

Harre Union Building, Reservation, and Event Policies

Updated July 2024

Harre Union Building Policies:

Valparaiso University student organizations, departments/offices, faculty, staff, and community members are permitted to reserve space in the Harre Union. All guests are welcome in the building and can utilize lounge spaces and building services. The Harre Union abides by, follows, and enforces all University policies and requires all guests to do the same.

Harre Union staff reserves the right to monitor and respond to inappropriate behavior that may be disruptive to the mission of the Harre Union and Valparaiso University as stated below:

The Valparaiso University Harre Union provides a comprehensive program of social, cultural, recreational, spiritual, and educational activities and services that complement the mission of the University. As the community center for the University's campus life, the Union is a dynamic, innovative, inclusive, and inviting gathering place for students, faculty, staff, and the extended University family and guests.

Building Hours: The Harre Union is open the following hours during the academic year:

- Monday-Friday: 7 am – 11 pm
- Saturday - Sunday: 8 am - 11 pm

Building hours are adjusted during the summer and during breaks in the academic calendar. In addition, the Harre Union is closed during the Winter Break and certain holidays and times of the year. Special break hours can be found on the building exterior.

Events that take place outside of these building hours must be approved in advance and confirmed with a reservation by the Harre Union Administration Staff. There will be an additional fee of \$75 per hour (one hour minimum) for off-campus customers and \$50 per hour (one hour minimum) for on-campus customers for the building to be open and staffed outside of these times.

Building Staff: The Harre Union is mainly staffed by Valparaiso University students serving as part of the Harre Union staff in congruence with the University's mission and as a place focused on student learning and development. At any given time, the building is open, a student building manager is responsible for facilities operations, safety/security, event management, staffing, and customer service. All guests must cooperate with all staff instructions. Building managers and other student staff members' authority includes but is not limited to removing an event from a reserved space if the group size is too large for the space and breaks fire code - they will relocate an event if there is space available to do so; the group breaks University and/or Union policies in any way; if a group has stayed past their reservation time; if the building is closing; and/or if the group is using an event space without holding a reservation for that space. Failure to cooperate with staff instructions may result in contacting VUPD and future restrictions upon usage.

Harre Union Spaces and Services: The following spaces and services are available to all students, faculty, staff, and guests of the Harre Union.

Bell and Beacon: The Bell and Beacon, located on the first floor, is open during the academic year for use by faculty, staff and students. All users of the recreational equipment will be asked to present a Valparaiso University One Card I.D. in order to play games or rent equipment. Faculty, staff and students accept responsibility for any equipment they break or misuse and will be responsible/charged replacement and repair fees accordingly.

Outside guests or users may only utilize The Bell and Beacon if approved and arranged with the Harre Union Administration office in advance. Renting the space for private parties may also be arranged for a facility/staffing fee of \$65/hour and is subject to availability and generally only approved at certain times of the year.

Center for Student Involvement: The Center for Student Involvement, located on the first floor of the Harre Union, is dedicated space for Student Senate recognized student organizations to meet, plan, and have office/storage space. Hours of the space are from 8:00 am to 5:00 pm or by card swipe at other times when the building is open. This space is managed by the Director of Student Involvement and New Student Programs and requests for access must be submitted through the office staff. Storage spaces and student organization mailboxes are available for all recognized student organizations within the Center for Student Involvement.

Computer Lab: The Harre Union houses a computer lab on the second floor. This computer lab is only for use by faculty, staff and students who have been assigned a Valparaiso computer login. Over the academic year, the computer lab is accessible 24 hours a day, 7 days a week-- students may access the space by using their Valparaiso University OneCard to gain swipe access through the northeast entrance of the building. Hours may vary during extended academic breaks and the summer -- hours will be posted. It is generally not appropriate or permissible to sleep in the computer lab and lounge and anyone found sleeping may be asked to leave or lose their privilege to the lab area. Guests of the building or university cannot gain access to the lab or use the computers.

