University of Pittsburgh Student Unions'
Policies and Procedures Handbook

The policies and procedures found within this document are an extension of Student Union Operations confirmation for events and are designed to give event hosts a clear understanding of their responsibilities.

of the facility shall observe all applicable student union and University of Pittsburgh policies, as well as all local, state, and federal laws, statutes, and ordinances. The event host shall only have the use of the facilities as stated in their event confirmation. All alterations to the facility, building systems, room setups or equipment are subject to approval from Student Union Operations staff and are subject to applicable fees. Event hosts must follow all reasonable directives from Student Union Operations staff to uphold all policies and procedures as stated in this document. At the end of every event, the facility should be left in clean, safe conditions.

Student Union Operations reserves the right to alter and/or amend the Policies and Procedures Handbook, as necessary. Any matter not expressly covered within this document will be reviewed and decided by the Student Unions' Building Manager.

For the purposes of this document, the William Pitt Union is hereafter referred to as WPU and the O'Hara Student Center is hereafter referred to as OSC. Both spaces fall under Student Unions.

Jump to Table of Contents

TABLE OF CONTENTS

BUILDING OPERATIONS 5
A. Contact Information for Student Union Operations 6
B. Contact Information for Event Liaisons 6
C. Hours of Operation 6
D. Building Services 7
a. Access 7
b. Early Open or Late Close 8
c. Deliveries 8
d. Donation Bins 8
e. Mail and Package Policy 8
f. Information Desk Rentals 8
g. Lactation Rooms 9
h. Loading & Unloading 9
i. Lost and Found 9
j. Nordy's Place 9
k. Pianos 10
l. Reflection Room 10
m. Schenley Café 10
n. Ticket Office 10
o. Will Call 11
RESERVATIONS 11
A. EMS Access 11
a. Creating an EMS Account 11
b. Information you will need to know before creating your reservation: 11
c. Additional EMS Account Information 12
B. Glossary of Spaces 12
C. Booking Rules 15
a. Late Room Request 15
b. Annual Events 15
c. Graduation 16
D. EMS Statuses 16
E. Policy Violations – Updated Policy 2026 17

a. Violation process 17
F. Cancellation and No Shows 18
G. Event Pricing 18
a. SORC Registered Student Organizations 18
b. Division of Student Affairs 18
c. University of Pittsburgh Faculty and Staff 19
d. Non-Pitt Affiliated Entities 19
e. Event Productions 19
f. Building Hours Adjustment 19
g. Nordy's Place 19
h. Custodial/Tradesperson Pricing 19
H. Furniture Requests 20
a. Room Set Ups 20
b. Stage Builds 20
c. Special Event Furniture Rentals 20
I. Event Storage 21
a. Lockers and Storage Units 21
b. Office Space 21
EVENT POLICIES AND PROCEDURES 22
A. Alcohol 22
B. Alcohol Simulations 22
C. Assumption of Risk 23
D. Bikes, Rollerblades and Skateboarding 23
E. Bingo 23
F. Blood Drives 23
G. Chalking 24
H. Contracts 24
a. Contract Waiver 24
b. Live Performances 25
c. Instructor Services/Training 25
d. Event Production Agreement 25
I. Dances 25
J. Decorations 25

K. Drones 26
L. Drugs and Tobacco 26
M. Events with Minors 26
N. Food Policies 27
a. Snack Approval 27
b. Pitt Catering 28
c. Catering Exemption 29
d. Nordy's Menu and Snack Package 29
e. Potlucks and Homemade Food 30
f. Food Trucks 30
O. Fronting/Co-Sponsorship 30
P. Fundraising 31
a. Crowd Funding 31
b. Bake Sales 31
c. Merchandise 32
d. Prohibited Sales 32
Q. Games of Chance 32
R. Noise 33
S. Open Flame 33
T. Open to the Public 33
U. Overnight Events 33
V. Pets and Animals 34
a. Permitted Animals 34
W. Police Presence/Security 34
X. Political Campaigns/Elections 35
Y. Prizes 36
a. Gift Cards and Tax Information 36
Z. Protests and Demonstrations 37
AA. Recorded Content/Copyright 37
BB. Solicitation 38
CC. Special Activities 38
a. Arts and Crafts 38
b. Building Structures 38

c. Destructive Events 39
d. Dunk Tanks 39
e. Food Eating Competitions 40
f. Interactive Entertainment/Carnival Games 40
g. Lawn Games 41
h. Pie Throwing / Water Balloons/Water Guns 41
i. Sharp Objects/Tools/Weapons 41
j. Tents 41
k. Tie-Dye 42
DD. Vendors 42
EE. Weddings, Religious Ceremonies, and Personal Events 42
EVENT PLANNING RESOURCES 43
A. Event Planning Checklist 43
B. Additional Contacts 43
C. Accessibility 43
D. Marketing 43
a. Banners 43
b. Bulletin Boards/Flyers 44
c. Digital Signs 45
d. A-Frames and Yard Signs 45
e. Reservable Signage 46
E. Sustainability 46
F. Additional Resources 46

Jump to Table of Contents

BUILDING OPERATIONS

A. Contact Information for Student Union Operations

EMS Activation and Troubleshooting	Reservations Office	Graduate and Pro-Staff	ems-help@pitt.edu
General Event Planning	Reservations Office	Reservations Office	ems-reservations@pitt.edu
Facilities Issues as outlined in this document	Jeremy Lindner	Director, Student Unions	jel450@pitt.edu

B. Contact Information for Event Liaisons

C. Hours of Operation

Administrative/Academic Departments	Taylor Daniels	Assistant Director, Reservation Services	wmpittun@pitt.edu
Student Affairs Events	Devin Castro	Assistant Director, Day Operations	wmpittun@pitt.edu
Undergrad and Graduate Student Organization Events	Will Westley	Assistant Director, Night Operations	wmpittun@pitt.edu
Nordy's Place	Melanie Scanga	Nordy's and After-Hours Manager	wmpittun@pitt.edu
Special Events	Lennon Miller	Coordinator, Training	wmpittun@pitt.edu

Academic Term Hours
Hours are adjusted during the summer term and during recesses/holidays

William Pitt Union
General Building Hours
Sunday – Thursday | 8am – 11pm
Friday & Saturday | 8am – 12am

Reservations Office
Monday – Friday | 9am – 5pm

Nordy's Place
Monday – Thursday | 10am – 11pm
Friday | 10am – 12am
Saturday | 4pm – 12am
Sunday | 4pm – 11pm

O'Hara Student Center

Jump to Table of Contents

General Building Hours
Sunday – Thursday | 8am – 11pm
Friday & Saturday | 8am – 12am

D. Building Services

a. **Access**

i. Staff Access

1. To gain after-hours card access to either Student Unions, complete the Building Access Request Form. This access is granted only to staff and students with offices in the facility, at the Building Manager's discretion, to protect the safety and security of the facility.

ii. Office Keys

1. To receive a key to your office within the Student Union, please complete the Key Request Form.

a. Key Handling Expectations

i. Employees assigned a master or floor master key should store these keys securely in a locked location within their office. Only Directors and Department leads will have access to master keys. All other master and submasters will be secured at the building front desk. These keys should not be shared or removed from office.

b. Key Replacement

~~i.~~ If a key is lost, the keyholder must report it immediately to the Director of Student Unions and their direct supervisor. The Director of Student Unions will then work with Pitt Locksmith Services to evaluate the risk related to the lost key.

ii. If the Director of Student Unions is unavailable (e.g., nights, weekends, holidays), the keyholder should contact the Assistant Director of Day or Night Operations. The keyholder must follow up with the Director of Student Unions once normal business hours resume, so appropriate corrective actions can be taken.

iii. If a key is determined to be "unrecoverable," the Director of Student Unions and the University Locksmith will follow these steps:

1. Conduct a security assessment of the affected area.
2. Determine the associated costs for replacement or rekeying.
3. Communicate these costs to the department head.

iv. Annual Key Audit

1. An annual audit of all keys will be conducted in June and July. All keyholders must present their keys during this audit for verification.

b. **Early Open or Late Close**

i. In special circumstances, the Student Unions may be opened early for events. Contact the Event Liaison for the WPU or OSC to discuss opening outside of normal business hours. Opening the building beyond normal hours requires a fee; please see the Event Pricing section of the website. Events scheduled outside of traditional building hours are approved around the availability of staffing.

To collect student organizations' keys kept at a Student Union information desk, the organization representative must turn in an activity pass and their Pitt ID. To request an activity pass, the organization's president or advisor must submit a request through the following link: Activity Pass Request Form**.** Activity passes are good for 1 semester. **All keys must be returned no later than 30 minutes before the building closes the same day as check out.**

c. **Deliveries**

Student Union Operations will not accept deliveries or store items on behalf of events. The Student Organization Resource Center (SORC) accepts mail on behalf of all registered student organizations. The Office of Fraternity and Sorority Life accepts mail on behalf of all tri-councils. All other deliveries should be addressed to the department office in the WPU or OSC.

d. **Donation Bins**

The Student Unions team can help coordinate donation collections. Complete the survey here. Two to three bins may be placed on the main floor of either facility at a time, depending on bin size and available space. Bins may remain in place for up to 14 days; extensions may be requested. Items not collected within 3 business days after the reservation ends will be donated or discarded. Bins may not be placed in other areas of the facility without approval from the Building Manager. If a donation bin is found full, an email will be sent to the contact. The Textile Recycling bins on the main floors are managed by the University Movers and Business, Hospitality, and Auxiliary Services.

e. **Mail and Package Policy**

Mail and packages are delivered to the WPU lobby. When larger items are delivered, an email notification will be sent to the intended recipient and/or department to inform them of the delivery. Timely retrieval helps maintain a clean, organized, and accessible lobby space and prevents the accumulation of boxes and packages in common areas.

f. **Information Desk Rentals**

Miscellaneous items may be rented from the WPU Information Desk. A Pitt ID is required to check out items and will be held until they are returned. Items may be rented for the duration of an event reservation, including tabling reservations. Items include:

- Dollies
- Moving carts

- Stanchions
- Easels
- Some office supplies (scissors, stapler, 3-hole punch, paper cutter, etc.)
- Plastic buckets

g. **Lactation Rooms**

If lactation rooms are needed for your event or for staff convenience, please make requests at the front desk or at the time of your reservation. Spaces that can be used are room 212A. Please check in at the front desk on 2nd floor. 212A is available from 8:30AM to 5PM. Other rooms can be available after hours or during scheduled events. Please work with your Event Liaison

h. **Loading & Unloading**

The WPU has a 15-minute loading and unloading zone on the Forbes Avenue and Bigelow Boulevard sides of the building only. The area is monitored by the City of Pittsburgh; vehicles that exceed the time limit are subject to fines and towing. The WPU loading dock is managed by Dining Services and is not accessible for loading and unloading.

