**Section 433.6 Request Approval**

The facility administrator shall grant employee organizations permission to use facility space on a non-discriminatory first come-first served basis when:

a) The meetings do not interfere with the Department's operation and use of the facilities;

b) The meeting will not disrupt the Department services offered in the facility;

c) The Department will incur no additional cost as a result of the meeting. Some examples of additional costs are additional overtime for security guards or supervisory personnel required to assure the facility is locked, and unreasonable energy costs to maintain heating or air conditioning; and

d) The organization or group will leave the facility in the same condition as it was found.

(Source: Amended at 38 Ill. Reg. 22631, effective November 21, 2014)