

2015
-2016

UMSL Millennium
Student Center

MSC Operations

User Guide

Policy & Procedures

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Introduction

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

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

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

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

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

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

~The MSC Operations Staff
Millennium Student Center

The Millennium Student Center (MSC)

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

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

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

Hours of Operation

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

Monday-Thursday	6:30 a.m. to 11:00 p.m.
Friday	6:30 a.m. to 10:00 p.m.
Saturday	8:00 a.m. to 8:00 p.m.
Sunday	12:00 p.m. to 10:00 p.m.

Summer Hours:

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

Conduct

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

- Use of tobacco products
- Carrying and concealing firearms
- Gambling or use of gambling devices
- Manufacture, sale, distribution, possession, or use of illegal drugs
- Unauthorized use of alcohol
- Pets/Animals (exceptions made for guide and support dogs)

Violators of these policies will be asked to leave the building.

Undesirable Conduct Policy

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

Misconduct is defined as any of the following:

- Behavior which in any way defaces or damages the premises
- Harassing of customers and/or guests
- Behavior which obstructs or interferes with the intended use of the premises

Federal and state law, city ordinances and University policies apply.

Disruptive Behavior, Unsolicited Advertising and Other Unscheduled Activities

To protect our students and campus community, the MSC reserves the right to ask individuals or collective groups to leave the building and surrounding spaces if individual(s) behavior:

- Delays or prevents business
- Interferes with regular activity in either the building or surrounding areas
- Compete with tenants interests located in the building
- If the customer/groups do not have a scheduled reservation through the Scheduling Office

Groups/individuals will be asked to leave and upon refusal, Campus Police will be called for assistance.

Credit Card Solicitation Policy

Credit Card request to the student community is prohibited in University buildings and on University grounds. (e.g., distribution of literature, promotional incentives and advertisement.)

MSC Operations

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

MSC Operations is responsible for the following:

- The Scheduling Office
- Sodexo Catering
- Custodial Services
- MSC Events & Conference Services

The Scheduling Office

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

The Scheduling Office provides:

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

The Scheduling Office is responsible for reserving the following areas:

- All spaces non-office spaces in the MSC
- MSC Patio
- MSC Lawns
- The Quad (the outdoor area that is surrounded by the Thomas Jefferson Library, Clark Hall, Lucas Hall, and the Social Sciences Building)
- The Alumni Circle (the circular drive adjacent to the J.C. Penney Building)
- The Founder's Circle-(the area directly in front of the Thomas Jefferson Library)
- Benton Hall 119

Reservation Procedure and Policy

To reserve space, submit your request online through Virtual EMS (<https://mscevents.umsl.edu/>) four (4) business days prior to the event. A confirmation will be e-mailed to your UMSL e-mail account.

Please do not send advertisements until you have received a confirmation.

Billing

Campus departments may pay by MO Code. Student organizations, however, must have approval from the Office of Student Life prior to the event reservation. No services will be provided without prior approval. Student organizations may pay by MO Code (if the cost is recognized as an SABC budget expense), check, cash or money order. **NOTE:** American Express is not accepted.

Changes to Reservations

When information on a reservation needs to be changed, please contact your coordinator from the Scheduling Office as soon as possible. The coordinator will make the appropriate change and another confirmation will be sent to you.

Cancellations

If you find that the space you have reserved is not needed, please contact your coordinator from the Scheduling Office as soon as possible to release the space. Cancellations 48 hours prior to the event will not be charged. Cancellations under 48 hour but over 24 hours will be charged half of the space and service fees. Cancellations within 24 hours of the event will be charged the full space and service fees.

In the rare instance that the MSC building or campus facilities must be closed, those with scheduled events will be notified as soon as possible. The Scheduling Office will attempt to reschedule the event at the soonest available date or may issue a refund when necessary.

Rain site

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

Events Outside Building Hours

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

During the summer months student organizations cannot book events outside of the normal building hours.

Space Substitution & Relocating Event

The Scheduling Office will always attempt to schedule your event in the location requested. The Scheduling Office reserves the right to move a scheduled event to another location if the originally requested room is needed for an activity that requires special arrangements. In the event that this occurs, your event will be scheduled in a comparable location, and individuals and/or groups will be notified as soon as possible.

