

STUDENT UNION USAGE GUIDELINES

The Student Union is available for use by chartered student organizations, university divisions, and departments. The Student Union is also available on a limited basis to non-commercial organizations.

No bicycles, scooters, skateboards, rollerskates or rollerblades are allowed in the building.

No animals in the building except for guide dogs assisting persons with physical or visual limitations.

Tacks, nails, or tape MAY NOT be attached to any painted surface such as walls, woodwork, windows or doors. Easels or portable walls may be checked out in the Union Office if you need to post something for your meeting.

Furniture should be moved by **Union PERSONNEL ONLY**, primarily because of liability consideration. Set-up arrangements must be made in advance of an event.

Technical assistance for events, and A/V equipment in rooms must be ordered well in advance of your event date. We may not be able to accommodate last-minute requests.

Technical training is available; please call the office, 660-785-4186 to make an appointment.

All food in the Student Union must be provided by Sodexo, the university dining services.

No substances are to be brought into the Union which may cause a health or fire hazard (example: straw).

Candles/open flames are not allowed in Truman facilities. Smoking is prohibited.

Dispose of litter and be sure the room is neat following any scheduled event.

Vacate reserved room as soon after your meeting as possible, since another group meeting may be scheduled following your departure.

Events must end one half-hour before building closing time. Please allow time for gathering belongings, etc. when planning your event's ending time.

CANCELLATIONS

If your meeting is cancelled, please fill out a cancellation form in the Student Union Administrative Office **AT LEAST 48 HOURS IN ADVANCE** so that the room can be made available for use by another group.

NO-SHOW

If your organization is at least one hour late to a reserved meeting space, your reservation will be called a **"no-show"** and the room will be re-set for the next reservation in that room. This will be recorded and your organization will be contacted. A second "no-show" will result in a meeting with the SUB Director, and reservation privileges could be in jeopardy.

**FAILURE TO FOLLOW GUIDELINES MAY RESULT
IN LOSS OF RESERVATION PRIVILEGES**