SECTION 5: USE OF UNIVERSITY FACILITIES

5-4 NOTIFICATION AND APPEAL

A. Groups denied access or usage as proposed under Section 5-2 or 5-3 of the Code will receive a verbal statement of refusal.

B. A statement of refusal may be provided in writing at the request of the applicant.

C. Appeals of this statement of refusal are made to the Vice President for Student Affairs (VPSA). A letter of appeal within five business days of the statement of refusal date must indicate:
   i. the organization’s/student’s/individual’s name and mailing address,
   ii. a concise description of the complaint, and
   iii. the reason(s) for disagreeing with the decision.

D. The VPSA appoints a delegate who shall:
   i. receive within two days of the date of the letter information from the Parking Office comments received from Special Events Form approval members,
   ii. provide an opportunity for a hearing,
   iii. provide at least one business day’s notice to the appellant of hearing time and location, and
   iv. notify the VPSA and the appellant within five business days the decision of the appeal.

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