- Group or individual loses privileges permanently.

BIAS Incident Reporting

A bias-related incident is an incident that negatively targets, intimidates, or threatens an individual or group due to race, ethnicity, ancestry, national origin, religion, gender, sexual orientation, gender identity or expression, age, physical, mental, and intellectual disabilities, as well as past/present history of mental disorders. This includes but is not limited to graffiti or images that harass or intimidate individuals or groups due to the above characteristics. If you witness a bias incident, or find bias images in the Stamford Campus, immediately notify a Stamford Campus employee.

Building Hours

The Hours of Operation for the Stamford Campus are:

Monday through Friday 7:00 am to 11:00 pm

Saturday & Sunday 8:00 am to 5:00 pm

Scheduled hours of operation may vary during semester breaks, i.e. Summer, Winter and Spring Break can be obtained by calling the Stamford Campus Welcome Center at 203.251.8400 or by checking: <https://stamford.uconn.edu/about/overview-of-campus/>

Requests beyond Normal Operating Hours

Requests beyond normal operating hours will be considered with proper advance notice. Approval of these request for RSO's will be made by the Student Activities office. Additional staffing fees may be assessed (Facilities/Custodial, UCPC/Security).

Candles/Incense

Candles and incense are not permitted in the Stamford Campus.

Costumes/Masks

As many student organizations and university related activities utilize costumed mascots, such mascots shall be allowed in the Stamford Campus. Individuals wearing a costume to promote an organization or event shall be accompanied by an escort.

Individuals wearing a costume without an escort are subject to limitations at the discretion of the Stamford Campus staff. Staff persons are not limited to the following actions but may request that the mask be removed or that the individual leaves the building.

Credit Card Marketing

The University of Connecticut adheres to PA No. 09-167, "An Act Concerning Credit Card Offers on College Campuses." This act:

- prohibits credit card companies from marketing during orientation and class registration periods;
- requires companies to distribute credit management education materials along with marketing materials.

The act also requires that all credit card vendors register by filling out the Credit Card Marketing Event Registration Form. Credit card vending is limited to the Stamford Campus Building. The organization's name must be clearly visible on all advertising and at the table.

Damage, Theft, and Vandalism

Persons responsible for any acts of damage, vandalism to the premises, or removal of items from the Stamford Campus will be referred to the appropriate authorities and will be held accountable for their actions. Anyone witnessing a crime or act of vandalism should call 911 to report the incident.

Drones

Drones will not be permitted to be flown in the building and must follow University and federal policy, www.fass.gov/uas and UConn Drones Operation Manual.

Emergencies

The Stamford Campus is committed to the safety and security of all persons in the building and has developed appropriate emergency procedures. In the case of an emergency (e.g. fire, inclement weather, or bomb threat), persons in the building are asked to follow the emergency procedure guide and the directives of Stamford Campus staff and Public Safety personnel. The Stamford Campus follows all local, state, and federal emergency regulations.

The Stamford Campus Building has a state-of-the-art fire safety system. In the event of an emergency that requires evacuation, such as a fire, the emergency system will be activated, and all occupants will be directed to exit the building until the “all clear” is given by Public Safety personnel. The elevators will not operate in the event the fire safety system is activated, and all personnel are to exit the building using the stairs. Public Safety personnel will be responsible for evacuating any persons unable to exit using the stairs. All individuals must follow the evacuation directions provided by the Stamford Campus staff and Public Safety personnel.

Land Acknowledgement Statement

We would like to begin by acknowledging that the land on which we gather is the territory of the Mohegan, Mashantucket Pequot, Eastern Pequot, Schaghticoke (ska-teh-COKE), Golden Hill Paugussett (paw-GUS-it) and Nipmuc Peoples, who have stewarded this land throughout the generations. We thank them for their strength and resilience in protecting this land and aspire to uphold our responsibilities according to their example.

Pronunciations:

Mohegan (Mo-he-gan)

Mashantucket Pequot (Mash-un-tuck-it Pea-kwaht)

Eastern Pequot (Pea-kwaht)

Schaghticoke (ska-teh-COKE)

Golden Hill Paugussett (paw-GUS-it)

Nipmuc (Nip-muck)

Lights

For the safety and security of all patrons, lights are required to be on in all occupied areas. In some areas, light levels can be adjusted in accordance with the building staff.

Loading Dock

The Stamford Campus Loading Dock is located on Franklin Street, past the library & near the dumpsters. The loading dock is intended for the use of persons or companies delivering or picking up items in the Stamford Campus only. Parking is not permitted in the loading dock area without a temporary parking permit from the Stamford Student Activities Staff. Vehicles must be moved to a designated University parking location away from the loading dock when the loading or unloading is complete. When unloading your vehicle please have your flashers on and you have 30 minutes to unload your materials. Vehicles should not be left unattended.

Parking is available in the commuter lot on Washington Blvd. RSO's should coordinate parking needs for guest with the Student Activities Staff.

Lost and Found

The Stamford Campus maintains a Lost and Found service at the Welcome Center for items found in and around the Stamford Campus. The Stamford Campus does not keep records of items turned in to the Lost and Found. Most unclaimed items will be discarded after two (2) weeks from the date of receipt. Any items containing food or beverages will be discarded after one (1) day from the date of receipt. For security purposes, credit or debit cards will be shredded (2) days after date of receipt. Any item in the Lost and Found must be described and picked up by the owner. Confirmation of items contained in the Lost and Found is not permitted over the phone. Lost UConn ID's will be returned to the Stamford Registrar's Office. Lost University keys will be returned to the Stamford Operations office.

