



AZTEC
STUDENT UNION



AZTEC STUDENT UNION BUILDING USE GUIDELINES

LAST UPDATED: DECEMBER 2013

Table of Contents

I. Introduction, Mission Statement, and Definition of Terms

A. Introduction and Definition of Aztec Student Union	P.1
B. Aztec Student Union Mission Statement	P. 1
C. Definition of Terms and Abbreviations	P. 1

II. Hours of Operation

A. Academic Year	P. 2
B. Summer and Breaks	P. 2
C. Holidays	P. 2
D. Overtime	P. 2
E. Emergency Closures	P. 3

III. Reserveable Spaces

A. Event Spaces	P. 3
B. Event Support Spaces	P. 3
C. Meeting Rooms	P. 3
D. Outdoor Spaces/Courtyards/Patios	P. 4
E. Lounges	P. 4
F. Aztec Lanes	P. 4
G. Aztec Recreation Center (ARC) Express	P. 4
H. Center for Intercultural Relations	P. 5
I. Center for Leadership and Service	P. 5
J. Student Life & Leadership	P. 5
K. Aztec Shops Facilities	P. 5
L. Retail Facilities	P. 5

IV. Reservation Policies

A. Priority Policies	P. 5
B. Quantities of Reservations	P. 6
C. Reservation Times	P. 6
D. Reservation Statuses	P. 7
E. Late Changes, Cancelations, and No Shows	P. 8
F. Student Organization Regular Meetings	P. 8
G. Student Organization Events	P. 9
H. Associated Students Boards, Committees, and College Councils Weekly Meetings	P. 10
I. Associated Student Boards, Committees, and College Councils Events	P. 11
J. Associated Students Department Events	P. 11
K. University Events	P. 12
L. Off Campus Events	P. 12
M. Wait List Holds	P. 12
N. Rain Holds	P. 13

V. General Usage Guidelines

A. Alcohol	P. 13
B. Audio Visual Equipment	P. 14
C. Aztec Student Union Personnel	P. 14
D. Custodial Services and Excessive Cleaning	P. 14
E. Copyright Laws	P. 14
F. Damages	P. 14

V. General Usage Guidelines (Continued)

G. Dances	P. 15
H. Decorations, Open Flames, and Prohibited Items	P. 15
I. Digital Signage	P. 16
J. Exhibits	P. 16
K. First Aid	P. 17
L. Food/Beverage Policy	P. 17
M. Hand Carts and Dollies	P. 17
N. Information Technology	P. 17
O. Insurance and Liability	P. 17
P. Marketing and Promotions/Publicity	P. 17
Q. Merchandise Sales	P. 18
R. Parking	P. 18
S. Payments	P. 18
T. Performance and Rehearsal Space	P. 19
U. Potlucks	P. 19
V. Program Equipment	P. 19
W. Security	P. 19
X. Set-up Configurations	P. 20
Y. Subcontracted Personnel and Services	P. 20
Z. Tabling and Outdoor Space Furniture Rentals.....	P. 20
AA. Ticketing	P. 21

VI. Building Guidelines

A. Accessible Facilities and Services	P. 21
B. Animals	P. 21
C. Banners and Signs	P. 22
D. Bare Feet	P. 22
E. Bicycles, Skateboards, Skates, Roller Blades, Motor Scooters, Motorbikes, and Motorcycles	P. 22
F. Building Tours	P. 22
G. Bulletin Boards	P. 22
H. Camping	P. 23
I. Chalking	P. 23
J. Dress Code	P. 23

VII. Building Guidelines (Continued)

K. Film Shoots	P. 23
L. Foot Washing Stations	P. 23
M. Freedom of Expression	P. 23
N. Hazardous Materials	P. 24
O. Keys and Swipe Access	P. 24
P. Lactation Room	P. 24
Q. Loitering	P. 24
R. Lost and Found	P. 24
S. Occupancy	P. 25
T. Panhandling	P. 25
U. Parking, Deliveries, and Storage	P. 25
V. Public Address System	P. 25
W. Smoking and Tobacco Products	P. 26
X. Solicitations	P. 26

Y. Sound Amplification P. 26
Z. Venue/Crowd Management P. 28

VIII. Campus Guidelines

A. Regulations for use of San Diego State Buildings and Grounds P. 27
B. Local, State, and Federal Law P. 27
C. Leadership in Energy and Environmental Design (LEED) P. 28

IX. Exceptions, Appeals, and Waivers

A. Priority Policy Requests P. 28
B. Priority Policy Appeals P. 29

X. Contact Information

A. Aztec Student Union Management P. 29
B. Associated Students of San Diego State University P. 29
C. Aztec Recreation P. 29
D. Department of Intercultural Relations P. 30
E. Department of Student Life and Leadership P. 30
F. Aztec Shops, Ltd. P. 30

I. Introduction and Definition of Terms

A. Introduction to the Aztec Student Union

University-affiliated groups and unaffiliated groups have full responsibility and are accountable for the events or activities held in Aztec Student Union facilities under their sponsorship. In making its facilities available for use under this policy to persons or groups other than University administrative units, the Aztec Student Union, Associated Students, and San Diego State University assumes no obligation or responsibility for the activities of the person or group. Further, the Aztec Student Union reminds all users to be aware of and comply with all applicable laws, including those concerning safety, libel, slander, defamation, and obscenity.

The policies located herein provide information regarding the appropriate use of the Aztec Student Union facilities. These policies exist to facilitate the fair and safe use of the facilities. All activities' and facility users shall abide by these policies, all published San Diego State University policies, as well as local, state, and federal laws. Failure to comply with these policies, causing damage to Aztec Student Union property, or conducting activities that infringe on the rights of others, may result in the cancelation of the activity, loss of reservation privileges, additional charges and/or referral to other campus agencies for appropriate action.

The Aztec Student Union Programs and Services reserve the right to change room assignments if necessary to fulfill our obligation of servicing the greatest number of customers. The Aztec Student Union Programs and Services also reserve the right to cancel any activity, before or in progress, if the security and safety of the building and/or its occupants are threatened. This would also include unexpected circumstances such as utility interruptions, campus emergencies, and threat of imminent danger or acts of god. SDSU Public Safety and/or Environmental Health & Safety may also suspend, cancel or close any activities if they deem appropriate. For all activities, sponsoring organizations are held responsible for the conduct of those attending the activity. Aztec Student Union personnel will work with the designated person(s) to seek responsible action, but retains ultimate authority if activities are not being conducted in accordance with Aztec Student Union, Associated Students, and San Diego State University standards.

The Aztec Student Union reserves the right to change these guidelines, policies and forms at any time. Questions and appeals of sanctions may be presented in writing to the office of the Aztec Student Union Programs and Services.

B. Aztec Student Union Mission Statement

Developed in July 2012, the mission of the Aztec Student Union is:

"To support the mission of Associated Students of San Diego State University, the Aztec Student Union serves as the campus community center. We enrich the SDSU experience through our welcoming facilities, diverse high quality programs, and our commitment to excellent customer service."

C. Definition of Abbreviated Terms

1. ADA - Americans with Disabilities Act

2. AED - Automated External Defibrillator
3. ARC - Aztec Recreation Center
4. A.S. - Associated Students of San Diego State University
5. A.S. Student Group - Classification made up of groups such as A.S. Boards, Committees, Commissions, Sports Clubs, and/or College Councils
6. ASUB - Aztec Student Union Board
7. EAS - Event Approval System
8. EH&S - Department of Environmental Health and Safety
9. Fall Semester - Period of time from the first day of Fall Semester to the last day of the Winter Break
10. LEED - Leadership in Energy and Environmental Design
11. Red ID - Student Identification Card
12. Reservation - A single booking of any Meeting Room, Program Space, and/or Outdoor Space/Courtyard/Patio
13. RSO - Recognized Student Organization Database through Student Life & Leadership
14. San Diego State University Commencement Ceremonies - Ceremonies officially recognized by the President's Office
15. SDSU - San Diego State University
16. SLL - Student Life & Leadership
17. Spring Semester - Period of time from the first day of Spring Semester to the last day of Summer Break.
18. Student Organization High School Conferences - Annual High School Conference sponsored by the Department of Intercultural Relations
19. UIC - University Information Center

II. Hours of Operation

A. Academic Year

During the periods of the Academic Semesters for SDSU, the Aztec Student Union's Hours of Operation are:

Monday - Saturday: 8:00am - 10:00pm
 Sunday: 12:00pm - 10:00pm

B. Summer and Breaks

During the periods of Summer and Breaks in between Academic Semesters for SDSU, the Aztec Student Union's Hours of Operation are:

Monday - Friday: 8:00am - 6:00pm
 Saturday & Sunday: Closed

C. Holidays

The Aztec Student Union will be closed for all recognized Holidays as determined by the annual SDSU Academic/Holiday Calendar. The Aztec Student Union may adjust its Hours of Operation for all dates surrounding these recognized Holidays.

