

University of Miami Student Center Complex Policies

PURPOSE

The Student Center Complex is a public facility open to students, faculty, staff, alumni, and guests of the University. The SCC staff reserves the right to establish policies for use of the facility by various types of groups and/or individuals.

SCOPE

This policy applies to students, faculty, staff, alumni, and guests of the University. Failure to comply with any policies or guidelines outlined in this policy manual and/or any requests by Student Center Complex staff may result in action by the staff to deny privileges, refer to proper authorities, and/or assess appropriate charges.

POLICY

For information, please contact us at: 305-284-4351 | SCCreservations@miami.edu | <http://www.miami.edu/sccreservations>

RESERVATIONS - SPACES

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 the Edward T. Foote II University Green.

Student Center (SC)

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 Lakeview Terrace, and Lakeview Lounge. Citizens Board Conference Room, located in the Student Organization Suite, is prioritized for student organization use.

University Center (UC)

In the UC, reservations may be made for meeting room and event space, availability at the discretion of SCC Management.

PROCEDURE

The Reservation Process

1. Student Organizations, UM Departments, and community partners can request space by completing the online "Request Reservation" form at www.miami.edu/sccreservations.
 - This is only a request and does not guarantee the availability of the space. Note, the Reservations Office reserves the right to determine availability of all spaces in the SCC.
 - All UM student organization and department reservations must be submitted online by a UM student, faculty, or staff member using their official Cane ID information in order to complete the request.
2. SCC Reservations Office reviews the reservation request, contacts the user for more information if necessary, and then either approves the reservation request or assists the user in identifying an appropriate solution.
3. The SCC Reservations Office will assign the room or space for the user's event and plan for appropriate staffing and equipment based on the needs of the reservation.
4. The SCC Reservations Office will then confirm the user's request via e-mail. If the user does not receive a confirmation via email, then the reservation has not been confirmed. It is the responsibility of the user to check over all the details on the electronic reservation contract to make sure the date, time, location, and other details are correct.

General Reservation Request Process Reminders

1. All reservations are tentative until a reservation is confirmed via email from a member of the SCC Reservations Office team.
2. The SCC reserves the right to move or reassign space to best facilitate all campus groups.
3. The SCC reserves the right to adjust the setup of a space based on inventory or event needs.
4. The user may request changes to the setup, attendance, or other details; however, changes are not guaranteed if staffing, equipment availability, or nearby reserved events would make the change an impossible.

Space Availability Request Deadlines

5. *Requests that do not require set-up must be reserved up to four (4) business days before the event date.* Reservations requests made within the four (4) business day requirement are made with the understanding that setups and equipment availability are not guaranteed. Any problems with the reservation are the responsibility of the user, not the SCC. Repeated "last minute" requests will jeopardize the ability of the organization or client to make future reservations.
6. *Requests that require set up must be reserved up to two (2) weeks before the event date.* This includes reservation requests involving food, amplified sound, after-hours use of the building and/or solicitation.
7. *Multi-day and/or multi-space requests must be reserved up to 30 days before the event date.*
8. *All changes must be requested via email at least four business days in advance of event time & date.* All changes must be confirmed via email, as the SCC Reservations Office will prepare for the event from the agreed upon electronic and/or written documents. In the event of discrepancies, the written email record will prevail.
9. *Reservations that remain tentative are subject to cancellation.* The SCC Reservations Office, due to incomplete information, may cancel tentative reservations four (4) days before the event unless the

user provides the required information.

Cancellation Requests

Student Organizations:

Unneeded, standard, student reservations must be canceled 2 business days before the event via e-mail to the SCC Reservations Office. Failure to notify the SCC Reservations Office at least two (2) business days in advance will generate a fee as well as affect the organization's ability to make future reservations.

Major University of Miami student event reservations MUST be canceled two (2) weeks before the event via e-mail to get written confirmation of the cancellation.

University of Miami Departments & Community Reservations:

Reservations must be canceled 30 days before the event via e-mail to get written confirmation of the cancellation. If a reservation is canceled within 30 days of the event, the department or organization is responsible for all costs accrued.

Reservation Process Policies

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 always be present during the scheduled event. All reservations are deemed tentative until the president from the organization signs a reservation contract.

Registered student organizations may reserve rooms and/or spaces for their event. An organization can also 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.

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 Reservations Office 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. Please note, registered student organization events take priority over department reservations.

UM departments or business units using the SCC for UM business, with appropriate authorization, must provide a UM account number to which all charges associated with usage may be billed. In order for the event to be considered a department event, the department must be able to show that the majority, a minimum of 50% + 1, are University of Miami employees and/or students.

Community

Student organizations and UM departments take priority over community reservations. A walkthrough of the requested SCC spaces is required before the confirmation of the reservation.

