MISSION

The Division of Student Affairs provides programs, services, and facilities that enhance student learning and support student success.

CONTACT INFORMATION

305-284-4351 | SCCreservations@miami.edu | www.miami.edu/SCC

RESERVATIONS

Reservations are available for the Student Center Complex (SCC) which includes: Shalala Student Center (SC), Whitten University Center (UC), Lakeside Patio Stage, Rock Plaza, Breezeway tables, Sidewalk Stakes, Banners, and certain events on the Edward T. Foote II University Green.

In the SC, reservations may be made for the: Grand Ballroom (which can be divided into three sections – West, Center, and East), Executive Conference Room, Vista Room, Activities Room (which can be divided into two sections - North and South), Senate Room, Iron Arrow Room, Moss & Associates Terrace, and Lakeview Lounge. Citizens Board Conference Room, located in the Student Organization Suite, is prioritized for student organization use.

In the UC, reservations may be made for meeting rooms, Biscayne 1220, StormSurge, Stanford International Lounge, and Lower Lounge. Reserving either of the two lounges must be for campus-wide events and requires SCC management approval.

Capacities for those areas are as follows:

<table>
<thead>
<tr>
<th>SHALALA STUDENT CENTER</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Room</td>
<td>Sq. Footage</td>
<td>Theatre</td>
<td>Banquet</td>
<td>Conference</td>
</tr>
<tr>
<td>Activities Room Combined</td>
<td>2,482</td>
<td>250</td>
<td>120</td>
<td>64</td>
</tr>
<tr>
<td>Activities Room North</td>
<td>1,292</td>
<td>101</td>
<td>48</td>
<td>48</td>
</tr>
<tr>
<td>Activities Room South</td>
<td>1,190</td>
<td>101</td>
<td>48</td>
<td>48</td>
</tr>
<tr>
<td>Citizens Board Conference Room (for student organizations only)</td>
<td>382</td>
<td>n/a</td>
<td>n/a</td>
<td>12 fixed seating</td>
</tr>
<tr>
<td>Executive Conference Room</td>
<td>384</td>
<td>n/a</td>
<td>n/a</td>
<td>16 fixed seating</td>
</tr>
<tr>
<td>Grand Ballroom Combined</td>
<td>9,929</td>
<td>1,080</td>
<td>584</td>
<td>492</td>
</tr>
<tr>
<td>Grand Ballroom East and Center of West and Center</td>
<td>7,347</td>
<td>750</td>
<td>424</td>
<td>n/a</td>
</tr>
<tr>
<td>Grand Ballroom Center</td>
<td>4,053</td>
<td>450</td>
<td>240</td>
<td>188</td>
</tr>
<tr>
<td>Grand Ballroom East</td>
<td>2,712</td>
<td>270</td>
<td>130</td>
<td>76</td>
</tr>
<tr>
<td>Grand Ballroom West</td>
<td>2,712</td>
<td>270</td>
<td>130</td>
<td>76</td>
</tr>
<tr>
<td>Lakeside Lounge (openly pre-function)</td>
<td>5,765</td>
<td>n/a</td>
<td>n/a</td>
<td>450 reception</td>
</tr>
<tr>
<td>Moss &amp; Associates Terrace</td>
<td>1,004</td>
<td>n/a</td>
<td>50</td>
<td>100 reception</td>
</tr>
<tr>
<td>Lakeview Lounge and Grand Ballroom</td>
<td>15,654</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>Lakeview Lounge, Grand Ballroom, Third Floor Mezzanine, and Moss Terrace</td>
<td>20,714</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>Iron Arrow Room</td>
<td>1,261</td>
<td>99</td>
<td>52</td>
<td>48</td>
</tr>
<tr>
<td>Senate Room</td>
<td>1,528</td>
<td>n/a</td>
<td>n/a</td>
<td>65 fixed seating</td>
</tr>
<tr>
<td>Vista Room</td>
<td>503</td>
<td>30</td>
<td>16</td>
<td>22</td>
</tr>
<tr>
<td>Lakeside Patio Stage</td>
<td>1,400</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>WHITTEN UNIVERSITY CENTER</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Banner Space</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>Biscayne 1220</td>
<td>50 Theatre, 20 Conference</td>
<td>StormSurge</td>
<td>75 Theatre, 50 Banquet, 45 Conference</td>
<td></td>
</tr>
<tr>
<td>Breezeway Table Space</td>
<td>6' table</td>
<td>2300 H</td>
<td>n/a</td>
<td>45 Theatre (fixed)</td>
</tr>
<tr>
<td>International Lounge</td>
<td>150 &quot;as is&quot;</td>
<td>2300 J</td>
<td>20 Conference (fixed)</td>
<td></td>
</tr>
</tbody>
</table>

*Capacity does not include buffet tables, bar set-ups, stages, dance floors, etc.
†Meeting Room Reception Area may only be reserved in conjunction with the rental of a meeting room.