D. Overtime

Customer is responsible for all Overtime Expenses for use of facilities outside of normal Hours of Operation. A Cost Recovery Fee for Overtime will be assessed for a period of

one hour before load-in and/or one hour after load out dependent upon schedule. Overtime needs must be communicated 14 days prior to events in order to determine staffing. Overtime is subject to availability. Please contact your Union Programs & Services representative for specific information.

E. Emergency Closures

The Aztec Student Union will close its facilities during times of emergency and/or unforeseen circumstances. The facilities would also close in compliance with any larger directive made by campus, local, city, and/or federal officials. The Aztec Student Union staff will make all possible accommodations to re-schedule any programs displaced by such emergency circumstances.

III. Reserveable Spaces

A. Event Spaces

The Aztec Student Union defines the term “Event Space” as those locations specifically available for event use only. These locations may not be routinely occurring activities such as student organization regular meetings. Defined “Cost Recovery” (based upon allocated hours) will be assessed in these spaces.

The Event Spaces for the Aztec Student Union are:

1. Council Chambers
2. Montezuma Hall
3. Montezuma Lounge* (See Section E. Lounges)
4. Scripps Cottage
5. Templo Mayor
6. Theatre

B. Event Support Spaces

The Aztec Student Union defines the term “Event Support Space” as those locations that are not reserveable for any type of individual or routinely occurring activities such as regular meetings and/or programs. These locations may only be used in conjunction with the use of an Event Space. All direct costs including those for labor, storage of furniture (if applicable), and cleaning will be assessed in these spaces.

The Event Support Spaces for the Aztec Student Union are:

1. Council Chambers Lounge
2. Montezuma Hall Green Room
3. Scripps Patio
4. Theatre Green Room

C. Meeting Rooms

The Aztec Student Union defines the term “Meeting Room” as those locations that are available for event use as well as routinely occurring activities such as regular meetings

and/or programs. Defined rental rates (based upon allocated hours) will be assessed in these rooms.

The Meeting Rooms for the Aztec Student Union are:

1. Aztlan
2. Legacy Suite
3. Metzli
4. Park Boulevard
5. Presidential Suite
6. Pride Suite
7. State Suite
8. Tehuanco
9. Visionary Suite

D. Outdoor Spaces/Courtyards/Patios

The Aztec Student Union defines the term “Outdoor Space/Courtyard/Patio” as those locations specifically available for event use only. These locations may not be reserved for routinely occurring activities such as regular meetings and/or programs. All direct costs including those for labor, storage of furniture (if applicable), and cleaning will be assessed in these spaces.

The Outdoor Spaces/ Courtyards/ Patios for the Aztec Student Union are:

1. Entry Courtyard
2. Goldberg Courtyard
3. 1st Floor West Arcade
4. North Grand Entry
5. Roof Terrace Patio

E. Lounges

The Aztec Student Union offers two distinct Lounge Areas. The Harvey J. Goodfriend Lounge located on floor 3 is available for informal use only. This Lounge may not be reserved for private functions. Montezuma Lounge located on floor 2 is associated with both Montezuma Hall and/or the Theatre. This Lounge is available for informal use when programs are and are not occurring inside Montezuma Hall and/or the Theatre. As an Event Space, Montezuma Lounge can be reserved for exclusive use either individually or as a combined reservation with either Montezuma Hall and/or the Theatre for an additional cost recovery fee.

F. Aztec Lanes

Located on floor 1 of the Aztec Student Union, Aztec Lanes is a bowling and games center that is managed by Aztec Recreation. For more information, please refer to “Section X - Contact Information” for complete information regarding “Aztec Recreation.”

G. ARC Express

Located on floor 3 of the Aztec Student Union, ARC Express is a satellite Fitness Center that is managed by Aztec Recreation. For more information, please refer to “Section X - Contact Information” for complete information regarding “Aztec Recreation.”

H. Center for Intercultural Relations

Located on floor 2 of the Aztec Student Union, the Center for Intercultural Relations is a cultural resource center managed by the Department of Intercultural Relations. For more information, please refer to “Section X - Contact Information” for complete information regarding “Department of Intercultural Relations.”

I. Center for Leadership and Service

Located on floor 2 of the Aztec Student Union, the Center for Leadership and Service are spaces for collaboration both academically and for campus involvement. This area is managed by the Department of Student Life & Leadership. For more information, please refer to “Section X - Contact Information” for complete information regarding “Department of Student Life & Leadership.”

J. Student Life & Leadership

Located on floor 2 of the Aztec Student Union, Student Life & Leadership is a space for collaboration both academically and for campus involvement. This area is managed by the Department of Student Life & Leadership. For more information, please refer to “Section X - Contact Information” for complete information regarding “Department of Student Life and Leadership.”

K. Aztec Shops Facilities

Located on floor 1 of the Aztec Student Union, Aztec Shops Ltd. manages five distinct food offering experiences. They include Starbucks, Oggi's, Aztec Market, Chipotle, and The Habit. For more information, please refer to “Section X - Contact Information” for complete information regarding “Aztec Shops Ltd.”

L. Retail Facilities

Located on floor 1 of the Aztec Student Union, the Aztec Student Union leases two additional retail spaces that will service the needs of the students of SDSU. They include California Coast Credit Union and one still to be determined. For more information, please refer to “Section X - Contact Information” for complete information regarding “Aztec Student Union Management.”

IV. Reservation Policies

A. Priority Policies

The Reservation Priority is determined in the following order and allows organizations to reserve space no earlier than the period indicated. All requests may only be submitted for the exact day of their event.

Organizations and/or Events that can reserve 2 Years in Advance:

1. A.S. Student Groups

2. A.S. Departments
3. Explore SDSU
4. New Student and Parent Orientations
5. San Diego State University Commencement Ceremonies

Organizations and/or Events that can reserve 1 Year in Advance:

1. Recognized SDSU Student Organizations

Organizations and/or Events that can reserve 5 Months in Advance:

1. University Departments

Organizations and/or Events that can reserve 3 Months in Advance:

1. Off Campus Organizations

B. Quantities of Reservations

In order to maximize room availability and to serve the greatest number of Student Organizations and University Departments, the Aztec Student Union only allows a maximum of 3 Current Reservations per semester.

The following are the only customers and/or specific programs who have an exception to the 3 Current Reservations per semester policy:

1. A.S. Student Groups
2. A.S. Departments
3. New Student and Parent Orientations and Family Weekend
3. San Diego State University Commencement Ceremonies
4. SDSU Convocation and Explore SDSU
5. Student Organization High School Conferences
6. Student Organization Regular Meetings

C. Reservation Times

Aztec Student Union bookings come with four distinct reservation times. They are:

1. Reservation Start Time: This is the time reserved internally by the facility to properly set-up for the program. This may on occasion be the same time in which clients will be granted access for their load-in. On those occasions when these times are different, client access will be designated on the "Activities" section of the reservation agreement.

2. Event Start Time: This is the time in which the program would actually begin. This may on occasion be the same time in which doors open for your guests. On those occasions when these

times are different, doors opening will be designated on the “Activities” section of the reservation agreement.

3. Event End Time: This is the time in which the program would actually end.

4. Reservation End Time: This is the time reserved internally by the facility to properly clean-up from the program. This may on occasion be the same time in which clients will be granted additional time for their load-out. On those occasions when these times are different, client load-out will be designated on the “Activities” section of the reservation agreement.

D. Reservation Statuses

The Aztec Student Union has nine distinct types of Reservation Statuses. They are:

1. “Cancelled” reservations mean that programs are no longer occurring for a certain reason. A status of “Cancelled” means that facility holds for such programs have been released.

2. “Confirmed” reservations mean that all terms and conditions and program details have been finalized between Aztec Student Union Programs and Services personnel and the client. A status of “Confirmed” means your reservation is ready to occur and you can proceed with hosting your event.

