

# Taggart Student Center Policy Manual

Revised April 2022

# TAGGART STUDENT CENTER POLICY

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**UTAH STATE UNIVERSITY  
TAGGART STUDENT CENTER POLICY**

SECTION: Advertising

POLICY #: 200

TITLE: Advertising in the Taggart Student Center

APPROVED: 8-19-21

SUPERSEDES: 2-7-08

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Advertising in the Taggart Student Center is limited to designated locations. Advertising will only be for official University functions. Any exception must be cleared by the Taggart Student Center Director. The Taggart Student Center Director reserves the right to deny or remove any advertisement. Advertisements placed in non-designated locations such as entrances, windows, walls, furniture, restrooms, etc. will be discarded.

#### 1. POSTERS

Posters measuring no more than 11" x 17" may be posted on the board located across from the Post Office on the 1<sup>st</sup> floor of the building. Posters must be reviewed and stamped by Taggart Student Center Operations (212F). The board will be cleared of outdated posters on the 1<sup>st</sup> and 15<sup>th</sup> day of each month.

Additional boards may be located within specific departments and offices within the building. These departments and offices are responsible for reviewing and approving posters placed on these boards.

#### 2. BANNERS

Banners may be hung on designated wires on the 1<sup>st</sup> and 2<sup>nd</sup> floors of the building. One double-sided banner measuring 48" x 18" per individual activity or program may be posted at any one time. Organizations are responsible for hanging and removing banners. Banners must be reviewed and stamped by Taggart Student Center Operations (212F).

Reservations for using these wires may be made in advance through Taggart Student Center Operations:

USUSA. Wires may be reserved by USUSA no more than 14 days in advance. Banners may be displayed for up to 10 weekdays preceding the event.

UNIVERSITY DEPARTMENTS. Wires may be reserved by University Departments no more than 7 days in advance. Banners may be displayed for up to 5 weekdays preceding the event.

Any unused wires are available at the discretion of Taggart Student Center Operations.

Some wires have been assigned by the Taggart Student Center Director to specific departments and offices in the building. These departments and offices are responsible for scheduling and the reviewing and approving of banners.

#### 3. DIGITAL SIGNAGE

Displays for digital signage are located throughout the Taggart Student Center. For more information on digital signage please contact Taggart Student Center Operations.

Some digital displays belong to specific departments and offices within the building. These departments and offices are responsible for managing the displays. Please contact the specific department or office for more information.

#### 4. OUTDOOR SIGNAGE

BANNERS. Banners may be hung in designated outdoor locations. One banner per individual activity or program may be posted at any one time. Organizations are responsible for hanging and removing banners. Banners must be reviewed and stamped by Taggart Student Center Operations (212F).

Reservations for using these wires may be made in advance through Taggart Student Center Operations:

USUSA. Wires may be reserved by USUSA no more than 14 days in advance. Banners may be displayed for up to 10 weekdays preceding the event.

UNIVERSITY DEPARTMENTS. Wires may be reserved by University Departments no more than 7 days in advance. Banners may be displayed for up to 5 weekdays preceding the event.

Any unused designated locations are available at the discretion of Taggart Student Center Operations.

A-FRAMES. A-Frames may be placed in designated outdoor locations. Please contact Taggart Student Center Operations for more information.

SIDEWALK CHALK: Advertising with sidewalk chalk is prohibited. Any exception must be approved by the Taggart Student Center Director.

#### 5. BULLETIN BOARDS AND DISPLAY CASES

Bulletin Boards and Display Cases within the Taggart Student Center are assigned for specific use and to specific departments, office, and organizations. Inquiries and request for use of such should be directed to Taggart Student Center Operations.

#### 6. BUY/SELL BULLETIN BOARD

All items publicized for sale, rent, or otherwise must be posted on the Buy/Sell Bulletin Board located near the Campus Store on the 1<sup>st</sup> floor of the building. All items must be displayed on uniform cards and the board will be cleared on the 1st and 15th day of each month. These cards are available at Taggart Student Center Operations (212F).

#### 7. MILITARY RECRUITING

Materials for military recruiting are permitted in specific stands located inside the west entrance to the building. Placement of stands must be approved by the Director of the Taggart Student Center. Recruitment offices are responsible for maintaining displays. Failure to maintain the stand may result in the stand being removed.

#### 8. MAGAZINES

Magazine stands may be placed in designated locations with the approval of the Taggart Student Center. Organizations are responsible for maintaining the stands. Failure to maintain the stand may result in the stand being removed.

#### 9. NEWSPAPERS

Newspaper stands may be placed in designated locations with the approval of the Taggart Student Center. Organizations are responsible for maintaining the stands. Failure to maintain the stand may result in the stand being removed.

**UTAH STATE UNIVERSITY  
TAGGART STUDENT CENTER POLICY**

SECTION: Building Use

POLICY #: 275  
APPROVED: 8-20-01  
SUPERSEDES: New

TITLE: Emergency Procedures

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1. The Taggart Student Center will follow the general guidelines from the University Police Department for emergency procedures. Individual departments within the Taggart Student Center will be required to develop their own evacuation and emergency procedure in accordance with the Taggart Student Center Emergency Preparedness Manual.
2. The Taggart Student Center will attempt to do everything within its control to ensure a safe environment in compliance with federal, state, and local safety regulations. Taggart Student Center building staff should be informed of any accidents which occur in the building.
3. The Taggart Student Center Emergency Preparedness Manual outlines the specific procedures for the Taggart Student Center.