The UC swimming pool is also reservable under certain conditions; please check with the pool office for details.
RESERVATIONS

The Reservation Process
1. Student Organization, UM Department, or other user requests a space for a certain date and time by completing the online “Space Availability Request Form” at www.miami.edu/sccreservations (note: this is only a request and does not guarantee the availability of the space to the user).

2. SCC Reservations Office reviews the request, contacts the user for more information if necessary, and then either approves the reservation request; or if the reservation cannot be approved, assists the user in identifying a different time, date, room, or event details that might be options. The SCC accepts reservation requests on a rolling semester at a time basis. The SCC is a student center; therefore, student organizations receive priority in making reservation requests.

3. The SCC will assign the room or space for the user’s event and plan for appropriate staffing, equipment, and coordination with reservation requests by other users. At this point, the user signs the contract to “confirm” it.

4. The user may request changes to the setup, attendance, or other details; however, not all changes can be approved if staffing, equipment availability, or nearby reserved events would make the change an impossibility. All changes must be requested at least four business days in advance of event time/date. ALL CHANGES must be confirmed in writing, as the SCC staff will prepare for the event from the written documents.

All reservations are deemed tentative until a reservation contract is signed. Once the president signs a reservation contract, the reservation becomes confirmed. All changes must be in writing. In the event of discrepancies, the written record will prevail. It is the responsibility of the user to check over all the details on the printed reservation contract to make sure the date, time, location, and other details are correct. The SCC reserves the right to move or reassign space to best facilitate all campus groups; however, confirmed reservations are given the highest priority and are only canceled in case of major campus events or emergencies.

Reservations involving food, amplified sound, after-hours use of the building and/or solicitation (selling, collecting money or signatures, etc.) must be made a minimum of two weeks before the event date. Otherwise, the deadline for reservations is 4 business days before the event. A Solicitation Form must be signed by the student organization’s president and advisor and approved by SCC Management before the event occurring.

Any reservations requests made within the 4-business day lead time limit are made with the understanding that such reservations, setups, and equipment are not guaranteed, and any problems with the reservation are the responsibility of the user, not the SCC. Repeated “last minute” requests may jeopardize the ability of the organization to make future reservations.

Student Organization Space Availability Request Deadlines
Regular meetings (no set-up required) can be reserved up to 2 business days before the event date. Events (requiring set-up): can be reserved up to 2 weeks before the event date. Major Events (multi-day and/or multi-space): can be reserved up to 30 days before the event date.
RESERVATIONS

Cancelations
Unneeded, standard, student events (no special setup) reservations MUST be canceled **2 business days** before the event either via e-mail or in person to get written confirmation of the cancellation – in the event of discrepancies, the written record will prevail. Failure to notify the SCC at least 2 business days in advance will result in the group being marked with a “no show,” which may generate a fee as well as affect the organization’s ability to make future reservations. Reservations that remain tentative (pending solicitation permission, food arrangements, setup information, or other details) are subject to cancellation. The SCC Reservations Office, due to incomplete information, may cancel tentative reservations 4 days before the event unless the group provides the required information.

Major University of Miami student event reservations MUST be canceled **two weeks** before the event either via e-mail or in person to get written confirmation of the cancellation – in the case of discrepancies, the written record will prevail.

University of Miami departments and non-University of Miami event reservations MUST be canceled **30-days** before the event either via e-mail or in person to get written confirmation of the cancellation – in the event of discrepancies, the written record will prevail.

Please remember to bring your copy of the reservation contract with you the day of your event.

University Events Involving Minors
SCC Management must approve University events involving minors in conjunction with University of Miami General Counsel.

Student Organizations
Registered student organizations may reserve rooms and equipment. A current officer, along with the president, must make a reservation from the registered student organization. An officer of the student organization, which made the reservation, must be present at all times during the scheduled event. **All reservations are deemed tentative until the president from the organization signs a reservation contract.**

Student organizations may make reservations **ONLY for its own organization and may not reserve space for other groups or users.** Student organizations and their officers may not make reservations on behalf of any other formal or informal group, club, or company; nor may reservations be made for purposes not consistent with the purposes of the reserving organization. Reservations may not be transferred to another organization.

