

Office of the University Union Policies and Procedures	Subject: Promotion/Vendors/ Solicitation Policies	Reference: UUB121394-01 VII.H.
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IN-HOUSE SOUND SYSTEM POLICY

The University Union in-house sound system schedule will be determined at the beginning of each semester by the University Union Staff, the University Union Board (UUB) and the WFPR Director

1. WFPR has the opportunity of being played on designated weekdays from 7:00a.m. until 2:00p.m.
2. The WFPR director must turn in the deejay schedule to the University Union Board chair in a timely manner at the beginning of each semester for approval by the UUB prior to being played in the Union. Additions to the schedule during the semester must also be approved by UUB. (Amended February, 2004)
3. The WFPR schedule will be used to determine an appropriate in-house sound system schedule for that semester that will be convenient for the University Union Staff, University Union Board, and WFPR.
4. Local radio stations will be played when WFPR is not on the air.
5. A survey of the student body regarding the radio stations that will be played in the University Union will be conducted every two years from the academic year (1999-2000) that this policy was developed. (Amended April 2, 2000)
6. If dead air exists during the playing of WFPR for five minutes, the system shall be switched to the other designated station for the remainder of the day, until Union staff has been contacted by WFPR. (Amended February, 2004)
7. These stations will be played in all public areas within the University Union except the Timber Lounge.
8. If music changes are requested for a specific room reservation, a change may be made in that location by the University Union staff.

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University Union Requirements for WFPR Radio

- Music or conversation containing inappropriate conversation or lyrics (per FCC guidelines) will not be allowed to be played during on-air time in the University Union. Inappropriate includes, but is not restricted to: racial comments, profanity, etc.
- The University Union receives a price break for on-air advertising. Such a price break will be negotiated between the University Union Board (UUB) and WFPR radio on a yearly basis.
- Majority of on-air time in the University Union should contain music-based programming; "happy talk" will be kept to a minimum.

University Union/WFPR Disciplinary Code

- Probation (definition): Period of time in which, if another violation is committed, WFPR will be taken out of the University Union for a period of time (which is determined by the University Union Board).

First Violation - Four weeks on probation with on-air apology

Second Violation - Eight weeks on probation, on-air apology, meeting with UUB, specific DJ's UU on-air privileges lost

Third Violation - WFPR's UU rights suspended for one semester, written apology to party(s) with complaint, meeting with UUB Chair, Vice Chair, and Resource Liaison

Fourth Violation - Termination of WFPR's on-air rights for indefinite amount of time (which is to be determined by the UUB)

Advertising on the In-House Sound System

In the event that any organization would like to advertise on the University Union in-house sound system, the following guidelines will be followed:

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1. Any organization that seeks to advertise on the in-house sound system needs to present its request for approval to the University Union Board three weeks prior to the playing date.
2. The advertising should promote a specific University of Wisconsin-Green Bay campus function other than regular scheduled meetings. The advertising is preferred to be of musical content. All advertising must be appropriate for the student body at large, based on state guidelines and University of Wisconsin System Chapters 18 and 21.
3. The opportunity will be available to student organizations on a first-come, first-serve basis.
4. In the event that there is insufficient time to gain approval from the University Union Board, the executive members of UUB (Chair, Vice-Chair, and Directors of UUB Standing Committees) and the Director of the University Union will be allowed to make that decision.
5. Available hours for advertising are between the hours of 8:00 am and 9:00 pm. The University Union Board will also have the discretion to determine the hours and frequency of the advertising to be played.

4/95 (Items 1-6, page 1 Amended 4/00) (Items 2 and 6 Amended 2/24/04)