**UTAH STATE UNIVERSITY  
TAGGART STUDENT CENTER POLICY**

SECTION: Building Use

POLICY #: 301  
APPROVED: 4-22-97  
SUPERSEDES: New

TITLE: Public Event Scheduling Procedure

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1. UNIVERSITY clubs are not allowed use of facilities (Student Center, Recreation Center, HPER Building, playing fields) for public events unless the event is co-sponsored by USUSA or a university department.
2. Co-sponsorship means that USUSA and/or the department assumes complete responsibility for the event including a university staff adviser who will be involved with the planning and content of the event and will be present at the event.
3. The following procedure will take place to schedule and approve co-sponsored events:
  - a. The UNIVERSITY club contacts the appropriate scheduling secretary.
  - b. The club is referred to the Clubs Advisor of the Student Involvement and Leadership Center who is responsible for student programming.
  - c. The Clubs Advisor will determine if the event will be co-sponsored by USUSA or is co-sponsored by a department.
  - d. If there is no co-sponsor then the request is denied.
  - e. If it is determined that there is co-sponsorship, then the Assistant Director will notify the scheduling secretary in writing indicating co-sponsorship.
  - f. The scheduling secretary will then review and complete the Pre-event Planning Guide (see Policy No. 303 and Rental Agreement if applicable) with the advisor from the sponsoring department and the form(s) must be signed by the advisor and the facilities coordinator.
  - g. In the case of events sponsored by USUSA, the Pre-event Planning Guide must also be signed by the Assistant Director of Student Involvement and Leadership Center.
4. For public events presented by student organizations associated with a department (i.e., USUSA, Access & Diversity, International Student Council, IFC, Panhellenic, STOP, SAA, Club Sports, RHA, Mortar Board) the above procedure does not apply because it is understood that there is a university staff advisor responsible for the event. The advisor must complete the Pre-event Planning Guide (and Rental Agreement if applicable) with the scheduling secretary and the required signatures must be obtained.
5. For public events presented by student organizations associated with a department the advisor must complete the Pre-event Planning Guide (and Rental Agreement if applicable) with the scheduling secretary and the required signatures must be obtained.
6. Any request of facilities scheduled by Campus Recreation for public event programming must be coordinated with the Taggart Student Center Director or his/her designee and comply with Policy No. 301 and 302.

**UTAH STATE UNIVERSITY  
TAGGART STUDENT CENTER POLICY**

SECTION: Building Use  
TITLE: Public Event Approval Process

POLICY #: 302  
APPROVED: 4-22-97  
SUPERSEDES: New

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The USUSA Programming Board shall have the responsibility, under the direction of the Student Events Vice President, of planning, initiating, and administrating all student oriented activities as established by the USUSA Executive Council. It shall be the function of the USUSA Programming Board to plan, organize, and direct all student campus activities sponsored by the Taggart Student Center and to correlate all such activities that take place within the Taggart Student Center.

The following approval process shall be used:

1. Approved and scheduled in general calendaring meeting.
  - A. Appropriate Pre-event Planning Guide, Rental Agreement (if applicable), and Risk Management Manual followed.
  
2. Requests received after the calendaring meeting.
  - A. Scheduling secretary receives request.
  - B. Request put on agenda for Student Involvement and Leadership Center staff meeting.  
  
Request approved.
    1. USUSA sponsored.
      - A. Pre-event Planning Guide, Rental Agreement (if applicable) filled out and USUSA Risk Management Manual followed.
    2. Department or other sponsor.
      - A. Pre-event Planning Guide, Rental Agreement (if applicable) filled out, and Taggart Student Center Risk Management Manual followed.  
  
Request denied per Taggart Student Center Policy Manual.
  
3. Taggart Student Center scheduling requests for off-campus public events.
  - A. Scheduling secretary receives request.  
  
Request approved.
    1. Taggart Student Center assumes responsibility. Pre-event Planning Guide, (Rental Agreement (if applicable), and Taggart Student Center Manual followed if applicable.
    2. Department or other user assumes responsibility. Pre-event Planning Guide, Rental Agreement (if applicable), and Taggart Student Center Risk Management Manual followed.  
  
Request denied per Taggart Student Center Policy Manual.

**UTAH STATE UNIVERSITY  
TAGGART STUDENT CENTER POLICY**

SECTION            Building Use

POLICY #: 310

TITLE:             Fire Regulations and Event Decorations

APPROVED: 11-21-21

SUPERSEDES: 11-16-06

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The following regulations are given to ensure safety and to assist in proper planning for decorating Taggart Student Center Event Venues. Your complete cooperation is needed. If you have any questions, please contact Taggart Student Center Operations in room 212F or at 435-797-1724.

1. Fire Regulations:

- a. All exits must be free of obstacles, and exit signs must remain clearly visible.
- b. All paper materials must be flame proofed or fire retardant (see item 2).
- c. Any extensive electrical power demands must be coordinated through Event Services.
- d. Keep all paper and cloth free from light fixtures.
- e. No rolled/bulk plastic.
- f. Fire extinguisher compartments must be clearly visible.
- g. Fog machines will not be allowed in the building.
- h. Nothing shall be hung on or attached to ceiling sprinkler heads.
- i. The use of candles or other open flame devices is prohibited with the following exceptions as provided for in the Uniform Fire Code: (a) theatrical or other entertaining arts performances; (b) dining and food services areas; (c) special religious ceremonies; (d) educational purposes; (e) as otherwise approved by the USU fire marshal. All exceptions shall be reviewed and approved by the USU Fire Marshal and Risk Management Department.

2. Decorating Regulations:

- a. Painters tape must be used to secure decorations to walls, ceilings, floors, tables or chairs. Masking tape, Scotch tape, two-sided (carpet) tape, duct tape and glue in any form may not be used to secure decorations.
- b. Nails, tacks, staples, or other sharp objects may not be used to secure decorations to surfaces.
- c. Decorations may not be attached to draperies or curtains.
- d. Decorations may not be attached to light fixtures, fire detection and suppression systems, or air vents.
- e. Hay, straw, cornstalks, leaves and other similar flammable decorations are not permitted.
- f. Dirt, sand, gravel and other similar decorations are not permitted.
- g. Glitter, rice, and other similar decorations are not permitted.
- h. All free-standing decorations must be stable and anchored securely.
- i. All decorations should be painted or glued prior to being brought into the building.
- j. Approval must be given by Taggart Student Center Director to hang decoration on doorways or outside the event space.
- k. Ladders are available for use with decorating. Please coordinate with Event Services.
- l. Aerial lifts are available for ceiling and high decorating but must be operated by Event Services employees. Please coordinate with Event Services. Charges may apply. Others may be approved to operate the aerial man lifts by the Taggart Student Center Director.
- m. Taggart Student Center Operations assumes no responsibility for decorations left in spaces after the reservation period concludes.
- n. All decorations must be removed at the conclusion of the event. Additional cleaning and/or repair may result in charges to the event sponsor.