If an event is co-sponsored by two or more organizations, one primary organization will hold the reservation; all other co-sponsoring organizations must be listed on the original reservation (no “hidden” co-sponsorship).

An organization can reserve space for one e-board and one general meeting per week during the semester for a maximum of two hours per week. Peak student organization timeframes have slotted time periods to accommodate as many student events as possible.

Revised: 1/24/17
RESERVATIONS

Additional space may be made available for special events (conferences, commemorative celebrations, or other special weeks). Breezeway tables are also available to an organization one day per week. If there is a special once-per-semester celebration or event taking place, SCC Management can allow a Breezeway table to be reserved for up to 3 days per week.

UM Departments
UM Departments may make reservations for their meetings or ceremonies. The SCC does not provide space for classroom activities, study groups, or other academic gatherings more appropriate for a classroom setting. Registered student organization events take priority over other reservations.

The department rate is for UM departments or business units using the SCC for UM business with appropriate authorization to provide a UM account number to which all charges associated with usage may be billed. A department planning an event must be able to show that the majority, at least, (minimum 50%+1) of participants are members of the UM community.

Student organizations may make reservations ONLY for its own organization and may not reserve space for other groups or users. Student organizations and their officers may not make reservations on behalf of any other formal or informal group, club, or company; nor may reservations be made for purposes not consistent with the purposes of the reserving organization. Reservations may not be transferred to another organization.

Community / Alumni / Staff
A walk-through of the SCC is required before the confirmation of reservation. Registered student organizations and UM departments take priority over community reservations.

The alumni rate may only be used for personal rentals. Businesses belonging to alumni do not constitute a personal (alumni) rental. Organizations pay the community rates.

Peak Hours
The priority for space is for the over 380 registered student organizations that are approved to make reservations. SCC spaces during peak hours are exclusively reserved for registered student organizations. Peak hours are in the late afternoon Sunday through Thursday during the academic calendar. Peak hours do not apply to the Grand Ballroom.
Computer adapters are not typically included in a reservation.

**SCC Equipment:**
- Projectors
- Sound systems
- Presentation remotes
- HDMI and VGA cords
- Portable LCD upon reservation request

**COPYRIGHT NOTICE FOR VIDEO TAPE, DVD, AND STREAMING VIDEO (i.e. Netflix, Hulu) PRESENTATIONS:** Please be sure that your organization is licensed for a commercial presentation of a video program. Copyright law expressly forbids the showing in a public place of movies and other programs that have been rented or purchased for home use (from rental stores/kiosks, retail stores, etc.)

Laptops, computers, tablets, and adapters are not available.

**Important:** No user-provided amplifiers or speakers may be connected to any SCC amps or speakers; you may connect DJ mixing boards, turntables, and other source equipment at your own risk – you are responsible for all damage to SCC equipment no matter the cause. If you are hiring a DJ, band, or performer, please make sure in advance that the performer does not require any SCC-owned amps or speakers.

User-provided amplifiers or speakers are not permitted; they are only allowed with SCC AV Technician approval. DJs are not allowed to plug in amplifiers or speakers to any SCC equipment. Exceptions can be made for professional DJs who provide their own equipment. Organizations/departments/vendors are responsible for all damage to SCC equipment no matter the cause.

Specific duties of an AV Technician must be discussed when the reservation is confirmed.
**MUSIC EVENTS**

Certain types of events may require an AV Technician, e.g. use of the performance sound system on the Lakeside Stage.

**Certain Advance approval required for evening/weekend “sound” events**

Events with amplified sound that are scheduled for weekends or weekday evenings must be approved two weeks in advance so that the university can notify the City of Coral Gables that there is an event with sound scheduled for that date/time.

**Small-Scale Events:** Events such as DJ’s on the patio, cultural music and dance on the Lakeside Patio Stage, guitarists in the lower lounge, or background music during a pool party fall into this category. Reservations must include any planned use of sound and music at the time of reservation and must adhere to the following policies:

