

# SOUTHERN MISS

## UNION COMPLEX POLICY FY23

Cochran Center | Lott Center | Cook Union | Hub | Danforth Chapel

Centennial Green | Spirit Park | Southern Station | Shoemaker Square | Union Plaza | Weathersby Lawn | NPHC Plaza

### THE UNION COMPLEX

Persons and groups who use facilities managed by the Union Department are expected to abide by these Union Complex Policies, other University regulations, as well as state and federal laws. The Union Department reserves the right to revise these policies. Please refer to our website at [www.usm.edu/union](http://www.usm.edu/union) for complete information on the Union Complex facilities including policies, procedures, services, and fees.

The University of Southern Mississippi's Union Complex spaces and services may be reserved by registered student organizations, university departments, and community patrons through the Union Department. Registered student organizations and departments may book online with their CampusID credentials by visiting [www.usm.edu/union](http://www.usm.edu/union). Groups and individuals external to the University or without CampusID credentials may call 601-266-4399 or email [unionevents@usm.edu](mailto:unionevents@usm.edu) to reserve space.

### GENERAL POLICIES

1. All space in these facilities will be under the supervision of the Union Director.
2. Classes, lectures, laboratories, tests or any type of class for credit or non-credit will not be scheduled in these facilities unless approved by the Union Director.
3. Rearrangement, removal or the addition of furnishings or equipment to these facilities will require the approval of the Union Director.
4. Paints and markers are not allowed in the Union Complex, except for those provided by the Union Department (dry erase markers) which are only allowed on dry erase boards.
5. No organization or patron may remain in the Union Complex facilities after it is officially closed without the permission of the Union Director.
6. Southern Miss Catering handles all food requests for the university. **NO OUTSIDE CATERERS ARE ALLOWED.** Please refer to the Snack Policy for more information. Southern Miss Catering can be reached at 601-266-5552 or online at [southernmisscatering.catertrax.com](http://southernmisscatering.catertrax.com).
7. For information regarding the display of signs, banners, and posters in the Union Complex, please refer to the University Sign Policy, available online, and the R.C. Cook Union Breezeway Banner Policy, located in this document.
8. No card playing, gambling, gambling terminology (i.e. "raffle") or profanity is allowed in the Union Complex or surrounding areas.
9. Tapes and other adhesives are not allowed on any walls, floors, or carpet in the Union Complex. Please consult with your Union Department contact for alternatives.

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- 10.** Candles are permitted as center pieces only with proper and approved safety measures in place to prevent fire and damage to equipment, such as in candelabras or in an enclosed container such as a vase. The use of candles in a ritual or induction ceremony is strictly prohibited. Battery operated candles should be used for this type of event. If found improperly using candles in the facility, your organization will be assessed a fine (\$100 minimum) and restricted from utilizing the Union Complex until the fine is paid.
- 11.** Mylar balloons, glitter, confetti, or items that leave excessive debris are prohibited and your organization will be assessed a fine if these items are used (\$100 minimum) and restricted from utilizing the Union Complex until the fine is paid.
- 12.** To reserve space on the Union Complex Eagle Vision Digital Signage screens and Union Plaza Interactive Wayfinding Kiosk, please review the Eagle Vision Digital Signage Policy at [https://www.usm.edu/union/\\_files/eagle\\_vision\\_policy-fy23.pdf](https://www.usm.edu/union/_files/eagle_vision_policy-fy23.pdf) and complete the Eagle Vision Submission form, located at [https://usmforms.formstack.com/forms/eagle\\_vision\\_submission\\_form](https://usmforms.formstack.com/forms/eagle_vision_submission_form).
- 13.** For information on storage, please contact the Union Department.
- 14.** If disability accommodations or auxiliary aids are needed, please contact the Union Department coordinate with your Union Department contact at least two weeks prior to the event.
- 15.** Event insurance coverage may be required for some events and for all external customers.
- 16.** Customers are required to cover resulting expenses if there is damage to the facility, furniture, or equipment and/or excessive cleanup following an event and will be billed accordingly.
- 17.** Cancellations and “No Shows”
  - Failure to show sixty (60) minutes after your reserved start time will be deemed a No Show and No Show fees will be assessed.
  - Reservation cancellations of weekly meetings for student organizations and departments must be received at least two (2) business days prior to a reservation and at least five (5) business days prior for external users or cancellation fees will apply. An exception will be made for unexpected University closures.
  - Reservation cancellations of Thad Cochran Center Ballroom(s), Trent Lott National Center, or “entire facility” reservations must occur at least one (1) month in advance for all on-campus customers or a \$100 late cancellation fee will apply. For external customers, cancellations of this nature must occur three (3) months in advance to avoid loss of the 50% deposit. An exception will be made for unexpected University closures.
  - All other cancellations must be made at least two (2) weeks in advance or cancellation fees will apply.
- 18.** No advertising materials bearing the name of a location in the Union Complex may be distributed until a reservation has been confirmed and materials approved for content and suitability. The Union Department reserves the right to halt distribution of any advertising that does not represent the University or Union Complex appropriately. Groups may not use the name, seal, or imply endorsement of the University without prior written approval.

