

To: University Community

From: Kyle Burke, Director of Student Union, Event and Conference Services

Date: August, 24, 2016

Re: Student Union, Event and Conference Services Fall 2016 Operations

We would like to provide you with an overview of the fall operations of the Student Union, Event and Conference Services. Our continued goal is to provide excellent customer service within the parameters outlined below.

Effective Date: Monday, August 29, 2016

Ending Date: Friday, December 16, 2016

Student Union Hours of Operation

Student Union Building & Information Center Hours

Monday - Friday: 7:30a.m. - 10p.m.

Saturday - Sunday: 9a.m. - 5p.m.

Administrative Office Hours

Monday - Friday: 8a.m. – 5p.m.

Saturday - Sunday: Closed

Event Hours

Monday – Friday: 8a.m. – 9p.m.

Saturday - Sunday: 10a.m. - 4p.m.

*Hours of operation will be reduced during holiday and semester breaks. This includes the week of December 19, 2016, after Commencement.

Meetings/Events/Conferences

Events will be scheduled during normal Student Union business hours. Event end times must be set at least one (1) hour prior to the closing of the building (9am -- Mon-Fri and 4pm-- Sat-Sun). Weekend meeting/ event reservations are restricted to the following rooms: SU-214, SU-215, SU-216. These rooms will be setup in a standard format (lecture, conference, rounds). No changes to these standard setups will be allowed. Clients may use the standard technology that exists in each room, but no additional technology needs will be provided.

Clients who wish to have events outside of normal operating hours and/or in alternate spaces on weekends will be charged the necessary overtime labor charges, as these require full-time staff supervision. Overtime labor charges include: production technical services, building services, and university police as deemed necessary for each event. Scheduling of night/weekend overtime events is subject to the availability of staff.

A representative from the Student Union will contact all clients that currently have any meetings scheduled past 9pm and adjust the meeting time to adhere to the Fall Operations.

Thank you and we look forward to seeing you all this fall!