

## **Viking Union**

### **UNDERGROUND COFFEEHOUSE**

The Underground Coffeehouse is a University Dining Services' venue provided by the Viking Union located on the third floor. This space provides the University Community with a relaxed and comfortable environment where students and others may enjoy reading, playing board games, shooting pool or taking in a concert or poetry reading. Operation of the UGCH is provided by University Dining Services under administrative control of the Viking Union.

#### **A. OPERATION**

1. The University Dining Services Retail Manager will propose hours of operation for the Underground Coffeehouse to the Viking Union Administration.
2. University Dining Services will be responsible for providing food, beverages and staffing for the Underground Coffeehouse. They will also be responsible for the cleanliness of the food preparation areas, seating areas, and the game room. In addition, UDS will maintain the appropriate mood by controlling music, lighting, and activity within the facility.
3. The A.S. Production's Underground Coffeehouse Concert Series staff is responsible for coordinating the quarterly concert series.
4. The Viking Union is responsible for the maintenance of the facility and the cleanliness of the floors and the cleaning of furniture.

#### **B. RESERVATIONS**

1. University affiliated groups may reserve the Underground Coffeehouse upon approval of the University Dining Services Retail Manager. This request will then be passed on to the Viking Union Reservationist and the Director of Viking Union Facilities.
  - a. Reservations will not be allowed less than two hours before scheduled events on evenings designated for A.S. Production's Underground Coffeehouse concert series.
  - b. Use of the in-house Public Address system will be reserved through the Viking Union's Events Manager and will only be operated by authorized Viking Union Staff.
  - c. The setup of the room may not be altered to accommodate larger performers or a portable dance floor.
  - d. All reservations must fall within the Viking Union's Reservation Policy guidelines.

#### **C. EVENTS**

1. Only events that stay below a sound pressure level of 86 dB will be allowed in the Underground Coffeehouse. This measurement should be made on A weighting and no further than ten feet from the stage. Members of the Viking Union Staff will enforce the dB limit. If the performer does not comply, the Viking Union Building Manager reserves the right to stop the event. Underground

Coffeehouse Concert Series events in the Underground Coffeehouse must be free and open to the public.

2. The Associated Students Production's Underground Coffeehouse Concert Series staff will sponsor, program and publicize three events a week in the coffeehouse. One of these events must be an Open Microphone style event, while other events must be either musical or lyrical in nature and stay below the dB limit.

#### **D. BILLIARDS**

1. The Underground Coffeehouse has a billiards room for recreational use only. Billiard balls may be checked out from the Underground Coffeehouse counter in exchange for a Student ID card.
  - a. Gambling is prohibited.
  - b. Beverages are to remain on the designated counters within the billiard room.
  - c. The Viking Union provides cues and chalk for patrons of the Underground Coffeehouse. Please use them responsibly.

#### **E. BOARD GAMES**

1. The Viking Union provides board games for patrons of the Underground Coffeehouse.
2. Gambling is prohibited.
3. Games must remain inside the UGCH venue.
4. Patrons are expected to share access to games given a reasonable time limit.

#### **F. COMPUTERS**

1. A wireless network is available for University students and staff using laptop computers available at the VU Information Desk via signup at Wilson Library. Network cards are also available for sale at the AS Cooperative Bookstore.
2. Two networked computer stations are available for use by University students and staff via their network logins. Users should limit their use time when others are waiting.

#### **Interpretation and Enforcement: Viking Union Administration**

Approved by: Viking Union Administration

Date Approved: 5/05

Organization: Viking Union/Student Activities