- **Sound Level (Volume):** Events on the patio are limited to 90db continuous and 95db instantaneous levels as measured at a point representing the third point of an equilateral triangle formed by the speakers and the sound meter, or at a distance of 60 feet, whichever is greater. The SCC may reduce sound further if circumstances demand it (i.e., other events nearby).
- **Events within the SCC are limited to 80db continuous and 85db peak, although the SCC reserves the right to reduce sound levels further should circumstances demand it (i.e., other events nearby).**
- A representative of the sponsoring organization must be on hand and prepared to assume responsibility for communicating SCC policies to the band or DJ.
- The content of events must be appropriate for an audience consisting of every part of the university community. Accordingly, the SCC administration may restrict certain selections as inappropriate for performing to a general audience of passerby’s or casual visitors. Student organizations are encouraged to reserve the Rathskeller or other enclosed private space for more controversial material.
- **SCC audio/visual equipment is appropriate for public address or speaking purposes, as well as for music originating from CDs and other music sources. The equipment is capable of background or “coffeehouse” volumes but is not able to safely operate at “disco,” dance-band, or concert levels. For this reason, the SCC does not permit its amplifiers to be used with user-provided speakers, and we do not allow our speakers to be connected to user-provided amplifiers.**
- **Music source equipment (portable media players, mixer boards, but NOT band instruments) may be connected to SCC audio/visual equipment, but the user assumes all responsibility for damage (as determined by the SCC) to both the SCC and the user’s equipment, no matter what the cause including incorrect connection by user or SCC staff, power surges, faulty equipment, etc.**

**Large-Scale Events (Concerts):**

All concerts are subject to prior approval by the Director of Student Activities and Student Organizations and SCC Management. Student organizations wishing to co-sponsor, conduct, or produce any major event should contact SCC Management at least 60 days in advance of the event. Groups who want to hold a concert should consider:
MUSIC EVENTS

- Costs: there may be additional costs associated with mandatory security, electricians, lighting, and sound. Groups must plan for a source of funding to pay costs even if the event is canceled due to inclement weather, no-show of performers, etc.
- Contracts with performers: Student organizations may not directly contract with performers nor enter into any contractual agreement on behalf of the university.
- Concerts and other large-scale functions at the SCC are not to be advertised in community media.

For all large-scale concerts, multiple and detailed meetings with the Director of Student Activities and Student Organizations and SCC Management will be required. Please plan adequate lead-time, at least eight weeks.

Music and other performances taking place in the public areas of the SCC during weekday business hours must not be obscene, indecent, or offensive. Student Organizations and its Program Boards are responsible for enforcing this policy.

The SCC will follow for the purpose of this policy the wording of the guidelines used by the Federal Communications Commission, which state in part: “Indecency is defined as language or material that, in context, describes or depicts, in terms patently offensive as measured by contemporary community broadcast standards for the broadcast medium, sexual or excretory organs or activities. Indecent programming contains patently offensive sexual or excretory references . . .” The FCC Guidelines about indecency and obscenity may be found at http://www.fcc.gov/cgb/consumerfacts/obscene.html.
Space in the SCC is available at no charge to registered student organizations and Student Life. (Student Organizations and Student Life must pay fees for equipment and fees assessed for additional services.) All other groups or individuals are assessed space fees.

Prices are subject to change, see the website (www.miami.edu/scc) for the most current daily rates.

### SHALALA STUDENT CENTER

<table>
<thead>
<tr>
<th>Room</th>
<th>UM Departments</th>
<th>Alumni/Faculty/Staff*</th>
<th>Community*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activities Room Combined</td>
<td>$250</td>
<td>$900</td>
<td>$1,000</td>
</tr>
<tr>
<td>Activities Room North</td>
<td>$125</td>
<td>$450</td>
<td>$500</td>
</tr>
<tr>
<td>Activities Room South</td>
<td>$125</td>
<td>$450</td>
<td>$500</td>
</tr>
<tr>
<td>Citizens Board Conference Room (for student organizations only)</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>Executive Conference Room</td>
<td>$50</td>
<td>$180</td>
<td>$200</td>
</tr>
<tr>
<td>Grand Ballroom Combined</td>
<td>$1,200</td>
<td>$3,600</td>
<td>$4,000</td>
</tr>
<tr>
<td>Grand Ballroom East and Center or West and Center</td>
<td>$850</td>
<td>$2,475</td>
<td>$2,750</td>
</tr>
<tr>
<td>Grand Ballroom Center</td>
<td>$500</td>
<td>$1,350</td>
<td>$1,500</td>
</tr>
<tr>
<td>Grand Ballroom East</td>
<td>$350</td>
<td>$1,125</td>
<td>$1,250</td>
</tr>
<tr>
<td>Grand Ballroom West</td>
<td>$350</td>
<td>$1,125</td>
<td>$1,250</td>
</tr>
<tr>
<td>Lakeview Lounge</td>
<td>$300</td>
<td>$900</td>
<td>$1,000</td>
</tr>
<tr>
<td>Moss &amp; Associates Lakeview Terrace</td>
<td>$250</td>
<td>$675</td>
<td>$750</td>
</tr>
<tr>
<td>Lakeview Lounge and Grand Ballroom</td>
<td>$1,500</td>
<td>$4,500</td>
<td>$5,000</td>
</tr>
<tr>
<td>Lakeview Lounge, Grand Ballrooms, Mezzanine, and Moss Lakeview Terrace</td>
<td>$1,750</td>
<td>$5,175</td>
<td>$5,750</td>
</tr>
<tr>
<td>Iron Arrow Room</td>
<td>$135</td>
<td>$720</td>
<td>$800</td>
</tr>
<tr>
<td>Senate Room</td>
<td>$175</td>
<td>$540</td>
<td>$600</td>
</tr>
<tr>
<td>Vista Room</td>
<td>$65</td>
<td>$225</td>
<td>$250</td>
</tr>
<tr>
<td>Lakeside Patio Stage</td>
<td>$400</td>
<td>$1,800</td>
<td>$2,000</td>
</tr>
</tbody>
</table>

