

Memorial Union Policies

During COVID-19

10/26/20 Updated

RESERVATION POLICIES

Updated Oct.26, 2020

The Memorial Union is closed to members of the public not engaged in OSU business, as required by Oregon Executive Order 20-28. We appreciate your assistance in helping us reduce the spread of COVID-19. We look forward to resuming full operation when public health guidelines permit.

USER CATEGORIES

1. UNIVERSITY COMMUNITY

- 1.1. **Student Fee Funded Departments** will receive **Group A Rates**, which is equal to 100% discount of room rental and basic audio-visual fees. Equipment rental, labor and other services with fees are at additional cost.
- 1.2. **Recognized Student Organizations (RSO)** will receive **Group A Rates**, which is equal to 100% discount of room rental fees. Equipment rental, labor and other services with fees are at additional cost.
- 1.3. **OSU Departments** (Education and General funded), OSU Foundation and the OSU Alumni Association will receive **Group B rates**. Equipment rental, labor and other services with fees are at additional cost.

2. EXTERNAL GUESTS

The Memorial Union is not accepting reservations from External Guests during the pandemic. (HECC)

3. UNIVERSITY STUDENTS

- 3.1. **Individual Students** that are currently enrolled will receive Group A Rates, which is equal to 100% discount of room rental for the sole purpose of academic study. Audio-visual equipment is not included.

It is the intent of the following policies that whenever Memorial Union facilities are used by Category 1 groups for the purpose of generating income, for whatever purpose, a rental fee will be charged in addition to charges for all direct services provided to the event. Events scheduled by groups in both categories must be under the direct control of that group.

EVENT SPACES

Category 1 users may rent meeting rooms and large event spaces in the MU, MU Brick Mall, and Plaza.

Public areas include lounges, hallways and dining areas. Public areas are not available for rentals unless connected to a large event space or standard meeting room and used as overflow activities. Pre-approval from the MU Reservations Office is required for public space overflow use. The MU Quad is not available for rental during COVID-19.

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SCHEDULING

Category 1 requests for space must be made to the MU Reservations Office. Recognized Student Organizations are required to use the [MU Online Reservations System](#). Access to the online system is allowed upon completion of the annual recognition process. Departments are requested to use the [MU Online Reservation System](#) or email reservations@oregonstate.edu.

Scheduling of Event Spaces

1. Pre-set standard meeting rooms may not be reserved for more than one year in advance of the requested event date.
2. Large event spaces or multiple meeting rooms (3 rooms or more) requiring setup may not be reserved more than one year in advance. Exceptions to this one-year scheduling rule may be granted by the MU Director to Category 1 users when planning Commencement events, regional or national conferences, OSU-sponsored programs deemed essential to the recruitment of potential students, and the OSU Board of Trustees for the governing of the University.
 - 2.1. The cost of the reservation is based on the event time's start and finish. Event time is defined by the event program as advertised. Included in the cost is client access to the rooms, reserved 60 minutes prior to and 30 minutes post event for setup and teardown. Client access to the facility during non-open hours or event space earlier than 60 minutes for client setup will be billed on an hourly basis.
3. The Main Lounge may not be reserved more than one year in advance. The Main Lounge is a place for students to socialize, read and revitalize. Reservations will need approval from the MU administration.
4. Term Reservations (weekly meetings) for Recognized Student Organizations will begin on the 1st of the month prior to the start of each term.
 - 4.1. Term meetings are limited to three hours per week.
 - 4.2. One-time events will follow scheduling policies 1, 2 and 3.
5. Rehearsals, which are defined as a closed event and contiguous to the scheduled open event, may be requested on a waiting list status up to one year in advance. Requests on a waiting list status will be reviewed seven days in advance of the date requested. If the date is not reserved by another Category 1 user for an open event seven days in advance, then the wait list status will be changed to confirmed.
6. Outdoor reservations will occur rain or shine. The request for additional space in the event of inclement weather will incur the Group B rate and cancellation process.
7. OSU Post-bac candidates presenting thesis defense may reserve a 2nd floor meeting room on a one-time basis. The use of the room, along with an AV presentation package, is available for a special reduced rate (see schedule of rates). The use of the room is subject to the food policies.
8. In the event of setup of tables and chairs or moving of furniture, labor will be charged to the sponsoring group.
9. Study and Practice Rooms
 - 9.1. Reservations are on a first-come-first served basis