3. “ASUB Board Approval” reservations mean that your request to reserve either multiple dates and/or duration of time in advance has violated Aztec Student Union Programs and Services Reservation Policies. A status of “ASUB Board Approval” means that the outcome of your request will be determined at the next upcoming Operations Subcommittee Meeting of the Aztec Student Union Board.

4. “No Show” reservations mean that no one arrived within 30 minutes of the reservation Event Start Time for any reservation, including Program Spaces, Meeting Rooms, Outdoor Spaces/Courtyards/Patios, and/or Tabling. Guidelines for No Shows at the Aztec Student Union go into effect when this status type occurs.

5. “Student Organization Not Recognized” reservations mean student organization has not officially completed the campus’ recognition status through the office of Student Life & Leadership. A status of “Student Organization Not Recognized” means that all reservations may be suspended and/or canceled dependent upon deadline set by Aztec Student Union Programs and Services to complete this process.

6. “Confirmed Student Org. Meeting” reservations mean student organizations have arranged for regularly scheduled meetings to be held throughout the academic semesters. A status of “Confirmed Student Org. Meeting” is unique because it follows an additional set of policies and procedures.

7. “Tentative” reservations mean that either none or limited negotiations have begun between Aztec Student Union Programs and Services personnel and the client. A status of “Tentative” means that merely a facility hold has been placed for your program until all negotiations have been finalized.

8. “Wait List” reservations mean that presently another client has the facility hold on the date and space you are requesting. A status of “Wait List” means that if the facility hold held by a previous reservation is released, your reservation request will upgrade to the status of “Tentative.”

9. “Web Request” reservations mean that an on-line request was submitted to Aztec Student Union Programs and Services for one of the Aztec Student Union facilities. A status of “Web

Request” means that if the facility request is accepted and processed by Aztec Student Union Programs and Services, then your reservation will upgrade to the status of “Tentative.”

E. Late Changes, Cancelations, and No Shows

In order to ensure that all rooms remain available to the maximum amount of users and also to minimize the amount of potential lost revenue, the Aztec Student Union imposes guidelines regarding late changes, cancelation of, and/or no shows for all meeting rooms, program spaces, and/or outdoor spaces/courtyards/patios. Also, Aztec Student Union Programs and Services reserve the right to change room assignments if necessary to fulfill our obligation of servicing the greatest number of customers.

Guidelines for Late Changes at the Aztec Student Union include:

1. All Changes inside 10 Business Days will be accepted on an as available basis due to staffing and other deadlines for expenses.
2. All Changes, including event times, room configurations, program equipment, and/or audio-visual equipment etc. requested inside 48 Hours in advance for all Program Spaces, Meeting Rooms, Outdoor Spaces/Courtyards/Patios, and Tabling will be considered “Late” and would be accepted on an as available basis.

Guidelines for Cancelations at the Aztec Student Union include:

1. All Cancelations for Program Spaces, Meeting Rooms, Outdoor Spaces/Courtyards/Patios, and Tabling will need to occur a minimum of 48 Hours in advance.
2. All Cancelations for all Meeting Rooms and Tabling that occur within 48 Hours in advance and have no costs associated with them will be considered as a “No Show.” Please refer to Guidelines for No Shows at the Aztec Student Union below for complete information regarding No Shows.

Guidelines for No Shows at the Aztec Student Union include:

1. Any reservation, including Program Spaces, Meeting Rooms, Outdoor Spaces/Courtyards/Patios, and/or Tabling will be considered as a “No Show” if no one arrives within 30 minutes of the reservation Event Start Time.
2. First offense for a No Show will be issued as a Verbal Warning.
3. Second offense for a No Show will be issued as a Written Warning.
4. Third offense will result in a suspension of Aztec Student Union reservation privileges for a period of 4 months or 1 academic semester. All previously scheduled reservations will be canceled in compliance with this policy.

F. Student Organization Regular Meetings

The Aztec Student Union offers as a no cost service the ability for student organizations to host regularly occurring meetings during the academic semesters in all meeting rooms. Aztec Student Union Programs and Services hosts an annual lottery system to ensure that all organizations have an equal opportunity to obtain the day and time they prefer.

Guidelines for Student Organization Regular Meetings at the Aztec Student Union include:

1. Each organization will have the opportunity to request any meeting room for a maximum of 2 Hours per week throughout the academic semester.
2. Organizations have the option to request weekly, every other week, and/or monthly meetings based upon their needs.
3. Each request would be required to meet on the same day, at the same time, and in the same location throughout the semester.
4. Regular Meetings are not available during non-Hours of Operations, Academic Finals, and/or Holidays. Under this agreement, there is no opportunity for organizations to make-up for missed dates throughout the academic semester.
5. Configuration options for rooms are to be pre-determined by Aztec Student Union Programs and Services based upon estimated attendance. No custom room configurations will be available for Regular Meetings.
6. Meeting support audio-visual equipment will be available for use by organizations in all rooms for no additional costs.
7. The use of performance equipment such as musical instruments, portable public address systems, and/or theatrical equipment will be prohibited for use during Regular Meetings.
8. One of the top five Principal Members of the Student Organization may submit a request for their organization to participate in the annual lottery held in April by Aztec Student Union Programs and Services for the following academic school year. The results of that lottery and room assignments are processed and distributed to those organizations in May.
9. Student Organizations must submit their annual recognition status with SLL by August 31st to retain any reservations at the Aztec Student Union. Student Organizations must be officially recognized with SLL by September 30th, or all reservations at the Aztec Student Union will be canceled.
10. One of the top five Principal Members of the Student Organization must complete an officially signed contract associated with their Regular Meetings no later than 48 Hours in advance of the date of their first meeting to become Confirmed Student Org. Meeting.
11. Content of meeting must comply with focus towards current members only. Items such as outside promotion, paid speakers, merchandising, fundraising, and/or food sales etc. would cause the meeting to be reclassified as a "Student Organization Event" and will include all applicable guidelines as such.

G. Student Organization Events

The Aztec Student Union offers the ability for student organizations to host special events in any meeting room, program space, and outdoor space/courtyard/patio location.

Guidelines for Student Organization Events at the Aztec Student Union include:

1. All requests must be made a minimum of 3 Weeks in advance of event date to Aztec Student Union Programs and Services by one of the top five Principal Members of the Student Organization.

2. One of the top five Principal Members from Student Organization will work with Aztec Student Union Programs and Services to receive a cost estimate for all goods and services associated with their program.
3. Student Organization must submit an EAS request through SLL a minimum of 14 Days in advance for possible consideration. Along with completing all Aztec Student Union Programs and Services responsibilities, EAS must have a status of "Approved" no later than 48 Hours in advance of the date of the special event to become confirmed.
4. Student Organizations will receive (1) complimentary ½ day Event Space reservation per semester. Student Organizations will receive (2) complimentary ½ day Meeting Room reservations per semester.
5. Only certain pieces of program and/or audio-visual equipment will be available for use during events by Student Organizations for no additional costs.
6. Student Organizations must complete an officially signed contract and pre-pay for all expenses associated with their event by 10 Days in advance of the date of the special event to become confirmed.

H. A.S. Student Groups Regular Meetings

The Aztec Student Union offers the ability for A.S. Student Groups to host regularly scheduled meetings during the academic semesters in all meeting room locations and certain program spaces (Council Chambers).

Guidelines for A.S. Student Groups at the Aztec Student Union include:

1. Each A.S. Student Groups will have the opportunity to request any meeting room and/or certain program spaces (Council Chambers) for a maximum of 2 Hours per week throughout the academic semester.
2. A.S. Student Groups may have the option to request weekly, every other week, and/or monthly meetings based upon their needs.
3. Each request would be required to meet on the same day, at the same time, in the same location throughout the semester.
4. Regular Meetings are not available during non-Hours of Operations, Academic Finals, and/or Holidays. Under this agreement, there is no opportunity for A.S. Student Groups to make-up for missed dates throughout the academic semester.
5. Configuration options for rooms to be pre-determined by Aztec Student Union Programs and Services based upon estimated attendance. No custom room configurations will be available for Regular Meetings.
6. Meeting support audio-visual equipment to be available for use by A.S. Student Groups in all rooms for no additional costs.
7. The use of performance equipment such as musical instruments, public address systems, and/or theatrical equipment will be prohibited for use during Regular Meetings.
8. One of the top five Principal Members and/or their advisor must submit their request in April to Aztec Student Union Programs and Services for the following academic school year. Room assignments are processed and distributed to that A.S. Student Groups in May.