Denial of Request for Space

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

Damage to Facility/Equipment

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

Student Organizations

Only student organizations recognized by the Office of Student Life may reserve space through the Scheduling Office. City-wide Greek Organizations must contact the Office of Student Life. Student organizations without SABC funding are required to pay all charges at least ten (10) business days prior to the date of the event.

Authorized Scheduling

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

“No Shows”

Three “no shows” without notification will be discussed with the organization's advisor and future reservations must be approved by the Building Supervisor or his/her designee. Penalties for each no show are as follow:

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

Event Determination

Misrepresentation

Misrepresentation consists of eligible departments, student organizations or individuals reserving space in the Student Center for another person or group. Hiding or concealing the identity of the true client due to non-eligibility for use of facilities, monetary exemptions, or the policies and mission of UM-St. Louis Student Center is not permitted. Professional or external organizations are not eligible for University departmental or student organization rates.

- No sponsoring organization/department or client may serve as a front for another organization. **Departments and organizations misrepresenting will be charged the maximum applicable rate and/or subject to the loss of reservation privileges.**
- MSC staff will make the determination as to misrepresentation by considering the nature of the event, past history with respect to similar events, type, and the nature of attendees.
- Any costs associated with the event/meeting must be paid by the student organization/department using the appropriate MO Code.

Co-Sponsorship

Co-sponsorship is sharing the planning and implementation of an event. Co-sponsorship not only provides a source to help share the expense of the event, but also provides more people to help with brainstorming and facilitation of the event.

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

- The event/meeting must be the effort of both the student organization and the department, meaning the event was planned, implemented and managed by the student organization or department and must truly be an initiative of both the student organization and department.
- The appropriate student organization treasurer/university staff with the financial authority must contact MSC Operations Scheduling Office and submit the Co-Sponsorship Request Form which can be found on the OSL webpage or Millennium Student Center webpage (email is acceptable).
- Member(s) of the co-sponsoring groups must be present and will be considered as the “University Host.” These individuals must be identified a minimum of 10 business days in advance of the activity, and is responsible for:
 - Assistance in planning the program with the student organization and preparing a budget that details allocation of expenses and payment plan
 - Contacting MSC Operations Scheduling Office to confirm venue availability;
 - Attending the event in its entirety to ensure that it is conducted in accordance with University policies and safe/proper use of facilities.

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

MSC Events & Conference Services

MSC Events & Conference Services is responsible for reserving space in the MSC for non-UMSL organizations and individuals. MSCECS is also responsible for reserving space for UMSL faculty, staff, and student organization events when **one or more of the following applies**:

- the majority (over 50%) of the participants/attendees are not from the UMSL faculty, staff or student body
- consecutive days are requested
- the event is a conference
- an UMSL department or student organization co-sponsors or hosts an event with or for a non-UMSL group
- UMSL faculty, staff, students requests for space for personal use

Exceptions:

Student orientations (New Student Orientation, Transfer Student Orientation, International Student Orientation), Student Affairs, Welcome Center & Admissions events involving prospective students, University Program Board events.

Fund Raising

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

Policies

- 1) All on campus fund raising activities by recognized student organizations must be approved in advance by the Director of Student Life or his/her designee.
- 2) Any contractual agreements must be between an individual, office/coordinator or organization and the outside agency must not obligate the University of Missouri in any way.
- 3) All monies accrued from on-campus fund raising projects will be deposited into a University account in the name of the sponsoring recognized organization and shall be subject to the policies governing such accounts. Recognized organizations which do not have an established University account will be asked to establish one.
- 4) Funds raised to benefit non-profit charitable recognized organizations will be approved providing that the sponsoring organization submits a statement on a letterhead from the charity verifying it is approved as “non-profit” under the regulations of the Internal Revenue Code.
- 5) Fund raising activities that are judged to be in competition with any University auxiliary enterprise will be prohibited unless approved by the Director of the MSC, his/her designee or the administrator in charge of the auxiliary service affected by the fund raising activity.

