



# BRONCO STUDENT CENTER FACILITY USE MANUAL

*Associated Students Incorporated, Cal Poly Pomona*

**Approved By:** ASI Senate  
**Date:** May 28, 2015

**Approved By:** Facilities and Operations Committee  
**Date:** May 22, 2015

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# **1 THE ROLE OF THE STUDENT UNION**

Historically, the college union grew from student literary and debating societies allowing students to extend their intellectual conversations beyond the classroom. The first student union building was University of Pennsylvania's Houston Hall, which opened in 1896. With the construction of physical buildings, the role of the college union began expanding to include places for meetings, recreation, and food in addition to social gathering spaces for students. In 1914, the National Association of Student Unions, known today as the Association of College Unions International (ACUI), was established and defined the union as, "The most vital force in unifying the student body, molding the college spirit, and promoting democracy, thus tending to break down arbitrary class and social distinction." Today, the college union continues to serve as the center of the campus community life and remains an important component of the intellectual life of the University.

The Bronco Student Center exists to broaden and strengthen the social and intellectual community of Cal Poly Pomona by serving as the primary gathering place on campus. ASI, as a partner in the educational mission of the University, provides hands-on experience and student engagement through leadership, campus employment and volunteerism by offering a variety of programs and services that enhance the student experience. Guided by the ASI Senate, the Bronco Student Center shall provide the programs and services students need to be successful in their academic pursuits.

# **2 HISTORY OF THE BRONCO STUDENT CENTER**

In 1970, the student leaders and staff of the Associated Students Incorporated developed the College Union Proposal calling out the need for a facility that would provide a social center for the 12,000 students enrolled at Cal Poly Pomona. The University Union opened at Cal Poly Pomona on October 21, 1974. The original Union was home to an ice cream parlor, a bar, arts and crafts area, a theater and meeting rooms.

In April of 1991, the students went to the polls to vote on a \$10 increase to the Union fee that would allow for a much needed expansion. The vote lost by just 35 votes. However, in 1996 ASI brought the expansion of the University Union back to the students and in February the fee increase was passed by the student body. The \$18.5 million renovation and expansion began in February of 1997 and the first phase that renovated the existing facility was completed in 1998. Groundbreaking for phase II began in May of 2000, which was the expansion that increased the total square footage of the building from 77,000 to 122,000 and included the Ursa Major suite, the food court, and the Bronco Fitness Center.

In April 2003 the University Union was renamed and the Bronco Student Center (BSC) opened its doors to students in October of that year. Most of the amenities from the renovation and expansion are still in operation today. However, in 2014 ASI opened its second facility, the Bronco Recreation and Intramural Complex (BRIC) which led to the

closure of the Bronco Fitness Center in the BSC. The space was repurposed and remodeled as the new Solaris Lounge that has been a very popular study and social space for students.

While smaller changes occur throughout the BSC to accommodate the changing and growing student population, the Bronco Student Center remains the living room for the Cal Poly Pomona campus employing students to run and service the facility, engaging students in fun and exciting programs, and providing the campus with space for meetings and club activities that enhance life on campus.

### **3 FACILITY ACCESS**

#### **3.1 CAL POLY POMONA COMMUNITY**

The Bronco Student Center is an open access facility. However, as a facility that is funded by student fees, it is intended to primarily serve the needs of the enrolled student population first and foremost and then the rest of the campus community.

#### **3.2 COMMUNITY USE OF THE BRONCO STUDENT CENTER**

Outside organizations and individuals may also reserve rooms in the BSC. A parent, guardian, chaperone or a Cal Poly Pomona student must accompany and supervise non-students under the age of 18. All guests shall abide by all rules and regulations.

#### **3.3 I-POLY HIGH SCHOOL**

I-Poly High School students are an exception and do not require a guardian to be with them while in the BSC because of the partnership I-Poly has with the University.

### **4 FACILITY SCHEDULING**

It is the policy of ASI to maximize the use of its facilities at all times. Therefore, the Office of Conference and Event Services reserves the right to reassign groups to different rooms to fully utilize the building. In addition, the Office of Conference and Event Services reserves the right to restrict scheduling privileges in cases of scheduling abuse, failure to pay Bronco Student Center invoices within 60 days, threats to campus security, or other urgent needs.

#### 4.1 Facility Reservations

All Bronco Student Center event requests shall be approved by the Office of Conference and Event Services in order to schedule an event.

#### 4.2 Deadlines

Event Requests must comply with current Conference and Event Services procedures on required timelines.

#### 4.3 Scheduling Priorities

The Bronco Student Center space is reserved on a first-come-first-served basis. However, if there is a scheduling conflict, priority shall be given accordingly. Any deviation from these priorities requires review and approval by the Director of the BSC in consultation with the ASI Executive Director.

- a. First Priority
  - a. ASI departments, Student Government and BEAT
  - b. Registered and approved student clubs/councils in good standing
- b. Second Priority
  - a. University departments
  - b. Recognized University affiliates
  - c. Cal Poly Pomona alumni
- c. Third Priority
  - a. Any other groups
  - b. Individual students, staff or faculty

#### 4.4 Facility Request Restrictions

ASI reserves the right to restrict scheduling privileges should users fail to comply with facility use or related policy or as determined by the Director of the BSC with approval of the Executive Director.

