

MEMORANDUM

To: Student Union Users
From: Sujit Chemburkar, Director of Student Union
Date: March 29, 2005
Re: Upcoming Student Union Renovation

The staff members at the Truman State University Student Union are excited about our upcoming building renovation. The renovation is tentatively slated to begin summer, '05 and run through fall, '06. The newly renovated building will be an excellent addition to the Truman State University campus and will remain an important location for students, faculty, staff, and community members.

With any renovation comes an interruption of “regular” business operations. We will do our best to minimize difficulties but we do anticipate some of the following possible inconveniences:

- Noise disturbances from the construction
- Interruptions during reservations
- Cancellation or relocation of reservations
- Loss of storage areas
- Office relocation
- Varying availability of food service options

We are continuing to accept reservation requests until a more definite renovation schedule is established. The schedule may be modified during renovations, but we are hopeful that options can be identified that will address your reservation needs. As plans begin to solidify, we will communicate them to you as necessary.

Please be patient with us as we move forward with the renovation process. Our standards of customer service and dedication to our constituents will not diminish during the building renovation. **We hope that you share in our excitement and look forward to working with you soon.** If you have any questions, please do not hesitate to contact us.