

E.H. Hereford University Center and Commons

General Guidelines

Responsibilities of The Commons and UC and Departmental Offices or Facilities Therein

The UC will be responsible for providing the physical area for a specified use, utilities, building maintenance, and custodial services, and for establishing operating hours for each building. Departmental offices located within The Commons or UC will be responsible for:

- All electronic connections (for instance: telephone, computer, photo copier, video, et cetera) and all related costs.
- Furniture and facility damage up to the full cost of replacement or repair.
- Obtaining approval from the Space Allocation Committee for alteration of existing facilities.
- Abiding by The Commons and UC operational hours.
- Providing general cleanliness.
- Security of materials when area is not in use.
- Abiding by University policies.