



To: Student Union tenants  
From: Dr. Larry Faerman, Student Union Director  
RE: Early/After Hours of the Student Union  
Date: August 8, 2011

In an effort to continue to focus on the safety and welfare of our students, it is the policy of the Student Union that students should not be in the Student Union before the building opens or after the building closes unless a Student Union staff member or a qualified FAU staff member is present.

As such students can be in the building before the building opens / after the building closes if one of the two following staffing requirements is met:

1. If the student is accompanied by:
  - A full-time staff member of the department / office
  - A recognized staff FAU advisor for the department / office
2. If one of the above cannot be secured, students can stay in the building after hours if a Student Union staff member is scheduled to work that time. The criteria for this is as follows:
  - Requests to stay in the building before / after hours must be made a week in advance. This can be done by e-mailing the Director at [lfaerman@fau.edu](mailto:lfaerman@fau.edu). Be sure to include in the e-mail request the following information:
    - Student's name
    - Department / office
    - How late the student is requesting to stay
  - The cost to retain a building manager for early / after hours is \$16.00 per hour
  - Requesting a building manager does not guarantee that a staff member will be available.
3. In order to be a qualified building administrator, the person must within a reasonable amount of time receive the following training:

- a. Union specific training by the Union Associate Director of Facilities and operations
- b. E H & S training in the following areas:
  - i. Fire prevention and emergency evacuation
  - ii. Fire safety for building managers
  - iii. Fire safety and crowd management

### **Building hours**

- During the school year the building hours are Monday – Sunday from 8:00 AM – 11:00 PM
- During the breaks and summer months the building opens at 8:00 AM and closing will vary depending on usage.

### **Policy violations**

Students found in the building without written permission from the Director will be subject to the appropriate University disciplinary action.