

Northwest Missouri State University Scheduling Procedures and Building Usage Policies

Important Phone Numbers

Auxiliary Services	(660) 562-1430	Grounds	(660) 562-1329
Student Union Event Coordinator	(660) 562-9092	University Police	(660) 562-1254
Student Manager (Union)	(660) 254-0175	Environmental Services	(660) 562-1181
Station Complex Director	(660) 541-2780	Telecommunications	(660) 562-1653
Station Front Desk	(660) 562-1442	Library A/V Desk	(660) 562-1195
Northwest Catering	(660) 562-1275	MDC	(660) 562-1508

Eligible Clients

The scheduling of Northwest Missouri State University facilities is on a first come, first serve basis to the University and the community. The office of Auxiliary Services reserves the right to reassign events, with the exception of classes, scheduled in university facilities when deemed appropriate by the administration. No group or individual will be denied the benefits of using university facilities based on race, color, religion, sex, national origin, disability, ancestry, age, sexual orientation, marital status, parental status, or pregnancy.

Northwest Student Organizations, Faculty, and Staff Usage

All Northwest student organizations, faculty, staff, and departments are encouraged to arrange room requests as soon as possible. All members of the university are strongly encouraged to request room(s) for their events using the web-based **Astra Schedule** at <http://Astra.nwmissouri.edu/Astra/Portal/GuestPortal.aspx>. Astra schedule works from both on and off-campus computers.

Large campus events such as registration, orientation, and textbook pickup take precedence over all other reservations. For large events, please schedule an appointment with the **Auxiliary Services Specialist, Student Union Event Coordinator** or the **Station Complex Director** to discuss the details of these events, as large events tend to be more complicated and may need special arrangements.

Room reservations for rooms in any Academic Buildings may be scheduled online using Astra Schedule ONLY after all classes are scheduled. Academic classes take precedence in classrooms.

Personal Use (University Affiliation)

The Student Union, Station and Academic Buildings may be requested for personal use for events such as but not limited to graduation receptions, anniversaries, and wedding receptions. Personal use events are subject to all University, Student Union and Station policies.

Charges associated with your event or meeting will be charged to your personal or departmental account, or an invoice mailed to your address at the end of the month.

University affiliation is described as a:

- Any current student enrolled in classes

- A staff/faculty member employed by the University or one of its affiliates
- Alumni
- Retired faculty and staff

Under these circumstances the event will be charged at half price. *See also: Event Fees.*

Non University Groups/Individuals

To request a room(s) in an academic building, please contact the Auxiliary Service Specialist at (660) 562-1430 or nikkib@nwmissouri.edu. To request a room(s) in the Student Union contact the Student Union Event Coordinator at (660)-562-9092 or wredde@nwmissouri.edu. To request a room(s) in The Station please contact the Station Complex Director at (660) 541-2778 or mmiller@nwmissouri.edu.

Non-University entities will be charged a rental fee based on the room and duration of use.

An invoice will be sent following the event at the end of the month. All events should be paid within 30 days after receipt of an invoice. Any organization with past due accounts (past 60 days) may be denied access until past due bills are paid in full.

Event Requests

The Student Union Event Coordinator and Station Complex Director reserve the right to make room changes in order to accommodate special events.

Guides on how to request events using Astra Schedule are available here: <http://www.nwmissouri.edu/studentaffairs/auxiliary/schedule.htm> .

Upon receipt of an event request through Astra, the request will be processed and scheduled based on facility/equipment availability, and an event approval email will be generated and sent to the event contact.

All scheduled events should remain within the reserved time period. When an extension of time is needed, an allowance can be made if no other reservation exists for the use of the facilities/equipment. Priority is always given to the group who has the reservation during the requested time.

The Student Union Event Coordinator, Auxiliary Services Specialist, and the Station Complex Director have the right to refuse room requests based on, but not limited to, incomplete request forms, insufficient space, lack of personnel, multiple policy infractions, etc.

By submitting your request, you and/or your organization agree to abide by all policies and procedures specified in the Northwest Missouri State University Scheduling Procedures and Building Usage Policies.

Unscheduled Events

All room requests must be made with at least 48 hours of lead time. Requests made with less than 48 hours of lead time may not be accepted. Groups making reservations with less than 48 hours of lead time will have to accept the room in its present setup; requests for audio/visual equipment may not be accepted. Same day reservations may also be assessed a Late Reservation Fee. A Late Reservation Fee may be assessed when changes to a room's current set-up are necessary or if additional equipment is requested on the day of the event.

No requests for the Ballroom will be accepted the day of the event without a late reservation fee.

To request to use a room with less than 48 hours of lead time, please contact the Auxiliary Services Specialist for Academic Buildings, the Student Union Event Coordinator for the Student Union and the Station Complex Director for the Station.

Event Fees

Organizations outside the University may use Northwest Missouri State University Facilities at the designated Room Reservation Fee.

Multiple day reservations may be required to pay for all days of the event, regardless of university affiliation. Events that require room(s) to be blocked off for more than one day will be charged the room rate for each room, per additional day. An example would be for set-up on Friday, event on Saturday, and clean up on Sunday will be charged for three days.

Registered Northwest student organizations, university departments and committees, and partners of Northwest, holding meetings are generally not charged the Room Reservation Fee however, Room Reservation Fees are charged if:

- An event (including clean-up or set-up time) occurs outside the operating hours of the Student Union or the Station (when not operating 24 hours).
- An unscheduled event uses a room with Catering service
- A scheduled event provides food without a Catering Exemption Form on file for that event (see: *Dining Service/Catering*)

In the event a room reservation fee is charged it will be charged at half the Room Reservation Fee. Discounted fees will be at the discretion of the Student Union Event Coordinator or the Station Complex Director depending on the facility in use.

University wide events may be exempt from Room Reservation Fees, at the discretion of the Student Union Event Coordinator or the Station Complex Director.

Room Reservation Fees are charged per hour, per room. Room fees will be charged for the entire hour whether or not the entire hour is needed.

Outstanding bills will cause room reservations to be denied, and events cancelled until current bills are paid in full.

J.W. Jones Student Union Reservation Fee

- Ballroom: \$125/hour up to 3 hours; then full day rate \$400.
- Large Meeting/Dining Rooms (Boardroom, Tower View Dining Room, and First Ladies Dining Room): \$50/hour up to 3 hours; then full day rate \$150.
- Small Meeting/Dining Rooms (Meeting Rooms A-E and Alumni Dining Room): \$25/hour up to 3 hours; then full day rate \$75.