The Harre Union manages the computer lab in conjunction with Information Technology. Issues with the computers, printers, or facilities should be reported to Harre Union staff to address. Harre Union staff, however, are not trained or authorized to do actual repairs on equipment. The Harre Union staff will work with IT to assess and resolve any issues in a timely manner, but Union staff cannot be expected to resolve all issues.

Loading Dock: The loading dock is usable by Harre Union guests, but the Harre Union Administration Office must be notified at the time of reservation that this area is needed for unloading/loading for a specific event and purpose.

Non-Reservable Lounge Spaces: The Harre Union is home to a number of smaller lounge spaces throughout the building. These lounge spaces, including the Grand Lounge, Chapel View Lounge, President's Foyer, Atrium Overlook and other less formal lounge space, are primarily to be used for informal studying, relaxing, or socializing. Formal reservations will only be booked at the discretion of the Director of Union and Student Life Operations or designated Harre Union Administration staff.

Outdoor Spaces: The Harre Union oversees a number of reservable outdoor spaces including West Lawn, West Patio, East Quad, VUCA Lawn, East Patio, South Patio, Mound Street Pavilion, the Sorority Community Pavilion and the Guild Amphitheater. A reservation is required for the use of these outdoor spaces. In addition, special set-up information may be needed in order to accommodate event needs. Set-ups and equipment for outside use may be subject to additional fees.

Please note, there are some limitations and special considerations for outdoor events including furniture, lighting, electrical, and safety and security, depending on the type of event hosted. The Harre Union Administration office is happy to consult and provide direction on hosting outdoor events safely and within university policy. Outdoor events are subject to the Valparaiso University Inclement Weather Policy.

Staff Areas: The Harre Union includes a large back of house area that is essential to the overall successful operation of the building. These areas are not intended to be used by general guests/customers in the building and are considered staff-only areas. Unauthorized access to the back of the house is a safety and security issue and is not allowed. Anyone found in the staff-only areas without permission may be questioned and will be escorted out of the area.

Dining Services: Dining Services provided by Parkhurst are found in two spaces in the Harre Union: Founders Table and The Bell and Beacon. Reservations for special events in these spaces are approved by the Harre Union Administration office. Other aspects of the space and dining or catering needs are the responsibility of Dining Services. Their offices are also near Founders Table Dining Hall in the Harre Union.

Per University policy, food service events scheduled within a University Building must be catered by Valparaiso Dining provided by Parkhurst unless prior approval is made with the Parkhurst General Manager. This includes completing a food release form, relieving the University of any liability. This also applies to groups hosting non-commercial functions. The release agreement must be turned in two weeks prior to the event date, and approved by Parkhurst Dining.

First Aid Services: The Harre Union does have first aid supplies available at the Welcome Desk located in the main floor atrium. Please note building staff are not first-aid certified and are limited in the supplies they can dispense and assistance they can provide. If there is a first-aid emergency, VUPD and/or paramedics will be dispatched. Please call 911 in case of emergency.

Student Building Managers are CPR and AED certified, and can assist in these situations. An AED machine is maintained by the Harre Union and is kept at the Welcome Desk. In case of an emergency, VUPD and/or paramedics will be dispatched.

All Harre Union Staff are trained to complete appropriate accident/incident report forms when necessary and ask for cooperation in doing so from faculty, staff, students and guests of the building and university. All guests are expected to cooperate in filling out incident reports.

Lost and Found: The Harre Union is not liable for items lost in the building or in connection with a Valparaiso University function. Found items should be taken to the Harre Union Welcome Desk if possible. These items will be logged and stored with Harre Union personnel for up to one semester but no longer. At that time, items not claimed will be donated to local charities/churches/similar agencies or disposed of appropriately. Expensive electronic items,

such as computers, tablets, phones, and expensive jewelry or personal items (wallet, credit cards, mail) will be sent to VUPD at the end of each semester if not claimed.

The Harre Union is not responsible for items in their possession under any circumstances. Items will be logged and stored properly and attempts will be made to return to the correct owner as best as possible. Students, faculty, staff or guests should also alert and check with VUPD if missing items or searching for items as they also host a lost and found at their main office location.

