Wilkerson Commons Facility Use Policy

OVERVIEW
The Wilkerson Commons Service Center manages space within Wilkerson Commons. The Wilkerson Commons Service Center works with on and off campus guests to provide vendor services within the Wilkerson Commons facility. The policies and procedures outlined below are intended to streamline the request process, ensure a consistent event experience, create efficiencies to maximize space usage and maintain the integrity of the facilities. Additional resources may be found in the Appendix of this document.

General Facilities Policies
Wilkerson Commons patrons are expected to respect the facilities and the rights of other individuals.

1. Patrons of the Wilkerson Commons facilities must abide by University regulations as well as Federal, State, and Local laws.
2. All groups using University space are expected to adhere to the University of North Dakota Policies and Procedures.
3. All students using the facility are expected to abide by the University's student code of student life.
4. Academic classes are scheduled through the Office of the Registrar.
5. Animals are strictly prohibited inside Wilkerson Commons, with the exception of service animals (whether in service or in training) or assistance/emotional support animals - if they are a necessary disability accommodation.
6. The Wilkerson Commons' hours are available on its website. The Wilkerson Commons may also close or have different hours over breaks and during inclement weather. Times are subject to change based on the University Holiday Calendar, as well as special circumstances as determined by the Executive Director of Housing. Up to date hours will be posted on the Wilkerson Commons website: [https://und.edu/student-life/housing/wilkerson-service-center.html](https://und.edu/student-life/housing/wilkerson-service-center.html)
7. Use of a space for any reason other than the purpose stated on the reservation request is not permitted. Reservations are not transferable. All changes to bookings/reservations must be submitted in writing or via email by an authorized representative of a group, and approved by the Wilkerson Commons Service Center.
8. Open flame (candles, burning of sweet grass or sage, oil lamps, etc.) use must be preapproved. Limited access will be provided for open flame within a campus facility and it must be approved by both the Housing administration and the Office of Public Safety.
9. Special effects equipment, such as smoke, fog and fire machines are prohibited within the Wilkerson Commons.
10. Leaving the facility in a condition that requires additional cleaning or damaging facilities and/or equipment may result in additional charges.
11. The Wilkerson Commons Service Center reserves the right to cancel existing reservations and deny approval of future requests of groups not following the Wilkerson Commons’ Facilities Use Policies and Procedures or other applicable University policies.

12. The Wilkerson Commons reserves the right to change, modify, add or remove portions of these terms at any time without notice at our sole discretion, and, unless otherwise indicated, such changes will become effective immediately.

Terms and Definitions
As used in the Wilkerson Commons Facility Use Policy document, unless the context otherwise requires:

• “Wilkerson Commons Service Center”, refers to the entity responsible for managing space associated with the Wilkerson Commons. The Wilkerson Commons Service Center is located on the Main Level of the Wilkerson Commons facility.

• “Recognized Student Organizations” (RSO) – refers to organizations that are currently recognized with the Student Involvement and Parent Programs Department at the University of North Dakota.

• “University Department” – refers to any University of North Dakota administrative or academic department.

• “Sponsored” – refers to a joint event between a student organization, university department and/or off-campus group.

• “Off-Campus Group” – refers to a group or individual requesting space for a non-University meeting or event.

• “Group” – refers to a student organization, university department, or any non-University individual or entity.

• “Third-party entity” – refers to a person or non-University group.

• “Authorized Representative” – refers to a group’s contact person who is the responsible party for a reservation.

• “Reservation” – refers to arrangements for one or multiple bookings of facilities locations by one group where the bookings are linked.

• “Booking” – refers to any unique use or planned use of facilities.

• “Regularly Scheduled” – refers to a series of bookings involving the same group for the same purpose at regular intervals over the course of a semester/year.

• “No Show” – refers to an absence from a scheduled facility by a group without prior notification.

• “Business Day” – refers to weekdays (Monday through Friday) in which the University is officially open for business.

• “Fiscal Year” – The fiscal year is defined at the University of North Dakota as beginning on July 1st of any given year and ending on June 30th of the following year.
Reservation Policies

1. Requests for use of facilities shall be submitted by online request. Reservations are not guaranteed until a confirmation has been issued. Once a confirmation is received by a customer, changes submitted in writing will also be accepted via email.

2. Reservation requests are processed in the order in which they are received through the online request process. Specific space requests will be assigned with consideration given to anticipated attendance, type of set-up required, and space availability at the time of the request. The Wilkerson Commons Service Center reserves the right to assign and, if necessary, reassign facilities to ensure the maximum and most efficient use of facilities.

3. Reservation requests for regular meetings received less than two (2) business days before the event may be declined based on the availability of space and staffing.

4. Reservations requests will not be accepted more than twelve (12) months prior to the date of the event unless a Wilkerson Commons Policy Waiver Request Form has been completed and submitted for review and consideration.

5. If applicable, an Office of Safety Event Approval Form must be completed and approved by the Office of Safety prior to the event. If an event is denied by the Office of Safety, the Wilkerson Commons Service Center will cancel the reservation.

6. Space may not be held for a rain location unless a Policy Waiver Request Form has been completed and submitted for review and consideration.

7. The Wilkerson Commons Service Center reserves the right to cancel and/or reschedule reservations due to situations beyond the control of the University (i.e. adverse weather conditions/acts of nature, loss of utilities, facility maintenance or repairs, etc.).

8. Authorized representatives assume full responsibility for information included on the reservation request. Inaccurate/false information may result in event cancellation.