9. Each Academic Year, all A.S. Student Groups must submit an updated officer list to their respective advisor. This information will be entered in the RSO Database with SLL to officially recognize them as an organization. This information will determine the top five Principal Members which will be allowed to submit reservations with Aztec Student Union Programs and Services.

I. A.S. Student Groups Events

The Aztec Student Union offers the ability for A.S. Student Groups to host special events in any meeting room, program space, and outdoor space/courtyard/patio location.

Guidelines for A.S. Student Groups at the Aztec Student Union include:

1. All requests must be made a minimum of 3 Weeks in advance of event date to Aztec Student Union Programs and Services from one of the top five Principal Members from A.S. Student Groups.
2. One of the top five Principal Members from A.S. Student Groups will work with Aztec Student Union Programs and Services to receive a cost estimate for all goods and services associated with their program.
3. Representative from A.S. Student Groups must submit an EAS request through SLL a minimum of 14 Days in advance for possible consideration. Along with completing all Aztec Student Union Programs and Services responsibilities, EAS must have a status of "Approved" no later than 48 Hours in advance of the date of the special event to become confirmed.
4. A.S. Student Groups will receive (1) complimentary ½ day Event Space reservation per semester. Student Organizations will receive (2) complimentary ½ day Meeting Room reservations per semester.
5. Only certain pieces of program and/or audio-visual equipment will be available for use during events by A.S. Student Groups for no additional costs.
6. Representative from A.S. Student Groups must complete an officially signed contract and provide proper re-charge account information or pre-pay for all expenses associated with their event by 10 Days in advance of the date of the special event to become confirmed.

J. A.S. Department Events

The Aztec Student Union offers the ability for A.S. Departments to host special events in any meeting room, program space, and outdoor space/courtyard/patio location.

Guidelines for A.S. Department Events at the Aztec Student Union include:

1. All requests must be made a minimum of 3 Weeks in advance of event date to Aztec Student Union Programs and Services.
2. Representative from A.S. Department will work with Aztec Student Union Programs and Services to receive a cost estimate for all goods and services associated with their program.
3. Only certain pieces of program and/or audio-visual equipment will be available for use during events by A.S. Departments for no additional costs.
4. Representative from A.S. Department must complete an officially signed contract and provide proper re-charge account information for all expenses associated with their event by 10 Days in advance of the date of the special event to become confirmed.

K. University Events

The Aztec Student Union offers the ability for university departments to host special events in any meeting room, program space, and outdoor space/courtyard/patio location.

Guidelines for University Events at the Aztec Student Union include:

1. All requests must be made a minimum of 3 Weeks in advance of event date to Aztec Student Union Programs and Services.
2. University Department representative will work with Aztec Student Union Programs and Services to receive a cost estimate for all goods and services associated with their program.
3. An official SDSU and/or Research Foundation Purchase Order along with a signed contract must be received by a minimum of 10 Days in advance of the date of the special event to become confirmed.

L. Off Campus Events

The Aztec Student Union offers the ability for off campus clients to host special events in any meeting room, program space, and outdoor space/courtyard/patio location.

Guidelines for Off Campus Events at the Aztec Student Union include:

1. All requests must be made a minimum of 3 Weeks in advance of event date to Aztec Student Union Programs and Services.
2. Off campus representative will work with Aztec Student Union Programs and Services to receive a cost estimate for all goods and services associated with their program.
3. A non-refundable security deposit of all fixed costs associated with their program must be made within 10 Days of request being submitted. The remaining unpaid balance including all variable costs must be paid by a minimum of 10 Days in advance of the date of the special event to become confirmed.
4. Off campus clients will be required to provide Proof of Liability Insurance to rent facilities at the Aztec Student Union. Please refer to "Section V - General Usage Guidelines" for complete information regarding "Insurance and Liability."
5. Off Campus clients may work directly with other service units on the SDSU Campus as needed. A Cost Recovery Fee for Event Coordination will be added if Aztec Student Union Programs and Services representative needs to coordinate these arrangements. Please contact your Union Programs & Services representative for specific information.

M. Wait List Holds

The Aztec Student Union offers the ability for all clients to place Wait List Holds on any meeting room, program space, and outdoor space/courtyard/patio location that may already be reserved by another client.

Guidelines for Wait List Holds at the Aztec Student Union include:

1. All requests must be made a minimum of 3 Weeks in advance of event date to Aztec Student Union Programs and Services.
2. Wait List Holds are completely a courtesy service. They by no means entitle and/or ensure that your event will occur.
3. All requests made must comply with all guidelines set forth by type of request in terms of Student Organization, A.S. Student Group, A.S. Department, University, and/or Off Campus.
4. All Wait List Holds will be removed as soon any type of official notification of confirmation occurs. This includes submission of any type of signed contracts and/or pre-payments.
5. Aztec Student Union Programs and Services will notify any client of the removal of any Wait List Hold after it occurs.

N. Rain Holds

The Aztec Student Union offers the ability for all clients to place Rain Holds on any meeting room and/or program space if there is a weather concern regarding any outdoor location.

Guidelines for Rain Holds at the Aztec Student Union include:

1. All requests must be made a minimum of 3 Weeks in advance of event date to Aztec Student Union Programs and Services.
2. Rain Holds serve the sole purpose of a weather contingency plan.
3. Rain Holds that are released a minimum of 30 days in advance of the event date can do so with no penalty.
4. Rain Holds that are released inside 30 days in advance of the event date will be assessed a cost recovery fee for Rain Holds. Please contact your Union Programs & Services representative for specific information.
5. All requests made must comply with all guidelines set forth by type of request in terms of Student Organization, A.S. Student Group, A.S. Department, University, and/or Off Campus.
6. For those occasions in which Rain Holds are used, client would only be responsible for actual event costs and would not be assessed additional Cost Recovery for Rain Holds.

V. General Usage Guidelines

A. Alcohol

The Aztec Student Union and its' facilities strictly abide by the campus' policies for the sale, service, and consumption of alcohol. In compliance with these policies, Aztec Shops Ltd. has the first right of refusal for serving and the sale of beer and wine. Distilled liquor is permitted on the University property only when served by Aztec Shops Ltd. as part of an approved catered event. A completed Alcohol Approval Request Form (AARF) must be submitted to Aztec Student Union Programs and Services 4 Weeks prior to the date of your event. Please refer to "Campus Guidelines" in this document for specific information regarding "Alcohol Sale, Service, or Consumption."

B. Audio-Visual Equipment

The Aztec Student Union provides basic “Instructional Media” such as LED Monitors, LCD Projectors, Screens, Audio Systems, Laptop Computers, and Blu-Ray/DVD/VCR Players. The Aztec Student Union has an existing inventory of these items to support all of their locations. Some pieces of audio-visual equipment may be used for no additional costs while other specialty items may be used for an additional rental cost. Please contact your Union Programs & Services representative for specific information. Client would be responsible for all additional charges incurred for audio-visual rentals for those items that cannot be provided by the Aztec Student Union’s existing inventory.

C. Aztec Student Union Personnel

The Aztec Student Union may require and can arrange for internal personnel to support any program at their facilities. This includes Audio-Visual, Operations, Event Coordination, and/or Event Support Personnel. Some personnel may be scheduled to assist with your event for no additional costs while other personnel may be required by the facility as an additional labor cost of the client. Please contact your Union Programs & Services representative for specific information. All Aztec Student Union Personnel requests must be arranged a minimum of 14 Days in advance of your event.

D. Custodial Services and Excessive Cleaning

The Aztec Student Union provides Custodial Personnel to perform basic cleaning services in both the public and private areas of our facilities. Cost Recovery for Excessive Cleaning may be assessed if the facility and/or its contents are left in a manner other than how it was provided to the customer. The customer is responsible for reasonable clean-up of the facility after use of food, beverages, and/or other materials. Cost Recovery for Excessive Cleaning may be assessed by Aztec Student Union Programs and Services in advance of the event if extra cleaning or maintenance is anticipated. Items requiring excessive cleaning, maintenance, or posing a risk are prohibited. All items must be removed at the conclusion of the event to avoid fees. The Aztec Student Union reserves the right to recharge all expenses to the client for all cleaning situations deemed as being excessive. Please contact your Union Programs & Services representative for specific information.

