

POLICY MANUAL

UF | **J. Wayne Reitz Union**
Division of Student Affairs
UNIVERSITY of FLORIDA

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INTRODUCTION

Origins of College Unions

The earliest college union, founded at Cambridge University, England, in 1815, was literally a “union” of three debating societies. In 1823 students at Oxford University organized a union and in 1857 built their own quarters, including a debate hall, reference library, dining room, meeting rooms, billiard room, and offices. Many other unions followed in the late 19th and 20th centuries. Debating has continued as a prime union objective in the United Kingdom. Unions in England have played such a large part in preparing students for participation in public life that they have come to be known as “the cradle of the British Parliament.”

A union was organized at Harvard in 1832 for debating purposes, as in the British universities. It was not until 1880 that the union concept at Harvard embraced the idea of a general club. The name “Harvard Union: was revived “in the hope that out of the Debating Society a large general society, like the unions at Cambridge and Oxford, would grow.” But a union building was not constructed until 1901. The first building in this country erected explicitly for union purposes was Houston Hall at the University of Pennsylvania. Built in 1896, it contained lounges, dining rooms, reading and writing rooms, an auditorium, game rooms, and student offices, and was given to the university by the Houston family as a “place where all may meet on common ground.” From the beginning the Hall was governed jointly by students and faculty.

In the 1930s the leaders of the union effort in the United States, influenced greatly by the concurrent development and success of general civic recreation and cultural centers and by the desire to create a truer “community of teachers and students,” saw the union as the campus counterpart of the “community center,” with a positive educational and recreational mission to perform.

The most extensive union growth took place in the years after World War II, as enrollments surged upward and colleges and universities sought better means of fulfilling the living needs of students and faculty and as the possibilities of financing unions through borrowing became well established.

The college union movement has always been international in scope. The first union structure in Denmark was built (“Student-Foringen,” an intercollegiate union in Copenhagen) in 1824, in Canada (McGill University) in 1907, in Australia (University of Sydney) in 1874, in Taiwan (Taipei Normal College) in 1915, and in Lebanon (American University of Beirut) in 1918.

A college union has no connection with, and should not be confused with, a labor union or student political action union. The first college unions were established in England 59 years before the first labor union was organized and 130 years before student political action unions were formed in Europe, Asia, and Africa following World War II.

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Student Unions at the University of Florida

The concept of a student union at the University of Florida dates back to 1922 when a campaign was launched to raise funds to build a YMCA building on campus.

In 1925, President Albert A. Murphree asked his close friend, William Jennings Bryan, a famed politician, lawyer, and orator, to accompany him on a speaking tour around Florida to raise money for a religious center for the University. Noted for his victory in the Scopes Trial, Bryan raised forty thousand dollars and over \$173,000 in pledges towards the building. Bryan also contributed \$1,000 to the project. The Great Depression, however, derailed fundraising efforts and most of the pledges were never honored.

As the nation recovered, UF's third president Dr. John J. Tigert decided to shift emphasis of the proposed Union building from religious activities to general student activities. Even though initial contributions were donated toward a religious center, a local court ruled that the money could be used for a general student activities building, provided the second floor was endowed forever for religious purposes. The stained glass window in Dauer Hall (the former Florida Union building) is the result of that court order and is also the reason religion classes are still taught there.

A grant worth over \$100,000 was procured from the Federal Government, provided the remaining funds for the project would be raised by the University. In 1934, the UF student body voted to provide \$15,000 towards the construction of the Union. Ground breaking for the new Union took place on April 19, 1934 and was expected to cost a total of \$173,104. The building was opened in 1936 as the Florida Union. The 30,000 square foot facility was designed to meet the needs of more than 2,700 all-male students registered at UF and included meeting rooms, a recreation room, a soda fountain, and offices.

At the dedication in 1936, Dr. Tigert confirmed the appointment of D. R. "Billy" Matthews as the first Union Director, a position that he held until 1948. Matthews was a student at UF from 1924 to 1929. During this time, Matthews served as Student Body President, Student Body Vice President, President of Florida Blue Key, Chancellor of the Honor Court, and was a member of the cheerleading squad, the Glee Club, and the varsity Debate Team. Matthews served in the U.S. Army for four years during World War II and returned to the Union in 1946. He became Director of Alumni Affairs at the University in 1947. Matthews was elected to Congress in 1952 for the 8th District of Florida and served continuously as Congressman for 14 years until 1967.

In 1937, the first Board of Managers of the Florida Union was appointed to serve as the Union's policymaking body. To this day, the Board continues to play an important role in providing guidance to the Reitz Union staff. Today the board consists of twelve student members including a student Chairperson, and six faculty/staff members.

In 1941, a 25,000 square foot addition was completed which nearly doubled the size of the Florida Union. The addition provided more meeting rooms, an arts & crafts center, an auditorium, a dining room, additional office space, and 15 guest rooms.

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In 1948, William E. “Bill” Rion was named Director of the Florida Union. As an undergraduate student, Rion had worked at the soda fountain in the basement of the Florida Union. He also worked at the Information Desk and was student manager of the Game Room. Rion was Student Body President in 1945, president of his fraternity, and president of his church organization. After graduating in 1945, Rion was named Assistant Director of the Florida Union. In 1948 Rion was promoted to Union Director, a position he held for 38 years until his retirement in 1986.

Following World War II the Florida Union was unable to keep up with the growing needs of the campus community. With over 10,000 students enrolled, the Union’s meeting, dining, and recreational facilities were grossly inadequate. In 1951 a subcommittee of the Board of Managers was formed to explore the possibility of a new Union facility. As a result of this study, the UF student body voted to impose a fee of \$1.50 per semester for a new union building. In 1952 a formal New Union Planning Committee was formed.

In 1958, more than 150 student organizations passed resolutions in support of the new union and Student Government unanimously passed an additional \$10 per semester fee to support the new building project. In 1962 \$5 million was allocated from the Florida Development Commission (which was funded by student fees from Florida universities) to proceed with the construction of the new Union facility. Groundbreaking for the new \$5.7 million, 267,000 square foot facility occurred on May 9, 1964. The new facility was opened to the public on May 1, 1967. At the request of the student body, the facility was named in honor of Dr. J. Wayne Reitz, President of the University from 1955 to 1967. At the time, the UF student population was 19,000. The former Florida Union building was renamed Dauer Hall and serves as an academic facility.

David E. “Dave” Kratzer joined the Reitz Union as Director in 1986. Under Kratzer’s leadership the Reitz Union continued to grow and change in order to meet the needs of the UF community. Numerous renovations and new building projects have occurred including: the addition of 10,000 square feet of meeting room space above the Colonnade in 1991; the remodeling of the first floor food court in 1995; the construction of the Career Resource Center wing in 1996; new retail store space and the relocation of the Arts & Crafts Center in 1997; the addition of the new Grand Ballroom and new Amphitheater seating area in 2002; and the addition of the Bookstore and Visitor Welcome Center complex in 2003. Kratzer was promoted to Associate Vice President for Student Affairs at UF in 2005.

Eddie Daniels joined the Reitz Union as Executive Director in September, 2005. Today, the Reitz Union serves more than 50,000 students and 12,000 faculty and staff by providing numerous dining areas, extensive meeting and banquet space, multiple recreational choices, a wide variety of student-oriented activities and programs, and jobs for nearly 200 student employees.

Although the physical aspects of union facilities at the University of Florida have continued to change, the overall philosophy, mission and purpose of the Reitz Union have remained consistent. Students continue to support the Reitz Union through Activity and Service Fees and the Capital Improvement Trust Fund Fee. In return, the Reitz Union continues to serve as the community center of the campus, providing facilities, services, and programs to meet the needs of our students, faculty, staff, and visitors. We have always been and will continue to be committed to student involvement and student learning.

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The Role of the College Union

The union is the community center of the college, serving students, faculty, staff, alumni, and guests. By whatever form or name, a college union is an organization offering a variety of programs, activities, services, and facilities, that when taken together, represent a well-considered plan for the community life of the college.

The union is an integral part of the educational mission of the college.

- As the center of the college community life, the union complements the academic experience through an extensive variety of cultural, educational, social and recreational programs. These programs provide the opportunity to balance course work and free time as cooperative factors in education.
- The union is a student-centered organization that values participatory decision making. Through volunteerism, its boards, committees, and student employment, the union offers first hand experience in citizenship and educates students in leadership, social responsibility, and values.
- In all its processes, the union encourages self-directed activity, giving maximum opportunity for self-realization and for growth in individual social competency and group effectiveness.