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- 9.2. Maximum reservation time is 3 hours. Students may check out a room for immediate use, if rooms are available. Immediate use check-outs do not count against the daily limit for advanced reservations.
- 9.3. Reservations are limited to one per person per day and may be made up to 3 days in advance via phone or in person.
- 9.4. If the guest for a reserved room does not check in at the Information Desk within 15 minutes of the reservation's start time, the reservation will be cancelled, and the room will be made available to guests for immediate use check-outs.
- 9.5. Failure to leave a study room when requested by MU staff, regardless of reason, may result in loss of the privilege to use study rooms, a referral to the Student Conduct office, or a referral to campus Public Safety.
- 9.6. Audio-Visual Equipment is not included.
10. Room rental fees include the setup and use of ~~one~~ basic audio-visual equipment. Refer to [room rental fees](#) for details.
11. Tabling: The MU Quad will be closed for tabling and events until further notice. Tabling spaces in the Brick Mall and SEC Plaza will have the following:
 - 11.1. One representative managing each tabling space always
 - 11.2. Food/beverage sales, giveaways, or transactions will not be approved.
 - 11.3. Signature gathering must be completed by the person running the booth.
 - 11.4. Groups will not be allowed to sponsor other groups.
 - 11.5. Only students, faculty and staff will be permitted at table.
 - 11.6. Representatives contact MU Information Desk when ready for tables to be set up, MU staff set up equipment, then sanitize.
 - 11.7. Representative contacts MU Information Desk when tabling is complete, MU staff to sanitize, then return equipment.

PAYMENT

1. OSU Departments must provide a billing index or foundation account at the time the reservation is made.
2. Recognized Student Organizations must provide payment seven working days in advance of the event. Forms of payment accepted are purchase requests or credit cards. Personal checks are not accepted.

CANCELLATIONS

Cancellations are only accepted by the client contact listed on the reservation, in writing, by emailing reservations@oregonstate.edu.

1. *Cancellations less than two business days may incur labor fees. No cancellation fees will be charged for room, standard room setup or standard AV.
2. Cancellations of rented equipment or furnishings will follow the vendors' cancellation policy.

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EVENT STAFFING AND SECURITY

1. Event staff are required at events for event management, operating sound systems and lighting systems, and streaming and recording. Event staffing needs will be determined by the MU Reservations Office. Labor fees are at an additional cost.
2. Security staff may be required for specific events, as determined by the MU.
3. Alcohol monitors are required for all events serving alcohol. Alcohol risk will be assessed by MU administration, and the number of required alcohol monitors will be determined.

MU FACILITIES AND USE POLICIES

The purpose of Memorial Union facilities (MU) is to serve the needs of Oregon State University students, faculty and staff, visitors and guests.

The use of space and seating, including the use of meeting rooms, game rooms, lounges, dining facilities, restrooms, tables, chairs, sofas, computers, printers, and the like, within the MU facilities, shall be confined to the purpose(s) for which the space and property are designed and equipped.

The MU facilities include the MU, MU Quad, Brick Mall, and Student Experience Center and Plaza.

All individuals who use the MU facilities are expected to know and adhere to applicable established facilities policies, [OSU policies](#) and procedures and [Student Conduct Code](#), as well as federal, state and local law always. The MU does not tolerate behavior by any person that keeps others from using and enjoying its resources. To ensure a pleasant, productive and reasonable environment for all, patrons of MU facilities shall observe the following rules, including but not limited to:

1. **[Alcohol](#)** – The serving and consumption of alcohol at the MU is only permitted at designated events where an alcohol permit has been approved by the Office of Risk Services. Alcoholic beverages are not to be removed from the designated event area.
2. **[Animals](#)** – Animals are not permitted in the MU facilities at any time, except for service animals. Refer to the Campus Facilities and Ground Manual 007-07: Animals on Campus policy.
3. **Attendee list** – An attendee list is required and will be provided to the MU. It will include, at minimum: name, phone number, email and address.
4. **Bicycles & Other Wheeled Recreational Devices** – Parking, riding or walking of bicycles, and use of skates, skateboards or scooters and other devices not approved under the Americans with Disabilities Act are not permitted to be inside or locked to MU facilities.
5. **Blocking Pathways** – At no time may doors, fire exits, elevators, hallways or foot traffic be blocked by individuals, an event or event setup. All event setups must observe fire code and comply with Sections 503 and 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA) as amended by the ADA Amendments Act of 2008, and other applicable federal and state regulations that prohibit discrimination based on disability. Use of service hallways by event organizers and attendees is prohibited due to fire code.

