



Student Union Exception Request Form

An Exception Request allows a temporary exception to standard operational policies within public spaces of the Student Union. It is required for any activity that may impact normal building operations, such as displays and banners; events that have safety/liability concerns or could potentially cause damages and/or disruption, such as high noise level. These spaces include, but are not limited to, the Pit, Mezzanine, Patios, and first floor corridor. The Exception Request will be approved in compliance with existing University Posting, Commercial Activities, and all other Union Board Policies. Events, signage, displays, table spaces, partitions, or equipment in public locations must first be scheduled through the Scheduling Center in the Student Union Operations office located in SURC Room 146. Governing policies and procedures are available at the Student Union Operations office.

To ensure your SURC Exceptions Request will be reviewed prior to your event all applications need to be submitted to the Student Union Board Chair at least 15 days prior to the event. Please turn your completed form into the ASCWU BOD office located in SURC room 236 or call 963-1698 with any questions.

The Student Union Board Chair (ASCWU VP for Student Life & Facilities), in advisement of the Student Union Board, retains the right to accept or deny all or part of the Exception Request. *Approval or disapproval of the Exception Request does not reflect the Student Union Board's assessment of the value of the activity.*

Steps:

1. Reserve space with the SURC Scheduling Center.
2. Fill out this form completely. Do not leave blank spaces. Incomplete requests will be denied.
3. Attach a copy of your space reservation confirmation from the SURC Scheduling Center.
4. Attach a detailed explanation of your event along with a description of the setup desired. If available, include maps of desired layouts. NOTE: No tape or chalk is allowed anywhere on walls or floors. Posters and advertisements may not be posted on the pillars at any time.
5. Submit the Exception Request to the Union Board Chair in the ASCWU BOD office located in SURC room 236 for approval NO LATER THAN 15 DAYS PRIOR TO YOUR EVENT DATE.
6. Confirm application approval with the Union Board Chair.

DETAILED DESCRIPTION OF ACTIVITY AND SETUP

Submitting organization: _____ Contact individual: _____

Phone: _____ Email: _____

Event Name: _____

Purpose of Your Event: _____

What space have you reserved? _____

What is your exception? _____

Date/time of set-up: _____ Date/time of tear down: _____

Target Audience: _____ Estimated attendance: _____

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On a separate page please describe your event in detail - what will your setup be? What posting materials, decorations or banners will you use? Will you have music? Will you have food? Include photos or drawings where possible.

Date of submittal: _____ Signature: _____

Lack of information will result in an automatic disapproval of this form
**** If necessary please mark locations on a map****

For Advisory Board Use Only

Date Received in ASCWU Office: _____ Initials: _____

Approved Denied

Signature: _____ Date: _____