



McFarland Student Union Policy 2000-0111

STANDARD HOURS OF OPERATION

A. Purpose

To define standard set of operating hours for the MSU.

B. Scope

This policy applies to all users and building occupants of the MSU.

C. Definition(s)

D. Policy and Procedure(s)

A. Normal Hours of Operation

- **Fall/Spring Semester (Beginning Spring 2001)**

Monday - Friday	7:00 AM to 12:00 AM
Saturday	9:00 AM to 10:00 PM
Sunday	11:00 AM to 12:00 AM

- **Winter, Summer Break Sessions**

Monday - Friday	7:30 AM to 6:00 PM
Saturday/Sunday	Closed

- **Non-Academic Session**

Monday -Friday	7:30 AM to 4:00 PM or 4:30 PM
Saturday/Sunday	Closed

B. Extended Hours of Operation

- The MSU will open early or stay open late for special events such as conferences, concerts, or other programs open to the general public. A personnel or custodial charge may be assessed if MSU staff is needed to facilitate or supervise programs.

C. Closings

- No programs will be held in the MSU when the University is closed unless given special permission or otherwise authorized by the University President.

- Reservation requests for meetings will not be scheduled when the MSU is scheduled to be closed.

E. Effective Date

- 2000-2001

F. Approved By

- MSU Advisory Board, Vice President for Student Services and Campus Life, & President of Kutztown University

G. Cross References