

## Memorial Union

As a hub of student activity at the University, the Memorial Union is a key element of campus life. Regarded as the gathering place for the campus community, the Memorial Union is home to programs, services, facilities and people that serve students, faculty, staff, alumni, visitors, and the surrounding community. The Vice President for Student Life and Inclusive Excellence and the Division of Student are housed in the Memorial Union including the Career Center; Residence Life; Community Standards, Rights and Responsibilities; Center for Student Involvement; Veterans Education and Transition Services; Title IX Student Services; Fraternity and Sorority Life ; Student Wellness Resource Center; Commuter and Nontraditional Student Center; Office for Diversity and Inclusion; Student Accessibility Services, and the e Sports Arena. Additional departments not sponsored by the Division of Student Life include: University Promotions, the University of Maine Bookstore, Navigate, and Sodexo Dining Services.

### Operating Hours and Policies

#### Building Hours

The hours of operation for the Memorial Union during the academic year (fall and spring semesters, note special hours will be posted for breaks, holidays and summer) are posted on the Memorial Union web site:

**Accidents and Injuries:** Please be sure to report accidents and injuries to the Student Life office, Room 315 Memorial Union, 581-1406 that occur inside or outside the Memorial Union. If unsafe conditions or equipment are found/noted, please be sure to report these as well to the Student Life office on the third floor.

#### Animals/Pets

Animals and pets are not permitted in the Memorial Union, with the exception of service dogs. Emotional support animals (ESAs) approved through the Office of Student Accessibility Services are only approved to be in the owner's residence hall and/or on a leash outdoors.

#### Banner/Flag Policies

The University permits the hanging of flags on the UMaine Mall on a University installed pole specifically for such display, or in a space designated to accommodate banners or flags. Banners and flags may not be draped or hung from university buildings or structures except where appropriate infrastructure has been installed to support this (ex. west entrance Memorial Union, west entrance Fieldhouse, etc.) and the appropriate permission is granted. Following are the guidelines for use of the Mall flagpole and the Memorial Union for flags and banners.

##### **Indoor Banner Policy - Bear's Den Atrium**

Banner space is available for use by recognized student organizations and university departments for advertising events and programs. Banner space is located above the atrium in the Bear's Den - the second floor balcony area. Banners to be hung should be dropped off at the Info Booth in the Memorial Union with requested dates, contact name/cell phone, and any special requests/instructions (ex. to whom the flag or banner should be returned). The Memorial Union is not responsible for any damage that may occur while the flag or banner is being hung and/or while it is hanging. The banner or

flag will be taken down after the requested dates expire, the event takes place, or the relevance of the banner concludes. Banners or flags with glitter are not permitted.

### **Outdoor Banner Policy**

The hanging and draping of banners or flags is permitted under the following conditions:

- Only University departments and officially recognized University student organizations are permitted to have banners hung on campus. Organizations can confirm their status with the Center for Student Involvement. Use of the flagpole is restricted to Student Life departments only.
- Organizations planning to hang or drape banners on or in the Memorial Union or flags on the Mall must contact the Student Life Office prior to doing so. In order to ensure fair and equal opportunity for all groups, the requests must be submitted no less than one week before the day the banner or flag is to be hung. Organizations may reserve flag space for a maximum of one week per month. NOTE: There is space for two exterior banners on the west side of the Memorial Union. Student organizations or university departments are responsible for the costs associated with hanging and removing these banners (contact Facilities Management to hang/remove these banners).
- Indoor and outdoor banner space is available in and on the Memorial Union by contacting the Student Life Office, Room 315, Memorial Union, or 207-581-1406.
- The UMaine Mall is used for many activities such as eating outdoors, conversation, studying and recreation, and significant pedestrian traffic may also be present. Therefore in order to provide for the health and safety of those using the UMaine Mall and other campus spaces, the hanging of banners and flags must meet the following:
  1. They may be hung only from the pole dedicated to such a purpose , using the existing clips and hardware.
  2. They may be no larger than 6 feet wide by 4 feet tall. There can be no exceptions to this size limitation.
  3. They should be constructed of heavy cloth, heavy vinyl or heavy plastic and properly sewn. Wind vents should be cut into the banner or flag to prevent the wind from damaging the banner, flag, or pole.
  4. They must have grommets in order to properly attach them using the clips provided on the pole.
  5. They must be hung with the long side running parallel to the ground. Banners and flags should not touch the ground. Any banner or flag that is too large or is sagging will need to be removed.
  6. Banners and flags must be hung on the pre-installed pole on the south end of the Mall or the approved spaces in and/or on the Memorial Union. For other spaces, contact the relevant department or building manager.
  7. No banners or flags can be placed on building roofs, over a campus road or roadway, or placed in such a manner as to impede the normal passage of foot, vehicular, bicycle or other traffic.
  8. The Student Life department requesting the use of the UMaine Mall flagpole is responsible for all costs including the cost of the flag or banner

itself, any damage caused by or done to their banner or flag, and any installation and/or removal costs.

