



# CONRAD PREBYS AZTEC STUDENT UNION BUILDING USE GUIDELINES

LAST UPDATED: JUNE 2022

**CONRAD PREBYS AZTEC STUDENT UNION  
BUILDING USE GUIDELINES**

**TABLE OF CONTENTS**

|  |                  |
|--|------------------|
| <b>SECTION ONE – INTRODUCTION .....</b>                                    | <b>4-6</b>       |
| I. Introduction to the Aztec Student Union                                 |                  |
| II. Mission Statement  |                  |
| III. The Role of the College Union   |                  |
| IV. About the Building Use Guidelines                                      |                  |
| V. Definition of Abbreviated Terms   |                  |
| <br><b>SECTION TWO – SPACES IN THE UNION .....</b>                         | <br><b>7-11</b>  |
| I. Reservable Spaces (Student Union Managed)                               |                  |
| A. Event Spaces  |                  |
| B. Event Support Spaces  |                  |
| C. Meeting Rooms   |                  |
| D. Outdoor Spaces/Courtyards/Patios  |                  |
| E. Lounges   |                  |
| F. Aztec Lanes   |                  |
| G. The Backdoor Studio   |                  |
| H. Café Dining   |                  |
| II. Other Reservable/ Non-Reservable Spaces (Not Managed by Student Union) |                  |
| A. ARC Express   |                  |
| B. Center for Intercultural Relations                                      |                  |
| C. Glazer Center for Leadership and Service                                |                  |
| D. Student Life & Leadership   |                  |
| E. Aztec Shops Facilities  |                  |
| F. California Coast Credit Union   |                  |
| <br><b>SECTION THREE – MEETING &amp; EVENT RESERVATIONS. ....</b>          | <br><b>11-23</b> |
| I. Priority Policies   |                  |
| A. During Periods of Academic Time   |                  |
| B. During Periods of Non - Academic Time                                   |                  |
| II. Quantities of Reservations   |                  |
| III. Reservation Times   |                  |
| IV. Building Overtime  |                  |
| V. Reservation Statuses  |                  |
| VI. Late Changes, Cancellations, and No Shows                              |                  |
| VII. Student Organization Regular Meetings                                 |                  |
| VIII. Student Organization Events  |                  |
| IX. A.S. Student Groups Regular Meetings                                   |                  |
| X. A.S. Student Groups Events  |                  |
| XI. A.S. Department Events   |                  |
| XII. University Events   |                  |

- XIII. SDSU Affiliate Events
- XIV. Off Campus Events
- XV. Wait List Holds
- XVI. Rain Holds
- XVII. Exceptions, Appeals, and Waivers

#### **SECTION FOUR – GENERAL MEETING & EVENT BUILDING USAGE ..... 24-33**

- I. Alcohol
- II. Audio-Visual Equipment and Content
- III. Aztec Student Union Personnel
- IV. Custodial Services and Excessive Cleaning
- V. Copyright Laws
- VI. Damages
- VII. Dances
- VIII. Decorations, Open Flames, and Prohibited Items
- IX. Digital Signage
- X. Exhibits
- XI. Emergency Personnel and First Aid
- XII. Food /Beverage Policy
- XIII. Push Carts and Hand Dollies
- XIV. Information Technology
- XV. Insurance and Liability
- XVI. Marketing and Promotions/ Publicity
- XVII. Merchandise Sales
- XVIII. Parking
- XIX. Payments
- XX. Performance and Rehearsal Space
- XXI. Potlucks
- XXII. Program Equipment
- XXIII. Security
- XXIV. Set-up Configurations
- XXV. Subcontracted Personnel and Services
- XXVI. Tabling and Outdoor Space Tabling Rentals
- XXVII. Ticketing and Event Registration
- XXVIII. Venue / Crowd Management
- XXIX. Walk-up Room Use

#### **SECTION FIVE – GENERAL BUILDING INFORMATION ..... 34-42**

- I. Hours of Operation
- II. Building Guidelines
  - A. Accessible Facilities and Services
  - B. Animals
  - C. Banners and Signs

- D. Bare Feet
- E. Bicycles, Skateboards, Skates, Roller Blades, Motor Scooters, Motorbikes and Motorcycles
- F. Building Tours
- G. Bulletin Boards
- H. Camping
- I. Chalking
- J. Dress Code
- K. Film Shoots
- L. Foot Washing Stations
- M. Freedom of Expression
- N. Hazardous Materials
- O. Keys and Swipe Access
- P. Lactation Room
- Q. Loitering
- R. Lost and Found
- S. Occupancy
- T. Panhandling
- U. Parking, Deliveries, and Storage
- V. Public Address System
- W. Smoking and Tobacco Products
- X. Solicitations
- Y. Sound Amplification
- Z. Venue / Crowd Management
- III. Campus and LEED Guidelines
  - A. Regulations for Use of San Diego State Building and Grounds
  - B. LEED

**SECTION SIX – CONTACT INFORMATION ..... 43-44**

- I. Aztec Student Union Management
- II. Associated Students of San Diego State University
- III. Aztec Lanes
- IV. Aztec Recreation
- V. Center for Intercultural Relations
- VI. Department of Student Life & Leadership
- VII. Aztec Shops, Ltd.

**APPENDIX 1: DANCE POLICY..... 45-50**

## SECTION I – INTRODUCTION

### I. Introduction to the Aztec Student Union

The Conrad Prebys Aztec Student Union was opened in January of 2014. The Aztec Student Union is considered to be the “living room” of campus and serves to provide students, faculty, staff and invited guests by providing a safe and welcoming environment.

### II. 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."

### III. The Role of the College Union (source: [www.ACUI.org](http://www.ACUI.org))

“The union is the community center of the college, serving students, faculty, staff, alumni, and guests. By whatever form or name, a college union is an organization offering a variety of programs, activities, services, and facilities that, when taken together, represent a well-considered plan for the community life of the college.

The union is an integral part of the educational mission of the college.

- A. As the center of the college community life, the union complements the academic experience through an extensive variety of cultural, educational, social, and recreational programs. These programs provide the opportunity to balance course work and free time as cooperative factors in education.
- B. The union is a student-centered organization that values participatory decision-making. Through volunteerism, its boards, committees, and student employment, the union offers first-hand experience in citizenship and educates students in leadership, social responsibility, and values.
- C. In all its processes, the union encourages self-directed activity, giving maximum opportunity for self-realization and for growth in individual social competency and group effectiveness.

The union's goal is the development of persons as well as intellects.

Traditionally considered the "hearthstone" or "living room" of the campus, today's union is the gathering place of the college. The union provides services and conveniences that members of the college community need in their daily lives and creates an environment for getting to know and understand others through formal and informal associations.

The union serves as a unifying force that honors each individual and values diversity. The union fosters a sense of community that cultivates enduring loyalty to the college.”

#### **IV. About the Building Use Guidelines**

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 cancellation 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 University Police Department (UPD) and/or Environmental Health & Safety (EH&S) 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 retain 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.

## **V. Definition of Abbreviated Terms**

- A. ADA – Americans with Disabilities Act
- B. AED – Automated External Defibrillator
- C. ARC – Aztec Recreation Center
- D. A.S. – Associated Students of San Diego State University
- E. A.S. Student Group – Classification made up of groups such as A.S. Boards, Committees, Commissions, Sports Clubs, and/or College Councils
- F. ASUB – Aztec Student Union Board
- G. Booking – A “booking” is one or more instance within a reservation
- H. EAS – Event Application System
- I. EH&S – Department of Environmental Health and Safety
- J. FAH – Fiscal Approver Hierarchy for University Accounting
- K. Fall Semester – Period of time from the first day of Fall Semester to the last day of the Winter Break
- L. LEED – Leadership in Energy and Environmental Design
- M. Red ID – Student Identification Card
- N. Reservation – Reservation contains at least one booking
- O. RSO – Recognized Student Organization Database through Student Life & Leadership
- P. San Diego State University Commencement Ceremonies – Ceremonies officially recognized by the President’s Office
- Q. SDSU – San Diego State University
- R. ODoS – Office of the Dean of Students
- S. Spring Semester – Period of time from the first day of Spring Semester to the last day of Summer Break.
- T. Student Organization High School Conferences – Annual High School Conference sponsored by the Department of Intercultural RelationsUIC – University Information Center
- U. UPD - University Police Department
- V. UPS - Union Programs & Services

## SECTION II – SPACES IN THE UNION

### I. Reservable Spaces (Student Union Managed)

#### 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 host routinely occurring activities such as student organization regular meetings. Defined “Cost Recovery Rates” (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 reservable 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. 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 “Cost Recovery 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. Mata'yuum
4. Metztli
5. Park Boulevard
6. Presidential Suite
7. Pride Suite

8. State Suite
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. Defined “Cost Recovery Rates” (based upon allocated hours) for either Non-Exclusive or Exclusive use of these locations and potentially some and/or all direct costs including those for labor, storage of furniture (if applicable), and cleaning could be assessed in these spaces.