**UTAH STATE UNIVERSITY  
TAGGART STUDENT CENTER POLICY**

SECTION: Building Use

TITLE: Hours

POLICY #: 320  
APPROVED: 8-19-21  
SUPERSEDES: 2-22-18

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The Taggart Student Center will normally be open as follows:

Building Summer Hours:

Mon-Sat	=	6:45 a.m. - 8:00 p.m.
Sun	=	Building Closed

School Year Hours:

Mon-Sat	=	6:45 a.m. - 10:30 p.m.
Sun	=	Building Closed

These hours and days will vary depending on holiday schedules and special programming. When variations do occur, building hours will be posted on entrance doors.

The Student Involvement and Leadership Center may choose to extend student activities within the building until 1 a.m. on weekends without prior approval from the Taggart Student Center Director. Any other exceptions to the above hours must be approved through the Taggart Student Center Director or his/her designee.

Any permanent changes to hours stated above must be approved by the Taggart Student Center Policy Board.

**UTAH STATE UNIVERSITY  
TAGGART STUDENT CENTER POLICY**

SECTION:            Building Use  
TITLE:                User Groups & Facility Access

POLICY #: 340  
APPROVED: 11-21-21  
SUPERSEDES: 11-16-06

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The following policies relate to the individuals and groups that have access to the Taggart Student Center, their categorization, scheduling and reservation of event space in the Taggart Student Center. For purposes of clarification, two categories of usage are defined. The two categories differentiate university, and third-party organizations which may request use of the Taggart Student Center facilities and service. The Taggart Student Center was built primarily to serve students, faculty, staff, alumni groups and guests of the University.

1. There are two user categories: “University” and “Third-Party.”
  - a. University
    - (i) USUSA - Members of the elected Utah State University Student Association (USUSA) Executive Council and their respective committees comprise this group.
    - (ii) USUSA Registered - those registered under the jurisdiction of the USUSA Organizations & Diversity Vice President and approved by the USUSA Council of Student Clubs and Organizations.
    - (iii) Non-USUSA Student Organizations - those student organizations that are supported in their programming by an academic department/unit or a nonacademic department, i.e. multicultural student organizations, international student organizations, club sports teams, etc.
    - (iv) University Departments
    - (v) University groups hosting their professional associations and intercollegiate organizations, agencies, or other organizations of the University.
    - (vi) University groups sponsoring off-campus organizations' noncommercial functions which interrelate with various departments, organizations, and agencies of the University as colleagues and fellow students.

In all of the above uses of Taggart Student Center facilities, an authorized member of the University group must assume the responsibility for requesting reservations, providing set-up information, and providing a valid University Index or P-Card for any applicable charges. Users in the university category will not be charged for use of the facility.

- b. Third-Party
      - (i) All other users not defined as “University” are considered third-party. An authorized member of the third-party group must assume the responsibility for requesting reservations, providing set-up information, and providing a valid form of payment for any applicable charges. Users in the third-party category will be charged for use of the facility.
2. All event spaces in the Taggart Student Center are scheduled through USU Event Services
3. Priority of requests for use of the Taggart Student Center event spaces are as follows:
  - a. Administration emergency events.
  - b. University Office of the President & Provost
  - c. USUSA
  - d. USUSA Registered
  - e. Non-USUSA Student Organizations
  - f. University Departments
  - g. Third-Party

Following yearly priority scheduling, scheduling requests will be filled on a first-come/first-serve basis. However, administration emergency events may require adjustments in scheduling.

4. Due to the nature and size of select events, there will be instances in the year when the entire Taggart Student Center (including hallways and corridors, lounges, offices, and food service areas, etc.) will be scheduled for use. Examples of these events may include The Howl, Homecoming Week, Robins Awards, Mardi Gras, and Weeks of Welcome, Small Satellite Conference, etc. These must be approved by the Taggart Student Center Director.

**UTAH STATE UNIVERSITY  
TAGGART STUDENT CENTER POLICY**

SECTION: Building Use  
TITLE: Student Lounge Usage

POLICY #: 341  
APPROVED: 9-23-04  
SUPERSEDES: New

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The following policy relates to the usage of all open student lounge space in the building. Each lounge is listed, with a defined usage description. If a lounge is reservable, the scheduling guidelines in Policy No. 340 will be followed. Any exceptions to this policy must be approved by the Taggart Student Center Director or his/her designee. Hours of operation will be determined by TSC Director.

Sunburst/International Lounge

This is a multi-use lounge. In addition to student study/lounge space, events such as displays, student activities, meetings, conferencing, Food Service banquets, receptions, lectures, information tables, ticket sales, etc., may be reserved for this area. Scheduling reservations will follow Taggart Student Center Policy No. 340.

Juniper Lounge

This lounge, which includes the space in front of the auditorium, is not a programming/multi-use lounge. It is an open area to be used for student lounging and relaxation. Due to the nature and size of some student activity events, however, this space may be used for entire building events such as the Howl, Homecoming, Mardi Gras, and Spring Formal. Wedding receptions may be held in this area only during semester breaks or summer months before fall semester begins.

Ballroom Pre-Function

This lounge is designated for student study space. The only exception to this would be a pre-function request used in conjunction with a scheduled Ballroom event.

Registration Lounge

This lounge area outside the Registration office is open public lounge space. This space is not reservable.

Third Floor Activity Lounge

The lounge space, which includes both the sofa and the large table area, is an open public space. No reservations will be taken for this area. Clubs may use the large table area for meetings on a first-come, first-serve basis.

Math Tutoring Center

This Center is open public space, generally used as a student study area.

**UTAH STATE UNIVERSITY  
TAGGART STUDENT CENTER POLICY**

SECTION: Building Use

POLICY #: 360

TITLE: User Categories

APPROVED: 3-3-15

SUPERSEDES: 1-28-93

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For purposes of clarification, three categories of usage are defined. The three categories differentiate student, university, and off-campus organizations which may request use of the Taggart Student Center facilities and service. Charges for use of Taggart Student Center facilities differ as determined by the Taggart Student Center Policy Board. The Taggart Student Center was built primarily to serve students, faculty, staff, alumni groups and guests of the University. The Taggart Student Center is expected to generate significant income through users of its facilities and services in order to cover its operational expenses. Rates assessed to various user groups are determined by operational and maintenance costs and bond indebtedness.