The OSC parking lot is a 24/7 metered lot monitored by the University of Pittsburgh Police. Spaces cost 50 cents per 15 minutes, with a 2-hour maximum. Loading and unloading may take place in this lot for up to 15 minutes. To rent a space in this lot, contact University Parking and Transportation. The cost per parking space is $10 per day, subject to availability, and must be requested by a university department. Student organizations wishing to rent parking spaces must be sponsored by a university department. Additional loading and unloading can take place on O'Hara Street on a first-come, first-served basis.

i. **Lost and Found**

Student Union Operations is not responsible for personal belongings brought into the building. Items in the Information Desk Lost and Found are kept for 30 days. Student Union Operations will not keep clothing, water bottles, lunch boxes, or food. Lost Pitt IDs are immediately turned in to Panther Central. If Student Union Operations does not have your item, the Pitt Police station is the official Lost and Found center for the University of Pittsburgh.

j. **Nordy's Place**

This is a recreational, social space within the WPU. Nordy's Place, commonly referred to as "Nordy's," opens at 10am on weekdays and 4pm on weekends. The space can be reserved in EMS after 6pm on weekday evenings and weekends.

i. **Equipment rentals:** Student organizations and departments can rent board games in Nordy's Place for events held within the WPU. Games may be selected and taken 30 minutes before the event starts and must be returned 30 minutes before closing the same day. Games may not be taken overnight. Ping pong, foosball, and billiards are free with a Pitt ID for Pitt undergraduate students. Graduate students, CGS, staff,

faculty, and community members must pay to play. To see pricing, visit the Nordy's Place webpage

All equipment rented within Nordy's needs to be returned 15 minutes before closing. New equipment cannot be rented within 30 minutes of closing.

ii. **Menu:** The full Nordy's menu can be found at the Nordy's Place webpage. To order food for an event from Nordy's, visit Nordy's Place Food Packages

~~iii.~~ **Private Events:** Nordy's Place is reserved through EMS and remains open to the public while the building is open; a reservation can designate it as a private event space. There is a $15 per hour charge associated with making Nordy's Place private for student organizations and $30 per hour for other Pitt affiliated departments. This fee does not include Nordy's Lounge, which is reserved separately. For student organizations to reserve Nordy's Place as a private space, the availability of funds must be confirmed through SORC. Organizations unsure of their SORC fund balance can contact SORC at SORC2@pitt.edu. For additional questions about reserving Nordy's Place as a private space, email Melanie Scanga at mes394@pitt.edu.

iv. **Commuter Lounge:** In addition, the Commuter Lounge is a non-reservable space in Nordy's Place, open to commuter students during all hours that Nordy's Place is open.

k. **Pianos**

You must have a Pitt ID to request use of a piano. Pianos cannot be rented out prior to 5pm Monday through Friday and practice time is subject to other events taking place in the building on evenings and weekends. To use a piano for an event, you must include this request in your event description within EMS and/or contact the Reservations Office.

l. **Reflection Room**

The WPU has a non-denominational Reflection Room on the 3rd floor for prayer and meditation. This space is available only during building hours. It is not reservable and is available on a first-come, first-served basis.

m. **Schenley Café**

Located on the lower level of the WPU, Schenley Café offers food options for lunch and dinner. Their hours of operation can be found at the Dine On Campus hours of operation page.

n. **Ticket Office**

All Services supplied by the Unions ticket office are now part of SORC. Please contact SORC for ticket sales and cashboxes.

The Student Union ticket office does rent lockers to students. Please stop by the front desk of the WPU to ask any questions or make payment using Panther Funds.

o. **Will Call**

Will Call is only offered in the WPU. Will Call services are available to anyone affiliated with the university. Items will be kept for **72 hours**. Please note that there are size limitations to the items that can be kept, and it is up to the discretion of Student Union Operations. Please call (412) 648-7815 for questions about items that can be kept in Will Call. The same restrictions on clothing, water bottles, lunch boxes, and food described under Lost and Found apply here.

RESERVATIONS

A. EMS Access

a. Creating an EMS Account

You must be an officer in a SORC registered student organization or a Pitt Oakland campus staff member or faculty member to receive an EMS account.

- Registered student organization reservations need to be made by a student officer or student representative of the organization.
- **Request an Account** with EMS by visiting ems.williampittunion.pitt.edu.
- Then, view our **EMS training PowerPoint** and **complete the quiz** found at the end of the training PowerPoint. You must complete the quiz for your account to be activated.
- Your quiz results will automatically be sent to us. **If you do not take the quiz, we will not know you applied for an account!**
- New users will be notified via email when their account has been activated. Typically, accounts are activated within 3-4 business days but can take up to 1-2 weeks during peak times.
- Once your account has been approved you will be able to use EMS to reserve your space. Additional spaces that are not on EMS can be found here.

b. Information you will need to know before creating your reservation:

- Event name
- Date
- Type of space needed (Ex. Meeting, Conference, etc.)
- Expected attendance.
- Time you need the space for (this should include personal setup and teardown time)
- Advertised time (when the guests will be arriving and leaving)
- Detailed description of the event furniture needs.
- Will there be any outside speakers/instructors/entertainment?
- Will there be sales or money collections?
- Will there be food? Where will the food come from?
- Will there be minors present that are unaccompanied by a parent or guardian?
- Will the event be open to the public?
- Will Alcohol be served?

- Will the event be live stream or will recording be needed?
- Additional information may be required to complete your event request.

EMS reservations cannot be transferred to other departments or organizations.

c. Additional EMS Account Information

Only two users per organization can be granted access to EMS. To have a student removed from EMS please contact the EMS Help email: ems-help@pitt.edu. If one user needs access to more than one organization, please email the additional organization name and the officer position held.

EMS access is for SORC registered organizations and Pittsburgh campus staff and faculty only. No reservations can be made by TAs or other individuals for the purpose of instruction or university classes. In addition, RAs, outside vendors, UPMC employees, and regional campus staff or faculty cannot make reservations unless these individuals are working with a student organization or University department. The Pitt Oakland representative must make the reservation, and that representative is responsible for the event. A Sponsorship Agreement form can be found on the Student Unions' Reservations Office webpage and must be completed by the responsible representative.

When logging into your account be sure to use your Pitt username (e.g., abc123, no pitt.edu needed) and **current Pitt password**. Alias usernames should not be used.

The University of Pittsburgh Student Unions reserves the right to reassign rooms to serve the greatest number of programs and services. The Student Unions' Reservations Office will provide notification of changes to reservations as promptly as possible via email or phone. The University of Pittsburgh Student Unions staff shall have the right to access and enter the event space for any reasonable purpose during the confirmed time. Reservations may be altered or cancelled for safety and security reasons.

B. Glossary of Spaces

a. Multipurpose Rooms: Large event spaces that can be adapted to your event needs provided attendance does not go over the maximum capacity of the requested room. Events must conform to the room, please see our WPU Maximum Capacities Templates here. These rooms are great for events such as large lectures, banquets, graduations, and catered lunches. The following are considered multipurpose spaces:

OSC Ballroom
OSC Dining Room
WPU Assembly Room
WPU Ballroom
WPU Kurtzman Room
WPU Lower Lounge
WPU Dining Room A

WPU Dining Room B
WPU 548
WPU 630
Nordy's Place

b. **Meeting Rooms:** Smaller rooms located in the WPU and OSC that are pre-set in lecture or conference style (for clarification on specific room setups please contact the Student Unions' Reservations Office). The furniture in these spaces cannot be moved or changed. Meeting spaces in the WPU and OSC are limited to foods that can be approved via a Snack Approval form.

c. **Tabling:** Each reservation comes with 1 table and 2 chairs. Tabling can take place Sunday – Saturday: 10am to 7pm in the Quad and Towers Lobby, and during building hours in the WPU. Tabling reservations can be used for informational flyers, advertising, fundraising, collecting dues, selling items such as food, merchandise, etc. All Items need to able to be contained within the reserved table area.

Indoor Tables – located in Schenley Café (Lower Level), Litchfield Towers Lobby
Outdoor Tables – located on the Fifth Ave side of WPU, Forbes Ave side of WPU, Bigelow side of WPU and Schenley Quadrants

Vendors, departments, or student organizations must not impede the free flow of pedestrian traffic. There may be multiple tabling reservations near each other. Tabling events may not disrupt each other with loud music, physical blockades, destructive activities, etc. Groups and departments with tabling reservations are entitled to enough space surrounding their table for passers-by to approach and participate in their event.

d. **Outdoor Space:** These spaces are usually appropriate for larger events or tabling. Events must conform to the capacity of the space. The following are considered outdoor spaces and can be found in EMS:

Gallagher Plaza
WPU Bigelow Lawns (can be separated into smaller reservations)
WPU Forbes Patio (can be separated into smaller reservations)
Schenley Quad 1
Schenley Quad 2
Schenley Quad 3
Schenley Quad 4
Towers Patio Fifth Ave Side
Towers Patio Quad Side

Gallagher Plaza and Outdoor Space
See specific outdoor policies such as Assumption of Risk, Chalking, Potlucks and Homemade Food

, Information Desk Rentals
, Merchandise
, Prohibited Sales
, Games of Chance
, Open Flame, and Overnight Events
to make sure your event is successful.

The **Cathedral Lawn** cannot be reserved through EMS. Please visit the forms page of our website to access the appropriate Docusign form to request a reservation in the Cathedral Lawn. The form will be reviewed by the Dean of Students and the Chancellor's office. The form needs to be completed within 14 business days. Start the form at least 4 weeks before the event date. At the Chancellor's Office Grounds' discretion, crew may need to be used at the expense of the host.

All **Schenley Quad and the entire Towers** Lobby spaces must be reserved at least 21 days in advance. The Schenley Quad quiet hours are from 10pm – 8 am Sunday through Thursday, and 11pm – 8am Friday and Saturday. During Final Exam week, quiet hours are in effect 24 hours beginning at 8pm on the Friday preceding exam week and remaining in effect until the close of the residence halls. Furniture is limited and may need to be reserved from an outside company depending on the needs of the event host.

The **Gallagher Plaza** and other WPU outdoor spaces must be reserved at least 21 days in advance. Reservations can be made during WPU building hours. During Final Exam week, quiet hours are in effect 24 hours beginning at 8pm the Friday preceding exam week and remaining in effect until the close of the residence halls.

e. **University Classrooms:** Smaller rooms located in the Cathedral of Learning and David Lawrence Hall that are pre-set in lecture or conference style. These rooms are reservable in EMS in the evenings and on weekends. The furniture in these spaces cannot be moved or changed. There are absolutely no food or crafts permitted in University Classrooms. Study space should be limited to a 4-hour maximum time slot. Student Group Classroom Request

f. **Dance Studio:** Access to the WPU Dance Studio is limited to those in socks, soft-sole shoes, and/or tennis shoes. Food and beverages are not permitted in these spaces. Technical services are not provided for the Dance Studio; groups must provide their own sound (Bluetooth speakers, portable stereos, etc.).