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

1. Entry Courtyard
2. Goldberg Courtyard
3. North Grand Entry
4. Northwest Patio (also referred to as “Oggi’s Patio”)
5. Roof Terrace
6. Southwest Patio (also referred to as “Starbucks’ Patio”)
7. 3<sup>rd</sup> Floor Terrace
8. Scripps Cottage Patio

#### E. Lounges

The Aztec Student Union offers a variety of indoor lounges:

1. The Student Lounge is located on the 1<sup>st</sup> Floor and can only be reserved under special circumstances as its primary function is to serve as a lounge for SDSU students.
2. Montezuma Lounge is located on the 2<sup>nd</sup> Floor and is associated with both Montezuma Hall and/or the Theatre. This Lounge is available for informal use when programs 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.
3. The Harvey J. Goodfriend Lounge is located on the 3<sup>rd</sup> Floor and is not a reservable space.

#### F. Aztec Lanes

Aztec Lanes is San Diego State University’s Bowling and Games center located on the first floor. Aztec Lanes features twelve bowling lanes and a games lounge with TVs for viewing sporting events, billiards and table tennis tables, and video gaming consoles. The facility and its programs and services are available to SDSU students, staff and faculty as well as the off-campus community.

Other services include Beginning and Intermediate Bowling ENS Credit Classes and competitive bowling leagues. Individuals and groups are able to schedule reservations for bowling or rent the facility for private events with customized packages including catering, audio/visual equipment, and various layouts.

For more information, please refer to “Section Six – Contact Information” for complete information regarding “Aztec Lanes.”

**G. The Backdoor Studio**

Located on the 1<sup>st</sup> Floor, the Backdoor Studio is a multimedia center that offers equipment for professional recording and producing technology. The Backdoor Studio allows for a wide range of projects including audio recording, green screen filming, audio/video editing, professional headshots, and photo editing. For more information, please refer to “Section Six – Contact Information” for complete information regarding “Aztec Student Union Management.”

**H. Café Dining**

Located on the 1<sup>st</sup> Floor of the Aztec Student Union, Café Dining is primarily used as an indoor seating location to support the restaurants within the building. Café Dining only can be reserved under special circumstances due to its primary function.

**II. Other Reservable/ Non-Reservable Spaces (Not Managed by Student Union)**

**A. ARC Express**

Located on the 3<sup>rd</sup> Floor, ARC Express is a satellite Fitness Center that is managed by Aztec Recreation. For more information, please refer to “Section Six – Contact Information” for complete information regarding “Aztec Recreation.”

**B. Center for Intercultural Relations**

Located on the 2<sup>nd</sup> Floor, the Center for Intercultural Relations is a cultural resource center managed by the Division of Student Affairs & Campus Diversity. For more information, please refer to “Section Six – Contact Information” for complete information regarding “Center for Intercultural Relations.”

**C. Glazer Center for Leadership and Service**

Located on the 2<sup>nd</sup> Floor, the Glazer Center for Leadership and Service are spaces for collaboration both academically and for campus involvement. This area is managed by the Office of the Dean of Students. For more information, please

refer to “Section Six – Contact Information” for complete information regarding “Office of the Dean of Students.”

**D. Commuter Resource Center**

Located on the 2<sup>nd</sup> Floor, the Commuter Resource Center is the central hub for SDSU commuter students providing a variety of resources. This area is managed by the Office of the Dean of Students. For more information, please refer to “Section Six – Contact Information” for complete information regarding “Office of the Dean of Students.”

**E. Center for Student Organizations and Activities**

Located on the 2<sup>nd</sup> Floor, the Center for Student Organizations and Activities is a space for collaboration both academically and for campus involvement. This area is managed by the Office of the Dean of Students. For more information, please refer to “Section Six – Contact Information” for complete information regarding “Office of the Dean of Students.”

**F. Asian Pacific Islander Desi American (APIDA) Center**

Located on the 2<sup>nd</sup> Floor, the APIDA Center facilitates the academic and personal success of APIDA-identified students. This area is managed by the Division of Student Affairs & Campus Diversity. For more information, please refer to “Section Six – Contact Information” for complete information regarding “APIDA Center.”

**G. Aztec Shops Facilities**

Located on the 1<sup>st</sup> Floor, Aztec Shops Ltd. manages six distinct food offerings. They include Starbucks, Oggi’s, Aztec Market, Shake Smart, Chipotle, and The Habit. Oggi’s is the only Aztec Shops facility that can be reserved for private events. For more information, please refer to “Section Six – Contact Information” for complete information regarding “Aztec Shops Ltd.”

**H. California Coast Credit Union**

Located on the 1<sup>st</sup> Floor, California Coast Credit Union provides banking services that best serve the needs of the community of SDSU. For more information, please refer to “Section Six – Contact Information” for complete information regarding “Aztec Student Union Management.”

### **SECTION III – MEETING & EVENT RESERVATIONS**

**I. 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.

A. During Fall and Spring Academic Semesters (also referred to as “Peak” times)

The following policies apply to “Peak” times only.

1. Organizations and/or Events that can reserve 2 Years in Advance:
  - a) A.S. Student Groups
  - b) A.S. Departments
  - c) Designated SDSU Campus Wide Programs such as Explore SDSU, New Student & Parent Orientations, and University Commencement Ceremonies
  - d) SDSU Conference Services
2. Organizations and/or Events that can reserve 1 Year in Advance:
  - a) Recognized SDSU Student Organizations
  - b) Designated University Programs such as Internship & Career Fairs, Student Research Symposium, Leadership Summit, and Martin Luther King and Cesar Chavez Annual Luncheons.
3. Organizations and/or Events that can reserve 5 Months in Advance:
  - a) University Departments\*
4. Organizations and/or Events that can reserve 3 Months in Advance:
  - a) SDSU Affiliate / Off Campus Organizations\*

B. During Periods Outside of Fall and Spring Academic Semesters (also referred to as “Off-Peak” times)

The following policy exceptions apply to “Off-Peak” times only.

1. University Departments, SDSU Affiliate and Off Campus Organizations may reserve 1 Year in Advance.

## II. Quantities of Reservations

In order to maximize room availability, the Aztec Student Union allows Student Organizations, University Departments, and SDSU Affiliate/ Off Campus Organizations a maximum of (3) bookings at one time during “Peak” times. During “Off-Peak” times, there are no reservation quantity limitations.

The following clients are allowed the exception to the quantity of bookings rule during “Peak” times:

A. A.S. Student Groups

- B. A.S. Departments
- C. Career Services – Internship and Career Fairs
- D. Enrollment Services – Explore SDSU
- E. Graduate and Research Affairs – Student Research Symposium
- F. New Student and Parent Programs – Family Weekend
- G. SDSU Office of the President – Convocation and University Commencement Ceremonies
- H. Student Life & Leadership – Leadership Summit Student Organization High School Conferences Sponsored by EOP
- I. Student Affairs & Campus Diversity - Aztec Nights (fall: first five weekends, spring: first two weekends)
- J. Student Organization Regular Meetings and Tabling

Aztec Student Union will consider more than (3) bookings at one time by University Departments during “Peak” times if the request is to the benefit of the students of SDSU and/or occurs at a time/day/location that does not negatively impact students from using the facility. Please refer to “Section Three - XVII. Exceptions, Appeals and Waivers” for more information.

