



Associated Students

California State University Chico

Bell Memorial Union Facility Handbook

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About the Bell Memorial Union

The Bell Memorial Union (BMU) is Chico State's student union and the center for all Associated Students (AS) programs and services. The BMU is home to several dining options, the Wildcat Store, the Third Floor Gallery, the Wildcat Leadership Center, and reservable conference rooms and event spaces that serve the entire Chico community, including our premier auditorium.



The original BMU facility was constructed from 1967-69 at a cost of \$1.9M. Designed by architect Don Hatch of San Francisco, it included a bookstore, food service area, and various meeting rooms. Faculty and students had a major role in planning the building. Student fees and a HUD loan financed the construction costs. Since the beginning, the BMU has been run by the Associated Students. The BMU was remodeled and expanded from 1998-2001, bringing the facility to its current size. The BMU is dedicated to Hugh M. Bell, a distinguished Chico State Psychology Department faculty member from 1928 to 1967. (adapted from the University Archives.)

The Associated Students Facilities Committee, formerly known as Bell Memorial Union Committee (BMUC), is a 10-member standing committee chaired by the [AS Vice President of Facilities and Services](#) consisting of seven students and three University appointed non-students. This committee is responsible for establishing procedures and policies for the use of the Bell Memorial Union and many of the AS programs and events hosted within it. This committee also plans for any future construction or lease of facilities for AS use. Meeting agendas are available online [here](#). For more information contact the chair at as-vpfs@csuchico.edu.

Hours of Operation

It is always best to check the [BMU website](#) for current hours. Below are typical hours for the different campus operating periods. The building is closed on some holidays.

Fall/Spring Semester Hours

Monday - Thursday 7:00am - 8:00pm
Friday | 7:00am - 5:00pm
Saturday | 10:00am-4:00pm
Sunday | 12:00pm - 8:00pm

Summer Hours

Monday - Thursday | 7:00am - 5:00pm
Friday - Sunday | Closed

Emergency Closures

The BMU may close during times of emergency and/or unforeseen circumstances as per the directive of campus, local, city, county, and/or federal officials. Associated Students staff will make all possible efforts to reschedule any programming displaced by such circumstances.

Usage Beyond Posted Building Hours

The Associated Students administration may authorize additional building usage hours. When associated with a specific event or program, such extensions will have fees applied according to the [Bell Memorial Union Room Reservation Policy](#).

Access

The BMU enriches campus life by providing diverse facilities, programs, and services. To achieve this, it functions as a multi-fuse facility, adapting to the evolving needs of the campus community. What this means is that some areas will be open to everyone, while others will have restricted access.

We ask that all visitors to the BMU respect signage limiting access to certain areas and refrain from entering offices and meeting rooms where the organization's business is being conducted. Please review the two sections below for further details on access to areas of the facility.

Reservable Spaces and Equipment

The following rooms in the BMU are reservable within the provisions of the [BMU Room Reservation Policy](#).

BMU 203
BMU 204
BMU 205
BMU 209
BMU 210

BMU 301
BMU 302
BMU 303
BMU 304
BMU 309

BMU 312/314 (can be combined, patio also available)

The auditorium may also be reserved. Contact the Assistant Director of Conference Services for more information.

Certain spaces, aside from rooms, in the BMU are available for vending, solicitations, sales, information, or distribution purposes (often referred to as tabling) by recognized student organizations and other persons/groups. The [Vendor Policy](#) governs these, and they are administered through [Conference Services](#).

Unless permitted by Conference Services, reservable spaces should not be occupied without a reservation. To make a reservation and learn more about room capacities and configurations, contact [AS Conference Services](#).

For information on reserving and using portable staging or audio-visual equipment please refer to the [BMU Equipment Policy](#).

Non-reservable Spaces

Employee Offices

Employee offices, and suites containing solely employee offices, should only be accessed by employees, their guests, and those conducting business with an employee.

Financial Services and Human Resources

Those wishing to speak with an AS Financial Services or Human Resources representative should check in at the front desk of the AS Administration and Human Resources office.

Second Floor Lounge

The second-floor lounge is open to the campus community and provides a great spot to study, relax, have small group meetings, or enjoy a meal.

Wildcat Leadership Center

Located on the second floor of the BMU, the Wildcat Leadership Center (WLC) is home to several Associated Students and campus programs focusing on student leadership, involvement, and activities that foster student success and enhance the college experience.