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

A Certificate of Liability Insurance (COI) listing the University of Miami as additionally insured is required for all client organizations (if applicable) and each vendor performing a service for the event. All COI's must be submitted at least four (4) weeks prior to the event date in order to allow time for the Risk Management Office to review and approve the document.

All external, community events at the SCC require the review and completion of a Coral Gables Campus Facility Use Agreement. This document must be signed by the event's organizer and submitted back to the SCC Reservations Office.

COSTS & FEES

Space Reservation Costs

For current costs of use of our spaces please visit the SCC website.

A 50% non-refundable deposit is due within seven (7) days of the reservation being processed in order to secure the reservation. Failure to submit a deposit will result in a cancellation of the reservation. Final payment of the room balance must be received 30 days prior to the event date. All other fees associated with space usage, including parking, security, technology, and staffing charges (if applicable) will be billed to the client following the event. The client is responsible for paying their final balance within 30 days after their event.

All payments must be made online at www.miami.edu/sccpayments.

Extended Hours Charge

Reservations that require extended hours outside of the SCC's normal business operating hours will incur a charge of at least \$200 per hour. The SCC Reservations Office cannot apply a partial charge of that charge and the fee may increase depending on specific needs of the space. Note that building hours may change, depending on the time of year, and may affect when this fee is applied.

Fee Charging Events

The SCC provides spaces for all registered student organizations at no charge. If a student organization charges a fee to attend its event, the SCC may likewise charge a facility rental fee to the student organization.

Department Sponsored Rate

The Student Center Complex & Conference Services welcomes the use of its facilities and services by external organizations when the activity or event supports the mission, goals and philosophy of the University of Miami (UM). Any activity or event where a considerable number of attendees, as determined by the Student Center Complex & Conference Services staff, are non-UM affiliated will be considered an external reservation and subject to external rental fees. In addition, any activity or event that is facilitated, organized, coordinated, or arranged by the external organization will be considered an external reservation and also subject to the Student Center Complex & Conference Services external rental fees. *UM departments may not act as a passthrough to an external organization to receive internal rates.*

If a UM department wishes to host an external organization's activity or event that meets the criteria listed below, the facility rental fee may be discounted at our *sponsored rate*.

- A staff member from the sponsoring department must submit a *Sponsored Rate Request Form* online here: <https://tinyurl.com/sponsoredrate>. The form must be submitted at the time of the reservation request and must be approved by your respective Dean or Vice President.
- A staff member from the respective UM department requesting to sponsor the event must serve as the main point of contact for all event planning needs for the duration of the reservation process and during the event.
- A staff member of the sponsoring UM department must be present for the entirety of the reserved time and the time of the event.
- Payment for the reservation must come from the sponsoring department and be paid via an Internal Service Delivery (ISD) or Journal Entry. A 50% deposit will be required within 7 business days of confirmation of the reservation. The remaining balance must be paid 30 days prior to the first reservation date.
- All promotional marketing literature for the activity or event is required to display “sponsored by the University of Miami” the University logo and the name of the sponsoring UM department.
- UM students must be admitted without charge and UM staff and faculty at a reduced rate.
- It is the responsibility of the UM sponsoring department that the external organization is following campus regulations, venue policies, and procedures.
- The sponsoring UM department may not negotiate venue rental fees, services, or labor on behalf of the Student Center Complex and/or Conference Services.
- The sponsoring UM department cannot charge the external organization any fees related to space usage, labor, furniture rental or any fees associated from the internal partnership with the Student Center Complex and/or Conference Services. If found, the UM department will be responsible for all fees associated with the reservation at the external, community rate.

Other Charges

The SCC Reservations Office 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.

Depending on the event, the sponsoring student organization, department, or community group may incur an extra cost by either the SCC or by a University of Miami Department, such as:

- Parking on campus, valet service, shuttle bus service, etc.
- Public Safety for any security coverage required, officers, special equipment, etc.
- Custodians for cleanup services, trucking or transportation, heavy equipment use, etc.
- IT/Telecommunications, including phone lines, data, etc.
- Specialized Event Services including generators/additional electrical service, multiple walk-through requests, storage, etc
- Specialized AV Technical Support – please refer to the AV & Technology section for details.

Setup and/or Breakdown

Events requiring setup and/or breakdown that needs additional staff, staff time, or equipment outside of normal hours of operation will generate a fee at the discretion of the SCC Reservations Office and require at least two (2) weeks' notice.

AUDIO VISUAL & TECHNOLOGY

The SCC provides a variety of services with your reservation:

- Built-in Sound and Projection Systems
- Portable Sound systems
- Presentation remotes
- HDMI, VGA, and stereo (AUX) cables
- Campus wireless network access
- Portable LCD displays upon reservation request (Not for outdoor use)
- AV & Technology walk-throughs upon reservation request

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

Audio Visual Event Support:

Audio Visual Technicians, comprised of both full-time staff and students, can be available for event support.

