

## **WCSA Building Policies**

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Wilson Commons Student Activities  
University of Rochester  
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(585) 275-9390







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## Building Access Policy

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Student Life Spaces are open access during posted building hours. Building hours can be found posted at the entrance of Student Life buildings and [on our website](#).

### Exceptions

Events that fall outside of normal building hours can be arranged through the Wilson Commons Reservations Coordinator for student organizations, or Event and Classroom Management for departments, at least eight days ahead of time.

There is an hourly fee of \$20 an hour for student organizations and \$30 an hour for University departments and external clients. A minimum charge of one hour will be assessed for all events outside of building hours.

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## Frederick Douglass Commons Policies

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### Access Policy

To unload and load supplies for events in Douglass Commons, the designated location is the loading dock off of Library Road. Please put on your hazard lights while at the dock.

Vehicles cannot remain at the loading dock during events.

### Meeting Room Usage Policy

The meeting rooms in Douglass Commons can be reserved by departments and student organizations. Please place requests through [Virtual EMS](#). Room reservations are listed on the room cards posted outside of each space. Rooms are also available for general access by

## **Meditation and Prayer Room Usage Policy**

Monday through Friday, from 7:30 a.m. to 7 p.m., the meditation and prayer room is open for individual prayer and meditation use. Outside of these hours, reservations can be placed for activities appropriate for a meditation room.

When in the meditation and prayer room, please follow these guidelines:

- # This room is to be used for meditation or prayer and not for any other purposes.
- # Please respect others using the space and maintain a peaceful, quiet atmosphere.
- # All electronic devices should be silenced.
- # Shoes must be removed before entering.
- # No food or drink is allowed.
- # Symbols of faith must be removed after each individual or group usage, and the overall tone of the room must be religiously neutral.
- # The use of fire, including lit candles or incense, is not permitted.

This is not a room for group work or conversations. No food or drink permitted.

## **Community Kitchen Policy**

Hosting organizations using the Community Kitchen must adhere to all policies outlined

# The Community Kitchen can be reserved through Virtual EMS using your department or student organization's Virtual EMS contact.

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- # Food stored in the Community Kitchen must be properly labeled with the date of the upcoming event and the organization hosting the event. Labeling materials are provided in the Community Kitchen.

### **Food Safety Policies**

- # Anyone cooking or preparing food is required to wear the provided disposable gloves.
- # Food that is prepared in the Community Kitchen must be served in the Community Kitchen. The only exception to this rule is the Community Room (Douglass 407).
- # The Community Kitchen **cannot** be used for:
  - Catering events in other spaces
  - Cooking food that will be served outside of the kitchen
  - Bake sales
  - Events that charge admission
- # The Community Kitchen **can** be used as a sanitary food preparation space to prepare food that does not involve cooking.
- # All food brought into the Community Kitchen must come from a New York State-licensed food vendor. Food that does not come from a licensed vendor, including home grown items or community gardens, is not permitted.
- # No alcohol is allowed within the space for cooking or consuming. The only exception to this policy is events catered by Mel Catering where Mel Catering is providing the alcohol.
- # Any leftover food must be clearly labeled with the current date and name of the organization. Leftovers must be removed from the Kitchen the same day as the reservation.
- # The Kitchen includes a shared dry storage cupboard, designated for leftover non-perishables (spices, sugar, flour, oil, etc.). Items placed in the shared dry storage must be properly sealed and labeled with the date of opening. Items in this cupboard can be used by any organization using the Community Kitchen, but availability is not guaranteed.

### **Equipment Use and Safety**

- # Reservations wishing to bring in outside equipment must indicate so in the reservation request. All outside equipment must be approved by the assistant director of student life operations prior to the reservation.
- # There is no power to the center island and reservations are prohibited from draping



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- # Grease is not allowed to be poured down the Kitchen drains. There is a labeled grease jar for reservations to pour leftover grease into.
    - If a reservation has more grease than what fits in the grease jar they must call the building manager for assistance.
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Fog machines can only be used in the Douglass Ballroom with prior approval by the Associate Director of Student Life Operations. Their use requires the sponsoring organization to hire a fire marshal for the duration of the event at which the fog machine will be used.

Sponsoring organizations or departments are responsible for any damage that occurs during their reservation and any associated costs.

## **Priority for use of Douglass Spaces Policy**

### **Meeting Rooms**

Until 6:30 p.m. the registrar can put classes into the meeting rooms. Classes related to the Burgett Intercultural Center and Language Center will have priority placement. After 6:30 p.m. the meeting rooms can be used for meetings. Douglass 401 cannot be used for classes. Exceptions may be made at the request of the Registrar's office.

