

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.

Users/Clients 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 client 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. Clients 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 a clean, safe condition.

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 may be referred to as WPU, and the O'Hara Student Center may be referred to as OSC, both spaces fall under Student Unions

Amended as of 11/02/2023

TABLE OF CONTENTS

BUILDING OPERATIONS

- A. Contact Information for Student Unions Operations
- B. Contact Information for Event Liaisons
- C. Hours of Operation
- D. Building Services
 - a. Access
 - b. Deliveries
 - c. Donation Bins
 - d. Fitness Center
 - e. Information Desk Rentals
 - f. Loading & Unloading
 - g. Lost and Found
 - h. Nordy's Place
 - i. Pianos
 - j. Reflection Room
 - k. Schenley Café
 - l. Ticket Office
 - m. Will Call

RESERVATIONS

- A. EMS Access
- B. Glossary of Spaces
- C. Booking Rules
- D. EMS Statuses
- E. Policy Violations
- F. Event Pricing
- G. Furniture Requests
 - a. Room Set Ups
 - b. Stage Builds
 - c. Special Event Furniture Rentals
- H. Event Storage
 - a. Lockers and Storage Units
 - b. Office Space

EVENT POLICIES AND PROCEDURES

- A. Alcohol
- B. Alcohol Simulations
- C. Assumption of Risk
- D. Bikes, Rollerblades and Skateboarding
- E. Bingo
- F. Blood Drives
- G. Chalking

- H. Contracts
 - a. Contract Waiver
 - b. Live Performances
 - c. Instructor Services/Training
 - d. Event Production Agreement
- I. Dances
- J. Decorations
- K. Drones
- L. Drugs and Tobacco
- M. Events with Minors
- N. Food Policies
 - a. Snack Approval
 - b. Pitt Catering Co.
 - i. Full Catering Service
 - ii. America to Go/Catering Drop Off (No Wait Staff)
 - iii. Donated Food Services Request
 - c. Catering Exemption
 - d. Nordy's Menu and Snack Package
 - e. SORC Concessions
 - f. Potlucks and Homemade Food
 - g. Food Trucks
- O. Fronting/Co-Sponsorship
- P. Fundraising
 - a. Crowd Funding
 - b. Bake Sales
 - c. Food Sales/Giveaways
 - d. Merchandise
 - e. Prohibited Sales
- Q. Games of Chance
- R. Noise
- S. Open Flame
- T. Overnight Events
- U. Pets and Animals
 - a. Service Animals
 - b. Therapy or Emotional Support Animals
- V. Police Presence/Security
- W. Political Campaigns/Elections
- X. Prizes
- Y. Protests and Demonstrations
- Z. Recorded Content/Copyright
- AA. Solicitation
- BB. Special Activities
 - a. Arts and Crafts
 - b. Building Structures

- c. Destructive Events
- d. Dunk Tanks
- e. Food Eating Competitions
- f. Interactive Entertainment/Carnival Games
- g. Lawn Games
- h. Pie Throwing
- i. Sharp Objects/Tools/Weapons
- j. Tents
- k. Tie-Dye

CC. Vendors

DD. Weddings, Religious Ceremonies, and Personal Events

EVENT PLANNING RESOURCES

- A. Event Planning Checklist
- B. Additional Contacts
- C. Accessibility
- D. Marketing
 - a. Banners
 - b. Bulletin Boards/Flyers
 - c. Digital Signs
 - d. A-Frames and Yard Signs
- E. Sustainability
- F. Additional Resources

BUILDING OPERATIONS

A. Contact Information for Student Unions Operations

EMS Activation and Troubleshooting	Reservations Office	Reservations Staff	ems-help@pitt.edu
General Event Planning	Reservations Office	Reservations Staff	ems-reservations@pitt.edu
Facilities Issues as outlined in this document	Katy Tufts	Associate Director, Student Unions Operations	katytufts@pitt.edu

B. Contact Information for Event Liaisons

Administrative/Academic Departments	Bethany Brubeck	Assistant Director, Reservation Services	bkb34@pitt.edu
Student Affairs Events	Cecile Garfunkel	Assistant Director, Day Operations	ceg116@pitt.edu
Student Organization Events	Will Westley	Assistant Director, Night Operations	wkw7@pitt.edu
Nordy's Place Events	Will Westley	Assistant Director, Night Operations	wkw7@pitt.edu
Special Events	Amber Greenbaum	Assistant Director, Special Events & Initiatives	amg536@pitt.edu

C. Hours of Operation

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

Ticket Office

Monday – Friday | 10am – 5pm

Nordy's Place

Monday – Thursday | 10am – 11pm

Friday | 10am – 12am

Saturday | 4pm – 12am

Sunday | 4pm – 11pm

O'Hara Student Center

General Building Hours

Sunday-Thursday | 8am – 11pm

Friday & Saturday | 8am – 12am

D. Building Services

a. Access

In order to gain after-hours swipe access to either of the Student Unions, please complete the [Building Access Request Form](#). This access will only be given out to staff and students who utilize offices within the facility and at the Building Manager's discretion due to the safety and security of the facility.