University and Student Mail Services: The Valparaiso University and Student Mail Services is located on the first floor of the Harre Union, and provides a professional, efficient and secure mail service to the university community using existing and emerging technology. The Mail Services staff is responsible for the delivery, collection and processing of all student and university mail, intra-campus, and shipping services.

DesignWorks: DesignWorks provides on-campus printing needs in a variety of formats including simple prints, booklets, signs, banners, posters, special prints and offers additional unique finishing touches for projects. Orders can be placed online via the website or staff can assist customers in person at the Mail Center located on the first floor of the Harre Union.

Welcome Desk Services: The Welcome Desk, located in the atrium area of the Union, provides a number of services for the building. Have a question? Stop by to get directions or get connected to an event or person you may be looking for. Please note, the Welcome Desk will NOT take and temporarily store any items at the desk. Student organizations utilizing Atrium Table spaces may store items in the Center for Student Involvement; in addition, items should be mailed via campus mail, rather than left at the Welcome Desk. Exceptions to this policy can only be approved through the Assistant Director of Operations in the Harre Union Administration Office.

Harre Union Reservation Policies:

The scheduling and holding of a meeting or event in the Harre Union or campus spaces reserved and overseen by the Harre Union reservation operations is an automatic acceptance of all policies, procedures, responsibilities and related rules or recommendations explicit and implicit in this document. All organizations, meeting and event planners, and users of these and affiliated Valparaiso University campus facilities are expected to know and abide by all content in this document. Any questions in regards to these policies or procedures should be directed to the Harre Union Administration office via email at union.reservations@valpo.edu.

Reservation Process: Students, faculty, staff, and outside organizations are permitted to use meeting rooms, Ballrooms, or other meeting and event spaces only when having a reservation on file. All reservation requests should be made no less than two (2) weeks in advance for all major event spaces (Ballrooms, Community Room, etc.) or 24 business hours for meeting spaces. All reservations should include set-up needs (round tables, auditorium seating, technology needs, etc.) and are not considered complete until the customer has received a confirmation notice from the Harre Union Administration Staff.

University Clients: Space reservations for on-campus clients can be submitted through [Virtual EMS](#).

Non-University Clients: Space reservations for off-campus customers can be made through the Harre Union Administration office via email, phone, or by stopping in the Administration Office, located in the Harre Union Suite 230. Valparaiso University is a private institution on private property and the Harre Union staff reserve the right to deny an event or meeting that does not align with the mission and values of Valparaiso University in the Harre Union.

Use of various furniture and audio/visual equipment must be arranged in advance at the time the reservation is made. The rental of such equipment is generally included in the reservation fee. All additional fees will be conveyed when the reservation is made. Furniture and equipment may not be moved by customers or guests from any space into another without staff permission and approval.

The Harre Union staff reserves the right to remove unscheduled meetings or events from the space if necessary. More information on various rooms, set-ups, and specific reservation policies can be found online. All students, faculty, staff, guests, and community members reserving space in the Harre Union are responsible for reading and understanding the Building Policies.

Reservation Priority Timeline: The Harre Union Administration staff will follow the following reservation priority timeline each year. Reservation requests will be accepted for the following academic year on the stated schedule for each of the areas identified:

- January 1 for the President's Office, Provosts Office, and The Chapel
- February 1 for Admission, Alumni Relations, Student Life, Dedicated Spaces such as Theater, Music, Athletics, Christ College
- March 1 for Student Organization Events
- March 15 for Student Organization Meetings
- April 1 for Faculty/Staff meetings and events
- May 1 for external clients

Reservation Details for Specific Event Types: There are some meeting or event types, or spaces, that have some specific policies that must be followed. They are as follows:

Atrium Table Reservations: The Harre Union Atrium tables can be reserved for informational/passive programming by university departments and Student Senate recognized groups. Off campus organizations may rent the tables for an additional rental fee. An individual must be present at all times when the table is reserved. Items such as posters, flyers, or giveaways cannot be left on the table after the reservation has ended. Materials left after a reservation will be disposed of or recycled automatically, and the reserving party should not expect to recover materials they have left behind. Should an organization leave items behind, they will be contacted by the Harre Union Administration Office and their reservation privileges may be subject to review. For non-university faith-based organizations interested in reserving a Harre Union Atrium table, please contact Brian Beckstrom at the Valparaiso University Chapel (219-464-6514) for more information regarding the Interfaith Group Policy and related topics and information.

