

College Union Afterhours Policy

This policy is to serve the student users of the College Union with their use of the building after normal operational hours. A student group has the choice to comply with this policy or pay for a student manager to remain in the building until the event is over.

If a student group has a designated space in the College Union (OP, WRC, DC, CA, KTEC, OTB, Edge etc.) and plans to use the building after hours, the following must be done:

- Notify the CU information desk (we could insert a time requirement here if we want)
- Ensure that at least one person with an external key is present for the entire event/work period
- Ensure that all individuals present are on the designated access list on file with the CU unless prior arrangements have been made, and After-hours Form has been completed
- Be responsible for setup and cleanup
- Responsible party must remain in building until campus safety has checked the building and given approval to exit

If a student group is a recognized ASOIT club or other student group, the following must be done:

- Designate one responsible party (advisor or club president preferred)
 - Meet with the Director of the College Union about safety and emergency procedures; obtain his signature on the After Hours Form.
 - Meet with and obtain Erin Foley's signature on the After Hours Form
 - Consult campus safety and obtain signature on the After Hours Form
- Responsible party must remain in building until campus safety has checked the building and given approval to exit
- Responsible party must take full responsibility for any damages or loss that may occur as a result of afterhours building use
- Be responsible for setup and cleanup