It is possible to open the Student Unions early for events in special circumstances. Please reach out to the Event Liaison of the WPU or OSC to discuss opening outside of normal business hours. There is a cost associated with opening buildings beyond building hours, please see the [Event Pricing](#) section of this handbook.

To receive a key to your office located within a Student Union, please contact the Associate Director, Student Unions who will order additional or replacement keys from the University's key shop for \$10.00 per key. The university department or student organization will incur the cost of any key orders.

For student organizations' keys that are 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, please have the student organization president or advisor submit a request to the following link: [Activity Pass Request Form](#). Activity passes are good for 1 semester year. All keys must be returned no later than 30 minutes before the building closes the same day as check out.

b. 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 on Pitt's campus. The Office of Fraternity and Sorority Life accepts mail on behalf of all tri-councils on Pitt's campus. All other deliveries should be addressed to the department in the William Pitt Union or O'Hara Student Center.

c. Donation Bins

The Student Unions team is excited to help you with your donation efforts. Please email the Associate Director, Student Unions to submit a request. Two to three bins can simultaneously

remain on the main floors of either facility at a time. Each bin can be in place for 14 days before removal or further requests can be made. Bins should not be placed in other areas throughout the facility without approval from the Building Manager. If donation bins are found full, proper retrieval of items should be coordinated. The Textile Recycling bins on the main floors is managed by the University movers and Business, Hospitality, and Auxiliary Services.

d. **Fitness Center**

The Fitness Center located on the 3rd floor of the William Pitt Union consists almost entirely of cardio equipment. There is also an aerobic/dance room and studio cycling room used for calisthenics and group exercise classes. The space is maintained and staffed by the Department of Campus Recreation at Pitt. The rooms in the fitness center can only be reserved once the group exercise class schedule is finalized by Campus Rec each semester. The [center's hours](#) vary based on the semester. The fitness center is for Pitt students only. A Pitt ID is required to check-in to use the equipment or attend a class.

e. **Information Desk Rentals**

Miscellaneous items may be rented out from the William Pitt Union Information Desk. A Pitt ID is required to check out these items and will be kept until the item(s) is/are returned. Items may be rented out for the duration of an event reservation. This includes tabling reservations. Items include:

- Dollies
- Moving carts
- Stanchions
- Easels
- Some office supplies (scissors, stapler, 3-hole punch, paper cutter, etc.)

f. **Loading & Unloading**

The William Pitt Union has a 15-minute loading and unloading zone on the Forbes Avenue and Bigelow Blvd sides of the building only. The area is monitored by the City of Pittsburgh and all vehicles overstaying the allotted time are subject to fines and towing. The WPU loading dock is managed by Dining Services and is not accessible for loading and unloading.

The O'Hara Student Center parking lot is a 24/7 metered parking lot that is monitored by University of Pittsburgh Police. Spaces cost 50 cents per 15 min, with a 2 hour maximum parking time. Loading and unloading can take place in this lot for a duration of 15-minutes. To rent out one or more spaces in this lot, please 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.

g. **Lost and Found**

The University of Pittsburgh Student Unions are not responsible for any personal belongings that are brought into the building. Items placed in the information desk Lost and Found are kept for **30 days**. Student Union Operations will not keep articles of clothing, water bottles, lunch boxes,

food, or earbuds. Lost Pitt IDs are immediately turned into 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.

h. **Nordy's Place**

This is a recreational, social space within the William Pitt Union. 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 on evenings and weekends for events.

- i. **Equipment rentals:** Student organizations and departments can rent out board games in Nordy's Place for events that take place within the William Pitt Union. Games may be selected and taken 30 minutes before the event start time and must be returned 30 minutes before closing the same the day. Games may not be taken overnight. Ping pong, foosball, and billiards are free with a Pitt ID for Pitt undergraduate students (this does not include CGS students). Graduate students, CGS, staff, faculty, and community members must pay to play. To see pricing, visit