The union's goal is the development of persons as well as intellects.

Traditionally considered the "hearthstone" or "living room" of the campus, today's union is the gathering place of the college. The 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.

Adopted by the general membership of the Association of College Unions International in 1996, this statement is based on The Role of the College Union Statement, 1956.

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The Mission, Vision, and Values of the J. Wayne Reitz Union

Mission

The J. Wayne Reitz Union, as an integral part of the University of Florida's educational mission, creates diverse interactions and environments to cultivate personal development and enhance the university experience for students and the greater university community.

Vision

The J. Wayne Reitz Union strives to be an indispensable campus resource, providing dynamic programs, premier facilities, and essential services to meet the ever changing needs of the University of Florida community.

Values

- Community
- Collaboration
- Customer Service
- Learning
- Student Development

Visionary Goals

- Build a global community through self awareness and acceptance of others.
- Deliver excellent service by anticipating customer's needs and exceeding their expectations.
- Foster a safe and welcoming environment.
- Work as a team to achieve success.
- Engage in continuous learning through discovery and understanding.
- Create opportunities for student growth, leadership and exploration.

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1.0 GENERAL POLICIES

- 1.1 "The policy making body for the Reitz Union shall be the Board of Managers which shall be a standing committee appointed by the President of the University.....All matters of policy pertaining to the operation of the Union and its program shall come under the direct purview of the Board of Managers." President O'Connell's memorandum of July 22, 1969.
- 1.2 Union operation and policy shall always lie within the framework of federal and state law and University policy. Within these guidelines, policy formulated and passed by the Board of Managers shall be the official policy of the J. Wayne Reitz Union.
- 1.3 There are two basic areas of policy within the Union concept. The Board recognizes that its main thrust necessarily should be policy determination toward relations with the campus community since these relations lie at the heart of the philosophy of the Reitz Union. The Board also acknowledges that the development of policies and procedures of internal administration is primarily a staff function.
- 1.4 The Board of Managers has determined specific areas of policy to be of greater interest and relevancy. The initial delineation is by no means exhaustive and may be supplemented as the Board deems necessary.
- 1.5 The Board of Managers realizes that in order to operate the Reitz Union successfully the staff should be accorded a sufficient degree of administrative latitude. The Board expects the staff of the Reitz Union to implement all policies adopted by the Board. In the absence of formal policies adopted by the Board, the staff shall act in the best interest of the Reitz Union. Such action may be appealed to the Board of Managers, which is the final authority, subject to the President of the University. Within this vein, the staff should be encouraged at all times to present questions of policy to the Board of Managers realizing that the Board is the proper forum to determine whether a given policy is one of operations or community relations.

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2.0 FINANCIAL POLICIES

- 2.1 The Board of Managers has general responsibility for the approval and support of Reitz Union financial policies relating to the use of Reitz Union facilities by various individuals or groups. Internal operating policies of the Reitz Union are the responsibility of the Reitz Union administrative staff, and concern the Board of Managers only when problems regarding such policies are presented to it for solution.
- 2.2 The Reitz Union is designated as an auxiliary enterprise and, as such, receives no funds from state appropriations. Its source of income is derived from a per credit hour activity and service fee paid by students, and from sales, services, and program activities. The Reitz Union is expected to operate within its income. Unless specified in this document, service charges for any special arrangements for any reserved space will be set by the Reitz Union Executive Director or his/her representative.
- 2.3 Organizations or departments wanting to be billed for the use of facilities or services must make billing arrangements in advance.
 - 2.3.1 Student Organizations funded by Student Government must obtain a “blue slip” from the Student Government Finance office.
 - 2.3.2 University departments must provide a valid PeopleSoft Chartfield string.
- 2.4 Outstanding Debts
 - 2.4.1 Organizations or departments are required to pay any and all debts owed to the Reitz Union, including but not limited to room rental fees, AV equipment fees, no-show fees and late cancellation fees, within 30 days of invoice.
 - 2.4.2 Any organization or department which has outstanding debts owed to the Reitz Union for more than sixty days will be suspended from reserving Reitz Union facilities until such bills are paid in full.
 - 2.4.1 At the discretion of the Executive Director, organizations or departments with outstanding debts owed to the Reitz Union in excess of 90 days may have all future reservations on file with the Reitz Union cancelled.
- 2.5 Sales
 - 2.5.1 The Reitz Union may sponsor sales by private enterprise deemed to be a part of the educational role of the Reitz Union.
 - 2.5.2 The Reitz Union may receive a commission or assess a space or table charge for the above sales.

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3.0 PROGRAM POLICIES

- 3.1 The Reitz Union Board of Managers shall have full responsibility for all Reitz Union sponsored programs produced in the Reitz Union or in facilities under its control adjacent to it. All non-Reitz Union sponsored events are subject to the approval of the Reitz Union Executive Director. The Program, Arts & Leisure staff, acting under the policies set by the Board of Managers, will execute all such programs in the Reitz Union.
- 3.2 The program of the Reitz Union will include activities that will emphasize the cultural heritage of all populations, including but not limited to racial and ethnic groups and recognizing the special needs for persons with disabilities.
- 3.3 During a given semester, the Reitz Union Executive Director and staff are expected to enrich the basic program by maintaining flexibility and a vitality that will respond spontaneously to new ideas and activities.
- 3.4 The program activities are provided for students and the other members of the university community.
- 3.5 Many activities are free; others have an admission charge. When there is an admission charge, there will be a two-priced structure for students and non-students, except for those events where such a structure would cause a greater difficulty for student attendance and/or increased administrative costs.
 - 3.5.1 Student spouses and immediate family, (e.g. children), will be charged the student rate upon presentation of a student spouse identification card.
 - 3.5.2 For programs and activities requiring advance registration, students, faculty and staff will be given priorities at registration.
- 3.6 The Program, Arts & Leisure staff are expected to utilize fully as possible the facilities under the control of the Reitz Union or adjacent to it and to utilize the various resources of the University for a meaningful program of activities.
- 3.7 Budgetary recommendations for program activities will be submitted to the Finance Committee annually in the same manner as other budgetary matters in the Reitz Union.
- 3.8 Complimentary Tickets
 - 3.8.1 The staff and students of the Reitz Union administer the Complimentary Ticket Policy in compliance with State and University regulations. They also administer the policy in accordance with the standards and practices set forth by other University Departments that sponsor ticketed events such as

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the Performing Arts Center and the O'Connell Center. The procedures followed by the Reitz Union are as follows:

- 3.8.2 Complimentary tickets may be offered to individuals or businesses who perform special services or donate goods or services to help in the promotion or production of special events sponsored by the Reitz Union. "In kind" contributions should not be encouraged in lieu of payment for admission but accepted when circumstances warrant such action. All complimentary tickets utilized for these purposes shall be accounted for and records maintained documenting the use of said tickets. All distributed tickets must be signed for by those persons receiving tickets.
- 3.8.3 The sponsoring Student Organization (e.g., Student Government Productions (SGP) or the Reitz Union Board (RUB)) shall be responsible for the distribution of these tickets with the exception of day of show tickets that shall be distributed by the University Box Office. In addition, tickets used for trade or promotional purposes shall be limited to the amount consistent with good business practices. The Reitz Union Executive Director may put a limit on the number of tickets utilized for these purposes when deemed appropriate and in the best interest of the University.
- 3.8.4 Promotional Trade-outs: SGP and the RUB may utilize tickets to trade with the media (radio and television stations) for airtime (commercials or on the air mentions) to help promote their event and generate ticket sales. Tickets may be traded with businesses in lieu of display advertising such as displaying posters, event exposure on marquees and billboards or movie screen slide displays at movie theaters. Event promotions on restaurant menus or table tents are also considered "fair trade". All tickets distributed to radio station listener winners must be signed for by a representative of the radio station.
- 3.8.5 Merchandise or Service Trade-outs: SGP or RUB may utilize tickets to trade with service businesses and vendors to help minimize their overhead expense in producing an event. Services may include, but are not limited to, limousine service, truck/car rental, musical equipment, lodging, dry ice, catering service, dressing room furniture, printing, etc.
- 3.8.6 Artist Requests: The majority of all complimentary tickets is for the artist and must be requested by the artist in the contract. A copy of all contracts is kept on file for auditing purposes.
- 3.8.7 Honored Guests: All honored guests (Reitz Union Board of Manager members, Student Government Executive Officers, etc.) are required to sign for all tickets distributed to them.

