

POLICIES



COMSTOCK MEMORIAL UNION

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Building Information

OUR MISSION

The Comstock Memorial Union builds community to advance student success and spark Dragon Pride.

INTRODUCTION

In support of the mission of Minnesota State Moorhead, the Comstock Memorial Union (CMU) provides facilities for educational, social, recreational, and cultural activities for students, employees, and guests.

All use of the CMU is governed by University Policies and CMU Policy Guidance. Exceptions may be approved by the CMU Director. Individuals who do not comply with these policies may forfeit access to CMU facilities.

Proposed changes to CMU policy guidance will be reviewed with designated student leadership groups (e.g., Student Senate, Comstock Union Committee).

BUILDING HOURS

The building hours for the CMU will be determined according to the needs and interests of the Minnesota State Moorhead community and data gathered from the facility people counter system. The standard operating hours are listed below. Hours during breaks, holidays, etc. vary and are posted on the CMU website. (<https://www.mnstate.edu/cmu/>)

School Year Standard Building Hours

Monday – Thursday: 7:00am – 11:00pm
Friday: 7:00am – 10:00pm
Saturday: 10:00am – 10:00pm
Sunday: 10:00am – 11:00pm

Summer Building Hours

Monday – Thursday: 7:30am – 4:45pm
Friday: 7:30am – 4:45pm
Saturday: Closed
Sunday: Closed

BUILDING OVERSIGHT

CMU professional staff and authorized personnel, General Maintenance Workers and Student Building Managers shall have the following authority to manage the facility and the outside areas adjacent to the facility:

- To ensure a safe, welcoming, respectful environment for all customers.
- To enter or inspect all CMU spaces.
- To ensure customer compliance with University Policies and CMU Policy Guidance.
- To ensure customer compliance with all federal, state and local laws.

All users of the CMU must comply with all University Policies, additional CMU Policy Guidance outlined in this document and all federal, state and local laws. Failure to comply can result in the termination of scheduled event or removal from the facility.

University Policies

All events and activities in the CMU must comply with Minnesota State Moorhead University Policies.

The CMU enforces these University Policies and provides additional facility-specific guidance where necessary. In cases where CMU guidance is more restrictive, CMU policy will apply within the facility.

For complete University Policy information, see: <https://www.mnstate.edu/policies/>.

ALCOHOL AND OTHER DRUG POLICY

View Policy: <https://www.mnstate.edu/about/policies-procedures/list/alcohol-drugs/>

ALCOHOL SPECIAL EVENT USE POLICY

View Policy: <https://www.mnstate.edu/about/policies-procedures/list/alcohol-special-event/>

ANIMALS ON CAMPUS POLICY

View Policy: <https://www.mnstate.edu/about/policies-procedures/list/animals-on-campus/>

Emotional Support Animals: <https://www.mnstate.edu/about/policies-procedures/list/emotional-support-animals/>

Service dogs policy: <https://www.mnstate.edu/about/policies-procedures/list/service-dogs/>

BULLETIN BOARD, ADVERTISING, GRAFFITI AND PUBLICITY POLICY

View Policy: <https://www.mnstate.edu/about/policies-procedures/list/advertising/>

CHARITABLE FUNDRAISING POLICY

View Policy: <https://www.mnstate.edu/about/policies-procedures/list/charitable-fundraising/>

EMPLOYEE PARTIES POLICY

View Policy: <https://www.mnstate.edu/about/policies-procedures/list/employee-parties/>

FACILITIES AND SPACE USE POLICY

View Policy: <https://www.mnstate.edu/about/policies-procedures/list/facilities-space-use/>

FIREARMS ON CAMPUS POLICY

View Policy: <https://www.mnstate.edu/about/policies-procedures/list/firearms/>

FREEDOM OF SPEECH POLICY

View Policy: <https://www.mnstate.edu/about/policies-procedures/list/freedom-of-speech/>

MUSIC, FILM, OR VIDEO GAMES (FACILITY AND SPACE USE)

View Policy: <https://www.mnstate.edu/about/policies-procedures/list/facilities-space-use/>

Board Policy: <https://www.minnstate.edu/board/policy/327.html>

OUTDOOR SOUND AMPLIFICATION POLICY

View Policy: <https://www.mnstate.edu/about/policies-procedures/list/sound-amplification/>

