

**SENATE BILL #2048**

**Title: Adoption of ASTEC Penalty Charges**

**Date: September 30, 2003**

**Authors: Budget and Planning Committee**

**Sponsors: Senators Chavez, Hunter, Malnati, Phelan, Praeuner, Storey, Teini**

1. WHEREAS, ASTEC is a service provided and funded by ASUW to serve
2. students; and
3. WHEREAS, recognized student organizations (RSO's), colleges, and
4. departments habitually request services to be performed in a late manner; and
5. WHEREAS, this delay causes undue stress and hardships on the ASTEC
6. Coordinator and staff including planning and payroll dilemmas; and
7. WHEREAS, there are also RSO's, colleges and departments that neglect to
8. cancel requested services in a timely manner; and
9. WHEREAS, this inconvenience is not only costly to ASUW on both the
10. payroll budget and the time commitments of employees, but it also obligates
11. equipment and personnel that could have potentially otherwise serviced
12. another group; and
13. WHEREAS, ASTEC has never charged a fee to discourage these late requests
14. and failures to cancel.
15. THEREFORE, be it enacted by the Associated Students of the University of
16. Wyoming that the Student Senate adopt the attached Addendum A regarding a
17. rush charge and a penalty cancellation charge in the FY '05 University of
18. Wyoming Fee Book to be implemented fall 2004.

Referred to: Student Issues Committee

Date of Passage: October 14, 2003

Signed:

Sabrina T. Baig  
(ASUW Chairperson)

“Being enacted on 10-15-03, I do hereby sign my name hereto

and approve this Senate action.”

Jack R. [Signature]  
ASUW President

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### Addendum A

Reservations for services must be made at least five (5) working days prior to the event. After this time, if equipment and personnel are available, ASTEC will schedule the event and add a "rush charge". In the event of a rush order, the group will be assessed the usual charges for the event and assessed a 25% "rush charge" or \$50, whichever is greater. All organizations failing to meet the five (5) working day reservation deadline run the risk of not receiving services.

If a non-student group fails to cancel an event with ASTEC within 48 hours prior to the scheduled event, a penalty will be assessed equal to the cost of setup, teardown and one hour of technician(s) time, plus the cost of the equipment reserved. If an RSO or ASUW special service or program fails to cancel an event within 48 hours prior to a scheduled event, the group may lose their privilege of using ASTEC up to a semester. This decision will be made under the discretion of the ASTEC Coordinator. The decision may be appealed to the ASUW Student Issues Committee at their next regularly scheduled meeting.