

POLICIES



COMSTOCK MEMORIAL UNION

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Building Information

OUR MISSION

The Student Union and Activities builds community to advance student success and spark Dragon Pride.

INTRODUCTION

In keeping with the mission of Minnesota State Moorhead, the purpose and functions of the Comstock Memorial Union (CMU) shall be to provide facilities for educational, social, recreational, and cultural activities for students, faculty, staff, as well as alumni and other external customers. The following University policies and CMU policy guidance shall serve as the guidelines regarding all usage of the CMU. Appeals/exceptions to these policies may be granted with the approval of the CMU Director. Any individual unwilling to operate within these policies or seek approval for exceptions may forego the privilege of utilizing the CMU facilities. Proposals for new or changes to existing CMU policy guidance will be shared with the following student groups to gather feedback prior to implementation: Student Union Administration, student leaders, Student Affairs Advisory Committee, and Student Senate.

BUILDING HOURS

The building hours for the CMU will be determined according to the needs and interests of the Minnesota State Moorhead community and data gathered from the facility people counter system. The standard operating hours are listed below. Hours during breaks, holidays, etc. vary and are posted on the CMU website. (<https://www.mnstate.edu/cmu/>)

School Year Standard Building Hours

Monday – Thursday: 7:00am – 11:00pm
Friday: 7:00am – 10:00pm
Saturday: 10:00am – 10:00pm
Sunday: 10:00am – 11:00pm

Summer Building Hours

Monday – Thursday: 7:30am – 4:45pm
Friday: 7:30am – 4:45pm
Saturday: Closed
Sunday: Closed

BUILDING OVERSIGHT

The CMU Director, Assistant Director of Event Services, Assistant Director for Operations, General Maintenance Workers and Student Building Managers shall have the following authority to manage the facility and the outside areas adjacent to the facility:

- To ensure a safe, welcoming, respectful environment for all customers.
- To enter or inspect all CMU spaces.
- To ensure customer compliance with University Policies and CMU Policy Guidance.
- To ensure customer compliance with all federal, state and local laws.

All users of the CMU must comply with all University Policies, additional CMU Policy Guidance outlined in this document and all federal, state and local laws. Failure to comply can result in the termination of scheduled event and/or removal from the facility.

University Policies

The following are Minnesota State Moorhead policies that must be observed by all students, university employees and guests to campus. Please refer to the University Policy Website if you would like more information on these policies. View website: <https://www.mnstate.edu/policies/>.

The CMU follows these University Policies as well as the additional CMU Facility Policy Guidance established in this document for all events and activities.

ALCOHOL & OTHER DRUG POLICY

See the university policy here: <https://www.mnstate.edu/about/policies-procedures/list/alcohol-drugs/>

ALCOHOL SPECIAL EVENT USE POLICY

See the university policy here: <https://www.mnstate.edu/about/policies-procedures/list/alcohol-special-event/>

ANIMALS ON CAMPUS POLICY

See the university policy here: <https://www.mnstate.edu/about/policies-procedures/list/animals-on-campus/>

In addition, see the service animal policy here: <https://www.mnstate.edu/about/policies-procedures/list/service-support-animals/>

BULLETIN BOARD, ADVERTISING, GRAFFITI AND PUBLICITY POLICY

See the university policy here: <https://www.mnstate.edu/about/policies-procedures/list/advertising/>

CHARITABLE FUNDRAISING POLICY

See the university policy here: <https://www.mnstate.edu/about/policies-procedures/list/charitable-fundraising/>

EMPLOYEE PARTIES POLICY

See the university policy here: <https://www.mnstate.edu/about/policies-procedures/list/employee-parties/>

FACILITIES & SPACE USE POLICY

See the university policy here: <https://www.mnstate.edu/about/policies-procedures/list/facilities-space-use/>

FIREARMS ON CAMPUS POLICY

See the university policy here: <https://www.mnstate.edu/about/policies-procedures/list/firearms/>

FREEDOM OF SPEECH POLICY

See the university policy here: <https://www.mnstate.edu/about/policies-procedures/list/freedom-of-speech/>