   Pitt students that are not part of a student organization and would like to use the dance studio can come to the WPU Information Desk to request access without a reservation. Access without a reservation is first-come, first-served. Individuals using the Dance Studio will be required to leave their Pitt ID at the Information Desk for the duration of the time they are using the space. The dance studio is not accessible to faculty or staff.

g. **Lounges:** Lounges in the OSC and WPU are considered Meeting Rooms and must be used with the furniture "as is." **Nordy's Lounge** is reserved in EMS. The OSC first and second floor lounges, Tansky Lounge, Commuter Lounge, Collaborative and Quiet Study Rooms, and 9th floor lounge are open spaces meant for studying and cannot be reserved without special permission from the Student Union Operations Team. Hours vary for these spaces. Contact ems-reservations@pitt.edu with questions.

C. Booking Rules

Multipurpose Rooms, Outdoor Spaces, and Nordy's Place must be reserved at least **21 days in advance.** Student organizations can only hold a maximum of 4 reservations per week. The Union Operations Team can approve exceptions.

Meeting Rooms, University Classrooms, and the WPU Dance Studio must be reserved at least **7 days in advance.** Tabling must be reserved 3 days in **advance.** Student organizations can only hold a maximum of 5 reservations per week in the meeting rooms, University Classrooms, and tabling. Student organizations can only hold a maximum of 3 reservations per week in the WPU Dance Studio.

a. Late Room Request

Room reservations at the WPU and OSC should be made based on the booking rules. However, late requests can be honored if space is available. Late requests should be submitted to the Student Unions' Reservations Office at ems-reservations@pitt.edu. Late room requests are not guaranteed to include technical services or food.

Same-day or **Day-of Request** can also be honored if space is available, but technical services will not be available, the event host will not be permitted to serve food, and the room setup will be as is. To complete a Day-of Request room request, stop by the WPU or OSC Front Desks to fill out the request. This form must be completed in person. A Day-of Request is limited to 2-hour increments. To stay, visit the information desk. Indoor tabling requests may also be available, but no outdoor Day-of Request A Day-of Request can be made for individuals or registered student organizations. Non-registered student organizations cannot make Day-of Request to hold meetings in union spaces or market events in union reservable spaces. If it is found that a student is making reservations for a non-registered student organization, they will lose their ability to make day of reservations.

b. Annual Events

Annual events that have occurred within Student Union-managed spaces for at least three consecutive years may request the same or similar space for the following year beginning one week after the conclusion of their event. To qualify, the event must be fundamentally similar in nature and occur during a similar time each year. All reservation information required under the EMS Access section must be submitted to the assigned Event Liaison before the reservation can be confirmed. Organizations and departments utilizing this privilege must be in good standing

with Student Union Operations. This policy does not apply to graduation ceremonies or commencement-related events.

c. Graduation

Student Affairs-sponsored graduation and commencement-related events may reserve designated Student Union spaces for the following academic year beginning one week after the conclusion of commencement activities. These reservations are subject to operational needs and approval by Student Union Operations. All reservation information required under the EMS Access section must be submitted before confirmation. Other graduation-related events will follow standard reservation timelines unless otherwise approved by Student Union Operations. The Reservations Office may use its discretion to accommodate as many requests as possible.

Event attendance is limited to room and venue capacity.

All events are required to start and end at the scheduled event time.

Reservations requested during Welcome Week: Student Union Operations will not approve events in any space supported by the Student Union Operations team from the start of Welcome Week through the first Tuesday following Welcome Week each year. This includes the Cathedral Lawns, Classroom Spaces, Towers Lobby, WPU, OSC, Gallagher Plaza, Bigelow Lawns, and Schenley Quad. The Department of New Student Programs must approve of any exceptions.

D. EMS Statuses

a. Web Request: The request is under review by the Reservations Office. The space requested is placed on hold and is no longer available for other organizations/departments to book.

b. Tentative The event host has outstanding action items to complete. The space will only be confirmed once all action items are completed by the deadline provided by the Reservations Office. Even when an event is marked as tentative, the space remains on hold and cannot be reserved by another organization or department. If the student organization no longer intends to use the tentative space, the event must be canceled through EMS or by contacting the Reservations Office. Tentative spaces cannot be transferred to another organization for use. Any new space request must be submitted through the Reservations Office.

c. Confirmed: The request has been approved. A confirmation email will be sent that includes additional details and policies pertaining to the event.

d. Denied/Cancelled: The request has been denied or cancelled. Organizations/departments will receive a detailed email explaining the reason for the cancellation/denial from the Reservations Office. Please ask the appropriate professional staff with questions.

Jump to Table of Contents

E. Policy Violations – Updated Policy 2026

The following process of warnings and consequences will be followed when registered student organizations or departments violate Student Unions policies within one academic year. This process is designed to be educational in nature and assist users in understanding policies while maximizing space availability for all student organizations and departments.

a. Violation process

i. Step 1
   1. A written warning explaining what led to the violation that will be sent to Event Liaison and student organization president or department contact.

ii. Step 2
   1. A second written warning explaining that any further issues could lead to a required virtual meeting with Event Liaison, this will be sent to the event host and student organization president or department contact.

iii. Step 3
   1. A warning that requires the organization or department to schedule a virtual meeting with the Assistant Director, Reservations. The meeting is required to be scheduled within 2 weeks. If a meeting is not scheduled, the Union Operations team reserves the right to pause all future events.

iv. Step 4
   1. A warning requiring the organization or department to schedule an IN-PERSON meeting with assigned Event Liaison and Assistant Director, Reservations or Director of Student Unions. The meeting is required to be scheduled for 1 week. If a meeting is not scheduled, the Union Operations team can pause all future events.

v. Step 5
   1. A warning requiring a meeting with the AD for Reservations and the Director, Student Unions, which will result in a pause in all future events and temporary loss in EMS privileges. The loss of EMS privileges will last for the remainder of the semester.

b. Student Unions users are responsible for becoming familiar with and adhering to all Student Unions' policies before holding events, which can be found in the Booking Rules section of this document on page 14. Student Unions staff are available to review any questions by contacting ems-reservations@pitt.edu

i. Common policy violations include but are not limited to:

1. Failure to show up for a reserved event without notice to Student Unions staff.
2. Failure to follow food approvals and documentation process.
3. Late submission of event coordination such as room diagrams
4. Failure to maintain cleanliness of space following an event.

5. Tabling without a reservation
6. Moving, rearranging, or removing furniture without authorization or assistance from Student Unions staff
7. Late cancellation of events
8. Not leaving your reservation on time
9. Damage to room, furniture, or building
10. Holding a speaker, lecture, or other event that requires a contract without following contract procedures.
11. Misrepresentation of events with inaccurate or incomplete EMS description
12. Not following through event production policy.

F. Cancellation and No Shows

Cancellations and No Shows: Organizations can receive a Violation for repeatedly failing to notify of cancellation of a reservation in accordance with the deadlines listed below. Cancellations should be made through EMS, but if unable to cancel through EMS, organizations can contact the Student Unions' Reservations Office in person, by phone, or by email.

For Multipurpose Rooms, Outdoor Spaces, and Nordy's Place, cancellations should be made at least **21 days in advance.**

For Meeting Rooms, University Classrooms, Tabling, and the WPU Dance Studio, cancellations should be made at least 5 **business days in advance, but please make the cancellation as early as possible.**

a. **Rain Space:** If hosting an event outside, a reservation for a rain location should be considered. The event host must contact the Student Union's Reservations Office at least **72 hours in advance** to inform the staff if they will be using the indoor or outdoor space. Organizations can receive a warning for failing to alert the proper staff in accordance with this deadline.

G. Event Pricing

a. SORC Registered Student Organizations

Room rentals and technical services are free for SORC registered student events.

b. Division of Student Affairs

Room rentals are free for Division of Student Affairs events. Event hosts will be charged a fee for technical services.

c. University of Pittsburgh Faculty and Staff

Room rentals are free for any faculty or staff sponsored event. Event hosts will be charged a fee for technical services.

d. Non-Pitt Affiliated Entities

Event hosts will be charged a fee for room rentals and technical services and must complete a third-party agreement with the Director of Student Unions. Please contact jel450@pitt.edu for more information. Rooms can be rented in the Student Unions from May through July only. Information tables may be rented year-round through completing a Vendor Request form. Pricing can be found in the pricing document here.

e. Event Productions

All events that require technical support will be charged for labor as determined by the Senior Assistant Director of Production and Technology based on event needs. For more information about technical services pricing, visit the Student Unions Production and Technology page or contact satech@pitt.edu .

f. Building Hours Adjustment

Student Union Operations will work hard to accommodate requests to adjust facility hours for events. Requests must be submitted in writing to the Reservations Office at ems-reservations@pitt.edu at least 2 weeks in advance and will be approved by the Building Management. The cost to adjust facility hours is $50/hour with no proration.

g. Nordy's Place

If an event host wants to open Nordy's Place outside of normal business hours, or close the space for a private event, the cost will be as follows:

Open outside of business hours	$15.00/hr. (per staff member) - Student Organizations $30.00/hr. (per staff member) - all other organizations
Close for private event	$50.00/hr. that Nordy's is closed to general population

The number of staff needed will depend on the number of attendees, nature of the event, and whether a food package will be purchased. Please reach out to the Nordy's and After-Hours Manager at mes394@pitt.edu to discuss your specific needs and coordinate adjusted hours.

h. Custodial/Tradesperson Pricing

Student Union Operations may make recommendations to event hosts or mandate extra support from Facilities Management and/or Grounds Crew. Overtime trades and support will come at a cost to the event host based on the rates below. Rates are subject to change, and an account number must be provided to process the request. Examples include frequent restroom maintenance, quick furniture changes, large meals, weekend activities, etc.

For more information about custodial/tradesperson pricing, visit the Student Unions Event Resources page

Jump to Table of Contents

H. Furniture Requests

a. Room Set Ups

Room set ups are due to the Student Unions' Reservations Office no later than **14 days in advance** of an event. Set ups can be submitted to the Event Liaison when requesting a room in EMS. Be sure to include your personal set up and tear down time. Facilities reserved are not for personal use, and you will not have access to the room during this time.

To view sample diagrams, find max capacity information, or view other helpful resources related to Room Set Ups, visit the Room Set Ups section at the following link: Event Planning Resources

The WPU and OSC's furniture inventory consists of the following (quantities vary):

- 72" round tables on main floor and 60" round tables on upper floors
- 6' rectangle tables
- Banquet chairs
- 30" cocktail tables (no high-top chairs)
- Podiums (with and without the University seal)
- Coat racks (limited quantity)
- Large trash/landfill bins
- Large compost bins
- Easels
- Stanchions

b. Stage Builds

If your event requires an additional stage to be built in the WPU, you must disclose this information in the description of your event at least **21 days in advance**. Stages will require an additional 2-3 hours added for Facilities Management to set up your event. Adding a stage or platform to a room will deduct from the maximum capacity of the room. You could be denied the stage build for reasons such as, but not limited to, lack of time, number of stage pieces, location, or size needed. All stage inquiries should be directed to the Student Unions' Reservations Office. Stages cannot be built in the OSC.

c. Special Event Furniture Rentals

If the WPU or OSC cannot provide a furniture item you would like to have at your event, rentals should be ordered through **Randy Schmotzer in Facilities Management** at 412-624-8809. Lendable Linens, All Occasions Party Rental, and Hughie's Event Production Services are recommended vendors by the Student Union Building Managers. Linens, lounge and/or soft-seated furniture, pipe and drape, high top chairs, and other rentals must be communicated to Event Liaison no later than **5 days in advance** of the event date to best coordinate the delivery and pick-up schedule.