### **Green Room**

The Green Room can be reserved through Virtual EMS, but reservation in the space can be bumped for performances in the ballroom that require the use of the Green Room.

## **Restrictions on Outside Rentals Policy**

No outside rentals will be considered during the high demand time from spring break until the end of the academic year.

## **Furniture Policy**

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If the furniture in a lounge space or meeting room is moved, it must be returned to its original location by the sponsoring organization. If it is not returned to its original setup, a room reset fee will be charged. Furniture cannot be removed from a space without prior permission from Wilson Commons Student Activities or Event and Classroom Management.

Furniture cannot be placed in fire egress areas and cannot be used to totally block off a space. Decorations (e.g., streamers) can be used to create a temporary barrier for an event space (but cannot be taped to any painted surfaces) and must be removed by the sponsoring organization at the end of their event.

In Wilson Commons' Hirst Lounge, the only furniture that can be moved by a sponsoring organization are the two information tables in the front of the space. These tables cannot be dragged; they must be picked up to be moved and then returned to their original locations by the sponsoring organization. No other furniture can be moved without working with Event and Classroom Management (ECM). If the soft furniture under the clocks must be moved from its original location for an event, a \$100 furniture fee will be charged per event.

Furniture in Wilson Commons conference rooms cannot be moved without working with ECM.

## **Genesee Hall Policies**

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### **Access Policy**

To unload and load supplies for events in Genesee, the designated location is the Susan B. Anthony Hall loading dock. Please put on your hazard lights while at the dock.

Vehicles cannot remain at the loading dock during events.

### **Priority for use of Genesee Spaces Policy**

#### **Meeting Rooms**

Until 6:30 p.m. the registrar can put classes into the meeting rooms. After 6:30 p.m. the meeting rooms can be used for meetings. Genesee 325 can not be used for classes. Exceptions may be made at the request of the Registrar's office.

## **Meeting Room Usage Policies**

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The meeting rooms in Douglass Commons, Genesee Hall, and Wilson Commons\* can be reserved by departments and student organizations. Please place requests through Virtual EMS. Room reservations are listed on the room cards posted outside of each space. Rooms are also available for general access by the University of Rochester community whenever they are not reserved\*. Simply swipe your valid University ID to unlock the door.

Furniture must be returned to its proper location and rooms must be vacated before any reservations begin.

Please do not leave any personal items unattended in meeting rooms. Any items found will be collected and brought to The Common Connection or Genesee Hall manager desk lost and found.

\*Wilson Commons 104 is only available for same day reservations and walkup use on weekends and after 5 p.m. on weekdays. It is still available for reservations ahead of time using Virtual EMS.

## **Spurrier Hall Policies**

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### **Access Policy**

To unload and load supplies for events in Spurrier, the designated location is the Susan B. Anthony Hall loading dock. Please put on your hazard lights while at the dock.

Vehicles cannot remain at the loading dock during events.

### **Dance Studio Policy**

Academic uses have priority for this space. This includes regularly scheduled classes as well as rehearsals by students related to classes, faculty use for rehearsal and class preparation, use by visiting artists, performances, workshops, and lectures sponsored by the Program of Dance and Movement.

Every effort will be made by the Program of Dance and Movement to schedule the space prior to the start of each semester. However, there may be occasions when a special reservation may be necessary. Once notified by the Program of Dance and Movement, Wilson Commons Student Activities (WCSA) will make every effort to reschedule your organization to another location. Students are to use this space only during their reserved time.

To facilitate event scheduling, we do not allow organizations to schedule weekly Friday practices in the studio. If there is no event scheduled, the room will become available to book via Virtual EMS two weeks in advance.

**Appropriate Use of the Studio**

Please respect the dance studio and leave it better than you found it. Only clean, soft dance







Chalking by unrecognized Student Organizations or outside entities will be erased. The chalkboard is reserved in one-week time slots.

- # Approved organizations must use chalk provided by WCSA. Chalk may be picked up and returned to the Common Connection.
- # All displays must clearly state the sponsoring organization/department. Student Organization displays must be approved by the advisor before student organizations can chalk.
- # WCSA is not responsible for the erasing or tampering of information. However, chalking of any content that is deemed inappropriate by WCSA will be removed immediately. Inappropriate content includes drug paraphernalia and slanderous language.
- # All chalking will be erased by midnight on the last day of the reservation.

