

Kehr Union



Building Utilization and Policies Guide

The Kehr Union provides Commonwealth University with spacious, functional and flexible facilities to be enjoyed and utilized by the entire university community. It is our recognition that we serve as the “community center” of Commonwealth University. The facilities present the Kehr Union with significant operational challenges which include providing adequate human and fiscal resources to maintain and support the building for current and future users. To help offset the cost of operating the Kehr Union, a set of fees have been developed for users of the meeting and activity spaces in the building. These charges were developed with a number of considerations in mind, most notably the prominent contribution to Kehr Union operations from the Community Government Association and Commonwealth University and the emphasis that our mission places on serving students and student organizations. The modest rate structure reflects those considerations by minimizing charges for student organizations using the Kehr Union and encourages use of the facilities by departments and non-student organizations on campus.

For off-campus users of the Kehr Union, fees and policies are in place that are reasonable, keeping in mind that we are not competing in the local market place.

Charges for special personnel, equipment and set-up fees are based on the operating principle that if the Kehr Union is required to perform tasks that exceed the routine provision of space, then the group requesting such work will cover the associated costs. The rate structure does not require student organizations or other on campus organizations to pay for routine set-ups however fees may be charged for events involving special staffing, equipment, or more than a standard room set-up.

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RESERVATIONS

On campus groups and offices are required to go to <http://reservations.commonwealthu.edu> in order to request space in the Kehr Union.

Reservation requests/changes/cancellations must be made (received/confirmed) at least 72 hours in advance.

For external group reservation requests in the Kehr Union, please contact the KUB Event Services Coordinator at 570-389-4715.

SERVICES

The Kehr Union Event Coordinator can help with information in the following areas:

- “Best Space” recommendations for your event
- Kehr Union building policies
- Large event planning assistance
- Technology assistance
- Personnel requirements
- Catering issues
- Fee schedules
- Facility drawings
- Changes / cancellation procedures

SCHEDULING PERIODS

Requests for Fall Semester (On-campus groups)	Requests for Spring Semester (On-campus groups)	Best Times to hold events (Off-campus groups)	Requests for Summer Semester (On-campus groups)
3 rd Week in April	3 rd Week in November	January – 1 st two weeks	AS NEEDED BASIS
		March – Spring Break	Prior to July 30 for any orientation or start of school events
		May – Last two weeks	
		June – Month	
		July – Month	
		August – 1 st two weeks	
		December – 3 rd Week	

TYPES OF USERS

ON CAMPUS

RECOGNIZED STUDENT ORGANIZATIONS

Student organizations recognized by the Community Government Association and Commonwealth University are not charged fees for routine meetings, activities, or events open to the university community free of charge. Note: Fees may be charged for events involving special staffing, special equipment or events requiring more than a standard room set-up.

UNIVERSITY DEPARTMENTS, OFFICES AND ADMINISTRATIVE GROUPS DIRECTLY ASSOCIATED WITH THE UNIVERSITY

University departments, offices and administrative groups are not charged fees for routine meetings or events open to the university community free of charge. Note: fees may be charged for special set-ups, special staffing and special equipment. Events that are fundraisers with less than 50% of Commonwealth University participants attending, will not receive a discount for direct cost, personnel, and equipment.

C.U. INDIVIDUAL/PERSONAL EVENT

Current C.U. employees and students who want to hold an individual event in the Kehr Union for personal use will receive a 50% discount off room rental fees. These individuals will not receive a discount for direct cost, personnel, and equipment.

- Proof of insurance and compliance registry may be required

OFF CAMPUS

EXTERNAL GROUPS

External groups will be charged full rates for room rental fees, direct costs, personnel, and equipment.

- Proof of insurance and compliance registry required

CO-SPONSORED GROUPS

External groups collaborating with a university-sponsoring organization/department will receive a 50% discount off room rental fees. Such events should involve substantial participation by the event sponsor in the planning and/or presentation. University sponsors of external groups will not receive a discount for direct costs, personnel, and equipment and will be held liable.