Stanchions, easels, dollies, and moving carts can be rented from the Information Desks on a first-come, first-served basis. A Pitt ID will be required to check out the item(s). Based on demand, items are not guaranteed.

I. Event Storage

Student Union Operations does not store items for event hosts. Additional storage spaces and meeting or breakout spaces should be included in your event reservations. When possible, rooms should not be reserved solely for storing items. Linens, event furniture, pipe and drape, alcohol, catering, and other deliveries should be communicated to the Student Unions' Reservations Office or Event Liaison no later than **5 days in advance** of the event date to best coordinate the delivery and pick-up schedule.

a. Lockers and Storage Units

The Student Government Board (SGB) offers storage space in the OSC and WPU to help student organizations accomplish their missions. Storage space is allocated at the beginning of the academic year through the summer. Specific move-in and move-out dates are to be determined by SGB, and all SORC registered student organizations will be notified. Storage guidelines include:

i. Perishable foods may not be kept in lockers.
ii. To maintain an accessible space, materials must be kept inside designated lockers.
iii. As the storage areas are in co-habitation with other student orgs, maintain cleanliness and be courteous.
iv. Student organizations are financially responsible for any damage incurred to storage spaces beyond normal wear and tear (ex. broken lock, missing shelves, etc.)
v. The WPU and OSC are not responsible for any theft or damage to materials stored within the rental units.
vi. Avoid overfilling lockers, as this can cause them to jam.
vii. At the WPU, your locker will come with a combination. Please only give out the combinations to members of your organization who absolutely require access to this space. The fewer members who have access, the fewer problems you will have tracking down instances of theft and damage.
viii. At the OSC, your storage space or office has a key that must be checked out at the information desk. You must be pre-approved and present your activity pass and student ID to check out your key.

Lockers are also available for rent in Posvar Hall from the WPU Ticket Office. To learn more about this service, visit the WPU Ticket Office webpage.

b. Office Space

SGB offers free office space at the OSC to help student organizations accomplish their missions. These spaces provide a place to meet and collaborate with other groups.

There is a total of 11 office spaces in the OSC. Each includes a desk and overhang storage. Office space is allocated at the beginning of the academic year, on the same move-in and move-out schedule SGB sets for storage space.

EVENT POLICIES AND PROCEDURES

A. Alcohol

Undergraduate student organizations are not permitted to host events with alcohol. Graduate student organizations and/or faculty or staff events must complete the Alcohol Request form a minimum of **21 days in advance** of the event date. The sale of alcohol is prohibited, whether at the event or in the form of a ticket sold in advance, a donation, a payment, etc. The use of Pitt Catering is strongly encouraged for the event and must be coordinated by the event's host(s). Pitt Catering can be contacted at (412) 648-2302 or catering@pc.pitt.edu. The use of a Catering Exemption is not permitted for an event with alcohol. Any alcohol needed for the event must be delivered during setup or at the start of the event. The Student Unions and Pitt Catering cannot store any alcohol prior to the event.

All individuals purchasing and/or consuming alcoholic beverages must be a minimum of twenty-one years of age. The Student Unions reserve the right to refuse alcohol service to anyone who cannot provide proper identification to verify age. Guests may not remove alcohol from the room where the event is taking place. Pitt Catering staff reserve the right to report any guest who appears to be intoxicated to the event organizer and/or Pitt Police.

Unapproved bar services are not permitted at any event. The event will be shut down immediately if the Unions' Staff find this policy has been violated.

Should any of these actions become necessary, payment for the event will remain due in full and no refund will be given for any inconvenience or embarrassment caused.

Please refer to the Student Code of Conduct for further information regarding alcohol consumption. All regulations set forth by the University of Pittsburgh are applicable in relation to events in the Unions' spaces. There is to be no alcohol consumption at any time by patrons/guests of the facility.

B. Alcohol Simulations

The simulation of alcohol consumption is prohibited as merchandise sales or event activities. Examples include keg rolls, water pong, root beer pong, mocktails, shot glass sales, pint glass sales, ice luges, etc. Three annual exemptions to this policy include Residence Life's Non-Alcoholic Mix off (NAMO), Pitt Program Council's Wine Tasting, and Pitt Program Council's Beer Tasting events. Further exemptions may be reviewed by the Student Unions' Reservations Office at ems-reservations@pitt.edu.

Jump to Table of Contents

C. Assumption of Risk

By creating and confirming reservations with the University of Pittsburgh Student Unions, event hosts accept full personal responsibility for actions and conduct during this reservation. This includes making sure they are aware of (a) all the risks and dangers that could arise during the anticipated activity, and (b) how to exercise reasonable care to avoid or minimize those risks and dangers.

A participant's waiver should be encouraged for all physical activity, off-campus activity, or any activity where harm may come to a participant. By signing a participant's waiver, the participant assumes all the risks and responsibilities in any way associated with participation in the activity. The waiver does not protect the sponsoring organization or department from a potential lawsuit and should be kept on file for at least 2 years.

Examples of events with a high-risk level include, but are not limited to, travel off campus, dunk tank participation, building of structures, participation in instructional services such as fitness, dance, or yoga classes, medical procedures such as blood drives or CPR class, participation in bounce houses or other inflatable structures, laser tag, etc. Event hosts may be required to post a sign stating this outside of their event room which can be provided by Student Union Operations upon request.

Participant waivers for adults and minors can be found on the SORC website.

D. Bikes, Rollerblades and Skateboarding

Bikes are not permitted to be parked or stored in University Buildings. Riders must use designated bike racks located outside of the buildings. Bikes, skateboards, and other recreational equipment are not permitted to be used on any outdoor structures such as furniture, staircases, or ADA ramps.

E. Bingo

Organizations cannot charge an entry fee for events involving bingo or charge a fee to play bingo. Please see the Games of Chance section for more information.

F. Blood Drives

Student Union Operations permit only one blood drive per day within the Student Unions. Blood drives are limited to multipurpose spaces and may not be scheduled in other facilities.
For blood drives occurring over multiple consecutive days, the reserved space must remain booked continuously through the final event date to accommodate equipment storage and event setup needs. Organizations leaving equipment in the facility overnight do so at their own risk. The Student Unions are not responsible for any theft, loss, or damage to equipment or materials left on-site outside of scheduled event hours.

G. Chalking

In accordance with the University's Posting and Chalking Guidelines for Students and Registered Student Organizations, students and Registered Student Organizations wishing to chalk may do so provided the chalking is on a horizontal walking surface (e.g. sidewalk) that is an open area exposed to the elements (not a covered area). Only use of water-soluble stick type chalk is permitted.

H. Contracts

Contracts should be completed for any non-Pitt speaker (contracts are needed for Pitt speakers or entertainment if they are being paid), entertainment (i.e. comedian, band, dance group, singer), referee, coach, lighting and sound company, photographer, videographer, instructor, or other vendor for which a service is being provided. For student organizations' events and program planning, organizations must submit the appropriate contract(s) provided on the SORC website. For more information on student organizations' contract guidelines, including off-campus activities, please click on this link.

All student organization contracts, and related documents must be submitted to the Student Organization Resource Center (SORC) Business Office at least **21 days in advance** of the event. Failure to submit contract(s) at least 21 days prior to the activity may result in the postponement or cancellation of the program/event. Contracts must include the following:

1. W-9 and Supplier Verification form if the vendor has not been paid by the University before.

Students or Advisor MAY NOT sign any contract on behalf of the University.

All other contracts, including departmental contracts, must be completed within their respective departments and signed by a senior-level administrator prior to the event date. The Student Unions' Reservations Office does not require a copy of the fully executed contract.

a. Contract Waiver

Student organizations may request a contract waiver for on campus activities for guest speakers provided:

1. The guest speaker does not otherwise require a contract.
2. The guest speaker is not being paid for appearance (by the University or a third party), nor are they being reimbursed for any travel or other expenses.
3. The guest speaker has no restrictions on photography (the Student Organization will have to include proper photography notices at the entrance and inside the reserved space)
4. Neither the guest speaker nor the Student Organization are recording the event,
5. The guest speaker does not require any special equipment, facilities, or additional university resources.

At this time, departments and groups unaffiliated with the university are unable to submit contract waivers in place of a fully executed contract.

b. Live Performances

The views and opinions expressed during student organization events are those of the invited performer(s) and do not necessarily reflect or represent the views of the University of Pittsburgh. Event staff and/or security may remove attendees who interfere with the performer's ability to deliver their presentation and the audience's right to view and/or listen to the presentation. Event staff may limit the re-entry of attendees. Event hosts may post a sign stating this outside of their event room which can be provided by Student Union Operations upon request.

Student organizations must complete a Live Performance Contract or Contract Waiver for any invited guest to Pitt's campus. This includes guest speakers, bands, musicians, dance groups, comedians, poets, and other live performers.

Review the Event Scheduling Guidelines for additional information regarding Live Performances, including freedom of speech, high profile speakers, and security guidelines.

c. Instructor Services/Training

For student organizations, all instructor services or training require an Instructor Services Agreement or Event Production Agreement to be completed through the SORC. This includes instructions such as yoga, dance, fitness, medical (CPR), self-defense, etc. Instructor services are provided by the individual instructor or corporation only and are not certified by the University of Pittsburgh. Event hosts are required to post a sign stating the aforementioned outside of their event room which can be provided by Student Union Operations upon request.

d. Event Production Agreement

(Used for individuals/companies providing services other than entertainers e.g., referees, sound companies, lighting companies, equipment rentals, and other individuals/companies providing services. Should also be used for one-time instructional events. A certificate of liability insurance with the University named as additional insured. This insurance certificate should meet the University-required coverage as outlined in the contract. Contact SORC with any questions regarding insurance coverage.

I. Dances

Student organizations can host as many dances as they would like per year, but if hosting more than 2 events per year, the student organization could have charges related to security for these additional events. Dances must be reserved with Student Union Operations at least **3 weeks in advance** of the desired event date. Dances may include banquets, mixers, live DJs, etc.

J. Decorations

Decorations are permitted; however, they must be freestanding. Decorations cannot be attached to walls, partitions, floors, ceilings, windows, blinds, rods, light fixtures, or any other part of the building, furniture, or equipment. Decorations should never be hung with duct tape, masking tape, scotch tape,

staples, hanging strips, mounting putty, paste, spray adhesive, thumb tacks, or another adhesive. Glitter, sand, confetti, and similar materials are not permitted as table decorations. Groups found using these materials may be subject to fines for damage, in addition to disciplinary action under the violation process by the discretion of Student Union Operations.

