



MSU Union **General Rules**

The Union is committed to maintaining an inclusive and welcoming environment for all guests and maintaining the normal functioning of the Union’s facilities and operations. Guests—including students, employees, and others—must comply with these General Rules when using the MSU Union facility.

Guests may not engage in prohibited conduct, which includes:

- Any conduct that violates a University policy or federal, state, or local law, including [MSU Ordinances](#).
 - Selling or advertising any goods or services, except as permitted by [MSU Ordinances 27.00](#) and 28.00.
 - Possessing a knife, gun, or any other weapon in violation of a University ordinance. See [MSU Ordinance 18.00](#).
 - Smoking, including electronic cigarettes, or tobacco use in any form. See [MSU Ordinance 29.00](#).
 - Using illegal drugs or alcohol, except as permitted under [MSU Ordinance 21.00](#).
 - Using roller blades, skates, skateboards, in-line roller skates, or similar devices inside the building. See [MSU Ordinance 38.00](#).
 - Bringing an animal inside the building, unless it is a service animal assisting a person with a disability. See [MSU Ordinance 23.00](#).
 - Use of bedrolls, sleeping bags, or other bedding material is not permitted. See [MSU Ordinance 13.00](#).
- Harassing or threatening behavior.
- Petitioning or canvassing without a space reservation.
- Bringing a bicycle or electric scooter inside the building.
- Damaging, defacing, or misusing any real or personal property, including but not limited to MSU Union materials or property.
 - This includes disabling Union equipment; changing the hardware, software, or settings on a MSU Union/MSU IT computer; or using a MSU Union/MSU IT computer for a purpose other than that designated by the University.
- Engaging in conduct that unreasonably endangers health and/or safety of yourself or others.
- Discarding litter anywhere in the facilities, except in designated trash or recycle receptacles.
- Impeding the ordinary use of the Union facilities, including but not limited to:

- Making excessive noise
- Obstructing ingress/egress or access to fire exits, elevators, or other thoroughfares
- Using restrooms to bathe or launder clothes or other items
- Rearranging furniture. This includes moving or stacking furniture to create obstructed areas.
- Carrying out cooking activities.
- Sleeping. If a guest is sleeping, MSU Union staff will perform a wellness check. If a guest is not responsive, MSU Union staff will call DPPS.
- Removal of footwear for any non-event related activity.

Violations

Whenever feasible, a MSU Union staff member or designee will attempt to bring prohibited conduct to the attention of a guest engaging in such conduct. If a guest is unwilling or unable to comply with these General Rules, the guest will be asked to leave the facility. Violations of the General Rules may be referred to the Office of Student Support and Accountability and/or law enforcement authorities as appropriate. If applicable, MSU may issue a Notice of Trespass in accordance with its [Notice of Trespass Issuance Policy](#).

Lost and Found

The MSU Union is not responsible for personal items that are lost, stolen, or damaged on the premises. Lost items are logged at the Welcome Center and transferred to the MSU Department of Police and Public Safety on a regular basis.

Public Posting Boards

The MSU Union has two public posting boards on the Ground floor in the south hallway where all promotional flyers/posters can be placed. Flyers/posters cannot be taped on the walls anywhere within the MSU Union. If you have space reserved in the MSU Union and would like to place a flyer/poster within the building, please contact the Sales Manager to arrange posting of signage. Flyers/posters that are in violation of MSU Ordinances or University policy, or that are related to an event that has already occurred, will be removed. All flyers/posters will be removed at the end of each semester.

Unattended Children

Children must be accompanied by an adult while in the Union and should not be left unattended. A child (an individual under the age of 18 years old) will be considered “unattended” if it appears to MSU Union staff that the child is not accompanied by a parent, guardian, and/or responsible caregiver. Union staff may call MSU DPPS if a child is left unattended.

Building Hours

The MSU Union is open Monday through Saturday from 7 a.m. to 6 p.m. and Sunday from 9 a.m. to 6 p.m. to the MSU Community (MSU students and employees) and members of the public. The MSU Union is open every day from 6 p.m. to 11 p.m. to the MSU Community **only**. Please watch Latest News at www.MSUUnion.com for building hour changes for breaks and holidays