Display Case Reservations: The display cases located in the north hallway of the Harre Union are available for reservation by University departments and Student Senate recognized groups for the general purposes of educating the campus community about current topics of interest,

raising awareness of issues related to students or the campus, or for promoting involvement in campus programs and events. The display cases are generally not available for off campus entities or events. The display cases are reservable for 14 days (2 weeks) consecutively then must be removed for 7 days (1 week) before another reservation period can begin. Reservations are limited to a max of two Display Cases per period. Should a customer be marked as a “No Show” on the first day of the reservation, the remaining days will be canceled and the case will be opened for reservations to other customers. Exceptions may be made at the discretion of the Director of the Union and Student Life Operations or designated Harre Union Administration staff. All reservations for the Display Cases can be reserved through Virtual EMS or the Harre Union Administration Office.

Donation Collection Policy and Reservations: Four official University donation bins, that will generally be located in the Harre Union Atrium, are available for reservation by university departments and Student Senate recognized groups. Off campus organizations can request to partner with a Student Senate recognized group by contacting the Assistant Director of Student Involvement. Should an organization be interested in the partnership, they will contact the off-campus individual to discuss reservation details.

The donation bins are reservable for 14 days (2 weeks) consecutively, and then must be removed for 7 days (1 week) before another reservation period can begin. Organizations must place a flier or poster directly on the bin. A standard 8 ½ x 11 sheet of paper fits in the bin. No information may be taped or pinned to the wall surface. All reservations for the donation bins can be reserved through Virtual EMS or the Harre Union Administration Office. The bins are reserved and assigned on a first come first serve basis. No loose boxes or non-official donation bins are allowed in the Union.

Events with Food and/or Beverages, Bar Service: Dining Services provided by Parkhurst is the sole provider of food service for Valparaiso University and no other vendor or purchased food from outside may be allowed on premises for functions. Internal groups are allowed to request a dining services food release if, and only if, the food has been donated by a licensed food provider. Release must be approved by the Dining Services Office two weeks in advance and fit within the provided exemptions. Contact the Dining Service staff for more information at dining@valpo.edu.

Flag Policy: The purpose of this policy is to provide guidance and process for the display of flags on the Valparaiso University campus by officially recognized university organizations. As a private faith-based University, we retain all rights related to the use of the university's own property and spaces and exercises of expression in those spaces. In general, with the exception of the U.S. flag, State flag, or flags of specific University recognition, permanent flag displays are otherwise not permitted. The request to hang a flag in a public space approved by the University is a process of reservation in the appropriate designated spaces and fulfillment of procedures.

Film Screening/Showing Events: Organizations or groups wishing to show copyrighted visual materials, such as films, cannot confirm any university reserved space, advertise any event in which the film is to be shown or show any such copyrighted item until a copy of the licensing agreement obtained by the organization has been provided to the Harre Union Administration office. Failure to do so will result in suspension of an organization's privilege to reserve space on-campus for a period of time determined by the Director of Union and Student Life Operations. Organizations that are not forthcoming with the information of their intention to show

copyrighted visual materials may also be suspended from further reservations as deemed appropriate by the Harre Union Administration Office. For more information on the university's copyright policy please click [here](#), and for more information on understanding copyright laws please click [here](#).

Large Scale, Open to the Public, Limited Seating Events: All large-scale events with limited seating, which are open to the general public, may be required to ticket the event to ensure fire code is addressed properly. This is at the discretion of the Harre Union Administration staff. Other events are welcome to also utilize the University ticketing system which the Harre Union Welcome Desk provides for the entire campus community. The Harre Union staff can handle all aspects of ticketing setup, maintenance, accounting, recordkeeping, ticket stock, sales (in person and online), Will Call, accounting, and reconciliation involved in ticket sales for student organizations and/or campus departments. Tickets can be arranged through the Harre Union-Assistant Director of Union Operations with minimal cost for the service.

