

REQUEST FOR EXCEPTION OF FACILITY USE

Outside of Building Open Hours or during Holiday or Campus Closure

Department Dean and Appropriate Administrator Use Only

I **DO** approve of this event being held in facilities outside building open hours and/or occurring on Holiday or Closure Days where staff may be required to be paid overtime or Holiday pay depending on their classification/Union contract.

I **DO NOT** approve of this event being held in facilities outside building open hours and/or occurring on Holiday or Closure Day where staff may be required to be paid overtime or Holiday pay depending on their classification/Union contract.

Comments (Optional):

Division Administrator Signature: _____

I **DO** approve of this event being held in facilities outside building open hours and/or occurring on Holiday or Closure Days where staff may be required to be paid overtime or Holiday pay depending on their classification/Union contract.

Annual recurring event is approved for years.

I **DO NOT** approve of this event being held in facilities outside building open hours and/or occurring on Holiday or Closure Day where staff may be required to be paid overtime or Holiday pay depending on their classification/Union contract.

Comments (optional):

Final Approval – VP of Administrative Affairs: _____