The Station Reservation Fee

- Executive Meeting Room: \$25/hour up to 3 hours; then full day rate \$75.
- East, West, or Center: \$25/hour up to 3 hours; then full day rate \$75.
- Center and East or West: \$50/hour up to 3 hours; then the full day rate \$150.
- East, Center, and West: \$100/hour up to 3 hours; then full day rate \$400.

Rate Discounts and Exceptions

- Groups affiliated with the University: no charge
 - this includes all **recognized** Northwest Student Organizations, academic departments, staff offices and departments, faculty/staff organizations, Northwest Partners.
 - During regularly closed building hours for Northwest organizations, departments, etc., half of the Room Reservation Fee will be charged regardless of university affiliation
- Groups from the Community (Nodaway County): half price
- Personal Use (weddings, receptions, parties, etc.) with university relation: half price
- Community Service: no charge
- Others at Discretion

Other Event Fees (see: *Cancellations*)

- Late Cancellation Fee - \$25
- No-Show fee - \$25/hour + the full Room Reservation Fee for the event
- Late Reservation Fee - \$25
- Special Event Supervisor- \$20/hour

Event Representative

To insure the best communication possible, one contact person should be designated as the Event Representative. The Event Representative is responsible for the event and is the only person permitted to make changes or updates to the event. By default, the person making the initial reservation is designated as the Event Representative. If the person making the reservation is not the Event Representative, a note should be made on the reservation as to who the Event Representative is. Should the Event Representative person change at any time, please notify the Student Union Event Coordinator or the Station Complex Director prior to the event.

Event Confirmation Information

After a request is made you should receive an email from Astra telling you that your request has been received. This is not an event approval! Your request will be processed within 2 business days. After your request has been processed, you will receive another email from Astra either approving, declining, or asking for more information for our event.

The approval email will summarize your room, equipment requests, and charges when applicable. This email serves as your event confirmation. Please be aware that we can only generate an approval after the contact provides all the necessary event and contact details.

Please read your event confirmation carefully to confirm that it matches your expectations. Please contact the Student Union Event Coordinator or Station Complex Director as soon as possible if you identify any problems or concerns.

Please DO NOT advertise your event or request catering service before you have received approval for your event request. This frequently creates confusion and the false perception that events are being bumped. In the event that you publicize your event prior to an event request being processed and the room is no longer available, the Auxiliary Services Specialist, Student Union Event Coordinator and the Station Complex Director will not be responsible for finding a new location for the advertised event.

Finalization of Event Furnishings, Equipment, and Attendance

For large events such as conferences, performances, and competitions in the Student Union or The Station, finalized arrangements must be made at least one week prior to the event. No guarantee can be made for special arrangements made with less than one weeks (5 business days) notice. Smaller event arrangements should be finalized at least two business days prior to the event.

Finalization of events in the Student Union must be made with the Student Union Event Coordinator, and events in the Station must be finalized with the Station Complex Director. No guarantee will be made for event changes and updates by personnel other than the Event Representative.

The number of guests and all audio visual equipment and furnishing needs must be finalized at least 48 hours prior to your event. Changes to equipment and furnishing needs may not be met with less than 48 hours before your event. These late changes may be assessed a late reservation fee.

Catered events will need 3 to 4 days notice depending on the change. You must contact Campus Dining directly for any changes in catering orders.

Cancellations

Event Cancellation: Events must be cancelled no less than forty-eight (48) hours prior to the start of your event to avoid any penalties and fees. Cancellations should be communicated to the Student Union Event Coordinator for Student Union events, the Station Complex Director for Station events, and the Auxiliary Services Specialist for Academic Building events. Cancellations must be communicated either by phone or email. Please note that events occurring on the weekend or Monday should be made by Thursday at 4:00pm.

Late Cancellation Violations: Events cancelled with less than forty-eight (48) hours notice may be charged a **\$25 Late Cancellation Fee**. Upon two (2) Late Cancellations Violations in an academic year, the reserving organization may forfeit the use of spaces in the Student Union and the Station for the remainder of the academic year.

No-Show Violations: When an group does not show up to use their reserved space for an event and no cancellation notification was received, the reserving organization has committed a **No-Show Violation** and will be charged a **\$25 No-Show Fee in addition to the full price of the room for the event**. Upon two (2) event No-Shows Violations in an academic year, the reserving organization may forfeit the use of spaces in the Student Union and the Station for the remainder of the academic year.

Organizations that do not arrive within thirty minutes of the scheduled pre-access time or events that do not begin within fifteen (15) minutes of the scheduled event start time, will be considered a No-Show.

Extended Hours

The Station is a 24 hour facility during the Fall and Spring Trimesters, while the Student Union is available for use 7am - 11pm on Monday – Friday and 10am – 11pm on Saturday and Sunday during the Fall and Spring Trimester. During the Summer Trimester the Station and the Student Union have limited operating Hours.

Requests for events that occur outside the normal operating hours of the Student Union and the Station must be made two weeks (10 business days) prior to the event to avoid a late request fee. Requests made with more than 1 week but less than 2 weeks notice (5-9 business days) will be assessed a late reservation fee if the request is honored. Requests with less than five (5) business days notice will not be accepted under any circumstances.

Room Reservation Fees will be charged based on the room's hourly rate when a facility is opened early or closed after hours for each hour. Discounts may be applied at the discretion of the Student Union Event Coordinator or the Station Complex Director.

Additional information regarding events occurring after hours may be found under Late Night Events. Events that need additional time to clean up or run late are not considered Late Night Events but will be charged for any additional time needed. Events in the Student Union should end 15 minutes prior to the Student Union closing, to allow time for clean-up.

Late Night Events

Eligibility: Any student organization, office, or department in good standing with the Auxiliary Services Office.

Scheduling: The Station is the primary space used for Late Night events due to the Station being a 24 hour facility. The J.W. Jones Student Union is available for Late Night Events, however, there will Room Reservation Fees charged to the requesting group for any room usage outside of the Union's normal operating hours. See *Event Fees* for a list of fees associated with late night events and activities. Spaces must be reserved a minimum of two weeks (10 business days) prior to the event date.

Cancellation Procedure: Cancellation of a Late Night Event must be made at least forty-eight (48) hours prior to the start of the event. If not, the sponsoring group will be responsible for all costs and may not be allowed to host a late night event for the remainder of the current trimester and the following two trimesters.