PARKING POLICY

View Policy: <https://www.mnstate.edu/about/policies-procedures/list/parking/>

PROTESTS AND DEMONSTRATIONS POLICY

View Policy: <https://www.mnstate.edu/about/policies-procedures/list/protests-demonstrations/>

SKATEBOARD, IN-LINE SKATE, BICYCLE & HOVERBOARD POLICY

Facilities & Space Use policy: <https://www.mnstate.edu/about/policies-procedures/list/facilities-space-use/>

SMOKING AND TOBACCO USE-SALE POLICY

View Policy: <https://www.mnstate.edu/about/policies-procedures/list/smoking-tobacco/>

SMUDGING AND PIPE CEREMONY POLICY

View policy: <https://www.mnstate.edu/about/policies-procedures/list/smudging-pipe-ceremony>

UNIVERSITY SIGNAGE POLICY

View Policy: <https://www.mnstate.edu/about/policies-procedures/list/university-signage/>

WEATHER / SHORT TERM EMERGENCY CLOSING POLICY

View Policy: <https://www.mnstate.edu/about/policies-procedures/list/weather-closings/>

CMU Policy Guidance

These policies should be read in conjunction with Minnesota State Moorhead University Scheduling Policies, which establish campus-wide standards for space use.

The CMU follows all applicable University Policies and provides additional facility-specific requirements. Where CMU requirements are more restrictive, CMU policy applies within the facility.

POLICY AUTHORITY AND SCOPE

All use of CMU space must follow Minnesota State Moorhead University Policies and CMU Policy Guidance.

CMU Event Services serves as the official authority for space scheduling, reservations, and policy enforcement within the Comstock Memorial Union.

PRIORITY OF USE

CMU space use follows the University Priority of Use structure as applied within the facility:

1. Recognized student organizations (RSOs), CMU-sponsored events, and university events that support student engagement, recruitment, retention, and campus traditions
2. MSUM departments and programs
3. Affiliated or governmental partners
4. External and private users

The CMU is available for internal and external use in support of the university mission. Priority is given to student focused programming, CMU-sponsored events, and university programs that support student success and engagement.

External use is permitted in accordance with established rates and policies. Alumni and university employees may reserve space for private use at a discounted rate where applicable.

All space use must support the educational, cultural, or operational mission of Minnesota State Moorhead and comply with all applicable policies and laws.

All use of space must be scheduled through CMU Event Services. Scheduled use supersedes unscheduled use.

Confirmed reservations made through CMU Event Services establish sole priority for use of space. Individuals or groups occupying space without a confirmed reservation do not have priority and may be required to vacate.

In the event of a scheduling conflict, the group with a confirmed reservation retains access. Groups without a reservation must coordinate future use through CMU Event Services.

Failure to comply with these requirements may result in loss of scheduling privileges within the CMU.

RESERVATION PROCEDURES

All reservations must be submitted through CMU Event Services.

- Requests must include setup, technology, and timing needs
- Changes must be **finalized** at least seven (7) business days prior to the event
- CMU staff retain access to all spaces and may relocate events if necessary

USE OF SPACE AND FACILITY GUIDELINES

All space use must support the mission of Minnesota State Moorhead and comply with applicable policies.

Academic Use:

Academic classes are not permitted in the CMU except by approved exception when space supports a unique instructional need.

After-Hours Use:

Use outside of building hours requires approval and may result in additional fees.

Study Rooms:

- Available for student use
- Reservations limited to designated timeframes
- Extended use requires approval

CANCELLATION AND NO-SHOW POLICY

Late cancellations and no-shows may result in fees or loss of scheduling privileges.

Unused or improperly canceled reservations limit access for others and disrupt operations.

Weather-related or emergency closures follow MSUM policy and may result in event cancellation or relocation.

CATERING, FOOD & BEVERAGES

Minnesota State Moorhead Dining Services has exclusive rights to provide catering services on campus and outside adjacent areas unless they have granted a right of first refusal. All catering requests must be made through Minnesota State Moorhead Dining Services. The exclusivity rights exist regardless of the funding source for catering services. Limited exceptions apply to this policy for recognized student organizations and certain facilities.

Individuals may bring food into the facility only for their own personal consumption.

DECORATIONS

The CMU follows University Decorations Policy and applies the following additional facility-specific requirements.

