Introduction

The Smith-Brown Memorial Union is a multi-purpose facility designed to meet the total needs of the Southern University Community. It is named in honor of Leonard D. Brown and Denver Smith who were slain during the 1972 student demonstrations.

The Smith-Brown Memorial Union provides facilities and opportunities that assist the administration, faculty, staff, students and community with an active social, cultural, recreational and informative realm. Meeting rooms are available in various sizes to recognized university organizations upon request from the Assistant Director’s Office.

For scenic beauty anytime, visit our beautiful campus. For beauty unsurpassed, our campus in the springtime is truly a remarkable sight, one that will brighten even the saddest heart. While this is true of the campus landscape in general, it is particularly true of the grounds surrounding the Smith-Brown Memorial Union.
Amenities

Recreation and Relaxation

The Union was designed to make your leisure time more enjoyable; there are two areas that are a must to visit. First there are the “Jaguar Lanes”, which feature twelve lanes of the newest and finest in automatic bowling by Brunswick. Please come and join one of the organized bowling leagues. Secondly, and of equal entertainment value is “LaCumba’s Playpen”, featuring nine billiard tables, video games table tennis and an assortment of quiet games including chess, checkers dominoes and cards. Rates for all pay-to-play games are competitive.

Social Areas

Social Activities of a restrictive and non-restrictive nature are usually held in the Royal Cotillion Ballroom, which has a capacity of 500 persons for catered events and 900 persons for open or social events. Two of our multi-purpose facilities include; the Union Mall and the Food Court. The Union Mall, (open area on the west side of the Food Court), is a gathering place for open air events geared primarily toward student-oriented activities such as; discos, fashion shows, outdoor feast, pep rallies and student speak-outs. The Food Court has capacity for 264 persons with a variety of fast food outlets to satisfy your taste. There are a variety of eateries located in the Food Court: Bene Pizzeria, Montague’s Deli, Tortilla Fresca Fajitas, Home Zone Louisiana Style Freshens Smoothie Company and Home Zone Fried Chicken.

Lounging Areas

The “Living Room” of the campus, attractively furnished in keeping with the “living room” spirit of the Union has three television areas, a browsing room and a lobby to accommodate your leisure hours on campus. Whatever your pleasure may be; reading, studying, waiting, thinking, enjoying music or some cultural entertainment, informally relaxing or just plain “lounging around”, have it your way in the Union.
Annual Union Events (Special)

At designated times during the school year; the Union sponsors certain annual events. Some of these events include “Juneteenth Celebration”, Fashion Shows, Organizational Fair and Mid-Day Concerts.

Services

There are a number of services offered for patrons of the Union; a barber shop and beauty salon, which operate Monday through Saturday from 8: A.M. to 8 P.M., a post office, public telephones, the campus mailroom and food court.

Offices

The second floor of the Smith-Brown Union houses the offices of the Union staff which includes; the Director, Assistant Director Operations, Assistant Director Programs & Organizations, Coordinator for International Students, Student Government Association, Program Advisors (2) and Union Governing Board. Any student interested in becoming involved in college union work or student organization/activities should visit these offices for further information.

Everyone is Welcome

The Smith-Brown Memorial Union provides facilities and services for the university community. It is centrally located on the campus on Jesse Stone Avenue. Students, faculty, staff, alumni and guests gather at the union for informal discussions, relaxation and cultural entertainment.

It took the commitment of dedicated people and numerous hours of hard work to create this facility. It is a home away from home, infused with the spirit that all people in our community have the right to its many benefits, which is a product of the effort of those who have come before us and will be a legacy to those who come after.
SMITH-BROWN MEMORIAL UNION

OPERATING HOURS FALL & SPRING

UNION LOBBY

<table>
<thead>
<tr>
<th>Days</th>
<th>Operating Hours</th>
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<tbody>
<tr>
<td>Monday - Saturday</td>
<td>8:00 A.M. - 10:00 P.M.</td>
</tr>
<tr>
<td>Sundays</td>
<td>1:00 P.M. - 10:00 P.M.</td>
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GAME AREA

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<th>Days</th>
<th>Operating Hours</th>
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<tbody>
<tr>
<td>Monday - Friday</td>
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<tr>
<td>Saturday &amp; Sunday</td>
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FOOD COURT

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<th>Operating Hours</th>
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<tr>
<td>Monday - Friday</td>
<td>8:00 A.M. - 8:00 P.M.</td>
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<tr>
<td></td>
<td>(Closed Saturdays &amp; Sundays)</td>
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SUMMER

UNION LOBBY/GAME AREA

<table>
<thead>
<tr>
<th>Days</th>
<th>Operating Hours</th>
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<tbody>
<tr>
<td>Monday - Saturday</td>
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<td>(Closed Sundays)</td>
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FOOD COURT

<table>
<thead>
<tr>
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<th>Operating Hours</th>
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<tbody>
<tr>
<td>Monday - Friday</td>
<td>8:00 A.M. - 2:00 P.M.</td>
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<td>(Closed Saturdays and Sundays)</td>
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XEROX COPY CENTER

Building Suite # 162   Phone (225) 771-2470

<table>
<thead>
<tr>
<th>Days</th>
<th>Operating Hours</th>
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<tbody>
<tr>
<td>Monday – Friday</td>
<td>COPY CENTER</td>
</tr>
<tr>
<td></td>
<td>MAIL ROOM</td>
</tr>
</tbody>
</table>
SMITH-BROWN MEMORIAL UNION

OPERATING POLICY

1. Food and beverages are permitted only in those areas specifically designated.

2. Off-campus agencies, their representatives or individuals are not permitted to set up displays, sell products or hand out advertising in the building without prior approval.

3. Sponsors will be held financially responsible for any charges or damages incurred during their use of the Smith-Brown Memorial Union.

4. In accordance with University regulations, intoxicants, drugs, firearms and gambling in any form are prohibited.

5. The rearrangement of any equipment or furnishings is the responsibility of the Smith-Brown Memorial Union staff. Any changes of set-up must be requested in the Director’s or Assistant Director's office.

6. Seeing-eye dogs are the only animals permitted in the building.

7. Children under twelve must be accompanied by an adult who will assume responsibility for their safety and welfare.

8. The Smith-Brown-Memorial Union is not responsible for lost or damaged articles of individuals and/or organizations in the building. All items found in the building will be taken to the Smith-Brown Memorial Union Reception's Office.

9. In addition to the Smith-Brown Memorial Union policies, individuals are expected to conduct themselves in accordance with university policies. Should any person(s) violate these policies, or conduct themselves in a manner inconsistent with the rights of others, or threatening the health, safety or general welfare of others using the facilities, they may be directed to leave the premises by a Smith-Brown Memorial Union Staff Member.

10. This policy serves as guidelines for the efficient and effective use of the building. For any questions or interpretation of this policy, please consult the office of the Director.
SMITH-BROWN MEMORIAL UNION

STUDENT SURVEY

Student surveys were passed out. Results and percentage rates listed below.