- 6) Written permission is required for use of the University buildings or grounds and must be obtained by the sponsoring recognized organizations after approval for the fund raising activity is granted. This permission may be obtained by contacting the Scheduling Office and will be consistent with the following:
 - a. All fund raising activities held on University grounds or in University buildings are subject to a use fee (Board of Curator Regulation 4.0314.0633) unless specifically exempted by the Chancellor or his/her designee.
 - b. Fund raising activities may not be held in places where, or at times when, such activity would constitute a clear and substantive interference with the conduct of classes, study, business, pedestrian or vehicular traffic, or other University functions (4.0314.0107)
 - c. An approved fund raising activity involving solicitation of money is restricted to specifically authorized areas of the campus buildings and grounds and must be conducted from a table or booth rather than by roving solicitors. There will be no exceptions to this provision. The fund raising request from indicating the desired location(s) must be approved a minimum of ten (10) business days (two weeks) prior to the proposed activity.
- 7) Without special permission from the Director of the MSC or the designee, fund raising activities may not be conducted for a period exceeding five (5) days.
- 8) The sponsoring recognized student organization through its officers is responsible for a any cost to the University (e.g. clean up, special construction and set up costs, repair to University property, and extra security as deemed necessary by MSC administrative personnel). The sponsoring recognized student organization may be requested to pay estimated University costs in advance before approval of the fund raising activity is granted.
- 9) The names of the sponsoring recognized student organization must appear prominently in all advertising and other communications connected with the fund raising activity.
- 10) The officers of record (the persons listed with the Office of Student Life) will be responsible for the implementation of the activity and the conduct of all members and non-members involved in the activity.
- 11) Recognized student organizations that violate provisions of the fund raising policy risk loss of privileges associated with University recognition, up to and including suspension of recognition. These penalties may be imposed by the Office of the Vice Provost for Student Affairs. Appeal may be made to the Senate Student Affairs Committee and ultimately to the Chancellor.

Procedures

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

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

Scheduling Deadlines

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

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

These time frames are necessary as they take into consideration mail deliveries, appropriate authorizations and approvals, scheduling personnel, food production and distribution of information. **Late fees will be assessed for failure to meet approved deadlines.**

Room Setup and Equipment

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

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

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

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

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

Catering

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

Alcohol Policy

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

Alcohol Policy for Student Organizations

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

Marketing Guidelines

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

Building Maintenance

General maintenance of the Millennium Student Center is provided by Facility Services. However, issues or concerns should always be directed to MSC Operations at (314) 516-5022.

Proper Care and Use of Facilities

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

- Food and beverages are to remain in designated areas.
- Guests must restrict their activities and movement to the areas in the building reserved.
- Guests are responsible for the care of their personal belongings.
- Floating candles are acceptable. All other types of candles are strictly **prohibited**.
- Taping, stapling, and nailing items to walls and doors are **not** permitted.
- Skateboarding, skating, and bike riding are prohibited in the building.

Displaying Promotional Materials

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

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

Office Décor

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

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

Window Painting

The following is a guideline for recognized student organizations and campus departments to reserve space for painting the windows on the MSC Bridge. Reservations for window painting must be made through Virtual EMS and approved by MSC Operations.

Window painting is restricted to the glass panels in the widest portion of the Bridge walkway and limited to (1) one section of (3) three 34”x80” panes per reservation unless otherwise approved. There is a total of (4) four available sections (12 individual panes) of windows allowed for painting. **No doors may be painted.**

Painting may remain two weeks maximum unless pre-arranged with MSC Operations office. When a window painting is related to a specific event/program, the painting must be removed not later than a week after the event has occurred.

Procedures:

The reservation request must be submitted (10) business days prior to the time the organization (student/department) wishes to paint the windows. Each window painting project is reserved at a cost of \$50 and is subject to the following:

- A MO Code or reserve deposit of \$150.00 must be arranged at the time of the reservation. This reserved deposit will only be charged in case of possible damage or cleaning the carpet is necessary; or if the group would like the painting removed by MSC staff. However, it is preferable that the organization/department removes the painting itself. **Your window painting reservation will not be confirmed until financial arrangements are received.**

- Only (4) four organizations or departments may reserve space for painting at a time. Students organizations or departments can reserve all (4) available spots at one time. However, preference is given to recognized student organizations.
- To avoid accidents, painting can only be done in the evening (Monday-Thursday) or during low traffic periods. Specified times will be at the discretion of the MSC staff.
- At no time must any person stand on the rails and painting must remain within the defined (34"x80") spaces.

