

Office of the University Union Policies and Procedures	Subject: Reservable Space Policies & Information	Reference: UUB 022399 - 3 V.R.
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	Director's Approval:	

EXTENDED ROOM USAGE POLICY

Extended room usage will be defined as the utilization of a University Union room for a period of seven consecutive days or more. All requests are to be presented in writing to the University Union Baord (UUB) at least two (2) months prior to the intended occupancy date. If the UUB is not in session, the decision shall fall upon the UUB Chair, Vice-Chair, and Resource Liaison. Special considerations which fall short of meeting the two month deadline are negotiable by the UUB based upon the following criteria:

- A) Adequate time to re-arrange current room reservations in the Union.
- B) Adequate time of reviewal by the UUB.

Requests for Extended Room Usage in the Unviersity Union will be evaluated by the UUB based on the following guidelines:

- A) Room availability based on existing room reservations and historical trends.
- B) Length of room usage.
- C) Changes in University Union day to day operations and/or traffic patterns.
- D) Compensation to the University Union

In conjunction with the above stated guidelines, the following regulations will be considered by the UUB.

- A) Upgrades or physical changes to the facility, at tenant expense, need prior approval from the UUB in consultation with the UU Director. Any additions become a permanent fixture to the facility if they contribute to future needs.
- B) Any damage to the room will be billed to the tenant.
- C) Daily cleaning and maintenance shall be the responsibility of the University Union staff. This service will be included in the tenant fee; any excessive cleaning would be at the tenant's expense.

Recommendation for usage will be submitted to the University Union Director for final review and approval.