This policy has been established to maintain the aesthetic quality of the facilities and to keep maintenance costs, as well as costs for the users of the facility, to a minimum.

K. Drones

In accordance with the Federal Aviation Administration, drones must be registered and follow the SUMMARY OF SMALL UNMANNED AIRCRAFT RULE (PART 107). For more information, visit the Federal Aviation Administration website. The University Policy states that the operation of drones on campus may be allowed within certain guidelines, and student organizations must request permission from the Director of Trade Compliance at tradecompliance@pitt.edu to fly drones on campus. Drones cannot be operated inside university facilities.

L. Drugs and Tobacco

All drug use is strictly prohibited. No tobacco or illegal substances are permitted at any event. If any of these substances are present at an event, the event will be shut down immediately. The simulation of using these substances should also not be glamorized for the sake of an event.

The same cancellation and no-refund terms described under Alcohol apply here.

Smoking is prohibited inside all University owned and leased facilities, including but not limited to residence halls, off-campus housing, academic halls, health science facilities, athletic facilities, and food service operations.

Smoking is prohibited within 15 feet of a building's primary entrances and the HVAC intake of vents of all University owned and leased property. Primary entrances shall be defined as the common public access points to each building and are not intended for doors designated as emergency exit only or as service entrances. However, portions of loading docks that are under building cover shall be considered inside the building, and smoking shall be prohibited.

Please refer to the Student Code of Conduct for further information regarding drug and tobacco consumption. The same University regulations described under Alcohol apply here.

M. Events with Minors

Events in the Student Unions with intended minors in attendance, who are not Pitt students or not accompanied by a parent or guardian, must abide by the following guidelines. These requirements are to be completed **30 days in advance** of the event date for official approval. Failure to do so can result in cancellation of the program.

Student Unions will be the Program Facilitator for all registered Student Organizations hosting space within the Student Union space. All other groups must work with Human Resources directly to submit all the necessary information.

One chaperone with the (3) required clearances for every 12 minors must attend the event. Clearances required include Pennsylvania State Police Criminal Record Check, Pennsylvania Department of Human Services Child Abuse History Clearance, and FBI Criminal Record Check. Chaperones must also complete required Mandated Reporter Training.

1. Register your event with the Division of Student Affairs at the Student Affairs event registration form. This is required for all event hosts hosting within the Student Union spaces.
2. All events with minors within Student Unions are required to have a parent/legal guardian fill out the release and waiver of liability form. This is the responsibility of the event host to collect and ensure that all minors have a release and waiver of liability signed by their parent/legal guardian.
3. Complete the chaperone roster and ensure that all lines are filled in. Missing information could result in the cancellation of the program or delay in approval. The chaperone roster must be submitted at least 21 days in advance.
4. You may be connected with ProVerify to complete the final steps of this request, which may include sending in clearances for review for each of your volunteers and/or allowing ProVerify to contact your volunteers to schedule their clearance appointments.

Any program or activity conducted on university property where the only minors involved are matriculated students and/or visiting prospective students do not require staff to show proof of clearances. For more information about programs involving children, please visit Human Resources Portal.

N. Food Policies

All food forms can be found at the Student Unions forms page

Please note that some events may require overtime University custodial services for cleaning up during and after the event depending on the location and event specifics. If a student org continues to leave a room in disarray, your group may be required to have an Overtime Custodian at future reservations with a food component.

Cooking in meetings and event spaces is prohibited. This includes the use of equipment such as hot plates, coffee makers, and open flame burners. Sterno products are also prohibited. To keep items warm, Student Union Operations suggests the use of thermal bags/carriers (like the bags used by pizza delivery services). An exemption can be made for Sterno's if servers are used through Pitt Eats.

a. Snack Approval

Snack Approval forms are for events that are bringing store bought, pre-packaged food items that do not need to be prepared or kept at any specific temperature(s). Examples of approved foods include but are not limited to chips, veggie trays, cookies, coffee, pastries, etc. Cleanup needs

and cost (if any) will be determined by the Reservations Office. The Snack Approval form can be found on the WPU Student Affairs website under the Event Forms section. Snack Approvals are due **5 days in advance** of the event date.

i. **Food Sales/Giveaways**
Pre-packaged food sales or giveaways such as candy are permitted with the submission of a Snack Approval form. Student organizations at any event collecting or handling money must request a cashbox from the SORC office. Items being sold or given away cannot compete with the University's contracted vendors. For information on bake sales, please refer to the Bake Sales section under Fundraising.

b. Pitt Catering

i. **Full Catering Service**
Catering services include buffets, stations, plated meals, and beverage services. Pitt Catering can customize a menu for you, or you can view their current selections here. With full-service catering, staff will come in and set up an event, maintain and tear down after. Linens may be rented at an additional charge.

ii. **America to Go/Catering Drop Off (No Wait Staff)**
When ordering from Pitt Catering the event host has the option to have catering drop off their order pre-packaged rather than have it served. **It is the responsibility of the host to clean up any leftover food or utensils after an event**. Pitt Catering will only accept responsibility for the cleanliness of the room when wait staff is requested. Failure to clean up after an event will be addressed through the violation process. Organizations may also be required to disclose to the Student Unions' Reservations Office in advance what items will be dropped off based on the location of their event. Cleanup needs and cost (if any) will be determined by the Reservations Office. All orders for Pitt Catering must be made directly at catering@pc.pitt.edu or through Panther Express by shopping at America to Go.

For more information, visit Pitt Catering's website here.

iii. **Donated Food Services Request**
Student organizations and departments can request University Housing, Dining Services, and Panther Central to donate snack items and/or Pepsi products for their meetings or events. This service can be requested online by signing in with your Pitt credentials and completing an online request form. Forms are due **14 days in advance** of the event. **The same cleanup responsibility described above applies.** Failure to clean up after an event may result in a strike againstbe addressed through the violation process. Organizations may also be required to disclose to the Student Unions' Reservations Office in advance what items will be donated based on the location of their event. Cleanup needs and cost (if any) will be determined by the Reservations Office.

For more information, visit the Donated Food Services Request page

c. Catering Exemption

Catering Exemption requests must be placed a minimum of **21 days in advance** of the event. Forms supplied after the 21-day window will be processed and Student Union staff will work to have all forms approved but NOT GAURANTEED TO BE APPROVED forms submitted less than 5 days or fewer will not be accepted and will automatically be denied. Those will be automatically denied. To complete the online request, you must have a university computing account, and be prepared to upload three documents to the online portal:

i. A quote including an estimated cost of all products and services from the preferred Caterer/Vendor.
ii. An up-to-date certification with the Allegheny Health Department.
iii. A Certificate of Insurance for $1,000,000 each occurrence, property, and product liability, naming the University of Pittsburgh as the insured. The Description of Operations section on the certificate should include the following statement: "University of Pittsburgh is an additional insured to commercial general liability and automobile liability for catering services provided."
iv. Union Staff will attempt to support late requests but all requests less than 5 business days before an event will be automatically denied.

Requests are subject to approval by the Reservations Office and University Dining Services. Approval of an alternative caterer does not include use of Pitt's kitchens or cooking equipment. Outside caterers must not compete with any University contractual obligations.

Any event using a catering exemption with 200 **or more attendees** will be required to pay for an Overtime Custodian. To read about Overtime Custodian costs, please review the section on Custodial/Tradesperson Pricing

Food trucks will require a Catering Exemption form to be submitted. Please review the section on Food Trucks

d. Nordy's Menu and Snack Package

Nordy's Place has a food and snack package menu. The Nordy's Menu can be found here and items are available for purchase during normal operating hours. If you are planning to have food at Nordy's Place event, all food and beverages served in Nordy's Place must be purchased from a Nordy's Snack Package by completing the online request form. This form must be submitted at least 21 days before the event date. A fee is charged via university account number per order. Food cannot be served outside of Nordy's Place or in Schenley Café. Additionally, there is no food permitted in Nordy's Lounge.

Requesting a snack package is an agreement that the organization or individual will pay the full amount of the requested snack package, including food or drink that was not consumed. Product

is carefully counted prior to the event requesting a snack package, therefore additional food may not be requested.

Students and staff cannot run a tab in Nordy's Place. All purchases must be made by the individual purchaser on their personal Pitt ID using Panther Funds. Nordy's Place also accepts cash and card - including MasterCard, Discover, Visa, and Apple Pay. We do not accept Amex or debit.

Popcorn Machine Rental: Nordy's popcorn machine can be rented by a student organization or Pitt affiliated individuals for events outside of Nordy's Place. If you are interested in renting the popcorn machine, please reach out to Melanie Scanga at mes394@pitt.edu.

The organization or individual renting the popcorn machine is responsible for returning the machine in the same condition it was given to them. The organization or individual will be responsible for any damage to the popcorn machine and costs associated with this.

The cost of renting the popcorn machine is free for Student Affairs departments and Student Organization, your Event Liaison will be able to answer any further questions. Organizations and individuals will be charged for popcorn requested. (ex. 100 popcorn would cost $200 as popcorn is $2/each). This cost will be billed through a supplied account number from the organization or individual.

e. Potlucks and Homemade Food

Homemade food items and/or temperature regulation appliances are not permitted in spaces controlled by the Student Unions. The only exception to this would be baked good items that are approved in our Bake Sale under the Fundraising section of this document.

f. Food Trucks

Any food trucks must not compete with any University contractual obligations and will be reviewed by Pitt Dining Services. A catering exemption and food truck contract must be completed through SORC (Student Organizations only) or the University department, and a fully executed contract must be approved before event space can be approved. Food trucks are currently only allowed on non-university property or, if reserved, the Gallagher Plaza. Food trucks must also supply their own mats to be placed underneath the truck to avoid leaks and spills on the pavers. Food truck arrival and departure at WPU will need to be coordinated with the Student Unions' Reservations Office. Please email Event Liaison with this coordination. Generators are allowed. If power is needed, please coordinate with the Student Unions' Reservations Office as a fee may be charged for an electrician.

O. Fronting/Co-Sponsorship

Eligible EMS users may not request space for personal use. To use space in partnership with external affiliates or non-registered student organizations, a Sponsorship Contract must be signed. No sponsor may transfer its approved reservation to another group, nor may space reserved for an approved program be utilized for another purpose without the advance approval of the Student Unions' Reservations

Office. When an organization is Co-sponsoring an event the organizaiton that is making the reservation in EMS should be listed on all marketing.

P. Fundraising

All registered student organizations in good standing with the University are permitted to fundraise on campus and solicit donations from individuals, corporations, and other legal entities as gifts to the University of Pittsburgh via the fundraising options below.

A fundraising event is defined as a collection of monies from individuals, groups, or event programming for the purpose of making a charitable donation or enhancing a student organization's operational (private funds) budget. Examples of past fundraising events include bake sales, merchandise sales, fashion shows, and other programs which charge a ticket or "at-the-door" fee. No gift receipts will be provided to those that make contributions via fundraising events, and these contributions are not tax deductible. A member of the registered student organization must complete and submit the Student Organization Fundraising Event Approval Form to the SORC at least **5 days in advance** of the event.

