

Student Union Director

BUILDING AND PUBLIC SERVICE AREA HOURS POLICY

The OSU Student Union building and service hours shall be set by the Student Union Management to provide maximum service and to meet the needs of the University community.

1. Determination of building and service hours shall be based on the following criteria:
 - a. The University calendar;
 - b. Special events in the Student Union or on campus;
 - c. The needs and desires of the members of the University community; and
 - d. Budget constraints.

2. Hours of operation of the building and each of the public service areas shall be conspicuously posted at appropriate locations in the Student Union.
 - a. Building hours will normally be from 6:30 am to 12:00 a.m., Monday through Sunday when classes are in session during the fall and spring semesters. Summer session building hours will be 6:30 am to 9:00 pm, Monday through Sunday.
 - b. When classes are not in session (e.g. between semesters, fall and spring breaks), the general building will normally close at 6:00 pm.
 - c. During official University holidays the general building will normally close at 6:00 pm the evening preceding and will not reopen until 6:30 am following the holiday period.

3. Individuals and groups will not be permitted within the Student Union either before or after established building hours, except with the expressed written permission of the Student Union Director.
 - a. Groups or individuals may be given late privileges on a semester-to-semester basis at the discretion of the Director.
 - (1) Requests must be made in writing, listing the individuals and the reasons for needing late permission.
 - (2) Late privileges will be limited to those who are conducting the business of a student organization or an agency officed in the Union.
 - b. Special events or program activities which require the building to be open outside the normal operating hours must make special arrangements through the Meeting and Conferences Services office (179 SU), to be approved by the Director. Sponsors of such events will be charged a per hour rate sufficient to cover all direct costs involved in the extra hours of operations. The rates established by Student Union Management are: \$50 minimum, plus \$20/hr./staff person required to provide necessary services for non-student groups and \$30 for student organizations. OSU Police officer(s) are required for events held after normal hours of operations, at the expense of the sponsoring organization. (Refer to Policy on Dances, Social and Public Events, #25130.03.)

4. Exceptions to this policy, permission to alter posted hours of operations of the building or any public service area and permission to close or open the building at a time other than that which has been posted must have the expressed approval of the Student Union Director.

APPROVED:



E. Mitchell Kilcrease, Student Union Director

6-15-15

Date

Policy Adopted:

3/9/82;

Policy Revised: 12/10/2012; 4/23/14, 6/15/2015