OUTDOOR SOUND AMPLIFICATION POLICY

See the university policy here: <https://www.mnstate.edu/about/policies-procedures/list/sound-amplification/>

PARKING POLICY

See the university policy here: <https://www.mnstate.edu/about/policies-procedures/list/parking/>

PROTESTS & DEMONSTRATIONS POLICY

See the university policy here: <https://www.mnstate.edu/about/policies-procedures/list/protests-demonstrations/>

SKATEBOARD, IN-LINE SKATE, BICYCLE & HOVERBOARD POLICY

See the university Facilities & Space Use policy that includes covers these items here: <https://www.mnstate.edu/about/policies-procedures/list/facilities-space-use/>

SMOKING & TOBACCO USE-SALE POLICY

See the university policy here: <https://www.mnstate.edu/about/policies-procedures/list/smoking-tobacco/>

WEATHER / SHORT TERM EMERGENCY CLOSING POLICY

See the university policy here: <https://www.mnstate.edu/about/policies-procedures/list/weather-closings/>

CMU Facility Policy Guidance

The CMU follows the University policies as outlined in the earlier section. In addition, the CMU has implemented the following additional policy guidance related to existing University policies.

UNIVERSITY POLICY: [BULLETIN BOARD, ADVERTISING, GRAFFITI & PUBLICITY POLICY](#)

The CMU enforces this University policy with the additional guidance.

- All posters and banners must be approved prior to posting. Items may be posted for a maximum of four weeks.
- Banners may only be hung from the railing in the CMU main lounge.
- Non-affiliated individuals or organizations as defined in the University policy are not allowed to post banners.
- All advertising will be removed and disposed of by CMU employees following event date or posting period whichever comes first.
- The CMU Administration Office will approve materials and reserve spaces.

LITERATURE DISTRIBUTION

Active solicitation of goods and services, literature distribution, and petition signing is prohibited in the CMU, with the exception of groups with confirmed reservations. Groups with confirmed reservations must remain in the reserved event space or directly behind or beside the reserved contact table.

CATERING, FOOD & BEVERAGES

Minnesota State Moorhead Dining Services (managed by Sodexo) has exclusive rights to provide catering services within the CMU and outside adjacent areas unless they have granted a right of first refusal. All catering requests must be made through Minnesota State Moorhead Dining Services. The exclusivity rights exist regardless of the funding source for catering services. Limited exceptions apply to this policy for recognized student organizations.

Individuals may bring food into the facility only for their own personal consumption.

DECORATIONS

Any items that pose a safety hazard, infringe on fire egress, or have the potential to damage the facility or equipment are prohibited. Decoration plans and materials proposed to be used within or outside of the facility must be approved a minimum of two weeks in advance of the event by the Assistant Director of Event Services.

PROHIBITED FROM FACILITY

- Glitter, sequins, confetti, artificial snow, hay, or other similar decorations that cause tracking and are fundamentally resistant to clean up are prohibited unless pre-approved by the Assistant Director of Event Services. Cleaning fees will be assessed if these items are brought into the facility.
- Incense, candles, fog/haze machines or anything producing an open flame/haze/mist is strictly prohibited unless pre-approved by the Assistant Director of Event Services.

UNIVERSITY POLICY: [FACILITIES & SPACE USE POLICY](#)

The CMU enforces this University policy with the following additional guidance.

The CMU shall be open and available for groups to use and / or rent. Priority will be given to Minnesota State Moorhead Recognized Student Organizations and Minnesota State Moorhead Departments/Organizations. The facility is also able to be used by Non-Profit Organizations, State of MN Departments, Public School Districts Commercial or Private Use for a rental fee. Alumni or Employees are able to use the facility for Private Use at a discounted rate.

Use of space is for matters that have direct relationship to the educational service and/or social function of Minnesota State University Moorhead, and are not contrary to Minnesota State Moorhead, CMU, City of Moorhead or State of Minnesota policy or law.

