

<b>Office of the University Union Policies and Procedures</b>	Subject: Reservable Space Policies & Information	Reference: V.E.
	Issued: Fall 1995	Page: 1 of 3
	Director's Approval:	

## SPECIAL ROOMS USE POLICY

The following information offers guidelines for certain rooms/areas that have special uses in the Union because of the nature of, environment, and/or services offered in the area. Programs in any room must contribute to the mission of the University Union.

1. **1965 Room** - An elegantly decorated and furnished room which is equipped with state-of-the-art presentation equipment. It is to be used:
  - For special catered events.
  - For events which would need to use the technology in the room.
  - For programs in which the room would enhance the event.
  - When there is no other room available.

- Bullets added March, 01
  
2. **Nicolet Room** - The primary dining service area for the campus (for both students on the meal plan and other University community members). Because of its main dining function, this area cannot be reserved during scheduled meal times.
  - A. Programs during meal times in the Nicolet Room - any program occurring during meal times should be entertaining in nature. No event in this room should interfere with the serving capabilities of the dining service, dining environment of the customer, or adequate seating capacities. No admission fee can be charged for programming during meal times.
  
  - B. The Phoenix Room, Niagara Room, Christie Theatre, or the Phoenix Club should be reserved for events in lieu of the Nicolet Room when possible.
  
  - C. The Nicolet Room will be open for study outside of the operation times of the dining service, during normal building hours. In the event that the Nicolet Room is reserved, a sign standard will be placed outside of the room for user notification.

<b>Office of the University Union Policies and Procedures</b>	Subject: Reservable Space Policies & Information	Reference: V.E.
	Issued: Fall 1995	Page: 2 of 3
	Director's Approval:	

3. **Phoenix Club** - A dining area with a pub/grill/recreational-like atmosphere. Any special event scheduled in the Phoenix Club during regular operating hours cannot require an admission fee.
  
4. **Phoenix Club Recreation Area** - This space is not a standard reservable area during regular operating hours. Special arrangements for group programs in this area can be coordinated with the Union Manager of Convenience and Recreational Services.
  
5. **Christie Theatre** - A 192 seat theatre. Academic use of this area is will cease in the Spring Semester of 2002 (Amended March 01.)
  
6. **Room 312 Conference Room** - There is a small conference room located on the third floor, in the office area of the University Union. This room is for the use of the staff with offices located in the Union. The room is not available for public use, but use of the room should be scheduled through the Union Reservations staff.
  
7. **Student Government Association Conference Room** - There is a small conference room located in the Student Government Association Office complex on the first floor of the University Union. This room is for the use of the Student Government Association boards and committees and is not available for public use. The Student Government Association and its designee(s) will monitor and schedule the use of this room.
  
8. **Dressing Rooms** - There are two dressing room facilities located on the first floor of the University Union. These rooms are not available for public use, but are available for performers, entertainers, etc. that are scheduled in the University Union. The sponsoring organization for the event must schedule the use of these rooms through the Reservations staff. Access to these rooms must be through a member of the Union Services Response Team or designated staff person.

<b>Office of the University Union Policies and Procedures</b>	Subject: Reservable Space Policies & Information	Reference: V.E.
	Issued: Fall 1995	Page: 3 of 3
	Director's Approval:	

9. **Lounge Areas** - The University Union has several designated lounge areas within the building. These areas serve several functions: television viewing areas, social meeting areas, and quiet reading areas. Because of the multi-use purpose and the open environment of these lounges, they are not reservable spaces during the academic year or peak summer periods. During down periods, a group may check with the Reservations staff about the possibility of lounge use for a program.

10. **Timber Lounge** – A quiet study lounge that is only reserveable, with the following guidelines:

- Reservations only after 4:30 pm Fridays and all day Saturday.
- Furniture is to remain “as is”, with little of minimal movement.
- One week before 1<sup>st</sup> scheduled final exam, the Timber Lounge will remain a strict study space, and will remain that way until the last scheduled final exam.

-Added March, 01

The University Union staff has the right to control volume levels, televisions, or other sound/projection equipment used in all areas.