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4.0 GENERAL BUILDING USE POLICIES

The following policies apply to all areas of the Reitz Union unless otherwise specified.

4.1 General Use Policy

All users of Reitz Union facilities must agree to comply with University of Florida rules, regulations, and policies (www.regulations.ufl.edu). Users must also comply with appropriate state and federal laws, and fire and police department rules and regulations.

4.2 Compliance with Operating Rules

Failure to comply with general operating rules that have been set to facilitate the proper operation of the physical plant may result in action by the Reitz Union Board of Managers to deny Reitz Union privileges to any individual or group.

4.3 Nondiscrimination

The services, facilities and programs of the Reitz Union will be made available to all members of the University community, including students, faculty, staff, alumni, and guests of the University, without regard to race, creed, color, religion, age, disability, sex, sexual orientation, marital status, national origin, political opinions or affiliations, or veteran's status.

4.4 Use by Non-University Groups

The Reitz Union Board of Managers reserves the right to approve the use of the Reitz Union by those non-University related groups which have previously been granted permission by the proper University authority to utilize the facilities of the University of Florida.

4.5 Academic Classes

No academic classes will be held in the Reitz Union except those classes requiring the physical facilities of the Reitz Union (e.g. bowling).

4.7 Hours of Operation

The Reitz Union Executive Director shall establish the hours of operation for the Reitz Union building and its various units. Approval for any space used beyond the building closing hours must be granted by the Reitz Union Executive Director or the person the Reitz Union Executive Director so appoints with such responsibility.

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4.8 Smoking

Smoking is prohibited in all interior areas of the Reitz Union and within 50 feet of the facility in accordance with State law and University policy.

4.9 Animals/Pets

No animals are allowed in the building except service animals.

4.10 Parking Garage

The parking garage immediately to the south of the Reitz Union building is a University garage operated under the auspices of the University Transportation and Parking Advisory Committee and its regulations. The following regulations have been approved by the Board of Managers and the Transportation and Parking Advisory Committee.

4.10.1 This parking garage is available to all vehicles within posted height restrictions.

4.10.2 Parking regulations apply to ALL vehicles.

4.10.3 Parking meters will be enforced in accordance with University Transportation and Parking policy. The operation of the garage during break periods and/or official holidays is to be set by the Transportation and Parking Director.

4.10.4 Overnight guests staying in the Reitz Union Hotel will be allowed to park on the upper deck of the Parking Garage. The parking fee is included in the room rate.

4.10.5 A portion of the parking garage may be closed off to regular visitors in case of a special event. This is at the discretion of the University Police Department and Transportation and Parking Services.

4.11 Posting of Printed Materials

The Reitz Union provides several types of facilities for the posting of printed materials, i.e., bulletin board (permanent and portable), ride boards, display cases, and rolling boards. Approved flyers and table tents may be posted in these facilities only. Materials are approved either by reserving the space through Event Services or submitting them to the Department of Student Activities and Involvement to be displayed in designated areas.

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4.11.1 Table Tents

Table tents advertising upcoming events must be approved by the Operations Manager of the Reitz Union. Once approved, table tents will be placed in the table tent holders in the Food Court by Reitz Union Information Desk staff. The Reitz Union staff will remove illegally distributed materials.

4.11.2 Display Cases

4.11.2.1 Display cases are located on the Ground, First, Second, and Third Floors. Items for display may be submitted to the Department of Student Activities and Involvement on the third floor of the Reitz Union who will post items according to policies detailed in the General Operating Procedures Manual.

4.11.2.2 Display cases will be used to display materials pertaining primarily to programs, events and groups within the Reitz Union. Materials submitted by registered student groups for activities taking place outside of the Reitz Union will be posted on a space available basis.

4.11.3 Reitz Union staff will immediately remove materials posted in violation of this policy, such as flyers taped to the inside of the elevators or on walls.

4.11.4 Should a complaint about the content of the material posted under the approval of the Reitz Union be made to a member of the Reitz Union staff, an immediate decision whether to allow the material to remain will be made by the Reitz Union Executive Director, subject to a final decision made by a panel consisting of the Reitz Union Executive Director and the Chairperson and Vice Chairperson of the Board of Managers.

4.12 Distribution of Printed Materials

Printed material (newspapers, handbills, leaflets, pamphlets, posters, magazines and printed papers of a like nature) that are made available for free distribution may not be left unattended except in newsstands or news boxes pursuant to the University of Florida rules.

4.13 Banners

The hanging and draping of banners on the interior or exterior of the building shall be in accordance with the University rule on banners. Approved banners must be hung by or under the supervision of the Reitz Union Maintenance Department. Hanging banners on the interior or exterior of the building and posting of printed materials at locations other than those stated in Sections 4.11 and 4.12 above is not allowed except by approval of the Reitz Union Executive Director.

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4.14 Table Exhibits and Displays

The use of space and equipment for these functions must be reserved through the Event Services Office. The areas that have been designated for this purpose are the Ground Floor East; the Colonnade; both Terraces; and both Second Floor lobbies.

4.15 Sale of Merchandise

The sale of new merchandise by student groups in accordance with University rules is allowed only on the North Lawn, the South Terrace, and the Colonnade. The specific location will be determined by the Event Services Office based upon the request, other activities going on concurrently, and other prior reservations for similar space and use.

4.16 Noise

Excessive noise or actions disturbing to others are prohibited in all public areas of the Reitz Union. Exceptions may be granted for approved activities.

4.17 Music and Sound

4.17.1 Amplified music such as a live band or DJ is allowed in the following rooms only: Rion Ballroom, Grand Ballroom, and Auditorium. The Arredondo room is limited to voice amplification for speaking only; amplified music (such as a DJ or a band) is prohibited.

4.17.2 Amplified sound is prohibited on the North Lawn on weekdays during class time and Monday-Thursday evenings. Limited amplification is allowed on the Colonnade and Amphitheater with prior approval and will be monitored by JWRU staff.

4.17.3 Non-amplified music such as piano or a cappella singing in meeting rooms should be kept to a low volume so as not to disturb meetings in adjacent rooms. If the JWRU receives noise complaints, the group may be asked to stop the music at that time.

4.18 Disruptive Behavior

Disruptive, destructive, inappropriate, or illegal behavior will not be tolerated in any area of the Reitz Union. Persons behaving inappropriately may be denied access to the Reitz Union at the discretion of the Executive Director.

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4.19 Wheeled Vehicles

Wheeled vehicles (with the exception of wheelchairs and motorized accessibility equipment), including, but not limited to Segways and bicycles, are not permitted inside the Reitz Union or on the Colonnade.

4.19.1 Skateboards, in-line skates, and other portable wheeled transportation devices may be brought into the Reitz Union but may not be used or ridden while inside the facility or on the Colonnade.

4.19.1 Bicycles are to be parked only in properly designated bike rack areas.

4.20 Weapons and Explosives

4.20.1 Weapons or weapons facsimiles are not permitted in the Reitz Union.

4.20.2 A weapon is defined as a tool or other device which 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.

4.20.3 No fireworks or other incendiary devices are permitted.

4.20.4 Public Safety officials and armored car vendors are excluded from this policy.

4.20.5 ROTC cadets are permitted to bring decommissioned (non-firing) rifles into the Reitz Union when under the supervision of ROTC officers and cadre, for the purpose of color guard presentations and/or drill team performances as part of a scheduled building activity. ROTC cadre personnel must inform the Director of Operations, J. Wayne Reitz Union, and the University Police Department at least one week in advance of such a scheduled activity.

4.21 Chalking

4.21.1 The use of sidewalk chalk (water-soluble sticks of calcium sulfate) for the purpose of writing or drawing on concrete/paved sidewalks is permitted only on the South Terrace of the Reitz Union

4.21.1.1 The use of "spray chalk", "air chalk", or similar substances is prohibited.

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- 4.21.2 Use of the South Terrace for chalking is limited to student groups and University departments and must be scheduled through the Event Services office.
- 4.21.3 Chalking is prohibited on walls, benches, glass, windows, doors, pilings, columns, planters, painted surfaces, trees, traffic signs, light posts, newsstands, and any other objects.