<table>
<thead>
<tr>
<th></th>
<th>Poor</th>
<th>Good/Fair</th>
<th>Excellent</th>
<th>Total Response</th>
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</thead>
<tbody>
<tr>
<td>Series 1</td>
<td>3</td>
<td>88</td>
<td>49</td>
<td>140</td>
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<tr>
<td>Series 2</td>
<td>4</td>
<td>91</td>
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<tr>
<td>Series 3</td>
<td>4</td>
<td>73</td>
<td>123</td>
<td>142</td>
</tr>
</tbody>
</table>

Series 1 – Students Satisfaction with Program
Series 2 – Students Awareness of Program
Series 3 – Commuter Students participation in Program
SMITH-BROWN MEMORIAL UNION

ORGANIZATIONAL CHART
SMITH-BROWN MEMORIAL UNION

Position Title
Director of Smith-Brown Memorial

Responsibilities: The Director is the Chief Officer in charge of planning, implementation, coordinating and directing the total operation and functions of the Smith-Brown Memorial Union and Homecoming Activities for the primary purpose of supplementing the overall educational program of the University through its cultural, social and recreation activities. He reports to the Vice Chancellor for Student Affairs.

1. Develop and administer annual budgets (Union, Recreational Area, Student Programs, Lyceum, International Students and Student Government Association).
2. Develop long and short-range strategic plans for staff development, contractual agreements, revenue generations, facility maintenance and public relations.
3. Analyze, develop and implement operational procedures and equipment needed to facilitate programs and services to include:
   4. Leasing, rental and utilization of office, meeting conference and multi-purpose rooms
   5. Recreation Room and Bowling Alley
   6. Reservation, with or without fees by internal and external persons, organizations etc.
   7. Coordinate matters concerning the Union’s operations, activities and services with student groups, external organizations, University departments and staff members.
   8. Directs building Safety and Security programs to insure satisfactory conduct of activities.
   9. Translates student desires and needs into practical and feasible programs in keeping with the University goals.
10. Direct supervision of the activities of the following subordinates:
    a. Recreation Manager
    b. Administrative Assistant 3
    c. Administrative Coordinator 1
    d. Indirect supervision of the activities of:
        e. Custodial Supervisor (2)
        f. Custodian Pin Chaser
        g. Custodians (5)
11. Manages the daily building services of the Union.
12. Prepare and administer the fiscal year operating budget.
13. Prepare, develop, implement, and analyze operational procedures and equipment needed to facilitate programs and services for recreation area and weekend/night management of the building.
14. Manage building security, reservation of Union space.
15. Coordinate set-ups for a variety of events.
16. Maintain liaison and assist custodial services in coordinating effective and proper building maintenance.
17. Receive cash, money order, cashier checks and control its flow (Rental and Recreation facilities).
18. Prepare and receive all purchase requisitions and make all necessary purchases after final approval by the Vice Chancellor for Student Affairs.
19. Maintain a day-to-day knowledge of Union financial operation.
20. Prepare monthly financial analysis.
21. Serve as project coordinator for short and long range capital improvement projects, liaison and design professionals, contractors and Facilities Management Staff.
This job serves as secretarial support to the Director of the Student Union. It involves assisting with budgetary projection and control, preparing reports, memos and correspondences, receiving and routing of visitors, answering and placing important phone calls, public relations work with visitors of the Student Union and provide secretarial support to the Director of the Student Union, the Administration, Programs and Recreation Departments of the Student Union. The position is directly responsible to the Director of Student Union.

1. Assist the Director in maintaining Recreation Budget and overall Administration budget to include budgetary projection, Assessment and Effectiveness Plan (AEP and Annual Reports).

2. Prepare payroll for student workers.

3. Scheduling of Union events and room rentals.

4. Setup and independently types a wide variety of correspondence to include organizational charts, spreads sheets, Professional Service Contracts, letters, reports, memos, invitations, flyers, brochures and programs.

5. Independently compose and types correspondence for the Director’s Signature regarding personnel and administrative matters.

6. Requisitions supplies, equipment and services for the Administration and Recreation Departments.

7. Assist in planning and implementing of annual program calendar of events. Produce flyers, program and brochures.

8. Assist with Contracting Procedures and authorization of expenditures.

9. Assist in developing opportunities for additional programming which could be sponsored by program committees in conjunction with other departments and organizations.

10. Exercise professionalism and diplomacy in placing and receiving phone calls of importance as well as of routine nature.
SMITH-BROWN MEMORIAL UNION

Position Title
Administrative Coordinator 1

This job primarily deals with receiving and routing of visitors, answering and placing important phone calls, assisting in the clerical operations of the Administration, Building Services, Programs, and Recreation Area of the Union. Make all visitors comfortable while awaiting their appointment.

Make appointments for visitors, exercise diplomacy in placing and receiving phone calls of importance; maintain pleasant relationship with the general public and with all persons who visit the office. Must be familiar with daily activities scheduled in the Student Union; be knowledgeable of all forms used and procedures required for the Union’s operations; be knowledgeable of operation of clerical machines in the Union; assist the staff members in maintain proper decorum; perform any other tasks of clerical work assigned by the Union Director or Assistant Director.

Responsibilities:

1. Answer multi-phone, responds to inquiries from the staff and general public.

2. Performs time keeping duties which include processing payrolls and keeping attendance records.

3. Compose and post weekly bulletins for programs and activities.

4. Use computer to retrieve information.

5. Type routing material such as: cards, labels, envelopes, letters, payrolls, time cards, etc.

6. Operate and have general knowledge of all office machines.

7. Type and inform employees of meetings, campus closures or any campus changes, such as water outages, etc.

8. Keep current maps, apartment guides, bus schedules, University campus events and calendars available and up to date.

SMITH-BROWN MEMORIAL UNION

Position Title
Recreation Facility Coordinator (Leisure Activities)

The Recreation Manager coordinates and supervises the physical activities and fiscal aspects of the recreation area.

He/she plans and administers programs that include bowling, billiards, chess, bridge and amusement machines. He/she is responsible for bowling leagues, tournaments and inter-collegiate competition. He/she trains and supervises recreation area staff, mechanics and student employees. The Recreation Manager must promote activities and be capable of representing the Union in his/her contact with the students, faculty and staff in developing programs relative to the recreation facilities.

Responsibilities:

1. Supervises, with approval from the director of Student Union, finances, personnel, maintenance and activity scheduling of facilities for leisure time activities, including billiards, bowling, tennis, chess bridge and amusement machines. Monitor the coin collection for the video games once a week. Oversee bids for game room and bowling alley.

2. Supervises full-time, part-time and student personnel. Develops and implements personnel policies and procedures.

3. Schedules the use of recreational facilities for recreation, classes and competition; coordinates activities with other campuses and community groups and organizations.

4. Directs financial management of the program including accounting records and transactions, budget control and preparation, purchasing inventory, and reporting of equipment and supplies. Go to the bank twice a week to get quarters.

5. Oversees and directs operations for preventive maintenance, custodial maintenance and contractual maintenance services, monitor and coordinated emergency evacuation procedures for ground floor of Student Union.

6. Represents the Coordinator of Leisure Time Activities at meetings; prepares reports as directed.

7. Write up and oversees, contracts & Contract Renewal Bid specification for the video machines, billiards tables, & bowling alley. Supervise consultant to provide training to bowling lane technician.
SMITH-BROWN MEMORIAL UNION

Position
Graduate Assistant

The Graduate Assistant must possess a Bachelor’s Degree and be currently enrolled in a graduate program at our University. This position requires excellent organizational and time management skills in addition to responsibilities listed below:

1. General Office Procedure
2. Assist in developing programs that are sensitive to diversity, changing student demographics and social issues.
3. Assist with answering telephones.
4. Perform general typing.
5. Coordinate set-ups for a variety of events.
6. Design and develop flyers for various events.
7. Responsible for communication of announcements, flyers, etc. to the University community.
8. Delivery of various forms, documents and communications to various departments on campus.
9. Maintain a pleasant relation with the students and with all persons who visit the office.
10. Be knowledgeable about operation of all office machines in the Student Union.
11. Assumes other responsibilities and performs duties assigned by the Director of the Smith-Brown Memorial Union.
SMITH-BROWN MEMORIAL UNION

Position Title
Custodial Worker II
Day/Evening Shift Supervisor

The Custodial Worker II is responsible for general supervising of the custodial personnel in the cleaning and maintenance of the entire Union’s physical facility. He/she also may perform some limited duties around the physical plant during the day or evening shift.