### WHITTEN UNIVERSITY CENTER

<table>
<thead>
<tr>
<th>Space</th>
<th>Free</th>
<th>Free</th>
<th>$15</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biscayne 1220</td>
<td>$100</td>
<td>$360</td>
<td>$400</td>
</tr>
<tr>
<td>Breezeway Table Space</td>
<td>Free</td>
<td>$171</td>
<td>$190</td>
</tr>
<tr>
<td>International Lounge</td>
<td>Free</td>
<td>$450</td>
<td>$500</td>
</tr>
<tr>
<td>Lower Lounge</td>
<td>Free</td>
<td>$450</td>
<td>$500</td>
</tr>
<tr>
<td>Rock Plaza</td>
<td>Free</td>
<td>$900</td>
<td>$1,000</td>
</tr>
<tr>
<td>2300 H</td>
<td>$45</td>
<td>$135</td>
<td>$150</td>
</tr>
<tr>
<td>2300 J</td>
<td>$45</td>
<td>$135</td>
<td>$150</td>
</tr>
<tr>
<td>StormSurge</td>
<td>$250</td>
<td>$675</td>
<td>$750</td>
</tr>
</tbody>
</table>

Prices as of 10/11/16

Revised: 1/24/17
FEES

1. No-Show / No Cancellation Fee: If the reservation is canceled within 30 days of the event the organization will pay for all costs accrued. A 50% non-refundable deposit is required within 7 days of the invoice date to secure the reservation.

2. Early-Open/After-Hours Fee: $100 per hour (no partial hours).

3. Additional days pre and/or post event will occur further space fees

4. Use of SCC space for fee-charging events: The SCC provides spaces for all registered student organizations. If a student organization charges a fee to attend its event, the SCC may likewise charge a facility rental fee to the student organization.

5. AV Technicians: Based on availability, an SCC AV technician can monitor installed AV equipment and/or other SCC AV systems at the cost of $25 per hour. Certain types of events will require an AV Technician.

6. Equipment Damage/Loss: Groups are expected to exhibit reasonable care in the use and security of SCC equipment and facilities, and may be charged repair or replacement fees in case of damages.

7. UC Pool: Additional lifeguards during user-sponsored events are charged at $15 per guard per hour. The rental cost for the dive well is $75.

Extraordinary Setup: Room setups requiring a significant amount of staff, staff time, or equipment outside of normal hours of operation, may generate a fee at the discretion of the SCC Management and require at least two weeks’ notice.

For the reservation to be considered a student event the event must be fully planned and executed by the student organization; otherwise, fees will apply.

Additional Charges
Depending on the event, the sponsoring student organization, department, or community groups may incur an extra cost by either the SCC or by other University of Miami Departments, such as:

- Parking (for blocking off spaces, providing daily parking passes, valet, etc.)
- Public Safety (for any security coverage required, officers, special equipment, etc.)
- Facilities/Physical Plant (for electricians, labor, treating the lawn for pests, etc.)
- Custodians (for excess cleanup services, trucking/transportation, heavy equipment use)
- IT/Telecommunications (phone lines, data, etc.)
- Specialized AV Equipment

The SCC will evaluate all reservation requests to determine what additional services and equipment will be required to ensure the safety and security of UM students, staff, faculty, and guests. The SCC reserves the right to require that sponsoring organizations provide and pay for security and cleanup, or assume responsibility for other designated expenses.