Organizational Event Staffing: The sponsoring organization will designate one person as the Late Night Event Representative. All communication with the Student Union or Station staff and University Police concerning requirements for the event shall be made by this designated individual to avoid confusion. The Late Night Event Representative must be in attendance for the entire duration of the event.

Admittance Procedure: The following categories of persons with valid photo ID are eligible to attend a Late Night Event.

- A Northwest or other college student with a current student photo ID.
- A Northwest Alumnus with a valid state issued photo ID.
- A guest of one of the above. An eligible person must accompany his/her guest to the event and register both themselves and his or her guest at the check-in table. Registration will require the guest to list their driver's license number, state and full name and the eligible person sponsoring the guest to provide their full name and student ID number. Persons who do not present ID shall not be admitted.

Admission Sales/Cash Handling: The sponsoring organization is responsible for all admission sales. A table will be setup at the entrance upon request.

Security: Northwest University Police will determine the number of officers needed based on the nature of the event. University Police will be present in the event space and patrol the surrounding area including the parking lot. All guests and event staff must be searched before entering the room.

Security Review: The sponsoring group's Late Night Event Representative will meet with University Police, Student Union staff or Station staff, and all student party staff one hour before the event start time, no exceptions.

Site Inspections: Student event staff and Student Union or Station staff will inspect the facilities immediately prior to and following the event for damages. The Late Night Event Representative and the inspecting staff member shall sign the inspection form provided by the Union or the Station.

Advisers: The sponsoring organization's adviser should be in attendance during the event.

Student Union and Station Staff: The Student Union will have one Student Manager available for assistance during the event. The Station will have a Desk Assistant available for limited assistance during the event. Additional Student Union or Station staff members may be available for a fee of \$20/hour per staff member (beginning at least one hour prior to the event). Additional staff members will be assigned at the discretion of the Student Union Event Coordinator or the Station Complex Director at the organizations expense if there is not sufficient time to set-up the event.

Rules Posted: Late Night Event rules will be posted by Student Union or Station staff at the entrance to the event.

Equipment Storage: There is limited storage space for equipment. Arrangements for temporary storage must be made forty-eight (48) hours prior to the event and will be charged for each day of storage. Equipment may not block doorways, stairwells or hallways as per fire code. The sponsoring group will assume all liability for security of any equipment used in association with the event. The scheduling group is responsible for removing their production staging equipment from Student Union or Station facilities immediately following the event.

Load In: Equipment load in is normally limited to the day of the event. Arrangements for an earlier equipment load in must be arranged 48 hours prior to the proposed day of the load in. A storage fee will be assessed based on the amount of space needed and the duration of the storage, beginning at \$25 a day.

Catered Food and Beverage: All catered food and beverages consumed in the Student Union or the Station must be procured through Northwest Catering. See Northwest Catering for additional policies.

Extended Hours Charges: If the organization wants to keep the Student Union open later than regular building hours, there will be an additional charge of 50% of the Room Usage Fee per hour. All events must end no later 1:45 am and the premises must be cleaned and vacated by 2 am. If the room is not vacated by 2 am, the sponsoring organization will be charged for an additional hour at 50% of the room usage fee in addition to a \$20 fee for each Student Union staff member present.

Damages to Facility: If damage occurs as a result of the activities in the reserved room or any of the accessible public areas used for the event, the sponsoring organization will be held liable. Cost of repair or replacement will be assumed by the sponsoring organization.

No Smoking or Alcohol: University rules prohibit smoking in university facilities or the consumption of alcohol on university property.

Dance and Party Procedures

Northwest Missouri State University encourages the social development of our students in a safe campus environment. Students may hold on-campus dances and parties for social or fundraising purposes provided the individual(s) or organization adheres to all guidelines articulated in this policy. Additionally, student organizations are subject to the provisions of the Student Judicial Code.

Event Request:

All events must be requested and approved through Astra Schedule, the on-line event requesting process.

2. The ability to host events in campus facilities depends on the availability of the facilities staff.
3. An individual(s) or student organization should not advertise an event until final approval is received from Auxiliary Services.
4. All dances/parties must be requested at least 21 days prior to the event. Any dance/party not requested at least 21 days in advance will be denied approval.
5. Individual(s) or organizations will assume financial responsibility for any damage, abuse, or loss of property that occurs while using the facility. Funds owed to the University as a result of any such incidents must be paid within three working days of the incident. All events of the individuals or organization will be automatically suspended until all financial requirements have been satisfied.

University Police:

1. All events held on the campus of Northwest Missouri State University will be assessed for security concerns. Any individual or organization can also request the services of University Police by contacting them.
2. The Lieutenant of University Police, or designee, will determine the number of law enforcement officers who will be on duty for the event (minimum of three).
3. The Northwest University Police Department reserves the right to refuse any student organization's request for sponsoring dances/parties if, it conflicts with another campus event requiring University Police support, is not adequately supported by University Police, is deemed potentially unsafe, or other unforeseen reasons.
4. If the appropriate level of police and security staffing can not be obtained notification will be made with individual(s) or organizations contact person to cancel the event five days prior to the scheduled dance/party. Northwest recognizes that there may be events that fall outside the parameters delineated above and that, due to special circumstances, may warrant immediate cancelation without notice. Northwest reserves the right to approve and schedule all non-university police and security officers for dances/parties.
5. All individual(s) or organizations will be assessed a \$50.00 security fee which is to be paid or transferred to University Police five business prior to the event. The \$50.00 security fee will cover security and police cost and will not be refundable. In the event that damages to University property and/or additional

security or police are needed the individual(s) or organization will be billed for expenses. Sponsoring individuals or organizations will incur the full security fee for events not canceled prior to five days of the schedule event.

Crowd Size and Attendance:

1. Maximum attendance for any campus facility shall be determined in accordance with Missouri RSMO and must conform to the Northwest Health and Safety Managers policies and procedures.
2. Entry is limited to Northwest students whom possess a valid university ID and or guest whom possesses a state drivers license, military ID, and/or state ID. Those who do not posses the required ID will not be admitted.
3. All guest will be logged into the event.
4. The sponsoring individual(s) or organization will be held accountable for the behavior of their guests.

Individual(s)/Organizations Responsibilities:

1. The individual(s) or organizations must assign a point person to meet with University Police at least 72 hours prior to the event to finalize all arrangements. Failure to meet with University within the specified time frame could result in the event being canceled.
2. The organization is responsible for collecting any fees and helping police monitor the event.

