

**University of West Florida
University Commons and Student Activities
The Big Book: Policy and Procedure Manual**

Topic: Miscellaneous Operating Policies and Procedures
Updated: January 6, 2006

A. Willful/Careless Damage to Property/Equipment

Furniture, equipment, and University Commons property/fixtures are for use by the University community and the general public. Any person causing willful or careless damage to any of these items will be reported to the University Commons Management and the Campus Police. The Director will recommend either restitution or replacement by the responsible party as a part of appropriate University disciplinary action.

B. Moving/Removal of Furniture/Equipment

The unauthorized removal of furniture or equipment from the University Commons is strictly prohibited. Rearranging furniture or equipment to accommodate the needs of a formal or informal activity is permitted, however the furniture or equipment must be returned to its original set-up. If UC staff must restore a room's standard set-up, the sponsoring organization may be billed for such unscheduled work.

C. Lost Articles

The University Commons Administration is not responsible for any lost or stolen articles. Any items found will be forwarded to Lost and Found at the Campus Police Department.

D. Animal/Pet Policy

No animals/pets are permitted within the University Commons except for authorized service animals.

E. Wheeled Vehicles, Bicycles, Skateboards, and Roller Blades, etc.

Recreational wheeled vehicles, bicycles, skateboards, roller blades and similar devices (except those required for ADA accessibility) are not permitted within the University Commons. Any of these items that cannot be carried must be left outside. Bicycle racks are available.

F. Public/Campus Telephones

The public access telephones ("red phones") located in the east and west hallways are available for on-campus, local, and 1-800 calls only. There is a courtesy limit of 10 minutes per call on these telephones for others waiting to use them.

G. University Commons Food Policy

Organizations sponsoring events in the University Commons are not allowed to sell food or drinks except for approved fund raising activities meeting specific guidelines. See the University Catering Policy for additional information.

H. Food/Bake Sales

The sale of prepared foods (including bake sales) is prohibited in the University Commons. Food and bake sales may be conducted outside of the building, or at other locations on campus, as long as advance approval is obtained from the University Commons and Student Activities department. Orders for food to be delivered at a later date (e.g., doughnut sales) may be conducted within the University Commons with approval by UC staff.

I. Fire Alarms

The University Commons is equipped with a central fire alarm system that plays a recorded message instructing building occupants to evacuate as well as a siren and flashing lights. When the alarm is activated, all persons are to evacuate the building immediately and may not return until an "all clear" signal is given from the Campus Police or other authorized personnel. UC staff are responsible for ensuring the safe evacuation of the facility and restricting access until the all clear is given.

J. Candles, Open-Flames, and Incense

The use of candles, open-flames, incense and any other incendiary devices is strictly prohibited in the University Commons/Conference Center. Exceptions to this rule are for catered and other authorized ceremonial events. In these instances, the sponsoring unit must receive prior approval from the Manager, Conference Services and must ensure that all areas are adequately protected by tarps or tablecloths. Violation of this policy will result in a fine and/or loss of facility reservation privileges.

K. Use of Tobacco\ Smoking

The University Commons prohibits smoking and use of tobacco products in the building. Violators may be fined and/or lose reservation facility privileges.

L. Newspapers, Magazine and Book Racks

Any printed material (newspapers, magazines, books, etc.) to be distributed in the University Commons must be approved by the appropriate UC staff (Director, Associate Director, or Assistant Director) before distribution. This would include any placement of racks (magazine, newspapers, brochures, etc.) in the University Commons.

M. Signs, Posters, Banners, and Flyers

Only signs and posters intended for the Student Activities Bulletin Boards are required to be approved and stamped by the University Commons Service Desk before they are displayed. However, no one may post a sign or poster that contains material that is obscene, vulgar, libelous, or that advocates the deliberate violation of any federal, state, or local law. No sign or poster may be placed on glass doors, painted surfaces, or posted on the outside of any buildings. It is the responsibility of the sponsoring organization to remove the signs and posters after the event has occurred.

Banners may be hung outdoors by student organizations as long as they do not create a safety problem or interfere with normal activities and operations. For further information on outdoor banners, refer to section 38.1 regarding outdoor promotional banner procedures.

Student organizations may also hang banners from the balcony railing in the Great Hall of the University Commons. There is a general limit of one banner per organization on a first come basis. Due to the lack of space, banners can generally stay on the railing for a maximum of two weeks. Banners may be removed to accommodate special activities. Banner must be hung with string; banners hung with tape will be removed.

N. Bulletin Boards

The University Commons Service Desk is responsible for various bulletin boards in the University Commons and throughout campus in most high traffic areas. There are 12 total boards with 9 classified boards. Classified boards are designated for any ad or notice from on or off campus. Non-classified boards are dedicated to campus information only.

All information to be posted on bulletin boards must be registered and approved by the Service Desk. Materials are normally posted within 48 hours after receipt if possible. In general, the posting size for classifieds is limited to either a 5" x 7" or one-half of a standard sized page. All other items are limited in general to 8 ½" x 11". Larger items will be posted on a space available basis and are subject to removal to accommodate regulation sized material. Classifieds may be taken down to make room for University related items. Material will be posted for no more than 21 days or until the day after the event. University related items have priority over other items.

O. Delinquent Accounts

Any student organization with an account that is delinquent over 30 days will not be permitted to reserve University facilities until the account is settled

Failure to pay a delinquent account may result in the cancellation or suspension of an organization's official registration with the University.