Category 1 - Student Organizations

1. USUSA - Members of the elected Associated Students of Utah State University (USUSA) Executive Council and their respective committees comprise this group.
2. USUSA Registered - those registered under the jurisdiction of the USUSA Organizations & Traditions Director and approved by the USUSA Council of Student Clubs and Organizations (UNIVERSITY).
3. Non-USUSA Student Organizations - those student organizations that are supported in their programming by an academic department/unit or a nonacademic department, i.e. multicultural student organizations, international student organizations, club sports teams.

Category 2 - Utah State University

1. University Departments of Utah State University.
2. University groups hosting their professional associations and intercollegiate organizations, agencies, or other organizations of the University.
3. University groups sponsoring off-campus organizations' noncommercial functions which interrelate with various departments, organizations, and agencies of the University as colleagues and fellow students.

In all of the above uses of Taggart Student Center facilities, an authorized member of the University group must assume the responsibility for requesting reservations, providing set-up/catering information, and assuring payment by a valid University Index or P-Card of any applicable charges. Any proceeds from the reservation will remain in University Account

Category 3 – Non-profit & University sponsored off-campus organizations

1. Organizations that have a current 501(c)(3)
2. Organizations that are contracted through a University entity, i.e. Conference Services

Category 4 - Off-campus organizations which have no direct affiliation with Utah State University

Provided that extension of services and facilities does not interfere or conflict with direct University use of the Taggart Student Center, off-campus reservations may be accepted according to Taggart Student Center Policy as established by the Taggart Student Center Policy Board. Any applicable charges will be assessed as per Taggart Student Center Policy Manual. In such instances it is important that the University not unnecessarily offend other operations within the community which provide facilities and services specifically designed to serve similar functions of off-campus organizations. Such requests for use should be initiated by off-campus organizations and not directly solicited by the Taggart Student Center through off-campus advertising.

#### Category 4 – Use Restrictions

- a. General fund-raising events for profit purposes are not appropriate to be held in the Taggart Student Center. Vendors requesting use of tables will be subject to policy as outlined in the Taggart Student Center Policy Manual. Registered charities and recognized political parties may be excepted from this restriction as outlined in the Taggart Student Center Policy Manual.
- b. As the Taggart Student Center is not intended to be a public facility, per se, non-university groups may not host or present events for other than their own membership unless sponsored by a University Department.
- c. Reservations may not be confirmed prior to the Taggart Student Center general calendaring meeting held annually each April. This restriction is made in order to preserve availability of the Taggart Student Center facilities for University use.

#### Category 4 – Classification of Use

- a. Universities and colleges other than Utah State University:  
Organizations of other institutions of higher education are both welcome and encouraged to use Taggart Student Center facilities when appropriate.
- b. Government organizations:  
City, county, state, and federal offices may request the use of the Taggart Student Center facilities and services and are encouraged to do so as Utah State University is a public institution of higher education. Due to the nature of these organizations, their functions are not always restricted to only the organizations' members/employees (e.g., public hearings).
- c. High schools and high school reunions:  
The hospitality and exposure of the University through the Taggart Student Center to high school students, faculty, and parents is considered a valuable asset to the University as it seeks to attract new students and support for the institution. It is important that such functions, particularly when they involve high school students are appropriate ones for taking place on the University campus and within the Taggart Student Center. Recognized high school organizations with faculty advisors (e.g., student governments, activities councils, pep clubs, etc.) desiring to sponsor dances to which only members of the sponsoring high school may attend are most welcome to consider Taggart Student Center facilities as they may be available. The Taggart Student Center is not deemed appropriate for functions to which all high school students in the community are invited or functions directed to high school students sponsored by organizations not directly affiliated with a high school.
- d. Community service and recreational organizations:  
Community service, recreational organizations and any of their affiliated groups may request use of Taggart Student Center facilities and services (Rotary and Lions Clubs, Jr. Chamber of Commerce, Boys Clubs, etc.). However, Taggart Student Center facilities may not be reserved for their weekly or monthly meetings on a regular basis.
- e. Religious organizations (not registered as a student organization with UNIVERSITY Clubs):  
Religious organizations may request use of the Taggart Student Center facilities for social, recreational and educational activities. It is not generally appropriate to use the Taggart Student Center facilities for actual worship services.
- f. Political organizations (other than registered UNIVERSITY Clubs groups):  
Requests for the use of space in the Taggart Student Center by recognized organizations of a political nature are to be submitted to the Taggart Student Center Director. In order to recognize the sensitivity of the University partisan position, each request will be coordinated with the University President's office and/or designee.
- g. Professional associations, national/regional organizations and clubs (non-college):  
Professional associations and clubs not affiliated in any direct manner with the University may request the use of Taggart Student Center facilities. Such requests should be forwarded to the Conference & Institute office for further review.

- h. Commercial organizations:  
It will often be appropriate for commercial organizations and companies to be sponsored by a University department or agency before using Taggart Student Center facilities, e.g., many educational seminars or training workshops. However, commercial organizations may be eligible to directly make reservations for their non-commercial activities in the Taggart Student Center. Activities with proclivity to the University climate are especially welcome, e.g., those using other University resources as well. Decisions concerning these requests will be made with particular regard to the propriety of the activity and sensitivity to community interests. Reserving the Taggart Student Center facilities by commercial organizations for purposes of carrying out their business operation as it regards soliciting and selling to the actual customer is inappropriate unless arranged for through a University department in order to specifically serve other University departments and agencies. (Refer to Taggart Student Center Policy Manual.)
- i. Individuals may reserve the Taggart Student Center for weddings, anniversaries and family reunions.

**UTAH STATE UNIVERSITY  
TAGGART STUDENT CENTER POLICY**

SECTION: Building Use  
TITLE: Tables/Vendors/Fundraisers

POLICY #: 380  
APPROVED: 4-8-96  
SUPERSEDES: 3-27-95

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Table permits are intended for the following reasons:

1. Distribution of literature.
2. Promotion of activity/event.
3. Information regarding a group or organization.
4. Survey or recruitment.
5. Fundraising.
6. Ticket sales.