E. Copyright Laws

The Aztec Student Union and its’ facilities strictly abide by the Copyright Laws for the illegal use of other’s “original works of authorship.” In other words, Copyright is a form of protection provided by the laws of the United States (title 17, *U. S. Code*) to the authors of “original works of authorship,” including literary, dramatic, musical, artistic, and certain other intellectual works. Please refer to “Campus Guidelines” for more specific information.

F. Damages

The Aztec Student Union reserves the right to ensure its facilities and/or equipment are used and maintained properly. Accidental damages to its facilities and/or equipment will be handled on an individual case basis. For intentional damages to its facilities and/or equipment, individuals responsible for such damages will be responsible for all

replacement costs including materials and labor associated with return such item back to its original state. Please contact your Union Programs & Services representative for specific information.

G. Dances

The Aztec Student Union defines the term “Dance” as any function involving a disc jockey or live band with an open floor space. Due to the apparent “high risk” involved with such a type of activity, the Aztec Student Union reserves the right to set limitations such as maximum attendance, time parameters, and entrance parameters. The client would be responsible for all additional costs associated with hosting such a program, including staffing and special event insurance. Please contact your Union Programs & Services representative for specific information.

H. Decorations, Open Flames, and Prohibited Items

All Decorations must be approved in advance by Aztec Student Union personnel. Battery operated votive candles are the only authorized form of candle. The Aztec Student Union only authorizes the use of Poster Putty and Painters’ Tape to adhere items to floors, walls, and/or ceilings. Clients are responsible for the removal and disposal of all decorations following the completion of their program to avoid excessive cleaning fees.

The use of Open Flames is prohibited inside the Aztec Student Union and its facilities. If the use of Open Flames is crucial aspect to your event, exceptions may be granted by Aztec Student Union Programs and Services in accordance with recommendations determined by SDSU EH&S and the State Fire Marshal. Client will be responsible for any additional costs associated with allowing the use of open flames in Aztec Student Union facilities. For more information, please refer to “Section X - Contact Information” for complete information regarding “Aztec Student Union Management.”

In order to ensure that our facilities are maintained and protected, the Aztec Student Union prohibits the use of certain items at their facilities. Aztec Student Union Programs and Services reserves the right to prohibit any item that they feel may cause harm and/or damage to the building and its attendees. If the use of a Prohibited Item is crucial aspect to your event, exceptions may be granted by Aztec Student Union Programs and Services in accordance with possible recommendations determined by SDSU EH&S and the State Fire Marshal. Client will be responsible for any additional costs associated with allowing the use of a prohibited item in Aztec Student Union facilities. For more information, please refer to “Section X - Contact Information” for complete information regarding “Aztec Student Union Management.”

The Aztec Student Union prohibits the use of (but not limited to):

1. Confetti
2. Dry Ice
3. Dry Rice
4. Exposed Heating Elements
5. Glitter
6. High Residue Tapes
7. Ice Sculptures
8. Loose Helium Balloons
9. Nails, Tacks, or Push Pins

10. Oil-Based Fog Machines
11. Open Flames/Candles
12. Stickers

I. Digital Signage

The Aztec Student Union offers student organizations and university departments the ability to digitally display promotional items for upcoming programs in our facility through the use of Digital Signage equipment located throughout the building as a no cost service. Off-campus organizations will not have access to this service.

Guidelines for Digital Signage at the Aztec Student Union include:

1. All requests including the submission of the message and/or electronic file must be made through Aztec Student Union Programs and Services a minimum of 21 Days in advance of start date.
2. All messages and/or promotions will be displayed for a period of no shorter than 7 days and no longer than 14 Days.
3. All messages and/or promotions must be for official student organization and/or university department business. Any message and/or promotion of off-campus activity and/or other item of personal nature by student organizations and/or university departments are prohibited.
4. The displaying of a message and/or a promotion of regular occurring activities such as regular meetings and/or programs is prohibited.
5. Commercial advertisements are prohibited.
6. Aztec Student Union Programs and Services reserve the right to decline any request based upon content of the message and/or promotion.
7. The configuration of the message and/or electronic file such as the use of still images and/or video clips is still to be determined at this time. Please contact your Union Programs & Services representative for specific information.

J. Exhibits

All Exhibits including artwork and sculptures would require pre-approval from Aztec Student Union Programs and Services for possible consideration. Performance Art will not be considered as an Exhibit under these circumstances. During those occasions in which Exhibits are approved, the following guidelines are required:

1. Exhibit can only be displayed for a maximum period of 7 Days.
2. Client must provide their own supplies and labor for the set-up and removal of exhibit.
3. Aztec Student Union defers any liability for lost or damaged exhibits. Client may work with Aztec Student Union Programs and Services to arrange Security Personnel at the client's expense.
4. Client must provide signage to indicate the purpose of the exhibit including contact information if people have additional questions.
5. Dependent upon exhibit, pre-approval from the State Fire Marshal may be required.

K. First Aid

The Aztec Student Union provides Basic First Aid Equipment on site including Portable AED's to be used in emergency situations as needed. The Aztec Student Union may require the use of specialized Emergency Services Personnel for your program dependent upon factors such as type of event, duration of event, expected demographic, and/or expected attendance. Clients will be responsible for all direct labor costs associated with the use of Emergency Services Personnel. Please contact your Union Programs & Services representative for specific information.

L. Food /Beverage Policy

The Aztec Student Union and its' facilities strictly abide by the campus' policies for the exclusive rights of catering services and food & beverage protection. In compliance with these policies, SDSU Catering, a division of Aztec Shops Ltd. has exclusive rights for all catering on the SDSU campus. Please refer to "Campus Guidelines" for specific information regarding "Exclusive Rights of Catering Services & Food and Beverage Protection."

M. Hand Carts and Dollies

The Aztec Student Union owns and maintains an array of Hand Carts and Dollies that are for internal use only. These items may not be used for event support for clients. Clients must provide these types of items on their own or additional people to assist with the transporting of all event related items.

N. Information Technology

The Aztec Student Union does not provide active analog and/or digital phone lines inside their facilities. The Aztec Student Union also does not provide wired Ethernet connections inside their facilities. If your program requires the use of an analog phone line(s), digital phone line(s), and/or wired Ethernet connection(s) notify your Aztec Student Union Programs and Services representative a minimum of 28 days in advance of your event for appropriate time to process your request with the University. Client will be responsible for all direct costs associated with the activation of such service(s). Wireless Internet access is available throughout all of the Aztec Student Union facilities. If your program requires Wireless Internet Access, all devices must be registered with the SDSU Campus Network.

O. Insurance and Liability

At the discretion of the Aztec Student Union and Associated Students, events determined to be of high-risk must provide proof of insurance naming the Associated Students, San Diego State University, the Board of Trustees of the California State University System and the State of California as additional insured, with a general liability limit of no less than two million dollars (\$2,000,000). A copy of such certificate must be on-file with Aztec Student Union Programs and Services 10 days prior to event.

P. Marketing and Promotions/ Publicity

The use of either the Aztec Student Union and/or San Diego State University names in any piece of marketing and/or publication for your program must be submitted to your Aztec Student Union Programs and Services representative for initial approval prior to production. The illegal use of the Aztec Student Union and/or San Diego State University names in any piece of promotional material without prior approval may cause your program to be canceled.

Q. Merchandise Sales

All sales are subject to approval by Aztec Shops, Ltd. The Aztec Student Union reserves the right to collect a portion of all merchandise sales in its facilities. Please contact your Union Programs & Services representative for specific information.

R. Parking

Parking enforcement on the SDSU Campus occurs at all times including evenings, weekends, and holidays. Parking Permits are required for use during all times of enforcement. Parking Permits, Reserved Spaces, Parking Attendants, and Special Event Signage are all services offer by SDSU Parking Services. Please refer to “Campus Guidelines” for specific cost recovery fees for “Subcontracted Personnel and Services” for Parking.

S. Payments

All payments made by Student Organizations must be processed in one of the following manners:

1. Cash, Debit & Credit Cards, Money Orders, and Personal & Student Organization Account Checks are accepted through the Viejas Ticket Office
2. Personal & Student Organization Account Checks are accepted through A.S. Business Office
3. For events involving Ticket Sales, charges will be deducted from gross ticket sales prior to remaining balance being transferred to the organization.

All payments must be completed 48 hours prior to the date of your event for it to occur. All checks must be made payable to “Associated Students.” Upon payment being submitted, organization must bring receipt to Aztec Student Union Programs and Services for process to be officially completed.