Police/Security Responsibilities:

1. Police will conduct the ID checking and log-in-sheet.
2. Police/security will monitor the event and handle any situations involving violations of law and/or student code of conduct that may arise.
3. Police/security has the right to remove anyone causing problems at the party. Individuals attending the event observed to be under the influence of drugs or alcohol will be denied entrance to the event.
4. Police may, if a safety problem occurs, terminate the event.

Duration of Events and Ending Times

1. On campus dances /parties will last no longer than four hours.
2. All dances/parties must conclude no later than 1:00am. All attendees are expected to leave the facility and vicinity immediately.

Solicitation and Information Tables

Any form of solicitation must receive prior approval by the Auxiliary Services Office.

Information Tables are located on the first floor of the Student Union outside the Bearcat Food Court. On the second floor a table may be located in front of the world map, called the "Map Area". The 2nd Floor Info Center is located on the second floor outside Java City.

Information or solicitation table reservations are made on a first come first serve basis. Reservations may only be made online using Astra Schedule.

Solicitors must remain behind their table and must display a sign identifying the sponsoring organization. Organizations not complying with this policy will be asked to leave.

Information tables will be scheduled up to a maximum of five (5) days at a time.

Off campus vendors/solicitors must have prior approval by the Auxiliary Services Office and must be arranged through the Career Services Office. An off campus vendor sponsored by a campus organization is limited to five (5) days per semester.

There are no information tables in the Station. Special arrangements may be made by contacting the Station Complex Director.

Dining Service/Catering

Due to the university's policy, health licensing restrictions, and exclusive contract with the university food service contractor, all foods/beverages utilized in the Union and Station must be arranged through Northwest Catering at 562-1275, in the Campus Dining Office or by email at catering@nwmissouri.edu. You can also use Northwest Catering's new online ordering system here at <https://nwmsu.catertrax.com/>.

Northwest Catering fees are not associated with reservation fees. Inquire with the Northwest Campus Dining office for all other applicable fees.

Changes to catering services should be made three (3) business days prior to the event. Major changes to catering services should be made with additional notice.

A catering service contract does not guarantee a room reservation. Room requests should be confirmed prior to the catering service contract.

Catered events without a room reservation may be subject to ALL associated room fees (i.e. Room Reservation fee, late reservation fee, and excessive cleaning fee) when the room is available. Scheduling and room usage privileges may be revoked for the remainder of the trimester. Student Union or Station personnel are not responsible for finding accommodations for catered events without a room reservation.

Catering services must be provided by Northwest Campus Dining inside the J.W. Jones Student Union and The Station located on Northwest Missouri State University's campus. No outside food or beverages can be brought into, served, or sold in these two venues. This is in accordance with the University Food Policy. Rooms are available outside the Union and Station to accommodate an organization bringing in their own food. Please contact Nikki Bucy at nikkib@nwmissouri.edu to make these arrangements.

Northwest Campus Dining recognizes that authentically prepared food is an integral part of cultural events and celebrations that are sponsored by Northwest Missouri State University student organizations. Student organizations are encouraged to use the services of Northwest Campus Dining or the restaurants that are located in the building. We are committed to working with your organization to make it a successful one. Our executive chef and catering team have the expertise to work at meeting your organizational needs. An event planning meeting will need to be set up with our Northwest Catering department at least 3 weeks in advance of your event date.

Exemptions to the University Food Policy must be approved by the Director of Campus Dining minimum of (3) weeks prior to your event date. Certain criteria need to be met for an exemption to occur and submission of the form does not constitute approval. The form will also be filed in the Auxiliary Services office. The Auxiliary Services office does not have any authority to approve catering exemptions but merely is the custodian of records regarding the catering exemptions.

In the event your event is exempted, an Acknowledgement of Organization Obligation Form will need to be completed.

When an organization brings in food or drink acquired outside of the Student Union or Station without having been approved by Northwest Campus Dining, they will be giving a warning for their first violation. Upon two (2) violations in an academic year, the reserving organization will forfeit the use of spaces in the J.W. Jones Student Union and the Station for the remainder of the academic year.

Parking

University parking is limited in certain areas, especially Monday through Friday from 8:00 am-5:00 pm. Auxiliary Services is not responsible for parking permits or other parking arrangements for events on campus.

Room reservations do not guarantee parking at either the Student Union or The Station. Visitor parking permits can be obtained through the Student Services Desk located on the 1st floor of the Administration Building (562-1112) or the Campus Safety Office (562-1254). Campus Safety can assist you in choosing the appropriate parking lot to use. Please contact them at least two weeks prior to your event to arrange parking.

Contact Environmental Services (562-1181) to arrange shuttle service from parking lots if necessary, at least one (1) month in advance.

The Auxiliary Services Office is not responsible for any tickets or damage to vehicles while in university parking lots. Parking disputes and damage to vehicles in lots should be reported to Campus Safety. Campus Safety is located on 9th street, east of the Administration Building and north of Thompson-Ringold.

Rain Sites

Registered student organizations and University departments may reserve a rain site location. Non Northwest Missouri State University groups will be charged full room rent.

Rain site locations may be canceled according to the cancellation policies without charge.

Decisions to use a rain location should be made no less than six (6) hours prior to the start of the event, to allow for all event personnel to set-up the event. Rain sites may be canceled by event personnel if no decision to move to a rain site is made within six (6) hours of the event start time; all associated event fees will be charged.

When making your request please note when your request is a rain site.

Decorations

Groups may provide materials for decoration. Student Union and Station staff are not responsible for providing set-up or tear-down of decorations. Notify the Student Union Event Coordinator or Station Complex Director in advance of any decorating plans.

The placement of decorations on walls/ceilings in the Student Union and the Station must:

- Not endanger any participant or create a fire hazard.
- Not cover fire protection systems (i.e. sprinklers, exit signs, and fire extinguishers).
- Be attached with painter's tape or poster putty ONLY.
- Be removed by the organization immediately following the event.
- Not contain any use of glitter or confetti.

No large water decorations (i.e. fountain, reflecting pools) are allowed.

All room specific décor must remain in the room during an event (i.e. trees or pictures hanging on the wall) and may not be altered in any way (i.e. trees may not be moved or lights may not be put in the trees).

Decorations hung from the ceiling must be completely removed (i.e. fishing line hanging down, tape not completely taken down, etc.).

Failure to remove decorations or violations concerning the placement and hanging of decorations may be grounds for loss of Student Union or Station privileges. Damages will be charged to the reserving group.