MSC Operations will provide the following:

- Water-based paints
- Drop cloths
- Ladder (on request)

Custodial Services

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

MSC Events & Conference Services

The meeting and dining facilities of the MSC are available for personal and off campus business use (receptions, workshops/conferences, meetings, tradeshow, etc.). If you are interested in holding an event in the Millennium Student Center, call (314) 516-5573. The staff will provide information and space availability over the phone. However, all requests to use space must be submitted online through Virtual EMS (<https://mscevents.umsl.edu/>).

Reservation Process

In order to allow adequate time for processing, requests for space should be made at least 4 weeks prior to the date of the event. **A reservation will not be confirmed until your online request has been received and processed by Millennium Student Center.**

Conference Services

All space is reserved on a first-come-first-served basis. Upon confirmation of the request, you will be sent a University of Missouri-St. Louis Facilities and Services Agreement. If the signed agreement and payment(s) are not received by the date specified, the reservation will be canceled.

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

Event Liability Insurance

UM Risk & Insurance Management requires that all non-university-sponsored events be covered by Commercial General Liability Insurance (comparable to comprehensive General Liability Insurance). This insurance must be purchased through the requestor's insurance carrier. Essentially, the terms of the insurance are as follows:

- The standard minimum coverage is \$1,000,000 combined single limit for bodily injury and property damage, per occurrence and aggregate.
- The insurance policy must name "The Curators of the University of Missouri" as an additional insurer.
- The organization will provide for Worker's Compensation coverage at statutory limits and Employers' Liability coverage with a minimum limit of \$100,000 per occurrence and aggregate.
- If the policy is changed or canceled, written notice should be sent to Millennium Student Center Conference Services 15 days prior to the event date.
- An event held over a period of consecutive days will be covered under one policy. A separate policy must be purchased for each subsequent event. Events involving alcohol service require additional coverage.

A certificate of insurance must be returned along with the signed agreement by the date specified by Millennium Student Center Conference Services.

Fees

The fee structure for utilizing the Millennium Student Center and related services are delineated according to the requestor's affiliation with the University.

Payment

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

Cancellations

If you find it necessary to cancel the event, please let us know as soon as possible. Failure to cancel space may result in denial of future requests. Events canceled after the deposit has been paid will be refunded all but \$100.

In the rare instance that the MSC building or campus facilities must be closed, those with scheduled events will be notified as soon as possible. The Conference and Events Services will attempt to reschedule the event at the soonest available date or may issue a refund when necessary.

Parking

Parking permits are \$1.00 per vehicle and should be affixed to the rear window on the driver's side. Parking permits may be obtained at the Parking and Transportation Office at 7700 Florissant Rd. Cars without permits will be ticketed. All of the entrances to the building are accessible.

Deliveries and Storage

Someone from your organization should be designated to be present when deliveries are expected. University staff will not accept or be responsible for deliveries. The Millennium Student Center has very limited storage space; consequently, we cannot store materials and equipment. The University takes no responsibility for items left in meeting and dining rooms.

Site Visits

Appointments for site visits may be scheduled by calling Millennium Student Center Conference Services at (314) 516-5573.

Lost Items

Keep in mind that as in any public facility, you and your guests should not leave personal items unattended. The University takes no responsibility for lost or stolen items. A lost and found is provided through the Information Desk located on the second floor of the MSC building.

Security

The University Police will be notified about your event and they will patrol the area on a frequent basis. Contact UMSL Police at (314) 516-5155 for assistance.