All payments made by University Departments must be processed in the following manner:

1. University and/or SDSU Foundation Purchase Order.

Confirmation of a Purchase Order is due 10 business days prior to event for it to occur. Cash, money order, or personal checks cannot be accepted for University-sponsored events. Deposits may be required for certain events. For reservations with ticket sales, charges will be deducted from gross ticket sales and balance will be paid by check.

All payments made by an Off-Campus Clients must be processed in one of the following manners:

1. Cash, Debit & Credit Cards, Money Orders, and Personal Checks are accepted through the Viejas Ticket Office
2. Personal Checks are accepted through A.S. Business Office
3. For Events involving Ticket Sales, charges will be deducted from gross ticket sales prior to remaining balance being transferred to the organization.

A non-refundable deposit in the amount of the cost recovery fee for Room Rental fee must be paid within 5 business days of making a reservation. Full payment is due no later than 10 business days prior to the event. Upon payment being submitted, the client must submit receipt to Aztec Student Union Programs and Services for the payment process to be officially completed. For reservations with ticket sales, charges will be deducted from gross ticket sales and the balance will be paid by check.

T. Performance and Rehearsal Space

The Aztec Student Union will consider all performances and/or rehearsal as event reservations within their facilities. All guidelines associated with that designation will be enforced in these situations. Dependent upon duration of event reservation and current Room Rental classification, Aztec Student Union Programs and Services will work with customer to obtain additional access on the day of their event as it is available for rehearsing. Client would be responsible for increased Cost Recovery Fees for Room Rentals if additional rehearsal time changes current classification. Please contact your Union Programs & Services representative for specific information.

U. Potlucks

The serving of Potluck Food and Beverage without specific approval by SDSU Catering and EH&S is a violation of campus policy. If prior approval is not granted, Aztec Student Union reserves the right to have potluck items removed from their facilities. Please refer to "Campus Guidelines" for specific information regarding Exclusive Rights of Catering Services & Food and Beverage Protection.

V. Program Equipment

The Aztec Student Union provides basic "Furniture" such as Tables, Chairs, Stage Pieces, and Podiums. The Aztec Student Union has an existing inventory of these items to support all of their locations. Some pieces of furniture and program equipment may be used for no additional costs while other specialty items may be used for an additional rental cost. Please contact your Union Programs & Services representative for specific information. Client would be responsible for all additional charges incurred for furniture rentals for those items that cannot be provided by the Aztec Student Union's existing inventory.

W. Security

Aztec Student Union, in consultation with SDSU Public Safety reserves the right to require Public Safety Officers and/or Private Security for your program dependent upon factors such as type of event, duration of event, expected demographic, and/or expected attendance. Clients will be responsible for all direct staffing costs associated with the use of Security. Please contact your Union Programs & Services representative for specific information.

X. Set-up Configurations

The Aztec Student Union facilities offer an array of rooms that provide some fixed and some flexible set-up configurations based upon code compliance and existing program equipment inventory. Aztec Student Union Programs and Services may be able to provide alternative furniture arrangements for rooms dependent upon time and labor availabilities. Custom set-up configurations in any room will be granted on an as available basis. Dependent upon configuration, pre-approval may need to occur by the State Fire Marshal. Set-up Configurations must remain in the same order as when you arrive and also as pre-determined in the reservation. The moving and/or changing of furniture inside Aztec Student Union rooms is strictly prohibited.

Failure to comply with pre-determined set-up configurations will be met with the following action:

1. First offense will be issued as a Verbal and also a Written Warning.
2. Second offense will cause the program to be canceled for the remainder of that allocated time.
3. Third offense will result in a suspension of Aztec Student Union reservation privileges for a period of 4 months or 1 academic semester. All previously scheduled reservations will be canceled in compliance with this policy.

Y. Subcontracted Personnel and Services

The Aztec Student Union may require and can arrange for subcontracted personnel and services that are not provided internally. This includes Audio Visual, Custodial, First Aid, Parking, Security, and Ticketing Personnel. These personnel may be required by the facility as an additional expense of the client. All subcontracted personnel and services must be reviewed and approved in advance. Due to this approval process, all subcontracted personnel and service requests must be arranged a minimum of 21 Days in advance of your event. Also, client will be responsible all Late Change and/or Cancellation expenses based upon deadline of actual personnel or service provider. Please contact your Union Programs & Services representative for specific information.

Z. Tabling and Outdoor Space Furniture Rentals

The Aztec Student Union offers the ability for student organizations to reserve a designated space inside the 1st Floor West Arcade to publicize and promote their organization and their endeavors as a no cost service. No university departments and/or off-campus organizations will have access to this service. As an additional service, the Aztec Student Union offers the ability for student organizations to reserve furniture (1 Table and 2 Chairs) for use with the Outdoor Space reservation.

Guidelines for Tabling at the Aztec Student Union and also Outdoor Space Furniture Rentals include:

1. All requests must be made through Aztec Student Union Programs and Services a minimum of 21 Days in advance of the date of Tabling or Furniture Rental on a first come first serve basis.

2. Student Organization must submit an EAS or Outdoor Space request through SLL a minimum of 14 Days in advance for possible consideration. EAS or Outdoor Space request must be approved by SLL for Tabling request to become confirmed.

3. All Tabling must occur between the hours of 8:00am - 4:30pm Monday through Friday. No requests will be allowed during periods of Nights, Weekends, Academic Finals, Summer, Breaks, and/or Holidays.

3. All requests are limited to no more than 1 of Designated Spots at any given time, no more than 2 Days a week throughout the semester (Tabling only). All Furniture Rentals will comply with standards set forth by Outdoor Space guidelines.

4. (1) Table and (2) Chairs will automatically be included with your request through A.S. Meeting Services.

5. Such Table and Chairs can be picked up from the University Information Center. A Red ID must be given to the UIC Assistant to obtain the equipment. The Red ID will be returned upon the return of equipment. Client will be responsible for the replacement fees associated with any unreturned and/or damaged equipment.

6. Access to Power will only be available in certain designated locations and will need to be requested in advance of the date of Tabling. No other power use and/or support will be available at all remaining Tabling locations. Arrangements must be made through Aztec Student Union Programs and Services for extension cords and power strips for assistance with Tabling to be set-up by University Information Center staff.

AA. Ticketing

Admission-based events, including fee-based conferences must use the Viejas Arena Ticket Office to process ticketing or on-site registration and to collect fees. The Aztec Student Union reserves the right to collect 10% of gross ticket sales or cost recovery fee for Room Rentals instead of receiving room rental charges in certain situations.

Collecting funds or unapproved tickets at the venue in exchange for admission are strictly prohibited and may result in suspension of reservation privileges. Aztec Student Union Programs and Services reserve the right to require ticketing and associated staffing to control capacity. Clients will be responsible for all direct staffing costs associated with the use of the Viejas Arena Ticket Office. Please contact your Union Programs & Services representative for specific information.

VI. Building Guidelines

A. Accessible Facilities and Services

The Aztec Student Union facilities are equipped with ADA compliant resources including ramps, automated doors, brail signs, and restroom accommodations. In the Aztec Student Union Program Spaces and Meeting Rooms, assisted listening devices and closed caption television is available with advanced notice. For more information and/or request service, please refer to "Section X - Contact Information" for complete information regarding "Aztec Student Union Management."

B. Animals

The Aztec Student Union and its' facilities strictly abide by the campus' policies for animals being on the SDSU Campus. In compliance with these policies, no animals are allowed in any of the buildings on campus with the exception of an animal serving legally defined or disabled or handicapped persons, per Americans with Disabilities Act. These service animals must be licensed in accordance with county regulations, wear a vaccination tag, and may not be disruptive. Please refer to "Campus Guidelines" for specific information regarding "Animals."

C. Banners and Signs

The Aztec Student Union and its' facilities strictly abide by the campus' policies regarding Banners and Signs on the SDSU Campus. In compliance with these policies, all banners and/or signs are limited in terms of size and posting locations. Please refer to "Campus Guidelines" for specific information regarding "Banners and Signs."

D. Bare Feet

Bare Feet are prohibited through the entire Aztec Student Union facilities including outdoor spaces/courtyards/patios and restrooms. The exception to this policy applies in the foot wash stations located on floor 1. Further exceptions may be made for certain culturally related events and performances scheduled through Aztec Student Union Program and Services.