Any student organization event that has secured funding through SGB Allocations cannot charge and profit from ticket sales or admission fees.

Please read the Registered Student Organization Fundraising Guidelines and Procedures document for more detailed information on the procedures for conducting fundraising events.

a. Crowd Funding

Student organizations are **NOT PERMITTED** to accept monies via PayPal, Venmo, Square or other methods which require funds to flow through personal or other outside bank accounts. The Division of Philanthropic and Alumni Engagement (PAE) also assists and approves other fundraising options for student organizations. See the Student Organization Resource Center's Registered Student Organizations Handbook for more details.

b. Bake Sales

A homemade bake sale is defined as the sale of homemade baked good items that will not spoil in the absence of refrigeration or a heating element. Approved bake sale items include breads, brownies, cakes, cookies, covered/dipped apples, donuts, fudge, muffins, and pretzels. Below are the guidelines for hosting a bake sale:

i. A bake sale request form must be completed a minimum of 7 days in advance of the event including an itemized list of baked goods.
ii. A cashbox request form must be submitted at least **72 hours in advance** of the sale.
iii. If applicable, items must be disclosed if they contain nut products or other allergens.
iv. All items must be individually wrapped in material that allows the buyer to see the item prior to purchase.
v. Student organizations are responsible for picking up any trash that is a direct result of the bake sale.

vi. All groups who wish to have a bake sale should practice safe food handling while baking items.
vii. Any location selling or giving away homemade baked goods must have proper signage stating that the items are made in someone's home, and not in a certified kitchen, and that consumption is optional. Event hosts are required to post a sign stating this outside of their event, which can be provided by Student Union Operations upon request.

c. Merchandise

The Student Unions' Reservations Office reserves the right to review and approve merchandise prior to approval of event space. Merchandise must be appropriate in nature.

d. Prohibited Sales

Other monetary sales may not include alcohol, credit cards, firearms, book buy-back or any other product or item which conflicts with university policies, procedures, guidelines, or any exclusive University contractual obligations.

Q. Games of Chance

The Pennsylvania Crimes Code provides **that all forms of gambling are illegal** unless the Pennsylvania Legislature specifically authorizes gambling activity by statute.

Gambling exists when there is a payment of consideration or a fee of something of value for the opportunity for a prize or reward, the winner of which is determined by chance. Effectively, the three elements are:

1. Consideration
2. Chance
3. Prize or reward.

The Small Games of Chance Law authorizes certain non-profit organizations, known as eligible organizations (including club licenses), and for-profit taverns to conduct limited types of gambling through obtaining a license.

An eligible organization is one of the following types of entities: a charitable, religious, fraternal or veteran organization; a club, civic, and service association; or an affiliated non-profit organization of a major league sports team. An eligible organization must be in existence and fulfilling its purpose for one year to be eligible for a game of chance license from the Commonwealth of Pennsylvania.

For student organizations, raffles, and games of chance (outcome is strongly influenced by some randomizing devices and upon which contestants wager money) cannot be conducted at the University of Pittsburgh in accordance with state law. The University is a nonprofit organization and does not hold a license to conduct raffles and games of chance. Raffles are only permitted by student organizations when raffle tickets are given to each attendee and are free of charge. If student organizations want to conduct a raffle for a charitable cause, they must partner with a charitable organization who already

holds a game of chance license. The charitable organization would need to provide the prize and conduct the contest in conjunction with the student organization. The proceeds cannot go towards the organization's operating budget but must go directly to the partnering charitable organization.

A special raffle permit is required if the prize exceeds $2,000.00. Please see this link for more information. Any prize winner must fill out a W-9 form, as described in the Gift Cards and Tax Information section, for a prize greater than or equal to $25 in value.

R. Noise

Student Union Operations reserves the right to ask event hosts to alter the sound level of their event should it disrupt other business or events in or around the facility. Excessive noise, including music, cannot be made in the University classrooms. Music or radio station production in Towers lobby require low volume. All other indoor spaces at WPU and OSC, event hosts should be mindful of neighboring events and may be asked to turn down any music.

Schenley Quad quiet hours (including extended Final Exam week hours) are listed under the Schenley Quad space description in the Glossary of Spaces section.

To see noise ordinances in the City of Pittsburgh, visit this link.

S. Open Flame

Grills, tiki torches, and candles are prohibited at the Student Unions. LED candles are encouraged as an alternative for ceremonial purposes. See the University policy for more information.

For food service: hot plates, coffee makers, open flame burners, and Sterno products are also prohibited.

T. Open to the Public

The event host must meet with their designated Event Liaison to discuss event coordination for a minimum of 14 **days in advance** of the event date. This will permit an appropriate time for a security assessment.

Please see section Police Presence/Security

U. Overnight Events

Overnight events will only be approved with expressed written approval from the Director, Student Unions. The event host must meet with their designated Event Liaison to discuss event coordination a minimum of **21 days in advance** of the event date. Overnight security will be at the discretion of the Department of Involvement. Costs associated with security, building staff, and/or extended building hours are the responsibility of the event host. A group or program advisor must be present for the duration of the event.

Jump to Table of Contents

V. Pets and Animals

The University of Pittsburgh prohibits pets and privately owned animals inside university-controlled buildings, except for those animals that are specifically exempted by this guideline. Student organizations and departments using the Student Unions must adhere to the University policy on this matter: Policy CS 31

For more information on pets in the workplace, and a more detailed explanation of service and emotional support for animals please visit:

EHS Guideline 01-020: Workplace Pets

Service Animals and Emotional Support Animals – Disability Resources and Services

a. Permitted Animals

All animals in the buildings must be certified as either service or therapy animals. Any animal that does not meet these criteria is not permitted in the student unions.

Students, Faculty or Staff wishing to hold events with therapy animals in the student unions should:

i. Request the event with Student Unions
ii. Prioritize Outside locations; all internal events will need to be reviewed, as some spaces will not be permitted for use.
iii. Animals must be certified by a formal certification program such as, but not limited to: Therapy Dogs International, Pet Partners, Therapets, Misty Pines Pet Company, Therapy Dogs United or Therapy Dogs Incorporated. Certification card must be submitted before evaluation.
iv. Post proper signage near the event area to enable individuals with allergies and other concerns to avoid the area.
v. Cleaning and remove animal hair following event; failure to do so could result in a cleaning fee being assessed.

According to ADA policy, if a service animal is "out of control" and the handler does not take effective action to control it, staff may request that the animal be removed from the premises. For more information, please review this document from the U.S. Department of Justice.

W. Police Presence/Security

Security requirements for events in the WPU/OSC will be assessed, determined, and coordinated in accordance with the Event Scheduling Guidelines, Student Union Operations, and the Department of Student Involvement, in consultation with the Event Logistics Team (ELT). The ELT operates independently of Student Union operations and provides dedicated consultation and planning support to ensure events are executed safely and in alignment with university policy.

Security determinations are made on a content-neutral basis and will be assessed using the following factors:

- Anticipated audience size
- Location of the event
- Access level to the event (open to the University community, ticketed, invitation only)
- Security measures specifically requested by speakers, event host(s), or performers.

Events where Pitt Police may be required include, but are not limited to:

- Large gatherings (e.g., dances, concerts)
- High-profile events (e.g., lectures, celebrity appearances)
- Events beyond building hours.
- Events with non-University personnel in attendance (e.g., no Pitt ID, other college/university ID)

Event organizers are encouraged to consult with the Event Logistics Team early in the planning process. The ELT can provide guidance on security needs, coordination with Pitt Police and contracted security, and logistical support to ensure a safe and well-managed event.

For any event where security is deemed necessary, a pre-event meeting will be held with event organizers, venue staff, safety personnel, and any additional applicable personnel to discuss roles and expectations. This may take the form of a tabletop discussion or a full event space walkthrough.

Security (not Pitt Police) will be responsible for bag checks, metal detectors, or pat downs as needed.

Following the conclusion of any event, feedback may be collected and will be reviewed and processed by the Event Logistics Team. For additional information please go to the website at: https://www.studentaffairs.pitt.edu/campus-programs.

X. Political Campaigns/Elections

The University of Pittsburgh values the expression and exchange of ideas and encourages students to exercise their rights and privileges as individuals by participating fully in the political process. Due to the University's status as a tax-exempt organization, there are limitations on the type of partisan political activities that can be conducted on campus. See University Policy 02-03-09 Participation in Political Campaigns for more details. Individuals remain entirely free to become involved in the election process as they choose, in a manner that does not evidence or imply University involvement. This is a complex issue, accordingly, if you have any questions regarding such activities, please contact the Office of Government Relations and Advocacy.

The WPU is a **Polling Place** for many members of the university community. If polling volunteers or bystanders are disruptive to the polling process, Student Union staff will alert the Judge of Elections on site to address the matter.

When they are voting, **voters** are permitted to wear clothing and/or buttons in the Polling Place that support and/or oppose candidates and/or issues. They are not permitted to electioneer while doing so or station themselves in the Polling Place either before or after voting.

Poll Watchers or Overseers must have a Watcher's Certificate or a court appointment.

A person's campaigning must remain at least 10 feet from the entrance to the Polling Place. The Judge of Election may ask any person to move if they are disrupting the Polling Place. If the person refuses, the Judge of Election can seek the assistance of the Deputy Constable or contact the Allegheny County Court of Common Pleas. Party Workers may wear (and distribute) campaign materials if they remain 10 feet outside the entrance to the Polling Place and cannot be seen or heard inside of the room or area where voting is taking place. The voter's path to the Polling Place must not be blocked, nor should the voter feel pressured or harassed by individuals who are soliciting or electioneering. Signs must be at a similar distance from the entrance.

What *can* people do? Encourage people in line to double-check that they are at the right precinct, help them find the right precinct if they are in the wrong place, and help keep lines moving and orderly if they are doing so in a non-partisan way. Outside of the 10-foot radius from the entrance, if paths for voters are not obstructed, folks may gather as normal.

According to §1207 of the Pennsylvania Election Code: "No **police officer in commission**, whether in uniform or in citizen's clothes, shall be within one hundred feet of a polling place during the conduct of any primary or election, unless in the exercise of his privilege of voting, or for the purpose of serving warrants, or unless called upon to preserve the peace", with exceptions if they are headquartered within that radius.

In addition, registered student organizations can see further event guidelines related to political campaigns on the SORC website and information about Student Government Board elections at the Student Government Board Elections page

Please see the Solicitation
Policy for any handouts and/or voter registration policies.

Y. Prizes

a. Gift Cards and Tax Information

Any prize greater than or equal to $25 in value requires the winner to complete a W-9 form for tax purposes. This form should be provided by the event host and turned into Payment Processing.