Signage

If the reservation time or date changes occur, notify the Student Union Event Coordinator or the Station Front Desk; they will redirect attendees with signs.

No signage is allowed on any exterior doors or windows of the Student Union or the Station. Easels or sign stands may be provided for directional or informational publicity, with prior approval from the Auxiliary Services Office.

Table advertisements are allowed for all registered student organizations and university departments and may be placed in food service areas within the designated advertisement holder.

- Table advertisements arrangements may be made in the Auxiliary Services Office.
- Table advertisements are not allowed in J.W.'s Grille, The Student Union Java City or the Station Java City.
- All ads must contain the sponsoring organizations name.
- Organizations need to have their advertisement approved and on file with Auxiliary Services office.
- Time slots are available for one week beginning Sunday through Saturday.
- Organizations are responsible for distributing and removing ads after the time period has expired.
- All table advertisements must fit in the designated table advertisement holder and may not cover any current advertisement.

Event posting materials must be removed within two hours following the end of an event. This includes all postings on bulletin boards and table advertisements.

Failure to remove postings from bulletin boards or table advertisements may result in fees and penalties.

Banners

Banners may be hung on the exterior of the J.W. Jones Student Union only with prior written approval from the Student Affairs Office.

Requests are approved on a first-come, first-approved basis.

Only banners promoting Northwest campus-wide events that everyone is invited to attend and is taking place on campus and organized by a campus organization or office will be approved.

No inappropriate content including, but not limited to, pornography, obscenities, pictures of alcoholic containers or labels and association to the dispensing of alcohol and/or illegal substances shall be referred to on the banner. No libelous or defamatory references shall be made on the banner.

Banners not in English should include English translation. Exceptions may be made for phrases that are of common knowledge.

The Banner must specify the recognized student organization or Northwest office sponsoring or co-sponsoring the event.

Violations of the Banner Policy will be handled according to University Posting Policies. Once approved, banners may be dropped off at the Student Affairs office to be hung. Banners will be hung by the Union staff only.

Banners may be hung on the building no more than 7 days. Banners may be removed in less time if space is needed. Damaged banners and or banners that are hung on the building without approval will be removed. Banners will be taken down the day after an event. Banners may be picked up at that time, any banner not picked up after 1 week will be discarded.

There are 24 spaces to hang banners. Each space is 105" (8'9") wide by 117" (9'9") tall. In order to hang a banner it must be smaller than these dimensions.

A Banner Approval Request Form must be completed which will include a sketch or photograph of the banner. The Banner Approval Request Form must be submitted no later than 5 business days before the banner is requested to be hung. The exceptions are Homecoming and Greek Week banners. These banners are approved and hung by the Office of Campus Activities.

Banners must be made of vinyl, heavy cloth or other durable material. Paper banners may not be used and will not be approved or hung.

Banners must include grommets at all four corners in order to be attached to the building. The exception is if the banners are using a wood 2"x 2" or 1"x 4" at the top, then there should be holes drilled through the wood or screw-in eyelets, to attach rope or bungee cords. Below is a diagram of a sample banner.

Bungee cords will be provided for banners that are a minimum of 6' x 7', smaller banners must have ropes attached (see diagram below).

The Sign Shop (562-1844) on campus is available to make professional banners. Please call as soon as possible to place your order and receive a price quote.

On Site Paging

The Student Union is not equipped with a paging system; please contact the Student Union Event Coordinator or the Student Manager to locate the individual or group. To reach the Student Union Event Coordinator during normal business hours you may call (660) 562-9092, after hours you may reach the Student Manager at (660) 254-0175.

Contact the Station Complex Director or go to The Station Front Desk for general assistance; The Station Front Desk is located at the Main Entrance on the East Side of the building.

AV and Furnishings and Other Equipment

Due to limited quantities of audio/visual equipment, tables, and chairs, requests will be taken on a first come, first serve basis. Additional audio/visual equipment may be reserved through the Audiovisuals desk (562-1195) in Owens Library.

Portable Sound Equipment for outside events may be reserved through the Student Union Event Coordinator at 562-9092 or the Electrical Shop at 562-1335.

Tables and Chairs for outside events may be reserved through the Materials Distribution Center (562-1180). Arrangements should be made approximately two (2) weeks prior to the event.

Trash barrels for outside events may be requested through the Grounds Department (562-1329) and should be arranged two (2) days prior to the event.

Teleconferences and teleconference phones are available. Quantities are limited and arrangements should be made as soon as possible. Please contact the Student Union Event Coordinator or the Station Complex Director one (1) business day prior to arrange for the necessary equipment.

The Grand Piano is only available in the Ballroom. Movement causes the piano to go out of tune. Please take this into consideration when making your room requests. Requests to use the Piano must be made prior to the day of the event, and prior to the event's set-up.

Portable Sound Reinforcement Systems

There are two mobile Portable Sound Reinforcement Systems available for use; a Portable Public Address (PA) system intended for speakers with crowds of about 300 people and a Portable Sound System for dances, performances, and crowds greater than 300 people.

The Portable Sound System includes two speakers with stands, mobile sound equipment case which includes mixing board, CD/cassette deck, amps and equalizer, and microphone with all applicable cords, designated for the portable sound system. The Portable Sound System does not come with music. Music must be provided by the group reserving the Portable Sound System. The following is a list of available audio devices compatible with the Portable Sound System: CD, cassette tape, MP3 player, laptop (with music library).

The Portable PA system is also available. The P.A. system contains speakers, sound board, required cords, microphone and stands. The P.A. system is recommended for crowds up to 300 people.

Requests for either Portable Sound Reinforcement System are on a first come, first served basis.

Either Portable Sound Reinforcement System is available to all Northwest Missouri State University faculty and staff, departments and offices, and registered student organizations only. No individual requests will be accepted, except for reservations for personal use at campus locations with the reservation of that location.

The groups listed above are allowed to request either Portable Sound Reinforcement System for any campus locations. Portable Sound Reinforcement System is not intended to be used for locations outside of the Northwest campus. Certain exceptions will be granted by the Student Union Event Coordinator at the discretion of the Director of Auxiliary Services.

In order to request the Portable Sound System or the Portable PA System, the Portable Sound System Usage Request Form must be filled out and returned to the Student Union Event Coordinator five (5) business days prior to the event. Requests less than five (5) business days require a late request fee. Requests may not be accepted the day of the event. Requests will be honored when equipment and personnel are available.