4.22 Lost and Found

- 4.22.1 All items found in the Reitz Union should be turned in immediately to the Information Desk on the First Floor.
- 4.22.2 Items found in Hotel rooms or guest room corridors should be turned in to the Hotel Desk on the Ground Floor
- 4.22.3 Items turned in to the Information Desk will be logged and held for 30 days, after which they will be turned over to the University Police Department.
- 4.22.4 Items turned in to the Hotel Desk will be held for 15 days before being turned over to the Information Desk.

4.23 Photography and/or Video Taping

- 4.23.1 Photography and/or video taping of people and activities are permitted within the exterior public areas of the J. Wayne Reitz Union so long as these activities do not interfere with normal building traffic, activities, or scheduled events.
- 4.23.2 Photography and/or video taping of people and activities are permitted within the interior public areas of the J. Wayne Reitz Union only with prior approval from the Director of Operations or the Assistant Director of Operations. Public areas include hallways, lounge areas, retail dining areas, the Colonnade, and exterior areas around the Reitz Union.
 - 4.23.2.1 Photography and/or video taping of people and activities may not interfere with normal building traffic, activities, or scheduled events.
 - 4.23.2.2 Photography and/or video taping are prohibited within public restrooms.
 - 4.23.2.3 Photography and/or video taping are prohibited within offices without the consent of the office occupant(s).

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4.23.2.4 Photography and/or video taping are permitted at meetings and events that are advertised to be “open to the public.”

4.23.2.5 Photography and/or video taping are prohibited at events featuring a hired performer such as a band or comedian unless prior permission is obtained from the performer in order to protect the copyright interests of the performer.

4.23.2.6 Photography and/or video taping are allowed at events that are open to the public with a speaker or lecturer.

4.23.2.7 Photography and/or video taping are prohibited within meeting rooms and banquet facilities without the consent of the group using the space.

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5.0 AREA-SPECIFIC POLICIES

The following policies apply specifically to the areas noted. All General Building Use Policies noted in this manual also apply to these areas.

5.1 Non-Reservable Spaces

The following areas are not available for reserved use: Arts and Crafts Center; Game Room; Campus Copy Fax & Pack; Lobbies; University Box Office; all office spaces; "the gallery"; and the Student Lounge areas on the first floor..

5.1.1 The Reitz Union reserves the right to utilize one or all of these areas in any way deemed necessary.

5.1.2 Unless specifically noted, first priority for use of all non-reserved areas is given to University of Florida students, faculty, and staff. Guests of the University are allowed to use these areas on a second priority basis.

5.2 Arts and Crafts Center

5.2.1 Operating procedures for the Arts and Crafts Center shall be set by the Reitz Union Executive Director and presented to the Board of Managers for review each year.

5.2.2 Rates for the use of the Arts and Crafts Center are established by the Board of Managers. In critical circumstances the Reitz Union Executive Director may change rates without advance Board of Managers approval. Such actions will be submitted to the Board of Managers for review and approval at the next scheduled meeting of the Board. Currently approved charges are on file at the Arts & Crafts Center desk and are stated in the Reitz Union's General Operating Procedures Manual.

5.2.3 All persons, except those under the age of 16 are eligible to purchase a membership to the Arts and Crafts Center. Due to safety concerns, an adult must accompany those under the age of 16. Exceptions are allowed only with the prior approval of the Director of the Arts & Crafts Center.

5.2.4 Staff members will provide instruction to customers in the proper use of all equipment.

5.2.5 Customers may be assessed a fee for breakage or damage of merchandise and equipment.

5.2.6 Pets are not permitted in the Arts & Crafts Center, with the exception of service animals.

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5.2.7 In order to ensure customer safety, appropriate footwear must be worn inside the Arts & Crafts Center.

5.2.8 The Arts and Crafts Center is not available for reserved use.

5.3 Game Room

5.3.1 Operating procedures for the Game Room shall be set by the Reitz Union Executive Director and presented to the Board of Managers for review each year.

5.3.2 Charges for the use of the Game Room are established by the Board of Managers. In critical circumstances the Reitz Union Executive Director may change rates without advance Board of Managers approval. Such actions will be submitted to the Board of Managers for review and approval at the next scheduled meeting of the Board. Currently approved charges are on file at the Game Room Desk and are stated in the Reitz Union's General Operating Procedures Manual.

5.3.3 Rates charged for persons using the Game Room are based on the following:

5.3.3.1 Students and student spouses presenting their Gator 1 Card will be eligible to use the Game Room facilities at student rates.

5.3.3.2 Staff, faculty and general public presenting a picture ID with signature (i.e., driver's license, UF staff ID, etc.) may use the Game Room facility at non-student rates.

5.3.3.3 Official guests of the University attending meetings, conferences, or summer camps and presenting a name tag from the activity, courtesy card issued by the Union Executive Director or camp ID issued by the Game Room Manager may use the Game Room facility at non-student rates.

5.3.4 Customers will be charged for broken or damaged equipment.

5.3.5 Gambling is not allowed in the Game Room, and will not be tolerated. Persons found gambling will be denied use of Game Room facilities.

5.3.6 Game Room facilities are generally not available for reserved use by individuals or groups, with the following exceptions: Use of the facility during tournaments, practice time prior to the tournament; Scheduled bowling leagues; University of Florida Physical Education classes.

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5.3.7 A portion of the facilities may be available for reserved use during periods of low usage, at the discretion of the Game Room Manager, when such reservations would not interfere with general use.

5.4 Campus Copy Fax & Pack

5.4.1 Operating procedures for Campus Copy Fax & Pack shall be set by the Reitz Union Executive Director and presented to the Board of Managers for review each year.

5.4.2 Charges for the products and services offered in Campus Copy Fax & Pack are established by the Board of Managers. In critical circumstances the Reitz Union Executive Director may change rates without advance Board of Managers approval. Such actions will be submitted to the Board of Managers for review and approval at the next scheduled meeting of the Board. Currently approved charges are on file at the Campus Copy Fax & Pack Desk and are stated in the Reitz Union's General Operating Procedures Manual.

5.4.3 Campus Copy Fax & Pack is not available for reserved use.

5.5 Lobbies

5.5.1 Lobby areas on Ground Floor East and West and First Floor East and West are not available for any scheduled activity, including exhibits, conference registration, and dissemination of literature, etc., except in unusual circumstances at the discretion of the Reitz Union Executive Director.

5.5.2 Lobby areas on Second Floor East and West are available for reservation for exhibits, registration, etc. through the Event Services Office.

5.6 University Box Office

5.6.1 Operating procedures for the University Box Office shall be set by the Reitz Union Executive Director and presented to the Board of Managers for review each year.

5.6.2 Groups using the services of the University Box Office are to be charged a rate that will generate sufficient income to cover the operating costs of the service. The rates should not exceed those that prevail in the community for similar services.

5.6.3 The University Box Office is not available for reserved use.

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5.7 The Outfitter

The Outfitter operation is the responsibility of the Department of Student Activities and Involvement.

5.8 the gallery

5.8.1 Exhibitions in the gallery will be administered by the Arts and Crafts Center and “the gallery” Director. Operating procedures for the gallery shall be set by the Reitz Union Executive Director and presented to the Board of Managers for review each year.

5.8.2 The gallery is not available for reserved use except for functions related to a particular show on display.

5.9 Constans Theatre

The Constans Theatre facility and its operation are the responsibility of the Department of Theatre, College of Fine Arts.

5.10 Arredondo Cafe

5.10.1 The Arredondo Café is primarily a food service facility and is not available for group meetings without the service of food.

5.10.2 Due to the close proximity of rooms for the Reitz Union Hotel on the 5th & 6th Floors, bands, musicians, entertainers, or similar entertainment or programs using amplified instruments, drums, etc. are prohibited on the 4th Floor.

5.11 Auditorium

5.11.1 The Auditorium will not be available for blanket reservations for organizational group meetings.

5.11.2 Rates for the use of the Auditorium are established by the Board of Managers. In critical circumstances the Reitz Union Executive Director may change rates without advance Board of Managers approval. Such actions will be submitted to the Board of Managers for review and approval at the next scheduled meeting of the Board. Currently approved charges are on file at the Event Services Office and are stated in the Reitz Union’s General Operating Procedures Manual.