<https://www.studentaffairs.pitt.edu/studentunions/nordysplace/>

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

- ii. **Menu:** The full Nordy's menu can be found at <https://www.studentaffairs.pitt.edu/studentunions/nordysplace/>. To order food for an event from Nordy's, see the Nordy's Snack Package listed under Food Policies within this document.
- iii. **Private Events:** Nordy's Place is reservable in EMS and will always be open to the public while the building is open. Your reservation can be made a private event space. There is a \$15 per hour charge associated with making Nordy's Place private. This does not guarantee the Nordy's Lounge, as it is an additional reservable space. For student organizations to reserve Nordy's Place as a private space, the confirmation of funds must be confirmed through SORC. If organizations are unsure of their amount of SORC funds, SORC can be reached at SORC2@pitt.edu. If there are additional questions about reserving Nordy's Place as a private space, please email Will Westley at WKW7@pitt.edu.
- iv. **Commuter Lounge:** In addition, the commuter lounge is a non-reservable space in Nordy's Place. This space is open during Nordy's Place hours for commuter students at the University of Pittsburgh. Commuter students have access to the Commuter Lounge located inside Nordy's Place during all operating hours of Nordy's Place.

i. **Pianos**

Two baby grand pianos and two upright pianos are available for practice at the William Pitt Union. Two upright pianos are available in the event rooms at O'Hara Student Center. 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. Additional pianos for practice can be found in the Music Building; please visit their [website](#) for practice room hours. To use a piano for an event, you must include this request in your event description within EMS and/or contact

the Reservations Office. Use of the pianos at events prior to 5pm is subject to other events occurring in the facility. Should you want to move a piano, you must work with the Building Manager to coordinate the cost of moving and tuning. Day to day use of the pianos requires a rental from the front desk of the facility. You must have a Pitt ID in order to request use of a piano.

j. **Reflection Room**

The William Pitt Union has a non-denominational Reflection Room on the 3rd floor for prayer and meditation. This space is only available for use during building hours. Although this room is not traditionally reserved, contact the Student Unions' Reservations Office at ems-reservations@pitt.edu if you would like to formally host prayer, meditation, or reflection in this space.

k. **Schenley Café**

Located on the lower level of the William Pitt Union, Schenley Café offers food options for lunch and dinner. Their hours of operation can be found at <https://dineoncampus.com/pitt/hours-of-operation>.

l. **Ticket Office**

Located next to the WPU Information Desk, please contact wputicketoffice@pitt.edu or call (412) 648-7814 for any questions or concerns. Our hours are Monday – Friday, 10am to 5pm.

- i. **Cashboxes:** The William Pitt Union Ticket Office provides cashboxes for check out. A [cashbox request](#) must be made **72 hours in advance** of the event date. Cashboxes must be picked up at the William Pitt Union ticket office by the requestor no more than 30 minutes before the event start time. All cash and coins collected during the event must be sorted, counted, totaled, and separated by denomination with bills before returning cashbox back to the William Pitt Union to be placed in your University Account. Cashboxes must be returned to a ticket office representative or building manager (student or professional staff) 30 minutes after your event ends, and no later than 30 minutes prior to closing. Cashboxes cannot be kept overnight. If cashboxes are found to be kept out overnight, the group who requested the cashbox will be given a strike on their EMS account. Any monetary proceeds from events outside of the William Pitt Union are encouraged to request a University of Pittsburgh Police Officer to serve as an escort while transporting the funds back to the WPU Ticket Office. The sponsoring organization is responsible for calling Pitt Police for the complimentary escort. Late cashbox requests are not guaranteed to be approved. Stop by the WPU ticket office to see if a day of cashbox can be prepared.
- ii. **Ticket Sales:** The William Pitt Union Ticket Office will sell organization or department tickets under the following guidelines:
 - i. All tickets must be numbered.
 - ii. You are responsible for printing tickets. The Ticket Office does not have restrictions on size, thickness, color, etc. for the tickets themselves.
 - iii. Please provide an electronic spreadsheet of event details. If contact information is needed to be collected per participant, please include those columns on the

spreadsheet for collection. Event details include but are not limited to price levels (if applicable), date, time, and location of the event, and range of ticket numbers (e.g., 1-100) for the use of the Ticket Office staff.

- iv. The sponsor of the event must supply and deliver all tickets to the office no later than **5 days** from the requested date of sale. Please allow for time to discuss event details and count the tickets with a Ticket Office representative.
- v. The Ticket Office will deposit all proceeds from the event into the sponsor's University Account. No monies will be given directly to the student group or sponsor.
- vi. The request form is due no later than **7 days in advance** of the requested sale date. Requests are not reviewed on weekends.

To request this service, please complete the [WPU Ticket Office Service Request Form](#)

m. **Will Call**

Will Call is only offered in the William Pitt Union. 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.

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 or faculty member.

- **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

- Timeframe 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
- Are you anticipating needing any ADA accommodations for your guests?
- Furniture needs
- Will there be any outside speakers/instructors/entertainment?
- Will there be sales or money collection?
- Will there be food? Where will the food be coming from?
- Will there be minors present that are unaccompanied by a parent or guardian?
- Will you be hosting a Green Event?

c. Additional EMS Account Information

Only two users per organization can be granted access to EMS. In order 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 Pitt Oakland University 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 are not able to 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.