On the day of the event, the requesting organization may pick up the Portable Sound System or the Public Address System from the Student Union. The Portable Sound System and the Public Address System must be returned prior to the close of the Student Union unless other arrangements are made with the Student Union Event Coordinator ahead of time.

Users will be charged to replace missing or damaged equipment.

Cleaning/Damage

Student Union and the Station Staff are not responsible for the removal of boxes, cardboard, or excessive trash from storage areas. Failure to remove boxes, cardboards, or excessive trash from storage areas may be charged a storage fee. See also: Storage

It is the expectation that large quantities of trash (i.e. cardboard from boxes or scenery) be taken outside to the respective receptacles at the dock area.

Extraordinary cleaning, repair, or replacement of furnishings and/or equipment resulting from inappropriate use of the facility will result in a charge/restitution to the sponsoring group. This include:

- Large or multiple spills.
- Tough stains i.e. candle wax, gum, etc.
- Excessive trash/paper not picked up.
- Chipped, cracked or stained ceiling tiles
- Boxes left in rooms/closets.

Fees may be assessed due to the circumstances surrounding and/or the severity of the cleaning/damaged areas.

Nature of Events

The Student Union and the Station are reserved for meeting, dining, and special event purposes. Events that are athletic in nature or contain a great deal of movement/activity should not be scheduled in the Student Union or the Station (i.e. dance practice, kickboxing, self defense classes, etc.) The University has other facilities that are able to accommodate events of this nature. Special permission may be granted if other facilities are unavailable.

Common Areas

Common areas are not reserved during this time, and may only be used when the building is open (the building will not be opened to accommodate people wishing to use a common area).

The Living Room may be used reserved on a first come-first serve basis, and may only be reserved for informal lectures, speakers, and small receptions. See also: Student Union Living Room.

Common areas may not have furnishings added to or subtracted from to accommodate the event. (Exceptions include tables for catering.)

Common areas are open to the public.

All food for the event must follow the Universities food service policies. See also: Dining Service/Catering

The Station has a community kitchen that is available to all users of the Station. There is an ice machine, sink, oven/stove and microwave oven. Reservations for the kitchen are not taken.

Student Union Living Room

The Student Union Living Room is available for all Northwest Missouri State University student organizations, faculty, staff and departments.

The Living Room is a designated lounge area, however may be reserved for receptions, informal lectures and speakers, and orientations open to the public. Small performances such as an "Open Mic" night may be scheduled after 5:00pm during the week or during the weekend, as long as there are no major audio/visual requirements needed. Weekend and night time performances may not be scheduled if it will interfere with major campus/special events.

The Student Union will not open earlier or remain open later than the normal operating hours for events reserved in the Living Room. All events should conclude at least one (1) hour prior to the Student Union closing.

The Living Room furnishings will not be rearranged for any event by the Student Union staff. Tables and chairs may not be removed from any other location, such as but not limited to the Runt, the E- Dome, or the TV Lounge in the Student Union. The reserving group, organization, department is responsible for returning all furnishings to their proper locations if this should occur. A Living Room furnishings diagram may be made available if needed.

Additional furnishings will not be added to the Living Room with the exception of: two (2) 8' tables for catering, one (1) 8' by 8' stage, one (1) podium, or ten (10) 6' conference tables for orientations only.

Limited A/V equipment and other equipment may be requested for events in the Living Room. Equipment available for Living Room events include, two (2) corded microphones and stands, one (1) CD player, one (TV w/ DVD/VCR), one (1) Easel or White Board, and two (2) extension cords/power strips.

All requests for the Living Room should be made two business days prior to the event, by using the Student Union Living Room request form. Forms are available in the on the Student Union Schedule an Event web page, or from the Student Union Event Coordinator. All request forms should be completed per the directions on the form and turned in to the Auxiliary Services Office or emailed to the Student Union Event Coordinator. Incomplete request forms may be denied.

High School Competitions

Academic departments holding high school competitions in the Student Union and the Station have additional requirements to the scheduling and usage of facilities.

The event must be finalized ten (10) business days prior to the competition. Violation of this policy will prevent the scheduling of the next year's competition.

A list of competing schools, with at least one (1) emergency contact number available at each location of the event, per school is made available to the Student Union Event Coordinator or the Station Complex Director. All competing students are to remain supervised at all times. Participants should not stray from the designated areas.

Events occurring in the Student Union: Participants should remain on the third floor. Exceptions would be to go to the Bearcat Book Store or any food service area.

Hours of Operation

The Station is available for usage 24 hours a day seven days a week when the university is in session (fall and spring), and only has restricted hours during breaks and summer. Restricted hours will be announced prior to the summer and breaks. The Station closes when the residence halls close, summer holidays, and 4th block during summer and reopens the Wednesday before Advantage.

The Student Union is open at 7:00am and closes at 11:00pm Monday through Friday and from 10:00am to 11:00pm on weekends when classes are in session for Spring and Fall Trimesters. The Student Union has extended hours on Thursday nights for Thursday Nights in the Union. On Thursday nights the Union is open until at least Midnight, but no later than 2:00am.

Events in the Student Union should end 15 minutes prior to the Student Union closing, to allow time for clean-up.

The Student Union is open from 8:00am to 5:00pm Monday through Friday and is closed on weekends during the summer and for breaks. Student Union summer hours go into effect the Friday of Finals (close at 9:00pm this day only) and continue until the week of Advantage in August.

Summer and break (with the exception of winter break when the University is closed from Christmas until New Years and the Union will remain closed) hours are 8:00am – 5:00pm Monday through Friday, and closed on Saturday and Sunday.

Break hours end and regular open hours resume the Sunday before classes begin again.

Requests for events during normally closed hours may be made and are subject to Room Reservation Rates and the availability of personnel. See also Event Fees.

Reservations during normally closed hours MUST be received two (2) weeks prior to the event. Events requested with less than two (2) weeks notice may not be honored or may be subject to a late reservation fee for accepted requests.

Events occurring after hours will be charged a cancellation fee if cancelled less than five (5) business days prior to the event.

Food service hours vary by date and location at the discretion of Campus Dining. Hours are posted at each entrance.

Room Set-Ups

Each room has a default set-up, except the Ballroom. Changes may be made to the room set-up in the Ballroom, Boardroom, Tower View Dining Room, and the First Ladies Dining Room, and the Station Center room. Changes to a room's default set-up will need additional time. This may affect a room's availability.