Responsibilities:

1. Supervision of custodial staff.

2. Day Supervisor is responsible for opening the physical facility and turning off the alarm system in the morning.

3. Evening Supervisor is responsible for securing the building properly after closing and activating the alarm system.

4. Supervise and assist in the technical and operational aspects of events held in the Union, especially setting up for banquets, meetings, conferences, programs and other activities.

5. Issue the necessary supplies from the storeroom to the custodians such as: light bulbs, soap, floor oil, brooms, mops, toilet tissue, etc.

6. Check periodically to see that floors, rest rooms, doors and plate glass are cleaned daily.

7. Report damages in the building and assist in making minor repairs.

8. Maintain inventory of all movable property in the Union and report theft of any property immediately to the campus Police and Union Director or Assistant Director.

9. Keep accurate records of custodial and maintenance supplies and reorders depleted supplies through the Assistant Director office when necessary.

10. Assumes other responsibilities and performs duties assigned and appropriate.
SMITH-BROWN MEMORIAL UNION

Position Title
Custodial Worker I

To maintain a clean and well-kept building at all times and assist in set-up for various activities in the Smith-Brown Memorial Union. This position is responsible for specific routine assignments as directed by his/her supervisor.

Responsibilities:

1. Check and clean rest-rooms (toilets, latrines, sinks, mirrors and floors).

2. Keep the following areas free of rubbish: parking lot, sidewalks and lawn surrounding the building.

3. Sweep, mop, wax and buff floors as needed. Vacuum and shampoo carpet.

4. Empty trashcans and sanitize.

5. Assist in keeping glass clean.


7. Assist in set-up for various activities.

8. Report all damages.

9. Directly responsible to the Day or Night Building Services Supervisor.

10. This position is responsible for specific routine assignments as directed by his/her supervisor.
SMITH-BROWN MEMORIAL UNION

Position Title
Custodian/Pin Chaser
Bowling Alley and Recreation Area

To clean and maintain recreation and bowling area, assist in maintaining automatic scores, pin-setters and other operating equipment. Responsible for maintenance and equipment operation during evening and weekend hours.

Responsibilities:

1. Perform housekeeping in recreation area and bowling alley.
2. Assist in arranging and following preventive maintenance schedule.
3. Report all problems and assist in making repairs.
4. Empty and sanitize trashcans.
5. Assumes other responsibilities and performs duties assigned and appropriate.
SOUTHERN UNIVERSITY

SMITH-BROWN MEMORIAL UNION

GOVERNING BOARD

CONSTITUTION

ARTICLE I

The Smith-Brown Memorial Union Governing Board is an integral and vital part of the educational process sharing university goals of intellectual and personal growth. The Union Governing Board is a co-curricular organization to aid in the academic and cultural development of the students. It is a focal point, which transcends the artificial atmosphere of the university and the real world beyond the campus boundaries.

Section 1. As an Organization

The Union Governing Board is an organization and a program, representing a well-organized plan of combining students, faculties and administrators to meet and exchange different ideas, interests and values.

Section 2. As an Educational Process

The Union Governing Board provides a cultural, social and recreational program, aiming to make free time activities a cooperative factor with study in education.

Section 3. In All Its Purposes

The Union Governing Board encourages self-directed activities under the supervision of the union staff members. Giving maximum opportunity for self-realization and for growth in individual social competency and group effectiveness. The Union Governing Board’s continuing goal is the creation of an environment that fosters self-expression, debate of issues and concerns for a person(s) and their environment.

ARTICLE II

The Union Governing Board responsibilities include assisting with all of the affairs associated with the Union; such as policy making, program planning, appointments as committee chairperson and the union budget.

ARTICLE III

The membership of the Smith-Brown Memorial Union Governing Board shall consist of a minimum of twenty-one (21) students, eight (8) faculty and staff members appointed by the Vice Chancellor for Student Affairs. The Union Director will serve as an ex-official member.
Each student member will be approved by the Union Governing Board and will be submitted to the Vice Chancellor for Student Affairs for confirmation.

**Section 1. Qualifications of Members**

All members of the Smith-Brown Memorial Union Governing Board must have a 2.0 average or better. All members must be in good standing with the University and must not have been subject to any disciplinary action by the University during the academic year.

**Section 2. Methods of Selection**

Persons seeking membership on the board must file a formal letter of application with the Program Advisor’s office and must be interviewed by the members of the board.

**Section 3. Duties of Members**

All members are to be responsible for upholding the constitution at all times. All members must promote proper conduct in the Union. All members must assist in formulating and carrying out policies relative to the social, recreational and cultural programs of the union. Union Governing Board members will become inactive if not attending meetings and activities.

Members missing a total of two (2) meetings without a valid excuse will be subject to dismissal from the Union Governing Board pending action from the executive committee. A written notification or contact with the President or Secretary of the Union Governing Board before meeting will be sufficient.

**ARTICLE IV**

Officers of this body shall be: President, Vice-President, Secretary and Correspondence Secretary.

**Section 1. Methods of Election**

The officers will be elected by the members of the Board with a majority vote. Voting shall be secret ballot. Elections shall take place in the Spring semester of each academic year. All constitutional officers shall be elected before new members are selected.

**Section 2. Qualification of Officers**

All constitutional officers must have at least a 2.0 average. Officer must be in good standing with the University and must not have been subject to any disciplinary action by the University during the academic year. The president must be a first-semester Junior (or of more advanced standing with at least two (2) semesters of service on the Union Governing Board.
All other constitutional officers must be at least a second-semester Sophomore (or of more advanced standing) with at least one (1) semester of service on the Union Governing Board.
Freshmen can become members of the Union Governing Board with the stipulation that they can hold only the office of Secretary and Correspondence Secretary.
Section 3. Tenure of Officers
The tenure of all officers of the Board shall be one academic school year. Any officer shall be eligible for a second term. In the event of resignation, withdrawal, or dismissal of a Board officer, replacement shall be made in the manner outlined in Article IV, Section 1 and 2.

ARTICLE V

The officers and their responsibilities are listed as follows:

Section 1. President
The president shall preside over all board meetings, call special meetings, coordinate the activities of the Board, administer the responsibilities of the Board, appoint committees and chairpersons, have the authority to conduct or delegate any business of the Board that is not specifically stated in the constitution, represent the organization, serve as ex-official member of all committees and as a liaison between the Union Governing Board, union Director, administration and other organizations and the student body.

Section 2. Vice President
The Vice-President shall assist the President, preside over meetings in his absence, serve as committee coordinator and be prepared to assume duties and responsibilities of the President.

Section 3. Secretary
The Secretary shall keep an accurate account of the proceeding of all meetings held by the Union Governing Board. These minutes will be available and open at all times to committee members of the Union Governing Board.

