

UAM OPERATING PROCEDURE 710.4
RE: University Center Reservation and Use

September 16, 1985
Revised: July 1, 2011

The John F. Gibson University Center serves several purposes for the campus. The facility provides space for both academic and extracurricular activities. In order to assure distribution of usage of this facility and to avoid program conflicts, the following specific policies govern reservation of space in this facility in addition to other published university policies:

1. All space is scheduled through the Student Affairs Office with the exception of the Senate Room which is scheduled through the Chancellor's Office.
2. Academic use of available space in this facility will have priority in scheduling Monday through Friday between the hours of 8:00 A.M. until 3:00 P.M. during regular terms and from 8 A.M. until 12 noon during summer terms. All other activities will have priority at other hours when the facility is open.
3. Use of this facility at hours other than scheduled operating hours requires approval by the Executive Council.
4. Use of any space which is regularly used for dining service cannot be scheduled in conflict with regular meal time schedules for students. Exception to this policy requires Executive Council approval.