

Unions & Activities Building Guidelines & Procedures

Please read this document thoroughly. The following terms and conditions apply to all approved reservation(s) and public facility use on the NAU Campus and are in addition to any additional policies, rules, and guidelines specific to the venue or space being reserved. Failure to follow any guidelines or procedures may lead to reservation cancellation and/or inability to reserve space for future events. If you do not understand any part of the agreement, please contact the building or space manager, or the Unions & Activities central reservations office at 928-523-4313.

- Reserving parties may be required to meet requirements set by NAU's contracting and insurance department prior to arriving on campus. Certain types of events may require special policies or endorsements in addition to standard liability coverage.
- Special requests or further review must be conducted with the appropriate space's building manager.
- Registered student organizations found violating these guidelines or procedures will be referred to Leadership & Engagement for additional review

SECTION 1 - GENERAL USER RESPONSIBILITY AND USE RESTRICTIONS

1.1 GENERAL USE

All groups are responsible for leaving the reserved space and surrounding area in the same condition as found. All tables, chairs, and other equipment must be returned in the exact layout as given. No signage, markings, or other display items may be glued, nailed, taped, pasted, or affixed to the walls, doors, floors, sidewalks, or windows of a university facility.

1.2 PROHIBITED ITEMS

Fog machines, glitter, confetti, bubble blowers, body paint, tie-dye, or foam are never allowed without express prior written approval of the facility, building or space manager.

Users may not burn any substances at any time and open flames are prohibited without a valid permit issued by the campus fire code official. Open flames include but are not limited to: candles, incense, fireworks or sparklers, and any type of camping or outdoor cooking equipment. Canned or otherwise containerized chaffing fuel being used by Campus Dining in a food service capacity is allowed without a permit.

1.3 FOOD AND DRINKS

The NAU Flagstaff campus maintains an exclusive contract with food service provider, Sodexo, for all food and beverage service on campus. Orders should be placed through NAU Dining Services at 928- 523-4981 or Catering@nau.edu. Any food or drink that is consumed as part of an approved function on campus must either be provided by Sodexo or must have an approved Food Waiver on file with Campus Services and Activities.

1.4 ALCOHOL, DRUGS, TOBACCO

NAU is a drug, tobacco, and alcohol-free campus. If any group is discovered to have drugs or tobacco present during an event the group may be asked to vacate immediately, and further review will be conducted. Alcohol is only allowed for certain types of events with an approved Alcohol Waiver on file with Campus Services and Activities.

1.5 PARKING

Parking permits are required for on-campus parking during your event and are not included as a part of the reservation unless explicitly identified. For parking permits and information, please contact the Parking Services at 928-523-6623 or parking@nau.edu

1.6 SERVICE ANIMALS

Service animals specifically trained to perform tasks or aid a person with a disability are welcome in university facilities. All other animals, including assistance animals without prior authorization from NAU Disability Resources, are prohibited.

1.7 BULLETIN BOARDS

Flyers may be posted on bulletin boards in the Unions & Activities public spaces only for *events* sponsored by NAU students organizations, internal departments, or those held on NAU's Mountain Campus. Flyers must be dropped off at the information desk no more than two weeks prior to an event's start date and will be removed upon an event's conclusion. Flyers not meeting these criteria will be removed.

1.8 TICKETING

Any group wishing to charge admission to an event are required to use the NAU Central Ticket Office for all ticket sales. To start a ticketing request, contact NAU CTO at 928-523-5661.

1.8 TECHNOLOGY

Unions & Activities staff are able to provide very limited on-site technical assistance with existing equipment in rentable spaces. Staff will aid in contacting NAU ITS when appropriate to forward service requests. At no point will U&A staff assist with external technology provided by a group or external vendor. For assistance with technology, including internet connectivity, contact NAU ITS at 928-523-2971.

1.9 WEAPONS

Weapons and simulated weapons require a fully approved Temporary Weapons Exemption Permit from the NAU Police Department. For additional information, please contact NAUPD at the non-emergency line at 928-523-3611.

SECTION 2 - OUTDOOR SPACE RESTRICTIONS**2.1 TEMPORARY STRUCTURES**

All temporary structures in excess of 400 sq ft must be inspected and permitted by the NAU fire code official; and in writing, by the building or space manager authorizing the reservation prior to being erected on campus. All other temporary structures, tents, and shade canopies less than 400 sq ft but larger than 144 sq ft must be authorized by building or space manager prior to being erected on campus. Shade canopies 144 sq ft or less are permitted only during the time of the reservation and may not remain overnight without prior written approval by building or space manager.

2.2 AMPLIFIED SOUND

Sound from events may not interfere with the academic operations of the university and may not be permitted at events adjacent to academic spaces depending on the academic schedule. If sound levels at events become disruptive to other areas of campus operation, the reserving group will be responsible for reducing the volume to a level that no longer interferes with operations and will be required to discontinue use of amplified sound entirely.

SECTION 3 – ADDITIONAL REGULATIONS**3.1 ADDITIONAL REGULATIONS/FEES**

Staff reserves the right to implement additional regulations, arrangements, or rental fees as deemed appropriate within university facilities. Unions & Activities will make their best effort to notify the groups in a timely manner.

3.2 SAFETY MANAGEMENT

Unions & Activities reserves the right to cancel or postpone an event at any point due to matters of safety (i.e. Inclement weather, lightning, power outage, etc.)

3.3 CANCELLATIONS

Cancellation policies vary according to the facility or space being reserved. Generally, failure to cancel within 48 hours will result in all fees being applicable. Recurring issues with cancellations, chargeable or not, may result in reservation privileges being suspended.