B. Glossary of Spaces

- a. Multipurpose Rooms:** Large event spaces that are able to 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
Nurdy'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](#). Meeting Rooms can only be used for gatherings that do not pertain to academic work.
- c. Tabling:** Each reservation comes with 1 table and 2 chairs. Tabling can take place Sunday – Saturday from Quad and Towers Lobby: 10am to 7pm and WPU: during building hours. Tabling reservations can be used for informational flyers, advertising, fundraising, collecting dues, selling items such as food, merchandise, etc.

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, and Schenley Quadrants

Vendors, departments, or student organizations must not impede the free flow of pedestrian traffic. There may be multiple tabling reservations in close proximity to 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
WPU Forbes Patio
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 is due 30 days in advance. At the discretion of the Chancellor's office Grounds crew may need to be utilized at the expense of the host

All **Schenley Quad and Towers** 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 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 on evenings and weekends. The furniture in these spaces cannot be moved or changed. There is absolutely no food or crafts permitted in University Classrooms. Study space should be limited to a 4-hour maximum time slot.
- 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 able to be 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 are not able to be reserved without special permission from the Building Manager. Hours vary for these spaces. Contact [ems-](#)

reservations@pitt.edu with questions. Note: The “Lower Lounge” is considered a multipurpose room and is not to be confused with the previously mentioned study lounges.

C. Booking Rules

- a. Multipurpose Rooms, Outdoor Spaces, and Nordy’s Place must be reserved at least **21 days in advance**. Student organizations can only hold a maximum 4 reservations per week.
- b. Meeting Rooms, University Classrooms, tabling, and the WPU Dance Studio must be reserved at least **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.

c. Late Room Request

Room reservations in 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 be able to accommodate technical services or food requests.

Same-day or **Day-of Requests** 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. In order to complete a day-of room request, stop by the WPU or OSC Front Desks to fill out the request form. This form must be completed in-person. Day of requests are limited to 2-hour increments. You are eligible to rebook a room by visiting the information desk.

- d. Event attendance is limited to room and venue capacity.
- e. All events are required to start and end at the scheduled event time.

D. EMS Statuses

- a. **Web Request:** The request is under review by the Reservations Staff. The space requested is placed on hold and is no longer available for other organizations/departments to book.
- b. **Tentative:** The event host has action items to complete. The space will only be confirmed if all action items are completed by the deadline provided by the Reservations Staff. Please note that even if an event is marked tentative, the space is on hold and cannot be reserved by another organization/department. The following are some of the reasons that an event might be tentative:

The event host:

Indicated that there will be non-Pitt affiliated persons present at their event.

Indicated that there will be minors present.

Indicated that they would be showing a movie.

Indicated that they would be serving food.

Did not provide enough details about the nature of the event.

Needs to meet with a staff member in Student Union Operations to discuss event logistics.

Room diagram is needed

- 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 Reservations Staff. Please contact the appropriate staff with questions.

E. Policy Violations

All events are required to start and end on time as scheduled in EMS.

The University of Pittsburgh Student unions reserve 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.

- a. **Warning:** An organization can receive a warning for violating any of the policies and procedures outlined in this document. Some examples include, but are not limited to:
 - Moving furniture
 - Not showing up to the scheduled event without notice
 - Having food at the event without proper documentation
 - Not leaving your reservation on time
 - Keeping a cashbox overnight
 - Late requests for space
 - Late submission of event logistics such as room diagrams
 - Failure to maintain cleanliness of space following an event
- b. **Strike:** An organization can receive a strike for repeated warnings or for a severe violation of any policy or procedure outlined in this document. Once 3 strikes are reached, the organization loses EMS and reservation privileges for one year from the date of the third strike.

Warnings and strikes stay with an organization for 1 calendar year before being removed.

- c. **Cancellations and No Shows:** Organizations can receive a strike 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 **3 days in advance**.

Repeated late cancellations may lead to a strike against the organization.

- d. **Damages:** The sponsoring organization is responsible for behavior of all attendees and guests and is expected to meet all financial obligations of the event. This means that the organization, its officers, and respective committee chairpersons may be charged in full for the damages that are caused within the student unions. Should damages, destruction, or clean up charges occur (i.e. stained carpet, broken furniture, damaged outlets, etc.) the organization, department, or individual who reserved the space will be responsible for any and all charges. Consequences of any breach to this agreement may include cancellation of future events, loss of reservation privileges, financial repayment of damages, and referral to the relevant University judicial body. The University also assumes no responsibility for loss of or damage to personal property during events.
- e. **Furniture:** Furniture is not to be moved by the event host. Meeting Rooms and University Classrooms have standard setups that cannot be altered. If Student Union Operations finds that furniture has been moved by the event host, the organization will receive a warning or a strike for repeated offenses.

