

# Centennial Student Union Procedure

<b>Procedure</b> Academic Classes	<b>Effective Date</b> 7/1/2013
<b>Custodian of Procedure</b> Director, Centennial Student Union	<b>Last review</b> 7/1/2013

## Statement

The Centennial Student Union is funded through student fees and is intended to support the co-curricular needs of Minnesota State University students, faculty and staff. Space in the Centennial Student Union is in high demand for its intended purposes therefore, academic classes may not be held in the Centennial Student Union unless approved by the Director.

## Procedures

Requests for academic use of Centennial Student Union space are made through University Scheduling and Conference Services and will be presented to the Centennial Student Union Director for approval. Approval will only be granted in case of emergency or at times when the space requested is generally unused for its intended purpose. Once the space has been approved, the class can be scheduled through the Registrar's office. When space in the Centennial Student Union is used for academic classes, rental charges and appropriate fees apply. The rental rate shall be 50% of the General Public rental rate in effect.

## Rationale

The purpose of this procedure is to reserve space in the Centennial Student Union for its intended uses and to make sure that Student Fee Funds are not used to subsidize academic use of the space.