Section 4. Correspondence Secretary
The Assistant Secretary will be responsible for mailing, receiving and distributing incoming communications. He/she will assume the duties of the Secretary in his/her absence.

ARTICLE VI

Section 1. Removal of Officers
Any officer of the Smith-Brown Memorial Union Governing Board is subject to removal upon the failure to comply with the duties of the respective offices by a two-thirds vote of the Union Governing Board. (Two-thirds of the members that are present at the time of election.)

Section 2. Resignation of Officers
Any officer or member of the Smith-Brown Memorial Union Governing Board may resign by a written statement at least fourteen (14) days preceding the effective date of resignation.
ARTICLE VII

The Smith-Brown Memorial Union Governing Board will approve committee chairpersons after the election of new officers. Selection will be made by a committee made up of the President, Vice-President, Secretary and Program Advisor. Committee chairpersons are subject to evaluation by the Union Governing Board. Any committee chairperson may be removed from his/her position by the Union Governing Board for insufficient service.

Section 1. Committee Membership

Membership to a committee may be gained by filing an application with the committee on which he/she wishes to serve.

Section 2. Interview of Prospective Committee Members

The Prospective member will be interviewed by the committee chairperson in an informal meeting. He/she will be informed of the decision.

Section 3. Last of Privileges to Committee Member(s)

Committee members will be classified as active or inactive by his/her committee chairperson. If a member is placed on the inactive list, he/she loses their privileges given to him/her by the members on the committee.

Section 4. Inactive Status

Inactive status is determined by the lack of attendance at meetings or activities.

Section 5. Active Status

A committee member may regain active status by attendance at meetings and activities.

ARTICLE VIII

Activities in the Union are planned and executed by students who make up various committees such as: Special events, hospitality, forum, fashion, advertising and entertainment. Membership on these committees is open to any Southern University student, faculty and staff members.

Section 1. Hospitality Committee

Responsible for the general hospitality of the Union such as: Teas, receptions, social hours and international hour, etc.

Section 2. Forum Committee

Select noted speakers and coordinate lecturers, book reviews, seminars and gripe sessions.
Section 3. Public Relations Committee

Responsible for posters, banners, radio and other media to publicize the many events in the Union. Displays of annual conference.

Section 4. Special Events Committee

Activities not sponsored by other committees such as talent shows, pageants and also an Annual Union Party (Award Ceremony).

Section 5. Recreation Committee

Responsible for conducting and supervising game nights: bridge, chess, pinochle, billiard for females and tournaments, etc.

Section 6. Fine Arts

Schedule art exhibits, sponsor art contest, arrange show cases, bulletin boards and exhibits held in the Union.

Section 7. Music

Responsible for music which has to be provided for various occasions, discos, various types of concerts, listening sessions, etc.

Section 8. Fashion Committee

To create an awareness of the latest fashion that are affordable and proper for various occasions and improve students social graces and self confidence.

Every chairperson selected to a committee must keep abreast of the particular activities sponsored from the first meeting to the next meeting of the month. The chairperson of that committee shall make a progress report of each activity that falls under his/her committee to present to the board at the following meeting. Also included in this report shall be participation by members.

ARTICLE IX

Section 1. Meeting

Meetings will be held on Thursday during the academic school year at 4:00 P.M. Special arrangements will be made for the summer months.

Provisions for called meetings will be provided whenever the body deems it necessary by petitioning the President to call such a meeting or when it’s deemed necessary by the President.
ARTICLE X

Section 1. Methods of Amending the Constitution

Any member may propose an amendment to the Constitution and when it is considered at regular meetings it may come before the Board for adoption or rejection.

When two-thirds of the Board (two-thirds shall not consist of less than a majority of the Board) shall deem any changes, alternations shall be read and passed by a two-thirds vote of the members. All amendments must be made fourteen 14 days in advance of any action taken upon them.

ARTICLE XI

Section 1. Methods of Ratifying the Constitution

The Constitution, with all provisions, shall become effective when approved by a two-thirds majority of its members, and its official birth will take place joining the rank of other organizations on the campus of Southern University.
APPLICATION FOR MEMBERSHIP
(Please print or Type)

Name: _________________________ SS#: ________________________

Home Address: ________________________________________________________________
        City/State        Zip

School Address: _______________________________________________________________
        City/State        Zip

Classification: _______________________________ Major: _______________________

Please list other campus or community activities in which you plan to be involved with this year.

__________________________________________________________________________

__________________________________________________________________________

Please list other campus or community activities in which you have been formerly involved.

__________________________________________________________________________

__________________________________________________________________________

Please list any special talents or qualities in terms of skills, experience and personal style you have that would be beneficial to the Union Governing Board.

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

Thank you for your interest in the Union Governing Board
SOUTHERN UNIVERSITY

SMITH-BROWN MEMORIAL UNION

RENTAL POLICY

Effective Date: July 1, 2003
Supersedes: Operating Policy Date February 16, 2000

I. No rental charges are made for space in the Smith-Brown Memorial Union when the event falls into one of the following categories: (Note: Special Service charges apply as outlined in III.)

A. A public event sponsored by a recognized student organization, an University Division or Department whenever no admission is charged, and is opened to the University Community (Priorities I-A and I-B.)

B. A meeting, other than social, of a recognized student organization, a University Division or Department.

C. A restricted event sponsored by a recognized student organization, a University Division or Department, planned primarily for people outside the University Community whenever there are no membership dues, enrollment or registration fee, gifts or grants, to cover all or part of conference expenses.

II. Rental charges are made for space in the Smith-Brown Memorial Union when the event falls into the following categories: (Note: Special Service charges apply as outlined in III.)

A. Any event sponsored by recognized student organization, University Division or Department, a community organization, whenever an admission is charged (Priorities I-A and I-B).

B. A restricted Social event sponsored by a recognized student organization, a University Division or Department, a community organization, planned primarily for members of the sponsoring group.

C. A restricted event sponsored by a recognized student organization, a University Division or Department, a community organization, planned primarily for the benefit of people outside of the university community. Whenever there are enrollment or registration fees to cover all or part of event expenses, charges are made to the sponsoring agency.

D. A restricted event, other than social sponsored by a faculty or staff person.
E. Private social event (charges as listed in V.)

III. Special Services Prompting Additional Charges

A. Exhibit booths - flat rate

B. Commercial Art displays or exhibits - flat rate.

C. Any other services determined special by the Director such as: piano, 16mm projector, portable record player, public address system, portable screen (6’x6’) follow spots, etc.

IV. Rental Schedule

A. Minimum rates are determined by room size.

B. Charges are based on a flat rate when items are sold.

V. Charges for Room used by Individuals

A. Private functions with admission charges or enrollment fees are not permitted to use the facility.

B. When an area is used by an individual for restricted event, other than social, charges are made as follows:

<table>
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<th>Minimum Rate</th>
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<tr>
<td>Students</td>
<td>No Charge</td>
</tr>
<tr>
<td>Non-Student</td>
<td>Minimum Rate</td>
</tr>
</tbody>
</table>

VI. Facilities will only be rented to legitimate community organizations for function with admission charges or enrollment fees.

VII. Decisions are made by the Director on any controversial issue pertaining to Rental Policy.

VII. Meeting Rooms and Booths

Meeting Rooms and Booths may be rented for commercial purposes by companies or individuals engaged in the sale of goods or services to the University Community with prior approval.