ACADEMIC CLASSES

Regularly scheduled academic classes are not allowed to reserve space in the CMU. Limited exceptions for classes or class sessions that may require the unique facilities of the CMU and where there is space availability may be allowed as approved by the CMU Director and/or their designee.

AFTER HOUR USE

Any individual or group scheduling an activity in the CMU that exceeds the established building hours will be assessed a minimum fee plus an hourly rate. This applies to individuals and groups affiliated with Minnesota State Moorhead as well as non-affiliated individuals or organizations. Additional fees will be determined by the Assistant Director of Event Services.

SCHEDULING PRIORITY

As a general rule, scheduling space and facilities will be done on a first-come, first-served basis with the following prioritization.

Being a Student Fee and Revenue fund building, the CMU will prioritize use of the facility by Recognized Student Organizations, University events directly tied to enrollment, academic success, retention, and tradition; and Comstock Memorial Union sponsored events.

Second priority will be given to University Departments who may schedule regular meetings, annual events and/or special events.

Lastly, groups such as affiliate groups, non-profit organizations, State of MN Departments, School Districts, commercial or private users including Alumni and Employees may schedule use of the facility for business or personal needs.

CANCELLATION

The CMU reserves the right to enforce Cancellation and No Show penalties on groups who fail to show for a meeting or event, hold rooms that are not used or cancel with short notice. These actions can deny other groups the opportunity to utilize event rooms and creates complications for the event services staff setting up rooms unnecessarily. The CMU reserves the right to hold groups accountable through monetary charges and or by refusing further use of space on campus.

PASSIVE DISPLAYS

Passive Programming displays in the Comstock Memorial should be requested through the CMU Administrative Office. Each display must include educational information to help inform the audience of the purpose of the display. All educational / informative materials posted or distributed must clearly identify the department, program, recognized student organization, company or other entity responsible for the content being displayed or distributed. Placement of the display will be based on the requestor's wants balanced with the safety, security and operational needs of the building. Requests will be reviewed by the Assistant Director of Event Services in consultation with the Assistant Director for Operations and the Director of the Comstock Memorial Union.

Passive displays shall be available for no more than a two week period unless approved by the Director of the Comstock Memorial Union or their designee.

STUDY ROOMS

In addition to the groups listed above in Use of the Space & Facility, individual students are able to request and reserve certain conference room spaces in the CMU as personal or group study space. Individuals / groups are able to reserve one room, 48 hours in advance and for up to 2 hours by using the EMS Web App. Longer time frames may be approved by the Assistant Director of Event Services and should be scheduled through the CMU Administration Office.

SPACE USE FEES

Any fees charged will be consistent with [Minnesota State Procedure 6.7.2, Part 7](#). A deposit, space use fee and/or labor charges may be assessed to the sponsoring group. Separate fees may be charged for the use and/or operation of special equipment. Non-affiliated organizations engaged in a commercial enterprise must be charged the current market rate when using Minnesota State Moorhead property. The CMU will provide rental costs / quotes for use of space upon request.

PERSONAL PROPERTY, LOSSES OR DAMAGES

The CMU will not be liable for any personal property or equipment lost or left in the facility, even if attendants are on duty.

Customers utilizing the CMU facilities and equipment assume the liability of and agree to compensate the CMU for any damage, other than normal wear and tear, caused to the equipment or facility while it is being used. The CMU reserves the right to assess the cost of labor and materials for cleanup and for any damage done to equipment and the facility which are a direct result of the scheduled activity or event.

SOLICITATION

Active solicitation of goods and services is prohibited in the CMU, with the exception of groups with confirmed reservations. Groups with confirmed reservations must remain in the reserved event space or directly behind the reserved contact table.

APPEAL PROCESS

STEP 1: INFORMAL PROCESS

The individual / group will discuss the issue with the Assistant Director of Event Services who may consult with the Comstock Memorial Union Administrative staff to resolve the matter.

STEP 2: FORMAL PROCESS

The individual / group must submit a written appeal, along with any supporting documentation to the Director of the Comstock Memorial Union.

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