



Erik Dussault <dussa001@umn.edu>

Ted Mann

7 messages

Mon, Dec 4, 2017 at 11:38 AM

To: Erik Dussault <dussa001@umn.edu>

Hi Erik,

We have been in the process of booking a room for the Ben Shapiro event. OCM hasn't allowed us to book a room until they finalize the class schedule, Ted Mann said no, and Northrop also said no.

I talked to [REDACTED] and she suggested that I reach out to you about booking Ted Mann because it would be the safest location for the event. They originally said no to holding the event but we hoped that you might be able to influence that.

I am happy to meet with you to figure some of this out.

Best,
[REDACTED]

Erik Dussault <dussa001@umn.edu>

Mon, Dec 4, 2017 at 2:41 PM

To: [REDACTED]

Hi [REDACTED]

[REDACTED] and I talked briefly about this today while discussing the Charlie Kirk event scheduled for tomorrow. Let's set up a time to discuss the Ben Shapiro event some time in the next couple weeks. Do you know if Ted Mann was not available, or did they simply say they would not allow the event in that location? Otherwise the room you were looking to hold it in was the Mayo Auditorium, correct? Is the date still scheduled for 2/26/18?

Can you let me know of some times that would work for you and [REDACTED] to meet and discuss further. Once we meet and can go through more details for the planned event, we can look see what venue options exist.

I heard from UMPD that Lt. Troy Buhta would be the UMPD contact on this event so we will look to include him in planning as well.

Thanks,
Erik

Erik Dussault
Assistant Director | Student Unions & Activities | sua.umn.edu
300 Washington Ave SE, Suite 126
University of Minnesota | umn.edu
dussault@umn.edu | 612-624-8697

[Quoted text hidden]

Erik Dussault <dussa001@umn.edu>

Wed, Dec 6, 2017 at 4:19 PM

To: [REDACTED]

Hi [REDACTED]

Let me know if you have time for a meeting next week. I've heard from the Office of Classroom management that the Mayo Auditorium is on hold for the Ben Shapiro event planned for 2/26 but that someone from SCV is also looking to book lecture space in Willey for that date as well. We'll need to discuss plans for the event to see what venue will work best.

Here are some times that look like they might work for both Lt. Buhta and myself.

Thursday, 12/14 at 11:30am

Friday, 12/15 at 10am

Let me know if either works.

Thanks,
Erik

Erik Dussault
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dussault@umn.edu | 612-624-8697

[Quoted text hidden]

Thu, Dec 7, 2017 at 9:35 AM

To: Erik Dussault <dussa001@umn.edu>

Hi Erik,

I apologize for the delayed response. I can meet on Thursday morning at 11:30.

Best,

[Quoted text hidden]

Erik Dussault <dussa001@umn.edu>

Tue, Dec 12, 2017 at 11:00 AM

To: [REDACTED]

Thanks [REDACTED] That sounds good. Thanks for making the time.

Erik Dussault
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2/6/2018

University of Minnesota Twin Cities Mail - Ted Mann

[Quoted text hidden]

Erik Dussault <dussa001@umn.edu>
To: Troy Buhta <buhta001@umn.edu>

Tue, Dec 12, 2017 at 11:01 AM

Troy,

I heard back from [REDACTED] that Thursday at 11:30 works. This looks like it works with your calendar so hopefully this will work for you.

Let me know if you can make the meeting.

Thanks,
Erik

Erik Dussault
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dussault@umn.edu | 612-624-8697

[Quoted text hidden]

Troy Buhta <buhta001@umn.edu>
To: Erik Dussault <dussa001@umn.edu>

Tue, Dec 12, 2017 at 11:25 AM

That works, see you then

Lieutenant Troy Buhta

University of Minnesota Police

612-624-4879

buhta001@umn.edu

From: Erik Dussault [mailto:dussa001@umn.edu]
Sent: Tuesday, December 12, 2017 11:02 AM
To: Troy Buhta <buhta001@umn.edu>
Subject: Fwd: Ted Mann

[Quoted text hidden]



Erik Dussault <dussa001@umn.edu>

Mayo Auditorium Event

2 messages

Thu, Dec 14, 2017 at 6:12 PM

To: acurrier@umn.edu

Cc: Troy Buhta <buhta001@umn.edu>, Erik Dussault <dussa001@umn.edu>

Hello Amy,

I am working with Students for a Conservative Voice who are hosting Ben Shapiro on February 26. We have been working closely with SUA and the UMNPD to make sure we can secure the event. If possible, we would like to walk through the event space and surrounding rooms to ensure that this space will work for our event.

We would just like to confirm that we could do this Tuesday (Dec 19) at 10:30 am. We might need the rooms unlocked for a brief look so that we can plan for the event, so we may need someone from facilities or whoever has keys throughout the building.

We appreciate your help.

Best,

University of Minnesota | *College of Liberal Arts*

Fri, Dec 15, 2017 at 8:35 AM

Amy Currier <acurrier@umn.edu>

To: [REDACTED]

Cc: Troy Buhta <buhta001@umn.edu>, Erik Dussault <dussa001@umn.edu>, Amy Currier <acurrier@umn.edu>

Good Morning [REDACTED]

Either I or someone from our office can assist with a brief walk through of the Mayo Auditorium 4-200 space next Tuesday, December 19. Shall we meet in the atrium area? The ADA door at the 4th floor entrance will open if you hit the ADA pad. I'll bring keys for the Auditorium doors.

Thank you,

Amy Currier Goetz

AHC Classroom Services

T: 612-626-7800

acurrier@umn.edu

Access the UMN Astra Schedule via z.umn.edu/astra

2/8/2018

University of Minnesota Twin Cities Mail - Mayo Auditorium Event

Direct AHC Classroom Services room scheduling needs to ahcrooms@umn.edu.

Visit the AHC Classroom Services website at <http://hub.ahc.umn.edu/facilities/classroom-services>

From: [REDACTED]
Sent: Thursday, December 14, 2017 6:13 PM
To: acurrier@umn.edu
Cc: Troy Buhta; Erik Dussault
Subject: Mayo Auditorium Event

[Quoted text hidden]



Erik Dussault <dussa001@umn.edu>

Venues for 2/26

9 messages

Erik Dussault <dussa001@umn.edu>

Wed, Dec 20, 2017 at 3:27 PM

To: [REDACTED] Troy Buhta <buhta001@umn.edu>

[REDACTED] and Troy,

I checked in with Kevin Ramach with Ted Mann. He confirmed that there are rehearsals and performances scheduled for the day of/day after the proposed 2/26 event. So, Ted Mann is not an option for that date. He did mention that there is some availability before and after that date, but I don't know how much, if any, flexibility you have for the date. Kevin also let me know that the largest recital hall inside Fergusen only would hold about 150.

I also connected with Anthony Courtright in Rarig and am waiting to hear back on whether that would be an option. I will update you as soon as I hear back.

The North Star Ballroom, in the St. Paul Student Center does appear to be open on 2/26. Depending on the set up for the event, the capacity for that space can be as much as 550. I can place a brief hold on this venue while we wait to see if Rarig is an option.