##### 4.4.1 Multiple Facility Requests

- a. Groups holding meetings more than once per week are limited to the use of one room at any one time.
- b. Groups reserving meeting rooms once per week, or less frequently, are limited to two meeting rooms at any one time.
- c. Groups requesting three or more meeting room spaces on a weekly basis may schedule these rooms after the first week of the current term. These meeting

room requests shall be granted only if they are being scheduled outside of peak hours.

- d. During University Hour, Tuesdays and Thursdays from noon – 1:00 p.m., groups shall only schedule one room.

#### 4.4.2 Advance Reservations

- a. Reservations for weekly meetings may be requested as early as final exam week of the preceding term.
- b. Large conferences and campus event reservations that require more than one room may be submitted up to one year in advance with approval of the Director of the BSC.
- c. Annual campus event reservations may also be requested one year in advance and shall be confirmed with approval by the Director of the BSC.
- d. Reservation requests for events further than one year in advance must be reviewed and approved by the Director of the BSC.

#### 4.5 Maximum Room Capacity

The State Fire Marshall, in coordination with the University Police Department and The Office of Conference and Event Services, has determined room capacities for all rooms in the Bronco Student Center. The capacity varies with the type of event and the furnishings of the room. It is the responsibility of the Office of Conference and Event Services and each event planner to monitor attendance to ensure compliance.

## 5 FACILITY USE CHARGES

### 5.1 Direct Costs

All organizations, except ASI, shall be responsible for paying direct costs incurred by their event, including but not limited to:

- a. Necessary labor (custodial, technical, Police, Security, etc.)
- b. Equipment rental
- c. Utility charges
- d. If insurance is required, the cost of the certificate of insurance and endorsement shall be the responsibility of the user and must be received by ASI ten (10) business days prior to the event. Insurance coverage limits must meet the required CSU standards.

## 5.2 Room Rental

### **a. Tier One (No room rental fees shall be assessed):**

- a. ASI Departments, Student Government and BEAT
- b. Student clubs/councils- registered, approved, and in good standing
- c. ASI lessees (for their staff meetings only)
- d. ASI employees are permitted one annual free room rental after two consecutive years of employment. ASI employees shall still be responsible for paying direct costs.

### **b. Tier Two:**

- a. University departments
- b. Lessee events
- c. Recognized University affiliates
- d. Cal Poly Pomona alumni
- e. Individual Cal Poly Pomona students and ASI staff may use the facilities for personal use at the on-campus rental rates.
- f. Student clubs that charge for their event- this includes but is not limited to charging or requiring a restricted fee such as admission, conference fees, exhibition fees, payment for the event by any other means.

### **c. Tier Three:**

- a. Off-campus groups.
- b. All other groups/individuals not included above.

5.3 When groups in different room rental categories hold an event together, the higher room rental rate shall apply.

5.4 A student organization event is one where students are directly involved in staging the event, including marketing and production. If, after an event, it is determined that students were not involved, the appropriate rental rate shall apply.

## 5.5 Damages

Damages to Bronco Student Center equipment and furnishings shall be charged to sponsoring groups at 125% of the current cost of repair or replacement. Groups not paying for damages may be subject to loss of scheduling privileges.

## 5.6 Additional Equipment

The Office of Conference and Event Services shall assist groups in need of additional equipment needed for an event that is beyond the Bronco Student Center equipment inventory. If the Conference and Event Services staff are able to rent the equipment for the group, staffing and time permitting, the group shall be charged a 10% surcharge for making arrangements for the rental equipment and the rental shall be added to the reservation invoice.

## 5.7 Payment

5.7.1 Payment for reservations is due no later than twenty (10) business days prior to the event.

5.7.2 Reservations will be considered tentative and subject to cancellation until charges are paid in full.

5.7.3 Reservations requested less than twenty (20) business days in advance shall require payment within five (5) business days after the reservation is requested.

5.7.4 Reservations requested with less than ten (10) business days' notice shall require payment in full at the time of the reservation request.

5.7.5 Prior event charges for the Bronco Student Center must be paid in full before any subsequent facility usage by the same group will be approved.

5.7.6 Additional charges may be incurred as determined by the Office of Conference and Event Services.

## 5.8 Cancellations

5.8.1 Cancellations received less than ten (10) business days, but more than three (3) business days in advance of scheduled reservation are liable for 50% of the room rental charge for each scheduled room. Cancellations received less than three (3) business days in advance of scheduled reservation are liable for 100% of the room rental charge for each scheduled room.

5.8.2 Groups not paying a room rental fee are subject to the above cancellation deadlines. If not met, the groups may be subject to loss of scheduling privileges as determined by the Director of the BSC for up one academic term.



## 5.9 No Shows

If a group fails to cancel their reservation as stated in section 3.6 they shall be liable for all applicable charges including but not limited to utilities, labor rates, all room rental charges and may be subject to a loss of scheduling privileges for up to ten weeks.