All areas must be returned to a clean and orderly condition at the end of the event. All food and trash must be discarded properly, or cleaning charges may apply; immediately notify the Information Desk of any spills.

Revised: 1/24/17
VENDORS

Caterers
SCC preferred caterers may cater your food or you may make arrangements to bring in food. If you do not use a caterer from the preferred list, you must receive approval from the SCC. All reservations must include information about food service.

The SCC may need to make arrangements for additional trash cans, custodial staff, or build in additional setup/cleanup time. Additional staff will be at the user’s expense.

A fee to use the Shalala Student Center Servery kitchen may be assessed.

Events scheduled at the SCC that provide or sell food shall adhere to policies consistent with state and county regulations concerning food-handling and preparation. In particular, barbecues and other events involving food cooking and/or preparation at the SCC must be conducted by a University approved licensed caterer. Prepared or ready-to-eat food brought onto campus for events at the SCC shall be produced in a licensed food service establishment.

A Servery kitchen agreement must be signed by both the caterer and the SCC.

Preferred SCC Caterers
We are proud to offer a select list of outstanding preferred caterers. Our preferred caterers have an established relationship with the SCC and are familiar with the facilities, policies, and procedures.

For a list of Preferred Caterers visit the SCC website at www.miami.edu/scc.

Certificate of Insurance (COI)
Per UM’s Risk Management Policies, a COI will be required for all vendors providing on-site services. All COI’s must be on file with the SCC management two weeks before the event occurring. Collecting student waivers, if deemed necessary, are the responsibility of the student organization or department holding the event.

For information on the COI requirements, visit the SCC website at www.miami.edu/scc.

Liquor License
Per UM’s Risk Management Policies, a liquor license will be required if alcohol is served. The liquor license must be on file with the SCC management two-weeks before the event occurring.

For information on the COI requirements visit the SCC website at www.miami.edu/scc.
WEATHER

Back-up Rain Locations
Due to the limited amount of space, in the case of rain, the SCC will work with you to try to accommodate your event on the day of the event only.

Tents and Umbrellas
Popup tents with a maximum size of 10' x 10' are permitted without a City of Coral Gables' permit, provided a fire extinguisher is available in each tent. Larger tents require advance permission and special anchoring and can only be obtained from specifically approved vendors. When possible, plan to use existing Lakeside Patio umbrellas and small 10' x 10' tents to provide shade and protection from light rain. List any tent usage on the reservation.

Lightning
When lightning threatens, there could be an increased danger to persons attending outdoor events on the Rock Plaza, the Lakeside Patio Stage, and in/around the UC swimming pool. It is the policy of the University of Miami that events taking place in those areas will be halted during a threat of lightning, and may be resumed only after the danger has passed. The University of Miami has installed a lightning prediction system manufactured by Thor Guard, Inc. This system is designed to predict a lightning strike within a defined geographical region and will predict the probability of a lightning strike within a predetermined area of concern.

This program can also project the potential for deadly “bolts out of the blue,” which are strikes that seem to come from nowhere and cause a high percentage of lightning fatalities. If you hear the Thor Guard Lightning Prediction System activate, you should go inside a nearby building. Do not seek shelter under awnings, umbrellas, tents, towers, trees, or tall objects that could attract a lightning strike. If you are working with an outdoor group, cease operations and guide your participants inside.

Rain and Wind
Make plans for protecting people, exhibits, equipment, food, and other event-related items from light rain. If you have reserved or are using SCC equipment (amplifiers, speakers, umbrellas, tables, etc.), remember that your organization is responsible for any damage due to the use of the equipment in rain or wind. Be sure to check on the possibility of poor weather well in advance of your event, to leave enough time to change venues, postpone, or cancel as necessary. The warning of storms having the possibility of heavy rains and tornados comes from monitoring local weather stations and the weather alert system provided by Miami-Dade County.
BREEZEWAY TABLES AND FLYERS

Breezeway Tables
Tables are reserved on a whole-day basis only; an organization may use the table any time starting at 9 a.m. and ending at 5 p.m., or any portion of that time.

Reserved tables are on a first-come-first-serve basis and are available at 9 a.m. Monday through Friday. However, the SCC may assign a particular table for operational purposes. Table locations are set-up according to safety code and may not be relocated by anyone other than SCC staff.

Tables are available to an organization one day per week, or up to 3 days per week if there is a special once-per-semester celebration or event taking place.

Literature may be distributed at tables, but do not “bombard” people with handouts (flyers/handbills) as they pass through the Breezeway. Users are responsible for cleanup of any dropped/discard materials in and around the SCC.