Let me know if you have any questions.

Erik

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Wed, Dec 20, 2017 at 4:52 PM

To: Erik Dussault <dussa001@umn.edu>

Cc: [REDACTED], Troy Buhta <buhta001@umn.edu>

Anthony told me that Rarig was all booked up for that date because of a production.

[REDACTED]
(Quoted text hidden)

Erik Dussault <dussa001@umn.edu>

Thu, Dec 21, 2017 at 9:58 AM

To: [REDACTED]

Cc: [REDACTED], Troy Buhta <buhta001@umn.edu>

Thanks [REDACTED] Sounds like it will be a decision between the North Star Ballroom or Willey Hall then.

Erik Dussault

2/8/2018

University of Minnesota Twin Cities Mail - Venues for 2/26

Assistant Director | Student Unions & Activities | sua.umn.edu
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dussault@umn.edu | 612-624-8697

[Quoted text hidden]

Troy Buhta <buhta001@umn.edu>
To: Erik Dussault <dussa001@umn.edu>
Cc: [REDACTED]

Thu, Dec 21, 2017 at 10:04 AM

I have one more venue to send you. Willey is not going to be a good option due to access from the skyway. I'm in a meeting, I'll send it out when I'm done.

Sent from my iPhone
[Quoted text hidden]

Troy Buhta <buhta001@umn.edu>
To: Erik Dussault <dussa001@umn.edu>
Cc: [REDACTED]

Thu, Dec 21, 2017 at 11:48 AM

Here is the venue <https://ccaps.umn.edu/continuing-education-and-conference-center> unfortunately it too is on the St. Paul Campus. They do have large presentation rooms and the best part is the building is all by itself and much easier to secure inside with ample room outside. There isn't any significant transportation routes nearby. There is also a campus connector drop off close by.

Let me know what you think.

Thanks,

Troy

Lieutenant Troy Buhta

University of Minnesota Police

612-624-4879

buhta001@umn.edu

From: Troy Buhta [mailto:buhta001@umn.edu]
Sent: Thursday, December 21, 2017 10:04 AM
To: Erik Dussault <dussa001@umn.edu>
Cc: [REDACTED]
Subject: Re: Venues for 2/26

[Quoted text hidden]

Thu, Dec 21, 2017 at 2:10 PM

To: Troy Buhta <buhta001@umn.edu>

Cc: Erik Dussault <dussa001@umn.edu>

It looks like St. Paul will be our best option. I am happy to walk through those two spaces with you. I'll be back on January 2, so I can make any time work that week. If you were able to put a hold on the North Star or the Continuing education building, that is great. If you need me to do that, let me know. I just don't want to double up on them.

Best,

University of Minnesota | College of Liberal Arts

[Quoted text hidden]

Erik Dussault <dussa001@umn.edu>

Thu, Dec 21, 2017 at 2:47 PM

To:

Cc: Troy Buhta <buhta001@umn.edu>

Thanks I can put a hold on the North Star Ballroom. Can you hold the Continuing Ed building space. Thanks.

Erik Dussault

Assistant Director | Student Unions & Activities | sua.umn.edu

300 Washington Ave SE, Suite 126

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dussault@umn.edu | 612-624-8697

[Quoted text hidden]

Thu, Dec 21, 2017 at 3:10 PM

To: Erik Dussault <dussa001@umn.edu>

Cc: Troy Buhta <buhta001@umn.edu>

I sent the Continuing Ed team an email. I will let you know if I get any updates.

Best,

University of Minnesota | College of Liberal Arts

[Quoted text hidden]

Thu, Dec 21, 2017 at 3:21 PM

To: Erik Dussault <dussa001@umn.edu>

Cc: Troy Buhta <buhta001@umn.edu>

The Continunig Ed room (with seats for 392) is available on the 26th so we can look at that in January, as well.

Best,

University of Minnesota | College of Liberal Arts

[Quoted text hidden]



Erik Dussault <dussa001@umn.edu>

St. Paul Room Walk-through

7 messages

Tue, Jan 2, 2018 at 3:10 PM

To: Erik Dussault <dussa001@umn.edu>, Troy Buhta <buhta001@umn.edu>, [REDACTED]

Hi all,

I hope you had a good holiday break. I am available this week to do a room walkthrough in St. Paul. I think we have to eliminate the Continuing-Ed room because they want to charge us around \$5,000 to host the event (\$11 per person to reserve) so we cannot use that venue.

With that said, I am available all day Wednesday and Thursday morning to look at the ballroom if that would work for you. Otherwise, we can pick a time next week, but I would like to know the capacity of our final venue as soon as possible so that I can start with ticketing.

Best,

[REDACTED]
University of Minnesota | *College of Liberal Arts*

Tue, Jan 2, 2018 at 3:36 PM

Troy Buhta <buhta001@umn.edu>

To: [REDACTED], Erik Dussault <dussa001@umn.edu>, [REDACTED]

Thursday morning works best for me up until 11:30.

Lieutenant Troy Buhta

University of Minnesota Police

612-624-4879

buhta001@umn.edu

From: [REDACTED]

Sent: Tuesday, January 02, 2018 3:10 PM

To: Erik Dussault <dussa001@umn.edu>; Troy Buhta <buhta001@umn.edu>; [REDACTED]

Subject: St. Paul Room Walk-through

[Quoted text hidden]

Tue, Jan 2, 2018 at 3:40 PM

To: Troy Buhta <buhta001@umn.edu>

Cc: Erik Dussault <dussa001@umn.edu>, [REDACTED]

I can meet you there at 10 am if that works for you.

Best,

University of Minnesota | College of Liberal Arts

[Quoted text hidden]

Troy Buhta <buhta001@umn.edu>

Tue, Jan 2, 2018 at 3:50 PM

To: [REDACTED]

Cc: Erik Dussault <dussa001@umn.edu>, [REDACTED]

That sounds good

Lieutenant Troy Buhta

University of Minnesota Police

612-624-4879

buhta001@umn.edu

From: [REDACTED]**Sent:** Tuesday, January 02, 2018 3:40 PM**To:** Troy Buhta <buhta001@umn.edu>**Cc:** Erik Dussault <dussa001@umn.edu>; [REDACTED]**Subject:** Re: St. Paul Room Walk-through

[Quoted text hidden]

Erik Dussault <dussa001@umn.edu>

Wed, Jan 3, 2018 at 4:14 PM

To: Troy Buhta <buhta001@umn.edu>

Cc: [REDACTED]

Hi Troy and [REDACTED]

I'm sorry for the late reply. I won't be able to be there tomorrow but I have arranged for St. Paul Student Center Building manager to help walk you through the space and will be able to show you some areas of the Northstar Ballroom that might be good for this event.

You can meet Nina in Rm42 at 10:00am. These are the administrative offices directly behind the Post Office/Info desk and across the hall from the Gopher Spot.

I hope it all goes well.

