# Section 3: Event Planning

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The Source for Event Planning

Risk Management

What is risk management? Put simply, it is a plan that reduces the chance of injury, loss or damage to public reputation (either your own or Boise State’s). Risk management can apply to anything, be it smoking near a gas pump (don’t do that), or waving a red flag in front of a bull (don’t do that either). For the purposes of The Source, risk management will apply to student organization functions. How can you as a student organization leader reduce the amount of risk associated with a function you are planning?

Identify Risk

The simplest way to identify risky events is to ask, “Can someone get injured as a result of attending or participating in this?” Or, “Can the image of our organization or Boise State be negatively affected by conducting this event?” If the answer is yes, the event can be considered risky. For instance, events where alcohol is consumed, events promoting rough physical contact (i.e. sporting activities) or events sponsored in facilities of questionable safety all pose high risks. Other kinds of events, such as staffing a marketing booth, conducting a meeting or retreat or sponsoring a luncheon, pose very little risk because the chance someone could get hurt is slim.

Event Planning

As you are planning a function, there are questions you need to ask yourself, your members and your advisor.

- “What would happen if someone fell during this event?”
- “How do we plan to deal with someone who is intoxicated?”
- “Would we want to read about this in the newspaper?”

By planning for worst-case scenarios, you are practicing risk reduction. This proactive approach to risk management will help you and your event attendees have the best possible function.

As example, student organizations occasionally want to host a “car bash” to raise money or have fun. What could go wrong with such an event? Well, a window on the car could shatter, throwing glass in people’s eyes. Risk management solution—keep everyone back 20 feet, wear eye protection and remove the glass in the car. Also, a roped-off area around the car needs to be made so everyone knows the safe distance to be from the vehicle. Don’t allow anyone inside the roped-off area except the person hitting the vehicle, and provide that person gloves, long pants, a long-sleeve shirt and eye protection. What else could go wrong? A spark from the hammer could ignite gas. Risk management solution—make certain all gas and other flammable liquids are removed from the vehicle. Pour sand in the gas tank and have a fire extinguisher handy. A risk management plan needs to cover any reasonably foreseeable accident, but also needs to be ready for the unforeseen. How? At such an event, it’s a good idea to have a first aid kit and the phone number for emergency rescue on hand. University police, the Student Activities Office and Risk Management Services need to be consulted prior to the car bash to get their perspective and ideas on the function.

Reducing Risk

If you as a club officer have not done everything a reasonable person could to assess and reduce risk (which is called “due diligence”), you may open yourself up to personal liability. Yes, you could get sued personally if someone were to get hurt due to your lack of planning. The University only extends limited liability coverage to organizations, but not to club officers or members personally.

In the car bash example, there is, obviously, a lot of work you need to do to manage the risk. Your organization may need to ask, “Is this worth it?” Is it worth going through all this just to have a car bash? If so, then the event can happen, provided all the aforementioned risk management procedures (and many other steps—the list above is not comprehensive) are followed.
Most events can have their risk managed reasonably. However, there are certain kinds of function where no amount of planning can adequately address the risk and these functions must NEVER occur. These include, but are not limited to: underage drinking, hazing, fighting, sexist/racist/homophobic behavior. The University does not sanction any event where these kinds of activities occur, nor will any fundraising activity be approved containing these activities.

What kind of events would ever have such things, you may ask? Examples: a “house party” sponsored by a club member (underage drinking), a “fight night” where people box one another (fighting), any organization function designed to embarrass or ridicule a member or members (hazing), holding a “date auction” or “slave auction,” or producing skits with people in black-face or portraying other stereotypes (sexist/racist homophobic behavior). As an aside, organizations sometimes assume that if they auction men, then it is not a sexist event. That is incorrect. It is equally as sexist to auction men as women. All of these events are not only unsafe and against Boise State Code of Conduct, but, if they occur, could cause your organization and Boise State serious embarrassment.

Role of the Advisor
The risk posed by events where alcohol is present cannot be overstated and the University and the State of Idaho take a strict stand. The University does NOT extend any insurance coverage to the organization at events where alcohol is present, even if of-age individuals are the only ones being served.

At any event with an elevated risk, your advisor needs to be present. The presence of an advisor can have a moderating effect on participants. The advisor can help officers deal with unforeseen circumstances, help evaluate situations and provide crucial advice and support when you need it most. Also, as noted above, the Student Activities Office (426-5951) and the Boise State Risk Management Office (426-5955) can help you assess risk BEFORE events occur.

A Five-Step Plan for Assessing Risk

1. Identification
Prior to an event (or traveling), student organizations should work to identify the risks associated with that activity. Risks not only include situations that can lead to injury, but also include risks to the group’s reputation, personal feelings of members or participants, finances, and/or property (your own, the University’s or other’s).

2. Evaluation
Once a group has identified the risks, evaluate the potential consequences to the organization, individuals participating in the activity, and/or to the Boise State community should one of the risks occur. It is also important to think through the environment in which the event/activity is taking place and determine the likelihood of the risks occurring. A careful evaluation of risks prior to hosting an event will assist the organization in minimizing, eliminating potential problems.

3. Treatment
Next, the organization must decide how to manage each risk, or decide if the event is too much trouble to do at all. The answer should not always be to eliminate the activity simply because risk exists. Instead, organization leadership in conjunction with their advisor, the Student Activities Office and Risk Management should work to determine how to best manage and minimize the risks.

4. Implementation
It is not enough to identify and plan for potential problems. To be successful, an organization must follow through on the action items identified to mitigate and/or eliminate potential risks. Document your action plans and educate members of the organization, as well other participants, on what the plan is. Design steps in your plans that permit for monitoring potentially risky parts of the activity to assure that risk management plans are followed.

5. Assessment
The student organization’s leaders should evaluate an event after its completion. Reflecting back on an event or activity and identifying what went well and what didn’t will provide valuable information for future leaders. Write comments/ideas down and make sure to record them in a notebook for next year’s officers.

General Suggestions on How to Plan a Program

Does Anybody Care?
1. Don’t assume because you and your organization are excited about a program that everyone else will be. A quick survey could be obtained by asking a cross section of people whether they would attend or think other students would attend. The trick here is to get a true cross section and not just from members of your group or your friends, but also acquaintances in classes, faculty, staff and the Boise community.
2. Check with others who plan events on a more frequent basis and solicit their opinions. The Student Activities Office staff, the Student Programs Board (SPB) and Residence Hall Association all plan events on a frequent basis and have developed some expertise.

3. Finally, consider the costs. For example, would people be more interested in hearing one big-name speaker or would participation be as great for several smaller lectures and panels spaced over the course of a year?

Event Planning Timeline
To help student organizations plan events, the Student Union has developed a generic timeline, useful for most student organization events. Keep in mind that this timeline is meant to be as broad in its use as possible; therefore some of the items included may not apply to your organization’s event.

3-6 Months in Advance

Brainstorming
Many organizations start the planning process for events with an idea of what they want to do. But, for organizations that do not, brainstorming must occur. With all the organization’s members in a room, the group should write down every idea they have for an event.

- Keep your ideas realistic. Take into account:
  - Size of your organization (can five people get a major concert to campus?)
  - Budget
  - Other similar events on campus (why do something that is already being done?)
  - Who is the target audience of the event?
    - Is this event just for club members?
    - Is this event for students and alumni?
    - Can anyone attend?

- Ask yourself questions about the audience:
  - Age, needs, interest, when they have free time, when will they have more money to spend?

Assessing Needs
Once the organization has determined what it wants to do and for whom, the next step is determining what you need to produce the event. To help you do that, Conference Services has a Meeting & Event Planning Worksheet, which can be downloaded (PDF) from http://conferenceservices.boisestate.edu/ or obtained at the University Conference Services (UCS) office located on the second floor in the Student Union. Please return the worksheet to the office or fax it to (208) 426-5222. Please note that the more information you can give, the better the staff can serve you. UCS staff will email you a tentative reservation within 24 hours of receiving a completed Meeting and Event Planning Worksheet. Please be sure to double check all of your information. If revisions or additions are necessary, please notify them as soon as possible. The Student Union does not confirm advance reservations more than one semester in advance.

For your consideration:

- If outside, make sure you have a rain location
- Performer (band, lecturer, comedian)
- Keep in mind travel, hotel and food for this person (persons)
- Food at the event: if the event is held on campus, University Dining Services must be used
- Audio/Visual (AV)
  - Depending on the event, you most likely will need some kind of AV equipment (see Appendix 4, page 30)
- Advertising/Promotion
- Security
  - Call University Conference Services, 426-1677
- Insurance
  - Boise State University has a limited insurance coverage system for recognized student organizations. All sanctioned events ON CAMPUS sponsored by a student organization that are funded through your ASBSU account and supervised by your advisor are covered by Idaho’s self-insured policy. For more detailed information on insurance, see page 10.
- Parking
  - An “Event Parking Request Form” (Appendix 5, page 31) must be completed and submitted to the Parking and Transportation Office for all event-parking requests. A copy of this form may be obtained from the Parking and Transportation Office or from its Web page (www.boisestate.edu/parking). Refer to the current parking regulations for the fee structure. For additional information, call the Parking Events Coordinator at (208) 426-1681, or contact your Conference Services Coordinator.

Assessing Budgets
Assign a dollar amount to each of the needs you have determined. Check with the ASBSU Business Office, 426-1547, to determine how much money you have. This will help determine how much money you need to raise to produce the event.

When considering budgets, the first thing you will need to decide is will this event be free, or will you charge admission? How will you pay for the event? See The Source 4, Financial Information, for fund-raising guidelines.

**When to Do and Not Do an Event**

1. Avoid weeks when there are large numbers of tests and exams in classes. People may be too concerned with academics to attend an event.
2. Check the Campus Calendar (http://events.boisestate.edu/) as well as the Athletics' home page (http://www.broncosports.com/) for event schedules.
3. Avoid times when many other events are planned. Especially avoid coinciding with popular athletic events or TV shows (http://www.tvguide.com).
4. If your event involves an admission fee or sale of an item, remember the times students may have more money at their disposal. The beginning of the semester is a good time. A student's money supply is sometimes replenished immediately after a three-day weekend or longer holiday. Last weeks of a semester and immediately after spring break are times when money is tight.
5. Avoid days just before a three-day weekend or holiday. Students' concentration and time is divided between preparations for going home or away, finishing up last minute projects or assignments and last minute socializing.

