

TIVOLI STUDENT UNION

POLICIES AND PROCEDURES

GUIDE

REVISED: 06/11/04

Welcome!!! To the Tivoli Student Union.....	3
STUDENT AUXILIARY SERVICES HOURS OF OPERATION.....	4
INSTITUTIONAL AND COMMERCIAL TENANT DIRECTORY.....	5
SERVICES AND FACILITIES.....	7
COMMTER RESOURCE CENTER.....	7
THE ATRIUM FOOD COURT.....	7
TIVOLI RESTAURANTS.....	7
TIVOLI STUDENT UNION RETAIL SHOPS.....	7
THE AURARIA CAMPUS BOOKTORE.....	7
CAMPUS C-STORE.....	7
CLICKS! COPY CENTER.....	7
POSTAL SERVICES.....	8
AURARIA CAMPUS EVENTS - ACES.....	8
CAMPUS MAIL SERVICES.....	8
TELEPHONE SERVICES.....	8
NEWSPAPER BINS.....	8
LOUNGES.....	8
STUDENT AUXILIARY SERVICES ADMINISTRATION.....	8
SIGI's POOL HALL & ARCADE.....	8
TIVOLI WEB PAGE.....	9
GENERAL HOUSE RULES.....	10
RECREATION AREA INFORMATION AND POLICIES.....	11
SOLICITATION, SALES, and ADVERTISING POLICIES.....	12
ADVERTISING UNITS/DISPLAY CASES.....	13
BULLETIN BOARDS POSTING POLICIES.....	14
SOLICITATION.....	15
CHALKING.....	16
SANDWICH BOARDS.....	17
TABLE TENTS.....	18
LITERATURE DISTRIBUTION RACKS.....	19
INTERIOR BANNERS.....	20
EXTERIOR BANNERS.....	21
PAUL R. REECE HALL OF RECOGNITION POLICY.....	22
APPLICATION FOR PAULINE R. REECE HALL OF RECOGNITION.....	23
OFFICE AFTER HOURS ACCESS/USE.....	24
STUDENT ORGANIZATION SUITE The Club Hub®.....	25
CLUB HUB POLICIES AND PROCEDURES.....	25
SPACE ALLOCATION.....	25
QUALIFICATIONS.....	26
PROCUDURES.....	26
CLOSED OFFICES.....	26
WORKSTATIONS.....	27
EXPECTATIONS.....	27
SUMMARY OF CLUB HUB OFFICE & WORKSTATION USE POLICIES.....	32
STUDENT GOVERNMENTS &STUDENT PUBLICATIONS.....	34

Welcome!!!

To the Tivoli Student Union

The Student Auxiliary Services Staff and the members of the Student Advisory Committee to the Auraria Board (SACAB) are pleased to welcome everyone to this unique community center of the Auraria Campus. The Tivoli Student Union is designed to serve the Community College of Denver, the Metropolitan State College of Denver and the University of Colorado at Denver. The students of the three institutions total more than 37,000 making it the largest campus population in Colorado.

Built in 1866 as a brewery, the Tivoli is named after the world-famous Tivoli Gardens in Copenhagen, Denmark. It is also listed on the National Register of Historic Places. The Tivoli Student Union debuted as the new student center for the Auraria Campus in fall, 1994, and is the focus for cultural, social, leisure, recreational, and organized co-curricular activities of the campus. As the center of activity for the Auraria Campus, students come to the Tivoli to meet friends, relax in a variety of lounges, experience programs and utilize the many services available. The Tivoli is also the central gathering place for clubs and organizations and related functions, the Student Advisory Committee to the Auraria Board (SACAB), all three student government offices, and the student newspapers.

Policies for the Union are recommended and supported by the SACAB which is comprised of student representatives from the three academic institutions. Policies are developed to allow the Union to operate smoothly, provide safety for users, security for property, and maintain the facility as an active, viable center for student life.

This handbook has been prepared to provide individuals and groups with assistance in the use of the Tivoli Student Union, and to provide information about the available facilities, services, and procedures. Should you have any questions or suggestions regarding the Tivoli Student Union, please feel free to stop by the Tivoli Administration Office, Room 325; or call 303-556-6330. SACAB may also be contacted in Room 314; or call 303-556-4589. We welcome your ideas and input!

STUDENT AUXILIARY SERVICES
Hours of Operation

	HOURS	DAYS
Building	6:00 am to 10:00 pm 7:00 am to 7:00 pm Closed	Monday – Friday Saturday Sunday
Auraria Campus Bookstore & Campus Computers	8:00 am-6:00 pm 8:00 am-5:00 pm 10:00 am-3:00 pm	Monday-Thursday Friday Saturday
Tivoli Administration & Auraria Campus Conference & Event Services* (ACCES)	7:30 am-5:30 pm 7:30 am-5:00 pm CLOSED*	Monday-Thursday Friday Saturday & Sunday
Commuter Resource Center General Information ID Card Center Off-Campus Housing Information RTD Information	8:00 am-7:00 pm 8:00 am-5:00 pm CLOSED	Monday-Thursday Friday Saturday & Sunday
Clicks! Copy Center	7:30 am-6:30 pm 7:30 am-5:00 pm 10:00 am –3:00 pm CLOSED	Monday -Thursday Friday Saturday Sunday
Sigi’’s Pool Hall & Arcade	9:00 am-7:00 pm 9:00 am-5:00 pm CLOSED	Monday-Thursday Friday Saturday & Sunday
The Club Hub: Student Organization Suite	9:00 am-7:00 pm 9:00 am - 4:00 pm CLOSED	Monday-Thursday Friday Saturday & Sunday

Hours during holidays and semester breaks may vary. Special events occurring outside these hours will be considered “After Hours Events.” (Please refer to the After Hours policy for guidelines). Individual institutional offices establish their own hours (Student Activities, Government, etc.). Please refer to those entities for their operating hours. Hours of individual service areas may also be adjusted as needed, to

accommodate student demand and to fulfill program requirements. Please visit the Tivoli web site at www.tivoli.org for additional information.

* Evening and weekend conference, event and administrative responsibilities are served through the ACCES After Hours Office located in Room 316.