Erik

Erik Dussault

Assistant Director | Student Unions & Activities | sua.umn.edu

300 Washington Ave SE, Suite 126

University of Minnesota | umn.edu

dussault@umn.edu | 612-624-8697

[Quoted text hidden]

2/8/2018

University of Minnesota Twin Cities Mail - St. Paul Room Walk-through

Troy Buhta <buhta001@umn.edu>
To: Erik Dussault <dussa001@umn.edu>
Cc: [REDACTED]

Thu, Jan 4, 2018 at 8:13 AM

Thanks Erik, [REDACTED] do you need a ride over there? If so let me know where to pick you up.

Lieutenant Troy Buhta

University of Minnesota Police

612-624-4879

buhta001@umn.edu

From: Erik Dussault [mailto:dussa001@umn.edu]
Sent: Wednesday, January 03, 2018 4:15 PM
To: Troy Buhta <buhta001@umn.edu>
Cc: [REDACTED]

[Quoted text hidden]

[Quoted text hidden]

Thu, Jan 4, 2018 at 10:39 AM

To: Troy Buhta <buhta001@umn.edu>
Cc: Erik Dussault <dussa001@umn.edu>, [REDACTED]

I will also not be there. I don't get back until next Thursday. [REDACTED] and I have been in contact and she can let me know how the walk through goes.

[REDACTED]
Sent from my iPhone

[Quoted text hidden]



Erik Dussault <dussa001@umn.edu>

Reservation 59067 for Students for a Conservative Voice #1298 beginning 2/26/2018

36 messages

galatis@umn.edu <galatis@umn.edu>

Thu, Dec 21, 2017 at 3:54 PM

To: [REDACTED]

Cc: dussa001@umn.edu

[REDACTED]

Thank you for your inquiry regarding space availability for your upcoming speaker event. Let me know if you would like to arrange a tour of our spaces. The space that I am outlining is located in the St. Paul Student Center.

Space Overview

The space that most easily accommodates your event needs is the North Star Ballroom. The best lecture set up for the ballroom can seat up to 400 people, this set up has the maximum seats with only a few seats having restricted views of the stage. I've included a diagram of the ballroom in this set up in case you would like to see what it could look like.

The reservation rate for the space is \$300 for student groups for up to 8 hours of use, you can reserve the space for more than 8 hours, but after that a rate of \$37.50 per hour will be applied. As I didn't have possible times for your event the attached quote reflects what reserving the space for all of our open hours that day would look like.

Standard AV is included in the above rate, which includes up to 4 wired microphones, projection, standard auxiliary sound hookup for a laptop, phone, or MP3 player. Additional AV services, such as a tech to balance sound, our advanced lighting/sound system, or wireless microphones do have additional charges. I would be happy to put together an AV price quote for you if you think you might need those items.

All of these spaces are held for you until Tuesday, January 9th (10 business days) as a part of this price quote.

Parking and Directions for the St. Paul Student Center can be viewed here. Information regarding parking meter locations, near the entrance for any personnel you are bringing in, can be viewed here. The reservation cost is \$22 per meter and I can make meter reservation arrangements for you and include it with your reservation.

Food Service

Guests can bring in food from the provider of their choice, please plan to submit a food permit to me at galatis@umn.edu for any food source (both caterers and pre-packaged food or beverages from a grocery store). For on-campus catering, please visit the University Catering website or contact them by phone at (612) 624-7173.

For your planning purposes, please note that we as a facility don't provide table cloths or covers – if you would like to have any banquet or buffet tables covered, you would need to make those arrangements separately.

In order to move ahead with the reservation process, I would just need you to confirm that you would like to book the space and provide a phone number we could contact you at with any questions regarding the reservation. As this is a student group event you would be billed after the event for any charges for the reservation and we do not require a deposit. Once you confirm the reservation, our cancellation policy will apply, but charges only become applicable once we are 20 U of M business days out from your event. You can find more detail about our cancellation policy in the details below and on the attached price quote. Should I not hear from you that you would like to proceed with the reservation by end of day on Tuesday, January 9th, the price quote holding the space will automatically be canceled.

Let me know if you would like to arrange a tour of the space or discuss your event details. I can also be reached at 612/624-0936.

Thank you,

Beth

Beth Galatis

Operations and Events Manager | Student Unions & Activities | sua.umn.edu

Office for Student Affairs | osa.umn.edu

University of Minnesota | umn.edu

612-624-0936

Reservation No: 59067

Customer: Students for a Conservative Voice #1298

Summary of Bookings

Date	Start	End Building	Room	Status
2/26/2018 Mon	7:00 AM	8:00 PM SPSC	North Star Ballroom	Tentative

Thank you for scheduling your event within the Student Unions & Activities facilities. This confirmation serves as an estimate and the prices listed are subject to change as the needs of your event change. As our customer, you are held responsible for the terms and conditions outlined in this confirmation. Please contact us with any questions you may have.

CANCELLATION AND NO SHOW FEES:

Cancellation fees are a percentage of the original price quote based on the number of business days in advance of the event date that the event is cancelled.

16-20 U of M business days 25%

11-15 U of M business days 50%

6 - 10 U of M business days 75%

0 - 5 U of M business days 100%

ROOM SETUP:

All room set-up details must be communicated to the Events and Conferences Office a minimum of 10 U of MN business days prior to your event date. After the initial room set-up details are communicated, any last minute changes must be made to the Events and Conferences Office within 48 hours of your event. Failure to do so will result in possible convenience and/or labor fees.

****Please note that tables are not to be stacked and if there is damage done to tables the group or individual will be charged for the damage**

AUDIO VISUAL:

Audio visual technicians and equipment are available to enhance your event. All audio-visual equipment and personnel must be requested 10 U of M business days prior to your event. For audio visual questions or to make audio visual reservations contact Allison Lucht at 612-624-3121.

ADDITIONAL FEES:

The customer is responsible for leaving all reserved space in good condition at the end of their reservation. The customer may incur additional charges if the property or equipment of the Union is damaged and needs to be repaired or replaced. The customer may also incur additional charges for custodial services required above and beyond normal cleaning as a result of their reservation.

FOOD AND BEVERAGE:

Customers may use the licensed caterer of their choice. If your event includes food or beverage, a food permit must be completed and submitted to Events and Conferences for approval by Environmental Health, and Safety. Sale, distribution, or promotion of beverages must be in compliance with the University beverage contract. Please notify the Events and Conferences Office if you are serving food or beverage at your event a minimum of 10 U of MN business days prior to your event date.

PAYMENT:

University Departments' and Campus Life Programs' EFS chart string number will be charged following the event. University Departments should contact the Event Services Office if there is no EFS number listed in the upper right corner of page 1 of this confirmation or if the listed EFS number needs to be changed.