### **III. Reservation Times**

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

- A. Reservation Start Time: This is the time reserved by the client for client arrival and setup. The reserved space should already be set up with event support furniture and audio visual equipment when the client arrives.
- B. Event Start Time: This is the advertised time of guest arrival to the reserved space. This includes registration, “doors to open,” or simply when the event is advertised to begin.
- C. Event End Time: This is the time in which the event would formally end.
- D. Reservation End Time: This is the time reserved for the client to break down their equipment, dispose of trash into provided receptacles, and remove all personal items from the facility. The client should be out of the space at the conclusion of “Reservation End Time.”

The Aztec Student Union will work with all clients for arrangements such as load-in and load-out for SDSU Catering and/or other subcontracted equipment and/or services. Additional time may be added and additional Defined Cost Recovery could occur when needed.

### **IV. Building Overtime**

Reservations requiring client and/or SDSU Catering and/or other subcontracted services access outside of Aztec Student Union hours of operation, or on University Holidays, will incur Overtime Fees on top of all normal expenses. Please visit the Student Union website for hours of operations.

## **V. Reservation Statuses**

The Aztec Student Union has ten distinct types of Reservation Statuses.

- A. “Canceled” reservations mean that programs are no longer occurring for a certain reason. A status of “Canceled” means that a facility hold for such programs has been released.
- B. “Canceled – Booking Fee” reservations mean that programs are no longer occurring for a certain reason. A status of “Canceled – Booking Fee” means that a facility hold for such programs has been released but the client is still financially responsible for the “Non-Refundable Booking Fee” portion of the reservation per the terms of their Reservation Agreement.
- C. “Confirmed” reservations mean that all terms and conditions and program details have been finalized between the Aztec Student Union and the client. A status of “Confirmed” means your reservation is ready to occur and you can proceed with hosting your event.
- D. “ASUB Board Approval” reservations mean that your request to reserve has violated and requires an exception to the Aztec Student Union Programs and Services Reservation Policies. A status of “ASUB Board Approval” means that the event request will be discussed and approved, approved with conditions, or denied at the ASUB - Operations Committee Meeting.
- E. “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.
- F. “Student Organization Not Recognized” reservation means the 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 the deadline set by Student Life & Leadership to complete this process.
- G. “Confirmed Student Org. Meeting” reservation means the student organization has 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. Please refer to “Section Three VII. Student Organization Regular Meetings” for more information.
- H. “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 items such as event logistics, signed agreements, payments, and/or campus approvals have not been finalized.

- I. “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 space held by a previous reservation is released, your reservation request will upgrade to the status of “Tentative.”
- J. “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.”

## **VI. Late Changes, Cancellations, and No Shows**

In order to ensure that all rooms remain available to the maximum number of users, the Aztec Student Union imposes guidelines regarding late changes, cancellation of, and/or no shows for all reservable spaces.

### **A. Guidelines for Late Changes at the Aztec Student Union include:**

- 1. All program details are due (14) days prior to the event date. Should the client have any changes and/or additions within (14) days, items will be considered on an as-available basis and penalties and/or late fees may apply.

### **B. Guidelines for Cancellations at the Aztec Student Union include:**

- 1. Reservation cancellations cannot be accepted without written authorization from the primary client.
- 2. Cancellations from University Departments, SDSU Affiliate, and/or Off Campus Organizations will be assessed the “Non-Refundable Booking Fee” portion of their reservation if they cancel their event after they have turned in their signed Reservation Agreement. These organizations can reschedule their event to a later date within the same fiscal year to avoid this penalty.
- 3. All Cancellations for Program Spaces, Meeting Rooms, Outdoor Spaces/Courtyards/Patios, and Tabling will need to occur a minimum of 48 hours in advance.
- 4. All Cancellations 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.

### **C. 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.

## **VII. 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 Fall and Spring 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.

- A. Guidelines for Student Organization Regular Meetings at the Aztec Student Union include:
  1. Each organization will have the opportunity to request a meeting room for a maximum of 2 hours per week throughout the academic semester.
  2. Organizations can request a 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. 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 the Aztec Student Union based upon estimated attendance. No custom room configurations will be available for Regular Meetings. Student Organizations are not permitted to change/move the predetermined room configuration for their meeting or labor fees may be charged.
  6. Basic audio-visual support will be available for use at no additional costs.
  7. The use of performance equipment such as musical instruments, portable public address (PA) systems, and/or theatrical equipment will require prior approval by the Aztec Student Union 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 the Aztec Student Union for the following academic

school year. The results of that lottery and room assignments are processed and distributed to those organizations in April.

9. Student Organizations must submit their annual recognition status by the predetermined date forth with CSOA to retain any reservations at the Aztec Student Union. Student Organizations must then be officially recognized by the predetermined date set forth by CSOA, or all reservations at the Aztec Student Union will be canceled.
10. Student Organizations will be required to submit a Tier 1 EAS for their regular meetings a minimum of 14 days in advance of their first regular meeting. Student Organizations will be notified of their EAS approval for this reservation 48 hours before their first meeting.
11. 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.
12. Content of the 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.
13. For those occasions when a Student Organization Regular Meeting has a “Wait List” date, the Aztec Student Union will notify the client 21 days in advance to offer the organization an alternative room to meet when available. If no other alternative room is available, then the organization will be notified that their “Wait List” has been canceled for the date in question.

## **VIII. 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.

- A. Guidelines for Student Organization Events at the Aztec Student Union include:
  1. All requests must be made a minimum of 2 weeks in advance of the event date to Aztec Student Union Programs and Services by one of the top five Principal Members of the Student Organization based upon CSOA Tier Classifications.
  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 CSOA a minimum of 14 days in advance for possible consideration for Tier 1 programs. 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 for Tier 1 programs. In conjunction with the EAS Tiered System, Tier 2 requests will require a minimum of 4 weeks in advance and notification would occur at 1 week in advance. Tier 3 requests will require a minimum of 8 Weeks in advance and notification would occur at 2 weeks in advance. Tier 4 requests will require a minimum of 4 Months in advance and notification would occur at 4 weeks in advance. The EAS submission will assist with determining the Tier classification for your program.

4. Student Organizations will receive (4) complimentary reservations per semester. These complimentary reservations are good for the following:
  - a) (1) x 4 Hour Reservation for Montezuma Hall/Theatre
  - b) (1) x 4 Hour Reservation for an Aztec Student Union Event Space
  - c) (2) x 4 Hour Reservation for an Aztec Student Union Meeting Room(4) Hour reservations include Load-in and Load-out meaning “Reservation Start Time” and “Reservation End Time.”
5. Basic program and/or audio-visual equipment will be available to Student Organizations at no cost. If the event requires equipment and/or staffing beyond the basic setup additional fees could be incurred.
6. Student Organizations must complete an officially signed contract and pre-pay for all expenses associated with their event by 14 days in advance of the date of the special event to become confirmed.

## **IX. 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).

- A. Guidelines for A.S. Student Groups at the Aztec Student Union include:
  1. Each A.S. Student Groups will have the opportunity to request a 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 can request a 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. There is no opportunity for A.S. Student Groups to make-up for missed dates throughout the academic semester.
  5. Configuration options for rooms are to be pre-determined by the Aztec Student Union based upon estimated attendance. No custom room configurations will be available for Regular Meetings. Student Organizations are not permitted to change/move the predetermined room configuration for their meeting or labor fees may be charged.