INSTITUTIONAL AND COMMERCIAL TENANT DIRECTORY

Community College of Denver

Community News	Suite 343		303-556-4749
Office of Student Life	Suite 309		303-556-2597
Student Government	Suite 310		303-556-2532

Metropolitan State College of Denver

Counseling Center	Suite 651		303-556-3132
e.den Student Computer Lab	Suite 243		303-352-4360
Metro Office of Student Media	Suite 313		303-556-2507
Metro State Intercollegiate Athletics			

Suite 315	Basketball	303-556-6262
	Volleyball	303-556-3832

New Student Orientation	Suite 215		303-556-6931
Office of Student Activities	Suite 305		303-556-2595
Office of Student Life	Suite 311		303-556-3559
Student Finance Resource Center	Suite 311		303-556-4435
Student Government Assembly	Suite 307		303-556-3312
Testing & Assessment	Suite 347		303-556-3677
Tutoring Center	Suite 219		303-556-6439
			303-556-4054

University of Colorado at Denver

The Advocate	Suite 345		303-556-2535
Career Center & Career Resource Library			
	Suites 259 & 260		303-556-2250
The NEXUS-UCD Computer Lab	Suite 241		
Starz FilmCenter	Tivoli Courtyard	303-893-FILM(3456)	
Student Life	Suite 303		303-556-3399
Student Government	Suite 301		303-556-2510

Tri-Institutional Services at the Tivoli

Auraria Campus Bookstore & Campus Computers	Suite 205/105		303-556-4286
Campus Police & Security	Suite 228	For emergencies – 911	
	Non-emergencies		303-556-3271
Club Hub	Suite 346		303-556-8094
Commuter Resource Center	Suite 269		303-556-8385
Gay, Lesbian, Bisexual, & Trans Student Services	Suite 213		303-556-6333
Lost & Found	Suite 269/		
SACAB	Suite 314		303-556-4589

Student Amenities at the Tivoli

Clicks! Copy Center @ Tivoli	Suite 211/West Entrance	303-556-3702
STA Travel	Suite 267	303-571-0630
Credit Union of Denver	Suite 263	303-963-1310
Sigi's Pool Hall & Arcade	Suite 145	303-556-3645
U of C Federal Credit Union	Suite 230	303-443-4672
UPS Recruiting Services	Suite 262	303-286-6052
ATM & Postage Machines	Located on the 2nd floor in the corridor between the SE and South entrances.	

Study & Rest Stops

The Garage - Quiet Study Lounge Fri 7:00am - 5:00pm	Suite 257	Mon-Thurs 7:00am - 7:00pm
Multicultural Lounge Fri 7:00am - 6:00pm	Suite 261	Mon-Thurs 7:00am - 8:00pm
Roger Braun Lounge & T.V. Area Fri 7:00am - 6:00pm Sat 8:00am - 5:00pm	Suite 201	Mon-Thurs 7:00am - 9:00pm
Study Nook	3rd Floor area outside Room 347	

Other Tivoli Tenants

Auraria Campus Catering by Sodexo	Suite 125	720-932-6100
Biscuits & Berries Catering	Suite 226	303-277-9677
Colorado MST (Multi-Systemic Therapy) Support Services	Suite 129	303-352-4202
The Colorado Forum on Community & Restorative Justice	Suite 129	720-904-2322
Fieldwork Denver	Suite 225	303-825-7788
Spring International Language Center	Suite 454	303-534-1616
US Army Recruitment Office	Suite 130	720-904-2174
US Marine Corps Recruitment Office	Suite 126	303-832-7121

Tivoli Food Services

Freshens	Food Court, 1 st Floor	720-932-6102
McDonald's	Food Court, 1 st Floor	303-595-8434
Subway	Food Court, 1 st Floor	303-607-9090
Taco Bell	Food Court, 1 st Floor	303-607-9387
Wok & Roll	Food Court, 1 st Floor	720-214-2826
Pete's Arena	Suite 229	720-932-6111
Daily Grind	Suite 240/East Entrance	303-573-5282
Snack Attack	Suite 271/Main Floor Atrium	303-825-0437

SERVICES & FACILITIES

Commuter Resource Center

- General Information
- ID Card Center
- Off-Campus Housing Information
- RTD Information

Located on the second level adjacent to the Atrium, the information staff is available to answer any questions about campus facilities, programs, services, and activities. Bus schedules, maps and informational brochures regarding academic programs, and details about special events are available. Staff can also provide particulars on the Tivoli Student Union retail outlets and services operations and hours. Also located in the Commuter Resource Center is the Campus Student ID Card Program.

THE ATRIUM FOOD COURT

Hungry for some fast food? The Atrium Food Court on the first floor (lower level) has a variety of brand name franchise outlets to fulfill your cravings. Have a familiar burrito from Taco Bell, a sandwich from Subway, a burger from McDonald's, or try a smoothie from Freshens or freshly prepared oriental cuisine at Wok & Roll. There's something for everyone in the Atrium.

TIVOLI RESTAURANTS

If your palate is interested in other delectable fares, be sure to explore the food and beverage venues on the second floor (main level). Try an espresso or veggie burger at the Daily Grind; or a pizza & beer from Pete's Arena.

TIVOLI STUDENT UNION RETAIL & SERVICES

A variety of services are available for your convenience and enjoyment. Need some cash? There are two credit unions and several ATM's here. Want to fly somewhere? STA Travel can help you get there. Most of the service outlets are located on the second floor (main level) of the building. Stop by the Commuter Resource Center for information and a complete listing. Looking for a job? Stop by the UPS Recruitment Center on the second floor.

THE AURARIA CAMPUS BOOKSTORE

One of the most successful campus bookstores in the country, this two-story center offers gifts, cards, insignia clothing, great computer deals and of course, books! Don't miss a chance to explore this store and learn what it has to offer you!

THE CAMPUS C-STORE

Looking for chips, candy, drinks, or personal care products? Then stop by the Snack Attack, the campus convenience store, located on the second floor (main level), adjacent to the Atrium.

CLICKS! COPY CENTER

Inside the west entry on the second floor (main level), this is the place where you can copy term papers, resumes, and reports. Clicks! will also produce large print jobs and has a variety of graphic design services. Laminating, overheads and photo services are also available in addition to custom mouse pads and t-shirts.

POSTAL SERVICES

Located on the second floor (main level) across from STA Travel, is a self-service US Postal Center where you can buy stamps through a self serve stamp machine.