- Proof of insurance and compliance registry required

HIGH SCHOOLS

High School groups will receive a 50% discount off room rental fees. These individual groups will not receive a discount for direct cost, personnel, and equipment.

- Proof of insurance and compliance registry required

SCHEDULING and FACILITY USE PRIORITIES

- 1) Kehr Union Program Board / Community Government Association
- 2) Annual Student Involvement events
- 3) Programs sponsored by recognized student organizations
- 4) Official university events
- 5) Programs for students sponsored by academic or staff units of the university (classes are not permitted to be conducted in the Kehr Union)
- 6) Off-campus organizations

REQUIRED INFORMATION

To expedite the process, please provide the following information when you first call or visit the scheduling office.

- The **name of your organization**. Your campus sponsor if your group is not a department or recognized organization of the University.
- The **date(s) and time(s)** you would like to schedule your program and the alternative dates (final times will be determined by KUB Event Coordinator)
- The **nature of the event** (dance, concert, conference, etc.)
- The **number of people** you expect to attend.
- The **name and contact information of the person** who will be in charge of the program arrangements
- Any **special services** needed, such as audiovisual, stage, special equipment, lighting, sound, traffic control or security, etc.
- **Food service** needs, such as dinner, luncheon, breakfast coffee setups, refreshments, concessions, and alcoholic beverage service.
- If you have guests with any **special needs**.

CANCELLATIONS

In order to assure that cancellations are received by the Student Involvement Office in a timely manner, all cancellations should be received **72 hours prior to the scheduled event**. Confirmed reservations cancelled within 72 hours of a scheduled event may result in fees being assessed to cover labor costs involved in room set-up. Charges for any additional services will be charged when applicable.

TERMINATION / CANCELLATION OF AGREEMENTS

Permission to use the Kehr Union facilities is granted subject to observance of regulations. The Kehr Union may revoke this agreement immediately upon failure to timely comply with pre-event requirements/deadlines, for any violation of use conditions or regulations, or at any time for misrepresentation. The Kehr Union may terminate any part of this agreement without notice and at the discretion of the KUB, in the event of an emergency situation that would prohibit the performance/event.

NO SHOWS / FAILURE TO CANCEL

- A) First time = email reminder will be sent to the group
- B) Second time = \$10 fee (payable to Community Activities) – email sent – suspension of reservation privileges until the above fine has been paid
- C) Third time = \$25 fee (payable to Community Activities) – email sent – suspension of all reservation privileges and use of the KUB (semester)

Please note – booking events and cancelling numerous times during the semester also creates problems. Please only book rooms once you have confirmed your program. If three or more cancellations occur for the same group in one semester, the KUB Governing Board will review your cancellations – Use of the KUB may be suspended for a period of 1 semester.

The space and use of facilities may be limited.

ACCESS AND EVENT TIMES

Facility access and use must be within the allotted contracted time. Contracted times must include event preparation, decorating, and/or rehearsal time, as well as time after the event to remove decorations, user equipment and other items. Events that have not removed all decorations, equipment and other items by closing time of the Kehr Union will be assessed the extended facility hours charge, unless prior arrangements have been made. The Kehr Union staff shall have the right to access and enter the facility for any reasonable purpose during the contracted time.

RESPONSIBLE PARTY(S) / EVENT COORDINATION

The person(s) who submits the reservation request shall be the responsible party. This person is responsible for the event. This person(s) must be the host and in attendance throughout the contracted event. This representative shall take all reasonable actions to assure event safety, to prevent damage to the facility and equipment, and to see that these conditions and other policies and regulations, outlined in this agreement, are met.

ESTIMATED FEES

Estimated fees are based on specific facilities requested, in conjunction with information provided by the user for required access and event times, number of event participants, type of activity, audio-visual service requirements, and other support services/personnel. Special features of an event may involve additional fees.