The following criteria is required for AV event support confirmation:

- Requests for AV Event Support must be received at least 2 weeks prior to your event date and no earlier than 30 days prior. Requests submitted after 2 weeks may be denied.
- Audio visual needs must be communicated in writing when AV Event Support is requested.
- Charges apply for AV Event Support at a per hour rate per AV technician needed. SCC Technology will make recommendations based on event needs and agenda. Please contact SCC Reservations for current rates.
- Confirmation of acceptance of AV Technician rates and support must be made in writing to SCCreservations@miami.edu and/or SCCtechnology@miami.edu
- Cancellations for AV Event Support are subject to the SCC Reservations Cancellation Policy.

Additional Information:

- Confirmation of AV Event Support and staffing will be provided by SCC Technology and is subject to SCC Technology's discretion and availability.
- Some reservations will require an AV Tech Walk-Through prior to event support confirmation depending on event needs and at discretion of SCC Technology.
- Certain types of events may require an AV Technician, e.g. live band performance at the Lakeside Stage.
- Please contact SCC Reservations for more information on SCC Technology staffing and rates.

Technology Support:

- Requests for secured wifi (SSID), data port connections (e.g. livestreaming), and digital signage must be requested at least 2 weeks before your event date and no earlier than 30 days prior. Requests for SSID and data ports submitted after 2 weeks are subject to additional fees.
- Technology needs must be communicated in writing to SCCreservations@miami.edu and/or SCCtechnology@miami.edu when requested.
- Confirmation of acceptance of UMIT rates must be made in writing to SCCreservations@miami.edu and/or SCCtechnology@miami.edu.
- UMIT charges will be invoiced directly to your event. Please direct inquiries regarding UMIT rates to SCC Technology.
- Cancelled technology needs are subject to UMIT and SCC Reservations Cancellation policies.

Additional Information:

- Confirmation of technology requests will be provided by SCC Technology
- Some reservations will require an UMIT and/or SCC Technology Walk-Through prior to formal technology requests being submitted to UMIT.
- Certain types of events may require an AV Technician, e.g. live band performance on the Lakeside Stage and are subject to additional fees.
- Networking equipment (i.e. routers, switches, hot spots), data port connections, secured wifi (SSID) requests require prior approval and authorization from UMIT and are approved at UMIT's discretion.
- The University of Miami Information Technology provides wifi throughout the Coral Gables campus including SCC spaces. SSID (wifi) requests are subject to the approval and at the discretion of UMIT.
 - The following Wi-Fi networks are available in SCC spaces to the users listed below:
 - UM Students: CaneNET_Wireless
 - UM Faculty and Staff: SecureCanes
 - UM Guests: CanesGuest

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.

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.)

VENDORS

Vendor Responsibilities & Policies

The Student Center Complex values its partnerships with vendors to assure a positive experience for its guests and clients. With that, the SCC is committed to open communication with vendors who are supporting clients in our spaces. Our hope is that vendors reciprocate that open line of communication and commit to following the complex's expectations and policies.

Alcohol & Liquor License

Per UM's Risk Management Policies, a liquor license is required if alcohol is being served and is approved for the event. The vendor's liquor license and certificate of insurance must be on file with the SCC Reservations Office at least two (2) weeks before the event occurring.

Building Access

Vendors are not permitted to access the SCC outside of regular operating business hours, which can be found on the SCC website. Events requiring an early set up or a late breakdown does require an additional charge to the organizing group. It is the responsibility of the vendor and their client to determine appropriate days and times of building access needs. Those needs must be communicated with the SCC Reservations Office at least 30 days before the event date.

Building Cleanliness

Products that present unusual or difficult cleaning situations are not permitted. This includes glitter, spray painting, confetti, sand, large amounts of cardboard, paper, or other bulky waste.

Candles

Candles, burning incense, or other open flames are not permitted in the SCC. This includes any water or smoke-based particles (i.e. fog machine).

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 Reservations Office at least two (2) weeks before the event date; as vendors will not be allowed on-site without a COI. The SCC reserves the right to cancel events that have not obtained a valid COI.

The University of Miami must be named as an additional insured with respect to General Liability coverage. The SCC Reservations Office does not need a copy of your personal insurance policies. For more information on COI Requirements, please visit the SCC website.

Cleanup and Restoration of Facilities

Vendors are responsible for immediate restoration of facilities used for events to the satisfaction of the SCC Reservations Office and/or the SCC Operations Team. Restoration shall include, but not limited to, cleaning of the area, removal of equipment, trash removal and repair of any facility damage caused. Any costs associated with restoring the facility will be billed to the client.

Damage

Vendors are expected to treat the facility with respect maintaining a safe, presentable, and clean environment. Any damage that is caused to the facility will be charged to the event organizer. This includes, but not limited to, damage to walls, doors or door frames, SCC provided equipment, furniture, etc. Vendors and/or clients are required to report any damage caused to SCC staff.