Choose a time of day to present the program that will be “right” or convenient for your audience. Take into account night classes and times of day that are popular for taking classes.

**Reserve a Location**

This is a key step! There are several places both on and off campus to hold events. A list is on page 5. When determining the venue for an event, keep in mind, you must choose a space appropriate for the size of your event. To determine space, consider:

- Number of people estimated to attend.
- What the people will be doing. For instance, if you are having a lecture, you can fit more people into one room than if you are having a banquet.

To reserve a space in the Student Union, call University Conference Services 426-1677. The staff can help you determine how much space you will need for the kind of event you want to have. They will also help you determine audio/visual needs.

1. What facility is best matched to the purpose of the event? A theater production is suited for the Morrison Center or the Special Events Center. A dance would be best in the Student Union Hatch Ballroom. Think of the requirements of what you are sponsoring and then match them to the proper facility.
2. Below is a list of venues on campus student organizations can reserve, the department overseeing them and their telephone numbers. When scheduling an event, ask the individual taking the reservation what are the various rules governing the facility.
   - What is the capacity of the space?
   - Can you have food in the facility?
   - What is the cost (if any) of the facility?
   - What is the cost (if any) of room set up?
   - Whom do I call if there is an emergency or the room is not set up properly?
   - Whom do I call if I need audio/visual equipment?
   - What are the facility’s hours?

**Reservations Timeline Tips**

- 6 months in advance: reserve Jordan and Hatch Ballrooms
- 1 month in advance: reserve meeting rooms
- 1 month in advance: confirm catering for Ballroom events
- 10 days in advance: confirm catering for meetings and deliveries
- 3 business days (72 hours) in advance: final catering counts are due

**Boise State Venues**

NOTE: To reserve classrooms and other areas not reserved through University Conference Services, a “Facilities Requisition Form” must be completed and signed by the Associate Director of the Student Union. Call 426-1223 for more information.
Amphitheater  
Music Department  (208) 426-1596

Auxiliary Gym  
Taco Bell Arena  (208) 426-1900

Band and Chorus Rooms (in the Morrison Center)  
Music Department  (208) 426-1596

Bronco Gym  
Kinesiology Department  (208) 426-3366

Canyon County Center  (208) 426-4700

Christ Chapel  
Taco Bell Arena  (208) 426-1892

Classrooms  
Registrar’s Office  (208) 426-4249

Games Center  
(in the Student Union)  (208) 426-1456

Intramural Field  
For Club Sports  (208) 426-3389
For all others  (208) 426-3366

Morrison Center (main hall)  
(208) 426-1609

Outdoor Spaces  
Student Union  (208) 426-1677

Parking Lots  
Parking and Trans. Dept.  (208) 426-1681

Taco Bell Arena  (208) 426-1900

Recital Hall (in the Morrison Center)  
Music Department  (208) 426-1596

Stage II and Classrooms (in the Morrison Center)  
Theatre Department  (208) 426-3957

Special Events Center  
University Conference Services  (208) 426-1677

Bronco Stadium  
Intercollegiate Athletics  (208) 426-1288

Student Union  (208) 426-1677

Appleton Tennis Courts  
Kinesiology Department  (208) 426-3366

Boise Community Venues

Boise City Police or Ada County Streets  
Boise City Police  
7200 Barrister  
Boise, ID 83704  
(208) 384-1014, (208) 384-4118 fax  
gmarett@cityofboise.org  
http://www.cityofboise.org
- Fees - $125 for one four-hour block. (Shell is only reserved in four-hour blocks.)
- Concession/Vendors - One=$25; 2 or more=$100
- Tables - $6 each
- Amplified Sound Permit - $50
- Ask for other fees

Georgia Marshall, Coordinator  
2603 Eastover Terrace  
Boise, ID 83706  
(208) 384-4014, (208) 384-4118 fax  
gmarshall@cityofboise.org  
http://www.cityofboise.org
- Fees - $180/hour, six hours maximum (at $750)
- $100 refundable cleaning deposit
- Organizations must rent their own tables and chairs; no on-site caterer
- Insurance - $500,000 per incident required
- Organizations can purchase event insurance through the Mayor’s office for $100.

Boise Parks and Recreation General Information  
1104 Royal Blvd.  
Boise, ID 83702  
(208) 384-4240, (208) 384-4127 fax  
http://www.cityofboise.org  
reserve@cityofboise.org
- Fees - Call about a specific park
- Insurance - Ask for requirements
- Ask for an application packet

The Grove (Boise Convention Center)  
Sherry Brant, Judy Burns, or Missy Carroll  
Event Coordinators  
Boise Centre on the Grove  
850 Front St.  
Boise, ID 83702  
(208) 489-3601, 489-3602 or 489-3603
- Fees - Yes
- Insurance - Required

Idaho State Capitol  
Tracy Whittington  
Facility Services  
502 N. Fourth St.  
Boise, ID 83720-0013  
(208) 332-1935, (208) 334-4031 fax  
http://www.senate.state.id.us/pubs/rentalinfo.htm
- Fees - None
- Insurance - None

Julia Davis Park Band Shell  
James Hall  
1104 Royal Blvd.  
Boise, ID 83706  
(208) 384-4228, (208) 384-4127 fax  
bpr@cityofboise.org
- Fees - None
- Insurance - None
The Source

- Insurance - Ask for requirements
- Ask for an application packet

Julia Davis Park Picnic Shelters
1104 Royal Blvd.
Boise, ID 83706
(208) 384-4228, (208) 384-4127 fax
- Fees - Vary
- Insurance - Ask for requirements

Rose Room
Jo Fryberger
714 W. Idaho St.
Boise, ID 83706
(208) 381-0483, (208) 342-1209 fax
roseroom@parklaneco.com
- Fees - Vary

Ordering Food
If your organization plans to have food at the event, and it is on campus, let University Dining Services know that you will be having food. Order food when you reserve the room. You can adjust the amounts later. Call 426-3890 to contact University Dining Services catering. For small orders, 15 people or less, please order at least ten days in advance. For larger orders, call one month. For banquets or major functions, alert catering of the event the day you make your reservation. University Dining Services can inform you when they will need a menu selection and other information from you.

REMEMBER: To pay for food, you will need to complete an ASBSU “Entertainment Expense Form”.

Ordering AV
If your organization is having its event in the Student Union, the University Conference Services staff will need to give you a cost estimate on:

- Whether they can meet the technical requirements.
- How much the equipment will cost. Student organizations get a reduced rate on AV services and equipment (see Appendix 1).

If you are contracting with a performer, ask for a “technical rider” prior to signing a contract. This will tell you how many microphones and other equipment the performer needs. It’s important to get this information prior to contracting with a performer, because if you contract with the performer and the Student Union CANNOT meet the AV needs, the organization could be in breach of contract.

For organizations that need only minor AV equipment (e.g., a TV/VCR, a single microphone and a speaker), the Conference Services office can order those items without consulting the AV department. Call 426-1677 to order AV equipment.

AV Equipment is not free. Student organizations receive a substantial discount on AV, but it is not free (see Appendix 1 for exact costs).

2-3 Months in Advance
For Events with a Contracted Performer
If you are doing an event with a performer, speaker, comedian or other such person(s), you will need to get specific technical information from them in what is called a Technical Rider before the contract is signed. Once you have that back, the Student Union AV manager will review it and let you know if the Student Union can accommodate the event. If so, the next step is to negotiate a contract with the performer.

Make a hotel reservation for the performer(s). If required, make flight arrangements as well. Talk to the ASBSU Business Office, 426-1555, about payment procedures.

The Director of Student Activities, Rob Meyer, is the “point person” for contracts related to student organization events. A student organization CANNOT sign a contract obligating itself to anything—only Rob Meyer can do so. When it comes time to negotiate your contract, contact Rob at 426-1223 to set up a meeting. He can provide a generic University contract, as well as explain the other forms necessary to hire a performer. See The Source 4, Financial Information, about specifics on contracts. When you have the con-
tracts prepared, send them to the performer no less than two and a half months prior to the event. Tell the performer you will need the documents back in two weeks.

You MUST have a venue reserved before you sign a contract with a performer.

**For Most Events**

If you have made reservations for your event, call 426-1677 to confirm the reservations. If you have not made a reservation, now is the time.

Should you want any University VIPs at the event (e.g., President Kustra, Provost Andrews, etc), send them an invitation to the event. Student Activities can help; call 426-1223. Because of demands on Dr. Kustra’s time, his office has asked that requests for his attendance be made via a form two months in advance. Student Activities has the form and can assist you in completing it.

If you need to fundraise to pay for the event, all fundraising should commence now and extend until funds are gathered. Complete a Fundraising Scheduling and Approval Form (see *The Source 4, Financial Information*).

Reserve table tents, kiosks and banner wire space at the Student Union Information Desk by calling 426-4170. See *The Source 2, Services*, for specifics on these free advertising methods. When calling the Information Desk, ask them to post the event at [http://events.boisestate.edu](http://events.boisestate.edu).

Reserve parking by completing the parking request form (see Appendix 5). Student organizations can reserve parking lots for free, if they do not want an attendant monitoring the lot.

Begin designing promotional materials. See pages 8-10 for more detailed information on promotion and other publicity.

**One Month-6 Weeks in Advance**

For events with a performer, call to remind them to return the signed contracts, if they haven’t already. Remind them that a delay in returning contracts may result in a delay in payment. Take the signed contracts to the ASBSU Business Office. Ask about a request for payment form and completing a performer W9 tax form. You SHOULD NOT start advertising an event until you have a signed contract.

If you plan to take out newspaper ads in *The Arbiter*, the *Idaho Statesman* or the *Boise Weekly*, or if radio ads are needed, order those items now. Ask the newspapers when they need the ad copy (the actual ad) and in what format they will accept the ad.

Proofread and finalize promotional material designs. A press release on the event should be issued describing who the event is for, what will be going on, when and where the event will be held and how people can either buy tickets or gain access to the event. The University Communications and Marketing Department can help you. Call them at 426-1577. For more detailed information, see page 10.