POST AGREEMENT REQUESTS / ROOM CHANGEOVERS

The Kehr Union will attempt to honor, but cannot guarantee, post-agreement requests. Should the user request any additional facilities, equipment, or services all applicable fees may apply. Changes to the original set-up may be charged at the prevailing rate. This includes, but is not limited to, the addition or removal of inventory (e.g. tables, chairs, risers, stages, etc.) if provided within the limits of the KUB inventory.

REASSIGNMENT OF FACILITIES

Should a facility become unavailable, the Kehr Union reserves the right to reassign user to an alternate facility or, if the user chooses, another date.

FACILITIES

Users of the facilities shall observe all applicable Kehr Union and Commonwealth University policies, as well as all local, state and federal laws, statutes, and ordinances. The user shall only have the use of the facilities contracted for, and only for, the purposes stated on the reservation form. User shall not make any alterations to the facility, building systems, or equipment. User shall follow all reasonable directives from Kehr Union staff. At the end of the event, the facility should be left in a clean, safe condition. Charges may be incurred for any excessive cleaning.

FEES

Rental fees may apply – student organizations are exempt.

ROOM RESERVATIONS MULTIPLE TIMES PER WEEK

Multiple room reservations are acceptable as long as they fall within the normal once-per-week organizational meeting schedule. Multiple weekly reservations will be reviewed by the KUB professional staff who then will decide if the number of reservations are excessive (this will be primarily be based on space and requests).

The Associate VP Enrollment Management and Student Affairs will also be responsible for determining the appropriateness of activities in the KUB and in the event he/she feels any activity should be excluded, will bring the request to the KUB Governing Board for final review.

CONFERENCE ROOM POLICIES

Conference Room tables and chairs may not be removed from the room. If rearranged, we ask that all chairs and tables be put back they way you found them. Failure to follow these policies may result in your organization being charged a fee and all future room requests being denied.

USE OF THE FIRESIDE LOUNGE

The Fireside Lounge at the KUB is to be an open lounge / study space available to users during regularly scheduled building hours. The Fireside Lounge is generally not a space that can be reserved, but requests for exception can be made through the KUB Event Coordinator and must be approved by the Associate VP Enrollment Management and Student Affairs or their designee. The following criteria will be used to determine approval or denial:

- 1) The event must be open to the campus community. Meetings by individual groups are generally considered closed and will not be approved.
- 2) The time of the year of the request.
- 3) No other space in the KUB is available and the event cannot be rescheduled.

SPECIAL REQUIREMENTS

Special requirements, such as overnight guarding of equipment; receiving, shipment or storage services; activation of data/phone lines or signals; access for news/media; or other such requirements must be coordinated in advance with the Student Involvement Office. Charges for such services may apply.

DAMAGE TO PREMISE AND DAMAGE DEPOSITS

The user is responsible for the condition of the premises during the term of the contract. The user is granted the right to inspect the premises prior to the term, and also no later than twenty-four hours after the term. The Kehr Union shall be inspected to determine if any damage was sustained as a result of the user's occupancy. Repairs for significant damages will be charged to the user at the prevailing rate.

DECORATIONS, SIGNS, AND DECALS

The Student Involvement Office must approve the location of special decorations, banners or signs. Kehr Union signs may not be covered or otherwise obstructed. Decorations, signs, banners, etc. may not be taped, nailed, tacked, stapled or otherwise fastened to ceilings, walls, doors, windows, painted surfaces columns. Adhesive-backed (stick-on) decals or similar items (except nametags) are not permitted in the Kehr Union. All decorations must be flame retardant.

USER'S PROPERTY

The user assumes full responsibility to safeguard all materials, goods or property owned or used by the user or any of its exhibitors or guests. User hereby waives any claims against the Kehr Union and the persons described for damages to, or loss of, the property.

BANNERS

1. Banners may be hung in the KUB in the specific space an organization has reserved for their event, and **ONLY** during the time of the actual event.
2. Banner must be of professional quality construction with nylon, vinyl, or a similarly strong material. They should have metal grommets for hanging, and they must be designed and lettered in a professional and appropriate manner.
3. Banners may not be larger than 4 x 6 feet.
4. Banners may not contain any of the following; references to drugs, alcohol, illegal activity, profanity, nudity, violent images, inappropriate language, or any other item which would be in violation of the Student Code of Conduct found in the Pilot Student Handbook.
5. Requests to hang a permanent banner must be approved by the Associate VP Enrollment Management and Student Affairs; it will then be referred to the KUB Governing Board for approval.
6. It is the discretion of the Associate VP Enrollment Management and Student Affairs to decide exactly where a banner will be hung.