6. Basic audio-visual support will be available for use at no additional costs. For the Council Chambers, only pre-determined A.S. Student Groups will have access to wireless microphone/voting system and tablets for their meetings.
7. The use of performance equipment such as musical instruments, portable public address (PA) systems, and/or theatrical equipment will require prior approval by the Aztec Student Union for use during regular meetings.
8. One of the predetermined officers and/or their advisor must submit their request to the Aztec Student Union for the following academic school year. Room assignments are processed and distributed to that A.S. Student Group.
9. Each Academic Year, all A.S. Student Groups must submit an updated officer list to their respective A.S. Advisor. This information will be shared with the Aztec Student Union to determine the officers which will be allowed to submit reservations.
10. For those occasions when a A.S Student Group Regular Meeting has a “Wait List” date, the Aztec Student Union will notify the client 21 days in advance to offer the organization an alternative room to meet when available. If no other alternative room is available, then the organization will be notified that their “Wait List” has been canceled for the date in question.

## **X. 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.

- A. 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 the event date to Aztec Student Union Programs and Services from one of the designated officers from A.S. Student Groups.
  2. One of the designated officers from A.S. Student Groups will work with the Aztec Student Union to receive a cost estimate for all goods and services associated with their program.
  3. A.S. Student Group will receive complimentary use of all spaces and equipment. A.S. Student Group will be responsible for all costs associated with any subcontracted labor and/or equipment.
  4. A.S. Student Group will be required to complete an “A.S. Checklist” for all requests that occur within the Aztec Student Union. This completed form, including all required signatures, must be on file with Aztec Student Union by 14 days in advance of your event date.
  5. A.S. Student Group will be required to submit an EAS through CSOA for any occasion in which their event violates an existing campus policy such as Outdoor Amplified Sound. This EAS must be on file and approved in

conjunction with the appropriate Tier Deadline set forth by CSOA. See Student Organization Event for specific information.

6. A.S. Student Groups must complete an officially signed contract and provide recharge account information associated with their event by 14 days in advance of the date of the special event to become confirmed.

## **XI. 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.

A. 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. Departments will work with the Aztec Student Union to receive a cost estimate for all goods and services associated with their program.
3. A.S. Departments will receive complimentary use of all spaces and equipment. A.S. Department will be responsible for all costs associated with any subcontracted labor and/or equipment.
4. A.S. Departments will be required to submit an EAS through CSOA for any occasion in which their event violates an existing campus policy such as Outdoor Amplified Sound. This EAS must be on file and approved in conjunction with the appropriate Tier Deadline set forth by CSOA. See Student Organization Event for specific information.
5. A.S. Departments must complete an officially signed contract and provide recharge account information associated with their event 14 days in advance of the date of the special event to become confirmed.

## **XII. 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.

A. 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 representatives 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 signed Reservation Agreement will need to be on file with the Aztec Student Union 10 days after making the reservation.
4. A complete SDSU Accounting Oracle Number, official SDSU Research Foundation Purchase, or SDSU Departmental Credit Card transaction will need to be filed along with a signed Reservation Agreement per stipulations of Non-Refundable Booking Fee. SDSU Accounting Oracle

Number can be processed through SDSU Adobe Sign but will require the name of the departments' FAH approver for processing.

5. University Department will be required to submit an EAS through CSOA for any occasion in which their event violates an existing campus policy such as Outdoor Amplified Sound. This EAS must be on file and approved in conjunction with the appropriate Tier Deadline set forth by CSOA. See Student Organization Event for specific information.

### **XIII. SDSU Affiliate 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.

- A. Guidelines for Classifying SDSU Events at the Aztec Student Union include:
  1. Requests need to be pre-determined as acceptable collaboration with Student Organization and/or University Department with Off Campus Organization.
  2. Requests need to prove that collaboration positively benefits the students and the SDSU Campus.
  3. Student Organization and/or University Department would be liable for the actions of the Off Campus Organization and their respective guests.
  4. Depending upon the collaboration, the Student Organization and/or University Department would be responsible for all guidelines associated with as if they were hosting a program on their own.

### **XIV. 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.

- A. 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 representatives 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 Off Campus Deposit of all Non Refundable Booking Fee 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 14 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 Four – 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 an Aztec Student Union Programs and Services representative needs to coordinate these arrangements. Please contact your Union Programs & Services representative for specific information.
6. Off Campus clients will be required to submit an EAS through CSOA for any occasion in which their event violates an existing campus policy such as Outdoor Amplified Sound. This EAS must be on file and approved in conjunction with the appropriate Tier Deadline set forth by CSOA. See Student Organization Event for specific information.

## **XV. 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.

### **A. 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 the 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, SDSU Affiliate, 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.
6. Please refer to Student Organization Regular Meetings and A.S. Student Group Regular Meetings for specific protocols when it comes to “Wait List” holds.

## **XVI. 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.

### **A. Guidelines for Rain Holds at the Aztec Student Union include:**

1. All requests must be made a minimum of 3 weeks in advance of the 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 may be assessed a Non Refundable Booking 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, SDSU Affiliate, and/or Off Campus.
6. For those occasions in which Rain Holds are used, clients would only be responsible for actual event costs and would not be assessed additional Cost Recovery for Rain Holds.

## **XVII. 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 of Event Services for review. After reviewing the waiver request and cover letter for accuracy, it will be forwarded 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 Aztec Student Union Assistant Director of Event Services 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.

1. Once your waiver request is approved:
  - a) Recognized Student Organizations will be charged a cancellation fee equivalent to the room rental of the spaces reserved if they cancel within 4 weeks of their reservation date. If this reservation cancellation involves the use of an organization's Complimentary Room Rental(s) ("Comp(s)") then the "Comp(s)" will be applied to this cancellation and forfeited for use at another time by this organization.
  - b) 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 cancellation.
  - c) 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 cancelation.

#### 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 of Event Services in the form of a detailed letter outlining the reason for the appeal. After reviewing the appeal letter for accuracy, it will be forwarded 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.

## **SECTION FOUR – GENERAL EVENT / MEETING USAGE**

### **I. 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, SDSU Catering/ 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 SDSU Catering/ Aztec Shops Ltd. as part of an approved catered event. A completed Alcohol Approval Request Form (AARF) must be submitted to SDSU Catering 3 Weeks prior to the date of your event and a copy sent to UPS to verify approval. Please refer to "Campus Guidelines" in this document for specific information regarding "Alcohol Sale, Service, or Consumption."

### **II. Audio-Visual Equipment and Content**

Equipment - The Aztec Student Union provides basic audio visual equipment in all of its meeting and event spaces that can be reserved through UPS for no cost. Should an event require AV services and staffing beyond the basic setup, additional fees may be incurred. UPS requires a minimum of (14) days in advance to add or change any AV services. Changes made within (14) days will be assessed on a case-by-case basis and may not be available. Client is responsible for costs associated with damaged AV equipment while at the event.

Content - The Aztec Student Union does not modify, edit, or create any video, still image, or audio content, for events. All event content must be provided by the client on a USB drive or other file storage/transfer method. Images must be formatted as .JPG or .PNG files. If desired, content can be provided to UPS prior to an event to be tested. The Aztec Student Union does not allow the use of copyrighted materials. To use copyrighted photos, music, or movies, permission must be obtained from the copyright holder.

### **III. 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.

### **IV. 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. The client is responsible for

reasonable clean-up of the facility after use. All non-disposable items must be removed at the conclusion of the event. Fees may be assessed if extra cleaning or maintenance is anticipated or required. The Aztec Student Union reserves the right to recharge all expenses, including labor costs (minimum rate of \$100.00) to the client for all cleaning situations deemed as being excessive. In the instance of damage to Aztec Student Union equipment or facilities, charges equivalent to equipment replacement or facility repair may be assessed.

## **V. 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.

## **VI. 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 returning such item back to its original state.

## **VII. 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 possible 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 consult Dance Policy in the Appendix of this document for more information.

## **VIII. Decorations, Open Flames, and Prohibited Items**

All decorations must be approved in advance by UPS staff. Clients are asked to keep to a minimum the amount of items needing to be adhered to the walls, floors, or ceilings of the Student Union. The Aztec Student Union only authorizes the use of painter's tape to adhere items to walls. Clients are responsible for the removal and disposal of all decorations following the completion of their event. If the use of any prohibited items is essential to an event, please contact UPS to determine options. Prohibited items include (but are not limited to): glitter, confetti, rice, balloons, stickers, open flames/candles, exposed heating elements, fog machines, dry ice machines, and flammable decorations.