AURARIA CAMPUS CONFERENCE & EVENT SERVICES - ACCES

Planning a special event? Or perhaps just considering a small meeting in a different location? Then you may wish to visit the ACCES Office located on the third level (Room 325) to receive assistance with coordinating your needs. The Tivoli Student Union features many unique and historic facilities to accommodate the diverse needs of the campus. The ACCES Office also schedules all campus-wide non-academic facilities and grounds.

CAMPUS MAIL SERVICES

For Institutional Offices in the Tivoli Student Union, a central mailbox station is located in the Service Hall near room 320 on the third level. The Campus Mail Services department will assign box numbers. Student Organization mail is distributed in the Student Organization Suite (Club Hub, Room 346) to the individual organization boxes.

TELEPHONE SERVICES

The Tivoli Student Union provides shared local phone services for the student organizations in the Club Hub student suite. All other institutional phones are provided and paid for by the individual academic institutions. If you are a Student Union institutional office and wish to enhance or change your phone services, be sure to contact your institutional telecommunications representative.

NEWSPAPER BINS

A limited number of newspaper bins are available within the building for distribution of publications. Individuals wishing to distribute publications must register with the Tivoli Administrative Office. Bins are available on first-come basis only.

LOUNGES

Be sure to explore the building and experience the variety of lounges designed for your comfort. There are study lounges, program areas, quiet spots and a television lounge. Visit the Commuter Resource Center for directions to these lounges. Several of the lounge areas now feature wireless access.

STUDENT AUXILIARY SERVICES ADMINISTRATION

As noted in the "Welcome" section, the Student Auxiliary Services Director and the staff of the Tivoli Student Union are available to hear and consider your comments and ideas. If you have questions about anything related to the Tivoli Student Union by way of the policies, retailers, operations, opportunities, etc. or if you have business to conduct, be sure to stop by Room 325 on the third level. The staff is also responsible for all auxiliary areas (dispersed lounges on campus, food operations in other classroom buildings, etc.), so don't hesitate to provide us with feedback of these areas, as well.

SIGI'S POOL HALL and ARCADE

Sigi's Pool Hall, named after the first Tivoli brewmaster, is a place you can unwind with a billiard game, darts, ping pong, or a variety of video arcade games. Be sure to check out Sigi's, located on the first level

in the historic cooling chambers of the original brewery.

TIVOLI WEB PAGE

Need to know what's going on at the Tivoli Student Union? You can find out about what's happening by accessing the Tivoli web site at **www.tivoli.org**. This state-of-the-art site is maintained by the Student Auxiliary Services Marketing Manager. The web site contains photos and information on conference space, as well as student services, shops & restaurants. You will also find a complete listing of academic/institutional offices maintained at the Tivoli with hyper-links to their respective web pages. Also, take a look back in time with a virtual historical tour, complete with photos of the Tivoli when it was a Brewery.

GENERAL HOUSE RULES

1. The Student Union shall not be responsible for articles lost in the building. Articles found should be brought to the Commuter Resource Center (Room 243) second level, and the articles will be registered in lost and found.
2. Gambling in the building is prohibited.
3. Alcoholic beverages are prohibited in all areas of the Student Union, with the exception of services authorized under approved leases and for special event functions approved by Auraria Campus Conference Services & Event Services Office. (Special events must meet established policies and guidelines. Please refer to the Auraria Campus Conference & Event Services Policies Manual.)
4. Equipment owned by the Student Union shall not be removed from the building except upon written permission of the Student Auxiliary Services Director or their designee.
5. All posting of materials or decorations in the Student Union must follow the approved posting guidelines. Please refer to the section on posting.
6. Except for working animals serving people with special needs, animals are not permitted in the Student Union public areas.
7. Bicycle racks are provided outside each building entrance for students and staff; therefore, people are discouraged from bringing bicycles into the Student Union.
 - A. Bicycles are not allowed in any public area of the Student Union except as they are being walked to individual offices for safekeeping.
 - B. Skateboarding, rollerblading or bicycle riding is not allowed in the building, nor on the ramps or patios.
 - C. Bicycles shall not be parked, chained, tied or otherwise attached to any Student Union structure.
8. No persons, except authorized personnel shall remain in the Student Union after the official closing time without written permission of the Student Auxiliary Services Director or their designee. (Refer to the After Hours Polices and Procedures).
9. Acts of misconduct or destruction will be brought to the attention of the Student Union Administration Staff for action or referral to the appropriate institutional agencies.
10. Firearms and explosives, weapons, ammunition, hazardous chemicals, and or/ fireworks are not permitted in the Student Union premises. (Reference the Auraria Campus Weapons Policy).
11. Due to fire regulations and the executive order of the Governor, smoking is not permitted in any Student Union area. (This includes cigarettes, incense burning, etc.). Special approval may be granted by the Auraria Campus Conference & Event Services Office when scheduling events desiring candlelight and/or for ceremonial functions which might require incense.

RECREATION AREA INFORMATION AND POLICIES

SIGI'S POOL HALL and ARCADE

The Game Room/Recreation Area provides a place of enjoyment and relaxation for students, faculty, staff and the general community.

Customer Behavior

Everyone using the Pool Hall is required to abide by the rules of the area. Rules prohibit the use of profanity, smoking, chewing tobacco, alcohol, gambling/wagering, fighting, and/or the misuse of equipment. Individuals who refuse to conduct themselves within the rules and regulations or damaging the equipment will be requested to leave the area.

A current Auraria Campus ID will be required to receive the student rates. Damages to property or equipment become the responsibility of the individual reserving the table or game.

Special Use

Sections of the Game Room area are occasionally available for use by private parties during slower periods. Persons interested in using the facilities in this manner must contact the Auraria Campus Conference & Event Services Office for details.

SOLICITATION, SALES, AND ADVERTISING POLICIES

A variety of options exist for recognized campus organizations to solicit and promote their programs and products. Certain areas are designated for various types of solicitation including posters, table tents, etc.

Definition: For the purpose of this policy, solicitation shall be considered to be any promotional activity, or any effort to disseminate information, or in support of an approved campus fund-raising event.