9. All banners or flags not removed by the end of business on the last day of the organization's reservation may need to be removed by the University. Such organizations or departments may jeopardize banner and flag privileges for one semester for failing to following the guidelines here.
10. Advertising for commercial vendors unconnected to the University, or a University or student organization shall not be permitted without a written contract approved by Student Life. Additionally, it is the policy of the Memorial Union not to advertise/promote tobacco, alcohol, drug and/or cannabis use, and/or the use of credit cards.
11. Organizations or departments are responsible for knowing and adhering to these and other applicable University of Maine policies, rules and regulations. Failure to do so may result in the loss of the ability to hang banners or flags on campus for a period of time.

### **Chalk, Posting and Distribution of Informational Materials**

Sidewalk chalk is permitted and the complete policy can be found in the UM Student Handbook in the Posting, Chalking and Distribution of Informational Materials Policy:

<https://umaine.edu/studentlife/student-handbook/>. NOTE: No chalking is permitted on vertical surfaces. Groups/individuals responsible for inappropriate chalking are responsible for costs associated with clean-up.

### **Damage, Theft, and Vandalism**

Persons responsible for any acts of damage, vandalism to the building, or removal of items from the Memorial Union will be referred to the appropriate authorities and/or process (ex. student conduct, human resources, etc.). Anyone witnessing a crime or act of vandalism should call UMPD to report the incident - 207-581-4040 or 911 for emergencies.

### **Donation/Collection Boxes**

Recognized student organizations and UM departments may request to have one or two collection boxes (we have six approved locations in the Union) placed in the Memorial Union for charitable purposes. These spaces can be reserved (one per organization/department) for up to two consecutive weeks. To reserve a box/space, call 207-581-1406 or go to our website: <https://umaine.edu/studentlife/reservations>. The university department/recognized student organization must monitor their box to assure it does not overflow. If food items are being collected, the food cannot be fresh or frozen. It must be canned or vacuum-sealed. The following must be attached to your collection box in a computer printed and legible manner: name of organization/department, what is being collected, dates of collection, what the donations will go towards, contact name, contact phone, and contact email.

### **Emergency Evacuation**

In the event of an emergency such as a fire, bomb threat or other serious event, the Memorial Union may need to be evacuated. If the fire alarm sounds or if police/fire/other university authority indicates that the Union must be evacuated, then all those in the building must

immediately comply by leaving the building. Detailed emergency evacuation plans are available by contacting the Memorial Union Building Manager.

### **Events**

The Memorial Union is a multi-faceted facility and a great option for hosting events and activities. Any student-hosted event needs to be registered in advance through the Center for Student Involvement which is located on the ground floor of the Union. See the event registration form for student groups [here](#), and the event management form for all other organizations/departments [here](#).

To reserve/rent room or table space in the Memorial Union see guidelines below. Call 207-581-1406 if there are questions.

### **First Aid/AED**

The Memorial Union has limited first aid supplies at the Info Booth. Additionally, a wheelchair is available for use in/near the Memorial Union at the Info Booth as well. There are two AEDs (automatic external defibrillator) in the Memorial Union. One is located just outside the Info Booth and the other is located adjacent to the North Pod. Naloxone will soon be available in the first aid kits. Please be sure to call 911 for any medical or other emergency.

### **Glitter/Confetti**

The use of glitter and/or confetti is not permitted anywhere inside the Memorial Union.

### **Lost and Found**

The Memorial Union maintains a Lost and Found service at the Info Booth for items found in and around the Memorial Union. Unclaimed items will be discarded or donated at the end of each semester. Items picked up from the Lost and Found must be picked up by the owner. Lost MaineCards will be handed over to the MaineCard Office located in the Hilltop Commons.