If the on-campus event will have food, schedule an appointment with the University Dining Services Catering Office, 426-3890. They will help you select a menu based on the number of people attending and your budget.

One month prior to the event, call parking again to double-check that they have the reservation.

**Two to Three Weeks in Advance**

If the event is a ticketed event, check on how ticket sales are going. If there are more or less people than anticipated, you may need to adjust catering counts, or order security (through the Conference Services Office).

Decorations for the event should be planned, and either one person, or a small group of people should be assigned the task of buying decorations. Those individuals should work with the ASBSU Business Office (426-1555) to access dollars to buy the decorations. Be sure to discuss all decorations with a Conference Services staff member.

For certain events, a *Statement of Services Rendered* form needs to be completed with the ASBSU Business Office. Call to see if your event needs that form. Also, send the “payment request” to the ASBSU Business Office—they can help you complete this form.

All promotional materials should be posted.

**One to Two Weeks in Advance**

- Create a list of all the tasks that have to be done the day of the event. Get volunteers to do each of those tasks. Create a day of the event schedule.

- Confirm all reservations, catering and AV.

- If your event has a performer, call the hotel and confirm the reservation.

- Give the University Dining Services the final count of how many people will attend.
If you plan to accept cash at the door for your event, reserve a cash box at the Student Union Information Desk.

Day before the Event
- If your event has a performer, pick up the check for the performer at the ASBSU Business Office during office hours. The staff in the office will tell you what papers you need to get the performer to sign, if any.
- Have someone go to the airport to get the performers and take them to their hotel.
- Call and remind all volunteers when to show up. Assign someone to take pictures of the event.
- If necessary, pre-set the room with decorations.

Day of the Event
- Pick up the cash box from the Information Desk, if you have ordered one.
- Check the room setup at least two hours in advance of the event, and, if needed, ask the Union Manager to make any changes.
- Make certain volunteers are doing their jobs.
- If the event features performers, have them sign a Statement of Services Rendered form, if needed. Give them their check after the performance.

No More Than One Week after the Event
- Return the cash box to the Information Desk the day after the event.
- Return the Statement of Services Rendered form to ASBSU. Make arrangements with the ASBSU Business Office to pay for catering.
- Hold an evaluation meeting with everyone who helped with the event to talk about what went well and what could be improved. Keep a detailed notebook of everything you did.
- Send thank-you notes to everyone who helped.

Event Promotion

Promotion Basics
1. Keep in mind who the audience is at all times. Answer the questions, “How will we reach them?” and “What promotional avenues should we use?”

2. Timing – when should publicity be released? Should it all go out at once? Which days are best for newspaper ads? What are the time considerations for ad deadlines, posters, designing and printing?
3. Location – where on campus do lots of people congregate?
4. Will flyers alone work? What other media would be useful and within our budget?
5. Information – who, what, when, where and sponsor should be included on all advertisements. Rain location? Is the print perfectly clear? Are graphics needed?
6. Distribution – who will be responsible for coordinating, printing, and hanging posters?
7. Budget – will the projected response be worth the amount of money expended? Is a sufficient amount of money being spent?

Media Interview Tips
- Be clear about the message you want to get across to the interviewer. What are the most important events you want to highlight? (The march, dinner, speakers)
- Think before you speak and anticipate likely questions so you can formulate responses. All reporters desire concise answers that are interesting and catchy.
- Take the time to explain the technicalities or even the basics of your subject to the reporter in non-technical language. Avoid jargon or acronyms.
- State the most important information first, then provide the background.
- Don’t stop with a one-word answer to questions, but amplify your responses to assist the reporter in getting the story.
- Identify anything you say as either fact or opinion. Your opinions are your own, but fact is fact.
- Correct the misinformation or misleading questions before answering a reporter’s question.
- Never speculate or guess. Simply say you don’t know the answer to the question but will try to find out.
- Avoid discussing hypothetical situations.
- Don’t comment on areas outside your expertise.
- If you don’t know an answer, say so. If you cannot provide a response, give the reason, such as “pending investigation, legal propriety,” etc.
- Rephrase loaded or long questions and convert them into questions you can or want to answer.
• Don’t repeat negative words used in a question, but give the same answers to repeated questions.
• Repetition will help to make your point.
• Mention the nature of your subject several times during the interview, rather than saying “it” or “they.”
• Make your final comment clear and concise, re-emphasizing your chief point.
• Dress nicely and don’t chew gum.
• Speak clearly and slowly and avoid using slang.

Posters and Flyers
• On campus: Student Activities Office bulletin boards, Student Union dining room table tents, Student Union hanging banners, hand out flyers personally, etc. (see The Source for Services).
• Off campus: Put up flyers at coffee shops, community centers and other targeted locations. Either do it yourself or use a posting service.
• Distribute to organizations that might be interested in your event. For example, SPB Family Events might want to contact Boise Family Magazine; if your activity is health related, you might want to contact Senior Services.
• Direct mail: Use mailing lists for your targeted audience. Ask the Student Organizations Office for help.

Networking
• Connect with other organizations and departments that might be interested in your activities. Many of these have newsletters and will publicize your event.
• Look at the Chamber of Commerce Community Organizations list ($10 at the Chamber of Commerce or see University Communications and Marketing).
• Student Union: (http://sub.boisestate.edu)
• Tie-ins: Look for ways your event can be tied in with a community event, a seasonal theme, a national or international issue, another department’s activities, etc.
• Public access cable TV: Produce a show for Treasure Valley TV (TVTV).

Publicity (within the University)
• Focus magazine is an alumni magazine with large distribution. Call University Communications and Marketing at (208) 426-1577 for more information.
• Kiosks: The Student Organizations Office keeps a list of local banner producing companies that offer discounts to student organizations.
• Student organizations can have their event information posted on the University calendar at http://events.boisestate.edu. Call Student Activities at (208) 426-1223.
• Reader Board on Broadway Avenue: Contact University Communications and Marketing.
• Spotlight is an arts and entertainment guide with a distribution of 8,500. Contact University Communications and Marketing.
• Student Union Marketing Booths: Call University Conference Services at (208) 426-1677.
• Table on the Quad: Call University Conference Services at (208) 426-1677
• Arbiter Event Calendar is a free service provided by The Arbiter for students, faculty and the local community. It is a great way for student organizations to help keep members informed about meetings and other events. What could be better than being able to access your organization’s calendar from anywhere, at any time online and in the paper? To access this service, visit http://www.arbiteronline.com/vcalendar/ and click on the link in the upper right-hand corner labeled “Want to Add Events?”

Publicity (outside of the University)
• Press releases distributed to local media: print, radio, TV.
• Try to interest local media in covering the event or giving advance publicity.
• List events in media calendars – Boise Weekly, Press Tribune, Idaho Statesman, Diversity Newsmagazine.
• Public Service Announcements (PSAs): mostly used for free events or benefits (TV and radio).
• Pitch ideas to specific reporters for print, radio or TV – University Communications and Marketing can do this or help you do this.
• Radio/TV – ticket giveaways, live appearances on morning news shows (generally for bigger events with mass appeal).

Advertising
(There are many options; these are just a few.)
• Inserts – Boise Weekly and The Arbiter.
• Radio/TV – usually target specific programming or times of the day.
• Print – Idaho Statesman, Idaho Press Tribune (Nampa), The Arbiter, Boise Weekly, Diversity News magazine, alternative publications, etc. Boise State has a special deal for the Idaho Statesman’s Friday Scene section. Boise State receives free color and prominent placement on page 3 or 5. University Communications and Marketing can help you with these ads, which must be reserved ahead of time.
• Billboards/Bus Benches

Press Release – University Communications and Marketing

For assistance with publicity and promotions, call University Communications and Marketing at (208) 426-1577. Here’s what they need:
• All information and photos 4-5 weeks ahead of time.
• Decide on your goals. Who is your audience? How many people can you accommodate? Do you want media coverage at the event and/or do you want advance publicity? Is your event open to the public or just the Boise State community?
• What is important, special or unusual to highlight about this event?
• Then give more specific details. Too much information is better than too little; University Communications and Marketing will use what is needed.
• Admission information, prices and how to obtain tickets.

• Where the general public can get more information: phone number(s), Web site or where to go for more information.
• Who in your group can take media calls, and their phone numbers?
• Parking arrangements.

Try to get photographs! They are very helpful in generating media interest, and in saving time.

Security Considerations/Event Insurance

Boise State University has liability coverage for recognized student organizations under the State of Idaho’s Retained Risk Fund. Call the Boise State Office of Risk Management at (208) 426-5955 or 426-3636 or the Assistant Director, Student Activities at (208) 426-5951 to determine whether your organization is covered under the State’s liability program.

Any student organization not covered by Boise State’s Retained Risk Fund is required to obtain liability insurance for their event or activity. Boise State and the State of Idaho are to be listed as Additional Insureds on that liability insurance policy. A copy of the Certificate of Insurance is to be furnished to the Boise State Office of Risk Management and Insurance.

Events Hosted On Campus

The Idaho Retained Risk Fund covers all events sanctioned by Boise State. Therefore, no proof of liability coverage is necessary. A $2,000 deductible is absorbed by the University for each covered loss occurrence of Boise State property (building and/or contents).
Events Hosted Off Campus

If the event is not sponsored, funded and supervised by the University, recognized student organizations are required to obtain liability insurance for off-campus events. Where required, an event will not be sanctioned without proof of insurance: provide this proof to the Office of Risk Management. The Student Organization Office provides assistance in obtaining insurance from local providers, where needed, but the cost is the responsibility of the student organization. The Boise State Office of Risk Management can also act as a resource in this process, if needed.

Individual Coverage

University employees advising recognized student organizations in the course and scope of their duties are covered by the State's liability program at all events. The same coverage also applies to non-employee advisors acting as "authorized volunteers" for the University, if there is a record of their approved or assigned duties with Student Organization Office. ASBSU members, while working in the course and scope of furthering University business, are also covered by the State; however, recognized student organization leaders are not.

