



## Allocated Space Guidelines

Individuals and organizations are accountable to the Center for Student Activities and Involvement, and are required to follow the standards of conduct set forth in the following Space Guidelines, University Policies, the Student Handbook, and the Code of Conduct. It is the responsibility of organizations to inform their membership of the rules of conduct in the work space. Organization members must attend any meetings specified as mandatory by the Center for Student Activities and Involvement (CSAI). The following guidelines must be observed:

### Student Organization Registration

- Only **registered student organizations** of the CSAI are eligible to apply for work space. In the event that an organization is granted the use of space and subsequently loses its registered status, the organization will be required to vacate the space within ten (10) working days.

### Permissible Usage of Space

- Assigned space is located within a professional office space, and as such, professional business conduct is required. Inappropriate and/or disruptive behavior will result in permanent expulsion from the space.
- Work spaces shall be occupied solely by the organization allocated to each space.

### Access List

- Student organizations must submit an Access List to the CSAI, with first and last names of all individuals from the organization who may have key access the space.
- Individuals who are not listed on the Access List **will not be permitted** to check out the key for the space.
- **Only current students are permitted access to the space. Non-students will not be granted key access.**
- Both the Chief Officer and the Office Liaison must be on the Access List, and are **required** to subscribe to the CSAI listserv.

### Office Hours

- Each student organization is expected to utilize their space for at least 10 hours a week; failure to do so may result in forfeiture of work space.
- Organizations are strongly encouraged to post office hours, for the benefit of students seeking to meet with an organizational representative.

### Cubicle Audit Form

- Student organizations must complete a space audit form (1) upon move-in, (2) each month, and (3) upon exit.
- Damaged items in the space will result in a replacement fee to be paid by the organization.
- Excessive damage will result in fines and permanent expulsion from the space.

### **Limitations**

- No decorations may be displayed and/or visible above the partition wall (including display boards used for the activities fair).
- Audible content (i.e.: music, videos, etc.) is only permissible with headphone usage.
- Failure to maintain space cleanliness may result in a fine.
- Large meetings are not permitted in organizational work spaces.
- Items should not be left unattended; the CSAI is not responsible for lost, stolen, or damaged items.

### **Disciplinary Action**

- For all violations of the above guidelines, potential sanctions apply, to be determined by CSAI staff; sanctions range in severity (written warnings, fines, suspension, permanent expulsion from space, etc.).
- If a student organization violates University or departmental policy, the Office of Student Conduct will be notified immediately.
- Under no circumstances can organizational activities interfere with academics; suspected disruption will be reported to the Office of Student Conduct, and will result in investigation by the CSAI, which can be penalized by loss of status as a registered organization.