The University of Pittsburgh approves donated gift cards as prizes. Purchased gift cards are prohibited with departmental or student organization funds.

b. Prize Limits: The following prize limits apply to licensed small games of chance in Pennsylvania:

- A prize for a single chance in any game may not exceed $2,000.
- An eligible organization is limited to awarding $35,000 in prizes during an operating week (seven consecutive, reoccurring operating or non-operating days).
- No more than $15,000 may be awarded in raffles during a calendar month.
- Any gambling winnings (including raffles) valued over $600 must receive a Form W-2G to be completed and turned into the winner's tax advisor for their individual tax return.

Z. Protests and Demonstrations

The University of Pittsburgh affirms the rights of community members to engage in peaceful, orderly, and nondestructive demonstrations. A demonstration is defined as any public display of support for, or in opposition to, any person, group, organization, cause, institution, idea, or policy.

Students or student groups who engage in an on-campus demonstration must refrain from disrupting the educational process and from infringing upon the rights of other members of the University community. Additionally, on-campus demonstrations must be compliant with all applicable federal, state, or local laws and ordinances, as well as with these On-Campus Demonstration Guidelines and all other applicable University guidelines, policies and procedures including the Student Code of Conduct.

The University maintains the right to regulate and monitor the time, place and manner of any proposed on-campus demonstrations as may be necessary to help ensure the safety and well-being of community members and the orderly conduct of classes and other functions of the University.

Review the Event Scheduling Guidelines for additional information, including freedom of speech, high profile speakers, and security guidelines.

AA. Recorded Content/Copyright

Any organization or department wishing to show a movie or film in space overseen by the Student Unions' Reservations Office are required to purchase the appropriate licensing, regardless of admission fee. No room request will be approved until a copy of the license is received. The event host will need to provide the license for the movie, documentary, Ted Talk, or TV show to the Reservations Office via email at ems-reservations@pitt.edu least 21 days prior to the event.

For more information on obtaining a license and cost, please contact one of the film distributers or resources listed below:

1. Swank Motion Pictures Inc.: www.swank.com
2. Criterion: www.criterionpic.com
3. Netflix Educational Screening Permission (ESP): Netflix Media Center

Any organization or department who fails to comply with this policy and is found showing a movie or film without purchasing a performance license may have their event shut down immediately and will have disciplinary action through the violation process administered by the Reservations Office.

The only films exempt from this policy are those acquired through the University of Pittsburgh's Library System Kanopy, Netflix Educational one-time screening of documentaries (only those titles specifically designated with "Grant of Permission for Educational Screenings"), or by selecting a movie in the public domain. Please note that, within Kanopy, only those titles labeled as having PPR come with screening rights. Please see the University Library System website for more information.

BB. Solicitation

No unauthorized petitioning or soliciting may be conducted on Union property. The purpose of this policy is to prevent disturbance or disruption to Union visitors and allow them to conduct activities unhampered. Departments or student organizations may not circulate in pedestrian traffic areas or approach individuals. To permit the free flow of pedestrian traffic and to promote the safe and orderly conduct of Union affairs, approved sales and solicitations by outside vendors are limited to specific areas (see **Vendors** Policy).

Unauthorized solicitation includes distribution of flyers (whether political, religious, commercial, noncommercial, or charitable), conducting a poll, survey, petition drives, vocal appeals for donations, actively providing an item or service with no value in exchange for donations, and recruitment for voting, blood drives, or other charitable causes. If an event is occurring within the Union, an organization or department may work with Student Union Operations to plan direction or other publicity needs related to that event.

CC. Special Activities

a. Arts and Crafts

Events that include arts and crafts are responsible for cleaning up after themselves and should consider table coverings and extra garbage cans. Table coverings are mandatory for painting events and other art events that would damage the furniture. No confetti or glitter is allowed. No heating elements such as candle wax melting are to be present. There are no arts and craft events allowed in the University classrooms.

b. Building Structures

If an organization or department wishes to build a structure for their event, this must be clearly stated in their request for space. For purposes of this policy, a structure is anything larger than 3 feet by 3 feet, or anything that will remain standing overnight. Structures can only be built in outdoor spaces. The structure must be built on the first day of the reservation and taken down on the last day. Everyone who helps build the structure must sign a liability waiver, and the organization or department must keep the waivers on file for at least 2 years. Participant waivers for adults and minors are on the SORC website.

Building or structure may not be used by community members, organization members, staff, or faculty after 12am (midnight), unless pre-approved as an Overnight Event through Student Union Operations. The University is not responsible for damaged or lost items. Failure to abide by these policies will be addressed through the violation process.
Student Union Operations, Environmental Health and Safety and Facilities Management will inspect each structure once construction is complete. Any findings will need to be addressed or structure will need to be removed. A drawing or plan may be requested.

c. Destructive Events

Events that require destruction of another property (pumpkins, tableware, automobiles, etc.) are prohibited at the Student Unions and other areas overseen by the Student Unions' Reservations Office such as Schenley Quad or the Cathedral lawn.

d. Dunk Tanks

The use and operation of dunk tanks pose unique hazards. The following guidelines have been developed to assist event organizers in mitigating those hazards while maintaining the integrity of the activity. Failure to comply with these guidelines could result in denial of dunk tank use. Please organize a meeting with your assigned Event Liaison to review the following guidelines:

i. At the WPU, dunk tanks must be placed on the Bigelow Left Lawn near the rain garden for proper draining. Because large amounts of water will spill out of the tank during its operation, the dunk tank must be placed in a location that provides quick drainage of the water, and away from people and any electrical source. Given the likelihood that a participant could strike the bottom of the tank during dunking, placing the dunk tank on a soft surface, such as grass, is required.
ii. In addition, the Reservations office requires a copy of the manufacturer's manual for review (this would have been provided to the vendor when the dunk tank was purchased). If the vendor does not have a copy of the manufacturer's manual, the name of the manufacturer must be submitted to Reservations office.
iii. A Certificate of Insurance from the vendor is required, indicating a minimum General Liability limit of $1 million per occurrence. The Certificate needs to list "University of Pittsburgh" as an Additional Insured and the "University of Pittsburgh Risk Manager" as the Certificate Holder. If the Certificate of Insurance requires an endorsement for Additional Insured status, then that endorsement will need to be supplied with the Certificate of Insurance.
iv. To prevent injuries from a slip and fall, event organizers must keep the splash area around the dunk tank clear of observers and participants. The area where the ladder is located must also be clear to allow quick entry into the tank, in the event of an accident or injury.
v. A hose must be requested through the Reservations office to fill in the tank. Once setup of the dunk tank is complete, both the event organizer and operator of the activity must thoroughly inspect the tank for any hazards or damage that could be present, such as

sharp edges, loose screws or bolts, or unsteady frame, and both must approve of the safety of the participant before operation begins.

vi. Below are general rules that must be followed during the operation of the dunk tank. Please familiarize participants with these rules:
    - The tank's water level should be kept at least 6 inches from the top.
    - Dunkees (participants who will be getting into the tank) must be 18 years or older, at least five (5) feet tall, and able to swim.
    - All sharp objects on the participant, such as glasses, jewelry, and watches, should be removed prior to getting into the tank.
    - Observers and participants should keep food and drinks away from the dunk tank.
    - Only one person is allowed on the seat or tank at once.
    - The dunkee should be encouraged to sign a liability waiver for participation. Participant waivers for adults and minors are on the SORC website.
    - The dunkee should never stand on the seat.
    - The dunkee should be sitting up straight, with hands on lap or knees.
    - Observers or participants are not allowed to hold onto the bars, if applicable, or put themselves or any object through the bars.
    - Only the operator or event organizer is permitted behind the tank or target area.
    - Participants under the influence of alcohol or drugs are not permitted in the tank.
    - Only participants under 250 pounds or the manufacturer's maximum weight limit are permitted in the tank.
    - Participants with physical or mental impairments should not be allowed in the tank.
    - Participants with chronic knee or other joint conditions; previous back or neck injuries; respiratory conditions; heart or circulatory conditions; and those who are pregnant are encouraged to consult with their doctor before participating in the dunk tank.
    - Only balls provided by the dunk tank manufacturer are to be used.
    - When unattended the dunk tank must be drained completely.
    - The activity must not be operated during inclement weather, which includes rain, lightning, high wind exceeding 25 miles per hour, hail, or temperatures below 40 degrees. Body temperature falls 25 times faster in cold water than in cold air.

e. Food Eating Competitions

Due to the risk for participants, the use of university facilities will not be approved for eating contests.

f. Interactive Entertainment/Carnival Games

When utilizing interactive entertainment as part of an event, the event host will be expected to review the specifications of the entertainment with their assigned Event Liaison. This can include inflatables, dunk tanks, carnival games, lawn games, glass blowing, artists, etc. Contracts may be

needed and need to be reviewed by the SORC and/or the Event Liaison. At the Student Unions' discretion, some interactive entertainment may only be used outdoors.

g. Lawn Games

All lawn games that include throwing an object, including but not limited to cornhole, yard golf, and spike ball are not to be played indoors.

h. Pie Throwing / Water Balloons/Water Guns

i. Pie throwing events are only permitted in the designated lawn areas surrounding the Student Unions. Pie throwing is **not permitted on sidewalks, plazas, paved surfaces, Schenley Quad, or Towers Patio**.
ii. Event hosts are encouraged to use shaving cream rather than whipped cream or pie filling to minimize environmental impact and simplify cleanup; however, all materials used must be cleaned up immediately following the event.
iii. It is the responsibility of the event host to provide all supplies necessary for proper cleanup. Participants are **not permitted to use Student Union restrooms** to clean up after the event. Paper towels, garbage bags, and any additional cleanup materials must be provided by the event host.
iv. All trash, pie tins, paper products, and other materials must be collected and disposed of in appropriate trash receptacles before leaving the area. The lawn should be left in the same condition in which it was found.
v. Buckets are available to rent at no cost from the WPU Information Desk. If access to exterior water bibs is needed for cleanup, it must be coordinated through the Reservations Office. Student organizations may not access exterior water sources without prior approval.
vi. Failure to properly clean the event area or follow this policy may result in future reservation restrictions or other action in accordance with Student Union policies.
vii. Water Balloons of any type and Water Gun related events will not be permitted in Student Unions spaces.

i. Sharp Objects/Tools/Weapons

Events that require the use of sharp objects should consider alternative activities. Sharp knives are not permitted, and plastic utensils should be considered for activities such as baking demonstrations or pumpkin carving. The use, possession, or manufacture of firearms, explosives, weapons, fireworks or other dangerous articles or substances injurious to person or property while on University Property is a violation of the Student Code of Conduct.

j. Tents

Pop-up tents may be used in connection with an approved tabling reservation solely for the purpose of providing shade and shelter from the elements, and only during a reserved tabling

time and location. Such use must also be approved by the Student Unions staff as part of the tabling reservation. Otherwise, the use of tents or other temporary structures is not permitted. Tents and tent weights cannot obstruct egress. Tent stakes are prohibited. Due to fire code and sprinkler safety, pop-up tents are not permitted inside of the Student Unions. For tents larger than 10x10, please visit Environmental Health and Safety's guidelines regarding tent usage at EHS Guideline 01-022: Tent Safety

k. Tie-Dye

Tie-dye events can only take place on a lawn or grassy area as the dyes stain the pavement. The event host must cover all tables with protective coverings and clean up after the event. Event hosts are strongly encouraged to contact the Student Unions' Reservations Office at ems-reservations@pitt.edu to request access to a hose for the event. The hose must be coiled neatly after the program concludes. At the discretion of Student Union Operations, a hose may be required due to the nature of the event which may incur overtime facilities costs.