All items the client wishes to keep must be removed at the conclusion of the event; all other items will be disposed of following the event.

The use of Open Flames is prohibited inside the Aztec Student Union and its facilities. If the use of Open Flames is a crucial aspect to your event, exceptions may be granted by UPS 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 Six – 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 a 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 Six – Contact Information” for complete information regarding “Aztec Student Union Management.”

## **IX. 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 and Scripps Cottage 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. Please visit <https://as.sdsu.edu/digitaldisplayrequest/> for digital signage details and pre-sized templates.

## **X. 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:

- A. Exhibits can only be displayed for a maximum period of 7 days.
- B. Client must provide their own supplies and labor for the set-up and removal of exhibit
- C. Aztec Student Union defers any liability for lost or damaged exhibits. Clients may work with Aztec Student Union Programs and Services to arrange Security Personnel at the client’s expense.

- D. Clients must provide signage to indicate the purpose of the exhibit including contact information if people have additional questions.
- E. Depending upon the exhibit, pre-approval from the State Fire Marshal may be required.

#### **XI. Emergency Personnel and First Aid**

The Aztec Student Union may require the use of specialized Emergency Services Personnel for your program depending 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. The Aztec Student Union has basic first aid equipment on site including AED's to be used in emergency situations as needed.

#### **XII. 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 "Food and Beverage Protection."

SDSU Catering/Aztec Shops Ltd. has first right of refusal for all public events that involve food and beverage. Prepared or purchased food or beverage from any off-campus source (this includes potlucks) requires signature approval from SDSU Catering waiving their catering right. SDSU EH&S requires review and signature approval of perishable food and beverage served or sold from any off-campus source associated with all meetings and events. Delivery from other food sources is strictly prohibited. Violations of this policy may result in fine and/or suspension of reservation privileges. Please contact SDSU Catering at (619) 594-7641 for additional information.

#### **XIII. Push Carts and Hand Dollies**

The Aztec Student Union owns and maintains an array of Push Carts and Hand 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. These items are not allowed to leave the Aztec Student Union property.

#### **XIV. 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 UPS

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. The SDSU Campus can provide event specific Wireless Internet access but these requests would follow the same deadlines as all others within Information Technology Services (ITS).

#### **XV. 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 the event.

#### **XVI. Marketing and Promotions/ Publicity**

The use of either the Conrad Prebys Aztec Student Union or Associated Students names in any piece of marketing and/or publication for a meeting or event must be submitted to UPS for initial approval prior to production. The improper use of either of the Aztec Student Union or Associated Students names in any piece of promotional material without prior approval may result in the meeting or event being canceled. The Aztec Student Union complies with Bulletin Boards Policies which can be found in the SDSU Building and Ground Guidelines.

To obtain these guidelines as well as a complete listing of the Regulations, please visit <https://bfa.sdsu.edu/safety/riskmanagement/campus-activities/guidelines>. UPS will provide clients a physical copy of these regulations upon request.

#### **XVII. Merchandise Sales**

All sales are subject to approval by Aztec Shops, Ltd. The Aztec Student Union reserves the right to either collect a portion of all merchandise sales in its facilities OR the Aztec Student Union will charge per Table and/or per Booth per day on sale days.

#### **XVIII. 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 offered by SDSU Parking Services. Please refer to “Subcontracted Personnel and Services” in this section for more information.

## **XIX. Payments**

- A. All payments made by Student Organizations must be processed in one of the following manners:
1. Direct Transfer of Funds from Student Organization Checking Account
  2. Checks and/or Money Orders through UPS
  3. Debit and/or Credit Card Transaction through Aztec Lanes or the Viejas Ticket Office
  4. For events involving Ticket Sales, charges will be deducted from gross ticket sales prior to remaining balance being transferred to the organization.
  5. Aztec Student Union cannot receive payment by a third party on behalf of a student organization. Third parties would need to pay the student organization directly.

All payments must be completed 14 days prior to the date of the event for it to occur. All checks must be made payable to “Associated Students.” Upon payment being submitted, the organization must provide a receipt to UPS for the process to be officially completed.

- B. All payments made by University Departments must be processed in the following manner:
1. A complete SDSU Accounting Oracle Number for those events wishing to pay with University Funds. SDSU Accounting Oracle Number can be processed through SDSU Adobe Sign but will require the name of the departments’ FAH approver for processing.
  2. A SDSU Research Foundation Purchase Order for those events wishing to pay with Research Foundation Funds.
  3. SDSU Departmental Credit Card Transaction through Aztec Lanes or the Viejas Ticket Office

Confirmation of Payment is due 14 days prior to the 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.

Upon completion of the event, UPS will generate an invoice to send to SDSU University and/or Research Foundation for processing. Clients can request a copy of such invoice upon request.

- C. All payments made by an SDSU Affiliate and/or Off-Campus Clients must be processed in one of the following manners:
1. Checks and/or Money Orders through UPS
  2. Debit and/or Credit Card Transaction through Aztec Lanes or the Viejas Ticket Office
  3. Electronic Debit and/or Credit Card Transactions through Aztec Lanes or the Viejas Ticket Office
  4. For Events involving Ticket Sales, charges will be deducted from gross ticket sales prior to remaining balance being transferred to the organization.

An Off Campus Deposit in the amount of the Non-Refundable Booking Fee portion of the reservation must be paid within 10 days of making a reservation. Full payment is due no later than 14 days prior to the event. Upon payment being submitted, the client must submit a 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.

## **XX. Performance and Rehearsal Space**

The Aztec Student Union will consider all performances as event reservations. All guidelines associated with that designation will be enforced in these situations. Depending upon the duration of event reservation and current Room Rental classification, Aztec Student Union Programs and Services will work with customers to obtain early access on the day of their event as available for rehearsing. The client is responsible for an increase in costs if additional rehearsal time changes the current classification of their reservation. Student organizations may use meeting rooms as rehearsal space during regular meetings and/or by utilizing the Walk-Up Room Use process. Please refer to “Walk-Up Room Use” in this document.

## **XXI. 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, the Aztec Student Union reserves the right to have potluck items removed from their facilities. Please refer to the “Food/Beverage Policy” in this section for more information.

## **XXII. Program Equipment**

The Aztec Student Union provides basic furniture such as tables, chairs, stages, and lecterns. Some pieces of furniture and program equipment may be used at no additional costs while use of other specialty items may incur additional rental fees. Please contact UPS for specific information. The client is responsible for all additional charges incurred

for the outside rental of furniture/equipment that the Aztec Student Union cannot provide, including costs for any lost or damaged items.

### **XXIII. Security**

Aztec Student Union, in consultation with SDSU University Police Department (UPD) reserves the right to require public safety officers and/or private security for your program, which may incur additional costs. The quantity and type of security is 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. In certain circumstances, SDSU UPD will handle all security measures based upon their assessment of the event parameters. Security requirements can change depending upon new information received by SDSU UPD at any time prior to the event.

### **XXIV. Set-up Configurations**

Aztec Student Union staff will set-up each room as requested by the client based on meeting or event specifications and operational availability. UPS can provide the client with an electronic copy of the furniture setup prior to the reservation as needed. Furniture setups must remain in the same order as you arrived and as you requested in the reservation after the conclusion of the event or additional labor fees may be charged. Should the room setup(s) not be conducive to the meeting or event, the client must contact UPS to request an alternative setup. Setups will be modified based on staff and operational availability. Depending upon configuration, pre-approval may need to occur by the State Fire Marshal. In such circumstances, the client would be responsible for all costs associated with this permit.

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

- A. First offense will be issued as a Verbal and also a Written Warning.
- B. Second offense will cause the program to be canceled for the remainder of that allocated time.
- C. 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.

### **XXV. 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 service requests must be arranged a minimum of 21 days in advance of your event. Also, the

client will be responsible for all Late Change and/or Cancellation expenses based upon the deadline of the actual personnel or service provider.