Business/activities must be conducted from behind the table; do not intercept people or impede their passage through the breezeway to get them to sign clipboards, etc.

Distribution of handbills and flyers must be conducted in an unobtrusive manner.

Shouting or calling out to individuals by name or description is not allowed.

Flyers
The SCC controls flyers and distribution for its locations. Flyers in other campus buildings are put up and taken down at the discretion of the administration of those buildings. Organizations must obtain permission from the UC Information Desk before the flyer can be hung up. Only the Information Desk staff will hang up flyers.

Only one flyer per event may be hung at a time.

Non-student or UM organizations may purchase flyer space if approved by management.

Chalking the sidewalks; taping signs to handrails, walls, floors, sidewalks, bathroom stalls, windows, etc.; or leaving handbills or flyers on tables, couches, and around the SCC is not permitted.

SCC Management must approve any other forms of advertising, including A-frame signs.
BANNERS

Banner reservations may be made for the SCC and other locations around campus, in one-week blocks, maximum of two successive weeks, running from Monday morning to the following Monday morning.

Banners may be purchased at the UC Information Desk with cash, check, or an Interdepartmental Requisition Form (IDR) for $10 each. Each registered student organization has been pre-allocated 10 free banners per academic year.

The organization’s name must appear on the banner.

The banner location is determined at the time of the reservation for a specific space. Each space is uniquely identified and reservable so that reservations will be for a particular banner location rather than a general area.

Banners are typically mounted on Monday mornings banners should be received before 5 p.m. Friday. Banners delivered after that time will be hung at the discretion of the SCC.

Be sure to staple the bottom tear-off portion of your reservation sheet to the back of the banner before you submit it to our staff for posting.

A rope is required for hanging the banner.

Banners must be 3’ tall by 10’ long in size; off-size banners may be limited in posting locations, so they do not obscure other banners, block doorways, or drag on the ground – in some cases off-size banners cannot be hung at all. Banners should have ropes extending another 5 feet from both upper corners for securing the banner to the mounts. If the banner is commercially made, with eyelets spaced along the top edge, enough rope must be provided to lace end-to-end through the eyelets, with 5” extending on either end.

Banners will be kept at the UC Information Desk no more than 48-hours after the last reservation date, after 48-hours they will be discarded.

The SCC is not responsible for stolen or damaged banners, as they remain on display 24 hours a day. In addition, banners must be completely dry when they are dropped off at the UC Information Desk.

Student Organizations and their officers may not make reservations on behalf of any other formal or informal group, club, or company; nor may reservations be made for purposes not consistent with the purposes and constitution of the reserving organization.
ROCK PLAZA

In the effort to be consistent with the policies while still providing a venue meeting free speech needs of the campus community, the SCC has permitted the use of the Rock as a forum subject to the following interpretations:

- An individual student, staff, or faculty member may use the Rock, when available, to address willing listeners, read poetry, or other free-speech, provided their presentation does not conflict with other University policies or preexisting events.
- Free-speech events are defined to be spontaneous, intermittent, opportunities for expression. A regularly-schedule (i.e. weekly) event or speech, or one that is marketed well in advance, should be booked through the Reservations Office following standard procedures.
- Activities that are not permitted include; selling products (solicitation) without proper reservations and permission, harassment, interfering with another event scheduled at that time. A speech inciting or encouraging a demonstration of any type is covered under guidelines for "demonstrations" in the Student Rights and Responsibilities policies.
- Registered student organizations and UM departments may reserve the Rock for special programs and presentations. During those reserved times, the free-speech policy is suspended until the end of the established reservation.
- Non-UM speakers may only use the Rock area if they are sponsored by one of the groups as mentioned earlier, and only during the time reserved for the special event by that group. Seven-day advance approval from the Reservations Office is required when a group wants to sponsor a non-UM speaker.
- Amplified sound is provided only for speeches and announcements to avoid conflicts with classes in nearby academic buildings. Events with music and or musical performances are to be scheduled for the Lakeside Patio Stage, indoors, or if explicitly allowed by SCC administration. Amplified music may be permitted on the Rock Mondays through Thursdays from 9:05 p.m. to 10:45 p.m., Fridays and Saturdays from 6 p.m. to 11:45 p.m. This is based on the class schedule and Coral Gables Code.

