

Responsibilities of Student Centers and Dining Management and Departmental Offices or Facilities Therein

The University Center and Commons will be responsible for providing the physical area for a specified use, utilities, building maintenance, and custodial services, and for establishing operating hours for each building. Departmental offices located within the University Center and Commons will be responsible for:

- All electronic connections (for instance: telephone, computer, photo copier, video, et cetera) and all related costs.
- Furniture and facility damage up to the full cost of replacement or repair.
- Obtaining approval from the Space Allocation Committee for alteration of existing facilities.
- Abiding by University Center and Commons operational hours.
- Providing general cleanliness.
- Security of materials when area is not in use.
- Abiding by University policies.
- Persons with authorized access who lock themselves out of an area (not controlled by Mav Express or IT for Campus Operations) should first contact the department responsible for that space to gain access. If the department is unable to provide access during regular hours, Key Control should be contacted for assistance. If after hours, they should contact University Police Dispatch, who will coordinate with the on-call Key Control employee. A lock-out fee and associated expenses will be charged by Key Control to the person or department.