Decorations

Decorations on the walls or ceilings are not permitted. Decorations must be ground supported. Vendors and clients may not nail, tape, glue, or affix anything to the walls, windows, doors, etc. inside or outside of the SCC.

Food Preparation

Grilling, cooking, frying, or baking within the building, including the servery kitchen, is not permitted. With prior approval from the SCC Reservations Office, food may be prepared outside on the SC's loading zone.

Loading Zone

Vendors are permitted to use the loading zone and its doors only during approved active loading and unloading periods. Parking is not permitted in the loading zone area without prior approval from the SCC Reservations Office. While loading and/or unloading vendors are not permitted to block in other vehicles, nor should they block any doors. Vehicles should be moved to a designated University parking location away from the loading zone once the loading or unloading is complete and visitors must purchase a valid virtual permit using the Pay by Phone mobile application. The SCC is not responsible for any parking citations or towing charges vehicle owners may receive.

Requests or Orders

Vendors are required to comply and cooperate with all University officials who are acting in the capacity of their job duties. Failure to comply may result in removal from campus.

Servery Kitchen

The servery kitchen is available, with prior approval of the SCC Reservations Office, to caterers who require space to organize and distribute catering services to event spaces. A Servery Kitchen Agreement must be signed by both the caterer and an SCC Staff Member upon arrival and departure.

Prior to departure, those who use the servery kitchen must have completed the following items:

- Sweep floors and clean any spills or stains
- Clean, wipe, and sanitize all prep tables and counters
- Empty out and clean dish sink assuring it's clear of physical contaminants
- Clean and wipe down all walls of stains or physical debris
- Clear out, clean, and sweep all items from the standing freezer and walk in freezer.
- Assure that all equipment doors are closed and shut
- Clean out and wipe down all coffee and tea pots. Assure they are turned off.

Failure to abide by these expectations will result in fines charged to the vendor or event organizer and/or loss of privilege of being a vendor at the SCC.

Service Elevator

All vendors are required to use the service elevator in the back of house and are not permitted to load or unload in any common areas of the SCC unless approved by the SCC Reservations Office.

Space Utilization

Vendors are permitted to be in spaces where their services are required as determined by event needs, this includes the back of house. Vendors are not permitted to be in or use spaces where their services are not required. This includes the Green Room, Student Life Break Room, the Student Organization Suite, etc. The SCC staff reserves the right to restrict access to spaces and can ask vendors to vacate a space as they see fit.

Storage

The SCC does not provide storage to vendors. If vendors require access to a space for storage purposes they must communicate that with their client as it will incur additional charges. Any items or equipment left behind will be removed at the vendor's or event organizer's expense. The SCC cannot be held responsible for items or equipment left behind.

Trash & Trash Cans

The SCC provides trash cans and recycling receptacles in all SCC spaces and common areas. Events that expect to have excessive trash must communicate appropriately with the SCC Reservations Office for accommodations to be made at least one (1) week before the event. Larger trash cans are available with advance notice but must remain in the back of house and are not permitted to be set up in SCC spaces.

SCC GENERAL OPERATING POLICIES

The Student Center Complex is a public facility open to students, faculty, staff, alumni, and guests of the University. The SCC staff reserves the right to establish policies for use of the facility by various types of groups and/or individuals. Failure to comply with any policies or guidelines outlined in this policy manual and/or any requests by Student Center Complex staff may result in action by the staff to deny privileges, refer to proper authorities, and/or assess appropriate charges.

Alcohol & Liquor License

Before hosting events with alcohol, groups must get approval from the SCC Reservations Office. Per UM's Risk Management Policies, a liquor license will be required if alcohol is approved for the event. The vendor's liquor license and certificate of insurance must be on file with the SCC Reservations Office two-weeks before the event occurring.

Animals

Animals are not permitted in the Student Center Complex with the exception of service animals.

Amplified Sound & Music Events

Events with amplified sound that are scheduled for weekends or weekday evenings must be requested at least two (2) weeks in advance of the event date.

Small-Scale Events: Events such as DJ's on the UC patio, cultural music and dances 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 Reservations Office may restrict certain selections as inappropriate for performing to a general audience of passerby's or casual visitors. 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 . . ."
- 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.

Balloons

Helium balloons in locations where loose balloons are difficult to recover from high ceilings, lights, HVAC equipment, etc. are not permitted.

Banners

Banner reservations may be made in one-week blocks, at a maximum of two successive weeks, running from Monday morning to the following Monday morning. 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.

Cost: Each registered student organization is allocated 10 free banners per academic year. Otherwise, banners may be purchased at the UC Information Desk with cash, check, or an Internal Service Deliver (ISD) for \$10 each.

Specifications: 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. 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 must be completely dry when they are dropped off at the UC Information Desk.