## **Shops @ Wilco**

- # Shops are only available for reservation by College Student Organizations and Fraternity & Sorority Life groups.
- # Shop reservations are limited to two (2) reservations per semester, four (4) per academic year. A Shop will be reserved for six (6) days. A fee of \$10 per reservation will be assessed for all confirmed reservations and will be deducted prior to the distribution of funds
  - o You cannot use a Shop without a reservation.
  - o All reservations start on Monday and can go through Saturday
  - o Shopkeepers can check in each day when The Common Market opens and must check out by the time The Market closes.
- # Student organizations with confirmed reservation(s) may store non-perishable supplies

- # College Student Organizations and Fraternity and Sorority Life groups may not harass or shout at patrons of Wilson Commons. Organizations engaging in harassment will be asked to leave and have their Shop reservation canceled.
- # Funds collected through the Shops @ Wilco will be available within one month of the reservation ending. Earnings for College Student Organizations will be deposited into their designated SOFO account. Earnings for Fraternity & Sorority Life groups will be dispersed in the form of check by the FSA Advisor(s).
- # If the student organization does not raise enough money to cover the fees for reserving a Shop, they will be invoiced for the remaining amount. Payment must be received in full before the Organization can reserve future WCSA resources, including (but not limited to) room reservations, promotional opportunities, etc.
- # Only Uros, cash, and credit cards may be accepted. Use of mobile payment (such as Venmo, PayPal, etc.) methods are not permitted.
  - Credit cards can only be accepted through the CCC payment portal. The student organization should never handle a customer's credit card.
- # All sales must be logged accurately in CCC under the fundraising event.
- # Exceptions to this policy may be approved on a case-by-case basis. To request an Exception, please complete the Exception Form.
- # Failure to comply with the Shops @ Wilco policy, may result in discontinuation of sales for the remainder of the reservations timeframe and/or loss of privileges.

### **Shops @ Wilco Prices and Inventory**

- # Shops are permitted to sell items with up to 3 different price points.
  - For example, a Shop requesting to sell: Small Stickers for \$2, Large Stickers for \$3, Pins for \$2 and Cups for \$4, would be permitted.
  - A Shop requesting to sell: Small Stickers for \$2, Small Stickers with Glitter \$3, Cups for \$4, Large Pins for \$5, would not be permitted.
- # Shops must have at 10 or more of each item type in their Shop inventory.
  - For example, 10 stickers, 15 pins, 10 cups, etc.

*\*\*Exceptions to these requirements must be requested by submitting (and receiving approval to) a CCC Exception Form at least 14 days prior to your reservation start date \*\**

### **Use of Shops Computer and Equipment**

- # Use of Shops computers and equipment must adhere to the University's Acceptable Use policy. Improper or personal use of devices may result in loss of privileges.

## Limited Use

Shops cannot be used for the following:

- # To sell tickets, raffle tickets or any other item that is tied to admittance, participation or registration for an event or program.
  - Gambling Policy
- # To collect dues. This includes fines that are imposed on the student organization.
- # To sell paraphernalia related to alcohol or drug consumption.
- # To sell items listed as restricted under the Residential Life Fire & Life Safety Guidelines/ Checklist

## Cancellation Policy

- # Reservations must be canceled in the CCC and EMS by the Organizations VEMS contact. Frequent last-minute cancellations will be documented and may result in loss of Shop privileges.
- # An organization that does not show-up for their confirmed reservation(s), will:
  - Assessed the \$3 per day fee
  - Have their Shops @ Wilco privileges suspended for the remainder of the semester
  - All of their room reservations (confirmed or submitted) will be canceled, and the organization will be unable to submit a reservation or promotional opportunities request until the fee is paid in full.

## Loss or Damage

- # Any loss, damage, or vandalism to the Shops @ Wilco equipment during the reservation, is the responsibility of the organization that is using it. The organization will be charged based on the cost for repair or replacement (not to exceed \$3,000).
- # Any of the above circumstances must be reported immediately to the Campus Center

## Information Tables

Information Tables (Info Tables) are a tool frequently used by Student Organizations and Departments as a method to raise awareness about their activities or initiatives. There are four (4) information tables located at the top of the steps as you enter Hirst Lounge in Wilson Commons.

## Reserving Info Tables

- # Info tables can be reserved through Virtual EMS at least 4 days prior to the requested start date and no more than twice per semester.
- # There are two (2) time slots to choose from:
  - 10 a.m. to 2 p.m. and/or 3 p.m. to 7 p.m.
- # Reservations are first-come, first-serve, however priority will be given to student organizations.

## Info Table Policy

- # The Confirmation email for a reservation will clearly indicate which Information table has been assigned to your request, please only use the table that has been assigned to your department or organization.
- # Information can only be reserved by the department or organization assigned to the table.

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