BULLETIN BOARDS

The KUB bulletin boards can be utilized for a period of seven (7) days providing the sign meets the following criteria;

1. Must not be larger than 14 x 22 inches
2. Signs must be posted on a bulletin board.
3. All signs must be approved by an employee at the KUB Welcome Desk.
4. Signs may not cover other signs.

SIGNS

Signs for events in the Kehr Union may be displayed outside of reserved spaces using KUB sign holders only. Users may reserve additional sign holder(s). Banners are permissible in reserved spaces only for the duration of the event if attached according to KUB policies.

PLAQUES

Individual plaques are not to be placed in the KUB.

FUNDRAISERS / SERVICE PROJECTS

In order to hold a fundraiser or service project on campus, an approved Fundraiser/Service Project Application is required.

Please go to:

If you have any questions, please contact George Kinzel, Director of Student Involvement in the Student Involvement Office at gkinzel@commonwealthu.edu.

FLAMES/FIRE

Open flames and the burning of any materials, including incense, is prohibited. Use of candles must receive advanced approval from the Student Involvement Office.

FIRE REGULATIONS

Users, exhibitors and their guests must comply with all Federal, State and local fire and building codes that apply to places of public assembly, which includes exiting the building and not re-entering until directed to do so by C.U. officials. All decoration materials must be made of flame-retardant materials. Fire fighting and emergency equipment may not be hidden or obstructed. All emergency exits, hallways and aisles leading from the Kehr Union must be kept clear and unobstructed.

KEHR UNION EMERGENCY PROCEDURES

In the event of an emergency (bomb threat, fire, and natural disasters) building staff will notify occupants and make every attempt to advise them on the best action to take.

EMERGENCY MEDICAL SERVICE / LAW ENFORCEMENT

The Kehr Union reserves the right to require the presence of emergency medical services / law enforcement to be on site, if deemed necessary, based on the type and time of the event. The cost for such services shall be paid by the user. Together, the Kehr Union staff and University Police Department work to provide a secure environment for guests and patrons. When there is an event that requires University Police presence, it is the user's responsibility to contact University Police Department and to complete the appropriate forms with signatures. Charges for this support are paid directly to the University Police Department

EQUIPMENT

All Kehr Union equipment (e.g., tables, chairs, risers, stages, audio-visual, etc.) will be set-up by Kehr Union staff. Equipment must be in place prior to user access. KUB technicians may be required to operate equipment, or to supervise others operating the equipment. Charges for technicians may be borne by the user. The user will be responsible for all Kehr Union owned equipment and will be held liable for the equipment if lost, stolen, damaged or misplaced.

SPECIAL EQUIPMENT

Users intending to bring in any equipment that requires access to facility water, high voltage electrical, satellite signals or such systems must receive advanced authorization from the Student Involvement Office. The Kehr Union assumes no responsibility for equipment used at events supplied by the user or another party. The Kehr Union reserves the right to approve equipment and equipment providers.

REMOVING EQUIPMENT / SUPPLIES

Unless prior arrangements have been made, all equipment and supplies furnished by the event sponsor must be removed from the Kehr Union no later than the end time of the reservation. Costs incurred for removal of materials will be charged to the event sponsor. **The University and the Kehr Union assume no responsibility for damage to or loss of equipment and materials left in the Kehr Union.** The event sponsor assumes full responsibility for any equipment or materials brought into or left in the Kehr Union.

ANIMALS

Animals, except service animals, are prohibited in the KUB.