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### 19. Food eating contests inside the Union Complex are prohibited.

\*\*\* The Union Department reserves the right to change room assignments if necessary. Should the need arise, events may be relocated to other facilities on campus. Customers will be notified in advance via phone and/or email

## UNION RESERVATION GUIDELINES

1. All events are subject to review to determine if the nature of the event is suitable for the facility and University prior to confirmation of the event.
2. All reservations are on a first-come, first-served basis.
3. While reservations must be made at least one week in advance, the earliest possible dates to make reservations are as follows:

### **Registered Student Organizations:**

- Only registered student organizations are allowed to reserve space at no charge. Student Organizations are considered registered if they have updated their Organization Information Form (OIF) with the Office of Leadership and Student Involvement AND attended a Student Organization Orientation (SOO). Individual students unaffiliated with an organization may be approved to reserve space on a case-by-case basis upon approval by the Union Department.
- Events may be booked up to one (1) academic year in advance, from the current semester. Exceptions (such as those that may attract the external community) may be made on a case-by-case basis.
- Recurring meetings, beginning one (1) month prior to the start of each semester and only for one semester. Allowed three (3) rooms per week, two (2) hour maximum per event, and no more than six(6) hours per week for regularly scheduled meetings. Only one (1) room may be reserved by an organization at a time for recurring meetings. Three (3) rooms per week includes any/all branches of the organization (executive, special teams, etc.).
- If more than three (3) rooms are needed at one time or a registration fee is charged, the reservation will be billed at the department rate.
- A facility rental fee will be assessed for any organization charging an admission and/or registration fee to event attendees.
- If attendance for your event is reported to be drastically different from what was requested, exceeding the capacity of the space, your meeting is subject to relocation to a suitable space based on observed attendance and fees may apply.
- The Union Department reserves the right to change room assignments as needed. Should the need arise, events may be relocated to other facilities on campus. Groups will be notified in advance via phone and/or email.

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### University Groups:

- Large recurring events including but not limited to conferences, recruiting events, camps, and signature events may be booked up to two (2) years in advance from the current semester. Approval for extended advanced booking is at the discretion of the Union Department.
- Recurring meetings may be booked beginning one (1) month prior to the start of the semester and should be requested prior to the start of each semester.

### External Clients:

- Reservations are accepted up to two (2) years in advance provided that a deposit is placed at the time of booking. Approval for extended advanced booking is at the discretion of the Union Department
4. Block reservations may be made, but the Union Department reserves the right to make changes. Block booking for departmental use may not exceed five consecutive days, excluding conferences or other events that require rental fees. After five days, additional fees may apply.
  5. University recruiting events and functions take priority over all other meetings and events.
  6. Fronting is strictly prohibited and fee waivers or discounts are not available. Please see Rate Categories and Pricing Policies for more details.
  7. Registered student organizations and university department requests may be submitted online via the Union Department website, [www.usm.edu/union](http://www.usm.edu/union) by clicking on "Reservation Request" and logging in with CampusID credentials. External groups and individuals or those without CampusID credentials may call 601-266-4399 or email [union@usm.edu](mailto:union@usm.edu) to request space.
  8. After review and approval, a confirmation of your booking with a quote for any fees assessed will be sent to you via e-mail within 3-5 business days. Certain events may require police officers or additional custodial staffing or cleanup at the expense of the organization. Clients requesting to schedule events and access times outside of facility operating hours will be charged an overtime fee at an hourly rate, \$100 per hour. The overtime fee includes costs related to staffing, utilities (electricity and water), extending HVAC, and custodial. Clients requesting to schedule events during University holidays and building closures (intersession periods) will be charged an overtime fee. The fee will be a 4-hour minimum, \$400 and an hourly rate, \$100 for each additional hour in conjunction with any other room and equipment fees. University holidays: Independence Day (holiday and weekend, if adjacent), Labor Day, Thanksgiving Day (holiday, following day and weekend), Christmas Break, Martin Luther King Jr. Day, Good Friday/Easter (3-day weekend), and Memorial Day (3-day weekend). Building closures (weekends): August intersession, end of fall semester (December), January intersession, and May intersession.