Banner Policies: The purpose of banners for student organizations are to display or promote meetings and/or one-time events. University of Miami departments may submit banners that promote the resources their office offers to students. As such, the following are requirements regarding banner content for student organizations:

- The organization's name, as it appears in Engage, must be clearly displayed on the banner.
- The meeting and/or even date and time must be clearly displayed on the banner.
- The content of the banner may not convey obscene or defamatory messages, threaten physical harm or include messages that otherwise are not entitled to the protection of free expression.
- If a banner rips, tears, comes loose or falls, it will be removed.
- The SCC is not responsible for stolen or damaged banners, as they remain on display 24 hours a day.
- The SCC Reservations Office has the right to deny banner space if the banner is deemed to be in poor taste and/or in conflict with the mission and values of the University of Miami.

Drop-off/ Pick-up: Banners should be received before 5 p.m. Friday. Banners delivered after that time will be hung at the discretion of the SCC Reservations Office. A rope is required for hanging the banner. Banners will be kept at the UC Information Desk no more than 48 hours after the last reservation date and after that it will be discarded.

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. Breezeway tables are available to an organization one day per week. At the discretion and review of the SCC Reservations Office, a breezeway table may be permitted at a maximum of 3 days per week.

Reserved tables are on a first-come-first-serve basis. 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.

Literature may be distributed at tables, but users are not permitted to bombard people with handouts (flyers and/or handbills) as they pass through the Breezeway. All activity must be conducted from behind the table. Users are not permitted to intercept people or impede their passage through the breezeway. 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.

Users are responsible for cleanup of any dropped or discarded materials in and around the SCC.

Building Cleanliness

Products that present unusual or difficult cleaning situations are not permitted. This includes glitter, spray painting, confetti, sand, large amounts of cardboard, paper, or other bulky waste.

Building Hours

The SCC building operating hours are 8:00 am - 2:00 am during the fall and spring semesters. Hours during winter, spring, and summer break are subject to the discretion of the Student Center Complex.

Candles

Candles, burning incense, or other open flames are not permitted in the SCC. This includes any water or smoke-based particles (i.e. fog machine).

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.

Concerts

All concerts are subject to prior approval by the Sr. Director of Student Activities and Student Organizations and the SCC Reservations Office. Student organizations wishing to co-sponsor, conduct, or produce any major event should contact the SCC Reservations Office at least 60 days in advance of the event.

Crowd, Room, and Venue Management

The SCC reserves the right to ensure that the safety and well-being of its facilities and occupants are protected at all times. In order to ensure such protection, the SCC reserves the right to enforce items such as occupancy, events being ticketed, and additional police and/or security personnel on site for any activity hosted within its facilities. The SCC also reserves the right to cancel any activity, before or in progress, if the security and safety of the building and/or its occupants are threatened.

Damage, Theft, and Vandalism

Those responsible for any acts of damage, theft, or vandalism to the SCC, will be subject to referral to the University's Dean of Students Office and/or the University of Miami Police Department.

Decorations

Users are not permitted to nail, tape, glue, or affix anything to the walls, columns, windows, doors, etc. inside or outside of the SCC. All decorations must be ground supported.

Alterations to any aspect of the Student Center Complex is not permitted without approval from the Executive Director of the Student Center Complex. Alteration to the permanent structure of the spaces, including walls, ceilings, columns, seating, floors, windows, fixtures, screens, and electricity is not permitted. Any damage will be charged to the group at the replacement/repair cost.

Digital Signage

The SC digital signage is primarily intended to inform visitors of events and activities held in the SCC or promote events sponsored by the SCC and/or Student Life Departments. It also offers an opportunity for University of Miami registered student organizations, campus departments, and the community to broadcast events or announcements in the SC. Events or announcements must be of interest to the greater campus community and must be open to the public or a broad segment of the campus community.

The SC digital signage was created as a resource for student groups to reach wider audiences. The cost for the use of the SC digital signs is free for student organizations. To utilize the SC digital signage the event needs to meet the following criteria:

- The event is being held in a Student Center Complex space.
- The event must be of interest to the greater campus community.
- The event must be open to the public or a broad segment of the campus community.
- SCC Communications must approve the signage content. Allow at least two (2) weeks for approval.

Campus departments and the community can utilize SC digital signage for events they are holding in the Student Center Complex. The cost for the use of the SC digital signs is free. To utilize the SSC digital signage the event needs to meet the following criteria:

- The event is being held in a Student Center Complex space.
- The event must be of interest to the greater campus community.
- The event must be open to the public or a broad segment of the campus community.

For additional information on digital signage requirements and submission forms visit the SCC website.

Directional Signs

Directional signs to help guests find their event location may only be placed by SCC staff in approved locations on the day of the event. These signs will be removed and discarded at the conclusion of the event. Signs that are not placed by SCC staff will be removed and become property of the SCC.

Freedom of Expression

In an 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 Plaza as a forum subject to the following interpretations:

- An individual student, staff, or faculty member may use the Rock Plaza, 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-scheduled (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 Plaza 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 Plaza on 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.