The WLC is a collaborative space, supported by the Associated Students and [Student Life & Leadership](#), that aims to provide each and every student with easy access to involvement opportunities. Our front desk is staffed by friendly and knowledgeable Involvement Coordinators who can answer your questions, assist you with forms, and help you find campus engagement opportunities.

All guests of the WLC should check in at the WLC front desk.

The Well

The Well at Bell Memorial Union provides an 8,500-square space that promotes self-care. You will find spaces dedicated to self-directed, small group, and one-on-one activities and other self-care programs. Students can drop in to do art, play a board game, check their blood pressure, take naps in one of our six sleep pods, and much more. The Well is staffed by one full-time employee and approximately 16 student employees who would love to meet you. We invite you to experience our expanding programming and all The Well offers.

Access to The Well is available to all regularly enrolled students. Some other student categories are eligible to purchase membership.

Wildcat Plaza

To maintain a high level of aesthetic and safety standards, we do not typically allow signage or events in the Wildcat Plaza. Requests for an exemption to this should be sent to the Assistant Director of Conference Services.

Third Floor Art Gallery

The Third Floor Art Gallery is a student exhibition space designed to allow student artists to experience the joys of showcasing their work. It is typically accessible whenever the BMU is open. For information on showcasing your art in the gallery, visit their [webpage](#).

General Guidelines

Alcohol

Alcohol is only permitted at events reserved through AS Conference Services and hosted in the auditorium. When alcohol is permitted, it must be within the parameters set forth in the [Chico State Alcohol Service at Special Events policy](#).

Amplified Sound

To maintain a welcoming environment, amplified sound is only permitted using AS equipment at events scheduled through AS Conference Services or when permitted by an area manager.

Animals

Associated Students abides by all Chico State policies regarding the presence of service and support animals on campus. For Chico State's animal policy, please refer to [Chico State's Accessibility Resource Center](#). Any requests for an exception to this must be submitted to the AS Risk Manager.

Bikes, Boards, and Scooters

Bikes, boards, and scooters should be parked outside of the BMU using the provided racks. We appreciate your assistance in keeping the building safe and well-maintained.

Catering

All gatherings, meetings, and events in the BMU are required to use [AS Catering](#) for their food and beverage needs.

Custodial/Maintenance

We strive to maintain a clean and well-maintained facility. If you observe any related issues, please inform AS Conference Services, and they will notify the appropriate staff.

Disruption

Any person or persons obstructing pedestrian traffic, disrupting normal activities, preventing business or operations from being conducted, creating a safety hazard, or threatening others in any way may be asked to leave the BMU and referred to the University Police Department.

Lost, Stolen, or Damaged Personal Property

The AS will not be held responsible or liable for any lost, stolen, or damaged personal property belonging to users of the BMU, except if such loss or damage was caused by the sole negligence or willful misconduct of its officers, employees, volunteers, or agents.

Lost and found items are collected at the AS Conference Services and transferred to the University Police Department.

Posting and Distribution

For questions regarding posting materials in the BMU, please refer to the [BMU Posting Policy](#). For questions regarding distributing materials (newspapers, flyers, pamphlets) in the BMU, please refer to the [BMU Publications Distribution Policy](#).

Prohibited Items

Associated Students prohibits the use of the following items:

- Confetti
- Glitter
- Dry rice
- Loose helium balloons
- Loose natural flower petals
- Nails, Tacks, Pushpins
- Fog machines, hazers, diffusers, humidifiers
- Paint
- Silly string
- Candles or flames of any type

Associated Students prohibits using adhesive products on all surfaces other than painter's tape.

Safety

Facility evacuations will be overseen by AS staff, with the assistance of relevant university personnel and campus authorities. Users of the BMU must obey the signals given by all emergency alert systems (i.e. alarms, strobing lights, public announcements, and directions given by staff and emergency personnel) and must immediately evacuate the building.

Patrons must adhere to the posted room occupancy limits in all AS facilities. If staff discover a space has reached or is exceeding capacity, guests may be asked to close event doors, or ask patrons to leave said event.

Automatic External Defibrillators (AED) are available on the first and second floors of the BMU, and are denoted by posted signage.

In case of emergency dial 911.

Smoking and Tobacco Products

In concert with all California State University campuses, the BMU is smoke and tobacco-free. For more information, see [Executive Order 1108](#). Please report any violations to UPD.

Specialized Equipment

Certain equipment, including but not limited to power tools, hand tools, freight elevators, aerial lifts, dock lifts, cleaning equipment, and similar should only be used and handled by properly training employees.

Revision History

February 1, 2024 – Original document reviewed by ASFC and put into circulation.