
OFFICE: Student Activities
DATE: 6/19/08
CATEGORY: Policy & Procedure
SUBJECT: Coal Ben After Hours
FILE NAME: S:drive/Operations/PoliciesProcedures/Coal Ben
CREATED BY: Emily Payne

POLICY

In order to better accommodate campus organizations that would like to continue to use the Coal Ben after the regularly scheduled hours, the following policy/procedure has been established:

PROCEDURE

1. The group's University representative must get prior approval to use the Coal Ben beyond operational hours from the Director of Student Activities.
2. When the operational hours end, a representative of the Coal Ben Food Service staff will alert the group's representative that the staff will be leaving.
3. The Food Service staff will lock up the kitchen and bar areas.
4. When the group's event concludes, the representative will need to contact University Police to let them know they have finished using the facility.
5. It is up to the group's University representative to make sure that all participants are out of the facility.
6. University Police will check out the facility for remaining participants and/or damage, shut off lights, and lock up the facility.
7. The group's representative is responsible for immediately reporting any injuries or damage to University property to University Police at extension 6122 or 6666. The Director of Student Activities should be notified (at extension 6107) by next day if the incident occurred after hours.

I understand and agree to the policy/procedure listed above. I acknowledge responsibility for supervising the facility during the requested hours.

Benedictine University Representative:

Print Name

Signature

Date