Food

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.

If a caterer requires use of the Served, a Served Kitchen Agreement must be signed by both the caterer and an SCC Staff Member upon arrival and departure.

Forms & Required Documents

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 Reservations Office two weeks before the event occurring.

Facility Use Agreement: all external, community events at the SCC require the review and completion of a Coral Gables Campus Facility Use Agreement. This document must be signed by the event's organizer and submitted back to the SCC Reservations Office.

Level 2 Background Check: In compliance with University of Miami policy, University hosted or sponsored events require at least one full time employee who has cleared a Level 2 background check through the University of Miami. The background screening must include a Level 2 background screening as defined by the State of Florida, which includes fingerprint checks through the Florida Department of Law Enforcement (FDLE) and the Federal Bureau of Investigation (FBI). Failure to comply with this requirement will result in the immediate termination of this Facilities Use Agreement and the forfeiture of any monies already paid to the University of Miami.

Liquor License: Before hosting events with alcohol, groups must get approval from the SCC Reservations Office. Per UM's Risk Management Policies, a liquor license will be required if alcohol is approved for the event. The vendor's liquor license must be on file with the SCC Reservations Office two weeks before the event occurring.

Solicitation Form: A SCC Solicitation Application is required for all student and non-student events with donations, sales, or petitions. The date of the application must be at least one-week prior to the event date.

Speaker & Performance Contract: All organizations that sponsor a performer (DJ, Band, Speaker, Entertainer) on campus must execute a formal contract agreement before the program can take place. Student organizations cannot sign contracts on behalf of UM or in any way represent that they are agents of or signing on behalf of the university. For details on the Performance Contract Policy and to access necessary documents please visit the Department of Student Activities and Student Organizations' website.

Fronting

Fronting consists of eligible campus-based users, student organizations or individuals reserving space in the SCC for another person or group. Hiding or concealing the identity of the true client due to non-eligibility for use of facilities, monetary exemptions, or the policies and mission of The University of Miami is not permitted.

Therefore, the following policies are to be followed, otherwise a reservation may be deemed as "fronting":

- Individual students and/or employees of the university may not reserve space for commercial purposes.
- Student organizations may not act as agents for university departments, off-campus persons or organizations in order to receive student organization rates for use of space.
- University departments may not act as agents for off-campus vendors or organizations to receive department rates for use of space.
- Student Organizations, University Departments and Non-University clients may not reserve space for individuals or organizations that are not directly involved with the event or the requesting organization.

Any student organization, university department, or non-university client that violates this policy is subject to sanctions, including paying for the space at the highest appropriate rental rate, or having the event cancelled.

Fundraising

A fundraiser is any attempt, by a registered student organization, to raise money for its own purposes, to support a program or event, or to benefit a charity. The fundraiser must be student-led and represent the initiative of students; acting independently of off-campus entities.

Registered student organizations must secure a reservation with the SCC Reservations Office and must secure approvals on a Certificate of Insurance & Solicitation Form.

In order for a retail operation to be considered part of a student organization fundraiser:

- A minimum of 20% per sale is to be donated back to the student organization
- The retail vendor has a maximum of two reservations per month as a fundraiser
 - The retail vendor fundraiser reservation is limited to one-day, every two-weeks
 - Any additional SCC reservations will be charged full community rates
- The student organization benefiting from the fundraising must be stationed at the table during the entire fundraiser; from start to finish
 - At this table, there must be a minimum of one active member, as defined by the organization's constitution. Preferably an e-board member

- The table must have a display and/or handouts explaining what the student organization is, contact information, and what the fundraiser is in support of
- At the point-of-sale there must be a flyer posted, that all can easily see, that has the:
 - Student organization name and/or logo
 - How much is getting donated from each sale
 - Contact information for the organization
 - What the funds raised will be used for

Failure to abide by these expectations may result in the reservation being considered a community event and will be charged the appropriate rate. The SCC Reservations team holds the right to refuse the presence of a retail vendor.

Hallways and Stairwells

In compliance with fire and safety codes, hallways and stairwells must be free and clear of unauthorized items and/or may not be obstructed by a person or persons for an extended period of time. An unauthorized item is defined as anything that is not permanent to the SCC. Easels, display boards or other items are not to be placed in hallways and stairwells without approval from SCC Reservations Office or SCC Operations Team.

Ice Machine – Served

As a convenience to the SCC's approved vendors, the ice machine is available upon request prior to an event. The ice machine can only be used and/or handled by the SCC's approved vendors. Students, student organizations, and other guests are not permitted to access the ice machine.

Inflatables

Inflatables may only be used in outdoor areas and in the SC Grand Ballroom, with approval, as other spaces are too small to provide proper clearance to walls, ceilings, and windows to allow safe use of inflatable.