## **XXVI. Tabling and Outdoor Space Tabling Rentals**

The Aztec Student Union offers A.S. Departments, A.S. Student Groups, Student Organizations, pre-approved University Departments and Building Partners tabling in the student union in the Entry Courtyard, Goldberg Courtyard, and North Grand Entry. Tabling is used to publicize and promote their organization and upcoming program. As an additional service, the Aztec Student Union offers the ability to reserve (1) table and (2) chairs through UPS for all campus affiliates that are approved for tabling in an Outdoor Space Location on campus. The Aztec Student Union will not provide any furniture to support any Off Campus Organization who is granted Outdoor Space.

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

- A. All tabling reservations must be made through UPS a minimum of 14 days in advance of the date of their first date of tabling or their first date for their outdoor space request. This service is on a first come first serve basis.
- B. Recognized Student Organizations must submit an EAS to table in the Aztec Student Union. All parties must submit an EAS to reserve furniture in conjunction with an Outdoor Space application. All requests must be submitted a minimum of 14 days in advance of the reservation.
- C. All tabling must occur between the hours of 8:00am – 4:30pm Monday through Friday during the academic semesters. Any tabling requests at night, over the weekends, during academic finals, and/or academic break must be pre approved by UPS and CSOA.
- D. All requests are limited to the reservation of no more than (1) table and (2) chairs at any given time. Reservations can be no more than (2) days a week throughout the academic semester. All tabling will comply with standards set forth by the Aztec Student Union and Outdoor Space Guidelines.
- E. (1) Table and (2) chairs can be picked up from the University Information Center. A Red ID must be given to the staff to obtain the equipment. The Red ID will be returned upon the return of the equipment. Clients will be responsible for the replacement fees associated with any unreturned and/or damaged equipment.
- F. No canopies or other free standing structures allowed for tabling within the Aztec Student Union.
- G. Power is available in only certain designated locations. Power will not be allowed in any location outside of these designated spots.

## **XXVII. Ticketing and Event Registration**

Viejas Arena Ticket Office has first right of refusal to process ticketing for all ticketed events within A.S. Facilities. This type of service would be used for events such as dances, concerts, performances, and/or culture shows that are especially open to the

general public. Collecting funds for unapproved tickets at the venue is strictly prohibited and may result in suspension of reservation privileges. 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. The Aztec Student Union reserves 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.

For events requiring Event Registration, clients can use on-line services such as Eventbrite, Go Fund Me, or other on-line services to have guests pay for admission into their program in advance. This type of registration would be used for events such as classes, workshops, banquets, and/or conferences.

The collection of cash on site for any event is not permitted.

#### **XXVIII. Venue / Crowd Management**

The Aztec Student Union reserves the right to ensure the safety and well-being of the facility and its occupants by enforcing occupancy limits. In order to do so, the Aztec Student Union reserves the right to require that events be ticketed, additional police and/or security personnel could be required, and some items may be prohibited from being brought into the facility. 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.

#### **XXIX. Walk-up Room Use**

In order to maximize the use of meeting room space, the Aztec Student Union allows for walk-up room use on a first come, first served basis for SDSU Students with a valid RedID. The following rooms can be used for walk-up use: Aztlan, Metztli, Mata'yuum, Legacy Suite, Presidential Suite, State Suite, Visionary Suite. All requests will be handled by operations staff in the University Information Center. The operations staff will determine which rooms are available for use, and for how long, based on other reservations and general workload (e.g. the space needs to be set for an upcoming reservation, the space needs to be cleaned, etc.). Spaces cannot be reserved ahead of time. Students will be required to leave their RedID or Government ID at the University Information Center for the duration of meeting room use, and retrieve it at the end of use. Students must leave the room in the same setup that they found it. Students may provide their own laptops to connect to room AV if desired (adapters can be checked out at the University Information Center).

## **SECTION FIVE – GENERAL BUILDING INFORMATION**

### **I. Hours of Operation**

#### **A. Fall and Spring Academic Semesters**

During the periods of the “Peak” times for SDSU, the Aztec Student Union’s Hours of Operation are 8:00am – 10:00pm daily (subject to change).

#### **B. Periods Outside Fall and Spring Academic Semesters**

During “Off-Peak” times, the Aztec Student Union’s Hours of Operation are 8:00am – 8:00pm daily (subject to change).

#### **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. 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 reschedule any programs displaced by such emergency circumstances.

### **II. Building Guidelines**

#### **A. Accessible Facilities and Services**

The Aztec Student Union facilities are equipped with ADA compliant resources including ramps, automated doors, braille 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 Six – 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 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 the second floor for women and on the third floor for men. Further exceptions may be made for certain culturally related events and performances scheduled through Aztec Student Union Program and Services.

#### E. Bicycles, Skateboards, Roller Skates, Hover Boards, Motor Scooters, Motorbikes, Motorcycles, and Carts

The Aztec Student Union and its facilities strictly abide by the campus’ policies regarding Bicycles, Skateboards, Roller Skates, Hover Boards, Motor Scooters, Motorbikes, Motorcycles, and Carts 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 facility's discretion. Please refer to “Campus Guidelines” for specific information regarding “Bicycles, Skateboards, Roller Skates, Hover Boards, Motor Scooters, Motorbikes, Motorcycles, and Carts.”

#### 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. Camping is defined as the use of campus property for living accommodation purposes such as sleeping or making preparations to sleep (including the laying down of bedding for the purpose of sleeping); storing personal belongings; making fire; using tents, hammocks, shelter or other structure or vehicle for sleeping; digging or earth breaking; or carrying on cooking activities. The above-listed activities constitute camping when it reasonably appears, in light of all the circumstances, the participants in conducting these activities are in fact using the area as a living accommodation regardless of the intent of the participants or the nature of any other activities in which they may also be engaging. 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. Additionally, 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 Restroom near ARC Express on floor 3 and inside the Women's Restroom near CIR on floor 2, the Aztec Student Union offers access to Foot Washing Stations. For more information, please refer to "Section Six – 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.

Freedom of Expression Policies

[https://newscenter.sdsu.edu/ootp/images/freedom\\_of\\_expression\\_policy.pdf](https://newscenter.sdsu.edu/ootp/images/freedom_of_expression_policy.pdf)

#### 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 Six – 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 Six – Contact Information” for complete information regarding “Aztec Student Union Management.”

Q. Loitering

The Aztec Student Union and its facilities strictly abide by the California Penal Code Section 652.20(c) and Health & Safety Code Section 11530(a). 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.

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 UPD immediately after turning 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 UPD – 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, SDSU is completely smoke-free. Please refer to the "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 commercial materials, 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 "Commercial Transactions, Commercial Solicitation, and Distribution of Commercial Materials."

#### 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 the safety and well-being of the facility and its occupants by enforcing occupancy limits. In order to do so, the Aztec Student Union reserves the right to require that events be ticketed, additional police and/or security personnel could be required, and some items may be prohibited from being brought into the facility. 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.

### III. Campus and LEED Guidelines

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

The Aztec Student Union and its facilities strictly abide by the campus' policies set forth in the "Regulations For Use Of San Diego State Building And Grounds". 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 detailed information regarding such regulations.