IX. Reservations

A. All rental areas are reserved on a first come, first serve basis, and all reservations must be secured at least (21) days in advance of scheduled event(s) by filling the proper form(s) and paying the stipulated fees to the office of the Assistant Director. Fees are forfeited if notice of cancellation are not made within ten (21) working days of the scheduled event.
B. The entire rental charge is required at the time reservation request is made for Booths.

A. A deposit of $100.00 is required for confirmation of space when there is a rental charge. Balance of fees must be paid at least ten (10) working days before the scheduled event.

X. Attendance Limitations

1. Royal Cotillion-------------- Open or Social - 900 Maximum
   Catered - 350  Auditorium – 500

2. Mocha Shop --------------- Catered - 60

3. Continental Room--------- Catered - 26

4. Blue and Gold Room ------ Catered – 50
BE IT KNOWN, that on this day of ________________________, 200___, Southern University-Baton Rouge Campus, Smith-Brown Memorial Union, Post Office Box 10004, Baton Rouge, Louisiana 70813, hereinafter referred to as the Lessor and

as Lessee, address ____________________________________________________________________________________________

City/State Zip

telephone (____) ________________________ and fax number (____) ________________________
do hereby enter into an agreement under the following Terms and Conditions:

WITNESSETH:
1. For and in consideration of the sum hereinafter specified, the Lessor grants to the Lessee the use of the following facility within the Smith-Brown Memorial Union.
   Beauty Salon

2. TERM: This lease is made for the primary term of one year commencing on the first day of ________________________________

3. This lease may be terminated by either the Lessor or the Lessee upon thirty days written notice. In case this lease must be terminated, written notice shall be given to the following parties by certified mail:
   LESSEE:

   Name

   Address

   City State Zip

LESSOR:

V. Gale Toussant, Director

Name

Smith-Brown Memorial Union

Department

Post Office Box 10004, Jesse N. Stone Avenue

Address

Baton Rouge Louisiana 70813

City State Zip
4. The Lessor reserves the right to review this contract after a period of four months at the terms aforementioned.

5. PURPOSE OF LEASE: The premises are herein leased for providing hair treatment services to the University Community. The Lessee shall dispose of all trash, products and/or supplies in accordance with State and Federal Hazardous Waste Regulations. No sale of merchandise directly or indirectly related to operator service will be permitted on the Union’s premises without prior written approval of the director of the Union.

6. RENTAL COSTS: The Lessee agrees to pay Lessor the following fees for the use of space indicated to wit: 

will be paid each month, on the first day of each calendar month, with a grace period of five (5) days. The rates are as following: 

$300.00 per month – Manager   $325.00 per month - Operators

Lessee will pay the rent to the Assistant Director of the Smith-Brown Memorial Union, who will provide a temporary receipt.

The rent shall be determined on a flat monthly basis without exceptions. The institution will not be at fault for Lessee’s failure to earn rent for lack of customers or slow business.

7. ACCELERATION CLAUSE: Should Lessee fail or neglect to promptly and fully pay any rent when due, he/she shall be allowed an additional five (5) day period of grace to pay same. After written notice to Lessee by Lessor, and thereupon, if said rent shall not be paid at the end of said grace period, the Lessor, at its option, may declare the entire unearned rent for the whole term of this lease to be immediately due and eligible, or in the alternative, the Lessor may declare this lease terminated for failure to pay the rent.

8. MAINTENANCE AND IMPROVEMENTS: Lessor shall maintain the roof and walls of the premises in good condition, maintain the electrical system including replacement of fixtures and lights and shall be responsible for major repairs to the central heating and air-conditioning system, such as replacement of compressors, major plumbing repairs and corroded sewer lines.

Lessee shall maintain interior plumbing fixtures, outlets and drains and keep them free from foreign objects and obstructions. Lessee shall maintain inside and outside premises up to normal standards. It is agreed and understood by and between the parties that no additions, alterations or improvements other than ordinary decorations and movable partitions shall be made by the Lessee to the premises without first obtaining the written permission of the Lessor. The Lessor at his option may require the premises be restored to its original condition.

9. TAXES: Lessee binds and obligates himself to timely pay all taxes and licenses including but not limited to local, state and federal taxes which maybe assessed upon any improvements made by him during the primary term of this lease and Lessor agrees to timely pay all other taxes and assessments.
10. UTILITIES: Lessor shall pay all utility bills, including electricity, water and gas expenses promptly, when they become due.

11. SURRENDER OF PREMISES: Upon the termination of this lease for any cause whatever, Lessee will surrender to Lessor, its successors, or assigns, legal representatives, the peaceful possession of the premises, in as good condition as received, the usual decay, wear and tear excepted.

12. DAMAGE OR DESTRUCTION: In the event the said leased premises or any part thereof are damaged or destroyed by fire, tornado or other casualty, so as to render the same untenable and said premises cannot be repaired or restored by the Lessor within ninety (90) days after the happening of such event, then this lease shall terminate, and rent shall be paid to the date of such damages or destruction.

In the event said premises can be repaired or restored by Lessor within ninety (90) days then the Lessor shall immediately repair said damage at its costs and this lease shall not terminate, but rent shall abate while said premises are being repaired or restored.

In the event said premises are damaged by fire, tornado or other casualty, but not tendered wholly untenable thereby, this lease shall not terminate, but Lessor shall immediately repair the damage at its own costs and rent abate as to that portion of the premises which are rendered untenable from the date of such damage until said premises are restored and rendered satisfactory for occupancy by the Lessee.

13. HOLD HARMLESS: Lessee shall indemnify Lessor for and hold harmless Lessor from and against all fines, suits, claims, demands, liabilities and court actions (including costs and expenses of defending against such claims) resulting or alleged to result from any breach, violations or nonperformance of any covenant or condition hereof or from the use of occupancy of the leased premises, by Lessee or Lessee’s agents, employee, licensees or invitees.

14. The Lessor agree to notify the Southern University Chief of Police to provide the necessary officers to maintain order, protect persons and secure property of said premises or any portion thereof.

15. ATTORNEY FEES: In the event it become necessary to employ an Attorney-at-Law for the purpose of collecting rental under this lease, by suit or otherwise, Lessee obligates himself to pay the fees of the Attorney so employed which fees hereby fixed at the sum of twenty-five (25%) percent of the amount placed in said Attorney’s hands for collection.

If it should become necessary for Lessor to employ an Attorney for the purpose of canceling the within lease because of Lessee’s violation of any other terms of this lease, Lessee obligates himself to pay the fees of the Attorney so employed.

16. INSURANCE: Lessee agrees to maintain in full force and effect and to pay the premiums for policies of liability insurance to the standard Louisiana Owner, Landlord and
Tenant Form, with limits of not less than _______________ per person and ________________ per occurrence, and further, shall cause Lessor to be named as an additional insured under such policy.

17. SUBLEASE:  Lessee shall neither make a sublease nor any assignment of this lease, in whole or in part, without the prior written consent of the Lessor.

18. ENFORCEMENT:  Failure to strictly and promptly enforce these conditions shall not operate as a waiver of Lessors rights, Lessor expressly reserves the right to always enforce prompt payment of rent or to cancel this lease, regardless of any indulgence or extensions previously granted.

19. CHANGES:  This lease shall not be changed, altered or abrogated in any respect, except by written consent of both parties executed in the same manner as this original lease.