Registered Student Groups will be sent a confirmation of their charges the Monday following their event. The invoice will then be sent via email 2 weeks following their event and groups must provide check or credit card payment within 30 days of the invoice date. Credit Card payments can be made online at pay.umn.edu. Checks made out to The

2/8/2018

University of Minnesota Twin Cities Mail - Reservation 59067 for Students for a Conservative Voice #1298 beginning 2/26/2018

University of Minnesota should be mailed to:

Regents of the University of Minnesota
NW 5960
PO Box 1450
Minneapolis, MN 55485-5960

SUA Event Services will no longer accept payment in our Coffman and SPSC offices from Registered Student Group events.

University Guests must provide payment in full 30 days prior to their first booked date. Deposit of 50% of the rental rate is due at time of booking. Cash and credit card payments received. Personal checks not accepted.


Any unfulfilled financial obligation to SUA may result in a hold put on individual student records, collection agency action and/or charge to University EFS number (for University Department violations only).


Make all checks payable to: University of Minnesota

RESERVATION RESPONSIBILITY:

Registered Student Groups and University Departments may not reserve space for other organizations for the purpose of lower rates. The organization or individual who holds the reservation must be primarily responsible for planning, implementing, and financing the event. SUA reserves the right to evaluate and make final determination if misrepresentation has occurred. Misrepresentation may result in the organization who holds the reservation being charged the higher of the two rate structures and/or suspension of reservation privileges in SUA.

2 attachments

 Confirmation.pdf
138K

 North Star - Lecture 400.pdf
102K

Erik Dussault <dussa001@umn.edu>
To: Beth Galatis <galatis@umn.edu>

Thu, Dec 21, 2017 at 3:56 PM

Thank you Beth.

Erik Dussault
Assistant Director | Student Unions & Activities | sua.umn.edu
300 Washington Ave SE, Suite 126
University of Minnesota | umn.edu
dussault@umn.edu | 612-624-8697

[Quoted text hidden]

Erik Dussault <dussa001@umn.edu>
To: [REDACTED]

Thu, Dec 21, 2017 at 3:57 PM

I had our St. Paul staff hold the space under your name. Once we have a chance to look at spaces in January, we can release the hold if you decide not to use it.

Let me know if you have any questions.


Erik

Erik Dussault
Assistant Director | Student Unions & Activities | sua.umn.edu
300 Washington Ave SE, Suite 126
University of Minnesota | umn.edu
dussault@umn.edu | 612-624-8697

[Quoted text hidden]

2 attachments

 **Confirmation.pdf**
138K

 **North Star - Lecture 400.pdf**
102K

Erik Dussault <dussa001@umn.edu>
To: Beth Galatis <galatis@umn.edu>

Thu, Dec 21, 2017 at 4:09 PM

Thanks Beth. We are working closely with UMPD on the planning for this event, as we expect it to be protested and for there to be a community reaction. Troy Buhta and I are working with the group to see where we can host it where UMPD can ensure safety for participants. We will definitely work with you on all preparations if this goes forward in the NSB.

Erik Dussault
Assistant Director | Student Unions & Activities | sua.umn.edu
300 Washington Ave SE, Suite 126
University of Minnesota | umn.edu
dussault@umn.edu | 612-624-8697

On Thu, Dec 21, 2017 at 4:02 PM, Beth Galatis <galatis@umn.edu> wrote:

You are very welcome. I'll do all I can to make sure that they have a good experience working with SUA but also that all of our building policies are followed. If you have any questions at any point don't hesitate to reach out to me, I'm happy to help.

Beth
[Quoted text hidden]

--
Beth Galatis
Operations & Events Manager | Student Unions & Activities | sua.umn.edu
Office for Student Affairs | osa.umn.edu
University of Minnesota | umn.edu
612-624-0936

Fri, Jan 5, 2018 at 11:27 AM

To: galatis@umn.edu

Cc: Erik Dussault <dussa001@umn.edu>, Troy Buhta <buhta001@umn.edu>

Hi Beth,

We are going to go ahead with the reservation of the North Star Ballroom on February 26th. The standard AV included will be plenty and we will not need a food permit. Additionally, we would like to reserve the room directly across the hall. I forget what the room number is, but we will be using this room as a coat check for the event. I am not sure if this room is available or if there is an extra fee for using this space. If it is possible, we would like to do that. I will run the room payment as soon as we know the fee for that additional room.

Finally, I know that Officer Buhta would like to know if there will be a building manager on staff during this event to assist in locking doors and to answer any questions that may come up.

Thank you for your assistance,

University of Minnesota | College of Liberal Arts

On Thu, Dec 21, 2017 at 3:54 PM, <galatis@umn.edu> wrote:

[Quoted text hidden]

Beth Galatis <galatis@umn.edu>

Fri, Jan 5, 2018 at 12:14 PM

To: [REDACTED]

Cc: Erik Dussault <dussa001@umn.edu>, Troy Buhta <buhta001@umn.edu>

Hi [REDACTED]

I'm happy to hear that the space will work for you. I can certainly add room 202 (the room across the hall) to your reservation. Since it looks like your student group doesn't have any other conference rooms booked with us in the St. Paul Student Center that week this would qualify as your free conference room reservation for the week of February 26th. Which means I can add 202 for you at no additional charge. I have added it to your reservation and have confirmed the North Star Ballroom for you. The updated reservation confirmation is attached to this email.

You don't need to worry about the room payment yet, we actually don't accept advance payments from student groups. We instead bill you through the University's central accounts receivable after the event. Within one week of the event you'll get an order confirmation from my office detailing final charges (just in case there was any last minute needs which generated additional charges) and you have a week to review and let us know if you have questions. Then usually within about two weeks of that you will get an invoice from accounts receivable which will detail the ways in which you can pay the invoice. So no need to worry about it for now.

A couple of items which I would normally have my AV Tech go over with you in your event planning meeting, but that I wanted to put on your radar now. For large lectures and events we normally recommend that you consider hiring an AV Tech. This person would be in our booth and available to you during the event. They would be able to do sound balancing for you (for example if there was feedback on your speaker's mic they could fix it right away without a tech we wouldn't have someone on hand to fix that), and they can also manage the lighting system. The discounted student group pricing for an AV Tech is \$25 an hour and we suggest you have them there for your sound check and until the end of the speaker portion of your event. Also, if you haven't already you'll want to see if your speaker is going to want a wireless microphone, the discounted student group rate for wireless microphones is \$20 per mic. We can finalize all of this when you meet with our AV Tech and myself for your event planning meeting, but I wanted to give you a chance to think about it in advance.

For your event planning meeting, normally my office would be contacting you about five weeks before your event to schedule your event planning meeting, but since that is the first week of school I wanted to see if you would like to look at getting it scheduled now. We could do it anytime between now and the week of January 22nd. During your event planning meeting we would review your reservation times and see if we have what you really need booked. For example,

2/8/2018

University of Minnesota Twin Cities Mail - Reservation 59067 for Students for a Conservative Voice #1298 beginning 2/26/2018

if you don't really need access to the space at 7am we shouldn't book the space that early for you, no need for you to pay for the space if you won't be using it. We will talk through your agenda for the event, your AV needs, and your set up requests. Would you want to work on finding a time for this meeting now?