Event Insurance Agencies

The following agencies provide event insurance, but are not the only ones that do so. They are listed for your convenience and their listing does not imply an endorsement or recommendation of them by Boise State University. You can also check with your own personal insurance agency for coverage.

- **Gales Creek Insurance**
  Union Station
  800 NW 6th Street, Suite 335
  Portland, OR 97209
  (503) 227-0491
  (503) 227-0927 fax
  info@galescreek.com
  http://www.galescreek.com

- **Chow & Company Insurance, Inc.**
  6415 Ustic Rd.
  Boise, ID 83704
  (208) 376-5252
  http://chowinsurance.com

- **Marsh, Inc.**
  225 N. 9th Street #300
  Boise, ID 83702
  (208) 342-6573, http://marsh.com

Private Security / Escort Services

A student organization may host events and activities that need security. The following companies provide such services:

- **Boise Motor Escort Inc.** (208) 362-7630
- **M&T Patrol Services** (208) 376-6853
- **United Security System** (208) 336-7770

For all questions regarding insurance for events, contact the Department of Risk Management and Audit Services located at 1119 Denver Street.

- Risk Manager (208) 426-3636
- HURT line (208) 426-4878
- Fax (208) 426-4976
- Mail Stop 1240

Public Demonstration/Rally/March

There is a great deal of planning to consider when organizing a public demonstration or rally. Plan enough time for preparing the event. In most cases, 60 days is the minimum in obtaining the appropriate applications, permits or contracts necessary.

Public demonstrations can be planned in several locations: The Grove, Idaho State Capitol steps or Julia Davis Park Band Shell. At most locations, notification, security, insurance, and a permit are required. The following is an outline to follow when programming a demonstration.

1. Identify location for public demonstration (a listing of ideal locations and contacts can be obtained at the Student Activities Office).
2. Contact the facility coordinator of the venue and request a permit/application for public use.
3. If required, contact a security company and negotiate a rate of pay and the number of officers necessary. Most companies can give recommendations on the adequate number of officers necessary if you can provide a total participant estimate. You may also wish to contact the Boise City Police Department and ask for their recommendation. When scheduling security, you also have the option to request officers not to carry guns.
4. When required, contact a reputable insurance company that issues "Special Event" Insurance (see companies listed in previous section). When using property owned by the City of Boise, the City requires a liability policy be provided with not less than $1,000,000 combined single limit insurance (a listing is provided above).
5. Contact the Boise City Police Department’s Special Events Coordinator and relay the important facts regarding your demonstration (date, time, crowd estimate, security company contacted). Your organizati-
tion is required to contact the police department so police officers can be present to assist with security. If your demonstration includes a march or parade from a starting location to an ending location (example: rally begins at Boise State with a march down Capital Blvd and concludes with a demonstration at the Capitol) then a Boise Police Department Citizens Use Permit must be completed. Permits can be obtained from the Boise City Police Department or through the Boise State Student Activities Office. All march routes must be approved by the Boise City Police Department.

Escort service and insurance are required.

6. Complete all permits, applications, or contracts necessary for using the facility and return them to the facility contact person. A copy of liability coverage should be attached to the application when insurance is required.

7. One week before the event, contact the facility coordinator and security company to confirm reservations.

8. After the event, pay the bills.

9. Evaluate your program and record the successes and possible changes for next year.

Alcohol Policy

Student organizations may not spend funds in their ASBSU accounts on alcohol or any related service (i.e. the renting of a facility serving alcohol during a student organization sponsored event). Events hosted or sponsored by the student organization, where alcohol is served, are not considered "sanctioned" functions of the University and hence no State of Idaho Retained Risk Fund liability insurance is extended to the organization's officers, members, guest of the organization or advisors. In general, alcohol may not be served on campus and cannot be transported in state of Idaho vehicles or vehicles rented with student organization funds.

Advertisements posted on campus regarding student organization functions may not include references to alcohol or bar establishments.

Revenue generating activities where alcohol will be present, or may be present, will not be approved.

Event Guidelines for the Student Union and Special Events Center

Update April, 2006

The Boise State Student Union serves as the center for campus life providing educational, cultural, social, recreational and leadership programs and services that are integral to the academic experience. It provides services; conveniences and amenities needed to enhance the daily life and events of the University and develops a relationship to the greater community. It encourages students and other members of the University community to meet and share their perspectives, interests and ideas, through its Board of Governors, student government, and student organizations and through the provision of formal and informal cultural, social, educational and recreational programs.

Student Union Meeting and Event Facilities Policies

The Student Union operates the conference facilities to maximize usage for the University community and, when available, to the larger community in Boise and in Idaho. Priority scheduling is given to ASBSU recognized student organizations and University departments. Preference is also given to groups, which further the University's community service mission, enhance educational opportunities in Idaho, or are of a governmental nature. The Student Union does not confirm advance reservations more than one semester in advance without explicit authorization of the Student Union Administration.

Student Organizations and Meeting Rooms

Recognized BSU Student Organizations may reserve meeting rooms in the Student Union Building to conduct meetings and/or events which enhance the mission of their organization. You must be an officer of your organization to book a room. These are three easy ways to book a room in the Student Union Building.

1. Contact University Conference Services at (208) 426-1677.
2. Download and print the PDF "Meeting and Event Planning Worksheet," from http://conferenceservices.boisestate.edu/. You can fax your completed worksheet to University Conference Services at (208) 426-5222.
3. You may also request a meeting room by completing the online request form.

Once you submit your request either by fax or online, you will be contacted by an Event Coordinator within one business day or 24 hours. Please note that your request for a room will not be confirmed until an Event Coordinator contacts you with a confirmation.

Student Organizations Meeting Room Rates

Typically, ASBSU student organizations do not pay for meeting rooms. To assist with their fundraising efforts, student organizations may co-sponsor a non-University event however; the student organization MUST receive payment or in-kind support for the cost of the room.
rental rate. Proof of payment is required and may be required prior to the event. Value may be in the form of cash, registrations, paid advertising, etc.
The student organization must take an active role in planning or producing the event. An officer of the student organization must make the reservation and should discuss the event with the Conference Services office prior to planning if he/she has any questions.

Audio/Visual Support
• A full range of audio/visual equipment is available for a fee through University Conference Services and arrangements should be made no later than two weeks prior to the event. A current price list for equipment and technical services personnel is available through University Conference Services.
• No outside audio/visual vendors are permitted in the Student Union. Outside DJ services are the exception upon approval from the Assistant Director for Conference Services or the Technical Services Manager.
• For large events or multi-media presentations, technical services personnel are required. Appropriate fees will be assessed.
• At least two technical services personnel are required for all events held in the Special Events Center.
• We offer a variety of Internet, telephone and teleconference support for your meetings. Please inquire in advance as to the availability of special services.
• Requests for AV equipment and staff for events outside of the Student Union are generally not met.

Food Service
• Boise State University has contracted Dining Services operations which provide catering, concessions, board dining, vending, and cash food sales on campus.
• No food or beverages may be served on campus unless provided by the University Dining Services provider.
• Food and beverages provided by the University Dining Services are not to be removed from the event.
• Catering waivers are available for recognized student organizations for their regularly scheduled meetings where members of the public are not invited. Compliance with Central District Health regulations is required. Waiver forms are available in University Conference Services and Student Activities.
• Alcoholic beverages may be served in the Student Union with the proper approval. Please see our Food Service Policies and Guidelines for more information.

Parking
• Arrangements must be made and confirmed for all event parking needs. Individual permits and lot reservations are available. The cost of these options will be based on the type of sponsoring organization (profit or not-for-profit) and the event. Arrangements can be made through your Event Coordinator or by contacting Parking Services at (208) 426-7275.

Event Security
• University Conference Services may require uniformed security officers to be present at the sponsoring organization's expense.
• University Conference Services' staff will make arrangements to hire security officers through the University's contracted law enforcement service. The cost will be passed on to the sponsoring organization as part of the event cost.

Games Center
• Bowling lanes, billiard tables and electronic games may be used informally by groups during hours of operation.
• During non-peak times, groups may reserve bowling lanes and billiard tables by contacting the Games Center at (208) 426-1456.

Building Hours and Time Constraints
• Rooms may be occupied only during their reserved time.
• Building hours are typically 6:00 a.m. - midnight, Monday through Friday & 7:00 a.m. - midnight Saturday and Sunday.
• Events normally do not begin until 30 minutes after the building has opened and should end no less than 30 minutes before the building closes. Groups whose events exceed these limits will be charged for staff overtime and operating costs.
• Requests for extended building hours must be made and approved through University Conference Services at least two weeks prior to the event. Additional fees will apply.

Restrictions on Taking Food from a Venue
The Student Union and University Dining Services asks that for any catered event that no food leaves the room. For example, people will often want to wrap leftovers up and take them home for later. This is prohibited. Why? State of Idaho health regulations state that Dining Services is responsible for food, no matter where it is eaten.
If you take food from an event, it spoils, you consume it and become ill, Dining Services is still responsible. To ensure no one gets sick, food must remain at an event's location. Some people object to this rule, saying that it's wasting food. That is a valid point, however, Dining Services is very willing to help you calculate, in advance, how many people will attend your event and estimate a reasonable quantity of food. This will minimize waste. Sealed items, such as cans of Coca Cola or water, are allowed to take from an event.

**Day of Event Changes**

- Last minute changes or additions should be communicated to the staff through the Information Desk or the Facilities Manager on duty. The Student Union staff will attempt to accommodate your needs whenever possible. Please note that additional charges for facility space, equipment, and/or labor will be applied to your final invoice.
- Changes to the original room set may incur additional charges.

**Book and Merchandise Sales**

- Book and merchandise sales require prior written approval from the University Bookstore Director. A list of all books to be sold must be submitted with the written request. Requests should be made at least two weeks in advance of the proposed sale. Available through your Event Coordinator.