Reservation Requests for Spaces with Special Conditions

1. The Wilkerson Commons Stage is an informal event space adjacent to the Stomping Grounds Coffee Shop. It may be reserved through the standard reservation request process.

2. All other lobby, corridor, and lounge spaces are areas that may not be used as event spaces without an approved Policy Waiver Request Form.

Additional Requirements by Group Type

Recognized Student Organizations

1. Only organizational representative(s) recognized with the Department of Student Involvement and Parent Programs are authorized to make or cancel reservations on behalf of their student organization.

2. Reservation requests for regularly scheduled meetings may be made in advance for an entire semester.

University Departments

1. Space requested for regularly scheduled academic courses may be referred to the Office of the Registrar.
Off-Campus Groups
1. Off-Campus Groups will be assessed charges associated with room fees.
2. Off-Campus Groups may be required to provide a Certificate of Insurance for Bodily Injury and Property Damage. The certificate must name the University of North Dakota as additionally insured. Subrogation against the University must be waived.

Alcoholic Beverages
Possession, sale, dispensation, use or consumption of alcoholic beverages in the Wilkerson Commons is prohibited in accordance with State Board of Higher Education Policy Section 918. The University President may waive this policy on a case-by-case basis. Groups are responsible for obtaining their own waiver from the President’s Office. The request must describe the nature of the event and the date, time and place where consumption of alcoholic beverages is planned. Confirmation of the President’s approval must be received by the Housing Office prior to the event.

Tobacco Free Policy
UND is a tobacco free campus. The use of tobacco is prohibited within university buildings, parking structures, walkways, arenas, in university or state fleet vehicles, and on all university-owned and controlled property. This policy applies to all faculty, staff, students, contractors, vendors, and visitors. Additional information regarding the Tobacco Free Policy be found http://und.edu/health-wellness/healthy-und/tobacco-free-und/.

Parking
All parking arrangements for conferences/meetings participants and vendors are the responsibility of the User. University parking policies will be strictly enforced. Visit the UND Parking & Transportation website for more information on visitor and event parking.

Food and Beverage Policies
The Housing Director or his/her designee may establish guidelines regarding food service as it relates to those portions of the building used for meetings or special functions/events. These guidelines will be coordinated with the Housing Office, UND Dining Services, and the Office of Safety and will be designed to protect the health of students, the campus community and the general public using the facility.

1. Food/beverages offered at meetings or events that are advertised/open to the general campus population must be provided by UND University Catering or obtained from a licensed food service provider.
2. Special arrangements for the use of food/beverages not obtained from UND Dining Services must be coordinated with the Wilkerson Commons Service Center prior to the event.
3. The Wilkerson Commons Service Center will coordinate with UND Dining Services to validate the food’s origin and the sponsoring entities ability to comply with proper sanitary guidelines.
4. If compliance with safety and sanitary guidelines are in doubt, the request for the food/beverage activity may be denied.
5. Off-campus groups or organizations not affiliated with the University wishing to reserve/use space or vendor tables in the Wilkerson Commons must arrange their food/beverage service activity through UND University Catering regardless of whether or not they are sponsored by a UND recognized student organization or University department.

6. Off-campus groups or individuals may not reserve/use space or vendor tables in the Wilkerson Commons for the purpose of selling food/beverages.

7. Bake sales or giveaways of home-baked items are prohibited in the Wilkerson Commons.

Additional information regarding UND University Catering can be found [https://und.edu/student-life/dining/catering.html](https://und.edu/student-life/dining/catering.html)

Reservation Cancellations and No-Shows

**Recognized Student Organizations**

1. Cancellations must be received in writing or by email a minimum of one (1) business day in advance of the event by an authorized representative.

2. If a student organization fails to show up for a reserved event or “No Show”s, they will be issued an initial warning notification. After a second “No Show”, they will be issued a second warning notification. After a third “No Show” in the same fiscal year, the student organization’s reservations privileges may be suspended for the rest of the fiscal year and all remaining reservations for the rest of the fiscal year will be cancelled.

**University Departments**

1. Cancellations must be received in writing or by email a minimum of one (1) business day in advance of the event by an authorized representative.

2. If a University department fails to show up for a reserved event or “No Show”s, they will be issued an initial warning notification. After a second “No Show”, they will be issued a second warning notification. After a third “No Show” in the same fiscal year, the University department’s reservations privileges may be suspended for the rest of the fiscal year and all remaining reservations for the rest of the fiscal year will be cancelled.

**Off-Campus Groups**

1. Reservation cancellations must be received in writing or by email a minimum of five (5) business days in advance of the event by an authorized representative.

2. If an off-campus group or individual fails to show up for a reserved meeting room/facility, they will be issued a warning notification and will be charged the full room rental rate and other service charges. After a second “No Show”, they will be issued a second warning notification. After a third “No Show” in the same fiscal year, the off-campus group’s and/or individual’s reservations privileges will be suspended for the rest of the fiscal year and all remaining reservations for that fiscal year will be cancelled.
Appendix

Wilkerson Commons Service Center
The Wilkerson Commons Service Center is located on the main level of Wilkerson Commons.

Website: https://und.edu/student-life/housing/wilkerson-service-center.html

Hours of Operation: https://und.edu/student-life/housing/wilkerson-service-center.html

Walk-Up reservation requests

Wilkerson Commons Service Center Phone: (701) 777-3903.

Wilkerson Commons Service Center E-mail Address: Housing.ServiceCenter@und.edu

UND Policy Links

  http://und.edu/finance-operations/policy-office/a-z-index.cfm

UND Code of Student Life

  http://und.edu/code-of-student-life/