To answer Lieutenant Buhta's question, yes, we will have a Building Manager present during the event who can help with doors and questions. I am still working on my spring schedule so I am not sure who it will be yet, but I should know within the next couple of weeks and can let him know. I also tend to come in and work big events like this and am planning to be on site to serve that purpose as well.

Please let me know if you have any other questions, otherwise I will look forward to hearing from you about scheduling your event planning meeting.

Beth

[Quoted text hidden]

Beth Galatis

Operations & Events Manager | Student Unions & Activities | sua.umn.edu

Office for Student Affairs | osa.umn.edu

University of Minnesota | umn.edu

612-624-0936



Students for a Conservative Voice Res 59067.pdf

138K

Erik Dussault <dussa001@umn.edu>

To: Troy Buhta <buhta001@umn.edu>

Fri, Jan 5, 2018 at 1:53 PM

Troy,

I think it would make sense for us both to be part of the event planning meeting that Beth would have with [REDACTED].

One question that came up today is whether you think we would need to lock the building down for this event. The St. Paul Student Center is like Coffman in that it is pretty open to the public. I am checking with our building staff now to see what other events might be happening in the building on that date. I briefed Denny, Maggie, Megan Sweet and Steve Hennebery on where things are for this event today. They are going to have someone reach out to the neighborhood relations staff to see if it might be worth contacting the neighborhood organizations in the area near the St. Paul campus to give them the heads up on this event.

I will keep you posted on anything else I hear.

Thanks,
Erik

Erik Dussault

Assistant Director | Student Unions & Activities | sua.umn.edu

300 Washington Ave SE, Suite 126


University of Minnesota | umn.edu

dussault@umn.edu | 612-624-8697

2/8/2018

University of Minnesota Twin Cities Mail - Reservation 59067 for Students for a Conservative Voice #1298 beginning 2/26/2018

[Quoted text hidden]

 **Students for a Conservative Voice Res 59067.pdf**
138K

Troy Buhta <buhta001@umn.edu>
To: Erik Dussault <dussa001@umn.edu>

Fri, Jan 5, 2018 at 2:01 PM

Hi Erik,

Yes, we would need to lock the entire building down as though it was closed down for the night. We will keep the south second level entrance open for entry. Access from Bailey and Coffey will have to be closed. I checked yesterday and all the outside entrances can be locked either electronically or by a key. It would be great to meet with Beth soon to go over the entrances to see if we have any issues. Maybe you, Beth and I could meet to go over the details.

Thanks,

Troy

Lieutenant Troy Buhta

University of Minnesota Police

612-624-4879

buhta001@umn.edu

From: Erik Dussault [mailto:dussa001@umn.edu]

Sent: Friday, January 05, 2018 1:53 PM

To: Troy Buhta <buhta001@umn.edu>

Subject: Fwd: Reservation 59067 for Students for a Conservative Voice #1298 beginning 2/26/2018

[Quoted text hidden]

Erik Dussault <dussa001@umn.edu>
To: Troy Buhta <buhta001@umn.edu>

Fri, Jan 5, 2018 at 2:35 PM

Sounds good. I'll work on setting up a meeting for us.

Thanks,
Erik

Erik Dussault
Assistant Director | Student Unions & Activities | sua.umn.edu
300 Washington Ave SE, Suite 126
University of Minnesota | umn.edu
dussault@umn.edu | 612-624-8697

[Quoted text hidden]

Erik Dussault <dussa001@umn.edu>
To: Denny Olsen <olsen013@umn.edu>

Fri, Jan 5, 2018 at 2:35 PM

FYI...I will set up a meeting with Beth, Troy and me. Please let me know if you think anyone else should be included.

Erik Dussault
Assistant Director | Student Unions & Activities | sua.umn.edu
300 Washington Ave SE, Suite 126
University of Minnesota | umn.edu
dussault@umn.edu | 612-624-8697

[Quoted text hidden]

Denny Olsen <olsen013@umn.edu>
To: Erik Dussault <dussa001@umn.edu>
Cc: Jason Hancock <hanco005@umn.edu>

Fri, Jan 5, 2018 at 2:44 PM

Erik,
I just talked to Jason and he should be included in discussion with Troy. I would like the three of you to discuss whether there are options for access to event and where protests could occur if the SPSC building is open. I don't think we would close down Coffman if the event were here so we need to at least look at what's possible. That discussion should happen prior to the meeting with Beth and Maddie.
Thanks, Denny

Denny Olsen, Interim Director
Student Unions & Activities
Office for Student Affairs, osa.umn.edu
University of Minnesota
olsen013@umn.edu, 612-625-6295

[Quoted text hidden]

Erik Dussault <dussa001@umn.edu>
To: Denny Olsen <olsen013@umn.edu>
Cc: Jason Hancock <hanco005@umn.edu>

Fri, Jan 5, 2018 at 2:50 PM

2/8/2018

University of Minnesota Twin Cities Mail - Reservation 59067 for Students for a Conservative Voice #1298 beginning 2/26/2018

To: Erik Dussault <dussa001@umn.edu>
Cc: Denny Olsen <olsen013@umn.edu>

Thanks for taking the lead in setting up the meeting with Troy.
[Quoted text hidden]

Jason Hancock

Interim Sr. Associate Director | Student Unions & Activities
Office for Student Affairs | osa.umn.edu
University of Minnesota | umn.edu
612.625.7297

Erik Dussault <dussa001@umn.edu>
To: Beth Galatis <galatis@umn.edu>

Mon, Jan 8, 2018 at 11:40 AM

Beth,

Please include me, and Troy if possible, in meeting with [REDACTED]. I'm hoping that Troy, Jason and I can meet before this as well. One active question that we need to figure out is to what extend the building will need to be locked down for this event. I believe you, or David, are already looking into other reservations/events in the building on this night.

Erik

Erik Dussault
Assistant Director | Student Unions & Activities | sua.umn.edu
300 Washington Ave SE, Suite 126
University of Minnesota | umn.edu
dussault@umn.edu | 612-624-8697

----- Forwarded message -----

From: [REDACTED]
Date: Sun, Jan 7, 2018 at 10:42 PM
Subject: Re: Reservation 59067 for Students for a Conservative Voice #1298 beginning 2/26/2018
To: Beth Galatis <galatis@umn.edu>
Cc: Erik Dussault <dussa001@umn.edu>, Troy Buhta <buhta001@umn.edu>

[Quoted text hidden]

Beth Galatis <galatis@umn.edu>
To: Erik Dussault <dussa001@umn.edu>

Mon, Jan 8, 2018 at 11:53 AM

Hi Erik,

I'm happy to have you in on the meeting. I honestly didn't think she would want to meet this week and that we would just get it on the books, but if we can start ironing out details that might be good.

Yes, I've already checked, we have no other reservations that day in the building and I've now held all of our other spaces so nothing can slide in online. Any inquires will have to come directly to me, then we can all talk about them as a larger committee.

