

Office of the University Union Policies and Procedures	Subject: Reservable Space Policies & Information	Reference: UUB020795-01 Amended in 4/95 V.J.
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ROOM CONDITION POLICY

The following policy will be used to encourage responsible use of the rooms of the University Union.

A. General Information

1. Users of the University Union room(s) are encouraged to use the rooms in a responsible manner.
2. Users of the University Union will be responsible for returning the used room(s) to an acceptable condition before the end of the room reservation time (see Decorating Policy---section V.K.).
3. Users must agree to be financially and legally responsible for all damages or losses which may result during their event.

B. Excessive Clean-Up

1. If the user is aware that excessive time will be needed to clean up the room(s) that will be used, they must notify the reservationist at the time the reservation is made.
2. In the event that the user is unable to complete clean-up, they will be held responsible for arranging an alternative clean-up plan, which must be agreed to by the Assistant Director-Building Services.

C. Room Misuse

1. If a room is left in a condition that does not comply with all University Union guidelines and above guidelines, or if a room was misused during usage time, charges will be assessed at full clean-up cost [total work hours of the University Union employees multiplied by the wage per hour of the affected employees, all cleaning material expenses, and other miscellaneous costs to restore the reserved room(s) to its (their) original condition] plus the cost of any repairs.

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2. Charges will be assessed by the University Union. Any appeals should be made to the University Union Board within seven working days of their notification of charges. Appeals will be heard and decisions will be made by the University Union Board.

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