20. ANTIDISCRIMINATION CLAUSES:  The Lessee agrees to abide by the requirements of the following applicable: Title VI and VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, Federal Executive Order 11246, the Federal Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran’s Readjustment Assistance Act of 1974, Title XI of the Education Amendments of 1972, the Age Act of 1972, and contractor agrees to abide by the requirements of the Americans with Disabilities Act of 1990.

Lessee agrees not to discriminate in its employment practices and will render services under the contract without regard to race, color, religion, sex, national origin, veteran status, political affiliation, disabilities or in accordance with EWE 92-7 because of an individual’s sexual orientation. Any act of discrimination committed by Contractor or failure to comply with these statutory obligations when applicable shall be grounds for termination of this contract.

THUS DONE, read and signed at Baton Rouge, Louisiana on the day, month and year first above written.

By: _______________________________________

LESSEE

By: _______________________________________

LESSOR/DIRECTOR SMITH-BROWN MEMORIAL UNION

By: _______________________________________

VICE CHANCELLOR FOR STUDENT AFFAIRS

By: _______________________________________

CHANCELLOR, SOUTHERN UNIVERSITY- BATON ROUGE CAMPUS
SOUTHERN UNIVERSITY
SMITH-BROWN MEMORIAL UNION

BARBER SHOP
LEASE AGREEMENT

BE IT KNOWN, that on this day of ________________________, 2000 ____________ ,
Southern University-Baton Rouge Campus, Smith-Brown Memorial Union, Post Office Box 10004,
Baton Rouge, Louisiana 70813, hereinafter referred to as the Lessor and

____________________________________________________________________

as Lessee, whose address is_______________________________________________
City State Zip

and whose telephone is (____) ___________ and fax number (____) ______________________
do hereby enter in an agreement under the following Terms and Conditions:

WITNESSETH:

1. For and in consideration of the sum hereinafter specified, the Lessor grants to the
Lessee the use of the following facility within the Smith-Brown Memorial Union.
Barber Shop

2. TERM: This lease is made for the primary term of 5 years
commencing on the first day of ________________________, and terminating ________________.

3. This lease may be terminated by either the Lessor or the Lessee upon thirty days
written notice. In case this lease must be terminated, written notice shall be given to the following
parties by certified mail:
LESSEE:

Name

Address

City State Zip

LESOR:

V. Gale Toussant, Director

Name

Department

Address

City State Zip
4. **The LESSEOR** reserves the right to review this contract after a period of five (5) years at the terms aforementioned.

5. **PURPOSE OF LEASE:** The premises are herein leased for the purpose of providing ___________________ services to the University Community. The Lessee shall dispose of all trash, products and/or supplies in accordance with State and Federal Hazardous Waste Regulations. No sale of merchandise directly or indirectly related to operator service will be permitted on the Union’s premises without prior written approval of the director of the Union.

6. **RENTAL COSTS:** The Lessee agrees to pay Lessor the following fees for the use of space indicated to wit: ___________________________________________________________

   ________________________________________________

   will be paid in advance each month, on or before the first day of each calendar month the first year. A schedule of rental rates for each additional year due on the first day of ea

Lessee will pay the rent to the Assistant Director of the Smith-Brown Memorial Union, who will provide a temporary receipt.

The rent shall be determined on a flat monthly basis without exceptions. The institution will not be at fault for Lessee’s failure to earn rent for lack of customers or slow business.

7. **ACCELERATION CLAUSE:** Should Lessee fail or neglect to promptly and fully pay any rental when due, he/she shall be allowed an additional five (5) day period of grace to pay same. After written notice to Lessee by Lessor, and thereupon, if said rental shall not be paid at the end of said grace period, the Lessor, at its option, may declare the entire unearned rental for the whole term of this lease to be immediately due and eligible, or in the alternative, the Lessor may declare this lease terminated for failure to pay the rental.

8. **MAINTENANCE AND IMPROVEMENTS:** Lessor shall maintain the roof and walls of the premises in good condition, maintain the electrical system including replacement of fixtures and lights and shall be responsible for major repairs to the central heating and air-conditioning system, such as replacement of compressors, major plumbing repairs and corroded sewer lines.

Lessee shall maintain interior plumbing fixtures, outlets and drains and keep them free from foreign objects and obstructions. Lessee shall maintain inside and outside premises up to normal standards. It is agreed and understood by and between the parties that no additions, alterations or improvements other than ordinary decorations and movable partitions shall be made by the Lessee to the premises without first obtaining the written permission of the Lessor. The Lessor at his option may require the premises be restored to its original condition.

9. **TAXES:** Lessee binds and obligates himself to timely pay all taxes and licenses including but not limited to local, state and federal taxes which maybe assessed upon any improvements made by
him during the primary term of this lease and Lessor agrees to timely pay all other taxes and assessments.

10. UTILITIES: Lessor shall pay all utility bills, including electricity, water and gas expenses promptly, when they become due.

11. SURRENDER OF PREMISES: Upon the termination of this lease for any cause whatever, Lessee will surrender to Lessor, its successors, or assigns, legal representatives, the peaceful possession of the premises, in as good condition as received, the usual decay, wear and tear excepted.

12. DAMAGE OR DESTRUCTION: In the event the said leased premises or any part thereof are damaged or destroyed by fire, tornado or other casualty, so as to render the same untenable and said premises cannot be repaired or restored by the Lessor within ninety (90) days after the happening of such event, then this lease shall terminate, and rent shall be paid to the date of such damages or destruction.

In the event said premises can be repaired or restored by Lessor within ninety (90) days then the Lessor shall immediately repair said damage at its costs and this lease shall not terminate, but rent shall abate while said premises are being repaired or restored.

In the event said premises are damaged by fire, tornado or other casualty, but not tendered wholly untenable thereby, this lease shall not terminate, but Lessor shall immediately repair the damage at its own costs and rent abate as to that portion of the premises which are rendered untenable from the date of such damage until said premises are restored and rendered satisfactory for occupancy by the Lessee.

13. HOLD HARMLESS: Lessee shall indemnify Lessor for and hold harmless Lessor from and against all fines, suits, claims, demands, liabilities and cort actions (including costs and expenses of defending against such claims) resulting or alleged to result from any breach, violations or nonperformance of any covenant or condition hereof or from the use of occupancy of the leased premises, by Lessee or Lessee’s agents, employee, licensees or invites.

14. The Lessor agree to notify the Southern University Chief of Police to provide the necessary officers to maintain order, protect persons and secure property of said premises or any portion thereof.

15. ATTORNEY FEES: In the event it become necessary to employ an Attorney-at-Law for the purpose of collecting rental under this lease, by suit or otherwise, Lessee obligates himself to pay the fees of the Attorney so employed which fees hereby fixed at the sum of twenty-five (25%) percent of the amount placed in said Attorney hands for collection.

If it should become necessary for Lessor to employ an Attorney for the purpose of canceling the within lease because of Lessee’s violation of any other terms of this lease, Lessee obligates himself to pay the fees of the Attorney so employed.

16. INSURANCE: Lessee agrees to maintain in full force and effect and to pay the premiums for policies of liability insurance to the standard Louisiana Owner, Landlord and
Tenant Form, with limits of not less than _______________ per person and _______________ per occurrence, and further, shall cause Lessor to be named as an additional insured under such policy.

17. SUBLEASE: Lessee shall neither make a sublease nor any assignment of this lease, in whole or in part, without the prior written consent of the Lessor.