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9. The Union Department is a cashless office - only credit cards, checks, and University budget strings are acceptable forms of payment. For groups paying by University budget string, payment will be processed upon the conclusion of your event. For groups paying by check or credit card, deposits may be required. Final payment is due one week prior to the event; if the event occurs during a weekend, final payment is due on Friday one week prior to the event. Payments will be accepted during regular business hours Monday-Friday in the Union Department offices.
10. Any audiovisual (AV) equipment or technical services needs must be finalized with your Union Department contact at least two (2) weeks in advance. Any needs that cannot be met by the Union Department may be requested through iTech or provided by the customer through an outside contractor.
  - The microphones and sound systems in most Union Complex spaces are designed for spoken word only; any event requiring microphones and sound systems for musical performance must provide their own equipment or contract with a third-party vendor.
11. A rain site, when available, is recommended for all outdoor events to prepare for inclement weather. However, outdoor events are not guaranteed a rain site. Because space designated as the rain site for an outdoor event is taken offline and is unavailable for other clients, rain site reservations will be assessed a non-refundable fee of 25% of the regular rate of the requested space - regardless of whether the space is used. Notice of the decision to utilize or cancel the reserved rain site must be given 24 hours prior to the event start time or additional fees may apply.
12. An event in hold status remains in hold status until a deposit or payment has been made. A date that is held can be requested at any point by a 3rd party. At that time and upon notification, the original holder will have 48 hours to submit 50% of the projected costs of their event to the Union or risk losing their held date.
13. Event details including, but not limited to accurate times and attendee count must be given to the Union staff at least 2 weeks prior to the event. If an organizer should fail to submit these key details, the Union reserves the right to cancel the event. Major changes during the 2 weeks leading up to the event including room changes, increases or decreases in attendee numbers of 25% or more, or time changes could result in a rush fee of at least \$50 to be applied for each change. Receipt of the confirmation and payment made or budget string provided confirms that all Union Complex policies have been read by the event organizer.

## RATE CATEGORIES AND PRICING POLICIES

The Union hosts a significant number of meetings and events annually with limited space and resources. The Union must cover the cost of AV systems, set-up, cleaning, repairs, utilities, event staffing, and more. Event categories help to ensure that space and equipment primarily benefit students, faculty, and staff. The framework below is used to classify event requests and determine when fees apply for space, resources or staffing. Please contact us if you have questions about the rates or need assistance evaluating potential meetings or events to determine if fees apply. If fees apply, a customized cost proposal will be generated for your review.

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### **Student Organization Rate | No Fee For Most Space and/or Basic AV**

Basic meetings, conferences, and events that meet all of the criteria below qualify for the Student Organization Rate and will not be charged for event space or any basic AV systems permanently installed in the space, with the exception of special events in large or satellite event venues like the Thad Cochran Center Ballrooms, Joe Paul Student Theater, Southern Station, and Trent Lott National Center. Fees may apply for staff assignments such as afterhours building operation and setup/breakdown, special equipment, police details, grounds/cleaning staff, and/or catering fees.

- Event Origin: Event was created/developed and the space request submitted by a USM registered student organization.
- Audience: Event is primarily for the USM community and 51% or more of the attendees are faculty, staff, or students.
- Funding and Payment: If fees apply, event is supported entirely by registered student organization funds. All event costs paid via check, debit, or credit card connected to the student organization.
- No Partnership: Event is not planned or supported through a partnership with an outside organization(s).

### **University Rate | Rental Fees for Space and/or Equipment**

Meetings, conferences, and events that meet all of the criteria below qualify for the University Rate and will be charged the University Rate for space and equipment rental. Space rental includes setup/breakdown, tables, and chairs. Additional fees may apply for afterhours building operation and setup/breakdown, special equipment, police details, grounds/cleaning staff, and/or catering fees.

- Event Origin: Event was created/developed and the space request submitted by a USM unit.
- Audience: Event is primarily for the USM community and 51% or more of the attendees are faculty, staff, or students.
- Funding and Payment: Event is supported entirely by USM unit funds. All event costs paid via university budget number.
- No Partnership: Event is not planned or supported through a partnership with an outside organization(s).

### **University Sponsorship | Rental Fees for Space and/or Equipment**

Meetings, conferences, and events that meet both the Event Origin and Funding and Payment criteria below qualify as a University Sponsorship and will be extended the University Rate for space and equipment rental. Space rental includes setup/breakdown, tables, and chairs. Additional fees may apply for afterhours building operation and setup/breakdown, special equipment, police details, grounds/cleaning staff, and/or catering fees.