ADVERTISING UNITS/DISPLAY CASES

Built in advertising units are located in the Tivoli Student Union to provide options for advertising campus events. These units are located on the second and third levels and are available for use by the Tivoli, the Bookstore, SACAB and the three Student Activities/Life Offices to publicize events under the following conditions:

1. Posters must contain the name and address or phone number of the organization sponsoring the event.
2. Posters must advertise open events. Posters advertising campus events may be given priority on a first-come-first-served basis.
3. Posters advertising services (non-event advertisement) will be accommodated only after dated event advertisements have been accommodated. The Director of Student Auxiliary Services and/or their designated staff may relocate or rotate posters in the best interest of the exposure and opportunity for dated event materials.
4. The Tivoli Student Union is not responsible for returning posters to the sponsoring organizations, nor for damage incurred while on display.
5. Posters placed in the advertising units during elections may fall under special guidelines dependent upon location of polling place. Individuals may wish to check with their institutional election commissioners.
6. In the interest of traffic flow, maintenance and safety, these advertising units have been provided as an alternative to hallway tripods or easels. Tripods or easels advertising events will generally not be allowed but may be authorized at the discretion of the Student Auxiliary Services Director. Easels providing directional signage on the day of an event (indicating location of event room, etc.) may be allowed at the discretion of the Student Auxiliary Services Director or their designee, in keeping with safety issues regarding pedestrian traffic, etc. Pedestal signage may be approved by the Director for continuous advertising in certain locations.
7. Posters and flyers placed in areas not designated for posting will be removed. If the building is damaged or if extensive labor is involved in removing the poster, the organization named on the poster may be charged for expenses. Posters cannot be placed on painted surfaces, on doors, glass, exterior or interior walls, ceilings, furnishings, painted columns, etc. with the exception of those provided for under the section on Posting Policies.

BULLETIN BOARDS POSTING POLICIES

Bulletin boards located within assigned offices will be used according to regulations developed by the individual in charge of those areas.

DESIGNATED BULLETIN BOARDS' USAGE

Certain boards/display cases located in the Tivoli Student Union are reserved for special designated use, such as jobs and event information. Procedures regarding these boards may be obtained in the Tivoli Student Union Administration Office.

PUBLIC BOARDS

Public boards are located in the student activity areas, hallways, gameroom, dispersed lounges (vending lounges in other buildings), etc. The Tivoli Student Union Administration has responsibility for regulations governing the use of these public bulletin boards. Posting must meet the following regulations:

1. Poster/flyers may not exceed 11" x 17" and must contain the name and address or phone number of the organization sponsoring the event/poster.
2. Boards will be monitored/ cleaned or updated every weekend.
3. Flyers in a foreign language must have a name and phone number in English for contact purposes.
4. Any posting or advertisement of events/programs which promote alcohol abuse, illegal drugs use and/or any other illegal activities is not permitted. Any such posting or advertising will be removed.
5. Posters/flyers placed on areas not designated for posting will be removed. If the building is damaged or if extensive labor is involved in removing the poster, the organization named on the poster may be charged for expenses. Posters should not be placed on painted surfaces, doors, glass, exterior, or interior walls, ceilings, furnishings, columns, etc. (with the exceptions noted in #6 and #7).
6. On the day of an event, flyers advertising on-campus events (with the above criteria) may be posted on the **unpainted** brick pillars and on the glass surface of the northwest ADA entry doors and the south and west entry doors (avoiding the vinyl letters on the glass).
 - Only one flyer per surface is allowed.
 - The Tivoli Student Union staff may relocate flyers to minimize/avoid damage; or to ensure ingress/egress from the building.
 - Flyers must be advertising open events (not products or services, etc.).
7. The Student Auxiliary Services Director may, from time to time, authorize additional posting locations to maximize advertising opportunities for campus events (this includes special consideration at Student Government election times).

SOLICITATION

Distribution (non-sales) of literature, petitioning, and surveying at or around the Tivoli Student Union must adhere to the following procedures, in addition to the campus-wide policies :

1. Hand billing/solicitation of automobiles in any parking area is prohibited.
2. Hand billing/solicitation within the building's common areas (atrium, hallways, lounges, etc.) is not allowed, except as provided for under the Information Table policies for the Auraria Campus Event Services, or as related to meeting facilities when occurring adjacent to the reserved facility and authorized by the sponsors.

CHALKING

To advertise special functions (sponsored by campus departments/ organizations and taking place on the campus) on the day of the event, chalking is allowed on the ground level exterior entries on the south and west sides of the Tivoli building, provided washable chalk is used. Chalking is only permissible on the horizontal concrete ground surface (not on walls, brick surfaces, etc.) and must not be on the elevated step entries (within 10 feet of the entryways).

SANDWICH BOARDS

EXTERIOR ADVERTISING

Sandwich boards are available on a first come first served basis from the Auraria Campus Conference & Event Services Office for advertising campus activities and events according to the following guidelines:

1. Sandwich boards may only advertise events occurring on campus and sponsored by recognized campus entities. Events taking place within the Tivoli Student Union will receive priority.
2. Sandwich boards are available for exterior placement, only in predesignated areas. These areas include the west, south, and southeast entries. Student Union staff may adjust placement of boards to maximize pedestrian flow and maintain safe ingress/egress.
3. Tivoli Student Union Staff cannot be responsible for the maintenance of materials on the boards. For this reason, sponsors are encouraged to laminate materials (weather proof, etc.) Tivoli Student Union staff will clear unsightly boards (torn flyers, etc.).
4. Sandwich boards may not be used for the posting of City & County of Denver special event wine and beer permits. (Contact Auraria Campus Conference & Event Services Office for this information.)

INTERIOR SANDWICH BOARDS

Interior sandwich board may be available for placement by the west entry area. The board may be utilized to advertise events directly programmed by the Tivoli Student Union and/or the Student Activities/Life Offices of CCD, MSCD, and UCD. Contact the Auraria Campus Conference & Event Services Office for scheduling.

TABLE TENTS

Table Tent advertising is available for advertising open events and services under the following guidelines:

Table advertising placement must adhere to the guidelines listed below and are limited to **one** table tent per table. If an area is not specified below, it is NOT authorized for placement of advertising.

- A. Atrium Food Court seating area (First Floor).
- B. The Roger Braun Student Lounge (Room 201).
- C. The Multi-Cultural Lounge (Room 261).
- D. The Garage Quiet Study Lounge

Table advertising campaigns may not exceed one week in duration.

Advertisers are responsible for placing the tents and replenishing the tent advertisement for duration of their approved period. Due to the highly public nature of the area, Tivoli Student Union Staff are not responsible in any way for table tents, including maintenance, damage or loss. When possible, staff will be diligent in their efforts to recognize and preserve table tents for events that have not yet occurred. Tivoli Student Union staff will discard damaged tents and will remove all tents following the event.