**Signs, Banners and Decorations**

- A University Conference Services Event Coordinator must approve signs, banners and decorations prior to the event.
- Signs, banners and decorations are allowed in your reserved room and its entrance only. Signs, banners and decorations placed in hallways, entrances to the building, on floors or ceilings are not permitted without permission from the Assistant Director of Conference Services.
- Easels may be used to display informational signs at the entrance of a meeting room or ballroom only. Easels are not to be used at building entrances or in hallways.
- Signs, banners and decorations must be attached to wood, metal, glass, or painted surfaces with art putty or removable mounting squares.
- Banners and ceiling mounted signs are to be hung by the Student Union facility staff.
- Glitter, confetti, sequins and fine-type decorative materials are not allowed because they cannot be vacuumed. Additional cleaning costs will be charged if these are used.
- Signs, banners and decorations must be made of flame retardant materials.

**Candles, Incense, Fog Machines, Pyrotechnics, "Smudging," Fire**

- Are generally not allowed due to current fire codes and interaction with our facility smoke detection system.
- Additional permits and fees may be required. Allow at least two weeks for processing.

**Storage**

- Storage space is extremely limited and appropriate charges will be assessed. If available, storage should not exceed 48 hours prior to the day of the event or after an event. Advance storage arrangements must be made through University Conference Services.
- Overnight storage of marketing booth materials and/or displays will result in a $25 fee. This fee must be paid in advance.
- Neither Boise State University nor the Student Union is responsible for lost, damaged or stolen items.
- Is not allowed in reserved space after the reservation has been ended.
- Arrangements can be made for the University to ship items after an event. Shipping costs plus a $10 processing fee must be paid in advance.

**Co-sponsorships**

The Student Union does not recognize co-sponsorship between non-University groups and student organizations, University departments, educational organizations, or governmental agencies when the co-sponsorship seeks to reduce applicable costs for facilities or services. University programs supported by grants are not considered to be co-sponsorship; however, if funding is received for meeting facilities through the grant, fees for facilities will be charged. ASBSU recognized student organizations may co-sponsor a non-University event to support their fundraising efforts. However, the student organization MUST receive payment or in-kind support for the cost of the room rental rate. Proof of payment is required and may be required prior to the event.

- Value may be in the form of cash, registrations, paid advertising, etc.
- The student organization must take an active role in planning or producing the event (participation by officers, volunteers, promotion, program planning, etc.)
- An officer of the student organization should discuss their event with Student Activities or Conference Services prior to their planning if they have questions.
Solicitation, Fundraising and Publicity

- May take place only at designated, referable locations. These reservations can be made through University Conference Services.
- Distribution, solicitation or fundraising will not be allowed away from the assigned location.
- Fundraising and/or solicitation for donations by student organizations require approval from the Director of Student Development. A fundraising approval form is available from Student Activities or University Conference Services.
- Marketing booths are six feet wide and will accommodate two individuals. Limited posting space is available immediately behind the solicitation bench.
- Banner space, art exhibits and bulletin boards are scheduled by Student Activities, (208) 426-1223.
- For more details, please refer to the Guidelines for Direct Solicitation, Fundraising and Publicity.

Billing

- Reservations cannot be confirmed until the appropriate account number, deposit, purchase order, or authorizations are obtained. Past invoices must be paid in full.
- Deposits and/or prepayment of estimated charges are required for non-University groups. Estimated charges will include equipment, labor, outside rental, taxes, and facility rental costs.
- University departments, which are charging a fee for an event or are being reimbursed for facility use will be charged room rental fees at the education rate.
- All charges are subject to current state and local taxes, including local tourism/convention tax, where applicable.

Additional Charges

- For events outside of the Student Union Building, delivery charges may apply.
- Additional cleaning charges will be assessed for those events requiring extra labor. Charges are billed on a per hour per staff member basis.
- Damages incurred from a meeting or event will result in additional charges.

No Shows and Cancellations

- Campus organizations or departments failing to use reserved space twice a semester (without canceling at least four hours in advance) may lose the use of meeting space in the Student Union for up to one semester, or may lose their ability to schedule serial reservations for a semester.
- Non-university groups failing to use reserved space without canceling at least 48 hours in advance will be responsible for all room rental and previously incurred charges.

EVENT POLICIES AND GUIDELINES

Disruption and Obstruction

A. The Student Union and Special Events Center serves as a forum for many divergent views and opinions both within the University community and beyond. These views and opinions do not necessarily represent the views of the Student Union and Activities or Boise State University, but merely reflect the institution's commitment to intellectual growth and academic freedom and to an open debate and discussion of ideas.

B. Those individuals who disagree with the content of a particular program are encouraged to create their own forum for the expression of their ideas.

C. Disruption of scheduled events will not be tolerated and such disruption will be pursued in accordance with Idaho Code Section 33-3715 and 33-3716 to the full extent available through the University's judicial process and the legal system. Explanation of the University's judicial process is found in the BSU Student Handbook.

1. Counter demonstrations (individuals or groups picketing, marching, etc.) may occur outside the Student Union and Special Events Center as described in the Open Spaces Use Policy (BSU 6615-D), with the exception of the Patio, which is considered a reservable space, not a public space. These demonstrations must allow the free flow of people through the entrances and may not be obstructive.

2. Demonstrations are NOT allowed in the building unless they are in a meeting/ballroom, approved by the Student Union Director, and are scheduled with the permission of the event sponsor.

Boise State University
Effective Date: August, 1981
BSU 4900-D -Revised On: July 1, 1995

Distribution of Literature

The passing of petitions, distribution of written information, carrying of placards, and picketing are not allowed inside University structures, unless the facility manager gives permission for such activity.

Boise State University
Effective Date: August, 2001
BSU 6615-D -Revised On: March 1, 2004

Guidelines for Direct Solicitation, Fundraising and Publicity

Most people come to the Student Union to relax, to study, to eat, or to attend events. Solicitation, fundraising and publicity (generally called "solicitation") are incidental to their primary reasons for visiting the facility. In light of that fact, the University and the Student Union limit the place and manner in which solicitation
may occur in this facility. These limits are strictly enforced. The Student Union at Boise State University provides "marketing booth" locations for solicitation by University groups and those trying to reach the University community. These are located in a high traffic area adjacent to the main retail dining room, and directly across from the Info Desk/Ticket Center. Use of the marketing booth does not imply endorsement or sponsorship by Boise State University.

**Solicitation and Fundraising**

Generally, solicitation must occur ONLY at the marketing booth. Personal or direct “table to table” distribution of literature or surveys, and other direct solicitation is not allowed. Displays should be eye-catching and interesting, as interfering with the normal progress of individuals through the area is not allowed. People should stop at the booth on their own accord.

No solicitation is allowed in any other part of the building except at the marketing booth locations, or in conjunction with a regularly scheduled meeting or event as part of that meeting or event. Prior written approval is required for non-marketing booth activities.

Non-university groups that are selling items must file a copy of the State of Idaho Seller’s Permit Number or a Temporary Seller’s Permit Number with the University Conference Services office. Permits are available through the Idaho Tax Commission at (208)-334-7660. Fundraising or solicitation for donations by recognized student organizations requires advance approval from the Director of Student Development, (208) 426-1551.

Sponsorship of non-university groups by student organizations must provide a benefit to the organization equal to or greater than the regular rental costs. Specific dollar amount or percentage-of-sales agreements must be delineated at the time of booking.

Items for sale at marketing booths which are available in the BSU Bookstore require prior written approval of the Bookstore Director. Every attempt will be made to accommodate these requests.

Food or beverage arrangements must be made through the Catering Office. No food or beverage may be sold, distributed, or given away without specific written approval.

**Marketing Booths**

Marketing booths are about 6’ wide and 5’5” deep. Each booth consists of a permanent bench (which will seat two comfortably) and tackable wall surfaces. Each booth may also be equipped with one table (4’ wide) and up to two chairs (on the customer side of the table). Total depth of display/solicitation space should not exceed 7’ from the back wall of the booth.

There is no additional display, demonstration, or sale space available at these locations. Signs should not extend beyond the confines of the booth, and may be attached to the tackable wall with thumbtacks or Velcro. Signs should not be attached to the ceiling above the booth.

TV/DVD/VHS systems are allowed at these locations, although volume must be set at a non-intrusive level as determined by the Info Desk staff or the Manager on Duty. One electrical outlet is available per marketing booth, as is one telephone jack. (Additional charges may apply for telephone and Internet access)

Day of event questions should be directed to the Manager on Duty through the Info Desk at (208) 426-4636.

**Marketing Booth Reservation Guidelines**

Marketing booth spaces must be reserved in advance through Conference Services, (208) 426-1677. Due to the limited number of spaces available, recognized student organizations and University departments have first priority on a first-come, first-served basis. Non-university groups may reserve space 10 working days prior to the desired reservation time, on a space available basis.

To provide maximum availability of the limited solicitation space that exists, groups may reserve ONLY ONE booth space per day for solicitation. Usage by a group may not exceed five consecutive days, nor 15 days per semester, unless special arrangements are made.

**Special Marketing Booth Guidelines for the First Two Weeks of Each Semester**

Additional marketing booth spaces will be set up in the Public Forum and/or the Fireplace Lounge to increase the total number of booths available.

- The additional booths will consist of one 4’ table with two chairs. Telephone or Internet access is not available for the additional booths.
- If demand is high, student organizations or departments may be limited to no more than three days during the first two full weeks of each semester. Each organization or department is limited to one marketing booth.
- Priority will be given to student organizations or University departments. During this time period, non-university groups may reserve space only five working days in advance, on a space available basis.
It is strongly suggested that fundraising activities involving commercial enterprises hosted by student organizations be postponed until after the first two weeks of the semester so that student organizations can promote their activities and events.

• All marketing booths will be assigned on a first-come, first-served basis.

**Marketing Booth Rates**

<table>
<thead>
<tr>
<th>Group Type</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recognized Student Orgs/ Departments</td>
<td>No charge</td>
</tr>
<tr>
<td>Education/Not-for-Profit groups</td>
<td>$40.00 per day</td>
</tr>
<tr>
<td>Government groups</td>
<td>$60.00 per day</td>
</tr>
<tr>
<td>Outside groups</td>
<td>$80.00 per day + tax</td>
</tr>
</tbody>
</table>

• These fees cover administrative costs and include one table and two chairs.
• Rates do not include current applicable sales tax. Usage by a group may not exceed 5 consecutive days, or 15 days per semester.
• Governmental agencies involved in recruiting and membership solicitation, if sponsored by the Career Planning and Placement Office, may have the rental fee waived for two days per semester.
• Banner space, display cases, art exhibits and bulletin boards are scheduled by the Student Activities office, (208) 426-1223.