2/8/2018

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Beth

[Quoted text hidden]

Beth Galatis <galatis@umn.edu>
To: Erik Dussault <dussa001@umn.edu>

Mon, Jan 8, 2018 at 11:55 AM

I should have looked at this before hitting reply. Sorry for the two emails. It looks like Troy's calendar is blocked for Thursday and Friday. I'll work off of your, my, and Allison's availability and just let him know. It's looking like there is only 1 hour on Friday you are available for so I'll suggest that.

[Quoted text hidden]

Erik Dussault <dussa001@umn.edu>
To: Beth Galatis <galatis@umn.edu>

Mon, Jan 8, 2018 at 11:56 AM

Great. Thanks Beth. No worries. Jason, Troy and I will hopefully meet on Wed, this week.

Erik Dussault
Assistant Director | Student Unions & Activities | sua.umn.edu
300 Washington Ave SE, Suite 126
University of Minnesota | umn.edu
dussault@umn.edu | 612-624-8697

[Quoted text hidden]

Beth Galatis <galatis@umn.edu>
To: Erik Dussault <dussa001@umn.edu>

Mon, Jan 8, 2018 at 11:58 AM

Sounds good. I just left you a voicemail to bounce the time I'm thinking of offering off you to make sure you have enough travel time. I'm actually thinking 11:30-12:30 on Thursday is the only time all three of us are available.

[Quoted text hidden]

Beth Galatis <galatis@umn.edu>
To: [REDACTED]
Cc: Erik Dussault <dussa001@umn.edu>, Troy Buhta <buhta001@umn.edu>

Mon, Jan 8, 2018 at 1:48 PM

Hi [REDACTED],

Looking at Allison, Erik, and my availability when you are available it's looking like the one time we have that everyone can be here is 11:30am-12:30pm on Thursday 1/11/18. Will this still work for you? We would be meeting in the St. Paul Student Center in room 42 (located in the lower level, across the hall from the Gopher Spot). The North Star Ballroom is also available at that time so if you want to do another walk through of the space we can certainly do that as well.

Beth

[Quoted text hidden]

To: Beth Galatis <galatis@umn.edu>
Cc: Erik Dussault <dussa001@umn.edu>, Troy Buhta <buhta001@umn.edu>

Mon, Jan 8, 2018 at 1:51 PM

Hi Beth,

That works for me. I will see you there.

Best,

University of Minnesota | College of Liberal Arts

[Quoted text hidden]

Beth Galatis <galatis@umn.edu>

Mon, Jan 8, 2018 at 2:00 PM

To: [REDACTED]

Cc: Erik Dussault <dussa001@umn.edu>, Troy Buhta <buhta001@umn.edu>

Thanks [REDACTED]

We will see you on Thursday.

Beth

[Quoted text hidden]

Erik Dussault <dussa001@umn.edu>

Tue, Jan 9, 2018 at 1:14 PM

To: [REDACTED]

Cc: Troy Buhta <buhta001@umn.edu>

Hi [REDACTED]

I'm glad to hear that the St. Paul Student Center seems to work for the event. Both Troy and I will be happy to be part of any meetings moving forward to set preparations.

As we discussed in previous meetings, I would recommend the following actions as this will be a large event.

1. Use of an advanced ticketing system like Eventbrite or something similar should be used to manage venue capacity. This will also allow you to have a good idea of your audience and maintain students as the primary audience for the event. I believe you already plan to provide tickets for free to students but to charge outside guests, and I think this works fine. Because Students for a Conservative Voice is a student fee funded group, you will need to ensure that the event is open to all students first and foremost before those outside the University. Using the ticketing system will also help provide a system for students who want to attend this event to reserve a spot in the venue and will keep things orderly when admitting audience members.
2. Determine a media contact, or someone who will be taking all inquiries on the event. I believe you have said that you will be the contact, so I just want to confirm that it is alright for me to share your contact information with our Student Affairs communications staff.
3. Determine a security contact from your group, or one of the other sponsoring groups. Troy can weigh in on this as well, but in past events, this person's role would be to liaise with the police and to determine when actions need to be taken in case the event is being disrupted. It might be good for this to be someone other than you as you will be busy with many of the logistics for the event.
4. Determine a spokesperson for the group during the event who will may be introducing the speaker and can utilize the attached Public Forum rules if needed.

Please let me know if you have any questions.

Thanks,
Erik

Erik Dussault
Assistant Director | Student Unions & Activities | sua.umn.edu
300 Washington Ave SE, Suite 126
University of Minnesota | umn.edu
dussault@umn.edu | 612-624-8697

2/8/2018

University of Minnesota Twin Cities Mail - Reservation 59067 for Students for a Conservative Voice #1298 beginning 2/26/2018

On Fri, Jan 5, 2018 at 11:27 AM, [REDACTED] wrote:
[Quoted text hidden]



Public Forum Rules example.doc
30K

Troy Buhta <buhta001@umn.edu>

Tue, Jan 16, 2018 at 12:16 PM

To: [REDACTED], Erik Dussault <dussa001@umn.edu>

Hi [REDACTED]

Anything new with the event. Maybe You, Erik and I could get together in the next couple of weeks to talk about how things are going and any concerns.

Thanks,

Troy

Lieutenant Troy Buhta

University of Minnesota Police

612-624-4879

buhta001@umn.edu

From: [REDACTED]

Sent: Wednesday, January 10, 2018 7:23 PM

To: Troy Buhta <buhta001@umn.edu>

Subject: Re: FW: Reservation 59067 for Students for a Conservative Voice #1298 beginning 2/26/2018

Sounds good. I'll keep you posted.

Hope all is well.

On Jan 10, 2018 1:27 PM, "Troy Buhta" <buhta001@umn.edu> wrote:

Hi [REDACTED]

2/8/2018

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Sorry I won't be able to make your meeting Thursday. I'm going to be out for a couple of days for a medical issue. I will touch base with you next Tuesday or shoot me an email if anything comes up before then.

Thanks,

Troy

Lieutenant Troy Buhta

University of Minnesota Police

612-624-4879

buhta001@umn.edu

From: Beth Galatis [mailto:galatis@umn.edu]

Sent: Monday, January 08, 2018 2:01 PM

To: [REDACTED]

Cc: Erik Dussault <dussa001@umn.edu>; Troy Buhta <buhta001@umn.edu>

Subject: Re: Reservation 59067 for Students for a Conservative Voice #1298 beginning 2/26/2018

[Quoted text hidden]

Tue, Jan 16, 2018 at 1:55 PM

To: Troy Buhta <buhta001@umn.edu>

Cc: Erik Dussault <dussa001@umn.edu>

Hi Officer Buhta,

I am happy to meet with you next week. Here are times I am available:

Monday 2:30-4

Tuesday 12-2

Thursday 12-2

Friday 2:30-4

Best,

[REDACTED]
University of Minnesota | College of Liberal Arts

[Quoted text hidden]

Tue, Jan 16, 2018 at 2:43 PM

Erik Dussault <dussa001@umn.edu>

To: [REDACTED]

Cc: Troy Buhta <buhta001@umn.edu>

Thanks [REDACTED] Thursday would work the easiest for me. I could also make the Monday or Friday time work.