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5.12 Ballrooms - Rion and Grand

- 5.12.1 Rates for the use of the Ballrooms are established by the Board of Managers. In critical circumstances the Reitz Union Executive Director may change rates without advance Board of Mangers approval. Such actions will be submitted to the Board of Managers for review and approval at the next scheduled meeting of the Board. Currently approved charges are on file in the Reitz Union Event Services Office and are stated in the Reitz Union's General Operating Procedures Manual.
- 5.12.2 Special charges in addition to those provided for in 5.12.1 above, determined by the Reitz Union Executive Director, are made for special provisions that may be required.
- 5.12.3 The Reitz Union reserves the right to request groups with firm reservations to adjust their proposed lead time schedule (for decorations, rehearsals, etc.) on the day of the event in order that smaller sections of the ballroom may be made available to other groups earlier in the day of the scheduled event.

5.13 Meeting Rooms

- 5.13.1 The Board of Managers establishes service charges for the use of the Meeting Rooms. In critical circumstances the Reitz Union Executive Director may change rates without advance Board of Mangers approval. Such actions will be submitted to the Board of Managers for review and approval at the next scheduled meeting of the Board. Currently approved charges are on file at the Event Services Office and are stated in the Reitz Union's General Operating Procedures Manual.

5.14 North Lawn, Terraces, Colonnade, and Patio

- 5.14.1 No group shall hold "closed" dances on the Terraces.
- 5.14.2 Evening use of the Terraces and Colonnade areas for activities disturbing to others will not be permitted; (e.g., dance bands conflict with theatre production).
- 5.14.3 The Board of Managers establishes service charges for the use of the North Lawn, Terraces, Colonnade, and Patio. In critical circumstances the Reitz Union Executive Director may change rates without advance Board of Mangers approval. Such actions will be submitted to the Board of Managers for review and approval at the next scheduled meeting of the Board. Currently approved charges are on file at the Event Services Office and are stated in the Reitz Union's General Operating Procedures Manual.

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5.15 Orange & Brew

- 5.15.1 Operating policies for the Orange & Brew shall be set by the Reitz Union Executive Director, subject to approval by the Board of Managers.
- 5.15.2 For certain program activities admission may be charged as outlined in the Program Policy.
- 5.15.3 Service of alcoholic beverages in the Orange & Brew shall be in accordance with Florida Statutes.
- 5.15.4 Alcoholic beverages are not to be taken from the area or into the area.
- 5.15.5 By policy of the Board of Managers and Section 6C1-2.019 of University of Florida Regulations, beer and wine may be sold in the Orange & Brew, and in accordance with State law, such beer and wine must be consumed within the Orange & Brew.

5.16 Second Floor Gallery Wall Space

The use of the Second Floor Gallery wall space is reserved through the Director of Campus Programs. The Reitz Union takes all available precautions to maintain the security of all exhibits. In spite of such measures, losses due to theft or damage have occurred. The Reitz Union and/or the University of Florida will not be responsible for such losses or damage to any exhibit placed in the Reitz Union.

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6.0 RESERVABLE SPACE AND EVENT POLICIES

The following policies apply to all reservable spaces and events held within the Reitz Union and surrounding areas.

6.1 Reservations

- 6.1.1 Reservations for all facilities (space and equipment) in the Reitz Union are made via our on-line reservation form (www.union.ufl.edu/eventservices). (Exception: Hotel Room reservations are made at the Hotel Desk.)
- 6.1.2 Reservations for meeting rooms must be made at least 24 hours in advance, and no earlier than a date which, at the discretion of the Reitz Union Executive Director, would restrict the efficient utilization of space.
- 6.1.3 Reservations for Ballrooms must be made at least 2 weeks in advance and no earlier than a date which, at the discretion of the Executive Director, would restrict the efficient utilization of space.

6.2 Reservation Priority

To best meet the diverse needs of the university community and to maximize utilization of J. Wayne Reitz Union (JWRU) facilities, the following priority system will be adhered to for all reservation requests. Note that examples given are not all-inclusive. The determination of priority level will be made by the JWRU Event Services staff. The schedule detailing when each priority level may start making reservations and available dates will be published on the JWRU Event Services Website.

6.2.1 Priority Level 1

Complex, annual events that impact the entire university and require coordination with the overall university calendar and extensive advanced planning such as new student orientations, Convocation, Weeks of Welcome activities, Commencement events, Homecoming activities, Student Senate meetings, Student Government elections, student recruitment activities, faculty senate meetings, and other events as approved by the Executive Director of the JWRU.

Campus wide events sponsored by JWRU, Reitz Union Board Entertainment, Accent, and SGP.

6.2.2 Priority Level 2

Complex events coordinated by a registered student organization or university department and require substantial advanced planning such as major activities related to cultural month celebrations (such as Black History Month), sorority and fraternity recruitment, superior accomplishment award

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ceremonies, conferences, and similar events as approved by the Executive Director of the JWRU.

Complex events coordinated by non-university entities that require substantial advanced planning and have been approved by the Executive Director to submit requests at this level.

- 6.2.3 Priority Level 3
All other events, meetings and rehearsals coordinated by registered student organizations.
- 6.2.4 Priority Level 4
All other events coordinated by university departments or university affiliated groups.
- 6.2.5 Priority Level 5
All other events coordinated by groups or individuals that are not associated with the University of Florida.

6.3 Blanket Reservations

- 6.3.1 Blanket reservations are for evening use of the Reitz Union meeting rooms on the same night every week (e.g. every Tuesday). Student organizations may make blanket reservations on a semesterly basis within the reservation priority schedule noted in Section 6.2.
- 6.3.2 Requests by student organizations for executive board or general membership weekly meetings may be accepted for an entire semester. Requests for all other weekly meeting or rehearsals will be accepted only for the current month.
- 6.3.3 Blanket reservations may only be made by student organizations that are registered with the Department Student Activities and Involvement (SAI).
 - 6.3.3.1 If a student organization fails to re-register with SAI by the established deadline, all existing reservations at the Reitz Union for that group may be cancelled.
- 6.3.4 Blanket reservations are not allowed for the Grand Ballroom, Rion Ballroom, Auditorium, or other large venues.

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6.4 Reservation Group Categories

Fees charged for the use of J. Wayne Reitz Union (JWRU) facilities and services are determined in part by the type of group or organization requesting space and the type of event being held. The following categories will be used to determine the appropriate fees. Note that examples given are not all inclusive. The final determination of group and event type will be made by the JWRU Event Services staff. Groups are required to provide accurate information to be used in determining categories. Any misrepresentations may result in an adjustment of related fees and/or the loss of reservation privileges for space in the JWRU.

6.4.1 Student Organization

Any meeting or event sponsored by a student organization that is registered with the Department of Student Activities and Involvement (SAI)

Examples: Student organization weekly meetings; student conferences; student performances; guest speakers; banquets

6.4.2 University Department (Level I)

Any meeting or event coordinated by a University of Florida department where no funds are collected in the form of admissions, registration, or donations.

Examples: Departmental meetings, assemblies, awards ceremonies, and training sessions; guest lecturers; etiquette dinners

6.4.3 University Department (Level II)

Any meeting or event coordinated by a University of Florida department where a ticket, registration, conference, admission, vendor, or similar fee is charged or a donation is requested from participants.

Examples: State/regional/national conferences; donor recognition banquets; luncheons

6.4.4 Non-university

Any meeting or event coordinated by a for-profit or non-profit group that is not associated with the University of Florida or an individual requesting space for private use.

Examples: Proms; corporate dinners or receptions; fundraisers; wedding receptions; graduation parties

Sponsors in this category are required to purchase a non-refundable Special Event Liability Insurance policy through the University of Florida.

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6.4.4.1 The Board of Managers reserves the right to approve the use of the Reitz Union if the proposed event is to be scheduled during Fall and Spring semesters.

6.4.4.2 During Summer A and B semesters as well as all dates when classes are not in session, approval for the use of the Reitz Union is at the discretion of the Reitz Union Executive Director.

6.4.4.3 Non-university groups are not eligible for blanket reservations.

6.5 Co-Sponsorships/Fronting

The JWRU recognizes that events are sometimes co-sponsored by multiple organizations and entities; however, student organizations and UF departments shall not use their privileges for access to JWRU space and services inappropriately to “front” for a non-university group or commercial vendor in order to avoid or reduce expenses and/or provide access to campus for those entities. Student organizations and UF departments are not to reserve space for events which they are not directly sponsoring, financially responsible for, actively involved in, and present at. All instances of “fronting” for off-campus groups or commercial vendors will result in an adjustment of all related fees to the non-university rate and may result in the loss of reservation privileges for space in the JWRU.