**Third Party Vendor Policy**

The following are policies (BSU 6615-C) to be followed by individuals or groups who reserve space on campus:

1. Signed applications for credit cards or other third party signed contracts cannot be collected on campus.
2. Gifts in exchange for completion of third party contracts or credit applications cannot be distributed.
3. Booth users that solicit credit cards or require a third-party contract must provide and display credit card and/or debt education materials—this may include information provided by the University. The annual fees, interest rates and computation methods must be displayed.
4. Companies collaborating with student organizations or University-affiliated groups for compensation must compensate that group in advance by payment of a flat fee, not per application.

**Special Events Center**

The Special Events Center (SpEC) is a 435-seat proscenium theater with continental seating, including room for wheelchairs at the ends of several aisles. Receptions may be allowed in the lobby, with prior arrangement, but not allowed in the theatre. There are two dressing rooms with make-up mirrors, restrooms and showers. The green room has a sink and refrigerator. Ancillary rooms are across the hall, stage right, and at the same elevation as the stage.

SpEC Board of Directors meetings are held three times annually: September, December, and May. The purpose of the meetings is to allow the Student Programs Board, Theatre Arts and Music departments the first opportunity to reserve the facility for their events for the next year and to approve tentative reservations made by other users that occur before the next scheduled meeting (and that do not conflict with Boise State University-related events). Following the SpEC Board meetings, reservations are taken for the six months following on a first-come, first-served basis.

Between May 1 and December 31, any prospective user may reserve the Special Events Center for summer and fall semester events only, assuming the facility is available. Tentative reservations may be taken for events that occur during the spring semester, but cannot be confirmed until after the September board meeting.

Between December 1 and May 30, any prospective user may reserve the Special Events Center for spring semester only, assuming the facility is available. Tentative reservations may be taken for events that occur during the summer and fall semester, but cannot be confirmed until after the April scheduling meeting.

**Scheduling Procedure**

Student organizations access the Special Events Center in a similar manner to Union facilities. Initial inquiry into the use of the Special Events Center should be directed to the University Conference Services Office at (208) 426-1677. Using the preceding parameters, the staff will check the schedule to determine whether the facility is available on the date(s) in question.

**Special Events Center Ticketing/Box Office**

The Special Events Center utilizes its own walk-up window (box office staffing is available). No other ticket outlet services are permitted. The box office features a two-till service counter with plate glass windows. It is available to event sponsors for no additional rental fee. Sponsor provides its own cash box. Student organizations may get a cash box through the standard means at the Information Desk. The box office has Clear Com available for communication with stage and booth, lobby music/paging capability and a telephone.
Technical Information

- Stage equipment available includes one cycorama, one black scrim, one piano, up and mid-stage travelers.
- The Special Events Center is equipped with in-house lighting and sound systems and a complete inventory of audio/visual equipment. Call the Technical Services Manager at (208) 426-4316 for more information. Specific details of their capabilities can be discussed with the Technical Services Manager.
- If planning a theatrical performance or concert, technical riders must be submitted to the Conference Services Office no later than three weeks before the performance. Meet with the Conference Services Office at least three weeks prior to the event to discuss your event rehearsal and performance times.

Fees for the Special Events Center

Basic Rate – Includes use of the auditorium only, basic house and stage lights, basic sound system, no use of rigging (including main curtain), no use of special equipment, no access to restricted areas.

Rehearsal – Includes use of the auditorium and stage, full show lighting, if any, rigging, and sound systems. No labor is included in the basic rate; it will be charged at the applicable rate. Any rehearsal where an audience is present is charged at the performance rate. There is always at least two SpEC technicians present, at appropriate hourly rate, whenever the SpEC is used. Only Student Union A/V techs are permitted to operate SpEC rigging, equipment, lights and audio.

Auditorium – Includes use of the auditorium, a basic front stage wash of lighting, and one microphone using the house sound system. No control of house lighting, no use of rigging, no use of special equipment, no access to restricted areas. Projection screen is available.

Performance – Includes use of auditorium, house sound system with pre-recorded input capability (cassette tape, CD, etc.), 20 lighting instruments (color media extra), lighting control, access to box office, use of rigging (by SpEC personnel). No labor included in basic charges. Additional equipment is available per standard schedule. Orchestra Pit cover removal available at labor costs for removal and reinstallation (in addition to a $200 fee). Lighting must be returned to the house plot at completion of the program and your organization will be charged for SpEC technicians to reset the facility.

All rates are subject to applicable state and local taxes.

Equipment Outside the SUB

Audio/Visual

Groups using University facilities may rent University audio/visual equipment from Simplot/Micron Instructional Technology Center (SMITC), 426-1850. User groups must arrange their own rental of audio/visual equipment. SMITC will assess fees for the rental of audio/visual equipment or go off campus.

Tables and Chairs

Many class and meeting rooms in academic buildings have tables and chairs in them. For areas that do not, and for grounds space where tables and chairs are needed, Facilities Operation and Maintenance (FO&M) can provide tables and chairs. Fees will be assessed for the equipment, as well as for setup and takedown. If you want to order catering, check to see if the room or area is approved for food delivery, and if so, make sure a table is available for the food. If no table is scheduled, you’ll need to order one. For more information, call FO&M at (208) 426-1442.

Scheduling Events in the Facilities and on the Grounds of Boise State

NOTE: To reserve classrooms and other areas not reserved through the Student Union’s Conference Services, a “Facilities Requisition Form” must be completed and signed by the Associate Director of the Student Union. Call 426-1223 for more information. Request for scheduling and use of University facilities by University co-sponsored or non-University groups should be directed as follows:

Amphitheater
Music Department (208) 426-1596

Auxiliary Gym
Taco Bell Arena (208) 426-1900

Band and Chorus Rooms (in the Morrison Center)
Music Department (208) 426-1596

Bronco Gym
Kinesiology Department (208) 426-3366

Canyon County Center
(208) 426-4700

Christ Chapel
Taco Bell Arena (208) 426-1892

Classrooms
Registrar’s Office (208) 426-4249

Games Center
(in the Student Union) (208) 426-1456

Intramural Field
For Club Sports (208) 426-3389
For all others
Kinesiology Department  (208) 426-3366
Morrison Center (main hall)  (208) 426-1609
Outdoor Spaces
Student Union  (208) 426-1677
Parking Lots
Parking and Trans. Dept.  (208) 426-1618
Taco Bell Arena  (208) 426-1900
Recital Hall (in the Morrison Center)
Music Department  (208) 426-1596
Stage II and Classrooms (in the Morrison Center)
Theatre Department  (208) 426-3957
Special Events Center
Student Union  (208) 426-1677
Bronco Stadium
Intercollegiate Athletics  (208) 426-1288
Student Union  (208) 426-1677
Appleton Tennis Courts
Kinesiology Department  (208) 426-3366

Conditions for Use of University Facilities by University Co-Sponsored Groups
1. Requests for facilities must contain the following information:
   a. Name of University unit co-sponsoring the pro-
   gram or activity.
   b. Name and legal address of the co-sponsored
   group.
   c. Signatures of representatives of the University
   unit and the co-sponsored group.
   d. Purpose of the program or activity.
2. Programs or activities to be presented will not be
   approved for scheduling unless they are of a quality
   deemed to be appropriate for co-sponsorship by the
   University.
3. Programs or activities of a profit-making venture will
   not normally be permitted use of University facili-
   ties.
4. All programs or activities presented by a University
   co-sponsored group must adhere to all policies and
   procedures of the University and the State Board of
   Education.
5. The University will normally furnish custodial main-
   tenance, traffic control, lighting, and utilities. The
   co-sponsored program or activity may be requested
   to provide security services, pay for damaged facili-
   ties, and to provide adequate insurance coverage.

Conditions for Use of University Facilities by Non-University Groups
1. Events may be scheduled only when doing so does
   not interfere with the regular program of the Uni-
   versity and when the purpose of the group and the
   nature of the program or activity for which facility
   use is sought are such as to warrant approval.
2. Individuals or groups proposing to offer programs
   or activities for profit-making ventures will not nor-
   mally be permitted use of University facilities.
3. The non-University group must agree that approval
   for use of University facilities does not imply co-
   sponsorship by Boise State University.
4. The non-University group must provide for security
   services if requested by the University.
5. The University will hold the non-University group
   liable for any damage to University facilities. The
   University may request a damage deposit.
6. The program or activity must adhere to all fire and
   safety regulations pertaining to the use of the facil-
   ity.
7. The non-University group must provide the Univer-
   sity with its legal name and address, and the name
   and address of the person responsible for arranging
   and/or conducting the program or activity.
8. The University disclaims all liability of whatever
   sort in connection with the use of its facilities by
   non-University groups.

Open Space Policy
Revised: March 1, 2004
The purpose of this policy is to assure that Boise State
University remains a forum for the broadest expression
of views not in conflict with the normal uses of the
 campus, the rights of others, and the limitations of law-
ful conduct. The time, place and manner of free ex-
pression activities may be regulated to prevent unreasonable interference or conflict with the educational, research, outreach, or other legitimate functions of the University, including the normal use of the affected University area by others, or any other scheduled activity.

A. Overview

The following apply to all activities on campus:

1. They may not be conducted in a manner constituting a violation of federal, state or local law.
2. They may not be conducted in a manner or at a place or time that unreasonably interferes with the educational, research, service, and other legitimate functions of the University.
3. They may not be conducted in a manner that violates rules, regulations, and/or policies of the University and/or the State Board of Education, including, but not limited to, regulations set out below or other regulations that may be developed by the University.
4. They may not be conducted in a manner that violates applicable fire and safety regulations.

The Vice President for Student Affairs has sole responsibility for the administration and implementation of the regulations for the use of the part of the campus that is generally made available to the public; the Vice President’s interpretation of all of the terms in this document is binding.

This policy and these regulations apply to all University-owned and/or controlled facilities and property and to all users of the facilities and property.