Advertising is limited to recognized student organizations, campus departments, lease tenants of Tivoli, and contracted operators within the Tivoli.

Table advertising space is available on a first-come-first-serve basis. Table tents must be registered through the Auraria Campus Conference & Event Services Office.

LITERATURE DISTRIBUTION RACKS

Several distribution racks are located within the Tivoli Student Union and been designated for assigned use by certain campus entities. Other racks are assigned on a first come first serve basis with several racks available for rotating publications. Organizations are not authorized to add additional racks or custom racks of any nature.

INTERIOR BANNERS

Banners may be placed in the Tivoli Student Union in designated areas for programs sponsored by the Tivoli Student Union, CCD, MSCD and UCD Student Activities/Life Offices, Student Governments and institutionally recognized student organizations, and any student organization sponsored by the aforementioned. Institutional departments will be allowed to hang banners on a space available basis. Banners must meet the following regulations:

1. Banners must advertise open events and may be placed no more than two weeks prior to the day of the event. If the event is ongoing, a banner may only be hung for a maximum period of two weeks, with the exception of established series events directly sponsored by the Student Activities / Life Offices of the Institutions.
2. Maximum banner size permitted is limited to fifteen feet horizontal length by four feet in vertical height. The Auraria Campus Conference & Event Services Office will approve vertical banners where possible.
3. All banners must contain the name and phone number of the organization sponsoring the event(s).
4. Banner space must be reserved through the Auraria Campus Conference & Event Services Office at least forty-eight hours before the reserved posting date. Tivoli Student Union staff will hang the banner, unless prior arrangements have been authorized by Conference Services.
5. While Tivoli Student Union staff will be diligent in their efforts to preserve banners, the staff are not responsible for returning banners to sponsoring organizations, nor damage incurred in its removal nor for the period in which it is hung. Banners must be picked up by the sponsoring organization within forty-eight hours following the advertised event.
6. Banners placed in the Tivoli Student Union during student elections and student referendums may come under special guidelines dependent upon location of polling place. Individuals are required to check with their institutional election commissioners.
7. Up to four (4) interior banner spaces are available in the southwest stairwell. Six (6) interior banner spaces are available in the atrium.
8. The Tivoli Student Union staff, in consultation with the Student Activities/Life Offices, reserves the right to rearrange banners, if needed, in order to insure HVAC vents remain clear, entries are not blocked, and to maximize advertising potential for all parties.
9. The Director of Student Auxiliary Services may authorize modifications of the above policies to maximize the advertising opportunities for campus entities programming within the Tivoli Student Union.

PAULINE R. REECE HALL OF RECOGNITION POLICY

PURPOSE

As each year passes since the beginning of the Auraria Campus, a history is created; the Auraria Campus Community is faced with preserving this history. A Hall of Recognition will serve to begin creating a memory of this history.

The Student Advisory Committee to the Auraria Board (SACAB) has committed to serving the history of individuals that have impacted the Auraria Campus, in an extraordinary way. An area in the Tivoli Student Union will be established in order to display plaques to recognize these individuals.

POLICY STATEMENT

1. Nominations

All nominations must be brought forth by students and submitted to SACAB by the end of each Fall Semester. A nomination must include an Application (Appendix A), Biography, Petition and any other supporting documents. SACAB will review all documents to ensure that adequate information is provided.

A. Tri-institutional Petitioning

Petitions for individuals that served students of all three institutions must have signatures of 60 students from each of the three institutions (CCD, MSCD, and UCD) and 20 signatures from administrators and/ or faculty from any of the institutions.

B. Single Institutions Petitioning:

Petitions for individuals that served students of a single institution must have signatures of 180 students from that respective institution and 20 signatures from administrators and/ or faculty from that same institution.

2. Selection

SACAB will determine up to three (3) individuals to be placed in the Hall of Recognition, and will make this final selection by the third week of March. No more than one (1) individual from each institution per year shall be recognized.

3. Plaques:

All plaques in the Hall of Recognition will correspond with each other. The Tivoli Student Union will provide the plaques. The nominating party will provide the narrative and an 8" X 10" picture of the individual. SACAB reserves all rights to edit the narrative, as needed.

4. Ceremony:

A ceremony to induct the newest member(s) to the Hall of Recognition will be held the second week of April and be provided by SACAB. Presentation of the plaque(s) at the ceremony will be done by SACAB.

5. Location:

The Pauline R. Reece Hall of Recognition will be located in the pre-function lounge of Tivoli Room 320.

SACAB: 03-14-03
 06-11-04

Appendix A

Application for the Pauline R. Reece Hall of Recognition

Please print or type all information

Name of Nominee: _____

Institution(s): _____

Position(s) Held by Nominee: _____

Length of Service on the Auraria Campus: _____

Nomination Submitted By (If a group, please specify the group name and a primary contact individual name): _____

(Group Name, if applicable)

Individual Name *(Please print)*

Signature

Phone Number: _____

Date Submitted: _____

Please attach a statement as to why this individual should be recognized. Be certain to address the following questions:

- How was this individual involved with the students of the Auraria Campus and/ or their respective institutions?
 - How has this individual impacted the educational career of students?

Attach all required petitions/ signatures to this application form.

EXTERIOR BANNERS

Banners may be placed in designated areas for programs taking place in the Tivoli Student Union. Exterior banners must meet the following guidelines:

1. Banners must advertise open events and may be placed no more than one week prior to the day of the event. Each banner will be limited to seven posting days per event.
2. Maximum banner size is limited to 15 feet horizontal length by 4 feet vertical height. (Though certain locations can only physically accommodate 12 by 3 feet.)
3. Banners must be made of vinyl or weather-proof material and outfitted with grommets at the four corners and located every twelve inches around the perimeter of the banner. Ropes of appropriate length must also be provided.
4. All banners must contain the name and phone number of the organization sponsoring the event.
5. Banner space must be reserved through the Auraria Campus Conference & Event Services Office. Banner space is available on a first-come-first-serve basis.
6. Banners must be delivered to the Auraria Campus Conference & Event Services Office within seven days of the reserved posting date. Tivoli Student Union staff will hang the banner.
7. The Tivoli Student Union is not responsible for returning banners to the sponsoring organization, nor for damage incurred in its removal. The Tivoli Student Union is not responsible for inclement weather damage to the banner. Sponsoring organizations wishing to retrieve their banner must do so within seven days after the event has taken place.
8. Exterior banners may be hung on certain concrete walls on the south side of the building. Inquire at the Auraria Campus Conference & Event Services Office for details.

