



Exception Request

An Exception Request is a campus-wide activity that is produced for the betterment of the CWU Community. These activities may be for civic awareness, social interaction, or educational enrichment. These programs may be sponsored by currently recognized ASCWU Student Organizations, clubs, CWU Departments and all Service & Activity Funded areas. The Exception Request will be in compliance with existing University Posting, Commercial Activities and all other Union Board Policies

The Union Board Chair (ASCWU VP for Student Life & Facilities), in advisement of the Union Board, retain the right to accept all or part of the Exception Request. Approval or disapproval of the Exception Request does not reflect the Union Boards Assessment of the value of the activity.

An Exception Request is designed to provide a temporary exception to standard operational policies which may include posting in the Student Union Pit area and both exterior entrances (East & West) of the Student Union & Recreation Center. The use of the space in the Pit may be used for programs that **advertisements may not be posted on the pillars at any time**. There is to be no signage on walls or other locations that are not approved through the Student Union Operations & Scheduling Office at acceptable posting locations. Any table space or equipment that needs to be reserved must go directly through the Student Union Operations SURC Rm 146. Additional policies and procedures are also available at the Student Union Operations office.

All applications need to be submitted to the Union Board Chair at least 10 days prior to the event. The Union Board Chair is the ASCWU BOD Vice President for Student Life and Facilities; office is located in SURC 236 and phone number is 963-1698.

Steps:

1. **Check with the Student Union Operations office for available space.**
2. **Submit and Exception Request for approval with the Union Board Chair.**
3. **Confirm application approval with the Union Board Chair**
4. **Reserve space needed with Student Union Operations, SURC Rm 146**

DETAILED DESCRIPTION OF ACTIVITY AND SETUP

Event Name, Type and Dates: _____

What location would you like to reserve for decoration: Pit or the Exterior Entrances?

What posting Material would you be using for this event?

(Please use additional paper to explain your event and a detailed description of the setup desired. Please include map of desired layout. There is NO tape or chalk to be used anywhere on walls or floors.)

**** Please mark the locations on the map of space you would like to see****

Date and Time of Set-Up: _____

Submitting Organization/Group: _____ Date of Submittal: _____

Contact Individual: _____ Phone: _____

Email: _____

Estimated Attendance: _____ Focus Community for Program: _____

Approval/Disapproval _____ **Date** _____

Updated: 3/25/08