### **Posting Policy**

The Memorial Union has designated bulletin boards for the posting of publicity materials to advertise registered student events for the University of Maine community, general information, and business advertising. No postings of any kind are permitted on the walls, painted surfaces, windows, doors, floors, bricks, bathroom stalls, or railings in the Memorial Union. The use of tape of any kind to post information, signs, flyers, etc. is not permitted in the Memorial Union. Anything found put up outside of the public bulletin boards are subject to removal. All general purpose bulletin boards (located on the first floor) will be cleared monthly, and postings with an expired date are removed daily.

### **Responsibility for Personal or Organizational Property**

The Memorial Union cannot be responsible for loss, theft, or damage of personal or organizational property. Guests of the Memorial Union should take appropriate care for the security of their personal property. There are a limited number of lockers available for rent (lockers are located on the ground floor near the Package and Postal Center). More information can be found in the Wade Leadership Center on the ground floor.

## **Smoking/Tobacco Products**

The University of Maine is a smoke & tobacco-free campus. This policy applies to faculty, staff, students, contractors, vendors, and visitors. The use of tobacco and all smoking products is not permitted on any university-owned or operated property, which includes but is not limited to buildings, grounds, parking areas, walkways, recreational and sporting facilities, and university-owned vehicles.

Tobacco use by definition includes the possession of any lighted tobacco products, or the use of any type of smokeless tobacco and/or vaping.

## **Cannabis Policy**

Cannabis in all/any form is not permitted on campus even though the possessor may have a valid Maine medical marijuana card or use/possession of cannabis is currently legal according to state law. It is a violation of the University of Maine Board of Trustees Policy to possess or use cannabis on any University of Maine System campus or university controlled or operated property.

## **Tape**

Tape of all kinds, including painters tape, is never to be used on walls, painted surfaces, windows, doors, floors, bricks, bathroom stalls, or railings. We offer putty at no charge to hang applicable items appropriately. Putty is available for free at the Info Booth.

## **University Contracts**

All activities held in the Memorial Union, MLK, Jr. Plaza, and outdoor areas adjacent to the Memorial Union must support or not compete with University contracts with contracted vendors and products (ex. Pepsi, Sodexo, etc.).

## **Windows, Walls, Doors, Tables, and Floors**

Nothing may be affixed to the windows, walls, doors, tables, and floors in the Memorial Union without authorization. This includes paint, posters, signage, stickers, flyers, and other items - unless affixed to the appropriate bulletin boards. We offer putty at no charge to hang applicable items. Also, there are a variety of sign holders and displays available for use at no charge through the Info Booth.

## **Space and Table Reservation**

Room and table reservations may be made for tables and rooms in the Memorial Union by calling 207-581-1406, in person, or through the web (<https://umaine.edu/studentlife/reservations>). There is no charge for these spaces for recognized student organizations and university departments. There is a fee for outside users:

### *Pricing*

For non-student groups, or non-university sponsored departments (payable to UMaine Student Life):

Day: \$50

Week (M-F): \$250

Reservations need to be made ahead of time. Reservations can be made through this online reservation [link](#) or by calling 207-581-1406. Inquiries about available tables, including preferred locations, and space are also available here. Each table reservation includes two chairs. Please limit the number of people behind the table (no more than 2) and assure that those staffing the table remain behind it (it is not permissible for tablers to stop passersby, or to hail them as they pass).

Room setup options and layouts available [here](#). Meeting rooms in the Memorial Union have varying technology and/or presentation components. It is strongly recommended that people have a clear idea of their technology and/or presentation needs before making a room reservation to assure the room they reserve will meet their needs.

### *Outside User Agreement*

An outside user agreement must be completed and signed by those reserving space or tables in the Memorial Union. Persons using the Memorial Union spaces must follow outside user agreement terms and the general building use rules/guidelines. The outside user agreements are managed by the Memorial Union Building Manager. Contact the Building Manager at 207-581-1406.

Note:

- No food can be cooked at tables or in rented spaces - see Building Manager for limited exceptions.
- When reserving a table, note that most do not have power sources nearby.
- Egress and ingress must be maintained at all times when tabling inside or outside the Union.

### **MLK, Jr. Plaza**

The MLK, Jr. Plaza is an outdoor space located on the north side of the Memorial Union and is a space that can be reserved for university-related events by university departments and recognized student organizations. Call 207-581-1406 for information and reservations.