The guidelines for table usage will be as outlined below:

1. USUSA, USUSA registered, non-USUSA student organizations, and University departments may schedule tables for non-selling distribution of information regarding their groups and/or organizations as long as such information does not violate any section(s) of the Student Code and/or University Codes. The use of the tables will be scheduled at no charge to student organizations and University departments. Scheduling will be done with the Taggart Student Center scheduling secretary.
2. USUSA, USUSA registered, non-USUSA student organizations, and University departments may schedule tables for fund-raising and/or promotional activities providing all money received reverts back to the organization and/or department to promote its mission and purpose. It is the responsibility of the organization or department to verify this. Volunteers from the organization and/or department must perform all labor. The use of the tables will be scheduled at no charge to the student organizations and University departments. Scheduling will be done with the Taggart Student Center scheduling secretary. This policy must also follow the guidelines listed in the Guideline Matrix For Distribution of Goods and Services on Campus which is included as Policy No. 382.
3. Off-campus Vendors
  - a. No off-campus vendors are allowed to solicit inside or outside of the Taggart Student Center. Off-campus vendors will not be sponsored by USUSA, USUSA registered, non-USUSA student organizations, or University departments in the Taggart Student Center. Off-campus vendors are only permitted for special event type activities, i.e. A-Day, Week of Welcome, etc. Such events must be approved by the Taggart Student Center Director at least 30 days prior to the event, and, where deemed necessary, approved by the Taggart Student Center Policy Board. Selection of vendors for this type of event must follow the USU purchasing procedures and guidelines. A table rate may be assessed to participate in such special event.
  - b. Volunteer/service type organizations may schedule space in the Taggart Student Center if sponsored through the USUSA Val R. Christensen Service Center or the Taggart Student Center. They will not be assessed a fee for the table space use.
  - c. University related vendors, i.e. Peace Corp, Marine Recruitment, Employment, Graduate School Recruitment, must be sponsored by a University department and will not be assessed a charge for the use of the table. However, if the vendor is selling a product or service, \$50 will be charged for the table use. Money collected will be deposited in the Student Development fund.

NOTE: An off-campus vendor, as defined in b or c above, may reserve space once a semester for two consecutive days.

4. Table space for four four-foot tables will be assigned for use on the first floor of the Taggart Student Center. Two tables will be used by USUSA, with three tables available for student organizations and University departments. Reservations and location for such tables will be assigned through the Taggart Student Center

scheduling office. No table permits will be issued during the first week of the semester and during finals week of any given semester.

- a. The Bookstore is assigned space for one four-foot table. The table will be located on the east side of the Bookstore entrance. This table will be assigned through the Taggart Student Center scheduling office.
- b. Table permits will not be issued for student employee recruitment. Employer requests will be accommodated at the Summer Job Fair. Any exceptions for local seasonal employers will be through the Director of the Taggart Student Center based on table space availability per this policy.

This policy pertains to the Taggart Student Center building and the adjoining Hub patio and fountain patio areas. Tables may be scheduled outside, based on table availability and programming. Outdoor activities at these locations may also require approval from Facilities and the Vice President for Student Services. Any exceptions to this policy must receive approval from the Director of the Taggart Student Center, room 220. Any signs or materials left on or behind the table will be disposed of after 5:00 p.m.

Priority scheduling of tables will be as follows:

- Group 1: USUSA will schedule tables for major events during the year at the annual calendaring meeting. One table will be reserved for their use. Other USUSA events during the year may be scheduled 14 calendar days in advance, with the table being used for not more than 10 working days preceding the activity. Exceptions may be made through the Student Involvement and Leadership Center.
- Group 2: USUSA registered and non-USUSA student organizations may reserve tables 12 calendar days in advance, with the table being used for 1-3 working days preceding the activity, but not to exceed three (3) total days in any given month.
- Group 3: University departments may reserve tables 10 calendar days in advance, with the table being used for not more than three (3) working days preceding the activity, not to exceed three (3) total days in any given month.

Any table space unused on any given day will be given out on a first-come first-serve basis after 10 a.m.



**UTAH STATE UNIVERSITY  
TAGGART STUDENT CENTER POLICY**

SECTION: Building Use

POLICY #: 381

TITLE: Table Permit

APPROVED: 3-3-93

SUPERSEDES: 1-28-93

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Name of Organization\_\_\_\_\_

Purpose of Display\_\_\_\_\_

Person in Charge\_\_\_\_\_

Date\_\_\_\_\_ Approved by \_\_\_\_\_

1. Tables must be placed between the Bookstore Buy Back window and west Bookstore entrance (textbook side). Tables must not protrude more than five feet from the front of the table to the wall.
2. The table permit must be visibly attached to the table. **The permit is good for one four-foot table only.**
3. It is the responsibility of the using party to **set up** and **put away** their table after use (tables are located under the southeast staircase). Violation of this policy will restrict organization's ability to reserve table space.
4. Only one table is permitted per organization.
5. Materials are to be confined to the table. **No banners or flyers are to be attached to any wall or column. Nothing shall be hung on or attached to ceiling sprinkler heads. (Easels are available in scheduling office.)**
6. Any organization using any type of sound or amplification system must maintain the volume at a level that is non-disruptive to other organizations and/or surrounding business operations.
7. Information is to be distributed and conducted at the tables. No soliciting of information shall be conducted in the hallway traffic area. Violation of this policy will restrict organization's ability to reserve table space.

Any variation to this policy must receive approval from the Director, Taggart Student Center, Room 220. Any signs or materials left on or behind the table will be disposed of after 5:00 p.m.

**PLEASE DISPLAY THIS PERMIT ON YOUR TABLE**

## UTAH STATE UNIVERSITY TAGGART STUDENT CENTER POLICY

SECTION: Building Use

POLICY #: 390

TITLE: Use of Facilities

APPROVED: 6-2-21

SUPERSEDES: 1-28-93

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The following policies relate to the use of the Taggart Student Center facility by students, University organizations, and non-university organizations:

1. The use of the Taggart Student Center is for University students, faculty, staff, and University guests. Persons who are engaging in behavior that is disruptive to the day-to-day operations of the Taggart Student Center may be asked to leave, and the incident reported to the USU Police Department.
2. Requests for use of space in the Taggart Student Center by recognized organizations of a political nature are to be submitted to the Taggart Student Center Director or his/her designee. In order to recognize the sensitivity of the University partisan position, each request will be coordinated with the University President's office and/or designee. Political groups that are predominantly University students and faculty (90% of the membership) shall use the Taggart Student Center meeting rooms without charge. Those groups using the facilities for business other than regularly scheduled meetings, or where admission is charged (including donations), will be charged the regular non-campus rates.
3. Outdoor amplification may be used only if it does not interfere with University functions and is not disruptive to nearby classrooms. Any exception to this policy must be approved by the Taggart Student Center Director or his/her designee.
4. Animals are not permitted in the Taggart Student Center. Exception to this policy would include animals used in counseling sessions or certified service animals.
5. Bicycles are not permitted in the building. Bike racks are located near the east and west entrances to the building. The use of skateboards, roller-blades, and scooters are not permitted in the building.
6. Shirts and shoes must be worn in the Taggart Student Center.
7. Publishers of public newspapers may place a rack in the building and regularly stock it for the dissemination of their publications. Placement of racks are subject to the discretion of the Taggart Student Center Director or his/her designee. The Taggart Student Center reserves the right to limit the number of racks and publications based upon space restrictions.
8. In accordance with State of Utah law, Utah State University is an alcohol-free campus. In accordance with the State of Utah Clean Air Act, smoking is not allowed within 25 feet of the building.
9. The ID Card Office, room 212, is the official location for lost and found items in the Taggart Student Center. University Police is the official location for lost and found items for the campus.
10. Keys requested for the Taggart Student Center will be issued upon approval and in accordance with the policy set through the USU Key Office.
11. Any dance open to the general public must be co-sponsored by USUSA or a University Department (see Policy No. 301). Any exceptions to this must be approved by the Taggart Student Center Director or his/her designee. Co-sponsoring means that USUSA and/or the department assumes complete responsibility for the event. Scheduling of dances by off-campus organizations or groups must be approved by the Taggart Student Center Director.
12. Movies rated G, PG, PG-13, and R may be shown on campus. Age will be verified via student or state ID for Movies rated R. Movies must be approved by the advisor of the sponsoring organization. Video copyright laws must be strictly enforced. In order to guarantee compliance, Event Services must have verification from the movie, video company, or individual producer before movie or video can be shown.
13. To prevent harm, both physically and socially to the students and constituents of Utah State University, the Taggart Student center does not allow any group, student or otherwise to host, sponsor, or endorse date auctions or kissing booths.

# TAGGART STUDENT CENTER POLICY

SECTION: Food  
 TITLE: Food Policy

POLICY #: 500  
 APPROVED: 2-28-08  
 SUPERSEDES: 2-15-07

In providing food services and products the following guidelines were developed to better serve the students and campus community.

POLICY	USUSA1	USU DEPT	OFF CAMPUS
<b>SCHEDULING:</b>			
1. Scheduling required with TSC scheduling secretary, Room 326 TSC.	X	X	X
2. The TSC patio may be scheduled for food events on Tuesday & Thursday only, one group per day2, priority will be as follows: a. USUSA Council.1 b. Other groups as approved by the Taggart Student Center Executive Director.3	X	Must go thru Dining Services	Must go thru Dining Services
<b>CITY LEGAL REQUIREMENTS:</b>			
1. Food must meet Bear River Health Department Standards and comply with TSC Policy #501 (Temporary Food Service Permit).	X		
2. Outside Caterer must have on-site permit.	X		
<b>BID AND PROCUREMENT PROCESS:</b>			
1. Groups allowed to bring in outside catering.	X		
2. Food expenses totaling less than \$150 estimated value do not require a bid from Dining Services.	X		
3. Food expenses totaling more than \$150 estimated value require a bid from Dining Services.	X		
4. All catering costs totaling \$1,000 or more must comply with Purchasing Departments bid process.	X		
5. Any donated food must meet Bear River Health Department standards and comply with TSC Policy #501 and will be considered a bid of zero. <i>Dining Services has first right to donate food items.</i>  On rare occasions donated food may be allowed by the Classified Employee Association (CEA), Professional Employee Association (PEA), and the Admission Office. Any other exceptions will require advance approval by the Executive Director of the TSC and Executive Director of Dining Services.	X		
6. Currently USU has a contract with Pepsi. All beverages distributed on campus, whether purchased or donated, must be Pepsi products.	X		
<b>USAGE FEES</b>			
1. An overhead cost of 10% will be assessed to an approved student group on the total meal cost for outside caterers and deposited in the TSC building operations account. Distribution of these funds will be determined by the Executive Director of the Taggart Student Center and the Executive Director of Dining Services. 2. An overhead cost will be assessed to an approved student group for use of the kitchen, cooking equipment, etc. a. Authorization for use will be determined by the Executive Director of Dining Services. b. Upon authorization, the current Schedule of Fees for Dining Services will apply as approved by the TSC Policy Board.	X		
<b>GUIDING PRINCIPLES</b>			
1. Use of Dining Services kitchens by approved student groups will only be allowed with the permission and under the supervision of Dining Services and must comply with USU Risk Management policies and procedures. 2. Outside caterers will not be allowed to use Dining Services kitchens.	X		

1 ASUSU Council, Multicultural Student Services and International Students and Scholars.

2 Exceptions may be made for week-long events such as International Week and college weeks and national celebration days that do not fall on Tuesdays or Thursdays. Student organizations may also have days other than Tuesdays and Thursdays if the items being sold are purchased through Dining Services (i.e. Aggie ice cream). These exceptions should be approved by the Executive Director of Dining Services Food Services.

3 Historically the Classified Employee Association (CEA), the Professional Employee Association (PEA) and the Ceramic's Guild are the only USU organizations that have been approved to use the TSC patio.

**UTAH STATE UNIVERSITY  
TAGGART STUDENT CENTER POLICY**

SECTION: Food  
TITLE: Temporary Food Service Permit

POLICY #: 501  
APPROVED: 2-28-08  
SUPERSEDES: 1-1-98

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In accordance with the Bear River Health Department and the USU Risk Management Services, the following procedure shall be followed for any group/organization providing food items to the general public in the Taggart Student Center and outside patio area.

**TEMPORARY FOOD SERVICE EVENT REQUIREMENTS**

STEPS TO COMPLETE FOR TEMPORARILY SERVING FOOD TO THE PUBLIC

1. Department approves event.
2. Department assigns advisor to oversee and attend the event.
3. Advisor meets with organization leader(s) conducting the event, completes Temporary Food Services Permit Application, reviews the requirements to be met, and identifies permit applicant.
4. Ten (10) days prior to the event, the permit applicant takes application to Bear River Health Department, 655 East 1300 North, Logan, remits fee, and obtains a permit and guidebook, "Food Safety Guide for Temporary Events." A copy of the permit must be submitted to the Scheduling secretary.
5. The advisor ensures the above requirements are met as well as the requirements in the health department guidebook.