Furniture cannot be moved by the event host in Multipurpose Rooms. The event host must communicate their desired setup to the Student Union's Reservations Office **14 days in advance** of the event and cannot alter the furniture the day of the event. Should you find a problem with your event room, please visit the Reservations Office or the Information Desk after 5pm and on weekends.

- f. **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.

F. 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 Associate Director of Student Unions. Please contact katytufts@pitt.edu for more information. Rooms can be rented May – July only in the student unions. Information tables may be rented year-round through completing a [Vendor Request form](#).

Room Rentals		
Meeting Rooms & Dance Studio	Multipurpose Rooms & Outdoor Requests	Information Tables
\$50/ HOUR PERIOD	\$100/ HOUR PERIOD	\$50/HR \$25/HR for non-profit organizations

- e. Event Productions:** All events that require technical support will be charged labor as determined by the Senior Assistant Director of Production and Technology based on event needs. For more information about technical services pricing, visit <https://www.studentaffairs.pitt.edu/studentunions/tech/> 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 Manager. The cost to adjust facility hours is \$50/hour with no prorate.
- 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	\$10.00/hr. (per staff member)
Close for private event	\$15.00/hr.

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 Assistant Director, Night Operations at wkw7@pitt.edu to discuss your specific needs and coordinate adjusted hours.

- h. Custodial/Tradesperson Pricing:** Student Union Operations may make recommendations to clients 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 in order 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 <https://www.studentaffairs.pitt.edu/studentunions/event-resources/>

G. 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 online at ems-reservations@pitt.edu. When requesting a room in EMS, be sure to include your personal set up and tear down time. Facilities reserved time is 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 Setups section at the following link:
<https://www.studentaffairs.pitt.edu/studentunions/reservespace/>

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

- 72" round tables
- 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

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 hour added for Facilities Management to setup 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 O'Hara Student Center.

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 the Student Unions' Reservations Office no later than **5 days in advance** of the event date in order 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). To coordinate these rentals in advance, request the rental from the Student Unions' Reservations Office at ems-reservations@pitt.edu. Based on demand, items are not guaranteed.

H. 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 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 O'Hara Student Center and William Pitt Union to help student groups 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. In order 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 shelf, etc)
- v. The William Pitt Union and O'Hara Student Center are not responsible for any theft or damage to materials stored within the rental units
- vi. Do not overfill lockers with items to prevent any lockers from getting jammed
- vii. At William Pitt Union, 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 possible instances of theft and damage.
- viii. At the O'Hara Student Center, 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.

If you are having trouble accessing your storage space, please visit the front desk at either location for assistance or contact the Chief of Staff of Student Government Board.

Lockers are also available for rent in Posvar Hall from the William Pitt Union Ticket Office. To learn more about this service, visit the [WPU Ticket Office](#) webpage.

b. Office Space

SGB offers free office space in the O'Hara Student Center to help student groups accomplish their missions. These spaces give student groups that provide a significant amount for the student populace the opportunity to not only store materials, but also have a place to meet and collaborate with other groups.

There are a total of 11 office spaces in O'Hara Student Center. Each includes a desk and possible overhang storage. Office space is allocated at the beginning of the academic year. Specific move-

in and move-out dates are to be determined by SGB, and all SORC registered student organizations will be notified.

EVENT POLICIES AND PROCEDURES

A. Alcohol

Undergraduate student organizations are prohibited from hosting an event 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 strictly prohibited, both at the event and in the form of a ticket sold in advance, donation, payment, etc. The use of University Pitt Catering Co. is strongly encouraged for the event and must be coordinated by the event host(s). Pitt Catering Co. 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 Co. will not 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 Co. staff reserve the right to report any guest who appears 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. Any and 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 Mixoff (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.

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 of 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 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 waiver, the participant assumes all of 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 the aforementioned 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 is 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 only allows one blood drive per day. Blood drives are limited to event spaces on the main floor of the WPU and multipurpose rooms in OSC. If a blood drive is scheduled for multiple dates, the location should be booked for the duration of the days until the last event date. The Student Unions are not responsible for theft or damage to equipment that is left in the facility overnight.

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' event 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 the appearance (by the University or a third party) nor 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 the aforementioned 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 trainings require an Instructor Services Agreement or Event Production Agreement to be completed through the SORC. This includes instruction 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 coverages as outlined in the contract. Contact the SORC with any questions regarding insurance coverage.

I. Dances

Student organizations can host a maximum of two dances per year. Dances must be reserved by Student Union Operations **3 weeks in advance** of the desired event date. Dances may include banquets, mixers, live DJs, etc.