Millennium Student Center Directory

First Floor

	Room	Office #	Fax
Sodexo Administration	104	561-4321	516-6491
Chatroom	113		
Disability Access Services	144	516-6554	516-6561
Gallery Visio	170	516-7922	516-5770
Health, Wellness, & Counseling	131	516-5711	516-5988
Pilot House	160	516-7260	
Television Lounge	111		
The Nosh Food Court	100		
Quarters Lounge	112		
Business Center	180		
Social Worker	180a		
Triton Card Office	190		

Second Floor

Einstein's Bros. Bagel	211	516-7304	
Triton Store	209	516-5763	516-5770
MSC Operations	218	516-5022	516-5320
Career Services	278	516-5111	516-6535
Cashier's Office	285	516-5151	516-5302
Student Retention Services	225	516-5300	516-4725
Event & Conference Services	218	516-5573	
Fireside Lounge	213		
Graduate Admission Office	255	516-5458	516-6996
Information Desk	219	516-4320	
Registration and Records	269	516-6941	516-5310
Study Abroad/International Student Services	261	516-5229	516-5636
The "U" Radio Station	202A	516-8438	
US Bank	256	385-9465	385-6894
Welcome Center	257	516-5460	516-4316

<u>Third Floor</u>	Room	Office #	Fax
Admissions (Undergraduate)	351	516-5451	516-5310
Century Room A	312		
Century Room B	312A		
Century Room C	312B		
Financial Aid	327	516-5526	516-5408
Meeting Rooms	313		
Meeting Room	314		
Meeting Room	315		
Meeting Room	316		
Office of Student Life/New Student Programs	366	516-5291	516-6747
Quiet Lounge	302		
Student Government Association (SGA)	366	516-5105	
Student Organizations	366		
The Current (Newspaper)	388	516-5174	516-6811
University Program Board	366	516-5531	

Millennium Student Center Directory

MSC Operations Staff

Director of Millennium Student Center	Benard Diggs	(314) 516-6308	diggsb@umsl.edu
Facilities Supervisor	Darryl Wea	(314) 516-5262	wead@umsl.edu
Facilities Supervisor	Derrick Holmes	(314) 516-4214	holmesde@umsl.edu
Program/Project Support Coordinator I	Stanley Holmes	(314) 516-5264	holmess@umsl.edu
Office Support Assistant III	Tiara Rogers	(314) 516-5022	rogersti@umsl.edu

MSC Events & Conference Services

Program/Project Support Coordinator I	Dorian Hall	(314) 516-5573	halldc@umsl.edu
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Custodians/Floor Crew

Peggy Birdsong
Jackie Braxton
Michael Braxton
Hysa Burhan
Anthony Burns
Roger Kujath
Paul Lowery
Will Malone
Richard Tripplet
George Walker

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

UNIVERSITY OF MISSOURI-ST. LOUIS (Alcohol Form #3)

Contact Information

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

POLICY:

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

PROCEDURE:

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

MARKETING GUIDELINES:

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

Event Information

Event Name: _____
 Location: _____
 Time: _____ -- _____ Estimated Attendance: _____
Start Time End Time
 Target Audience (Please circle): Faculty Staff Students Other: _____
 Facility Reservation Confirmation (please circle): Yes No Reservation ID#: _____
 Sodexo Order Confirmation (please circle): Yes No Order# _____
 Type of Alcohol (please circle): Beer Champagne Blush Wine White Wine Other (specify) _____
 Cash Bar (please circle): Yes No If no, please specify method of payment _____

Event Description

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

President’s Signature

President’s Printed Name

Date

Advisor’s Signature

Advisor’s Printed Name

Date

Office Use Only:

Request Approved _____ Request Denied _____ Office of Student Life _____ Date: _____
 Request Approved _____ Request Denied _____ Building Director _____ Date: _____
 Request Approved _____ Request Denied _____ Vice Provost, Student Affairs _____ Date: _____

Appendix B: Policy for Dances

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

10. Any food and beverages served at the dance must be provided by the University's contracted food service company.

11. If the organization wants to serve alcohol, a Request to Use Alcoholic Beverages on University Property form and accompanying documents must be submitted to the Scheduling Office at least three weeks prior to the dance.

12. The MSC Operations staff member on duty will have full authority to 1) cancel the dance if the monitors do not arrive at least one hour prior to the dance, and 2) end the dance if disorderly or destructive behavior occurs. Costs of damages and any other additional costs incurred in connection with the dance are the responsibility of the sponsoring organization.

