

Centennial Student Union Procedure

Procedure Furnishings and Equipment	Effective Date 7/1/2013
Custodian of Procedure Associate Director, Centennial Student Union	Last review 7/1/2013

Statement

Furnishings and equipment in the Centennial Student Union may not be removed from the student union or moved from its original location without advance written permission from University Scheduling and Conference Services. Furnishings and equipment is reserved on a first-come, first served basis so advance reservation is encouraged. Late requests will be accommodated only if equipment and personnel are available. Charges will be assessed for unapproved movement, disassembly or damage to Centennial Student Union furnishings and equipment.

Procedures

A schedule of rates for furnishings and equipment rental and movement shall be developed and published prior to July 1 each year. The rate shall reflect cost of labor and wear and tear on furnishings and equipment. University Scheduling and Conference Services with gain approval from the Associate Director, Centennial Student Union, before granting permission for furnishings and equipment to be used outside the building.

Rationale

The Centennial Student Union is funded with Student Fee Funds and earned revenue. For this reason, the Centennial Student Union is responsible for maintaining its own inventory of furnishings and equipment. This policy is designed to ensure furnishings and equipment is well maintained and available for use when needed.