B. Definitions

1. Activities: Activities include, but are not limited to, the items listed under the heading “Activities” in Appendix 2 on page 26 of this Section.
2. Central Quad: The area defined by Hemingway Center, Liberal Arts, Math/Geology, COBE, and Albertson’s Library.
3. Memorial Plaza: The area defined by Albertson’s Library, COBE, the Friendship Bridge, and the Central Quad.
4. Multi-Purpose Plaza: The area defined by the Multi-Purpose Classroom Building, the Education Building, and the Science-Nursing Building.
5. Public Areas: Those areas of campus generally open to the public during the times the University is open. Public Areas do not include, among other places, the interiors of University structures.
6. Sponsoring Organization/Individual: The individual or entity responsible for the activity.
7. Structures: Include the framework of, and the space enclosed by, any building, booth, tent, canopy, vehicle, trailer, fence, wall, or similar object or enclosure, including, but not limited to, the football stadium, the tennis complex and the amphitheater.

C. Public Areas

1. Public Areas of the campus may be used by individuals lawfully on the University property for any free expression activities, such as passing of petitions, distribution of written information, oral presentation, and/or picketing and carrying of placards, subject to the general limitations set out at A.1. and the specific limitations stated throughout this policy.
2. Activities allowed in each Public Area of the campus are outlined in Appendix 2 on page 26 of this Section.
3. Public Area activities shall neither impede pedestrian and vehicular traffic ingress to and egress from University structures, nor disrupt official University activities or University-authorized activities on University property.

D. Distribution of Literature

The passing of petitions, distribution of written information, carrying of placards, and picketing are not allowed inside University structures, unless the facility manager gives permission for such activity.

E. Posting of Signs and Banners

Kiosks are provided for the purpose of promoting activities and services of recognized student organizations and university departments. All other posting and advertising is not permitted, except as described herein, including, but not limited to, posting on car windshields or other similar techniques. Signs, banners and other materials may not be affixed to the interior or exterior of any other University structure without permission from the facility manager. Such permission may be given in the form...
of building guidelines or regulations. University personnel may remove materials posted in violation of this policy. The cost of such removal along with the cost of any damage to University facilities or grounds will be the responsibility of the person or organization responsible for the violation.

F. Activities

Any displays, exhibits, information tables, (booth, table, chair) sales, or any activities on Public Areas that are advertised by any medium, are subject to the regulations and limitations outlined below. This section shall not apply to the practice of faculty occasionally holding their classes outside of their regularly scheduled room on the University campus.

1. To facilitate scheduling, the avoidance of irreconcilable conflicts in the use of Public Areas, the maintenance of public safety, the fullest possible use of the Public areas of the University, the uninterrupted performance of the educational, research, service and other legitimate functions of the University, persons engaged in activities in Public Areas must adhere to the following procedures:

   a. Reservations. A Sponsoring Organization/Individual may reserve space in the Public Areas for use. Reservation of space must be made through the Student Union Conference Services Office. Scheduling the use of these spaces will be handled on a “first-come, first-served” basis. Requests for the use of Public Areas must be submitted to and approved by the Student Union Conference Services Office in advance of the date the activity is scheduled to take place. Forms for scheduling Public Area activities are available in the Student Union Reservations Office. The Student Union Conference Services Office will maintain a master calendar showing scheduled activities. Each Sponsoring Organization/Individual will be limited to ten days per semester.

   b. Fundraising for Student Organizations. If the recognized student organization is planning a fundraising activity, a Fundraising Scheduling and Approval form must also be signed by the Director of Student Development. Forms are available at the Student Activities or Student Union Conference Services Office.

2. Responsibility. The Sponsoring Organization/Individual shall designate a responsible individual as contact person for Public Area activities requested. It is understood that a Sponsoring Organization/Individual, acting through its contact person, will take full responsibility for injury to any person or property caused by the Sponsoring Organization/Individual or its members and will assume the risk of any injury to the property or persons of the Sponsoring Organization/Individual or its members. The name of the Sponsoring Organization/Individual must be clearly displayed, along with a copy of the approved scheduling form for the activity, at the location of the activity for the duration of the activity.

3. Clean-Up. The Sponsoring Organization/Individual will be responsible for cleaning the activity area of debris and trash on a daily basis, and will be responsible for the dismantling and removing of any non-University owned tables, chairs or displays/exhibits or any other material used for the activities. When the sponsoring entity is an organization rather than an individual, the contact person will be the individual who will be charged with the responsibility for such clean-up on behalf of the Sponsoring Organization. An exception to the requirement for dismantling and removing all but trash and debris exists if the Sponsoring Organization/Individual is willing to pay the costs of having Campus Security protection overnight. Failure of the Sponsoring Organization/Individual to comply with this section will result in the University billing the responsible party for any services rendered as a result of their non-compliance.

4. Equipment. All uses of the Public Areas that require special equipment, such as risers, tables, recreational equipment, etc., must be coordinated with the designated representative of the Facilities Operations and Maintenance Department. Sponsoring Organization/Individual may be required to provide for costs associated with equipment use.

5. Payment. Any Sponsoring Organization/Individual not funded by the University or by student fees must pay the University prior to approval of the activity for any services to be provided by the University, including but not limited to, security. Payment by such Sponsoring Organization/Individual shall be submitted to the Student Union or Facility Operations and Maintenance.

6. Insurance. The Sponsoring Organization/Individual may be required to provide satisfactory evidence of ability to compensate for potential injury when there is a reasonable basis for concern that an activity may cause significant personal or property damage. Such evidence typically includes a certificate of liability insurance in the amount of $500,000, and must be provided to the Office of Risk Management upon request.
7. **Noise and Sound Amplification.** Use of sound amplification in all Public Areas is governed by section K of this policy (see below).

8. **Security.** After consultation with Campus Security, the contact person of the Sponsoring Organization/Individual will be notified of any necessary security arrangements, including the use of monitors and other aspects of crowd control. The contact person is responsible for making the necessary arrangements for the deployment of Campus Security Officers, or other appropriate authority, if additional security is required. Sponsoring Organization/Individual shall be responsible for any additional cost experienced by the University in providing security for the activity.

G. **Credit Card and Third-Party Solicitations**
1. Signed applications for credit cards or other third-party signed contracts cannot be collected.
2. Gifts in exchange for completion of third-party contracts or credit card applications cannot be distributed or promised.
3. Vendors that solicit credit cards or require a third-party contract must provide and display credit card and/or debt education materials; this may include information provided by the University. The annual fees, interest rates and computation methods must be displayed.
4. Companies collaborating with Student Organizations or University-affiliated groups for compensation must compensate that group with a flat fee, not per application.

H. **University Buildings**
Persons or entities desiring to use University Buildings for activities other than those that constitute the ordinary use of such structures in fulfillment of the educational, research, service and/or other legitimate functions of the University must obtain permission from the appropriate facility manager.

I. **Nighttime Use**
In furtherance of the educational, research, service, and other legitimate functions of the University, no part of the campus is generally available for organized activities after 10:30 p.m. or before 7:00 a.m. except official University activities or University-authorized activities.

J. **Camping**
Camping is not allowed on University property.

K. **Noise and Sound Amplification**
Sound amplification is generally not permitted on the campus during class times. Exceptions may be granted on a case-by-case basis. In addition, any unreasonable level of noise caused by mechanical or other similar cause shall be prohibited.

L. **Manner of Display**
The Vice President for Student Affairs is authorized to require a Sponsoring Organization/Individual to utilize reasonable methods to allow the public a choice about viewing or receiving certain material that the Vice President deems may not be suitable for a general audience. The methods required will be narrowly tailored to respect the free expression rights of the Sponsoring Organization/Individuals balanced with the University's legitimate interest in maintaining a public area that is freely accessible to all members of the public.

M. **Interpretations, Amendment and Effect of Certain Findings**
The Vice President for Student Affairs may make insubstantial changes to the wording of this policy when such changes are required for clarity and do not affect the substance of the policy. If one or more provisions of this policy are declared inoperative or are otherwise voided, the remaining provisions shall remain in full force. The Vice President shall have the sole authority to interpret this policy and these interpretations shall be binding.

N. **Enforcement**
This policy shall be enforced by Campus Security, the facility managers, and the Office of the Vice President for Student Affairs.

O. **Violations**
1. Any Sponsoring Organization/Individual who violates any of the provisions of the policy may be denied approval for future requests for permission to use University property for activities that require such permission, or may otherwise be restricted in their use of University property.
2. Any Sponsoring Organization/Individual whose violations of the provisions of the policy also constitute violations of other policies, rules or regulations of Boise State University, or the State Board of Education will be subject to all applicable sanctions for violations of those other policies, rules or regulations.

**Addendum to the Operating Procedures for the Use of Outdoor Spaces at Boise State University**

**Reasons for Denial of Application**
To the extent permitted by law, the University may deny an application for permit if the applicant, or the person on whose behalf the application for permit was made, has on prior occasions made material misrepresentations regarding the nature or scope of an event or activ-
ity previously permitted, or has violated the terms of prior permits issued to or on behalf of the applicant. The University may also deny an application for permit on any of the following grounds:

- The application for permit (including any required attachments and submissions) is not fully completed and executed;
- The applicant has not tendered the required user fee, indemnification agreement, insurance certificate, or security deposit within the times prescribed;
- The application for permit contains a material falsehood or misrepresentation;
- The applicant is legally incompetent to contract or to sue and be sued;
- The applicant or the person on whose behalf the application for permit was made has on prior occasions damaged University property and has not paid in full for such damage, or has other outstanding and unpaid debts to the University;
- A fully executed prior application for permit for the same time and place has been received, and a permit has been or will be granted to a prior applicant authorizing uses or activities that do not reasonably permit multiple occupancy of the particular reservable space or part thereof;
- The use or activity intended by the applicant would conflict with previously planned programs organized and conducted by the University and previously scheduled for the same time and place;
- The proposed use or activity is prohibited by, or inconsistent with, the classifications and uses of the University Open Spaces Policy, or part thereof, designated pursuant to this chapter;
- The use or activity intended by the applicant would present an unreasonable danger to the health or safety of the applicant, of other users of the park, of University employees, or of the public;
- The applicant has not complied, or cannot comply, with applicable licensure requirements, ordinances or regulations of the University concerning the sale or offering for sale of any goods or services;
- The use or activity intended by the applicant is prohibited by law, by this policy and by the policies of the University.