The Student Union Meeting Rooms and Station Rooms have standard room set-ups that are not usually changed.

Student Union Meeting Rooms may have the standard set-up changed for special events that are scheduled for a minimum of (6) hours.

Station East Room and West Room have standard set-ups that are not changed unless the room is used with Center or when Center is not available and the special setup is approved by the Complex Director. The Station rooms' availability is split between two turn-around sessions in which a special room set-up may be done. The turn-around sessions are from 4:00am-6:00am for the morning session, and from 4:00p-6:00p for the evening session in order to accommodate the groups using The Station.

Rooms may be scheduled through the two turn-around sessions or during as long as it does not affect the group with the first special set-up request. Special set-up requests cannot be met until the turn-around session.

Groups using these rooms may rearrange the room when they arrive for their event but must return the room to the original set-up in consideration of the next user. Groups who do not follow this policy will be notified of the violation. Multiple infractions will result in the loss of using the Student Union and the Station. See also Policy Violations.

Major modifications to a room arrangement should be requested two (2) business days prior to the event in order to be honored. (i.e. Monday event should be requested on the Thursday before.) Due to limited quantities of furnishings and equipment some room set-ups may not be honored even with two (2) days notice. Room set-ups are final 24 hours prior to the event. Changes to A/V and Furnishings made less than 24 hours from the event start time will be charged a Late Fee.

Requests made after the event has started will not be honored.

Requests for **minor** set-up changes prior to the start of an event (i.e. adding another table, A/V equipment) are made through the Student Union Event Coordinator during regular business hours or through the Student Manager after 4:00 pm and on weekends in the Union. Requests in the Station are made through The Station Front Desk or the Station Complex Director. The request may be honored if equipment, personnel, and time are available. Requests made to persons other than the proscribed individuals will not be honored. Requests made after the event has started will not be honored.

Excessive revision of service needs (more than 3 revisions per event) may result in charges to the client of the event.

Events will be considered cancelled when the event does not start within 30 minutes of the event start time. When this occurs the event will not be permitted to take place. The Student Union or Station personnel will begin changing the room to the next event's set-up.

Removal of furnishings from one room/area to be put into another room/area is strictly prohibited. Violators will be asked to leave and may result in the suspension of or loss of scheduling privileges for up to one year.

Tower View Dining Room and First Ladies Dining Room have limited offered changes due to the room size and layout. Please consider this when requesting these rooms.

Due to limited quantities of furnishings special set-ups, may not be honored in certain rooms. See also: A/V and Furnishings. As a result Tower View Dining Room and First Ladies Dining Room may not have 72" round tables.

Groups with events occurring in the Ballroom should meet with the Student Union Event Coordinator regarding the set-up of your event one (1) week prior to the event, while large events in the Station should meet with the Station Complex director one (1) week prior to the event.

Please contact the Student Union Event Coordinator or the Station Complex Director regarding special set-ups prior to requesting your room to see if the set-up is possible. Please make arrangements for a meeting at least 24 hours in advance of the meeting.

Fire Safety

Due to fire regulations, the use of open candles is not allowed in any university facility. Enclosed candles may be used for special catered events. Special permission for the use of candles (Candle Request Form) may be obtained through the Student Union Event Coordinator or the Station Complex Director. A copy of the permission form must be filed with the Auxiliary Service Office one (1) week prior to the event. Groups who violate this policy may have their privilege of reserving facilities suspended. Groups are also responsible for cleaning charges and any damage charges incurred from the use of candles.

Fire safety devices may not be blocked, covered, moved or tampered with, which include exits, safety lights, and sprinkler systems. Violators will be asked to make other arrangements around the safety devices, immediately. Failure to do so will result in the loss of future reservations.

Storage

The Student Union and the Station have limited storage space available for clients to store small amounts of materials or equipment. Reasonable accommodations may be made, provided the space is available, and the request for storage is approved prior to the event.

Materials or equipment stored in designated storage areas for a period of time longer than the agreed time (not to exceed three (3) days), will be considered abandoned property and will be disposed of.

For groups expecting a significant amount of materials or equipment for their event, a room must be reserved for the storage of the materials and equipment. Storage area reservations should begin at least one 1 day prior to the event and until the event has concluded and all materials can be removed.

The client will be charged the Room Reservation Rate for the storage room. This policy is subject to but not limited to, additional tables, chairs, music equipment, etc.

Use of Space

Unauthorized use of space and equipment by non-sanctioned groups will not be supported by university services and may result in penalties, fees and loss of privilege.

A/V equipment and furnishings do not leave the Student Union or the Station unless special arrangements have been made two (2) weeks prior to the event and are at the discretion of the Student Union Event Coordinator or the Station Complex Director.

Sound Control

Sound must be kept at a reasonable level in consideration of other building users. The sound level will be considered excessive if complaints are received from other building users. Repeated disregard for this policy will result in a review of reservation privileges for the liable group.

The Student Union is a student activity center that also houses offices related to the university. It is this reason that patrons should be respectful of the office areas during the work day from 8:00 am – 5:00 pm, Monday – Friday.

Client Responsibility

The client acknowledges that as a state institution Northwest Missouri State University is not responsible for accidents, injuries, or losses of any kind suffered on our premises, even if negligent. Client assumes all risks and will defend and indemnify Northwest against any and all claims related to this use of Northwest's facilities.

The client is responsible for checking the event confirmation. Changes and/or discrepancies should be made immediately, by contacting the proper facility personnel, either the Student Union Event Coordinator for Student Union events and activities or the Station Complex Director for Station events and activities. If changes to the discrepancies are not requested, the client assumes all responsibility for those discrepancies.

The client is responsible for all members/participants, equipment and furnishings of the event. Any damages or losses incurred from the event will be charged to the client's account.

Policy Violations

Any group, organization, or individual(s) are responsible for the Student Union and the Station Policy and Procedures. Failure to adhere to these policies and procedures may result in fees, and/or other penalties that will be enforced at both locations. Violations that occur at the Student Union are applicable to the Station and vice versa.

Policy Violators will be notified of policy violations by letter. Upon the third policy violation, the delinquent group, organization, or individual will lose the use of the Student Union and the Station for a minimum of one trimester, and no longer than one year depending on the type of violations. In extreme circumstances there will be no notification prior to the enforcement of any penalties, such as but not limited to, Late Cancellations, cleaning or damage to furniture or rooms, violation of Fire Safety rules, etc.

