



### **Policy on Lobby Booths in the University of Wisconsin – Milwaukee Student Union**

1. The use of the lobby booth space by eligible groups and organizations is limited to:
  - The Sale of home baked goods
  - Ticket sales for student and university sponsored events
  - Literature distributions
  - Informational purposes including booths reserved to explain the organizations purpose
  - Sale of items containing in visible print the sponsoring organizations name or logo may be sold by registering a list of the items with the Student Union Reservation and Event Planning Services (hereafter REPS). (This includes but is not limited to Shirts, Buttons, Bumper Stickers, etc...) Sales must be for the sole purpose of fundraising for the organization. This activity may only be scheduled for the ground floor lobby booth spaces.

(See the UWM Student Union Craft Center Vendor Policy for additional information regarding the use of lobby booth space.)

2. All eligible groups, Organizations, and Student Association (hereafter SA) election candidates registered with the SA Independent Election Commission (hereafter IEC) are limited to four (4) half day booth reservations or two (2) full day reservations per week. Half days constitute 8:00am-11:45am and 12:00pm -5:00pm. Requests for time overlaps either morning hours or afternoon hours will be considered a full day reservation and will be limited to two (2) per week. Additional lobby booth space time may be granted at the discretion of REPS if space is available.
3. Lobby booth space may be requested a maximum of one (1) month in advance. The SA Professional Staff Office (hereafter SAPS) and the IEC may for SA election purposes request booth space more than one (1) month in advance. Additional special requests may be directed to the manager of REPS.
4. Lobby booth must be staffed at all times during the registered time of use.
5. Non-profit, non university organizations must be properly sponsored by a Registered Student Organization (hereafter RSOs) or university department. Such sponsorship must be compliant with the mission of the RSO or university department and displayed as part of the exhibit.
6. Non-University Organizations providing employment information for the UWM Students may reserve lobby booth space with the appropriate university sponsorship by either a RSO or university department.
7. Non-University organizations and individuals wishing to solicit goods and/or services for profit (not including hand crafted items) are considered contradictory to the role of the University, as being a non-profit and educational institution, and are therefore not eligible for lobby booth

space. Therefore, the use of lobby booths by non-university organizations and/or companies with the purpose of soliciting and/or providing information about their service is prohibited.

Sponsorship is not a consideration of this policy. (see\*)

\*Source: UWM System Policy on the Use of University Facilities by outside groups (Resolution 911, UW System Board of Regents) Section VII: Prohibited USE. 1. Commercial/Promotional Use. Events whose primary purpose is the promotion of an outside organization, its products, or are otherwise commercial in nature as provided in Wisconsin Administrative Code Section UWM 18.06 and UWM Policies and Procedures Section 5.34 are prohibited.

8. Groups or organizations wishing to sell hand crafted items should contact the Craft Center for space and the rules and regulations concerning such space.
9. The entire programming area (33'x36') on the Concourse maybe reserved by University organizations for the purpose of exhibits and special programs. To allow for safe traffic patterns on the Concourse, all exhibits and programs must stay within the boundaries of the designated programming area.
10. Amplified sound will not be allowed on the Union Concourse. This will include prohibiting the use of microphones, portable amplifiers, and speakers.
11. Staging will not be permitted on the Union Concourse.
12. First-floor booth spaces will be limited to informational distribution and bake sale only. Audio-visual equipment will not be allowed in the booth area.
13. Because of high demand and limited lobby booth space availability, there will be a penalty for those organizations not showing up for their scheduled lobby booth reservation. Organizations are required to notify the REPS department of any cancellations two (2) business days in advance of the reservation.
14. The purpose of the lobby booth reservation as originally requested by an organization may not be changed without prior notification to the REPS. Accordingly; reservation privileges by an organization are not transferable to another organization.
15. Lobby booth reservations will be monitored by REPS. Those organizations found to be in violation of items 9, 10, 11, 12, and/or 13 will be subject to the following penalties:
  - a. A written warning may be issued for the second infraction.
  - b. Lobby booth reservation privileges will be suspended for a period of one (1) month for the third infraction.
  - c. Further infractions may be referred to the Union Policy Board (hereafter UPB) for possible revocation of reservation privileges for a longer period of time.
  - d. If an infraction is incurred by a IEC registered candidate or by an individual and/or RSO acting on behalf of registered candidate during a SAPS or IEC sponsored Campaign Times for SA elections, those individuals and/or RSOs will be penalized and not SAPS or the IEC as the sponsoring entities.
  - e. Records of all violations will be kept by REPS. A copy of these records will be supplied to UPB at the end of each semester (Spring, Summer, and Fall) and will be used in evaluating RSOs activities when allocating office space.

16. Exceptions to the lobby booth policies may be granted when the particular event or activity warrants special consideration. Those individuals and/or organizations requesting an exception may do so in writing to UPB before the reservation can be made. In the event UPB is unable to meet in a timely fashion the Student Union Director will hear appeals. If approval is granted, the individual and/or organization may then make their reservation request to the REPS department. Notification of this action shall be given in writing or by email to the manager of REPS.