

VIKING UNION AFTER HOURS USE

This policy exists to assure the security of the Viking Union facility and its users, and to provide reasonable access for those with legitimate reasons to be in the facility after hours.

A. AS/VU PERSONNEL

1. Anyone needing to stay in Associated Students Offices located in the Viking Union after normal building closing time will be recorded in the Building Manager log.
2. Said use should be for Associated Students or other University business only.
3. Associated Students Board of Directors are exempt from this policy. If a board member wishes to allow access to the AS Board office for someone other than a board member, and the board member will not be present, they must submit a written request in advance to the Director of Viking Union Facilities.

B. UNIVERSITY & OFF-CAMPUS USE

1. Access during other than posted business hours by non-AS and VU personnel should be submitted in writing to the Director of Viking Union Facilities. This request will include:
 - a) Indication of specific reason for being in the building;
 - b) Names of those persons needing access;
 - c) Anticipated length of time they will be in the building;
 - d) Name of the program/customer/client they represent.
 - e) Contact telephone, email, or other access information.
2. Request must be submitted in advance to the date for which access is needed.

Interpretation and Enforcement: VU Administration

AFTERHRS.POL

Approved By: Viking Union Administration

Date Approved: 05/25/88, 12/1/04, 2/18/05

Organization: Viking Union/Student Activities

Viking Union/Student Activities/Associated Students
Policies & Procedures