DD. Vendors

Individuals or groups wishing to sell products or items ("Vendors") must have reserved space through the Student Unions' Reservations Office. Vendors reserving space at the Student Unions are responsible for any applicable licenses or permits to sell their items and must indicate those sales on the request form. Vendors must identify themselves by names displayed in their designated area and must not use the *University of Pittsburgh* in advertisements/publicity without prior written approval. Vendors can display with a pop-up tent over their tables for shade but cannot place signage that is larger than 13x11. No signs can be installed on ground surfaces with stakes or displays of any type.

Outside vendors must not offer alcohol, credit cards, firearms, food, book buy-back or any other product or item which conflicts with university policies, procedures, guidelines, or any exclusive University contractual obligations. A fully completed Vendor Request Form must be submitted a minimum of **3 weeks in advance** of event date. The form must include desired date(s) and time(s).

The request will be reviewed within two weeks of receipt. Vendors will be notified of the University's decision and, if approved, will receive written verification of approved locations and dates. This written verification will function as a permit and must always be maintained at the vending location.

Vendors must agree to a "no aggressive sales" approach when selling goods and services. Violations of these vending requirements will result in termination of vending privileges. The University reserves the right to remove any vendor from university property at its sole discretion.

EE. Weddings, Religious Ceremonies, and Personal Events

Currently, wedding ceremonies, formal religious ceremonies, receptions, and personal events are not permitted in the Student Unions. Please contact the University Club or local hotels for options. See the Restrictions section of the Extracurricular Use of University Facilities policy for more information.

Jump to Table of Contents

EVENT PLANNING RESOURCES

A. Event Planning Checklist

The Student Unions and SORC have collaborated on an Event Planning Checklist you can use to have a successful event. Click the link at the bottom of the page to start your event planning!

B. Additional Contacts

Event Productions	Leelin Bowser	Assistant Director Event Production	Satech@pitt.edu
Student Organization Resource Center (SORC)	David Day	Associate Director, Student Organizations & Advising	General inquiries: sorc@pitt.edu Contracts/waivers: DSD55@pitt.edu
Pitt Program Council			General inquiries: ppc@pitt.edu
Campus Catering	Samantha Rudolph and Erin Cooley	Catering Sales Directors	catering@pc.pitt.edu
Recreation and Athletic Space	Branden Faulkner / Kevin Huber		Rec@pitt.edu

C. Accessibility

Please consider reviewing the Checklist for Planning Accessible Events for more information on how to make your events more accessible to all individuals. Within your EMS reservation you will be asked if you anticipate needing any ADA accommodation.

D. Marketing

The placement of posters, notices, flyers, or similar materials is prohibited on any permanent University structure, including but not limited to: benches, bricks, bus stops, campus signage, columns, concrete, doors, emergency call phones, fixtures, light poles, glass, mailboxes, newsstands, painted surfaces, railings, seating, sidewalks, staircases, trash cans, tresses, walls (interior and exterior) windows, wood surfaces, etc.

a. Banners

Banners are reserved for Student Affairs Departments and student organizations that are planning events in conjunction with a Student Affairs department. Events planned by student organizations are not permitted to have a banner placed. Three banner locations can be found on the Fifth Avenue side of the WPU. Banner space must be reserved in EMS for the duration of the

hanging by a minimum of **21 days in advance** of the first day of hanging. An image of the banner needs to be provided at the time of reservation. Space can be reserved consistently for up to 14 days (2 weeks). Banner hanging costs approximately $314. Banners must be provided by the event host with appropriate dimensions and include grommets in all four corners and across the top of the banner. Dimension Requirements: **12' long x 3' wide.**

Banners should be dropped off to the WPU Information Desk a minimum of 3 **days in advance** of hanging. Banner hanging should be coordinated by the event host and Student Union Operations. Contact ems-reservations@pitt.edu to coordinate the date of hanging and tear down.

Additional banner space is available in Schenley Quad. Contact Residence Life at cas298@pitt.edu to coordinate hanging, and include the measurements of the banner, the dates you would like it hung, the desired location, and an image of the banner/artwork. Banner Requirements in Schenley Quad include:

- Acceptable Banner sizes are as follows:
  - 4 ft high x6 ft wide
  - 4 ft high x8 ft wide
  - 4 ft high x10 ft wide
  - 4 ft high x12 ft wide
- Advertisement of third-party companies/vendors is prohibited.
- Grommets must be spaced every two feet to ensure they align with existing masonry anchors.
- Banners cannot be hung with rope, fishing line, steel cable, etc.
- Banners will be screwed into mortar joints along preapproved locations.
- Banners must be delivered to the Residence Life Office (935 WPU) at least 7 days prior to the required installation time.

b. Bulletin Boards/Flyers

Any individual or organization affiliated with the University of Pittsburgh may turn in 2 copies of flyers to be hung in the lower level of the WPU to the Information Desk. Flyers cannot be commercial, or retail based, including apartment rentals, job openings, etc. Flyers in a foreign language must be provided with at least one copy in English. Flyers must contain contact information, University student organization or department name, and full details of events including time, date, and location. Flyers found throughout the building on furniture, floors, or walls will be considered litter and will be disposed of, and the organization will be contacted to discuss policies.

Any student organization can reserve one of our framed marketing spaces using EMS following the reservable signage policy below.

In University Residence Halls, students are not permitted to place posters, notices, flyers, or similar materials without first seeking the approval of the Office of Residence Life, located in WPU 935.

c. Digital Signs

Student Affairs marketing offers advertising on digital screens in the WPU, Cathedral of Learning, and OSC, and residence halls to Pitt affiliated student organizations and departments at no cost. The purpose of these screens is to promote events, programs, and services sponsored by the University of Pittsburgh departments and certified student organizations that enable Pitt students to engage in campus life.

Student Affairs departments can request to have their marketing materials added to these screens by selecting "Horizontal Digital TV Screen" when submitting an intake request form. If the department does not require graphic design services, submit the marketing materials here.

- Non-Student Affairs departments can submit marketing materials on the Digital Signage webpage for posting to screens in the WPU and Cathedral of Learning.
- The Division of Student Affairs has sole responsibility and authority for approval and posting of all content on the digital signs in the WPU, the Cathedral of Learning ground floor, and the residence halls. Content must directly support the mission, vision, and values of Student Affairs, as well as the purpose of promoting University of Pittsburgh events, programs, and services. Content that incites violence, sexually explicit material, illegal activities, alcohol, or profanity will not be permitted. All content must clearly name the sponsoring organization. Sponsoring organizations or departments can have a maximum of (2) submitted items running at any given time.
- There are two types of content that can be displayed: slides or videos. Content must be designed in a professional manner. The submitter accepts responsibility for the accuracy of content, and that they have appropriate permission to use any copyrighted material (if applicable). We cannot display videos or slides containing copyrighted material. Student Affairs reserves the right to make editorial and format changes for all submissions. Videos will not be displayed for more than three weeks. Slides will not be displayed for more than one month.
- To guarantee that content is displayed during your requested time, items should be uploaded to the Pitt Box service on the TV Screen webpage at least one (1) week in advance of the requested posting date. For more information visit Student Affairs Marketing's page on the Student Affairs website.

d. A-Frames and Yard Signs

A-frames and yard signs must be provided by the department or student organization. No signs should be found without prior approval from the Student Unions' Reservations office. To request posting, email ems-reservations@pitt.edu. Signs cannot be placed in university lawns nor block egress. Designated areas will be discussed with the Reservations Office.

Organizations may not have more than 4 A-frames and/or 4-yard signs in any one location (i.e., Quad, WPU grounds, etc.). Signs may be posted for a total of 14 days (about 2 weeks) and must be taken down immediately following any advertised events' conclusion. Signs cannot be commercial, or retail based, including apartment rentals, job openings, etc. Signs in a foreign language must be provided with at least one copy in English.

e. Reservable Signage

Student Organizations can reserve signage in the WPU using EMS. The reservable spaces include:

- A Frame in entry of Schenley Cafe
- A sign holder near Elevators on Main Floor
- Spaces A, B, C in stairwell between Schenley Cafe and Main Floor
- Spaces D and E in Schenley Cafe near restrooms
- Space by Reservations Office Window

All signs will need to be approved by the Student Unions staff and can be sent via email to the reservations team at least one week prior to installation. Signs will be installed weekly on Sunday's and Wednesday's and reservations will be limited to displayed for no longer than one week. Foam boards can be produced by marketing for use on the A Frames, student organizations would be responsible for the cost of production, and the boards would be delivered to the student unions office.

E. Sustainability

a. **Why Compost at Events?** Did you know that food waste makes up the largest percentage of all waste in our landfills? The University of Pittsburgh Sustainability Plan details several initiatives to divert food and organic waste from campus and harness this waste in a more environmentally friendly manner. The plan has set a goal to expand the food waste composting program to compost 50% of all campus food waste by 2025. Event composting is one of the many ways that can be used to meet this goal. It is also a main component of hosting a green event. To see what types of items can be composted at Pitt, check out this great resource from Pitt Sustainability.

b. **Composting at Events with Pitt or Outside Catering:** Composting with our campus food service provider is an uncomplicated process. The Pitt Catering staff can plan your event using compostable or reusable tableware, cups, and utensils – just ask!

When utilizing outside catering vendors, you can request that the vendor provide compostable products OR you can provide your own. The Student Office of Sustainability has Zero Waste Kits for "rent" and can also list recommended compostable products. For information on these kits, please email soos@pitt.edu.

c. For any questions regarding sustainability and the Green Hosts program, please contact sustainability@pitt.edu.

F. Additional Resources

The Student Unions section of the Student Affairs website is a useful resource for general information about the services that Student Union Operations provides at WPU and OSC. Click on any of the pages in the gold menu bar to search around the site.

The Registered Student Organizations Handbook is a useful reference for questions regarding SORC and event planning as a student organization.

Jump to Table of Contents

The Student Code of Conduct is a general guide for all student organizations to reference guidelines on behavior that is applicable to events and event planning. On behalf of Student Conduct, this link provides more detailed policies that are referenced throughout this handbook.

The On-Campus Demonstration Guidelines outlines the University of Pittsburgh Community's rights to engage in peaceful, orderly, and nondestructive demonstrations.

For more extensive policies and procedures related to the undergraduate Student Government Board (SGB) and the Allocations process, please refer to their website here.

To review other university policies that may be addressed in this handbook, visit Environmental Health and Safety or the Office of University Counsel