6.6 Reservations by Individuals

Individual members of the University community may reserve facilities in the Reitz Union for certain types of events, (e.g., weddings, receptions, dinners, etc.) at the discretion of the Reitz Union Executive Director.

6.7 Cancellations and No-Shows

Given the high demand for space at the J. Wayne Reitz Union (JWRU), the cancellation and no-show policy is designed to maximize utilization of space by discouraging non-use of reserved space. It is important to cancel any reserved room(s) that will not be used as soon as possible so that those spaces may be made available to other groups. Cancellations must be made in writing by submitting a cancellation form to the Event Services Office, or by sending an email to eventservices@union.ufl.edu. Reservable spaces are monitored for attendance and use, and all no shows are recorded by the Event Services staff. Repeated no shows and/or late cancellations may result in the suspension of reservation privileges for JWRU facilities.

6.7.1 Meeting Rooms – must be cancelled by 12:00 noon the day before the event (12:00 noon on Friday for events occurring Saturday, Sunday, or Monday).

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6.7.1.1 Late cancellations and no shows – First and Second Offense:

A warning email will be sent to the offending organization after each offense.

6.7.1.2 Late cancellations and no shows – Third Offense:

Subject to a cancellation fee of \$35

All remaining Reitz Union reservations for the current semester will be cancelled

Organization will be placed on probation for the following (non-summer) semester

While on probation, organizations are permitted to use the Reitz Union space; however, the first late cancellation or no show that occurs while on probation will result in suspension of Reitz Union reservation privileges and cancellation of remaining reservations

6.7.2 Ballrooms/Auditorium/Arredondo Café/Orange & Brew/Large Outdoor Events – must be cancelled at least two weeks in advance of the date of the event.

6.7.2.1 Late cancellations and no shows – First Offense:

Subject to a cancellation fee equal to the actual room rental rate or \$45 for areas with no room rental charges.

6.7.2.2 Late cancellations and no shows – Second Offense:

Subject to a cancellation fee equal to the actual room rental rate or \$45 for areas with no room rental charges.

All remaining Reitz Union reservations for the current semester will be cancelled.

Organization will be placed on probation for the following (non-summer) semester. .

While on probation, organizations are permitted to use the Reitz Union space; however, the first late cancellation or no show that occurs while on probation will result in suspension of Reitz Union reservation privileges and cancellation of remaining reservations.

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6.7.3 Appeals to have reservation privileges reinstated will be reviewed by the Reitz Union Board of Managers and the Executive Director of the JWRU.

6.7.4 Any organization or department which has outstanding bills owed to the Reitz Union for more than sixty (60) days will be suspended from reserving Reitz Union facilities until such bills are paid in full.

6.8 Youth Groups – Chaperones

Use of the Reitz Union by high school and other youth groups is contingent on the group providing enough adult supervision. Groups must have (1) chaperone over the age of 21 for every 12 students in the group. Chaperones must remain with the students at all times.

6.9 Room Assignment

The JWRU reserves the right to assign or reassign rooms, as needed, based on the most efficient use of space for maximum benefit to the University community.

6.10 Room Setups

Groups shall not rearrange moveable walls or furniture in any of the JWRU rooms. Any damages that result from groups attempting to move walls or furniture on their own will be the responsibility of the organization sponsoring the event.

6.11 Decorations

All decorations will require approval from the Event Services office at least two weeks prior to the event. All equipment, decorations, etc. provided by the group must be removed immediately following the event. Additional charges may be applied if removal of items or extensive cleaning by JWRU staff is required.

6.11.1 Prohibited items

6.11.1.1 Taping, stapling, gluing or otherwise attaching items to any walls, doors, curtains, windows, posts, columns, floors or ceilings

6.11.1.2 Glitter and confetti

6.11.1.3 Fog machines and bubble machines

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6.11.2 Restricted Items

6.11.2.1 Banners - can be hung by JWRU productions staff in both the Rion and the Grand Ballrooms for an additional fee. Deliver the banner to the Event Services office 24 hours prior to the event.

6.11.2.2 Candles - may be used as part of table centerpieces **only** and must be housed in glass containers.

6.11.2.3 Helium Tanks - unsecured helium tanks cannot be brought into the main part of the building. If helium is needed for ballroom decorations please contact the Event Services Office for the proper procedures.

6.12 Alcohol – Possession, Consumption, and Service

6.12.1 Groups desiring to serve alcoholic beverages at private events scheduled in the Reitz Union will be permitted to do so upon satisfaction of the Reitz Union Executive Director that the proper procedural safeguards have been adopted by the organization so that state and local beverage laws will not be violated. In addition, the following rules must be specifically adhered to:

6.12.2 Cash sales of alcoholic beverages will not be permitted unless, with the approval of the Reitz Union Executive Director, a temporary license has been obtained from the Division of Alcoholic Beverages and Tobacco. An alcoholic beverage form must be completed prior to each event and may be picked up in the Event Services Office.

6.12.3 The service of alcoholic beverages is limited to the Rion Ballroom, the Grand Ballroom, and the Fourth Floor. Service of beverages in other parts of the Reitz Union will be at the discretion of the Reitz Union Executive Director.

6.12.4 Any violation of the above rules may subject the offending organization to a loss of Reitz Union privileges at the discretion of the Board of Managers.

6.12.5 The sale and/or service of alcohol on UF property is subject to the approval of the University President. To receive permission from the President's Office, complete the Alcohol Approval Form at <http://www.ufsa.ufl.edu/committee/ade/policies.shtml>

6.12.6 Alcohol is not permitted during regular business hours, which are Monday through Friday from 8:00 am to 5:00 pm.

6.12.7 No alcohol is permitted in the common areas or outside areas of the JWRU.

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- 612.8 The Event Services office must be informed that alcohol will be served at least three weeks prior to the event.
- 6.12.9 The sponsoring organization must arrange for an individual(s) to monitor event exits to ensure that attendees do not take alcoholic beverages into the common areas of the JWRU. If the sponsoring organization cannot provide individuals for this purpose, arrangements can be made with the JWRU at an additional cost.
- 6.12.10 The University Police Department will be notified that alcohol will be served and may require security personnel to be present for the event at an additional charge to the group.
- 6.12.11 Functions at which alcoholic beverages are sold require a liquor license issued by the Division of Alcoholic Beverages and Tobacco. The sale of alcoholic beverages is defined to include, but not limited to, the following activities or conditions:
- An admission fee to the event is charged
 - Cups are sold
 - Tickets are sold
 - Donations are collected by the group, or any of its members, sponsoring the function
 - Anything else of value is collected
- 6.12.12 To obtain a license from the Division of Alcoholic Beverages and Tobacco, contact the district office at 240 NW 76th Drive, Suite B or call (352) 333-2515 at least three weeks prior to the event. The complete UF Alcohol Policy can be found under the Public Functions link at www.regulations.ufl.edu.

6.13 Food Policy

- 6.13.1 Authorized Food Service Provider
Aramark, d/b/a Gator Dining and Classic Fare Catering, is the only organization authorized to engage in the sale of food and beverages within the JWRU. All food served at functions within the JWRU must be purchased from a JWRU food vendor or through Classic Fare Catering.
- 6.13.2 Student Group Meetings
Exceptions will be made for general meetings of registered UF student organizations where food is being provided for group members only. Large events such as assemblies or banquets, or events that are open to the public will require food to be catered by Classic Fare Catering. Student groups providing their own food must comply with the following policies:

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- 6.13.3 Approved foods
Student Groups will be permitted to bring in nonperishable snacks and beverages, and similar “store-bought” prepared foods. Items such as cookies and birthday cakes are also approved. Due to campus contract obligations, only Pepsi products are allowed to be brought in to the Reitz Union.
- 6.13.4 Prohibited food items
Student Groups are prohibited from “pot-luck” type items that require refrigeration, heating, or similar temperature control in order to preserve food quality and safety. Items such as pizzas, deli trays, and other prepared or hot foods are prohibited as these are readily available from approved JWRU vendors at market prices.
- 6.13.5 Locations
Food items noted above will be only permitted in public lounge areas, meeting rooms, the Amphitheater, North Lawn, and the Colonnade. Outside food is prohibited in the Grand Ballroom, Rion Ballroom, Arredondo Room, 404/Matthews Suite, Food Court, or Orange & Brew.
- 6.13.6 Use of Building Facilities
Student Groups will not have access to University or JWRU food preparation facilities or related equipment and supplies, including but not limited to: kitchens, refrigerators, ice machines, ovens, and/or stoves
- 6.13.7 No cooking or reheating
Use of hot plates, crock pots, open flame burners, canned heat (Sterno), chafing fuels, or similar methods or products by students or student groups is prohibited at all times.
- 6.13.8 Cleanup
Student Groups are responsible for cleaning up following activities where food is brought in. All trash will be disposed of in approved containers. The JWRU will assess cleaning charges or deposits if JWRU personnel are required to provide clean-up services and/or if furnishings or facilities are damaged or soiled.
- 6.13.9 Game Room
Groups (student and non-student) will be permitted to bring food items into the game room for group activities associated with use of Game Room facilities with prior approval of the Game Room Manager.