A minimum of 21 days prior to the event's date, a meeting will be held between a representative from Involvement and Student Unions and the event organizer(s) to discuss officer/security needs and potential cost. If it is decided that Pitt Police and/or additional security is needed, account numbers will be verified with SORC to assure money is present in the organization's account to cover expenses. 1-2 student representatives will be designated as "safety liaisons" for the event. The advisor of the student organization must attend the duration of the event.

Dances are only open to guests that are Pitt students or local college students. Event attendance is limited to venue and/or room capacity. Dances should conclude upon regular building hours. If the group would like to adjust building hours, all after hours dances can only be held on Friday or Saturday nights and must conclude no later than 1:30am. All attendees are expected to leave the facility and the vicinity by 2am. There is a cost associated with extending building hours. Please see the Event Pricing section of this handbook.

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 other 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 in the form of a warning or strike 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 to 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 in order to fly drones on campus. Drones cannot be operated inside university facilities.

L. Drugs and Tobacco

Any and 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.

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.

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 vents of all University owned and leased property. Primary entrances shall be defined as the common public access points to each building, and is 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 as inside the building, and smoking shall be prohibited.

Please refer to the [Student Code of Conduct](#) for further information regarding drug and tobacco consumption. Any and all regulations set forth by the University of Pittsburgh are applicable in relation to events in the Unions' spaces.

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.

One chaperone with the (3) required clearances for every 10 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.

1. Register your event with the Division of Student Affairs at <https://www.studentaffairs.pitt.edu/studentunions/events-with-minors/>

2. 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.
3. You will 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.

N. Food Policies

All food forms can be found at <https://www.studentaffairs.pitt.edu/studentunions/forms/>

Please note that some events may be required to hire overtime University custodial services for clean up during and after the event depending on the location and event specifics.

Cooking in meeting and event spaces is prohibited. This includes 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 (similar to the bags used by pizza delivery services).

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 William Pitt Union 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. Any event collecting or handling money student organizations must request a [cashbox](#) from the WPU Ticket 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 sale section under [Fundraising](#).

b. Pitt Catering Co.

i. Full Catering Service

Catering services include buffets, stations, plated meals, and beverage services. Pitt Catering Co. 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 Co. 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 event host to clean up any leftover food or utensils after an event.** Pitt Catering Co. can only accept responsibility for the cleanliness of the room when wait staff is requested. Failure to clean up after an event will result in a strike against the offending organization. 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 Co. should 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. **It is the responsibility of the event host to clean up any leftover food or utensils after an event.** Failure to clean up after an event will result in a strike against the offending organization. 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 <https://www.pc.pitt.edu/donated-food-services-request>

c. **Catering Exemption**

Catering Exemption requests must be placed a minimum of **21 days in advance** of the event. In order 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."

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. Cleanup needs and cost (if any) will be determined by the Reservations Office.

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 on having food at a 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 needs to be submitted at least **21 days in advance** of 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.

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 or in cash. At this time we cannot accept credit cards or other forms of payment.

e. SORC Concessions

The following concessions are available to all registered student organizations and University departments:

- Cheese-filled Pretzel Nuggets
- Chocolate Fountain
- Cotton Candy
- Home-Baked Cookies
- Nachos
- Otis Spunkmeyer Cookies
- Popcorn

A fee is charged via University account number per order. All order forms must be submitted to sorc@pitt.edu at least **10 business days** prior to event date.

[Pizza and Concessions Forms](#) (Fillable PDF--use Adobe for best results)

Please contact the Reservations Office if you plan to rent a concession machine from SORC. Cleanup needs and cost (if any) will be determined by the Reservations Office.

f. 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 policy under the [Fundraising section](#) of this document.

g. 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 ems-reservations@pitt.edu with these logistics. Generators are allowed. If power is needed, please coordinate with the Student Unions' Reservations Office as a fee will 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 for 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.

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 disclose if they contain nut products or other allergens.
 - iv. All items must be individually wrapped in a 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 the aforementioned outside of their event, which can be provided by Student Union Operations upon request.
- c. **Food Sales/Giveaways**
Pre-packaged food sales or giveaways such as candy are permitted with the submission of a [snack approval form](#). Any event collecting or handling money must request a [cashbox](#) from the WPU Ticket Office. Items being sold or given away cannot compete with the University's contracted vendors.
- d. **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.
- e. **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 the 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 licensees), 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 veterans' 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 in order to be eligible for a games of chance license from the Commonwealth of Pennsylvania.

For student organizations, raffles and games of chance (outcome is strongly influenced by some randomizing device 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 for 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 games 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 organizations' 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 [W9 form](#) for a prize greater 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.

The Schenley Quad quiet hours are from 10pm – 8am Sunday through Thursday, and 11pm – 8am Friday and Saturday. 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.