E. Bicycles, Skateboards, Skates, Roller Blades, Motor Scooters, Motorbikes and Motorcycles

The Aztec Student Union and its' facilities strictly abides by the campus' policies regarding Bicycles, Skateboards, Skates, Roller Blades, Motor Scooters, Motorbikes and Motorcycles on the SDSU Campus. In compliance with these policies, only designated items may be ridden or parked in designated locations throughout the campus. Also, all must be locked and stored in designated parking locations around the Aztec Student Union facilities. Items illegally stored are subject to ticketing citation and possible removal at the facilities discretion. Please refer to "Campus Guidelines" for specific information regarding "Bicycles, Skateboards, Roller Blades, Motor Scooters, Motorbikes and Motorcycles."

F. Building Tours

Tours of the Aztec Student Union and its facilities are designed to be self-guided using our on-line Virtual Tour Guide. Private areas of the facilities will not be accessible on self-guided tours. Guided tours will require pre-approval from the Aztec Student Union Director or designee.

G. Bulletin Boards

The Aztec Student Union and its' facilities strictly abide by the campus' policies regarding Bulletin Boards on the SDSU Campus. In compliance with these policies, only designated campus bulletin boards are available for non-commercial and commercial public posting by individuals subject to the below space and time priorities. Please refer to "Campus Guidelines" for specific information regarding "Bulletin Boards."

H. Camping

The Aztec Student Union and its' facilities strictly abide by the campus' policies regarding Camping on the SDSU Campus. In compliance with these policies, camping on SDSU property is prohibited without written permission of the University. Please refer to "Campus Guidelines" for specific information regarding "Camping."

I. Chalking

The Aztec Student Union and its' facilities strictly abide by the campus' policies regarding Chalking on the SDSU Campus. In compliance with these policies, chalking is limited in terms of locations and entities involved. Please refer to "Campus Guidelines" for specific information regarding "Chalking."

J. Dress Code

Clothing is required to be worn at all times while at any Aztec Student Union facilities. Minimum expectations include shirt, pants, shorts, dress, skirt or other garments in which individuals are considered to be fully clothed. Exceptions may be made for certain culturally related events and performances through Aztec Student Union Programs and Services.

K. Film Shoots

The Aztec Student Union and its' facilities strictly abide by the campus' policies regarding Film Shoots on the SDSU Campus. In compliance with these policies, prior approval must be made by various units on the campus before filming may occur. Please refer to "Campus Guidelines" for specific information regarding Film Shoots. Also, Aztec Student Union reserves the right to obtain the cost recovery fees associated with the Room Rentals for the space where commercial filming would occur. Please contact your Union Programs & Services representative for specific information.

L. Foot Washing Stations

Located inside the Men's and Women's Restrooms near Starbucks on floor 1, the Aztec Student Union offers access to Foot Washing Stations. These Foot Washing Stations are available to the general public and don't have any symbolic value and are not stylized in a religious way. For more information, please refer to "Section X - Contact Information" for complete information regarding "Aztec Student Union Management."

M. Freedom of Expression

The Aztec Student Union and its' facilities strictly abide by the campus' policies regarding Freedom of Expression. In compliance with these policies, SDSU supports and promotes freedom of expression and assembly by students, faculty, staff, and the general public. Reasonable regulations may be designed to avoid disruption of the mission of the university, particularly academic instruction, research, and creative activity or to protect campus safety and security. Please refer to "Campus Guidelines" for specific information regarding "Freedom of Expression."

N. Hazardous Materials

The Aztec Student Union and its' facilities strictly abide by the campus' policies regarding the use of Hazardous Materials on the SDSU Campus. In compliance with these policies, prior approval must be made by EH&S before items may be brought onto the campus. Please refer to "Campus Guidelines" for specific information regarding "Hazardous Materials."

O. Keys and Swipe Access

The Aztec Student Union Management controls all access to its facilities including the issuing of all keys and card swipe access. Such items will be only issued as deemed necessary. The transferring of keys and/or card swipe access to others is illegal and will cause individual's access to be revoked. Individuals that are issued keys will be required to pay for all expenses associated with replacement keys and/or locks for any lost or broken key. The issuing of short term keys and/or card swipe access for special event clients is prohibited. For more information, please refer to "Section X - Contact Information" for complete information regarding "Aztec Student Union Management."

P. Lactation Room

Located inside the Harvey J. Goodfriend Lounge on floor 3, the Aztec Student Union offers students, staff, and faculty access to their Lactation Room as a no cost service. This room will not be available to the general public. Access to this room will be granted on a semester basis through issuing the individual Card Swipe Access. The individual would need to set-up and renew their access through the Aztec Student Union Management. For more information, please refer to "Section X - Contact Information" for complete information regarding "Aztec Student Union Management."

Q. Loitering

The Aztec Student Union and its' facilities strictly abides by the California Penal Code Section 652.20(c) and Health & Safety Code Section 11530(a) in terms of Loitering. By definition "Loitering" is a means to delay or linger without a lawful purpose for being on the property and for the purpose of committing a crime as opportunity may be discovered. Although the Aztec Student Union and its' facilities are open to the general public, individuals still may be deemed as loitering and will be asked to leave the premises. Please refer to "Campus Guidelines" for specific information regarding "Loitering."

R. Lost and Found

The University Information Center, located at the Aztec Student Union serves as the Lost and Found for the SDSU Campus. Due to space limitations, health/safety restrictions, and liability concerns, the University Information Center reserves the right to refuse items at our discretion. All items that are accepted are logged and are kept on the premise for a maximum period of 14 days. After the end of 14 days, all items are disposed of as needed and are deleted from our records. Dependent upon the quality and type of item, disposal methods vary from charitable donations to trash/recycling. Items with

confidential information such as, but not limited to credit cards, Drivers Licenses, wallets and University Keys are turned over to SDSU Public Safety immediately after turned in.

S. Occupancy

The Aztec Student Union facilities have varied occupancies for their facilities ranging from 1 to 1200. Maximum Occupancy for each space is legally posted in each room and/or public location.

Failure to comply with Maximum Occupancy will be met with the following action:

1. First offense will be issued as a Verbal and also a Written Warning.
2. Second offense will cause the program to be canceled for the remainder of that allocated time.
3. Third offense will result in a suspension of Aztec Student Union reservation privileges for a period of 4 months or 1 academic semester. All previously scheduled reservations will be canceled in compliance with this policy.

T. Panhandling

The Aztec Student Union and its' facilities strictly abide by the campus' policies regarding Panhandling on the SDSU Campus. In compliance with these policies, panhandling in any public place or in any place open to the public on university property is prohibited. Please refer to "Campus Guidelines" for specific information regarding "Panhandling."

U. Parking, Deliveries, and Storage

The Aztec Student Union does not have any designated Parking locations for guests and/or other visitors. Parking enforcement on the SDSU Campus occurs daily at all times (including evenings, weekends, and holidays). All Parking is managed by the Department of Public Safety - Parking Services. The Aztec Student Union defers all liability associated with parking and parking citations. Arrangements may be made through Aztec Student Union Programs and Services to obtain a temporary permit to load and/or unload items using the Aztec Student Union Loading Dock. All vehicles must remain attended at all times and will need to leave the Loading Dock upon completion of load-in and/or load-out.

Due to space and storage constraints, the Aztec Student Union is unable to receive items in advance of your event date and are unable to retain items awaiting post-event shipment. Aztec Student Union Programs and Services will assist in locating companies that can provide freight services. The Aztec Student Union is unable to sign for receipt of shipments on behalf of the client and does not accept responsibility for items that are shipped to us or items that are left behind.

All Storage locations within the Aztec Student Union facilities are for internal use only. These locations may not be used for event support for clients. Clients must determine these types of locations on their own in terms of securing space for their personal items.

V. Public Address System

The Aztec Student Union Public Address System is designed only to make building and/or emergency announcements necessary for the proper operation of the facility. Requests for general paging or other announcements are prohibited.

W. Smoking and Tobacco Products

The Aztec Student Union and its' facilities strictly abide by the campus' policies regarding Smoking and Tobacco Products on the SDSU Campus. In compliance with these policies, smoking may only occur in designated locations throughout the campus. Please refer to "Campus Guidelines" document for specific information regarding "Smoking and Tobacco Products."

X. Solicitations

The Aztec Student Union and its' facilities strictly abide by the campus' policies for solicitations on the SDSU Campus. In compliance with these policies, commercial transactions, commercial solicitation, or distribution of advertising, including but not limited to product samples, coupons, and flyers on campus is prohibited except with written permission. Please refer to "Campus Guidelines" for specific information regarding "Solicitations."