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

Regulations for Use of San Diego State Building and Grounds  
<https://bfa.sdsu.edu/safety/riskmanagement/campus-activities/guidelines>

- 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, Roller Skates, HoverBoards, Motor Scooters, Motorbikes, Motorcycles, Carts
- 17.0 Slacklines and Hammocks
- 18.0 Camping
- 19.0 Exclusive Rights of Catering Services
- 20.0 Food and Beverage Protection
- 21.0 Alcohol Sale, Service, or Consumption
- 22.0 Hazardous Materials
- 23.0 Asbestos
- 24.0 Electrical and Fire and Life Safety

- 25.0 Sanitation
- 26.0 Smoking and Tobacco Products
- 27.0 Marijuana
- 28.0 Animals
- 29.0 Panhandling
- 30.0 Use of Flagpoles
- 31.0 Use of Drones (Unmanned Aerial Vehicles or UAV)
- 32.0 Notice and Availability of Regulations

- APPENDIX A Rental Facilities
- APPENDIX B Amplified Sound Locations
- APPENDIX C Enclosed Publication Rack Locations
- APPENDIX D Commercial Solicitation and Distribution Locations
- APPENDIX E Bulletin Boards for Public Posting Locations
- APPENDIX F Banner Posting Locations
- APPENDIX G Chalking Locations
- APPENDIX H Slackline Locations
- APPENDIX I Temporary Food Facility (BBQ) Locations
- APPENDIX J Drone (UAV) Use Locations

## B. LEED (Leadership in Energy and Environmental Design)

The Aztec Student Union and its facilities were designed and will be maintained with LEED certification through the U.S. Green Building Council. LEED 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 detailed information regarding such regulations.

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

## SECTION SIX- CONTACT INFORMATION

### I. 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@sdsu.edu](mailto:asmtgsvs@sdsu.edu)  
Web: [as.sdsu.edu/aztecunion](http://as.sdsu.edu/aztecunion)

### II. 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@sdsu.edu](mailto:asgov@sdsu.edu)  
Web: [as.sdsu.edu](http://as.sdsu.edu)

### III. Aztec Lanes

Aztec Student Union - First Floor  
San Diego State University  
5500 Campanile Drive  
San Diego, CA 92182-7800  
Phone: (619) 594-2695  
Fax: (619) 594-0321  
Email: [azteclanes@sdsu.edu](mailto:azteclanes@sdsu.edu)  
Web: [azteclanes.sdsu.edu](http://azteclanes.sdsu.edu)

### IV. Aztec Recreation

Aztec Recreation - San Diego State University  
55<sup>th</sup> Street  
San Diego, CA 92182-4010  
Phone: (619) 594-7529  
Fax: (619) 594-2255  
Email: [arcfac@sdsu.edu](mailto:arcfac@sdsu.edu)  
Web: [arc.sdsu.edu](http://arc.sdsu.edu)

V. Center for Intercultural Relations (CIR)

Aztec Student Union Room #250  
San Diego State University  
5500 Campanile Drive  
San Diego, CA 92182-7460  
Phone: (619) 594-7057  
Email: [ccc@sdsu.edu](mailto:ccc@sdsu.edu)  
Web: [sacd.sdsu.edu/intercultural-relations](http://sacd.sdsu.edu/intercultural-relations)

VI. Asian Pacific Islander Desi-American (APIDA) Center

Aztec Student Union Room #210  
San Diego State University  
5500 Campanile Drive  
San Diego, CA 92182-7450  
Email: [apida@sdsu.edu](mailto:apida@sdsu.edu)  
Web: [sacd.sdsu.edu/apida-resource](http://sacd.sdsu.edu/apida-resource)

VII. Office of the Dean of Students  
~ Center for Student Organizations & Activities  
~ Glazer Center for Leadership & Community Service  
~ Commuter Resource Center

Aztec Student Union Room #210  
San Diego State University  
5500 Campanile Drive  
San Diego, CA 92182-8255  
Phone: (619) 594-5221  
Fax: (619) 594-1045  
Email: [sll@sdsu.edu](mailto:sll@sdsu.edu)  
Web: [sacd.sdsu.edu/student-life-leadership](http://sacd.sdsu.edu/student-life-leadership)

VIII. 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@sdsu.edu](mailto:aztecshops@sdsu.edu)  
Web: [aztecshops.com](http://aztecshops.com)

## **APPENDIX 1**

### **Conrad Prebys Aztec Student Union Dance Policy**

The Conrad Prebys Aztec Student Union allows for Dances sponsored by recognized SDSU student organizations. Dances may be held in Montezuma Hall or Goldberg Courtyard on Friday or Saturday evenings during the fall or spring semesters only.

#### **I. Definition**

- A. Dances are considered events involving DJ's and/or live entertainment in a festival style setting meaning standing room only within the facility. Combinations of other activities such as performances and/or other activities may be considered as a "Concert" or another type of hybrid activity.

#### **II. General Parameters**

- A. Only one (1) scheduled dance will be permitted per evening. Dance dates may need to be adjusted in order not to disturb other activities within the Aztec Student Union.
- B. The maximum dance capacity for the Aztec Student Union are as followed:
  - 1. Montezuma Hall – 1,000 people
  - 2. Goldberg Courtyard – 500 people(Complimentary Tickets including those issued to Event Volunteers are included in the maximum capacity)
- C. All dances will end no later than 2:00am (last song at 1:45am)
- D. All dances will require ticketing through the Viejas Arena Ticket Office to control capacity and admission whether tickets are free or at an expense to the guest. Organizations may not elect to conduct their own ticket sales.
- E. E. On the date of the event, the designated Ticket Office will close no later than 11:30pm. No other tickets can be sold or guests granted access to the dance past that time.
- F. The sponsoring student organization must complete the Event Application System (EAS) through Student Life & Leadership and comply with all deadlines set forth in terms of hosting an event on campus. This includes the approval of all event advertising including that advertising on social media. All advertising must clearly state the name of the sponsoring organization, pre-sale/ date of event ticket information and admission requirements.
- G. The sponsoring student organization may not reserve space on behalf of another organization even if the other group is affiliated with SDSU. Organization may not sell, sublease, or transfer reservation to another individual or organization. The organization's representative reserving the space must be the primary organizer and the sponsor of the dance event.

- H. The sponsoring student organization is responsible for all costs associated with the dance including all facilities fee, staffing, and other costs. All expenses must be paid by the sponsoring student organization fourteen (14) days of the date of the dance. Ticket revenue from pre-sold tickets may be used towards payment of expenses. If payment is made through a student organization checking account or by check, available funds must be verified.
- I. The sponsoring student organization may not change the dance arrangements established for the event (ticket line, ticket pricing, admittance set-up, barricades, positioning of personnel, staffing levels, volunteer duties, lighting levels, etc.). The sponsoring student organization should be aware that the Aztec Student Union requires such arrangements to be made in the best interest of safety and appropriate crowd control.
- J. Aztec Student Union personnel have the authority to delay the start of the dance, suspend entrance during the dance, and the authority to either close or end the dance if the behavior of patrons is creating an unsafe environment or if the sponsoring student organization repeatedly violates the agreed upon dance policies and procedures.
- K. The sponsoring student organization may be asked to provide special event insurance if the size and scope of the dance is deemed as a high risk activity.

### **III. Admission**

- A. Dance admissions is limited to the following categories:
  - 1. Currently enrolled SDSU students with a valid Red ID.
  - 2. Currently enrolled college students from other colleges or universities with valid student identification.
- B. 3. Each SDSU student with a valid Red ID may be accompanied by one (1) guest 18 or older with a government issued Photo ID. Currently enrolled college students from other colleges or universities with valid student identification cannot bring a guest.
- C. Valid identification will be requested from all dance patrons at the designated entrance/ search location in advance of proceeding to the Ticket Office or into the dance officially.
- D. At the designated entrance/ search location, all dance patrons will be subject to a search and a physical pat-down including the searching of bags and/or other personal items. The use of metal detectors may be used as needed.
- E. The Aztec Student Union reserves the right to refuse admission to any guest.
- F. Upon entry to the dance, all guests will be issued a wristband. This band indicates that the guest has been allowed admission to the event. Wristbands must be worn at all times during attendance at the event. The passing of wristbands to unauthorized guests is prohibited and will result in admission privileges. Wristbands will be removed upon leaving the dance.
- G. There is NO RE-ENTRY after a guest has exited the dance. If tickets are still available, guests may purchase an additional ticket after completing the additional search and physical pat-down.

- H. The Aztec Student Union will provide and post signage indicating the dance policies, guest search notice, ticket prices, prohibited items, and all other relative dance information.