COLLECTION BOXES

Any organization wishing to place collection bins or boxes in any part of the SCC, including the Breezeway, Lakeside Patio, and Rock Plaza, must make reservations for that activity. Organizations must provide details about dates of the drive, security arrangements, who will tend to the boxes, and when they will be emptied. So, that all drives have a chance to be effective, there will be time limits as to how long a reservation may be in effect for both an organization and a specific purpose or beneficiary; in addition, the total number of drives operating at any one time will be limited. Reservations for drives may be made online through OrgSync.
RIGHT OF PEACEFUL ENJOYMENT AND USE OF THE SCC

Students, Staff, Faculty, and visitors to the SCC shall have the right to peaceful enjoyment of the premises; in the case of solicitation, this means that patrons shall be free from being approached by individuals or organizations for the purposes of sales, donations, fundraising, membership or participation invitations, and distribution of literature. Literature may be handed out at a Breezeway table as long as it is reserved according to the SCC policies.

Solicitors shall honor these rights by conducting their solicitations in such a manner that the patrons must initiate any contact or dialogues. Solicitors may not single out or address individual passers-by or patrons to ask them to accept literature, sign forms or petitions, buy a product or service, collect a donation, attend a meeting, or become involved in any way with the soliciting organization. Rather, solicitors are expected to conduct their operations so that anyone may approach the table, booth, or event to inquire further or to engage in other transactions; or, the patrons may, if they wish, pass by the area without any contact whatsoever with the solicitor.

Soliciting organizations are expected to clearly identify their organization or sponsoring department or company so that a patron can easily note on sight all sponsorships or affiliations of the solicitors.

Because the SCC is funded by student fees from the entire student body, any group wishing to receive the benefits of reserving SCC space as a student organization shall not block off or deny UM student access to any room or area, nor restrict free access by charging fees or donations.
For reasons of integrity, safety and security for individuals and facilities the following items are not allowed at the SCC:

- Burning incense, candles, or other open flames (without prior written approval)
- Any substances, furnishings, or equipment installations that can mark the walls, floors, or furnishings inside and/or outside of the SCC; or any substance placed on the floors that could cause a slip or fall hazard, including taping of loose paper sheets/signs to floors
- Products that present unusual or difficult cleaning situations unless approved in advance (glitter, spray painting, confetti, sand, extraordinarily large amounts of cardboard, paper, or other bulky waste)
- Helium balloons in locations where loose balloons are difficult to recover from high ceilings, lights, HVAC equipment, etc.
- Decorations on the walls or ceilings. Decorations must be ground supported.
- Placing flyers or other literature in and around the SCC is not permitted. Including taping to handrails, walls, floors, sidewalks, bathroom stalls, and windows, leaving them on tables or in the lounges, etc.
- Inflatables (without prior written approval). Inflatables may only be used in outdoor areas and in the SC Grand Ballroom as other spaces are too small to provide proper clearance to walls, ceilings, and windows to allow safe use of inflatable
- Music in common areas without prior written approval
- Animals (except service animals or at outdoor events with prior written approval)
- Soliciting without a valid, complete, and approved Solicitation Application on file
- Conducting or selling tickets to raffles, lotteries, or other games of chance without approval 2-weeks before the event
- Stationing multiple representatives in the flow of pedestrian traffic for the purpose of guiding or enticing patrons to visit the table, booth, display, or event
- Selling products or services which compete with established university operations, such competition to be determined by the Reservations Office
- Soliciting by individuals - every solicitation must be sponsored and conducted by a student organization, UM Department, approved non-UM company
- Selling items or services in conflict with regulations or policies of other UM departments, including but not limited to:
  - Incense
  - Large Candles
  - Security Stun Guns
  - Pepper Spray
  - Credit Cards
- Bicycles may not be parked in the lobby
- Skateboards and hover boards are not permitted inside

The SCC Executive Director or his/her designee reserve the right to limit or forbid sales or display of any product or service; if such sales or displays are denied, any payments made to the SCC may or may not be refunded, in whole or part, at the discretion of the SCC Executive Director or designee.
PROHIBITIONS

Use of Motorized Vehicles on SCC Walkways
The use of motorized utility vehicles and carts (including, but not limited to: golf cart, work cart, ATV) is prohibited on SCC pedestrian walkways and event programming spaces. This area is inclusive of the pedestrian area adjacent to the Rathskeller Patio, Promenade in front of the Shalala Student Center, Lakeside Patio and Stage, Fate Bridge, University Center Breezeway, Foote Green, The Rock Plaza, and adjacent pedestrian walkways. Specific work carts may be authorized by the SCC Executive Director or designee during scheduled times for facility or operational needs.