18. ENFORCEMENT: Failure to strictly and promptly enforce these conditions shall not operate as a waiver of Lessor’s rights, Lessor expressly reserves the right to always enforce prompt payment of rent or to cancel this lease, regardless of any indulgence or extensions previously granted.

19. CHANGES: This lease shall not be changed, altered or abrogated in any respect, except by written consent of both parties executed in the same manner as this original lease.

20. ANTIDISCRIMINATION CLAUSES: The Lessee agrees to abide by the requirements of the following applicable: Title VI and VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, Federal Executive Order 11246, the Federal Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran’s Readjustment Assistance Act of 1974, Title XI of the Education Amendments of 1972, the Age Act of 1972, and contractor agrees to abide by the requirements of the Americans with Disabilities Act of 1990.

Lessee agrees not to discriminate in its employment practices and will render services under the contract without regard to race, color, religion, sex, national origin, veteran status, political affiliation, disabilities or in accordance with EWE 92-7 because of an individual’s sexual orientation. Any act of discrimination committed by Contractor or failure to comply with these statutory obligations when applicable shall be grounds for termination of this contract.

THUS DONE, read and signed at Baton Rouge, Louisiana on the day, month and year first above written.

By: __________________________________________________________________________
LESSEE

By: __________________________________________________________________________
LESSOR/DIRECTOR SMITH-BROWN MEMORIAL UNION

By: __________________________________________________________________________
VICE CHANCELLOR FOR STUDENT AFFAIRS

By: __________________________________________________________________________
CHANCELLOR, SOUTHERN UNIVERSITY-BATON ROUGE CAMPUS
SOUTHERN UNIVERSITY
Assoc. Vice Chancellor for Facilities Operations
BUILDING FACILITY REQUEST FORM

Department Requesting Facility: ______________________________________________________

Facility Request: 1st choice _____________________ 2nd choice ______________________

Date & Time of Request: _________________________ Size of Group: ________________

Purpose: (circle one) Fund-raising Meeting Recruitment Other

Will Media (Equipment) be used? (circle one) Yes No

Describe the physical arrangements and equipment needed for activity.
______________________________________________________________________________
______________________________________________________________________________

Name of person requesting services: ________________________________________________

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<th>Signature</th>
<th>Phone</th>
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<td>9</td>
<td>__________________________</td>
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</tr>
</tbody>
</table>

1. Advisor
2. Supervisor of Requested Facility
3. Student Life (Student Affairs)
4. Director of Student Programs (2nd Floor Student Union)
5. Vice Chancellor for Student Affairs
6. Chief of University Police (REQUIRED AT ALL TIMES)
7. Director of Buildings and Grounds (Except for Smith-Brown Union & Activity Center) (Inside Activities Only)
8. Vice Chancellor for Academic Affairs (If On-campus Academic Activity)
9. Associate Vice Chancellor for Facilities Operations (Except for Smith-Brown Union & Activity Center) (Last signature to be affixed on this document)

Document must be completed seven (7) working days prior to event. Failure to comply with this deadline will result in cancellation of your program.

A cancellation notice must be given four (4) working days in advance to the following departments below:
1) Campus Police 2) Supervisor of Requested Facility 3) Buildings Department

(Failure to Comply will result in contracted payment)

AFTER SECURING ALL SIGNATURES GIVE ORIGINAL TO SUPERVISOR OF REQUESTED FACILITY MAKE COPIES FOR THE FOLLOWING AREAS BELOW:
1) Advisor of Organization 2) Building & Grounds Dept.

Revised 10/
SMITH-BROWN MEMORIAL UNION
P. O. Box 10004 -- Jesse N. Stone Avenue
(225) 771-2608 -- Fax (225) 771-3432
Southern University -- Baton Rouge, Louisiana 70813

FACILITY CONTRACT

Be it known that on this day of _______________, 20________, the Smith-Brown Memorial Union of Southern University-Baton Rouge, Louisiana, hereinafter sometimes referred to as the “LESSOR”

and ____________________________________________________________________________________________

Sponsor, Organization or Department

Whose Address is ____________________________________________________________________________________________

City __________ State ______ Zip Code __________________________________________________________________________

And whose telephone is (___) _______________ and (fax) ________________________________

hereinafter sometimes referred to as LESSEE do hereby enter into contract under the following Terms and Conditions:

For and in consideration of the sum hereinafter specified, the Lessor grants to the Lessee the use of the following facilities under the supervision of the Lessor:

Henton Room [ ] Royal Cotillion Ballroom [ ] Lake Front Room [ ]
Exhibit Booth [ ] Mocha Room [ ] Blue & Gold Room [ ] Continental Room [ ]

For __________________________________________________________________________

Type of Program

Estimated Attendance ____________________________________________________________________________________________

Requested By

________________________________________________________________________________________

Day & Date of Event ____________ Time of Event ____________ to ____________

Set-up ____________________________________________________________________________________________

__________________________________________________________________________________________

Chairs ___________ Tables ___________ PA System [Yes] [No] Lectern [Yes] [No]

Total Charges ___________ Less Deposit Paid ___________ Balance Due ____________

Balances due must be paid at least ten (10) working days before the event by Cashier Checks or Money Orders ONLY. Overtime charges will be assessed and paid promptly. Deposit will not be refunded if event is not canceled at least twenty-one (21) days prior to scheduled event.
All catering must be requested through ARAMARK FOOD SERVICE. You may call the office for further details at (225)771-2363.

Alcoholic Beverages are: (_____) FORBIDDEN (_______) PERMITTED

Security ( ) is ( ) is not required for this activity. Why required you must report to the Campus Police Department for further instructions at (225)771-2770.

LESSEE agrees not to damage, mar nor in any manner deface Smith-Brown Memorial Union equipment and shall neither cause nor permit anything to be done whereby the said premises or equipment shall be in any manner injured, damaged, marred or defaced, nor shall Lessee drive or permit to be driven any nails, hooks, tacks or screws in any part of said building or equipment, nor shall Lessee make or allow to be made any alteration of any kind therein without express permission of the Lessor. Damage to building or equipment shall be sole liability of the Lessee who agrees unequivocally to reimburse LESSOR for the cost of repairing damage to building or equipment.

If the leased premise or any portion of the Smith-Brown Memorial Union is damaged by the act, omission, default or negligence of the LESSEE or the LESSEE’s agents, subcontractors, employees, patrons, invitees, guests or any person admitted to said premises by the Lessee, the Lessee will pay to the Lessor, upon demand, in cash, a sum equal to the cost of repairing and restoring the premises to its condition as of the time of commencement of this lease, or the Lessee at the option of and with approval of the Lessor, will make or cause to be made such repairs or restoration at LESSEE’s expense. The LESSOR may require LESSEE to present proof of insurance to use the premises.

This contract shall begin on the _____ day of ________, 20____ and shall termination on the ____ day of__________, 20________. Lessee must comply with all rules, regulations and policies attached hereto and those which govern the Smith-Brown Memorial Union.

THUS DONE AND SIGNED at Baton Rouge, Louisiana on this ___ day of ______, 20____

LESSEE: 
By: _____________________________
PRINT NAME ____________________

LESSEOR: 
By: _____________________________
Vanesia G. Toussant
Director, Smith-Brown Memorial Union

By: _____________________________
Witness

By: _____________________________
Chief, Campus Police Department

Note: LESSOR reserves the right to require other approvals and proof of liability insurance.
SMITH-BROWN MEMORIAL UNION

PRICE & CAPACITY SCHEDULE
I. Basis
   a. The Smith-Brown Memorial Union is a self-sustaining operation that must generate income other than student fees to assist with the overall operation.