6.14 Commercial Activities

Space shall not be reserved for commercial activities of individuals or organizations, except those having a direct relationship to the function and purpose of an

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appropriately scheduled event, (e.g., exhibits, displays of wares in relation to short courses or conferences).

6.15 Event Security

- 6.15.1 At the discretion of the Reitz Union Executive Director regulations for event security, crowd control, and safety may be imposed upon any group utilizing Reitz Union facilities.
- 6.15.2 Any event that extends beyond building or area closing hours must have adequate security.
- 6.15.3 Event security needs will be reviewed on a case by case basis and will be determined by crowd control needs, the risk level of the event, and related factors.
- 6.15.4 All personnel costs associated with additional staffing either by UPD or the JWRU will be the responsibility of the event sponsor(s).
- 6.15.5 Security staff may consist of a combination of

University Police Department (UPD) Staffing

Events such as dances, concerts, speakers, and events where alcohol is served may require that UPD be consulted regarding security. UPD will determine whether or not UPD officers are required, and if so, the number of officers required.

J. Wayne Reitz Union (JWRU) Staffing

Additional JWRU staff will be assigned to events based on crowd control needs, potential risk level of the event, and other related factors, as determined by the JWRU Executive Director (or her/his designee).

- 6.15.6 Risk levels will be determined for each event by evaluating a combination of factors including but not limited to the type of event, estimated attendance, venue, and any unique security issues that may pertain to the event. Examples of event risk and JWRU staffing levels include (examples are offered as a guide only):

Low Risk

Examples: Meetings, small banquets with no alcohol, rehearsals, small conferences

Typical attendance: Less than 200

Staffing: Basic event staffing; no additional staffing required

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Medium Risk

Examples: Banquets, lectures, and conferences

Typical attendance: Between 200 and 400

Staffing: Basic event staffing + one or more JWRU event management staff may be required

High Risk

Examples: Concerts, dances, fashion shows and high profile speakers.

Typical attendance: 400 or more.

Staffing: Basic event staffing + one or more JWRU full-time staff and as many JWRU event management staff as deemed necessary

6.15.7 Special Procedures for High Risk Events

High risk events may require additional procedures, equipment, or supplies to ensure proper crowd control. Costs associated with additional items will be the responsibility of the event sponsor. These procedures may include, but are not limited to:

Wrist banding – use of color coded and numbered wrist bands to accurately monitor room capacity. Once the specified number of wrist bands are issued, no additional people will be allowed in the venue. Only people with wrist bands will be allowed to exit and reenter the venue. Wrist bands are available for purchase through the JWRU Event Services Office.

Entrance and exit monitoring – use of JWRU Event Support Staff stationed at entrance/exit doors and hallways to prevent unauthorized access and to keep egress pathways clear.

Stage perimeter barriers and monitoring – use of barriers to identify audience boundaries around stage area; to be monitored by JWRU event support staff.

- 6.15.8 The senior JWRU full-time staff member or Building Manager on duty will be the contact person and final authority should any questions or conflicts arise during the event.

6.16 After-Hours Use

Approval for any reserved space used beyond the building closing hours must be granted by the Reitz Union Executive Director or the person who the Reitz Union Executive Director so appoints with such responsibility. Building operating hours are subject to change and are determined each semester by the Reitz Union Executive Director.

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6.17 Damages to Facility or Equipment

Users are responsible for the cost of repairs to the facility and repair or replacement of equipment in the event of any damage caused during the event. The user may incur additional charges if future events are affected by the damage.

6.18 Insurance

Non-University groups must purchase Special Event/Activity Liability Insurance from UF. The only exceptions to this requirement are events coordinated by other government offices/agencies. The non-refundable premium must be pre-paid and the rates are based on the type of event and the number of people attending. A rate schedule may be obtained from the Event Services office.

6.19 Right to Limit or Deny Reservations

The Reitz Union reserves the right to assign, reassign, or deny a reservation for space based on the needs of the institution and practical considerations such as crowd control, safety, and security.

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7.0 REITZ UNION HOTEL POLICIES

7.1 Eligible Users

The following are eligible to use the facilities of the Reitz Union Hotel rooms: Official guests of the University; Personal guests of individual students, faculty, and staff; UF alumni and their guests; and UF Students.

7.2 Student Use

Students are allowed to register in the Hotel Rooms whenever they so desire. The intent of the policy is not to turn the Reitz Union Hotel into a residence hall, but to provide a place for students to stay for a few days while looking for a permanent residence or to provide a quiet place to study during examinations.

7.3 Hotel Rates

The rates for the use of the Reitz Union Hotel are determined by the Board of Managers. In critical circumstances the Reitz Union Executive Director may change rates without advance Board of Managers approval. Such actions will be submitted to the Board of Managers for review and approval at the next scheduled meeting of the Board. Currently approved rates are on file at the Reitz Union Hotel Desk, and are stated in the Reitz Union's General Operating Procedures Manual.

7.4 No-Show Charges

When a guaranteed reservation is not released prior to 6:00 p.m. and the room is unused; and when such reservation has prevented the use of that room by others, the reserving party will be billed the regular charge.

7.5 Home Football Game Weekends

7.5.1 Any eligible person (see 7.1 above) who expresses an interest in staying in the Reitz Union Hotel during football weekends will be sent a lottery application. Applications will be mailed each spring semester (February/March) prior to the fall football season. A new application must be made each year. Applications from previous years will not be reused.

7.5.2 Notification of the results of the lottery will be on or about May 1st of each year. Total advanced payment of the reserved rooms will be due by June 1st. Refunds will be made if reservation is canceled at least 7 days prior to the date of arrival.

7.5.3 Rooms for each game shall be reserved, as needed, by the Reitz Union Executive Director to be assigned by him/her to visiting dignitaries and

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special guests of the University. Applications for all Reitz Union Hotel rooms that are released by the Reitz Union Executive Director for the lottery must be postmarked by April first to be included in the drawing. Rooms will be assigned in the order they are drawn.

7.5.4 Grand Guard and/or 25-year reunion football weekends will be handled on a first come, first serve basis beginning May first, to continue until the number of rooms set aside for these events are filled.

7.5.5 A waiting list will be established one month prior to each game. Rooms that are canceled and/or released by the Reitz Union Executive Director will be filled from this waiting list.

7.6 Special Event Weekends

7.6.1 Special Event Weekends will be determined by the Hotel Manager.

7.6.2 For non-football, special events weekends, a deposit in the full amount of one night's stay is required at the time the reservation is made.

7.6.3 Full refunds will be made if the reservation is canceled 96 hours prior to 6 p.m. on the intended date of arrival.

7.7 Donated Reading Material for Hotel Guests

The Reitz Union will accept donated reading material from groups and organizations for use by hotel guests. The literature will be stored at the hotel registration desk and issued to guests upon request. It is not the desire of the Reitz Union to place limitations on the content of the donated reading material; however, storage space and administrative concerns mandate that the following rules apply:

- Obscene or legally excludable material will not be accepted.
- Dated material will be kept for thirty days only.
- Only current issues of periodicals will be accepted.
- Bound materials will be limited to ten each.
- Donated material will not be returned to donor.