OFFICE AFTER HOURS ACCESS/USE

Individuals wishing to utilize the Tivoli Student Union after hours (refer to Student Union Activity Hours section), must have an after hours pass authorized by the Director of the Student Activity/Life Offices, MSCD Director of Student Publications and approved by the Director of Student Auxiliary Services and/or their designee. After hours passes are limited to use by Student Government, Student Publications, Student Activities/ Life Offices. After hours passes are only valid until 12:00 midnight and require that the individual already be in their office prior to the lock down of the building. The authorized individual must have a copy of the pass with them at all times, and be prepared to present it to the Tivoli Security and building staff. Student Organizations housed in the Student Suite area are not authorized for after hours access.

To ensure the safety and well being of any individual working after hours in their spaces (including those administrative areas which do not require a pass), we ask that you report to the Tivoli Security Office your intent to be in your office area. As a courtesy, please also advise them of your departure. This measure is designed to aid the staff in being aware of an area which may have legitimate activity taking place after hours.

STUDENT ORGANIZATION SUITE
STUDENT ORGANIZATIONS AND CLUBS
The Club Hub
CLUB HUB POLICIES AND PROCEDURES

THE STUDENT ORGANIZATIONS & CLUB'S SUITE

The suite for the Student Organizations and Clubs (Club Hub) is located on the third floor of the Tivoli Student Union. It houses recognized (registered) student clubs and organizations (herein after referred to collectively as “organizations”) from each of the academic institutions on the Auraria Campus. In support of student development and student community, the space is designed to help student clubs stay organized, visible, and accountable. Tivoli staff provide services by staffing the area during regular operating hours. The Club Hub space is allocated by the Student Advisory Committee to the Auraria Board (SACAB) every year according to procedures outlined in the following document. If a group is interested in starting an organization, they should contact their respective institutional Student Activities/Life Offices for guidance.

SPACE ALLOCATION

The Club Hub has two (2) types of space available for organizations’ use. There are six (6) closed offices and fifty-six (56) workstations available. Office space in the Club Hub will be allocated to student groups for business purposes of the organization. Other facilities outside the Club Hub are available for counseling, tutoring, meetings, socializing, etc.

SACAB will not allocate space to any group which discriminates on the basis of race, creed, color, religion, sexual orientation, age, sex, national origin, or physical or mental disability.

Allocation of space will be on an equitable basis for recognized student organizations of all three institutions.

Adherence to the organization’s office hours, as determined by SACAB, is required in order to maintain space. A minimum of 20 office hours per month must be maintained for workstations and 40 hours per month for closed office space.

SACAB retains the right to review and/or revoke office space allocation at any time, in accordance with the policies and procedures contained herein. SACAB further reserves the right to review allocations at any time for possible reallocations, if criteria for use are not followed. The reallocation may include eviction, changing space assigned, or requiring organizations to share offices.

All space allocations expire at the end of the summer semester each year, and groups must reapply to SACAB to retain their space.

Applications for student club recognition and Club Hub space are separate applications. Applications for space are to be returned to the Club Hub, to the attention of SACAB. Applications for the student club recognition from CCD are to be returned to the CCD Student Life Office (Tivoli Room 309); applications for student club recognition from MSCD are to be returned to the MSCD Student Activities Office (Tivoli Room 305), and applications for recognition from UCD are to be returned to UCD Student Government Office (Tivoli Room 301).

QUALIFICATIONS

1. Organizations requesting space must be recognized by their Student Activities/Life Offices, according to each institution's respective policies.
2. Organizations must complete a space application request, which are available in the Club Hub. Clubs requesting space must have an affirmative recommendation from the Student Activities/Life Office of their respective institution.
3. Organizations requesting space must abide by the Policies and Procedures of the Tivoli Student Union.
4. Organizations whose space allocation has changed (reassigned to a new location) must be moved out by the annual date established by SACAB, or September 1. Failure to do so will result in property removal according to established procedures. SACAB and the Tivoli Student Union are not responsible for belongings or property left beyond the deadline.

PROCEDURES

1. Properly completed applications for space shall be submitted to the Club Hub, to the attention of SACAB. For organizations allocated space, their signature on the application constitutes the agreement to the terms outlined for the use of space.
2. SACAB reserves the right to review all applications. SACAB has delegated the responsibility of workstation assignments to the Club Hub staff in order to expedite Club access to workstations.
3. SACAB may request additional reasonable information (barring legal limitations), which in their judgment is necessary for reviewing a request.
4. SACAB will allocate offices and Club Hub staff (as delegated) will allocate workstations to organizations for a three academic semester term. All space allocations end at the end of the summer term (September 1st).

CLOSED OFFICES

1. Priority will be given to groups who have been active on campus for at least one (1) year.
2. All groups requesting closed office space may be required to give an oral presentation of their need for space and submit to reasons/justification from SACAB. Interviews will be scheduled by SACAB.
3. SACAB shall allocate two student organizations to each of the closed offices in the Club Hub. Should the pool of qualified applicants exceed the space available, it will be allocated according to the following criteria, although not necessarily in this order:
 - The security needs of the group
 - The history of the group's level of activity on the campus (e.g. events, fundraisers, community services, etc).
 - The number of members (students) in the group.
 - How effectively the group has used its Club Hub space in the past.Remaining organizations can be put on a wait list.
4. Qualified applicants not receiving closed office space will be considered for workstation space.

CLUB HUB POLICIES & PROCEDURES continued

5. Allocations are for one academic year time, covering Fall, Spring and Summer Semesters – in that order. Regardless of whether an allocation was received in the Fall, Spring or Summer semester,
IT EXPIRES AT THE END OF THE SUMMER SEMESTER EACH YEAR.