II. Procedures Used in Collecting Cash
   a. Rental of Union Facilities
      i. Lessee must pay a deposit upon reserving facility and balance within ten (10) working days of event to the Assistant Director for Operations (ADO).
      ii. All payments must be by Cashier Checks or Money Orders.
      iii. The ADO will complete a Facility Contract, which includes the signatures of Lessee, Lessor and witness.
      iv. The ADO will give the Lessee a copy of the Facility Contract and keep a copy for her records.
      v. Barbers and Beauticians must pay their rent by the fifth of each month.

III. Game room - Billiard and Quiet Games (Dominoes, Chess, Cards and Checkers)
   a. Patrons names, time in, time out and amount paid are recorded on a Daily Transaction Sheet for Billiard/Quiet Games and patrons must pay before play.
   b. Cash receipts are keyed into cash register.
   c. At the end of each day, Game Room Attendant will conduct a reading of cash register tape, count cash receipts, complete Daily Transaction Sheets, place cash receipts in locked money bag and secure in safe.

IV. Bowling Alley
   a. Patron’s names and number of lines wanting to bowl are placed on a Daily Transaction Sheet for bowling.
   b. Patrons must pay before bowling and cash receipts are placed into cash register.
   c. At the end of each day, Bowling Alley Attendant will conduct a reading of cash register tape, count cash receipts, complete Daily Transaction Sheet, place cash receipts in locked money bag and secure in safe.

V. Employee Handling Cash
   a. Vanesia Toussant – Director
   b. Gerald Jones – Game room Manager

VI. Safeguard of Funds Until Deposited
   a. All funds are placed in a locked money bag and secured in a safe located in the Game room.

VII. Transmitting Funds to Cashier’s Office
   a. The Assistant Director for Operation deposits all funds by 1 P.M. each day, (Monday-Friday).
   b. The ADO secures previous day’s receipts from the Recreation Area and signs Verification Sheet for funds received.
c. The ADO deposits previous day’s receipts from the Game Room, and Lessee with Cashier’s Office.

d. The ADO gives a copy of Cashier’s receipts and Daily Transaction Sheets to the Auxiliary Accountant in the Comptroller’s Office.

e. The ADO keeps the official Cashier’s receipt and gives a copy of each respective receipt to the Recreation Managers, Barber, Beauticians and Lessees.

VIII. Record Keeping

a. The Assistant Director for Operation will be responsible for keeping records of all deposits and compile a monthly and Annual Income Report.

b. The Game room Managers will be responsible for keeping copies of all cashier’s receipts and complete a Monthly and Annual Income Report.

c. The Director Coordinates and reviews the above Procedures to insure that they are being performed adequately.
SOUTHERN UNIVERSITY
SMITH-BROWN MEMORIAL UNION

BOWLING HOUSE RULES

1. All bowling will be charged by a per line rate (NO PRACTICE SHOTS): students $2.00, non-students $2.50 Student League $4.00 (3 games) and non-student leagues $6.00 (3 games)

2. Any person using this area must leave his/her current Identification Card with the Control Desk Attendant until termination of play. The following cards can be used for identification.

   **Members and Non-Members**
   
   Current Student I. D. Card
   Current Driver's License
   Faculty-Staff Card
   Southern University Lab School Card
   Students Cards from Southern University Branches

3. Shoes are free. Only bowling shoes may be worn, no substitutes allowed. Socks, hoses, etc., are required to be worn when using rental shoes.

4. Balls are not to be lofted on the bowling lanes.

5. Only one ball may be rolled down the lanes at one time. Violation of this may cause serious mechanical damages.

6. Instructional clinic (bowling classes) times will be posted.

7. Reservation for lanes will be at the discretion of management.
1. All table rentals in this area will be computed on a time basis, regardless of number playing. An electric time computer will be used. There is no minimum charge.

2. Any person using this area must leave current identification card, privilege card or driver's license with Control Desk Attendant until termination of play.

3. Gambling is not permitted.

4. Profanity or boisterousness of any sort will not be allowed.

5. No sitting on tables. All shots will be performed with at least one foot on the floor (in accordance with Billiard Congress of America Regulations).

6. All equipment must be returned to proper location (i.e. billiard balls in container, chalk and cue sticks).

7. Anyone having his or her own cue will inform the Control Desk Attendant upon entering the premises.

8. Spectators will take not hamper players, chairs are provided for spectators.

9. Billiards is one hour. Extended time is anything after (1) hour, with a charge of $4.00 per hour.
SOUTHERN UNIVERSITY

SMITH-BROWN MEMORIAL UNION

TABLE TENNIS HOUSE RULES

All table rentals in this area will be computed on a time basis, regardless of number playing. An electric time computer will be used. There is no minimum charge.

Any person using this area must leave current identification card, privilege card or driver's license with Control Desk Attendant until termination of play.

Gambling is not permitted.

Profanity or boisterousness of any sort will not be allowed.

No sitting on tables. All playing rules are governed by the United States Table Tennis Association.

All Equipment MUST be returned to proper location (i.e. Rackets and balls).

Anyone having his or her own rackets and balls must inform the control desk attendant upon entering the premises.

Table Tennis is one hour. Extended time is anything after (1) hour, with a charge of $3.00 per hour.
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<th>Activity</th>
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<th>Non-Students</th>
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SOUTHERN UNIVERSITY

SMITH-BROWN MEMORIAL UNION
CONTROL SHEET

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SOUTHERN UNIVERSITY

SMITH-BROWN MEMORIAL UNION

RECREATION AREA.

DAILY TRANSACTION SHEET

BOWLING

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SMITH-BROWN MEMORIAL UNION
RECREATION AREA.
DAILY TRANSACTION SHEET
BILLIARDS

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TOTAL $______________
SOUTHERN UNIVERSITY
SMITH-BROWN MEMORIAL UNION
RECREATION AREA.
DAILY TRANSACTION SHEET
QUIET GAMES

DATE _________________

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Date_____________________

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## SOUTHERN UNIVERSITY

### SMITH-BROWN MEMORIAL UNION

### MONTHLY INCOME ANALYSIS

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SMITH-BROWN MEMORIAL UNION
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TOTAL – YEAR TO DATE
SOUTHERN UNIVERSITY
SMITH-BROWN MEMORIAL UNION
PROGRAM EVALUATION FORM

Name of Event: ________________________________________________________________

Category: _____________________________________________________________________

Date: ____________________  Time: _____________  Location: _______________

Purpose of Event: ______________________________________________________________

Description of Event: ___________________________________________________________

Name of Sponsoring Committee: ________________________________________________

Type of Publicity: ____________________________

EXPENSES

Publicity $ ____________
Professional Fees (movie, speaker, etc.) $ ____________
Food $ ____________
Band $ ____________
Other (specify and itemize on back) $ ____________

TOTAL $ ____________

Program Success Rating

__________ Poor  ____________ Good  ____________ Excellent

Additional Comments and recommendations about the success of the program.

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

Program Advisor

Assistant Program Advisor
SOUTHERN UNIVERSITY

SOUTHERN UNIVERSITY HOMECOMING ACTIVITIES
EVALUATION

Miss Southern Coronation

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