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8.0 STUDENT ORGANIZATION SPACE POLICIES

- 8.1 The Reitz Union provides a limited amount of office, cubicle, and storage space within suites 300 and 330 for use by student organizations. The organizations located in these areas represent a variety of student activities and should be considered student groups that are representative of and affect the student body.
- 8.2 The allocation of space available to student organizations shall be done in a manner which assures the most effective and efficient use of space, while representing and encouraging the diversity of interests in the student body. Toward this end, only organizations meeting the minimum criteria set forth below may be considered for the allocation of space in the Reitz Union, and of those eligible organizations, additional criteria relating to the allocation of space, generally, shall be considered.
 - 8.2.1 Types of spaces available for allocation include offices, open cubicles, storage cabinets, and mailboxes.
 - 8.2.2 Organizations may be required to share office space in order to maximize the utilization of this limited resource.
- 8.3 An organization shall be eligible for consideration for space only if the organization:
 - 8.3.1 Is a registered student organization at the University of Florida;
 - 8.3.2 Does not restrict membership on the basis of race, creed, color, religion, age, disability, sex, sexual orientation, gender identity, gender expression, marital status, national origin, political opinions or affiliations, or veterans status;
 - 8.3.3 Has at least three officers;
 - 8.3.4 Has a faculty advisor;
 - 8.3.5 Has officers which meet the criteria set forth in the University's policy for participation in extra-curricular activities;
 - 8.3.6 Has an active membership limited only to UF students; however, faculty, staff and student spouses may be associate members - associate members do not vote or hold office.
- 8.4 The Board of Managers in considering the allocation of space for an eligible organization will consider and give weight to the following criteria:
 - 8.4.1 The extent to which the allocation would promote or maintain a diversity of interest of the student body, including the representation and encouragement of broadly based organizations, student government

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sponsored organizations, leadership organizations, honor societies, community service groups, and special interest groups;

- 8.4.2 The level of interest and trends in the level of interest shown in the organization by numbers of active or voting members, dedication and leadership of officers, and frequency and size of meetings;
 - 8.4.3 The level of activity and trends in the level of activity shown by scheduled activities, previous activities, success in previous activities, and resources available to implement planned activities;
 - 8.4.4 The likely extent of effective and efficient use of space, as indicated by current usage, previous usage, planned usage, and systematic or standard operating procedures, including record keeping and adherence to rules governing its operation;
 - 8.4.5 The extent of representation or service to the students of the University, and the extent to which such benefit is direct or indirect;
 - 8.4.6 The uniqueness of benefit conferred on the students of the University or the potential for such unique benefits;
 - 8.4.7 The potential additional benefits to the organization from the allocation of space, and its potential ability to function without space;
 - 8.4.8 The commitment to supplying monthly to the Reitz Union office logs or other proof of continued use of the space;
 - 8.4.9 Any other reasonable fact relevant to the usefulness of the allocation to the students of the University in general.
- 8.5 No additional Reitz Union space should be granted to University departments. Organizations which relate primarily to an existing University department or agency might best be located in direct proximity to that department or agency. Academic organizations will be defined as groups that represent a specific disciplinary field of interest. Applications for space in the Reitz Union will be accepted only with the written justification from the appropriate department head or dean.
- 8.6 Procedures for Annual Space Assignments
- 8.6.1 There will be a posting and advertising period of two weeks in which student organizations will be encouraged to submit online applications for office space.

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- 8.6.2 All organizations applying for new space or a change in space will be required to submit an online application to demonstrate the organization's need for office space.
- 8.6.3 The Facilities Committee will evaluate the organization's application based on criteria listed in Sections 8.3 and 8.4.
 - 8.6.3.1 All organizations facing a possible termination of space may be required to provide a defense to the Facilities Committee to demonstrate the organization's need for office space.
 - 8.6.3.2 The Facilities Committee's recommendations for space allocations will be posted in Suite 300 within three (3) business days following the space allocation application review.
- 8.6.4 The Facilities Committee will make its recommendations to the full Board of Managers for space allocations. The recommendations will include a prioritized list of alternate organizations to be considered for space in the event of a vacancy.
 - 8.6.4.1 The Board may approve this recommendation at the meeting in which it is presented.
 - 8.6.4.2 An organization may appeal the recommendation of the Facilities Committee to the full Board of Managers if there is new or additional information to be presented that was not provided in their original application. A restatement of previously provided information will not constitute sufficient grounds for appeal.
 - 8.6.4.3 The request for an appeal must be submitted in writing (email is allowable) to the Chairperson of the Board of Managers and include the reason why an appeal should be granted and any new information to support the request. The Chair of the Board will confer with the Chair of the Facilities Committee to determine if an appeal is warranted.
 - 8.6.4.4 If the request for appeal is approved, the Board will hear the appeal at their next scheduled meeting and discuss options.
 - 8.6.4.5 If the matter is referred back to the Facilities Committee, the Committee will meet and will make a recommendation that may modify or uphold the original plan, and this recommendation will be presented to the Board at the next scheduled Board meeting.

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- 8.6.5 The Board will vote to uphold or modify the recommendations at the meeting in which they are presented.
- 8.6.6 An organization may appeal the final decision of the Board to the Executive Director of the Reitz Union.
- 8.7 Organizations will be required to execute a Contract for Space prior to taking possession of the space, to be signed by the organization President and Faculty Advisor. The Contract will specify minimum requirements for use and care of the space that must be met in order for an organization to maintain use of their space.
 - 8.7.1 Contracts for Space are binding on the organization for the entire year regardless of changes in leadership or other circumstances.
 - 8.7.2 The following requirements will pertain to all assigned spaces as appropriate:
 - 8.7.2.1 Organizations are responsible for maintaining any furnishings provided by the Reitz Union and will be liable for any damage to said furnishings.
 - 8.7.2.2 Organizations are not to move any furnishings into or out of their assigned space without the approval of the Director of Operations of the Reitz Union.
 - 8.7.2.3 Organizations are prohibited from removing any furnishings provided by the Reitz Union from the facility.
 - 8.7.2.3 Organizations are responsible for ensuring that walls, wood, painted surfaces, and floors of their assigned space are maintained in good order. No renovation, construction, driving of nails, screws, etc. shall occur without advance approval of the Director of Operations of the Reitz Union.
 - 8.7.2.4 Office windows and doors must be kept clear of posted and/or leaning items including flyers, signs, plaques, and furnishings.
 - 8.7.2.5 Office and cubicle space is to be used primarily for office work space, not as a storage space for organization belongings.
 - 8.7.2.6 Items in cubicles must not stack/stand taller than the cubicle partition and no items may be placed on top of partitions or cabinets.
 - 8.7.2.7 Organization members may not prepare food or beverages of any kind in their assigned spaces.

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- 8.7.2.8 Organizations are required to keep a monthly log of usage of assigned space and to submit logs at the beginning of each subsequent month.
- 8.8 If a space is vacated during the academic year, the Facilities Committee will contact the organizations on the alternate list in the order of priority to verify interest in space. If still interested, the Facilities Committee will then request approval from the full Board of Managers to reallocate the vacant space.
- 8.9 No allocations shall exceed the term of one year. At the end of this period, the organization will leave the space in the same or better condition except for reasonable wear and tear, unless the organization is granted a renewal through the Space Policy process.
- 8.10 Throughout the year, all spaces allocated to organizations shall be subject to review. Allocations are subject to termination or modification if, at any time, an organization:
- 8.10.1 Fails to meet the minimum criteria set forth in paragraphs above;
 - 8.10.2 Fails to meet the minimum criteria set forth in the Contract for Space;
 - 8.10.3 Defaults on any of its financial obligations regarding the payment for equipment or services used in connection with its space;
 - 8.10.4 Fails to maintain a minimum of ten (10) office hours a week or forty-five (45) office hours a month;
 - 8.10.5 Fails to furnish any information requested by the Board of Managers or its designees (this includes the monthly office logs), or to permit the inspection of documentation of programs and activities relative to the criteria set forth herein;
 - 8.10.6 Ceases to conduct activities or programs;
 - 8.10.7 Uses the space in any way that interferes with reasonable use by other organizations assigned to the space.
- 8.11 The Board of Managers or the Facilities Committee may require an organization to submit additional information to aid in space allocation decisions. The Board of Managers or the Facilities Committee may require an organization to agree to specific terms before occupying Reitz Union space.
- 9.0 An organization may re-apply for the same or different space by submitting the required online application. Being allocated space in one year does not guarantee

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reallocation the following year.

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