I can find space here in Coffman or SPSC depending on what we want to do.

Thanks,
Erik

2/8/2018

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Erik Dussault
Assistant Director | Student Unions & Activities | sua.umn.edu
300 Washington Ave SE, Suite 126
University of Minnesota | umn.edu
dussault@umn.edu | 612-624-8697

[Quoted text hidden]

Troy Buhta <buhta001@umn.edu>

Wed, Jan 17, 2018 at 8:23 AM

To: [REDACTED] Erik Dussault <dussa001@umn.edu>

Does next Tuesday, Jan 23rd at 1 pm work? I just wanted to have a quick meeting on planning and registration. We could just meet at CMU unless someone thinks we need to look at the St. Paul Student Center again.

Thanks,

Troy

Lieutenant Troy Buhta

University of Minnesota Police

612-624-4879

buhta001@umn.edu

From: [REDACTED]

Sent: Tuesday, January 16, 2018 1:55 PM

To: Troy Buhta <buhta001@umn.edu>

Cc: Erik Dussault <dussa001@umn.edu>

[Quoted text hidden]

[Quoted text hidden]

Erik Dussault <dussa001@umn.edu>

Wed, Jan 17, 2018 at 9:46 AM

To: Troy Buhta <buhta001@umn.edu>

Cc: [REDACTED]

Thanks Troy. Would you be able to meet at 12:30? If so, I can make that time and will schedule a room for us here in Coffman.

Erik Dussault
Assistant Director | Student Unions & Activities | sua.umn.edu
300 Washington Ave SE, Suite 126
University of Minnesota | umn.edu

[Quoted text hidden]

Wed, Jan 17, 2018 at 10:22 AM

To: Erik Dussault <dussa001@umn.edu>
Cc: Troy Buhta <buhta001@umn.edu>

I can be there at 12:30 or 1. I don't see any reason to go to St. Paul for this meeting so let's plan on CMU.

Best,

University of Minnesota | College of Liberal Arts

[Quoted text hidden]

Wed, Jan 17, 2018 at 11:28 AM

Troy Buhta <buhta001@umn.edu>
To: Erik Dussault <dussa001@umn.edu>
Cc: [REDACTED]

Works for me

Lieutenant Troy Buhta
University of Minnesota Police
612-624-4879
buhta001@umn.edu

From: Erik Dussault [mailto:dussa001@umn.edu]
Sent: Wednesday, January 17, 2018 9:46 AM
To: Troy Buhta <buhta001@umn.edu>
Cc: [REDACTED]

[Quoted text hidden]

[Quoted text hidden]

Erik Dussault <dussa001@umn.edu>
To: Troy Buhta <buhta001@umn.edu>
Cc:

Wed, Jan 17, 2018 at 3:19 PM

Sounds good. I'll find a room and add to calendars.

Erik Dussault
Assistant Director | Student Unions & Activities | sua.umn.edu
300 Washington Ave SE, Suite 126

2/8/2018

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University of Minnesota | umn.edu
dussault@umn.edu | 612-624-8697

[Quoted text hidden]

Erik Dussault <dussa001@umn.edu>

Thu, Jan 18, 2018 at 2:10 PM

To: [REDACTED]

Cc: Troy Buhta <buhta001@umn.edu>

[REDACTED]

Student affairs is putting together an FAQ for any inquiries we might get connected to the event. Can you provide a link we should share for more information about the event, tickets, etc.

Thanks,
Erik

Erik Dussault
Assistant Director | Student Unions & Activities | sua.umn.edu
300 Washington Ave SE, Suite 126
University of Minnesota | umn.edu
dussault@umn.edu | 612-624-8697

[Quoted text hidden]

Erik Dussault <dussa001@umn.edu>

Mon, Jan 29, 2018 at 11:52 AM

To: [REDACTED]

Cc: Troy Buhta <buhta001@umn.edu>

Hi [REDACTED]

I don't think I ever got a link from you. Did tickets go public last week and if so, have all been taken or are seats still available?

Thanks,
Erik

Erik Dussault
Assistant Director | Student Unions & Activities | sua.umn.edu
300 Washington Ave SE, Suite 126
University of Minnesota | umn.edu
dussault@umn.edu | 612-624-8697

Mon, Jan 29, 2018 at 12:20 PM

Hi Erik,

https://www.facebook.com/events/573086453045724/permalink/577199779301058/?notif_t=feedback_reaction_generic¬if_id=1517202592120854

[Quoted text hidden]

Mon, Jan 29, 2018 at 2:26 PM

Thanks [REDACTED] Sounds good.

Erik Dussault
Assistant Director | Student Unions & Activities | sua.umn.edu
300 Washington Ave SE, Suite 126
University of Minnesota | umn.edu
dussault@umn.edu | 612-624-8697

[Quoted text hidden]

Subject:

FW: October 25 - class move

----- Forwarded message -----

From: **Maggie Towle** <towle002@umn.edu>

Date: Wed, Oct 25, 2017 at 11:03 AM

Subject: Fwd: October 25 - class move

To: Karen Hanson <karhan@umn.edu>

Cc: Deborah Cran <cranx001@umn.edu>, MeganSweet <vande104@umn.edu>, Steven Henneberry <shennebe@umn.edu>, Julie Christensen <jrchris@umn.edu>

Looks like Ben Shapiro scheduled for 2/26/18 in Mayo.

----- Forwarded message -----

From: **Erik Dussault** <dussa001@umn.edu>

Date: Wed, Oct 25, 2017 at 10:47 AM

Subject: Fwd: October 25 - class move

To: Denny Olsen <olsen013@umn.edu>, Maggie Towle <towle002@umn.edu>

FYI...

I have talked with [REDACTED] about using the Student Group Large event process for the 2/26 event and asked that we schedule some meetings once we get past the event today. She seems to be willing and interested to work through this process moving forward. I will continue to engage her in this process.

Erik

Erik Dussault

Assistant Director | Student Unions & Activities | sua.umn.edu

300 Washington Ave SE, Suite 126

University of Minnesota | umn.edu

dussault@umn.edu | 612-624-8697

----- Forwarded message -----

From: **Jeremy Todd** <toddj012@umn.edu>

Date: Wed, Oct 25, 2017 at 7:14 AM

Subject: October 25 - class move

To: Leslie Krueger <kruegerl@umn.edu>, Michael Berthelsen <berth004@umn.edu>

Cc: Troy Buhta <buhta001@umn.edu>, Erik Dussault <dussa001@umn.edu>

Hello, Mike.

Room reservation updates for October 25 event

We notified Professor Gerteis that SOC 1001-030 was moved from Anderson 350 to Blegen 5. The class schedule and MyU Portal has been updated to reflect this temporary change.

We asked Professor Gerteis to follow the standard process to email students of the room change. OCM also posts a room change sign outside of Anderson 350 to notify students of the temporary change.