The University must inform the applicant, in writing, of the grounds for denial of the application. When the basis for denial is prior receipt of a competing application for the same time and place, the University must suggest alternative times or places. An unsuccessful applicant has seven days to file a written appeal to the Director of Student Development, who must act on the appeal within seven days. If the Director of Student Development affirms a permit denial, the applicant may appeal to the Vice President for Student Affairs, who must act on the appeal within seven days. If the Vice President for Student Affairs affirms a permit denial, the applicant may seek judicial review in state court.

Outdoor Spaces Rates
All reservations for outdoor spaces at Boise State University, as defined by the Open Space Policy, can be made through Conference Services in the Student Union. Reservations should be made no less than 72 hours in advance. The Conference Services staff will make arrangements for equipment to be available the day(s) of the event.

- Recognized Student Orgs/Departments No charge
- Education/Not-for-Profit groups $20 per day
- Government groups $30 per day
- Outside groups $40 per day + tax

These fees cover administrative costs and include one table and two chairs.

Outdoor Kiosk Policy
The Boise State campus kiosks were purchased in a combined effort through the Associated Students of Boise State University (ASBSU) and Student Union for the purpose of providing permanent outside locations for advertising and promotion of activities and special events. Currently, two locations are available, one behind the Special Events Center and another in the Central Quad across from the Library.

I. Standards and Responsibilities
A. Reservations:
   1. Reservations can be made for recognized ASBSU student organizations and campus departments only.
   2. Reservations are made through the Student Union Information Desk, 426-4170.
   3. Reservations will not be accepted prior to the following dates for each semester:
      - Fall — August 1
      - Spring — December 1
   4. Reservations are taken on a first-come, first-served basis. The size of the banner must be known at the time of reservation.

http://clubs.boisestate.edu  (208) 426-5951

The Source 3: Event Planning 23
5. Reservations are allowed once per month, per entity, depending upon availability.

6. Two (2) weeks is the maximum time a reservation can be made for a single event or advertisement, depending upon availability.

7. Each location has reservable space for 4 to 8 banners (depending on the sizes already reserved).

B. Banner Construction:

1. Banners must be provided by the reserving party.

2. All banners must be water-repellant vinyl or canvas material. Banners on other materials will not be accepted.

3. Banners must be the size of either:
   • 3' long x 9' wide with 8 grommets (4 on top, 4 on bottom) spaced evenly from corner to corner, or
   • 3' long x 4' wide with 4-6 grommets (2-3 on top, 2-3 on bottom) spaced evenly from corner to corner

4. One-sided print only. Text must include the name of the student organization or department if it is not implied by the event name (i.e., Career Fair).

5. All other policies regarding campus posting and promotion are in effect.

C. Delivery/Pickup:

1. Banners are to be delivered to the Student Activities Office by 5:00 p.m. the Thursday before the reservation is scheduled.

2. Pickup of the banner should take place the Tuesday after the reservation expires.

D. Installation and Removal:

1. The Information Desk is responsible for the installation and removal of all banners.

2. Banners not hung by the Information Desk will be removed.

II. Special Notation:

Neither Boise State University nor the Student Union Information Desk will be responsible for any vandalism or theft to the banners.
## Appendix 1: Audio/Visual Services Itemized Price List

Upon request and free of charge, each meeting room includes one microphone, one screen, one overhead projector, one lectern, one whiteboard, one flip chart and one easel. For the most current copy, visit [http://conferenceservices.boisestate.edu](http://conferenceservices.boisestate.edu).

### Audio Visual, Equipment & Labor Rates

<table>
<thead>
<tr>
<th>Audio Equipment</th>
<th>Video Equipment</th>
<th>Projection Equipment</th>
<th>Support Equipment</th>
<th>Computer/Office Equipment</th>
<th>Labor Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boon Box</td>
<td>27&quot; TV w/VCR/DVD</td>
<td>Film Projector 35mm Spec only</td>
<td>Canopy (10'x10')</td>
<td>Audio Conferencing Unit</td>
<td>AV tech per hour</td>
</tr>
<tr>
<td>Cassette Deck</td>
<td>DVD Player</td>
<td>Data Projector</td>
<td>Canopy (10'x20')</td>
<td>Computer Monitor</td>
<td>$9.00</td>
</tr>
<tr>
<td>CD Player</td>
<td>VCR</td>
<td>Screen - Additional (12'x12')</td>
<td>Choir Riser/Staging (each)</td>
<td>Fax Machine</td>
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</tr>
<tr>
<td>C/w-Cord Headset</td>
<td>Video Digital Camera</td>
<td>Screen - Additional Standard</td>
<td>Dance Floor (cost per 3'x3' piece)</td>
<td>Laptop Computer - MacBook</td>
<td></td>
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<tr>
<td>Headphones</td>
<td>Video Editing Basic Package</td>
<td>Screen - Rear Projection</td>
<td>East - Additional</td>
<td>Laptop Computer - PC</td>
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<tr>
<td>Media Box</td>
<td>Video Switcher</td>
<td>Slide Projector 35mm</td>
<td>Flip Chart w/psd - Additional</td>
<td>Printer, HP Laserjet 2100</td>
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<tr>
<td>Megaphone (Bullhorn)</td>
<td></td>
<td></td>
<td>Laser Pointer</td>
<td>Telephone</td>
<td></td>
</tr>
<tr>
<td>Microphone - Additional</td>
<td></td>
<td></td>
<td>Lighting System - Tree</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Microphone - Headset</td>
<td></td>
<td></td>
<td>Lighting System - Truss</td>
<td></td>
<td></td>
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<tr>
<td>Microphone - Wireless (hand held or lapel)</td>
<td></td>
<td></td>
<td>Lighting Ultra-Arc Follow Spot (1000w)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monitor</td>
<td></td>
<td></td>
<td>Piano Standard (includes tuning)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Standard PA Systems</td>
<td></td>
<td></td>
<td>Piano Steinway Concert Grand (includes tuning)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 Channel Standard</td>
<td></td>
<td></td>
<td>Pipe &amp; Drape (linear feet)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8 Channel Standard</td>
<td></td>
<td></td>
<td>Whiteboard Additional</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16 Channel Standard</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>24 Channel Standard</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deluxe PA Systems (inc. 2 wireless mics)</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>4 Channel Deluxe</td>
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<td></td>
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</tr>
<tr>
<td>8 Channel Deluxe</td>
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<tr>
<td>16 Channel Deluxe</td>
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<tr>
<td>24 Channel Deluxe</td>
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<td></td>
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<tr>
<td>Standard Recording Package (media inc.)</td>
<td></td>
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</tbody>
</table>

Upon request and free of charge, each meeting room includes one microphone, one screen, one overhead projector, one lectern, one whiteboard, one flip chart and one easel.
# Appendix 2: Open Space Allowable Activities

<table>
<thead>
<tr>
<th>Activities</th>
<th>Central Quad</th>
<th>Memorial Plaza</th>
<th>Multi-Purpose Plaza</th>
<th>Stadium Parking Lot*</th>
<th>Public Areas on Campus</th>
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<tbody>
<tr>
<td>Amplification</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Food Service</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td>X</td>
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<tr>
<td>Information Tables - booths/tables/chairs</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td>Displays/Exhibits</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td>Films</td>
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<td>X</td>
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<tr>
<td>Sales</td>
<td>X</td>
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<td>X</td>
<td></td>
<td>X</td>
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<tr>
<td>Credit Card Solicitations</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td>Posted Signs/Banners</td>
<td>Kiosks</td>
<td>Kiosks</td>
<td>Kiosks</td>
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<tr>
<td>Distribution of Literature</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Passing of Petitions</td>
<td>X</td>
<td>X</td>
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</tr>
<tr>
<td>Picketing/Carrying Placards</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Individual Oral Presentation</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

X – indicates activities allowed in this area

* Unrelated to Intercollegiate Athletic Events
Appendix 3: Student Union Building Maps
(Appendix 3, continued)
Appendix 4: Audio/Visual Event Checklist

This checklist will help you determine what AV equipment you may need for an event. When you make a reservation with University Conference Services (426-1677) that requires AV (i.e. a lecture, concert, performance), you will be asked to provide this checklist PRIOR to finalizing the reservation. This will help the Conference Services staff to assess if they are able to meet your AV needs.

**A/V Event Checklist**

**Sound**
- How many microphones does the Sponsor want? [ ]
- Do they want wireless microphones? [yes] [no] [ # ]
- What type of wireless mic? [handheld] [lavalier]
- Will they require stage monitors? [yes] [no] [ # ] How many would they like? [ # ]

**Lighting**
- Would they like to change the lighting during the event? [yes] [no]
- Who has the lighting information? [ ]
- Are there specific areas that require special lighting? (e.g. podium, piano, banner, display) [ ]

**List**

**Projectors**
- What kind of projector is needed? [data] [video] [TV monitor]
- Number of projectors? [ ]
- Will a TV / VCR do? (for a small room) [slides] [overhead]

**Crew**
- Would the Sponsor like a sound check? What time would they prefer? [ ]
- Does the Sponsor have in mind load-in and load-out times? [ ]

**Extra**
- Would they like a rehearsal? [yes] [no] What time would they prefer? [ ]
- Do we need to record audio or video for the event? [yes] [no]
- Will they provide tapes? [yes] [no]
- Will any media or be present? [yes] [no]
- Have they arranged for the event to be videotaped? (by UTP or SMITC)
- If yes, when would they prefer to arrive for set-up? [ ]

Please diagram the stage set-up on reverse side of this sheet.
Appendix 5: Event Parking Request Form

Student Organizations are provided free parking for their events when they submit the following form. Tips to remember: A student organization is NOT a nonprofit group (check no on that box) and your event IS an ASBSU Function. Should you want a parking attendant to monitor the lot during your event, it is $150 for four hours. University Conference Services can help you assess parking needs.

PLEASE DO NOT USE THE FORM BELOW, IT IS ONLY A SAMPLE. A usable form can be found at: http://www.boisestate.edu/parking/EventRequest.pdf, and must be faxed or delivered to Parking Services.