- Event Origin: The event was developed internally, or in partnership with an external organization, however, the space request was submitted by a USM unit or registered student organization.

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- Audience: Event may or may not be primarily for the university community.
- Funding and Payment: Event may be supported in-part or in-whole by outside sponsorship, admission fees, registration charges, fundraising, or ticket sales. All event costs paid via university budget number or by a registered student organization.
- Partnership: Through partnership or collaboration, the university unit or registered student organization is providing a non-university organization shared access to space and resources.

### External Rate| Rental Fees for Space and/or Equipment

The program, meeting, or event is an initiative of a private company, nonprofit, or individual and will be assessed the External Rate. The following discounts may apply to External Rate events:

- Nonprofit: Nonprofit 501(c)(3) organizations receive a 10% discount\* off the External Rate.
- Employees/Alumni: Employees/Alumni hosting a personal event (retirement party, wedding, family reunion, private reception, etc.) receive a 10% discount\* off the External Rate.

**\*Space Only** - Discount applies to space only. Events may also carry fees for equipment and staff such as staging, risers, dance floors, wireless AV systems, police details, etc.

### Additional Notes

- Fronting - University departments and registered student organizations shall not use their privileges to access space, resources or services and "front" for a non-university group or commercial or nonprofit entity in order to avoid fees or receive reduced fees. All instances of "fronting" for off-campus groups, commercial, or nonprofit entities will result in an adjustment of all related fees to appropriate rate category.
- Fee Waivers - No waivers will be granted. Unfortunately, we are unable to waive or eliminate space or equipment rental charges. We are obligated to apply our rates fairly and equally to all organizations. We would never want to be perceived as offering a discount to one group, but not all.

## GAME ROOM

### Reservations and Fees:

1. The Game Room can be reserved for private parties for a fee. Pricing is available by calling (601)266-4399.

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2. All student organization reservations must be made in advance according to Office of Leadership and Student Involvement guidelines and paid one week in advance.
3. Video games and game tables are all free play. Valid USM Student ID required for entry.

### Rules:

1. You must have a valid Southern Miss student, staff, or faculty identification card to enter the game room or be accompanied by someone with such a card. No children under the age of 16 are allowed in the game room unless under the supervision of a registered camp or private party.
2. No profanity or gambling allowed.
3. No food or beverages allowed in the Game Room.

## R.C. COOK UNION BREEZEWAY BANNER POLICY

Students, student organizations, faculty, staff and departments are allowed to hang professionally made banners to promote their organization and for advertisement of on-campus events along the rails of the breezeway and the northeast balcony of the R.C. Cook Union. All banners must bear the name of the sponsoring organization, department or person. Banners must be registered with the Information Desk clerk prior to being hung. After a sign is registered, the Information Desk clerk will place an approval sticker on the banner. The sponsor is responsible for hanging the banner properly, according to the guidelines herein as well as those concerning content set forth by the "Policies, Procedures and Guidelines Manual" available on the Office of Leadership and Student Involvement website. Spots will be available on a first come, first-served basis.

### Sign Types

1. Permanent sign - one that will be hung for an extended period of time (one month up to one year). These signs must be of vinyl material and may not be larger than four feet in width and six feet in length. Nylon rope/ zip-ties/ etc. must be used to secure these signs to the railing. No form of electricity or electric equipment may be used on these signs.
2. Temporary sign - one that will be hung no earlier than seven days before the event. These signs may be of vinyl material and may not be larger than three feet in width and five feet in length. They must be hung using nylon rope/ zip-ties/ etc. Temporary signs must be removed no later than 24 hours after the event. No form of electricity or electric equipment may be used on these signs.



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### DANFORTH CHAPEL POLICIES

Danforth Chapel and Chapel Place is frequently used for quiet meditation, religious services & weddings. The chapel is open from 8 a.m. - 5 p.m., Monday - Friday. Additional hours are available by reservation only, please call to check availability (601)266-4399.

