

James R Connor Facility Use Policy ADDENDUM - C Building Hours (as of 4/2/24)

Hours Policy, University Center

The information below reflects the typical use of the University Center. Requests for extended hours may be made through the process outlined in this addendum.

***Typical Building Hours:**

Typical Academic Year Hours

Monday-Friday 7:00 am - 11:00 pm

Saturday 9:00 am - 11:00 pm

Sunday 11:00 am - 11:00 pm

Typical Academic Break Hours

Monday - Friday 7:00 am - 4:30

pm Saturday Closed

Sunday Closed

*Building hours will vary during breaks and final exams periods.

Current UC Building Hours can be found here: <https://www.uww.edu/uc/about-the-uc>

Extended Building Hours:

Description	Recognized Student Orgs	Departments/Corporate Sponsor
Extended Hours (billable in 1-hour increments)	\$15.00/hour	\$25.00/hour

1. All events held in the UC must begin setup after the building opens and end one-half hour prior to the building closing time. By closing time, all people must be out of the building and all decorations and equipment removed or returned. Failure to vacate the building 30 minutes prior to the building close will result in an Extended Hours charge.
2. On Campus Sponsors & Private/Corporate Sponsors may request an extension to the normal building hours for an additional hourly charge.
3. Requests for extended building hours may be requested by contacting the UC Reservations office and approved on a limited basis based on staffing availability. Special requests must be made 14 business days or more prior to the event.
4. Extended hours fees do not include other associated fees for using resources found within the UC (e.g. Warhawk Alley rental).

Failure to comply with this UC Facility Use Policy or other applicable UC policies, or late / nonpayment, may result in loss of privilege for use of all UC facilities at the discretion of the UC Assistant Director of Building Operations.