WORKSTATIONS

1. Allocations are for one academic year time, covering Fall, Spring and Summer Semesters – in that order. Regardless of whether an allocation was received in the Fall, Spring or Summer semester,
IT EXPIRES AT THE END OF THE SUMMER SEMESTER EACH YEAR.
2. A posting of all workstation allocations shall be placed both in the Club Hub and will be updated as needed.
3. It shall be SACAB's objective to maximize the student use of space in the Club Hub. **SACAB will treat all groups which apply by the established deadline, on an equal basis.** Applications received after this date will be considered on a first come first serve basis until there are no more workstations remaining.
4. Certain organizations, who demonstrate a need for more space, may be allocated more than one workstation; however should the Club Hub reach maximum occupancy, and there is still a demand for space, groups with more than one workstation will be expected to reduce their workstations to one (1) space.

EXCEPTIONS

1. SACAB may give an exception to the requirement to be recognized and allocate space in the Club Hub to unrecognized groups on a case by case basis.
2. Space allocations for unrecognized groups will expire at the end of summer semester each year, but may be reconsidered by SACAB at the end of each semester.

OPERATING PROCEDURES

In order that the Club Hub might be used effectively by the student body, and the security needs of the groups housed in the Club Hub can be provided for, the following operating procedures for the Club Hub have been established.

1. CHECK-IN

- Each person entering the Club Hub must provide a photo ID to the Club Hub staff upon entering; the ID will be returned when the person leaves.
- Each person entering the Club Hub must sign-in upon entering and sign-out upon exiting at the reception desk; she/he must sign-in/out either as a club member during office hours for a particular club, or as a guest.
- Any person desiring a key to an office, file cabinet or locker must be on the key list for the club to whom the office, file cabinet, or locker was allocated. Key lists are due with the space application, and may be updated throughout the year. Updating the key list

requires approval of the current president of the organization.

2. SERVICES

- Every recognized student organization on the Auraria Campus receives a mailbox in the Club Hub. An authorized organization member may pick up their group's mail by asking the Club Hub staff and signing the mail check-out log. Also, mail may be sent to other organizations by leaving it with the Club Hub staff.
- There is one telephone for every two workstations and for each closed office. Local services and voice mail are provided on these phones, but they must be shared between the groups assigned to them.
- The Club Hub provides a fax machine for receiving faxes and sending local faxes. The fax machine may be used by any recognized organization whether or not they have space in the Club Hub.
- Shared computer workstations have been provided for use by all organization. Official business of an organization takes priority over other types of use. Organization members are to be courteous to each other in their use of the systems.

3. OFFICE HOURS

- Office hours are required so that the organizations are available and reasonably accessible to the student body.
- Student clubs occupying a workstation must log a minimum of twenty (20) hours per month in the Club Hub.
- Organizations occupying a closed office must log a minimum of forty (40) hours per month in the Club Hub.
- Organizations receiving their space allocation in the middle of a month will have their requirement pro-rated for that month. Office hours requirements will also be pro-rated around school holidays.
- An office hour is considered one hour spent by one club member in the Club Hub; with the following exceptions:

No more than five (5) members of any given club may receive credit for office hours at any given time (e.g. if there are ten (10) members of a club in the Club Hub for one hour, the club receives credit for five (5) office hours- if there are ten (10) club members in the Club Hub for a half hour, the club will receive credit for two and a half (2.5) office hours.

A person may leave the Club Hub momentarily during his/her office hours, but if he/she does not return within thirty (30) minutes, he/she will be automatically signed-out by the Club Hub staff. The Club Hub staff will then credit the club with thirty (30) minutes on the office hour log sheet.

- Groups allocated space are not required to maintain summer office hours. Organizations not requiring space during the summer will be allowed to store items in their assigned space. It remains the organizations responsibility, however, to retrieve mail and reapply for space according to the established requirements.

4. ORGANIZATION MEETING SPACE

- The Club Hub was designed to provide for the day-to-day business needs of student organizations, it has neither the space nor the facilities to accommodate large meetings;

for this reason meetings of more than ten people are not permitted in the Club Hub. Recognized organizations may schedule conference rooms in the Tivoli Student Union free of charge to hold their meetings. Groups are encouraged to schedule early for the best availability.

- The Club Hub is equipped with a small gathering area (fewer than 10 attendees). This area may be reserved in advance for an organization by the Club Hub staff. If this area is not reserved or in use, it is available to any organization on a first come first serve basis. A reservation has precedence and any organization occupying the area must vacate for an organization which has a reservation.

5. CONDUCT

- In accepting closed office and workstation space, student organizations agree to adhere to the policies of the Tivoli Student Union and to abide by any administrative regulations of the building which are applicable.
- The Club Hub may not be used for any illegal activities.
- Alcoholic beverages, smoking and illegal drugs are not allowed in any office or facility of the Tivoli Student Union.
- Items which may be injurious or hazardous to health or safety (e.g. weapons, hazardous chemicals, etc.) are prohibited in any Student Union space.
- Animals or pets of any kind (except working animals- e.g. guide dogs) are not allowed in any area of the Tivoli Student Union.
- All people in the Club Hub are expected to adhere to the standards of good conduct and act respectfully toward one another. These standards are outlined in the Tivoli Student Union Code of Conduct for the constituent academic institutions at Auraria.
- The Club Hub staff has the right to call Auraria Campus Police to remove disruptive persons from the Club Hub.
- Organizations assigned space may not reassign or sublet their space.

6. PROPERTY

- Closed offices or workstations may not be remodeled in any way by the organization assigned the space. Painting, pasting, addition or deletion of walls, defacing, papering, paneling, etc. is prohibited.
- Student Union equipment including that assigned to student organizations shall not be removed from the premises.
- Repairs for damages to office or workstations and/or to assigned equipment of office space shall be charged to the organization(s) occupying the space.
- Authorized Tivoli Student Union employees shall have access to all Student Union facilities, including offices, for the purpose of routine inspection of equipment, cleaning, and maintenance. Such employees shall not be allowed to tamper with the property or belongings of an organization housed in the Club Hub.
- Organizations agree to display postings on the provided bulletin boards and abide by posting regulations established by SACAB. Any posting on walls, doors, windows, et cetera is restricted. Auraria approved hanging devices must be used for items to be displayed on the walls and windows.
- Neither SACAB nor the Tivoli Student Union is responsible for lost or stolen items in the Club Hub, be they personal property or belonging to an organization.

7. **REMOVAL**

A requirement of fairness is that all organizations must adhere to the Club Hub Policies and Procedures or face revocation of space allocation.

An organization which fails to meet its office hours requirement (20 hours per month for a workstation and 40 hours per month for a closed office) may be evicted from the Club Hub.