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6. **Classes** – The MU is not available for regular academic classroom activities except by permission of the MU Director. Exceptions to this policy are the Physical Education classes for Bowling and Billiards.
7. **Candles, incense, other devices with open flames** are not permitted indoors or on covered balconies without prior approval from Corvallis Fire Department.
8. **Decorations** – Decoration plans for events require approval from the MU Reservations Office. No paint, glitter, glue, candles, straw, hay, confetti, bubbles, dry ice, or wall adhesives can be used in the spaces without prior planning and approval. Decorations cannot be affixed to walls, curtains, ceilings, sprinklers, fixtures, entrances or emergency exits.
9. **Equipment Rental** – Equipment rentals for meetings and events are charged as a separate fee from the room fee. Equipment charges are based per reservation, unless otherwise approved as a package for conferences and large multi-day events. A repair or replacement fee will be charged for lost, damaged and/or broken equipment. A labor fee will be charged for equipment that requires MU operators.
10. **Face Covering Policy** - Please review the OSU policy in this [link](#).
11. **Facility Access** – MU employees and facility tenants are permitted after-hours access to office suites for business purposes only. A facility access fee will apply for non-building hours. Individuals other than employees, students, faculty and staff with prior permission are prohibited from being in MU facilities prior to their opening or remaining in MU facilities after their closing. When requested to leave, including for emergencies and drills, individuals will do so immediately.
12. **Food Service for Events** - University Catering and the Global Community Kitchen are approved food services. Clients may request the approval of a non-OSU catering company. Approval is based on meeting the OHA Food Service Guidelines during the COVID-19 pandemic. Serving food during events is not encouraged during the pandemic.
 - 12.1. Self-service operations, including buffets, family-style service is not allowed at this time.
 - 12.2. Food sales and giveaways will not be approved on the MU Quad, Brick Mall or SEC Plaza.
 - 12.3. All food service must follow University and Benton County regulations for food service. No food and/or beverages may be brought into the MU facilities for open events or meetings, except for food for personal consumption.
 - 12.4. Potlucks are not allowed.
13. **Insurance and Permits** – OSU Departments may require additional insurance and permits for some activities. The MU Events staff will work with OSU Risk Services to determine the correct insurance required.
 - 13.1. Alcohol served at events requires a permit form OSU Risk Services.
 - 13.2. Tenants' and Users' Liability Insurance Policy (TULIP) is available based on risk assessment for large events.
14. **Lost and Found** – Please refer to the OSU Central Lost & Found Policy.
 - 14.1. **Personal and Unattended Property** – The MU is not responsible for lost, stolen or damaged personal property belonging to users of the facility. Patrons are prohibited from leaving unattended any bags, backpacks or other personal items in the MU facilities

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(including for reserving seating). Unattended bags, packages and personal items present security risks, are subject to confiscation and will be held according to the policy.

15. **Marketing** – [Ad Spaces](#) are available and at no cost to Category 1 users (refer to Policy 1, p1). Reservations may be made no more than one year in advance. Any content displayed in a language other than English shall also contain an English language translation to ensure communication with the overall University community.
- 15.1. **Postings** – The MU provides general bulletin boards for OSU-related events and programs. Approval is required through the MU Information Desk to post on general posting bulletin boards. Within reserved meeting/event spaces, clients are permitted to temporarily use approved tape to affix items to walls. The events office will provide the tape. Nails, screws, tacks and staples, and client-provided tape are not permitted on any building surfaces. MU facilities tenant offices must follow the Office Space Policy.
16. **Photography & Filming** – Candid snapshot photography and filming for personal use is allowed as long as it does not disrupt other MU patrons or interfere with the course of normal building operations. Organized, posed group, or individual photography or videography involving professional equipment is permitted. Event organizers wishing to photograph or film inside their reserved space and for their own personal use is permitted without approval. Photography is not allowed in restrooms. To use images, video or voice recordings for marketing or promotional purposes, you must obtain a signed OSU Model Release Form from the subject.
17. **Piano** – The MU Main Lounge piano is provided for use by the OSU community and enjoyment of all. Players must follow the piano guidelines for use found on the piano or available at the MU Information Desk. The MU staff may close and lock the piano at any time if it interferes with other events in the building, and during Dead Week and Finals Week. Practice rooms with pianos are available based on the event schedule of the Ballroom.
18. **Political Activities** – There is no prohibition against active participation by department employees in various community and public affairs; it is expected that time given to such activities shall not interfere with the duties of the employees concerned. No employee shall take action that might be construed as committing the institution or the Board to a position on public issues. See link for full policy.
19. **Physical Distancing** - Please review the policy in this [link](#). In summary, physical distancing includes requirements for students, staff and faculty on gatherings and social get-togethers, on and off campus. Until further notice, and enforceable through the Code of Student Conduct, students must **restrict their attendance at and hosting of social get-togethers and non-OSU Gatherings to 10 people or fewer, indoor and outdoor, while residing or participating in an activity in the state of Oregon, regardless of whether the get together is related to University business or on University property**, unless a more restrictive law or Oregon Health Authority guidance applies.
20. **Restroom Use** – Restroom use may not create a safety or health hazard for other users. No person shall use the MU facilities restrooms for the purposes of bathing, showering, cutting hair, or for more than casual grooming. Restrooms are not to be used for washing personal belongings.
21. **Solicitation** – No active solicitation of money for philanthropy, fundraising or private businesses is permitted in the interior public areas of the MU facilities.
22. **Smoking on University Property:** Smoking is prohibited on campus.
23. **Sound & Excessive Noise**