IN ADDITION TO THE PERMIT, AT LEAST ONE PERSON IN THE BOOTH MUST HAVE A CURRENT FOOD HANDLER'S CARD OR FOOD MANAGER CERTIFICATE. THIS PERSON MUST SUPERVISE OPERATIONS AT ALL TIMES.

Contact the Bear River Health Department at 792-6570 for food handler's class times and locations.

SECTION: Food  
TITLE: Temporary Food Service Permit

POLICY #: 501  
APPROVED: 1-01-98  
SUPERSEDES: New

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In accordance with the Bear River Health Department and the USU Risk Management Services, the following procedure shall be followed for any group/organization providing food items to the general public in the Taggart Student Center and outside patio area.

### **TEMPORARY FOOD SERVICE EVENT REQUIREMENTS**

(All of the steps below must be completed to have a successful event)

#### PERMIT (Steps to obtain)

1. Call local Governmental agency in charge for appointment with Inspector (Bear River Health Department, (435) 792-6500, Max Gyllenskog, Inspector) preferably ten (10) days prior to the event. See #4 below for applicable fees.
2. Complete applications reverse side and take it to the Inspector.
3. Review all the requirements with the Inspector and get any questions answered.
4. Remit \$20/day fee, plus an additional \$5.00 for each extra day to obtain the permit. (*Applications made within 7 days of the event will be charged an additional \$5 fee, and within 24 hours of the event, an additional \$20 fee.*)
5. Training of about 10 minutes is provided about State rules and regulations governing temporary events (*Also see food handler card and training required in last step below.*)

#### FOOD HANDLER'S CARD AND CERTIFICATION

In addition to the permit, at least one person in the booth must have a current food handler's card or food manager certification. This person must supervise operations at all times. (*Training for this is provided each Monday for about 1-1/2 hours at 3:30 p.m. at the Bear River Health Office year-round except for holidays. The card is issued immediately upon completion of the class.*)

#### REQUIREMENTS (Steps to complete to pass inspection)

- Stand must be located in a neat, clean area, free from litter.
- Stand must be covered overhead to prevent contamination from above and barriers on three sides to prevent access by non-workers.
- Floor must be clean and dry or on grass.
- Hand washing facilities (with warm water, soap, and disposable towels.) MUST BE PROVIDED AND USED.
- An adequate supply of clean, potable water from an approved source is required.
- Wastewater must be disposed of in an approved sewer.
- All food preparation must be done on site or in a Department approved kitchen. Foods will not be prepared in a home kitchen.
- All food items must be from an approved source.
- All onsite food preparation must be confined to the rear of the booth or away from consumers. Sneeze guards must be provided for all self-service foods.
- Sufficient garbage containers for food prep/service must be provided.
- Adequate refrigeration and heating facilities must be provided to ensure proper temperature control. Cold foods must be held at 41° F or below, hot foods must be held at 135° F or above.
- An accurate stem thermometer is required.
- All ice must be packaged and from an approved source. Ice may not be stored on the ground. No wet storage in ice intended for human consumption.
- Wet storage of canned or bottled, non-potentially hazardous, beverages is acceptable when the water

contains at least 10 ppm chlorine and the water is changed frequently to keep the water clean; ice without chlorine must be properly drained.

- No dipping of drinks or ice for drinks. An ice scoop with handle must be used for drink ice.
- All food products, single serve items, and dry goods must be stored off the ground.
- All personnel must wear clean clothing. HAIR RESTRAINTS MUST BE WORN BY ALL PERSONS IN THE BOOTH.



**UTAH STATE UNIVERSITY**  
**TAGGART STUDENT CENTER POLICY**

SECTION: Procedure and Policy Board

POLICY #: 600

TITLE: Board Structure, Organization and Procedures

APPROVED: 4-1-2022

SUPERSEDES: 2-22-18

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The following policies relate to the structure, organization and procedures of the TSC Policy Board

1. The Taggart Student Center Policy Board will hear recommendations, make suggestions, discuss proposals, and make all decisions pertaining to Taggart Student Center Policy.
2. A new policy recommendation, adjustments to existing policy or removal of policy may be submitted to any member of the Taggart Student Center Policy Board. This will then be presented, and voted on by the Board.
  - a. The Board will meet a minimum of three times a year during the following months; January, March and September.
  - b. At the discretion of the Taggart Student Center Policy Board, a formal presentation to the policy board may be approved.
  - c. After reviewing the recommendation, a simple majority vote from the voting members of the Taggart Student Center Policy Board will be required to become new policy, adjustments to existing policy or removal of policy.
3. Listed are the seven voting members of the policy board:
  - Logan Vice President (Chairperson; will only vote in instance of a tie)
  - Student Events Executive Director
  - Student Advocate Vice President
  - Organizations and Diversity Executive Director
  - Vice President for Student Affairs
  - Associate Vice President of Student Affairs
  - Associate Vice President of Business and Finance
4. Other Members of the board as follows but not limited to:
  - Associate Director of Student Involvement and Leadership
  - Director of the Taggart Student Center



**UTAH STATE UNIVERSITY  
TAGGART STUDENT CENTER POLICY**

SECTION:           General  
TITLE:             Free Speech and Advocacy

POLICY #: 800  
APPROVED: 01-11-02  
(Board of Trustees)

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000.1           POLICY

1.1           The University is committed to ensuring that all persons may exercise the constitutionally protected rights of free expression, speech, assembly, and worship.

1.2           The time, place, and manner of exercising speech and advocacy on the campuses are subject to campus regulations that shall provide for noninterference with University functions and reasonable protection to persons against practices which would make them involuntary audiences.

000.2           SPEECH AND ADVOCACY

2.1           The University has a special obligation to protect free inquiry and free expression. All persons may exercise the constitutionally protected rights of free expression, speech, and assembly on University grounds generally open to the public. However, such activities must not interfere with the right of the University to conduct its affairs in an orderly manner and to maintain its property, nor may they interfere with the University's obligation to protect rights of all to teach, study, and fully exchange ideas. Physical force, the threat of force, or other coercive activities used to subject anyone to a speech of any kind is expressly forbidden.