Anyone wishing to attach decorations or materials within the Comstock Memorial Union must obtain prior approval from CMU Event Services. Decorating plans must be submitted at least two (2) weeks in advance of the event.

General Guidelines:

- Decorating time must be included in the event reservation.
- Decorations must not create a fire or safety hazard and must comply with all local, state, and university regulations.
- All decorations must be removed immediately following the event unless otherwise approved.
- Certain decoration requests may require the use of CMU Event Services staff to facilitate and may result in a service fee.

Attachment Rules:

- Decorations may not be nailed, tacked, or permanently affixed to any surface.
- Acceptable adhesives include:
 - Masking tape for painted, brick, or wood surfaces
 - Scotch tape for glass surfaces
 - Magnets where appropriate
- Charges may be assessed for damage or insufficient cleanup.

Prohibited Items:

- Glitter, sequins, confetti, artificial snow, hay, or similar materials are prohibited unless pre-approved. Cleaning fees may apply.

Safety and Compliance:

- Any decoration or material that creates a safety hazard, obstructs fire egress, or risks damage to the facility or equipment is prohibited.

ADVERTISING, POSTING & LITERATURE DISTRIBUTION

The CMU follows University advertising policies with the following requirements:

- All materials must be approved prior to posting
- Posting duration is limited
- Posters, Banners, and Table Tents are restricted to designated locations
- Posters, Banners, and Table Tents to be dropped off for approval in the Administrative Office.

DISTRIBUTION & SOLICITATION:

Active solicitation, distribution of materials, and petitioning are prohibited except for groups with confirmed reservations. Activities must remain within the reserved space.

PASSIVE DISPLAYS

Passive displays must be requested and approved through the CMU Administrative Office.

All displays must include educational or informational content and must clearly identify the department, program, recognized student organization, or other entity responsible for the content.

Display placement will be determined based on operational needs, safety, and security requirements of the facility.

Requests will be reviewed by CMU Event Services in coordination with appropriate CMU staff.

Passive displays are permitted for a maximum of two (2) weeks unless otherwise approved.

PERSONAL PROPERTY, LOSSES OR DAMAGES

The CMU will not be liable for any personal property or equipment lost or left in the facility, even if attendants are on duty.

Customers utilizing the CMU facilities and equipment assume the liability of and agree to compensate the CMU for any damage, other than normal wear and tear, caused to the equipment or facility while it is being used. The CMU reserves the right to assess the cost of labor and materials for cleanup and for any damage done to equipment and the facility which are a direct result of the scheduled activity or event.

SMOKING, TOBACCO & SMUDGING

Smoking and tobacco use are prohibited on university-owned or -operated property and within the Comstock Memorial Union (CMU), except for approved instructional or ceremonial purposes as defined by University Policy.

The CMU supports approved smudging and pipe ceremonies in accordance with the Minnesota State Moorhead [Smudging & Pipe Ceremony Procedure](#). CMU Room 212 is a designated location for these activities. Additional locations within the CMU may be approved on an event-by-event basis through CMU Event Services.

All event based ceremonies must be reserved and coordinated in advance through CMU Event Services, with appropriate planning, notification, and signage provided to inform building occupants.

SPACE USE FEES

Fees will be assessed in accordance with [Minnesota State Procedure 6.7.2, Part 7](#). A deposit, space use fee, labor charges, or equipment fees may be assessed to the sponsoring group as applicable.

Non-affiliated organizations engaged in a commercial enterprise must be charged the current market rate when using Minnesota State Moorhead property. The CMU will provide rental costs or quotes for use of space upon request.

In accordance with Business Services procedures, event approval may be contingent upon meeting insurance, staffing, and operational requirements as determined by CMU Event Services.

Additional staffing or service charges may be required to support event operations, safety, security, or facility needs. These requirements will be determined by CMU Event Services based on event size, complexity, and risk factors.

TECHNOLOGY & EQUIPMENT REQUESTS

Request AV/technology and special equipment at the time of reservation. Some equipment requires authorized university staff to operate. Depending on availability, technology requests made less than three (3) weeks in advance may not be honored.

Appeal Process

STEP 1: INFORMAL PROCESS

The individual / group will discuss the issue with the Assistant Director of Event Services who may consult with the Comstock Memorial Union Administrative staff to resolve the matter.

STEP 2: FORMAL PROCESS

The individual / group must submit a written appeal, along with any supporting documentation to the Director of the Comstock Memorial Union.