

<b>Office of the University Union Policies and Procedures</b>	Subject: Reservable Space Policies & Information	Reference: UUB042595-01 V.H.
	Issued: Spring 1996 / 1998	Page: 1 of 1
	Director's Approval:	

## PROPOSED OVERTIME / SPECIAL HOURS POLICY

In the event that any users request reserveable space in the University Union beyond approved operating hours for any given day, the following guidelines will serve:

### **Section One:** Student Organizations/Teams and the University Union

Officially recognized Student Organizations/Teams collectively will be allocated 120 overtime hours per fiscal year. Hours will be allocated ten per month with balances carried over from the previous month(s), until the end of the fiscal year. All overtime hours will be subject to the approval of the Director or his/her designee. UUB will be provided with monthly report of overtime hours used to date if needed to assist with the monitoring of usage.

### **Section Two:** Other Users

Non-student organizations/teams will be charged a fee for the overtime use. The cost of overtime usage of the University Union includes:

1. The applicable **3-hour minimum incidental or rental fee** (based on the approved campus formula) per the specific space or room they are requesting use of, and...
2. The **labor costs** associated with the opening, closing and support of the facility for the time beyond the operating hours at a maximum of \$15.00 per hour (unless the per hour rental or incidental fee is a minimum of \$30.00 which would then waive the labor fee), and...
3. Any **additional fees** associated with additional services the requested need will require (technical staff, catering, equipment rental, etc.)

Revised Spring 1998 and Spring 2003