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- 23.1. Indoors:** The MU reserves the right to require amplified sound to be turned down or off entirely if it is determined by the MU staff that the sound level is creating a disruption to services, students, or other events. Individuals and/or groups may be asked by MU staff to lower their voices if the noise level presents a significant disruption to services, students, or events.
- 23.2. Outdoors:** Outdoor amplified sound is permitted during two periods of time: the weekend and primary academic periods. Weekend outdoor amplified sound is defined as Fridays from 4 pm-11 pm, Saturday from 8 am-11 pm, and Sunday from 8 am-10 pm. Maximum sound decibel output during this period is 110 decibels. Primary academic period is defined as Monday through Thursday from 8 am-10 pm, and Fridays from 8am - 4pm. During this period, each registered event has a maximum duration of amplified sound use of 2 hours. The maximum sound decibel level during the primary academic period is 50 decibels, which will be measured at the base of the nearest academic building, or any building in the vicinity of the event venue.
- 24. Freedom of Speech** – Oregon State University fosters an inclusive environment where everyone is provided an equal opportunity to succeed, learn, explore and engage in dialogue. Freedom of expression is essential to the university’s commitment to ensure inclusive educational opportunities. At Oregon State, differences and dissenting viewpoints are not only tolerated but encouraged as part of the educational process. As a community, we recognize that from time to time, freedom of expression is a right that may raise strong emotional responses when put into practice.
- 24.1. Time, Place and Manner for Free Speech Activities:** This policy describes the purpose and scope of free speech, use of the MU Quad, Brick Mall, SEC Plaza, and all public spaces. This policy covers solicitation, leafleting and campus signage. See link for full policy.
- 24.2. Interference with Services and Uses** – Within MU facilities, patrons are prohibited from engaging in physically threatening or violent behaviors and behaviors that disrupt our staff’s ability to provide services, or interfere with another patron’s ability to receive services or use the facilities consistent with its purpose. Doing any of the aforementioned may result in loss of future access to MU facilities.
- 25. Unmanned Aircraft Systems** - The recreational use of unmanned aircraft systems, including drones, over the MU Quad, Brick Mall and SEC Plaza are prohibited during events. Any commercial UAS operation that occurs at or above OSU-controlled property, regardless of the affiliation of the operator, must obtain approval from the OSU Research Office before operating the UAS.

ENFORCEMENT PROCEDURE

The general goal of MU staff is to maintain a useful and positive environment for the growth of all users. Enforcement of these rules is as follows:

1. Any OSU community member who violates these MU policies may be disciplined in accordance with applicable University policies and procedures and may also be subject to criminal sanctions and penalties. Persons who are not members of the OSU community and who violate these policies may be subject to criminal sanctions and penalties, and exclusion from campus.

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2. Failure by MU clients to adhere to any of the policies may result in additional fees to the individual, department or group, and could include the loss of access to the MU. Separate restrictions and violations may be stipulated in specific contracts for vendor spaces and permanent building tenants.

In the case where an individual needs to be removed from the MU due to severe violation of any MU or OSU policies, the act of removing a visitor will be done by the Department of Public Safety in accordance with OSU trespass warning protocols.