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. Overnight Events

The Student Unions will not permit events where attendees need to sleep in or outside of the building overnight without special permission from the Union's Building Manager. The following annual programs are examples of regularly approved overnight programs:

- a. Pi Kappa Phi Bike-a-thon
- b. Departmental Hack-a-thons

The event host must meet with their designated event liaison to discuss event logistics a minimum of **21 days in advance** of the event date. Overnight security will be at the discretion of the Department of Involvement and Student Unions. Costs associated with security, building staff, and/or extended building hours are the responsibility of the event host. A group or programs' advisor must be present for the duration of the event.

U. 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. While on University-controlled property outside of buildings, animals must always be attended and restrained. Pets may not be tethered to University buildings, structures, motor vehicles, trees, railings, light poles, benches, posts, or other structures. Owners must properly dispose of any pet or animal waste left on university property.

Exempted animals are permitted on University-controlled property and are defined as:

1. Service animals performing their intended duties. The Office of Disability Resources and Services shall make the determination (based upon Justice Department guidelines) for animals meeting the definition of a service animal.
2. Animals hired, engaged, or authorized by the University to perform a specific function, such as therapy, entertainment, or detection.
3. Dogs under the care of the University of Pittsburgh Police, or other dogs or animals of law enforcement agencies that are authorized by the University of Pittsburgh Police.
4. Animals associated with research and teaching that is conducted and approved by the University of Pittsburgh's Institutional Animal Care and Use Committee

For more information on pets in the workplace, please visit:

<https://www.ehs.pitt.edu/sites/default/files/docs/01-020WorkplacePets.pdf>

a. Service Animals

Under the American Disabilities Act (ADA), a service animal is defined as a dog that has been individually trained to do work or perform tasks for an individual with a disability. The task(s) performed by the dog must be directly related to the person's disability. The ADA does not require service animals to wear a vest, ID tag, or specific harness. Service animals must be allowed at all programs and events if they do not fundamentally alter the nature or service of the program. A Service Animal is permitted to accompany the person with a disability at any time, which includes places where pets are not permitted. See the [Student Affairs website](#) to read how the Office of Disability resources defines a Service Animal.

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.

b. Therapy or Emotional Support Animals

An emotional support animal may provide emotional support, stability, and/or comfort to a person. Because they have not been trained to perform a specific job or task, they do not qualify as service animals under the ADA. The University recognizes the importance of emotional support animals to individuals with documented disability. At this time, therapy or emotional support animals are not allowed at events without prior approval from a Building Manager.

V. Police Presence/Security

Security requirements for events in the WPU/OSC will be assessed, determined, and coordinated in accordance with the [Event Scheduling Guidelines](#) and at the discretion of Department of Involvement and Student Unions. Determination will be based on:

- Anticipated audience size
- Location of the event
- Access level to the event (open to the University community, ticketed, invitation only)
- Date and time of the event
- Other events taking place on or near campus
- Security concerns expressed by speakers or performers
- Security measures specifically requested by speakers or performers
- Any similar viewpoint and content neutral considerations relevant to assessment of campus safety, security, and service

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

- Large gathering (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)

For any event where security is deemed necessary, a security meeting will be held with all officers/security, event organizers, advisors, and venue staff a minimum of 30 minutes before the opening of doors to discuss roles and expectations. Unless asked otherwise, officers/security will remain in their positioned locations for the duration of the event.

Officers/security will arrive 30 minutes before the event’s start time and depart once the venue has been cleared of all attendees and will check in with event organizers before leaving.

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

If requested by the event host, a satisfaction survey can be sent to the event organizer(s) within 24 hours of the event’s conclusion. All feedback will be shared with advisors, officers/security, and senior leadership of the Division of Student Affairs.

W. 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 William Pitt Union is a **Polling Place** for many members of the university community. If polling volunteers or bystanders are being 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 to be present.

Persons 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 as long as 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 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 as long as they're doing so in a non-partisan way. Outside of the 10-foot radius from the entrance, as long as 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 <http://sgb.pitt.edu/government/standing-committees/elections/>

Please see the [Solicitation](#)

Policy for any handouts and/or voter registration policies.

X. Prizes

a. Gift Cards and Tax Information

Any cash prize or prize 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 nationally:

- 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.

Y. 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.

Z. Recorded Content/Copyright

Any organization or department wishing to show a movie or film in space controlled 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 at least 21 days prior to the event.

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

1. Swank Motion Pictures Inc.: www.swank.com
2. Criterion: www.criterionpic.com
3. Netflix Educational Screening Permission (ESP): <https://media.netflix.com/>

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 actions in the form of a warning or strike from 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.

AA. 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 for directional or other publicity needs related to that event.

