

University Center Operating Hours and Building Staffing Fee Information

Building Staffing Fee

Building Staffing Fee	\$20.00/hr
Extended Operating Hours – 1-Hour Minimum	
Specific Opening – 3-Hour Minimum	

The University Center Building Staffing Fee is assessed when departments and non-UTC events go outside the following operating hours.

- “Extended Operating Hours” is the time beyond our normal operating hours on a day when the University Center is open. There is a one-hour minimum charge for this time, with time after one hour charged to the nearest 15 minutes.
- “Specific Opening” is the time on days when the University Center would normally be closed (i.e. the Saturday of a holiday weekend). There is a three-hour minimum for this time, with time after three hours charged to the nearest 15 minutes.

Student Organizations are not charged a Building Staffing Fee during the Fall and Spring Semesters.

Fall and Spring Semester (Saturday Before First Day of Class – Commencement, excluding Spring Break)

- Weekdays when class is in session
 - Monday-Thursday – 7:00am-11:00pm
 - Friday – 7:00am-8:00pm
- Weekends when class is in session the following Monday
 - Saturday – 10:00am-8:00pm
 - Sunday – 10:00am-10:00pm
- Weekdays when class is not in session
 - 7:00am-6:00pm
- Weekends when class is not in session the following Monday
 - Fee Assessed For All Time

Summer (Sunday After Spring Commencement – July 31)

- Weekdays – 7:00am-6:00pm
- Weekends – Fee Assessed For All Time

August (August 1 – Friday before the 1st Day of Class)

- Weekdays – 7:00am-7:00pm
- Weekends – 10:00am-7:00pm

Winter Break (Sunday After Fall Commencement – Sunday Before 1st Day of Class)

- Weekdays – 7:00am-6:00pm
- Weekends – Fee Assessed for All Time
- Weekend Before Spring Classes – 10:00am-8:00pm

Spring Break (Saturday Beginning Spring Break – Sunday Ending Spring Break)

- Weekdays – 7:00am-6:00pm
- Weekends – Fee Assessed For All Time
 - NOTE: If Aramark is open on the weekends around Spring Break, the Building Staffing Fee would not be assessed for the time that they are open for meals.

When the Building Staffing Fee is assessed for extending operational hours there is a one-hour minimum charge. On days when the University Center would be opening for a specific event (i.e. Summer and holiday weekends) there is a three-hour minimum Building Staffing Fee charge.

Days when the University Center is closed and will not host events

- New Year's Day
- Martin Luther King Holiday
- Spring Holiday (Good Friday) through Easter Sunday
- Memorial Day Weekend (Saturday-Monday)
- July 4th Holiday (including the weekend if it falls on a Friday-Monday)
- Labor Day
- Thanksgiving Day through the Sunday after Thanksgiving
- Winter Holiday (Christmas) Week including surrounding weekends