Non-Discrimination Statement

UConn complies with all applicable federal and state laws regarding non-discrimination, equal opportunity, affirmative action, and providing reasonable accommodations for persons with disabilities. Contact: Office of Institutional Equity; (860) 486-2943; equity@uconn.edu; <http://www.equity.uconn.edu>.

Parking

The UConn-Stamford parking lot is located at 1194 Washington Blvd., Stamford CT 06901. All vehicles must have valid UConn parking permits. Limited guest parking is available for a fee. RSO's should contact Student Activities to discuss guest parking options.

Additional public parking near campus can be found at Target (Broad Street) and Summer street parking garage (behind Target). Each location are pay structures.

Personal or Organizational Property

The Stamford Campus is not responsible for loss, theft, or damage of personal or organizational property. Guests of the Stamford Campus should take appropriate care of such items.

Recording

Recording (filming or audio) in public areas of the Stamford Campus requires prior approval from the Campus Director or their Designee.

Recreational Devices

Wheeled vehicles (with the exception of wheelchairs and motorized accessibility equipment) including but not limited to skateboards, in-line skates, hoverboards and bicycles are not permitted on the Stamford Campus grounds (both indoor and outdoor spaces).

Individuals can secure bicycles to the bike racks around the exterior of the building. Bicycles may not be attached to railings, handrails, or fences around the Stamford Campus.

It is the policy of the Stamford Campus to remove any bicycles, scooters or similar equipment that have been chained or locked to any part of the Stamford Campus Building, including but not limited to handrails, doorways, accessibility ramps, trash receptacles, tables, or other structures.

If any of the above equipment has been identified to break this policy, Stamford Campus Staff will contact UCPD.

Shoes and Shirt Requirement

For health and safety reasons, all persons entering the Stamford Campus must wear proper attire, which includes shirts and shoes. Persons not wearing proper attire will be asked to leave the premises. Exceptions (for reserved rooms only) for cultural, religious, or other reasons may be made at the discretion of the Stamford Campus Student Activities & Event Services staff.

Smoking/Vapor Devices/Tobacco Products

For the health of our community, smoking, vapor devices and tobacco products of any kind are not permitted in the Stamford Campus. This includes but is not limited to: cigarettes; cigars; pipes; pellets; chewing tobacco; E-cigarettes; Juules; Pens and snuff. Consistent with the General Rules of Conduct and Connecticut Laws, smoking and vaping are prohibited in all University buildings and vehicles. Smoking and vaping are banned within 25 feet of all campus buildings.

University Contracts

All activities held in the Stamford Campus jurisdiction must support University contracts regarding vendors and products.

Weapons and Explosives

Weapons or weapon facsimiles are not permitted in areas under the Stamford Campus jurisdiction. A weapon is defined as a tool or other device that can be used to kill, injure, or incapacitate an individual and/or destroy property or other resources, rendering them non-functional or unavailable. This includes but is not limited to: firearms, knives, clubs, bows/arrows, martial arts weapons, bombs, stun guns, etc. No fireworks or other incendiary devices are permitted. Public Safety officials are excluded from this policy.

WIFI

If you are not affiliated with UConn and need wireless internet access during your visit, information about connecting can be found www.netwok.uconn.edu

Windows, Walls, Doors, Tables, Floors and Ceilings

Nothing may be affixed or placed on windows, walls, doors, tables, floors, and ceilings in the Stamford Campus without authorization. This includes paint, posters, signage, stickers, flyers, and other items.

Movies/Public Viewing Licenses

In accordance with federal copyright laws, institutions, organizations, and individuals wishing to engage in non-home showings of Movies, DVDs, Videos, TV Shows, online streaming content, or any copyrighted material must secure a license to do so, regardless of whether or not an admission or other fee is charged. Such videos must have the capability of providing open captioning upon request.

Outside Amplification for Speaking

In accordance with the University Senate's Speakers Forum and Outdoor Amplification Policy, amplification for speaking may take place between the hours of 12:00 p.m. and 1:00 p.m. on Mondays, Wednesdays, and Fridays, and between the hours of 12:30 p.m. and 1:30 p.m. on Tuesdays and Thursdays, when classes are in session, unless an exception has been granted. Amplified speaking may be approved on weekends and when classes are generally not in session. Amplification is limited to 90 decibels A-weighting. For musical performances refer to the Large, Outdoor, and/or Late Hours Event Policy - Division of Student Affairs.

Quick Response Events (QRE) Protocol

The Stamford Campus recognizes the need for the community to respond in a timely and expedited manner to significant events. Quick Response Events (QRE) might include, but are not limited to, a violent or bias incident of significance to our community or a natural disaster. The Stamford Campus reserves the right to determine if the request meets the definition of a QRE.

A registered student organization will contact and work directly with the Student Activities office to plan a QRE event with an expedited timeline. In the event the Student Activities staff is not available, the group will contact the Assistant Director of Student Services and work directly with them to plan the event. This does not guarantee space availability; however, the Stamford Campus will work with the group to find the best possible solution.