Run/Walk Events: Any client wishing to host a run/walk on campus will need to provide documentation of a meeting with VUPD with a finalized route on campus prior to the reservation request being confirmed. If additional space is required for registration, outdoor space must be reserved via the Harre Union Administration staff.

Wedding Policies: Guests interested in hosting a wedding reception at the Harre Union or related University facility may book 12 months in advance of date but may experience some limitations to availability due to regular University operations. Special consideration will be provided for weddings being scheduled between May and August, which are ideal for the University schedule. All wedding clients will be asked to sign a Facilities Use Agreement, to provide proof of insurance and to abide by all Harre Union and University policies.

Those interested in hosting their wedding reception at the Harre Union or similar University facility should work with the Harre Union Event Manager to explore options. The Event Manager will work with Valparaiso University Dining provided by Parkhurst to include them in the meeting or call so that food and beverage service can also be discussed as that service is separate to the facility use and set-up of spaces.

All wedding receptions will be allowed a three (3) hour window for decorating, the day before the wedding in which the Event Manager or another member of the Harre Union Administration Staff will be present to review the set-up and answer any remaining questions.

Harre Union Equipment:

Equipment and furnishings of the Harre Union may not be removed from the facility unless special permission is approved by the Harre Union Administration office. Additionally, groups and individuals who choose to rearrange or move furniture are asked to return them to their original place and leave as they found them. Failure to return any space to the expected condition may result in a service charge of no less than \$50.

Care and Maintenance:

As users of the Harre Union, all individuals, students, faculty, and staff, have a responsibility to help maintain the facility. Any damage to floors, walls, windows, etc. should be reported as soon as possible to the Building Manager on duty or a Harre Union Administration staff member. All housekeeping, maintenance and operations needs should be conveyed and arranged through the Assistant Director of Operations or the Building Manager on duty.

Event Liability and Security:

The Union is the host site for a variety of events, some small in nature, others very large. It is our goal to protect our guests, property, and secure our building. The Harre Union Administration staff reserves the right to determine if an event organizer will be required to provide additional insurance for an event and/or provide professional security for the event. These items come at the cost of the event organizer at all times, and are typically required when there is a bar service, an event of over 200 people, all weddings, a large event open to the public, or a controversial topic being discussed with an open public. Liability insurance must cover the Valparaiso University Harre Union and indemnify the University. Event security must be arranged through the Valparaiso University Police Department and will be charged to the event organizer as part of the cost of rental and executing the event. When insurance is required, a certificate must be provided to the Union 14 days prior to the date of the event.

Weather Closure Procedure:

Valparaiso University, including the Harre Union, is at times, threatened with severe weather. Even when the University is closed, the Harre Union will remain open for posted business hours, unless the campus is called to evacuate or the Harre Union Administration staff members become concerned about student/guest safety. All posted hours will remain in effect unless otherwise noted. Please note, however, staffing and services may be limited during these times for essential functions only (dining and warming) when the campus is closed. **All scheduled events are considered canceled when the University is closed due to severe weather or campus operations are suspended for any reason.**

Reservation No Shows:

Groups that do not provide appropriate notice of their reservation cancellation or fail to arrive for their event will be notified by the Harre Union Administration Staff. Should a group be contacted three times regarding a "no show," their reservation privileges will be subject to review and potential revocation. Student Organizations may be required to meet with the Harre Union Administration staff to discuss other potential repercussions.

Harre Union General Policies:

The following policies are enforced within the Harre Union and all other areas under the responsibility of the Harre Union Administration office.

Alcohol/Drug Policy:

Alcoholic beverages are not permitted in the Harre Union unless approved according to the University Alcohol Policy. For more detailed information, contact the Harre Union Administration Office. Drugs of any kind are not permitted in the Harre Union or on the Valparaiso University campus. Valparaiso University Police Department officials will be called if there is suspicion of any drug present in or around the building.