Kornspan Study Lounge

The Scott & Susan Fleischner Kornspan Study Lounge is open 24 hours, 7 days a week during the fall and spring semesters during the academic year. During the summer hours are adjusted and reflected on the SCC website. This is a quiet study space where seating is on a first come, first served basis for University of Miami students. Students are not permitted to make noise that would degrade the academic integrity of the space. This means, conversations are to be kept at a low volume, talking on a cell phone is not permitted, etc. Furniture in the Kornspan Study Lounge is fixed and should not be moved. Only covered or enclosed beverages are permitted in designated areas of the study lounge.

Law School Student Organization Suite

The Law School Student Organization Suite is only for University of Miami Law School students with a valid Cane Card.

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.

If you hear the Thor Guard Lightning Prediction System activate as indicated by one long siren, 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. Three shorter sirens indicate an all clear and that it is safe to go back outside.

Loading zone

The loading zone is intended for the use of persons or companies delivering or picking up items in the SCC only. Parking is not permitted in the loading zone area without prior approval from the SCC Reservations Office where a temporary parking permit may be provided. Approved vehicles are not permitted to block in other vehicles, nor should they block any doors. Vehicles should be moved to a designated University parking location away from the loading zone when the loading or unloading is complete and if necessary, visitors must purchase a valid virtual permit using the Pay by Phone mobile application. The SCC is not responsible for any parking citations or towing charges vehicle owners may receive.

Lobbies and Common Areas

In an effort to maintain order and organization of the SCC's common areas, furniture may not be moved for personal or event use. Inquiries regarding furniture use in common spaces must go through the SCC Reservations Office. Tabling, or any instance that generates a crowd or line, in the Shalala Student Center lobby will not be permitted.

Logo, Name, and Seal – University of Miami and Student Center Complex



In accordance with the University of Miami Department of Web and Digital Communications and Marketing, all users must comply with the University's Visual Identity Policy. Please note that The University of Miami name, seal, and logo are registered marks owned by the University and therefore require approval by the Assistant Vice President for Auxiliary Services, or his or her designees, if intended be used in a way not outlined in the University's Visual Identity Policy.

In similar fashion, users may not use or print the Student Center Complex logo without prior approval from the SCC Reservations Office or the Executive Director of the Student Center Complex.

Lost and Found

The SCC maintains a Lost and Found service at the Information desks in the Shalala Center and University Center for items found in and around the SCC. Unclaimed items will be discarded after two (2) weeks from the date of receipt. Any item in the Lost and Found must be picked up by the owner.

The Student Center Complex is not responsible for items left in the building, and storage space is not available for materials or equipment used in association with an event. Such items are the sole responsibility of the student organization, University department, or user of the facility.

Minors

The SCC Reservations Office must approve events involving minors in conjunction with the University of Miami Risk Management Office. There must be at least one adult per 10 minors for the duration of the event.

Mobile Food and Retail Vehicles

Reservations that involve service from mobile food or retail vehicles are permitted and require two weeks advance notice with the SCC Reservations Office to determine an appropriate space for the vehicle to park. A Certificate of Insurance is required from the vendor to be submitted to the SCC Reservations Office. Mobile Food Vehicles must have a fire extinguisher for the vehicle (Class A.B.C rated) at the location. They must also have a fire extinguisher for the kitchen portion of the truck (Class K) at the location. Trash accumulated by the mobile vehicle is the responsibility of the vendor and must be disposed of in an orderly manner.

Motorized Vehicles

The use of motorized utility vehicles and carts (including, but not limited to: golf carts, work carts, ATVs) 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.

Peak Hours

The priority for space is for 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.

Photography & Recording

Professional photography or recording (filming or audio) in public areas of the SCC requires prior approval from the SCC Reservations Office.

Pool – University Center

The Whitten University Center (UC) Swimming Pool is an Olympic-sized outdoor pool located beside the Lakeside Patio. The UC Pool offers short-course lap lanes, low-board diving area, and of course a great deck for sunning, studying, or listening to music while enjoying the beautiful weather. A lifeguard will always be on surveillance when the pool or pool deck are in use. All users must abide by the following and rules and regulations:

- No talking or distracting lifeguards on duty
- No running, pushing or other dangerous actions on the pool deck
- No rollerblades, skateboards or bicycles allowed on the deck
- No profanity or vulgar actions