A. Time, Place, and Manner Regulations - Orderly behavior and the normal conduct of University affairs shall govern time, place, and manner of exercising free speech and advocacy. Regard for the privacy of others shall be observed, and reasonable precautions shall be taken against practices which would make persons on campus involuntary audiences, impede traffic, threaten public safety, or create a public nuisance.

For Clarification:

1.           An involuntary audience is a situation where the listener has no reasonable means or opportunity to avoid the message being delivered and is captive to the situation against their will.
  2.           A public nuisance is an unreasonable interference with rights common to the general public such as conditions dangerous to health, offensive to community moral standards, or unlawfully obstructing the public in the free use of public property in a manner that may otherwise be subject to a civil injunction or criminal prosecution. (Black's Law Dictionary)
- B. Preferred Areas for Public Gatherings - Preferred areas for outdoor public meetings and gatherings are the Taggart Student Center patio and the Quad, subject to prior space commitments. Access to these, or other less obvious public free speech areas and properties, including indoor facilities, may be secured by assignment of the Vice President for Student Services on a first come, first served basis.
- C. Amplification - Outdoor amplification may be used only if it does not interfere with University functions and not significantly audible within nearby classrooms. Guidelines for amplification and preferred hours of use are available from Student Services in the Taggart Student Center, or the appropriate scheduling office.
- D. Non-University Speakers - Non-University persons are permitted to speak in areas of the campus open to the public without invitation; however, because such areas are limited, a reservation may be required from Student Services or appropriate scheduling office.

Except as provided in Section 3.1, non-University persons may address meetings in all other areas only by invitation from a registered campus organization, USUSA, University departments, recognized academic and administrative units, and USU Alumni organizations. Faculty members may invite non-University persons to appear in classes in accordance with the academic policy on guest lecturers.

2.2           These policies and campus regulations in no way constitute prohibitions on the right to express political views by an individual in the University community. The University recognizes, supports, and shall not abridge the constitutional rights of faculty, students, or staff to participate, either as individuals or as members of groups, in

the political process of supporting candidates for public office of any other political activity.

00.3 UNIVERSITY GROUNDS OPEN TO THE PUBLIC

- 3.1 On University grounds open to the public generally, as may be described in the campus regulations, all persons may exercise the constitutionally protected rights of free expression, speech, assembly, worship, and distribution and sale of noncommercial literature incidental to the exercise of these freedoms. Such activities shall not interfere with the orderly operation of the campus and must be conducted in accordance with campus time, place, and manner regulations.
- 3.2 For the purpose of these regulations, “grounds open to the public” are defined as the outdoor areas of the campus (lawns, patios, plazas) that are at least 20 feet from the entrances/exits of campus buildings and parking lots, and that do not restrict movement on campus walkways and are also a safe distance from the curbs of campus roads. All activity in these areas must be conducted in such a way that traffic is not impeded and the normal activity in classrooms and offices is not disrupted. Overnight camping on University property is prohibited. Tables or moveable stands may not be placed in areas where passages to any entrances or walkways are blocked. Procedures regarding time, place, and manner are set forth in Section 000.2 of this document.

00.4 UNIVERSITY SUPPORT, SPONSORSHIP, OR ENDORSEMENT – UNIVERSITY NEUTRALITY

- 4.1 All individuals or organizations using University properties and services must avoid any unauthorized implication that they are sponsored, endorsed, or favored by the University.
- 4.2 As a State instrumentality, the University must remain neutral on religious and political matters. The University cannot sponsor or fund religious activities, and cannot sponsor or fund political activities, except when authorized for University purposes by the Regents or the President or their designees.

**UTAH STATE UNIVERSITY  
TAGGART STUDENT CENTER POLICY**

SECTION: Building Use

POLICY #: 801

TITLE: Time, Manner and Place

APPROVED: 9-23-04

SUPERSEDES: New

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The University is committed to ensuring that all persons may exercise the constitutionally protected rights of free expression, speech, assembly, and worship. The time, place, and manner of exercising speech and advocacy on the campuses are subject to campus regulations that shall provide for noninterference with University functions and reasonable protection to persons against practices which would make them involuntary audiences.

All individuals wishing to exercise these freedoms are required to register with the office of the Vice President for Student Services and complete the following Time, Manner and Place Permit.



TIME, MANNER AND PLACE PERMIT

The University is committed to ensuring that all persons may exercise the constitutionally protected rights of free expression, speech, assembly, and worship.

The time, place, and manner of exercising speech and advocacy on the campuses are subject to campus regulations that shall provide for noninterference with University functions and reasonable protection to persons against practices which would make them involuntary audiences.

I/We, the undersigned, request the following be approved, and agree to abide by the following regulations. (Any exemptions to the following must receive prior approval from the office of the Vice President for Student Services.)

I/We will not attempt to:

1. Breach the peace.
2. Physically obstruct pedestrian traffic.
3. Physically obstruct vehicular traffic.
4. Interfere with classes or other scheduled meetings.
5. Damage University property.
6. Discard banners, placards, picket signs, leaflets, pamphlets, handbills or other literature or materials in a manner which litters University property.
7. Permanently occupy land areas or permanently locate signs and posters.
8. Erect structures, shelters, or camps.
9. Sleep overnight on University property.
10. Must be at least 20 feet from the entrances/exits of campus building and parking lots and do not restrict movement on campus walkways and also a safe distance from the curbs of campus roads.

Nature of Activity: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Place: \_\_\_\_\_

(Note: Actual date, time, and location will be determined by Scheduling Office to ensure non-interruption of University functions.)

Printed Name: \_\_\_\_\_

Date Approved: \_\_\_\_\_

Signature: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Individual/Organization: \_\_\_\_\_

\_\_\_\_\_  
Vice President for Student Services  
or Designee

- USU Police Faxed (797-3756)
- President's Office Faxed (797-1173)
- Media Relations Faxed (797-1250)
- Scheduling Office

Sound equipment & set-up needs must be coordinated through Ken Bown at 797-3242. Rental rates will be explained.(When signed and

approved appropriately, a copy of this form will serve as the permit.)