Animal Policy: Animals are generally **NOT ALLOWED** in the Harre Union with the exception of official, properly identified service animals. For special considerations or specific events involving animals, please contact the Harre Union Administration Office for approval. ***Exception approvals are generally not granted.*** The approvals are at the discretion of the Director of Union and Student Life Operations or designated staff.

Decorations Policy: All users of space shall be responsible for payment of any and all cleaning costs (\$30 per hour, one hour minimum) and damages to university property, whether caused by the User or its invitees, normal use excluded. Damages will be charged at replacement plus labor total.

Guests cannot injure, mar, or in any way deface the premises. This includes the use of driven nails, hooks, tacks, or screws into any part of the space as well as any alterations of any kind without the written permission of the University. Painter's tape and Command Hooks may be approved if used as recommended. Open flames, feathers, glitter, paint, and fog machines are strictly prohibited and subject to fine and cleaning charges. In addition, nothing can be hung on or from the ceiling in a space without prior approval from the Union Administration Staff.

Fundraising Policy: Any student organization or department wishing to host a fundraiser must complete the Fundraising Request Form through the myValpo system. The Harre Union Administration staff will approve the reservation request after the Fundraising Request Form has been approved and they have been notified by the Director of Student Philanthropy Programs.

Non-Motorized Vehicles Policy: Bicycles, skateboards, rollerblades, scooters, hoverboards, etc. (this includes any non-medical equipment -motorized or not- used for transportation) are not allowed inside the Harre Union, unless medically necessary. Students, faculty, staff and guests are to lock these items in marked areas outside of the building. Additionally, hoverboards are banned from the Valparaiso University campus.

Posting Policy: Open posting (flyers, banners) is only permitted in specified areas of the Harre Union. All fliers must be approved by the Harre Union Administration staff before posting. Anything posted in a non-designated area, or anything posted that has not been approved, will be taken down and disposed of immediately. On-campus departments and student organizations can display up to four fliers on the designated bulletin boards while any group or organization considered to be off-campus can only display one flier on the bulletin board located on the north side of the building near the Mail Center. Any items that have been approved will be posted by the Harre Union staff and will remain posted for 14 days (2 weeks) and then removed by the Harre Union staff.

There are a number of other ways to market events or opportunities if you are a student organization or department on campus. Groups may reserve display cases in the Harre Union through Virtual EMS. Additionally, groups may take advantage of the Harre Union's digital display system. For more information regarding policies, format, and requests, please visit www.valpo.edu/union.

Projection Policy: The Harre Union, and spaces overseen by the Harre Union, reserve the right to preview and approve any materials that are to be projected in any space. Outdoor projection onto buildings or property at the University is generally prohibited.

Solicitation Policy: Solicitation is not allowed on Valparaiso University's campus, or within the Harre Union, unless approved by University personnel. If approved, vendors must still stay outside of the Harre Union, a minimum 15 feet away from the building's entrances. Solicitation must be approved by the Office of Administration and Finance (219-464-5215) and the Student Life Division.

Tobacco/Smoking Policy: Valparaiso University is a tobacco-free campus. Smoking (including E-cigarettes and Vaping devices) and the use of other tobacco products is not permitted anywhere on campus. Students, faculty, staff and other guests may only use tobacco products in their private vehicles.

Vendor Policy: Outside vendors are not allowed in the Harre Union unless they are renting space through the reservations process. In addition, vendor materials will only be approved on a case-by-case basis, as approved by the Harre Union Administration office, and as space allows. Vendors are not to leave materials out in the building without prior approval. Any materials that are left without appropriate approval will be removed without notice or any responsibility or liability to the University or the Harre Union.

Weapons Policy: Weapons of any kind, including but not limited to, knives, guns, and explosives are not allowed in the Harre Union or on the Valparaiso University campus. Exceptions can be made for cultural demonstrations, but must be approved at least 14 days prior to the event by the Director of Union and Student Life Operations. We reserve the right to deny usage of cultural weapons for demonstrations if the demonstration appears to be too dangerous or the possibility of injury to spectators exists. All requests are subject to University Counsel or VUPD review and approval.