VEHICLE PARKING / UNLOADING

Facility users and guests must abide by all University parking/traffic requirements, including but not limited to, passenger and equipment loading/unloading regulations, observance of authorized parking locations, payment of fees, and display of vehicle parking permits. Payment of citations, which result from parking/traffic violations, are the sole responsibility of the facility user and their guests. Access to the loading dock must be coordinated with the Student Involvement Office prior to your event. Parking in the loading dock is prohibited and violators will be ticketed and/or towed at the owner's expense.

Parking for workshops, camps and conferences must be scheduled through University Police per university policy.

WEAPONS/FIREARMS

Please refer to C.U. policy: <https://www.commonwealthu.edu/about/university-senate-governance/policies-and-procedures/prp-5240-weapons-firearms-and-dangerous-devices-policy>

RECREATIONAL DEVICES / BARE FEET

Bicycles, skates, and other such recreational devices are not allowed in the Union. Bare feet are prohibited in the building.

CONDUCT

Users and guests shall not interfere with the regular use of the building by the public or other facility guests. Excessive noise or other disruptive behavior is prohibited. Kehr Union staff may remove any person during the term of the contract who is disrupting or obstructing the proper operation and management of the Kehr Union.

GAMES ROOM – RULES AND REGULATIONS

- 1) A C.U. ID card must be presented to use the computers or pool tables – **ONLY** a C.U. ID will be accepted.
- 2) The Games Room and Computer Lab close promptly at 11:45 pm (7 days per week) – Hours may be adjusted by management
- 3) Each ID presented entitles the user to 2 pool sticks, a pool rack, and 1 set of pool balls to use at one of the tables. An additional ID is required for more sticks.
- 4) The student who submits the ID is responsible for the equipment and the conduct of those with them. Abuse of equipment will not be tolerated.
- 5) Shirt and shoes are required at all times.
- 6) No sitting on the pool tables.
- 7) Alcohol and tobacco are not permitted in the Games Room.
- 8) Pets are not permitted in the Games Room (service animals are allowed).
- 9) Yelling / obscene language are not permitted.
- 10) Children under 12 years of age must be accompanied by a C.U. student or adult. They must be kept from horseplay on or around the pool tables.
- 11) All students and patrons using the Games Room must adhere to all Commonwealth University policies.

CAPACITIES

The Kehr Union will not permit facilities to be occupied greater than the listed capacities.

TOBACCO PRODUCTS

Smoking and tobacco products are prohibited in the Kehr Union Building. BU Policy <https://www.commonwealthu.edu/about/university-senate-governance/policies-and-procedures/prp-5253-smoking-policy>

SUPPORT SERVICES AND PAYMENT

Reservation information should be as detailed as possible; the Kehr Union is not responsible for providing items or services that are not requested when making the reservation. In cases where special or unusual services are necessary, sketches or drawings are required. The use of decorations, props, posters, or displays must be approved by the Associate VP Enrollment Management and Student Affairs. When audio-visual equipment or special set-up requirements are desired, such services should be requested at least 10 business days prior to the event. When banquet service is required, the campus food service should be contacted directly. A technician will **NOT** be on duty unless requested by the person making the reservation; however, the Kehr Union reserves the right to require technicians for events with complicated lighting and/or sound requirements. When the Ballroom Performance Sound System is requested, a technician must be on duty. Technician charges are to be paid by the sponsoring organization. A minimum two-hour fee is charged whenever a technician is required.

Requests for a technician should be made at least 10 business days in advance.
Technicians may not be available during times when classes are not in session.

BUILDING HOURS

Kehr Union building hours may be extended with a minimum of 14 working days' notice pending approval from the Associate VP Enrollment Management and Student Affairs. Additional personnel fees may apply.

CATERING

Aramark Corporation may accommodate food service needs in the Kehr Union. The catering office is located in Scranton Commons and all food service arrangements may be made directly with the catering office at 570-389-4485, Catering website: <https://bloomucatering.catertrax.com/>

ALCOHOLIC BEVERAGES

Please refer to C.U. policy: <https://www.commonwealthu.edu/about/university-senate-governance/policies-and-procedures/prp-4810-alcoholic-beverage-policy>