- Music from personal devices will be permitted only with headphones
- Only service animals may enter the deck but must be leashed and shall not enter the water
 - SCC Management may ask what service the animal provides prior to entrance into the pool area
- Appropriate swim attire must be worn at all times. Management reserves the right to ask patrons to change attire or leave the pool area if attire is deemed inappropriate.
 - Proper swim attire is defined as clothing that is designed for use in the water; specific items are listed below for reference. In addition, all swim wear must not indecently expose parts of the body, be transparent, or display obscene or offensive pictures and slogans. This list is not exhaustive, and management reserves the right to determine if swimwear is appropriate.
 - Not Allowed: Cotton material, Bathing suits that do not have proper coverage, Undergarments, and Jeans and clothing with grommets
- No glass containers on the pool deck
- Do not swallow the pool water
- Shower before entering the pool water
- No food or beverage in the pool with the exception of water
- Small snacks and non-alcoholic beverages in a sealable container are permitted on the pool deck
- Diving is only permitted in designated area
- No flips of any kind are allowed off the edge of the pool
- Do not sit, pull, or hang on the lane lines
- Any child under the age of 13 may not swim without adult supervision
- Children who are not potty trained must wear disposable swim diapers
- Patrons with open wounds, sores, or evidence of infectious diseases shall not enter the pool regardless if there is a dressing or band-aid covering said wound.
- The University Center is not responsible for lost or stolen items
- Management has the right to close the facility for safety reasons
 - Management may close the pool for reasons such as but are not limited to lightning, lack of chlorine in water, accidental fecal matter release, etc.
- Diving Board Rules:
 - No more than one person on the diving board at a time
 - No more than one bounce on the diving board
 - No backflips or "trick dives" off the diving board
 - No goggles or masks on diving board
 - No swimming under the diving board

- No diving from side of the board
- Swim immediately to side of pool after diving

Posting Policy

The SCC Reservations Office must approve all forms of advertising, including paper flyers and A-frames. Only one paper flyer per event may be hung at a time and may only be posted by SCC Information Desk Staff. To obtain advertising permission, please visit the UC Information Desk.

To access the SCC Solicitation Form and to review UM's Solicitation Policy, please visit the "Event Essentials" section of the SCC website via www.miami.edu/scc.

Placing flyers or other literature in and around the SCC is not permitted. This includes taping to handrails, walls, floors, sidewalks, bathroom stalls, and windows, leaving them on tables or in the lounges, etc. Spray chalk or sidewalk chalk is not permitted in or around the SCC.

Non-student or UM organizations may purchase flyer space if approved by the SCC Reservations Office.

Rain, Wind, and Back up Rain Locations

Due to the limited amount of space, in the case of rain, the SCC will do their best to work with you to try to accommodate your event on the day of the event only.

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, winds, and tornados comes from monitoring local weather stations and the weather alert system provided by Miami-Dade County.

Recreational Equipment

Wheeled vehicles (with the exception of wheelchairs and motorized accessibility equipment) including, but not limited to, skateboards, in-line skates, bicycles, electric scooters are not permitted inside the Shalala Student Center, inside the University Center, or on the Lakeside Patio & Stage. Wheeled vehicles may not be locked or left along railings, inside the SC or UC, or along accessible ramps. All wheeled vehicles must be secured at designated bicycle racks.

Sales

The SCC Reservations Office requires at least two (2) week advance notice for events that will conduct sales for products or services. This includes selling tickets, selling raffle tickets, lotteries, or other games of chance. The SCC Reservations Office and Risk Management reserve the right to deny the sale of products or services that compete with established University operations.

Smoking

In accordance with University of Miami policy, the Coral Gables Campus is a smoke free environment; smoking is prohibited. This includes all areas surrounding the SCC as well as inside the SCC. "Smoking"

includes inhaling, exhaling, burning, or carrying any lighted cigarette or electronic cigarette, cigar, pipe or other

such device which contains tobacco or other smoke producing products. Those who violate this University policy will be referred to the Dean of Students Office and are subject to disciplinary action.

Solicitation

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.

An SCC Solicitation Application is required for all student and non-student events with donations, sales, or petitions. This is not a reservation contract. The date of the application must be at least one-week prior to the event date. Solicitation is permitted only in the spaces as designated by the Student Center Complex.

Solicitation on the University premise is not permitted except under the rules set forth in the University of Miami Solicitation Policy. The University may, at its discretion, deny a request for solicitation or rescind approved solicitation at any time. Due regard for the safety, health and welfare of students and the order of all campus operations are among the valid concerns to be exercised when a request for solicitation is made.

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. 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.

Storage

The SCC does not provide storage of event materials and/or equipment. The SCC is not responsible for any lost or damaged event materials and/or equipment when left unattended.

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 an SCC Preferred Vendor. 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 needs on your reservation request.

Vendors - Preferred SCC Vendors

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. Clients

may also make arrangements with a vendor that is not on the SCC's Preferred Vendor list. If clients do not use a vendor from the preferred vendor list, they must receive approval from the SCC Reservations Office. All reservations must include information about anticipated vendor services.

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

VIOLATIONS

Failure to comply with any policies or guidelines outlined in this policy manual and/or any requests by Student Center Complex staff may result in action by the staff to deny privileges, refer to proper authorities, and/or assess appropriate charges.

CONTACT INFORMATION

305-284-4351 | SCCreservations@miami.edu | <http://www.miami.edu/sccreservations>

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