Y. Sound Amplification

The Aztec Student Union and its' facilities strictly abide by the campus' policies for sound amplification on the SDSU Campus. In compliance with these policies, the use of amplified sound in outdoor space is restricted and must be approved in advance in order to preserve the academic and research mission of the university. Please refer to "Campus Guidelines" for specific information regarding "Sound Amplification."

All Aztec Student Union Meeting Rooms come equipped with built-in audio visual equipment including audio and video. The use of other amplified sound equipment (stereo equipment and musical instruments) is prohibited due to the close proximity of surrounding rooms.

The unauthorized use of amplified sound or electronic devices with amplified sound (including laptop computers, portable DVD players, MP3 players, etc.) of any kind is prohibited in any Lounge or public area of the Aztec Student Union.

Z. Venue/ Crowd Management

The Aztec Student Union 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 Aztec Student Union 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 Aztec Student Union 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.

VII. Campus and LEED Guidelines

A. Regulations for Use of San Diego State Building and Grounds

The Aztec Student Union and its' facilities strictly abides by the campus' policies set forth in the "Regulations For Use Of San Diego State Building And Grounds" including the campus' "Freedom of Expression Policies" through SDSU's Department of Business and Financial Affairs. The SDSU Campus complies with all local, city, state, and federal laws. Please refer to the SDSU's Department of Business and Financial Affairs for questions and complete detail information regarding such regulations.

SDSU Department of Business and Financial Affairs
5500 Campanile Drive
San Diego CA, 92182-1620
(619) 594-5631
<http://bfa.sdsu.edu>

Regulations for Use of San Diego State Building and Grounds

<http://bfa.sdsu.edu/policies/>

- 1.0 Introduction
- 2.0 Authority
- 3.0 Delegation for Implementation and Enforcement
- 4.0 Violations
- 5.0 Complaints
- 6.0 Time, Place, and Manner
- 7.0 Reservation/ Rental Process
- 8.0 Sound Amplification
- 9.0 Sale or Distribution of Non-Commercial Published Materials
- 10.0 Commercial Transactions, Commercial Solicitation, and Distribution of Commercial Materials
- 11.0 Bulletin Boards
- 12.0 Banners and Signs
- 13.0 Chalking
- 14.0 Film Shoots
- 15.0 Parking and Vehicles
- 16.0 Bicycles, Skateboards, Skates, Roller Blades, Motor Scooters, Motorbikes, and Motorcycles
- 17.0 Camping
- 18.0 Exclusive Rights of Catering Services
- 19.0 Food and Beverage Protection
- 20.0 Alcohol Sale, Service, or Consumption
- 21.0 Hazardous Materials
- 22.0 Asbestos
- 23.0 Electrical and Fire and Life Safety
- 24.0 Sanitation
- 25.0 Smoking and Tobacco Products
- 26.0 Animals
- 27.0 Panhandling
- 28.0 Use of Flagpoles
- 29.0 Notice and Availability of Regulations

Freedom of Expression Policies

<http://bfa.sdsu.edu/policies/>

B. LEED

The Aztec Student Union and its' facilities were designed and will be maintained with LEED certification through the U.S. Green Building Council. LEED (Leadership in Energy and Environmental Design) is a voluntary, consensus-based, market-driven program that provides third-party verification of green buildings. From individual buildings and homes, to entire neighborhoods and communities, LEED is transforming the way built environments are designed, constructed, and operated. Comprehensive and flexible, LEED addresses the entire lifecycle of a building. Please refer to the following agency listed below for questions and complete detail information regarding such regulations.

U.S. Green Building Council
2101 L St. Northwest #500
Washington, DC 20037
(202) 828-7422
www.usgbc.org

VIII. Exceptions, Appeals, and Waivers

A. Priority Policy Requests

A request for the Reservation Priority Policy to be waived can be made by submitting a Reservation Priority Policy Waiver Request, along with a cover letter, to the Aztec Student Union Assistant Director for review. After reviewing the waiver request and cover letter for accuracy, the Aztec Student Union Assistant Director will forward the waiver request to the Vice Commissioner of Operations of the Aztec Student Union Board. The Vice Commissioner of Operations of the Aztec Student Union Board will review the request and either decline the request or present it for voting consideration to the Operations Subcommittee of the Aztec Student Union Board. If declined, the Vice Commissioner of Operation of the Aztec Student Union Board will notify the customer. If presented for voting consideration, the Aztec Student Union Assistant Director will notify the customer of the voting results. Please allow a minimum of 3 to 4 weeks for processing.

Once your waiver requests is approved:

1. Recognized Student Organizations will be charged a cancelation fee equivalent to the room rental of the spaces reserved if they cancel within 4 Weeks of their reservation date. If this reservation cancelation involves the use of an organization's Complimentary Room Rental(s) ("Comp(s)") then the "Comp(s)" will be applied to this cancelation and forfeited for use at another time by this organization.
2. University Departments will be required to secure a University and/or SDSU Foundation Purchase Order for the initial cost proposed on the Reservation Agreement to retain these reservation requests. Confirmation of a Purchase Order will be required within 10 Business Days of the approval date or the reservation request(s) will be subject to automatic cancelation.
3. Off Campus Organizations will be required to submit a non-refundable security deposit equivalent to the room rental of the spaces reserved to retain these reservation requests. Security deposits must be made in the form of a Check or Money Order. Payment will be required

within 10 Business Days of the approval date or the reservation request(s) will be subject to automatic cancellation.

B. Priority Policy Appeals

An appeal may be filed for Reservation Priority Policy Waiver Requests that have been denied. The appeal must be submitted to the Aztec Student Union Assistant Director in the form of a detailed letter outlining the reason for the appeal. After reviewing the appeal letter for accuracy, the Aztec Student Union Assistant Director will forward the appeal letter to the Vice Commissioner of Operations of the Aztec Student Union Board. The Vice Commissioner of Operations of the Aztec Student Union Board will review the appeal and either decline it or present it for voting consideration by the Operations Subcommittee of the Aztec Student Union Board. If declined, the Vice Commissioner of Operation of the Aztec Student Union Board will notify the customer. If presented for voting consideration, the Aztec Student Union Assistant Director will notify the customer of the voting results. Please allow a minimum of 3 to 4 weeks for processing.

IX. Contact Information

A. Aztec Student Union Management

Aztec Student Union Programs and Services
Aztec Student Union Room #320
San Diego State University
5500 Campanile Drive
San Diego, CA 92182-7806
Phone: (619) 594-5278
Fax: (619) 594-0321
Email: asmtgsvs@mail.sdsu.edu
Web: www.aztecstudentunion.com

B. Associated Students of San Diego State University

Associated Students of San Diego State University
Aztec Student Union Room #310
San Diego State University
5500 Campanile Drive
San Diego, CA 92182-7804
Phone: (619) 594-6555
Fax: (619) 594-6092
Email: asgov@mail.sdsu.edu
Web: www.as.sdsu.edu

C. Aztec Recreation

Aztec Recreation
ARC Room #000
San Diego State University
55th Street

San Diego, CA 92182-4010
Phone: (619) 594-7529
Fax: (619) 594-2255
Email: asarc@mail.sdsu.edu
Web: www.arc.sdsu.edu

D. Department of Intercultural Relations

Department of Intercultural Relations
Aztec Student Union Room #250
San Diego State University
5500 Campanile Drive
San Diego, CA 92182-7460
Phone: (619) 594-7057
Fax: (619) 594-????
Email: ccc@mail.sdsu.edu
Web: http://go.sdsu.edu/student_affairs/intercultural/Default.aspx

E. Department of Student Life & Leadership

Department of Student Life & Leadership
Student Services West Room #1661
Aztec Student Union Room #210
San Diego State University
5500 Campanile Drive
San Diego, CA 92182-7440
Phone: (619) 594-5221
Fax: (619) 594-1045
Email: sll@mail.sdsu.edu
Web: www.sa.sdsu.edu/studentlife

F. Aztec Shops, Ltd.

Aztec Shops, Ltd.
East Commons floor 2
San Diego State University
5500 Campanile Drive
San Diego, CA 92182-1701
Phone: (619) 594-6954
Fax: (619) 265-7504
Email: aztecshops@mail.sdsu.edu
Web: www.aztecshops.com