

# Centennial Student Union Procedure

<b>Procedure</b> Extended Building Hours	<b>Effective Date</b> 7/1/2013
<b>Custodian of Procedure</b> Associate Director, Centennial Student Union	<b>Last review</b> 7/1/2013

## Statement

The Centennial Student Union hours of operation schedule is developed in conjunction with an annual budgeting process. Requests for additional hours of operation can be accommodated with advance notification and payment of associated costs.

## Procedures

Requests for additional hours of operation should be made through University Scheduling and Conference Services. Hourly rates will apply to cover associated costs (associated costs are included in negotiated contracts). These rates will be reviewed annually and changes will be published by July 1 each year.

## Rationale

The Centennial Student Union administration encourages use of the facility, but acknowledges a need to recoup extraordinary costs associated with extended hours of operation.