BB. 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 paint events and other art events that would damage the furniture. No confetti or glitter is permitted. No heating elements such as candle wax melting are to be present. There are no arts and crafts 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. Examples include, but are not limited to, the annual Habitat for Humanity house or the Chabad House sukkah. Structures can only be built for reservations in Outdoor Spaces. The structure should be built on the first day of the reservation and taken down

on the last day. All attendees participating in building the structure should be encouraged to sign a liability waiver and the organization or department should keep them on file for at least 2 years. Participant waivers for adults and minors are on the [SORC website](#).

There is no building or structure use by community members, organization members, staff or faculty after 12am, 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 can result in a warning or strike against the sponsoring organization.

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 the dunk tank use. Please organize a meeting with your assigned event liaison to review the following guidelines:

- i. At William Pitt Union, 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). In the event that 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 possible 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 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 water level in the tank 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 in the tank at one time.
- 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 permitted 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 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 spikeball are not to be played indoors.

h. Pie Throwing

Pie throwing events can only take place outside of the Student Unions. Pie throwing cannot take place in Schenley Quad or Towers Patio. Student groups must use shaving cream in the pie tin, not whipped cream or pie filling, due to staining of the pavement. All shaving cream must be thoroughly cleaned off the pavement upon conclusion of the event. Buckets can be rented for free from the WPU information desk and access to the water bibs on the Fifth Ave and Forbes Ave side of the facility must be coordinated with the Reservations office. Groups should not be found accessing these amenities without permission.

It is the responsibility of the event host to provide supplies for proper clean up. Participants in the pie throwing are not permitted to use Student Union restrooms to clean up. Paper towels and garbage bags are recommended and must be provided by the event host(s). All trash must be picked up and placed in garbage cans during and after event.

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 commonly used during tabling must have proper anchorage in order to secure the tent to the ground in case of inclement weather or wind. 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 <https://www.ehs.pitt.edu/sites/default/files/docs/01-022TentSafety.pdf>

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.

CC. 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.

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 act as a permit and must be maintained at the vending location at all times.

Vendors must agree to a “no aggressive sales” approach when displaying or 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.

DD. Weddings, Religious Ceremonies, and Personal Events

At this time, wedding ceremonies, formal religious ceremonies, receptions, and personal events are not permitted in the Student Unions. Please reach out to the University Club or local hotels for alternative options. See the Restrictions section of the [Extracurricular Use of University Facilities](#) policy for more information.

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	Mike Tulak	Sr. Assistant Director, Production and Technology	mjt3@pitt.edu
Student Organization Resource Center (SORC)	Lynne Miller	Associate Director, Student Organizations & Advising	General inquiries: sorc@pitt.edu Contracts/waivers: sorc2@pitt.edu

Office of Campus Program	Tom Misuraca	Associate Director, Campus Programs	General inquiries: ppc@pitt.edu
Campus Catering	Samantha Rudolph and Erin Cooley	Catering Sales Directors	catering@pc.pitt.edu
Recreation and Athletic Space	Robert McCarl	Coordinator of Competitive and Recreational Sports	rdm102@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 accommodations.

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

Three banner locations can be found on the Fifth Avenue side of the William Pitt Union. Banner space must be reserved in EMS for the duration of the hanging a minimum of **21 days in advance** of the first day of hanging. Space can be reserved consistently for up to 14 days (2 weeks). Banner hanging costs approximately \$314. Banners must be provided by the event sponsor 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 **1 day 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
- Student orgs wishing to hang a banner must be registered through SORC.
- 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 required installation time.

b. Bulletin Boards/Flyers

Any individual or organization affiliated with the University of Pittsburgh may turn 2 copies of flyers to be hung in the lower level of the William Pitt Union to the WPU 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 event 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 in order to discuss policies.

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 William Pitt Union 935.

c. Digital Signs

Student Affairs marketing offers advertising on digital screens in the William Pitt Union, Cathedral of Learning, and O'Hara Student Center, 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 William Pitt Union 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 William Pitt Union, 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 throughout university lawns nor block egress. Designated areas will be discussed with the Reservations staff.

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 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. Sustainability

- 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](#).
- Becoming a Pitt Green Host:** To include composting and/or recycling at your event, you must become a Green Host. By becoming a Pitt Green Host, you'll learn how to make the events you host at Pitt more sustainable and accessible, and how to request Zero Waste services for your events. The Pitt Green Host training covers a broad range of topics and answers questions you might have about sustainable options for your event. You must complete four asynchronous training modules and pass a quiz to become a certified Green Host. Please visit [this website](#) to access the training and learn more.
- Composting at Events with Pitt or Outside Catering:** Composting with our campus food service provider is a simple process. The Pitt Catering Co. 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 provide a full list of recommended compostable products. For information on these kits, please email soos@pitt.edu.

- d. 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 the SORC and event planning as a student organization.

The Student Code of Conduct is a general guide for all student organizations to reference for 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 reference 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](#)