
SECTION: **POLICY - OPERATING HOURS, POSTING, USE OF SPACE AFTER HOURS**
SUBJECT: Otter Student Union hours, posting, and after hours utilization

EFFECTIVE DATE: June 1, 2023

HISTORICAL: Feb. 27, 2019

OPERATING HOURS, POSTING, USE OF SPACE AFTER HOURS

I. PURPOSE

The purpose of this policy is to provide students, faculty, staff, alumni and community members with convenient and safe access to Otter Student Union facilities, in support of academic use, student programs and activities.

II. POLICY

- a. Operating Hours
 - i. Operating hours are to be displayed on Otter Student Union facilities
 - ii. All hours are subject to change per discretion of Otter Student Union
- b. Posting
 - i. Approvals for posting in predetermined locations in the OSU are provided by Otter Student Union staff through the OSU Administrative Office, Room 306, Monday-Friday, 9am - 5pm.
 - ii. All printed materials to be distributed or posted must list sponsoring organization(s), group, committee, or department.
 - iii. All postings in the Otter Student Union must follow [CSUMB's Time, Place and Manner Requirements](#) as outlined by the university.
- c. Use of Space After Hours
 - i. Extended building hours
 1. Facility reservations are scheduled during posted hours of operation.
 2. Reservations which require access to the building beyond the posted hours of operation require a request two weeks prior to the event and will require a fee if the event can be accommodated. Hours of the building may change based on campus holidays and/or breaks; this may include summer break, winter break and spring break.
 3. Special circumstances
 - a. Special events, weekend classes or other such events that occur outside these hours are allowed, provided they have been approved by the appropriate point of contact.
 - ii. Building hours may be adjusted based on unexpected university closure.