13. Any misrepresentation by the organization regarding any aspect of the dance will result in cancellation of the dance and/or loss of scheduling privileges for the academic year.

14. This policy and procedures as outlined does not cancel any existing regulations and guidelines related to use of campus facilities or procedures for sponsoring activities on the UM-St. Louis campus. The sponsoring organization is responsible for the conduct of its members and guests, both inside and outside the dance area. Specifically, organizations are responsible for eliminating the use of inappropriate use of alcoholic beverages and illicit drugs. UM-St. Louis police will detain anyone found in possession of unauthorized alcoholic beverages or illegal drugs anywhere on the UM-St. Louis campus.

15. Lack of cooperation by the sponsoring organization, failure to comply with University guidelines, or noncompliance to health and safety regulations may result in cancellation of an event and/or further disciplinary action.

16. The conditions described in this policy will be reviewed periodically and may be subject to revision.

17. The requestor will have two weeks from the date the request is submitted to provide the Scheduling Office with all missing or required information or the reservation will be cancelled.

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

Officer's Signature & Title Organization Date

Advisor's Signature Organization Date

Appendix C: University of Missouri – St. Louis Chalking Policy

Chalking on campus is limited to recognized student groups, UMSL departments, faculty members, staff members and any registered UMSL student. Chalking must comply with the following procedures:

1. Chalking is permitted to publicize campus events and resources, to make announcements, and to share messages.
2. Chalking must take place on concrete sidewalks, not on buildings, steps or other University-owned property. Chalking is prohibited on all vertical surfaces including but not limited to buildings, walls, benches, picnic tables, bus stops, light poles, etc.
3. Chalk must be placed where it will be washed away from rain or snow. Horizontal concrete surfaced covered by an overhang are prohibited.
4. Chalking may be placed for a maximum of 10 days.
5. No chalking may contain profanities, obscenities, hate speech or derogatory statements about individuals or groups.
6. Chalking must contain the name of the sponsoring entity. The name of the sponsoring entity must be legible.
7. Chalking cannot interfere with another message that has already been chalked. Overwriting, erasing, defacing, or altering the chalking of another person or organization is prohibited.
8. The materials used to chalk must be water-soluble chalk (sidewalk chalk). The use of markers, paints, oil-based products, or spray chalk is prohibited.

The content of the chalking must adhere to the law and other university policies including, but not limited to, the following: [Maintaining a Positive Work and Learning Environment](#), [Student Standard of Conduct](#), [Standard of Conduct for Student Organizations](#) and [Use of Facilities and Equipment](#).

The University reserves the right to clean and remove any chalking, which does not comply with this policy or that may contribute to a hostile environment. Individuals found in violation of this policy will be subject to disciplinary action under the previously mentioned university policies and procedures.

Appendix D: Vendor Policy & Procedures

Space is available in the Millennium Student Center (MSC) for vendors to table. The following are the policy and procedures in regards to vendors:

- Sales are identified as tangible and intangible. Tangible sales are transactions in which material goods are received for money. Intangible sales are transactions in which services, solicitations, memberships, etc. are received for money.
- Solicitations of money for charities are strictly prohibited except when sponsored by an UMSL recognized student organization and are subject to University fundraising policies.
- Items for sale must not duplicate goods or services offered by the University.
- Reservation fees are assessed at \$200 per day for information (non-sales) tabling and \$225 per day for sales tabling. A space constitutes a 4ft by 6ft area with one table and two chairs. Payment is due upon request. Checks and money orders should be made payable to UMSL. Major credit cards (except American Express) are accepted.
- Vendors are required to check-in with the MSC Operations (218 MSC) prior to setting up.
- Storage space for vendor items/supplies is not available.
- Vendors are not allowed to post anything on University walls, doors, windows or outside structures.
- UMSL student organizations, faculty and staff are given priority in reserving facilities. It is also prohibited for vendors to table during major campus programs such as orientations and open houses.
- If space is not claimed 30 minutes after the reserved time, it will be released for usage by others.
- Cancellations less than 2 business days in advance will be charged at full price.
- Damages to the University's facilities are the sole responsibility of the vendor.