MEMORANDUM

September 9, 2014

Academic Year 2014-2015

Memorandum of Understanding
SUA usage of University Center Meeting Rooms

Overview
The Student Union Assembly (SUA) is the official undergraduate student government of UCSC. The SUA conducts open meetings once each week in which officers and representatives meet. As these meetings are open to the campus community, SUA requires use of a central space which is large enough to accommodate all those who wish to attend. For at least the past three academic years, the Alumni Room at the University Center has been used for these weekly meetings. The purpose of this MOU is to formalize agreements that the SUA, Colleges Housing and Educational Services (CHES) and UC Santa Cruz Dining have made.

Meeting Space Responsibilities

CHES/UCSC Dining will sponsor SUA's use of the University Center Alumni Room during the 2014-2015 academic year. CHES will not be able to offer this sponsorship to other student groups but for the broader campus wide SUA, as we understand the importance for a consistent space. The facility will be scheduled for use by SUA each Tuesday from 6:00 pm until 10 pm starting on October 14, 2014.

There may be times in which the Alumni room is needed during the year due to a booking. It's important that we maintain the ability to still host these events as any revenue earned helps keep the cost of meal plans down. Historically, this need has been very infrequent and unfortunately it can sometimes occur at the very last moment. When that occurs, Dining will work with the SUA Chair to provide as much advance notice as possible, and we will also work to identify an alternate meeting room location. Ideally, that alternate location would be the Bhojwani dining room. In the event the Bhojwani dining room is also booked, we'll attempt to offer an alternative space, such as the MPR downstairs or a Bay Tree conference room, etc.

UC Santa Cruz Dining will make available the built in Audio Visual equipment and use of wireless microphones. The UCEN/ Colleges 9&10 Dining Unit Manager will work directly with the SUA chair in regards to use of UCEN.

UC Santa Cruz Dining will provide the phone number to contact the Colleges 9/10 Manager on Duty to assist for any issues that may arise as well as at the end of the evening in order to secure and lock the facility.
SUAS
At least two weeks prior to the first meeting, the SUA chair will contact and meet with the UCEN/Unit Manager to go over building specifics, meeting room, a/v usage, housekeeping items and the MOU.

SUAs agrees to set up the tables and chairs as needed for the meeting, and will return tables and chairs to their original layout following the meeting. SUA understands that refreshments provided for meeting participants needs to be coordinated through and purchased by UCEN Catering. SUA agrees that they will not bring in otherwise catered or purchased food/beverage for the group. All trash and or recycling will be properly disposed of.

SUA will ensure proper usage and responsibility for all audio/visual equipment and wireless microphones. Outside of the audio/visual equipment and wireless microphones provided by CHES/Dining, SUA assumes any and all planning, booking and costs associated with additional audio/visual or IT needs.

SUA typically has exclusive use of UCEN during these meeting times and will be the only group in UCEN. As such, SUA is responsible for all members and guests who attend and any damage that may occur starting from the downstairs entrance. Some examples of damage may be broken chairs, broken microphones, food stain on carpet, etc. Occasionally, other bookings may be in UCEN and in that case a UC Santa Cruz Dining employee will be on site during this function and responsible for the areas not in use by SUA. Once the function is over and the UC Santa Cruz Dining employee is ready to leave before 10 pm, responsibility for the entire UCEN goes back to SUA.

It is expected that the SUA Chair and/or designate be the person responsible for the facility and as such be the last person to leave UCEN on meeting nights. Upon leaving this person will make contact with the Colleges 9/10 Manger on Duty in order to secure and lock the facility for the evening.

Violations of this agreement included but not limited to outside food brought in, chairs and tables not re-set as found, etc. could result in revocation of SUA’s use of the Alumni room and any further use of UCEN.

__________________________________________    _____________
SUA Chair                                      Date

__________________________________________    _____________
Colleges 9/10 Unit Manager                   Date