- a. The first month that an organization fails to meet its office hours requirement it will be sent a letter of warning from SACAB via the SACAB chairperson. Included in this letter will be an invitation to attend the next SACAB meeting to explain the reasons for the failure to meet the office hours requirements.
 - b. Should an organization fail to meet the required office hours for a second month, this shall be considered cause for eviction from the space.
 1. If the organization is placed on probation and fails to meet its requirement for a subsequent month it will be evicted by SACAB.
 2. At any time, an organization is invited to attend a SACAB meeting and provide an explanation as to their reasons for not making office hours. SACAB will take any explanation under consideration.
- At any time, organizations may be invited to a SACAB meeting for an eviction hearing for reasons of poor conduct. If an organization fails to send a representative to an eviction hearing for reason of poor conduct, the organization will automatically be evicted.
 - Outstanding debts to the Tivoli Student Union will be considered cause for eviction.
 - Evicted organizations will be notified by certified letter and will have ten (10) business days to vacate their space upon receipt of the letter. Additionally, a copy of the letter will be forwarded to the organization's respective Student Activities/Life office and to their student organization advisor.
 - a. During this ten(10) business day period, evicted organizations may appeal their evictions to SACAB, who has the latitude to support or reverse any decision. Provided that SACAB accepts the recommendation of SUAB, organizations will be granted a five (5) business day extension period to remove their items.
 - b. Any belongings of an evicted organization will remain in the Club Hub for a period of ten(10) business days. After that time, the belongings will be sent to the SACAB office for a period of thirty (30) days. However, SACAB will not be held responsible for any items that may be damaged or missing. It is the complete responsibility of the student club to collect their items in the time allotted to them. After the thirty (30) day period has ended, all items will be discarded without notice to the organization.

8. **Due Process**

A. Rights of SACAB

1. SACAB will provide a list of officially recognized student organizations that have been allocated space to the Student Club Hub Staff each semester.
2. SACAB will keep a file on each organization housed in the club Hub to include

the original application for space and all correspondence with the organization.

3. SACAB will provide copies of the Club Hub Policies and Procedures to all organizations housed in the Club Hub and several copies to the Club Hub reception desk for students to review. Additionally, the SACAB office will supply a copy of the Club Hub Policies and Procedures to any person who wants one.
4. SACAB will participate in hearing grievances students may have against the Club Hub Policies and Procedures.

B. Rights of Students

1. Student organizations assigned space in the Tivoli Student Union have the right to reasonably quiet use of that space. Occupants are not required to admit non-members.
2. Students must leave the Club Hub for any reason if asked by the Club Hub staff, but they do have right to redress a grievance of unfair treatment to either SACAB or the Director of Student Auxiliary Services or their designee.
3. Students have the right to bring disputes (regarding space issues only) they might have with another group to SACAB for resolution.
4. Students who have an issue with another student have the right to bring the issue to the administration of the school attended by the student pursuant to the proper Code of Student Conduct.

SUMMARY OF CLUB HUB OFFICE & WORKSTATION USE POLICIES

Organizations assigned space must comply with the following terms for use of the space.

1. The Student Union Advisory Board (SACAB) reserves the right to review space allocations at any time for possible re-allocation if the criteria for use are not followed. The re-allocation may include eviction, or requiring organizations to share offices.
2. Failure to adhere to office hours may result in termination of office space allocation. Office hours must be posted at the club reception desk. Organizations must staff their offices a minimum of ten (10) hours per week.
3. Allocations of office space shall be confirmed by contract and signed by the Student Auxiliary Services Director or their designee, and an officer of the organization of the occupant.
4. In accepting office space, organizations agree to adhere to the policies of the Student Union and to abide by any administrative regulations of the building which are applicable.
5. Office spaces may not be remodeled or altered in any way by organization(s) assigned to the space. Painting, pasting, addition or deletion of walls, defacing, papering, paneling, etc., are prohibited.
6. Alcoholic beverages, illegal drugs and smoking are not allowed in any office or facility of the Student Union.
7. Items which may cause injury or be hazardous to health or safety (i.e., weapons, chemicals, etc.) are prohibited in any Student Union space.
8. Authorized Student Union employees shall have access to all Student Union facilities, including offices for the purpose of routine inspection of equipment, cleaning, and maintenance. Such employees shall not be allowed to tamper with property of the organization.
9. Repairs for damages to office or work stations and/or to assigned equipment of the office space shall be charged to the organization(s) occupying the space.
10. Student Union equipment, including that assigned to organizations, shall not be removed from the premises.
11. Organizations assigned space in the Student Union have the right to reasonably quiet use of that space. Occupants are not required to admit non-members.
12. Animals or pets of any kind (except working animals, i.e. guide dogs) are not allowed in any offices or Student Union facility.

13. Organizations assigned space may not reassign or sublet their space.
14. Organizations agree to display any information on the provided bulletin board and abide by regulations established by SACAB. Any posting on walls, doors, windows, etc. is prohibited. Auraria approved hanging devices must be used for items to be displayed on the walls and windows.
15. Organizations leaving equipment (i.e., computers) in the work areas do so at their own risk. SACAB and the Tivoli Student Union are not responsible for loss or damages of equipment or supplies, etc.
16. After hours access to club space will not be allowed. Organizations must coordinate their functions to fall within regular club office hours. Organizations sponsoring events after hours in the Tivoli may coordinate office access during the event, with Student Union Administration.
17. Outstanding debts owed to the Student Union will be considered cause for eviction.

STUDENT GOVERNMENTS & STUDENT PUBLICATIONS

The Student Governments and Student Publications of the three institutions are located on the third floor of the Tivoli. Due to the ongoing nature of these organizations, they are generally exempt from the allocation process which the Student Union Advisory Board conducts. They are, however, bound by all Office/Workstations Use policies, (as are the Student Activities/Life Offices and the Tivoli Student Union).

KEYS/ACCESS

These organizations may be authorized to receive keys and/ or card access, on a semester-by-semester basis, to their space for their presidents and vice presidents, or editors and co-editors. These authorizations must first be approved by the Director of the respective Student Activities/Life Offices in writing to the Student Auxiliary Services Director or their designee. A deposit may be required.

Keys will be issued to office doors, only. No outside building keys or access will be issued. Lost keys must be reported to the Tivoli Administration Office immediately. Organizations may be responsible for cost associated with lost, stolen or unreturned keys.