#### **IV. Tickets**

- A. Tiered and Dynamic Ticketing such as different rates for SDSU students vs. guests or pre-sale versus day of dance must be established when developing the ticket agreement for the event. Ticket arrangements cannot be changed once the ticket agreement is established.
- B. Pre-Sale tickets are encouraged through the Viejas Arena Ticket Office. Tickets would be available for purchase in advance during the normal business hours of the Viejas Arena Ticket Office.
- C. All ticket purchases must be made with debit/credit card only. No cash or checks allowed. Please note that there is a \$0.05 credit card processing fee for all transactions. Clients are encouraged to adjust ticket prices to accommodate for this additional fee.
- D. A maximum of 100 complimentary tickets for Montezuma Hall and 50 complimentary tickets for Goldberg Courtyard can be distributed in advance or on the date of the dance. These figures are calculated based upon a number which is 10% of total attendance. Complimentary tickets have no financial value and are simply a means to provide free attendance to certain guests as long as they fit the criteria for admission.
- E. All unused complimentary tickets may be returned to the ticket office to be converted to additional tickets for sale. On the flip side, additional complimentary tickets may be made available on the evening of the dance.
- F. For those occasions that coming to the Viejas Arena Ticket Office for pre-sale tickets is a problem, a maximum of 100 consignment tickets for Montezuma Hall and 50 consignment tickets for Goldberg Courtyard can be requested through the ticket office. These figures once again are calculated at 10% of the total attendance. These tickets do have financial value and the client is responsible for all costs including the transaction fees associated with all tickets not returned to the ticket office for resale.
- G. All expenses related to the Viejas Arena Ticket Office are the sponsoring organization's responsibility. This includes the development of the ticket agreement, ticket printing fee, and all staffing labor costs.
- H. On the evening of the dance the student organization officers, representatives, or advisor may not implement any other means of selling tickets in order to bypass the ticket line (e.g. no tickets may be sold to individuals standing in line).
- I. No information regarding ticket revenue, cash count, etc. will be provided during the dance or at Ticket Office closing.
- J. Only Viejas Arena Ticket Office personnel are allowed inside the designated ticketing area.
- K. No refunds will be issued by the Ticket Office staff on the evening of the dance. Settlement will be conducted on the following business day (Monday).

## V. Staffing Requirements

- A. The Aztec Student Union would require the same minimum staff both for a 1,000 person dance in Montezuma Hall or a 500 person dance in Goldberg Courtyard. These Operations personnel are responsible for the operations of the Student Union including the set-up and strike of all equipment. This includes providing appropriate crowd control and line management solutions to create a manageable, safe, and secure venue. The Facilities personnel are responsible for mechanical updates of the Student Union including lighting, HVAC, and other controlled systems. These figures do not include any staff associated with the Audio Visual Technicians. Quantity of Audio Visual Technicians to vary based upon the technical needs for the dance.
  - 1. One (1) Operations Supervisor
  - 2. One (1) Operations Lead
  - 3. Two (2) Operations Assistants
  - 4. One (1) Facilities Engineer or Facilities Assistant
- B. Aramark Custodial Services would require the same minimum staff both for a 1,000 person dance in Montezuma Hall or a 500 person dance in Goldberg Courtyard. These Porter/ Matrons are responsible for the servicing of dance restrooms, trash receptacles, along with the clean-up of spills and/or other messes.
  - 1. Two (2) Porter/ Matrons @ 4 Hour Minimum
- C. SDSU Police Officers would require the same minimum staff both for a 1,000 person dance in Montezuma Hall or a 500 person dance in Goldberg Courtyard. SDSU Police Officers will maintain peace and respond to emergencies and issues that may arise. This includes any situation that is event related in the surrounding areas of the campus, parking lots, and surrounding neighborhood. SDSU Police reserves the right to shut down any program on campus if the event negatively impacts the ability of the regularly scheduled officers for the campus to do their jobs. These additional officers help manage this impact. On occasions, if SDSU Police are unavailable to support an on campus dance, mutual aid officers from other CSU Campuses can be assigned.
  - 1. Two (2) SDSU Police Officers @ 4 Hour Minimum\*

\* For those occasions when mutual aid officers from other CSU Campuses are assigned, additional costs associated with travel time to and from the campus are assessed.
- D. Elite Security would require different minimum staff for a 1,000 person dance in Montezuma Hall versus a 500 person dance in Goldberg Courtyard. These Supervisors and Guards are responsible for monitoring the capacity of dance spaces, control crowds, monitor ticket distribution, check ID's, check bags, perform pat-downs, control access points, and help maintain a controlled, safe environment. The sponsoring organization cannot make separate arrangements for other security agencies per agreement with SDSU.

1. For Montezuma Hall: Four (4) Elite Supervisors and Twenty (20) Elite Guards @ 4 Hour Minimum (See Attached Diagrams for Security Positions)
  2. For Goldberg Courtyard: Three (3) Elite Supervisors and Fourteen (15) Elite Guards @ 4 Hour Minimum (See Attached Diagram for Security Positions)
- E. Viejas Arena Ticket Office would require the same minimum staff for a 1,000 person dance in Montezuma Hall or a 500 person dance in Goldberg Courtyard. This Box Office Manager along with these Ticket Sellers and Takers are responsible for the sale, distribution, and collection of all tickets associated with the dance. Ticket Takers are also responsible for the distribution of wristbands as guests arrive. If scheduling concerns is an issue for Viejas Arena Ticket Takers, the Aztec Student Union staff can be substituted to assist with this role for the dance.
1. One (1) Box Office Manager @ 4 Hour Minimum
  2. Two (2) x Ticket Sellers @ 2 Hour Minimum
  3. Two (2) x Ticket Takers @ 2 Hour Minimum
- F. All Staff will be scheduled a minimum of one (1) hour prior to the starting time and one (1) hour after the ending time. Staffing requirements and scheduling times are subject to change. All expenses are the responsibility of the sponsoring organization.

## **VI. Event Volunteers**

- A. The sponsoring student organization's SDSU staff/faculty advisor, and a minimum of one (1) student organization officer and two (2) student organization members will serve as the primary contacts and assist with the decision making on the evening of the dance. They must all be present for the Pre-event Security Briefing and throughout the duration of the event. A minimum of two (2) representatives must remain at the conclusion of the dance until all guests have vacated the premises.
- B. The student organization's SDSU staff/faculty advisor, and a minimum of one (1) student organization officer and two (2) student organization members will be asked to participate in all pre-event planning and logistics meetings leading up to the dance date.
- C. All event volunteers must be present at least 60 minutes prior to the opening of the doors of the dance for the Pre-event Security Briefing.
- D. Event volunteers will be issued a specially colored wrist band, or other such identifier, that must be worn for identification purposes. This wrist band and/or identifier authorizes the event volunteer to access to predetermined public and private locations during the dance. Passing wrist bands to unauthorized personnel is prohibited.
- E. Additional volunteers may be used to support the dance event as needed.

## **VII. Prohibited Items**

- A. The following lists the items prohibited at every dance. Additional items may be added:
1. No outside food, beverages, or alcohol
  2. No container of any kind
  3. NO SMOKING – no tobacco or smoking products of any kind
  4. No backpacks, large bags, or large purses
  5. No weapons or any items that could be used as a weapon
  6. No skateboards, scooters, or bikes
  7. No live animals
  8. No dance accessories (e.g. canes)
  9. Clothing (tops and bottoms) and shoes required at all times.

## **VIII. Cancellations**

- A. If the dance is canceled due to the failure of the sponsoring student organization's ability to meet all deadlines or if the dance is shut down on the event date due to an unsafe environment, the sponsoring student organization will still be responsible for any expenses incurred including those associated with ticket printing costs and late staffing cancellations.

### **AGREEMENT STATEMENT**

I acknowledge and understand the dance policies and have reviewed them with an authorized Aztec Student Union personnel member.

Sponsoring Student Organization: \_\_\_\_\_

Client Name: \_\_\_\_\_

Client Signature & Date: \_\_\_\_\_

SDSU Faculty/Staff Advisor Name: \_\_\_\_\_

SDSU Faculty/ Staff Advisor Signature & Date: \_\_\_\_\_