Anderson Hall rooms have been blocked for the event:

- Anderson 230 is for the event
- Anderson 250 will be used as a bag check location in connection with the event.
- Anderson 210 will be used for UMPD to set up and stage for the event.
- The five remaining classrooms have a scheduling block

With confirmation from SUA, we also removed the student groups reservation for PWB 2-470 for October 25.

Future large scale event

We advised AHC Classroom Services to contact SUA based on another event request from the same student groups hosting the October 25 event:

██████████ submitted a request for the Mayo Auditorium for 2/26/18 for a "Ben Shapiro" Speech (20171023-00339) on behalf of Students for a Conservative Voice. He did include this note "We will be holding the event in Mayo Auditorium. We understand there is a fee and insurance cost associated with it. That is not an issue. DO NOT relocate this event, and DO let us know the additional work we will be required to do ahead of time. The event will likely require security."

Best,
Jeremy

--
Jeremy Todd
Director | Office of Classroom Management | classroom.umn.edu
Academic Support Resources | asr.umn.edu
University of Minnesota | umn.edu
Google Voice: [612-524-9030](tel:612-524-9030)

--
Maggie Towle
Interim Vice Provost for Student Affairs and Dean of Students | osa.umn.edu
University of Minnesota | umn.edu
109 Appleby Hall
128 Pleasant Street SE
Minneapolis, MN 55455
towle002@umn.edu | [612-626-1242](tel:612-626-1242)

Subject:

FW: 2/26/18 - Mayo Auditorium Cancellation

On Tue, Dec 19, 2017 at 11:38 AM, Amy Carrier <acarrier@umn.edu> wrote:

Hi [REDACTED]

Thank you for letting us know. We'll cancel your request for the Mayo Auditorium on 2/26/18.

Thank you,

Amy Carrier Goetz

AHC Classroom Services

T: [612-626-7800](tel:612-626-7800)

acarrier@umn.edu

Access the UMN Astra Schedule via z.umn.edu/astra

Direct AHC Classroom Services room scheduling needs to aherooms@umn.edu.

Visit the AHC Classroom Services website at <http://hub.ahc.umn.edu/facilities/classroom-services>

From: [REDACTED]

Sent: Tuesday, December 19, 2017 11:25 AM

To: Amy Carrier

Subject: Mayo Auditorium Cancellation

Hi Amy,

I would like to cancel my reservation for Mayo Auditorium on February 26th.

Thank you much,

[REDACTED]

--

Chuck Tombarge

Chief Public Relations Officer | University Relations | news.umn.edu

University of Minnesota | umn.edu

tombarge@umn.edu | 612-625-8510 | c. 612-599-5561

Kristine Haugslund

Subject: FW: Upcoming reservation request [20171206-00095]
Attachments: FY2018 University Use Agreement OCM Template.doc

----- Forwarded message -----

From: **Philip Hunter** <hunte046@umn.edu>
Date: Tue, Jan 30, 2018 at 8:45 AM
Subject: Re: Upcoming reservation request [20171206-00095]
To: [REDACTED]
Cc: [REDACTED], Erik Dussault <dussa001@umn.edu>, Sarah Kussow <kusso001@umn.edu>

[REDACTED] I see that you've requested Anderson Hall Room 210 on 2/26. I'm guessing this was a miscommunication on your group's part because [REDACTED] said you had found a different venue, so I will cancel this request. As mentioned several times here, I can't approve events from Students for a Conservative Voice until I have a new Use Agreement and have heard from SUA that you've gone through their review process. Let Erik or I know if you have questions. Thank you.

20171030-00336

Philip T. Hunter
Lead Event Scheduler | Office of Classroom Management | classroom.umn.edu
University of Minnesota | umn.edu
hunte046@umn.edu | 612-624-3513

On Fri, Jan 19, 2018 at 8:27 AM, Philip Hunter <hunte046@umn.edu> wrote:

Ok. If you do plan on possibly scheduling general classroom spaces in the future this year, it would be good to still turn in the Use Agreement anyway. It will save time and emails back and forth. Thank you.

Philip T. Hunter
Lead Event Scheduler | Office of Classroom Management | classroom.umn.edu
University of Minnesota | umn.edu
hunte046@umn.edu | 612-624-3513

On Fri, Jan 19, 2018 at 8:24 AM, [REDACTED] wrote:

Hi Philip,

We settled on a different venue and we no longer need this venue. I apologize for the delayed notification.

Best,

On Jan 19, 2018 8:11 AM, "Philip Hunter" <hunte046@umn.edu> wrote:

██████████, if you are still planning on working with Student Activities to coordinate this, I need the Use Agreement next week or I will need to cancel the Pending request. Even if all the particulars aren't worked out yet, I still need the Use Agreement. Currently you've requested Willey Hall 125 and 175. Has there been any changes to that in your discussions with the activities office?

thank you

Philip T. Hunter
Lead Event Scheduler | Office of Classroom Management | classroom.umn.edu
University of Minnesota | [umn.edu](mailto:hunte046@umn.edu)
hunte046@umn.edu | 612-624-3513

On Fri, Dec 22, 2017 at 11:08 AM, Philip Hunter <hunte046@umn.edu> wrote:

Hello ██████████, I need a new Use Agreement for 2018 (see attached). If ██████████ is already working on this, disregard.

Also as with previous events, if you haven't done so already, please contact Student Unions and Activities (sao@umn.edu) when you are planning any large outreach events which include the potential for large crowds, media involvement and/or high profile speakers. The University may require enhanced security, emergency personnel, or specific precautions for any events held on campus and SUA can help you with the review and approval process. We want to make sure that your events are successful and that you experience as few surprises or issues as possible. Student groups who host events in which the University deems additional services necessary are responsible for all costs associated with such services.

Your event request for Ben Shapiro is still tentative because we haven't started scheduling events yet, and I may need to move it depending on what you work out with SAO etc. Thank you both.

Philip T. Hunter
Lead Event Scheduler | Office of Classroom Management | classroom.umn.edu
University of Minnesota | umn.edu
hunte046@umn.edu | 612-624-3513

----- Forwarded message -----

From: **Philip Hunter** <hunte046@umn.edu>
Date: Tue, Dec 19, 2017 at 11:41 AM
Subject: Re: Upcoming reservation request [20171206-00095]
To: ██████████

Hello, did you get a chance to fill the Use Agreement for 2018 yet? Thanks ██████████ let me know if you have questions.

Philip T. Hunter
Lead Event Scheduler | Office of Classroom Management | classroom.umn.edu
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hunte046@umn.edu | 612-624-3513

On Wed, Dec 6, 2017 at 11:46 AM, Philip Hunter <hunte046@umn.edu> wrote:

Hello [REDACTED] would you please fill out this Use Agreement for me? I need this filled out in order to reserve rooms that size for your group in 2018. Also, I need to add the name of the guest speaker to the request, but it doesn't appear my staff got that information.

The reservation is Tentative until all classes are scheduled. We hope to start processing requests for Spring Semester in the order they were received, starting in January.

Thank you!

Philip T. Hunter
Lead Event Scheduler | Office of Classroom Management | classroom.umn.edu
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