5.10 The BSC Rental Fee Chart shall be reviewed annually. Fee increases above the Higher Education Price Index (HEPI) shall be reviewed and approved by the ASI Facilities and Operations Committee. BSC Rental Fee Chart shall outline the fee structure for room rental, equipment rental, staff labor rates and utility charges. Any changes to the fees shall take effect in on July 1 of the next fiscal year.

5.11 ASI lessees may reserve rooms for their staff meetings without a room rental charge. All other uses are subject to a room rental charge at the on-campus rate

## 6 FOOD

Catering is allowed in the Bronco Student Center in accordance with all University policies and Executive Orders. The Office of Conference and Event Services shall assist groups with information about catering in the BSC and put them in contact with Foundation Dining, the approved campus caterer. If the event sponsor prefers that the Conference and Event Services staff coordinate the catering, time and staffing permitting, a 10% surcharge shall be added to the reservation invoice for this convenience.

## 7 ALCOHOL

Alcoholic beverages may be served in the Bronco Student Center in compliance with the State of California's Alcohol Beverage Control (ABC) regulations and the University and Foundation policies. Foundation Dining is the only approved caterer allowed to provide and serve alcohol in the Bronco Student Center. The Office of Conference and Event Services must receive written acknowledgement from the University that the alcohol service has been approved for the event.

## 8 MARKETING AND PROMOTIONS

8.1 The use of chalk is prohibited on all areas surrounding the Bronco Student Center entrances, which includes any seating areas.

8.2 Upon approval by Bronco Student Center Management distribution of free campus and community publications is allowed in designated locations as space provides. Should

materials be found littering the Bronco Student Center, a cleanup fee may be assessed to the sponsoring group.

- 8.3 All University posting policies as well as the ASI Facility Posting and Advertising Policies shall apply to events in the Bronco Student Center and any marketing to be posted in the building.
- 8.4 Any individuals or groups conducting business or solicitation must abide by the University's policies on time, place and manner.

## **9 BUILDING USE**

### **9.1 University Policies**

The BSC is subject to all applicable CSU and CPP policies in addition to those specifically addressed in this document.

### **9.2 Bicycles and Other Wheeled Vehicles**

Individuals are prohibited from bringing bicycles, skateboards, or any wheeled mode of transportation in to the Bronco Student Center, in accordance with University Policy.

### **9.3 Personal Belongings**

Personal belongings shall not be left unattended in meeting rooms, hallways, lobbies or lounges. ASI is not responsible for lost, stolen or damaged items.

### **9.4 Personal Image Release**

At various times, CPP and ASI officials shall be taking digital images, photographs, and/or video of patrons for educational, promotional, and informational purposes for use in department related printed material, website, and social media. No identifying information shall accompany the likeness or images used without permission of individual(s).

### **9.5 Photography/Videography**

Using electronic or other means to make a video or photographic record of any person in a location where there is a reasonable expectation of privacy without the person's prior knowledge, when such a recording is likely to cause injury, distress, or damage to reputation is prohibited. This includes, but is not limited to, taking video or photographic

images in shower/locker rooms and restrooms. The storing, sharing, and/or distributing of such unauthorized records by any means is also prohibited.

#### 9.6 Proof of Identification

ASI staff reserve the right to request photo identification in the form of a CPP or a government issued photo identification card.

#### 9.7 Use of Facility for Personal Gain

No individual may use the BSC for personal or monetary gain.

#### 9.8 Weapons & Firearms

University Police and codes of conduct prohibit the possession of weapons. Participants in certain activities may be granted permission to utilize appropriate weapons (Nunchaks, swords, etc.) as part of a recreational activity with prior written request and approval. The use and/or possession of fireworks or explosive devices of any type are not permitted in the BSC.

## 10 APPLIANCES

10.1 Personal cooking appliances other than those used or maintained by the Foundation or other authorized food service lessees are not allowed in the Bronco Student Center.

10.2 In offices, an exception is made for commercial-grade coffee makers, microwave ovens and refrigerators. These appliances must be for personal use and must be properly cleaned and maintained by the individual offices. The Executive Director or Director of the BSC reserves the right to remove appliances that are not properly maintained, or which are not approved for use by the Office of Environmental Health and Safety.

## 11 OPEN FLAMES

Open flames are only permitted in conjunction with catering food-warming devices and for drip-less, smokeless, odorless and votive candles in containers. The burning of incense and/or sage or any other smoke-generating materials is also prohibited in all areas of the building.

## **12 DECORATING**

All decorations and related equipment must be approved by the Conference and Event Services Office prior to the event. The sponsor may be liable for damage caused by unauthorized decorations or postings and may be charged 125% of the cost to repair the damages.


## **13 OTHER POLICIES**

ASI reserves the right to implement any interim policies needed to protect the health and safety of the facilities and its patrons.

**FOR ASI USE ONLY:**

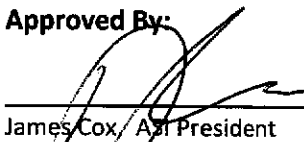
**ASI Senate Approval Date: May 28, 2015**

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