Policy violations are determined at the discretion of the Student Union Event Coordinator or the Station Complex Director.

Policy Changes

These policies are subject to change without notice. Policy changes will take effect immediately and supersede the previous policy. If a violation should occur after the policy change, the violation will be taken into consideration before any action is taken.

Rate and fee charges are decided by the Board of Regents and will go into effect at their discretion.

Policy Addendum

Effective January 2, 2009

All events are subject to a security audit prior to final confirmation. Any and all large events that are requesting a large venue space will be shared with Campus Safety for an audit to best determine how to serve the event and protect the entire Northwest community. As a result of this audit Campus Safety/Security may be required at the event. If security is required a fee may be assessed. It may be determined that the event will not be approved. Not all events are appropriate for a campus community and those requiring personnel must work within the scheduling limits of that staff and other campus needs. If you have any questions please feel free to contact the Auxiliary Services Office or Campus Safety at any time.

Prepared by the Student Union Event Coordinator and the Station Complex Director for the 2009-2010 academic year. Supersedes any previous versions and will remain in effect until updated or amended.

Student Union Facility Options

Multipurpose Rooms

The Ballroom

The Ballroom is the largest multipurpose room available on campus. It has the ability to hold up to 500 people in a Theatre Style setting, up to 270 (with 10 people to a table) people at Round Tables (with the exception of dining events, then it is 216 with 8 people to a table) and up to 430 people in a Banquet Style setting. The addition of staging or risers decreases the capacity of this room.

The Boardroom

The Boardroom can hold up to 150 people Theatre style, up to 112 people at Round tables, or 76 people Conference style. This room is great for small lectures.

Tower View

This room is a large room that seats up to 102 people at round tables with up to 6 people to a table. This room can also be set in a theatre style setting for about 100 people. Due to the size and shape of the room, Tower View cannot be set up with 8' banquet tables for dining purposes. Due to the rooms particular layout it is not recommended for use as a banquet room with video equipment when set for capacity.

Dining Rooms

First Ladies Dining Room and Alumni Dining Room are given priority for dining events. Non-Dining events will be moved to an available space. (Note: Space may be in another building.)

First Ladies Dining Room

The First Ladies dining room is a medium sized dining room that can seat up to 36 people at small round tables, six tables of six. This room may be set up in a boardroom style for dining events but will only hold up to 20. This room may not be reserved room for weekly meetings and is primarily a dining area for faculty, staff, and guests of the university. The First Ladies Dining Room has a more elegant dining atmosphere than any other dining room on campus, depicting the current and former First Ladies of Northwest Missouri State University.

Alumni Dining Room

The Alumni Dining Room has a long boardroom style dining table for up to 16 people, looking out at the Administration building. One round table seating six (6) people may be set for a small private meal.

Meeting Rooms

All Meeting Rooms have 1 Ethernet connection and wireless internet, whiteboards and projector screens with the exception of Meeting Room E which does not have a projector screen.

Meeting Room A

The second largest meeting room, set up in a theatre style for 50. This room has no windows and is therefore ideal for presentations and movies.

Meeting Room B

Meeting Room B is set up in a U- Shaped Conference Style meeting room. Meeting Room B holds 21 people, with a head table for 2 people.

Meeting Room B can be set up theater style to accommodate 40 people.

Meeting Room C

Meeting Room C is set up with boardroom style for 24 people. Due to the size of the room, one (1) table and three (3) chairs will be removed for audio/visual equipment needs.

Meeting Room C can be set up theater style to accommodate 30 people.

Meeting Room D

Meeting Room D is set-up in a Classroom Style room which holds 30 people. There is a head table for two (2) people.

Meeting Room D can be set up to theater style to accommodate 50 people.

Meeting Room E

Meeting Room E is set up in a Boardroom Style setting with seating for up to 16.

The Living Room

The Living Room is a designated lounge area. Special permission may be granted to use this area for receptions open to the public or informal lectures and speakers. Furnishings will not be added to or subtracted from the Living Room. A/V Equipment will not be added to the Living Room. (Exceptions are a max of 2 8' tables for catering, podium with Mic, or a small 8' x 8' stage).

Available Student Union Equipment

LCD Projector w/ DVD/VCR	Microphone- Corded, Wireless, Lavalier	Portable System	Sound	TV w/ DVD/VCR
Laptop Computer	Portable CD Player	Document Camera		Overhead Projector
Projection Screens	Easels	White Boards		Post-it Flip Charts
Podium	Choral Risers	4' x 8' Staging		72" Round Tables
8' Banquet Tables	6' Conference Tables	6' Meeting Tables		4' Tables

The Station Facility Options

The Executive Meeting Room

This room is set up Boardroom Style with 12 executive chairs around an oval shaped table and may accommodate up to 15. This room is not available in any other seating arrangement. There is a whiteboard and a pull down screen.

West

Set up Conference style for 35. This room has a whiteboard and a pull down screen.

East

This room is set up theatre for 50. It has a whiteboard and pull down screen.

Center

This room is set classroom style for 64 but may be changed by special requests. Specific capacities vary depending on the room set-up. All catered meals must be done through this room or a combination of Center and another room. A 4' x 6' whiteboard may be brought in by request. The Teaching Station will be removed only by request.

Center with East, Center with West, Or Center with East and West

Center and a combination of either East, or West, or East, Center and West rooms may be used as one room by opening moveable walls. Under any of the available room combinations, different room arrangements are available. Please contact The Station Complex Director at (660) 541-2780 or the Station Front Desk at (660) 562-1440 for more information regarding capacities.

Please Note:

Station Center and East are unavailable from 6:00am - 12:00pm Monday through Friday.

After 12:00pm Center and East may be reserved but the room set-up will not be changed until the next designated set-up time.

The Executive Meeting Room and West are still available 24 hours a day seven days a week.

Catered events cannot take place in the Station from 7:00am – 5:00pm Monday through Friday. Exceptions are for snacks and self service items such as but not limited to coffee and tea, doughnuts and bread, trail mix and water or punch, etc.

Available Station Equipment

LCD Projector w/ DVD/VCR	Microphone- Corded, Wireless, Lavalier	Laptop Computer	TV w/ DVD/VCR
Podium	Portable CD Player	Document Camera	Overhead Projector
Projection Screens	Easels	White Boards	Post-it Flip Charts
4' x 8' Staging	4' x 6' White Board	8' Banquet Tables	72" Round Tables
6' Banquet Tables	4' Tables		