#### Reservation Information:

1. A fee of \$150 per semester will be charged for all on-campus organizations and departments. This will allow the user unlimited reservations booked with the Union Department for the semester.
2. A fee of \$250 will be charged for all non-university reservations, as well as all weddings.
3. Payment should be made to the Union Department within 24 hours of the reservation, or the reservation will be cancelled.
4. A key will be issued at the Union Department office between 8 a.m. and 4:30 p.m., Monday-Friday, for all weekend and after-hours reservations. A \$25 key deposit will be charged in the form of a check at the time the key is issued. The key should be returned within 24 hours, or the deposit will be forfeited.
5. Any candle wax damages will result in a cleaning fee assessed according to the damage (\$100 minimum).
6. Each person/organization using the chapel is responsible for decorating and cleanup of the facility. You are also responsible for selection of photographer, florist, music, and securing a minister to perform the service. Conference & Event Services will only provide the space for your event.
7. Persons using the chapel should inspect it one day before usage. To inspect the chapel prior to your event, contact the Union Department at (601)266-4399. This will avoid a possible conflict with religious organizations that use the chapel on a daily basis.
8. In case of emergency, contact campus security at (601)266-4986. You should also contact campus security if a problem occurs with electricity, heating/cooling, etc.

### OUTSIDE SPACE POLICY

*Centennial Green, Spirit Park, Southern Station, Weathersby Lawn, Kennard-Washington Lawn, Forrest County Lawn, Bennett Lawn, & NPHC Plaza*

The lawns and outdoor areas are perfect for reflection, recreational lounging, study time and casual gatherings and have grown in popularity. Each event request is reviewed and reserved by the Union Department staff and relevant offices to determine if the event is appropriate for the space. While outside space is available at no cost to registered student organizations and departments for organized programs and activities and official university functions (functions and programs sponsored by University departments and

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student organizations), in order to preserve this space for the free use of students and other members of the University family, external groups will be assessed an administrative fee of \$100 to reserve outdoor areas.

Groups wishing to utilize lawn space should make reservations through the Union Department and abide by the following guidelines:

### **Guidelines:**

- 1.** Outdoor amplified sound must follow the City of Hattiesburg's ordinances.
- 2.** Glass containers and litter are prohibited.
- 3.** Student code of conduct is enforced.
- 4.** Vehicles are prohibited on greenspaces; this includes university vehicles (golf carts, automobiles, etc.).
- 5.** No markings or disturbing landscape.
- 6.** Vending and solicitation must be approved through the Union Department.
- 7.** Placement of tents, stages, or any equipment requires approval and guidance from Physical Plant. Heavy items (ex. speakers) must be placed on concrete. Nothing is permitted on grass without approval.
- 8.** Tents/tables may not obstruct or block the sidewalks or pathways. Tents or other items requiring stakes require the supervision/approval of Physical Plant. Tents along the sidewalks are limited to 10 feet x 10 feet or smaller in size.
- 9.** Access available only during normal hours of operation.
- 10.** Any food related to your event must be ordered, coordinated and/or approved by Eagle Dining in accordance with the University Snack Policy.
- 11.** You must provide your own tables for outdoor events and tabling. Neither Leadership and Student Involvement nor the Union Department will provide tables or equipment outdoors.
- 12.** Spirit Park can be reserved as the entire park, east or west lawn, or as tabling space along the sidewalk.
- 13.** Southern Station can be reserved in conjunction with Spirit Park for an additional fee.
- 14.** Lawn space may only be utilized for inflatables under the supervision/approval of Physical Plant.
- 15.** Lawn space is available to the public for football game day tailgating. Tents and other tailgating items may not be set up on Spirit until the conclusion of "Friday Night at Spirit Park" pep rallies. All Athletic Department tailgating guidelines apply and tents anchored by stakes are not allowed.

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### SOUTHERN STATION

1. Reservations for Southern Station can be made by contacting the Union Department.
2. Payment should be made to the Union Department within 24 hours of the reservation, or the reservation will be cancelled.
3. A key will be issued at the Union Department office between 8 a.m. and 4:30 p.m., Monday-Friday, for all weekend and after-hours reservations. A \$25 key deposit will be charged in the form of a check at the time the key is issued. The key should be returned within 24 hours, or the deposit will be forfeited.
4. Persons using the Southern Station should inspect it one day before usage. To inspect the amphitheater prior to your event, contact the Union Department at (601)266-4399.
5. In case of emergency, contact campus security at (601)266-4986. You should also contact campus security if a problem occurs with electricity, restrooms, etc.
6. Any audiovisual (AV) equipment needs must be requested through iTech or provided by the customer through an outside contractor.
7. Any electrical needs must be discussed with Physical Plant electricians to determine if a stand-by electrician is needed for the event.

### LAKE BYRON AND THE ROSE GARDEN

1. Gatherings must be less than 100 guests. This includes weddings, reunions, etc.
2. Campus approved security and custodial are required for your event. The duration and number of guests will dictate those charges.
3. Rental of tables, chairs, and all décor is the customer's responsibility. Setup must be approved by the Union Department. At the end of the event, all items must be removed on the same day as the event.
4. Picking roses is prohibited and punishable by fines.