

University of Southern Indiana

Student Organization Office/Storage Space Manual

These policies relate to the following spaces:

- Office Space (3 shared spaces and one private space)
- Office workstations (16 total)
- Storage Spaces – (21 spaces)

ELIGIBILITY

To be eligible for student organization office or storage space, the club/organization must be a registered student organization at the University of Southern Indiana during the previous and current academic year. In addition, the group must have all updated and current rosters and recognition documents on file in the Office of Student Development Programs. The organization must be in good standing with the University at the time of application and allocation, as well as maintain a good standing throughout the two-year allocation term.

ALLOCATION PROCESS AND TERM

The Student Allocation Committee will oversee the allocation process to assign student office spaces every two years. Any interested club/organization and all current occupants must apply to gain and/or maintain office or storage space. Previous allocation or occupancy does not ensure retention of an office space. Student clubs/organizations not re-granted office or storage space for the following year will be asked to remove all organization belongings by the last day of spring semester classes.

MISUSE OF SPACE

If a student organization is not fully utilizing its allocated office space, a change in allocation may occur at any time. The Program Advisor for Student Activities will contact student organizations to discuss this before the space is reassigned, but will proceed to make a decision independent of the group's input if they choose not to respond or meet. Allocated office space may not be sublet or transferred to any other occupant or organization.

The office space is to be utilized for legitimate activities, meetings, gatherings and business of the student group. Overnight stays or any other activities for non-organizational purposes are absolutely prohibited and will result in removal of office space privileges.

Also, the organization must not cover the office door window or any other surrounding windows (i.e. Window paint, etc.) They shall remain uncovered at all times.

CRITERIA FOR SELECTION

The assignment of office space to student organizations in these facilities is considered to be **a privilege, not a right**. The space available for this purpose will be allocated pursuant to this policy and related documents.

- Name and Email listing for current officers and/or members
- The organization must provide programming or services for the entire campus community. (Not just restricted to the organization's members.)
- The organization must prove that they will benefit from having office or storage space.
- The organization must agree to follow the guidelines set in this manual for the Student Involvement Center office and storage space.
- The selection process will also consider:
 - Goals/Activities of the previous year
 - Goals/Activities for the upcoming year
 - Level, scope, and number of programs and services an organization gives in an academic year.

- Membership size of the organization
- Specific needs of the organization (storage or office work space)
- Activities Programming Board, Fraternity and Sorority Life, and Student Government Association have permanent office space but are required to follow the guidelines established by the Office of Student Development Programs.

OFFICE PRIORITIES

Activities Programming Board, Fraternity and Sorority Life, and Student Government Association are assigned to permanent office spaces. Despite the assignments, these organizations are still expected and required to submit an application to maintain their office spaces in the same timeline as the Student Office Space Allocation Process.

SHARING AN OFFICE

There are 3 shared offices in the Student Involvement Center. Adequate furniture and equipment will be provided in order for effective sharing. We expect groups to be courteous and respectful of those organizations sharing space.

OFFICE SPACE EXPECTATIONS

It is expected that each group post and maintain at least 10 office hours per week while classes are in session. You need to provide the Office of Student Development Programs with a schedule of your office hours. You must be able to document that your organization has been keeping its hours (by producing sign-up sheets, etc.) Lastly, no personal items are to be left in the office space at any time. The University of Southern Indiana assumes no responsibility for items placed in or missing from any office space.

Office space must be kept neat and orderly at all times. While housekeeping will perform routine care of the space, the organization is responsible for keeping the area in a condition that makes this routine possible. Food refuse should be placed in a designated container outside of the office.

OFFICE FURNITURE/EQUIPMENT

The organization will be provided with basic furniture and equipment. The organization is responsible for the furniture within the space at check-in as per the Student Office Space Inventory Form. Any furniture present at check-in must be present when checking out. Furniture may not be removed and should remain in the offices assigned. Moving furniture from other areas of the University Center is strictly prohibited. Any additional furniture/office equipment that the group would like to bring into the office must be approved by the Office of Student Development Programs prior to it entering the space. Equipment with open heat coils or heating elements are strictly prohibited. Damage and/or loss of any office furniture or equipment will be charged to the organization.

RESOURCES

Members of student organizations may check out laptops and Graphics Room supplies from the Student Involvement Center Desk Assistant. In order to check out an item, the individual will have to sign a Computer Usage form and/or a Graphics Room Policies form each semester. A Student ID is required for check out.

OFFICE INSPECTIONS

The University reserves the right to inspect the office space for the purpose of maintenance, sanitation, and safety concerns. Walkthroughs may occur in the event that the staff finds it appropriate to do so.

ACCESS

Organizations receiving office/storage space may access their space within the Student Involvement Center open hours. In order to gain access, the Student Involvement Center Access Form needs to be filled out listing

members who would like to request access to the Center. Access may be granted to those organizations needing to be in their office/storage space after hours. Each group can give up to five names to gain afterhours access on the Student Involvement Center Access Form. Special request for short term access may be granted by the Office of Student Development Programs.

MAILBOX ACCESS

Every organization requesting a mailbox in the Student Involvement Center must apply using the Student Involvement Center Mailbox Form. If given a mailbox for organizational use, the President of the organization will be given the access code to their specific box. It is the responsibility of the President to give other members of the organization the access code. The Student Involvement Center Desk Assistant will not be able to give out the mailbox access code at any time.

Student Development Programs will give the access code to the organization advisor. An example of the mailing address is listed below.

Student Organization Name
University Center
Box 1234
Evansville, IN 47712

GRAPHICS ROOM

Here, you will find two computers for Student Organizations to use for special graphic design projects such as advertisements and publications. A sign-up sheet is located with the Student Involvement Center Desk Assistant. The time limit is two hours per session, however exceptions can be made. Also, there is a printer, a copier, and a large banner making station for your organization’s use. All supplies needed for these items can be checked out with the Desk Assistant.

STORAGE SPACE RESTRICTIONS

This space should be used to store items belonging to the organization. No personal items should be kept in this area. Anything that is flammable or gives off a potent odor may not be kept in the storage space. Also, no food should be kept in the storage space for any amount time. Violating these restrictions may result in the organization losing their allocated space.

By signing below, I agree that I have read and understand the policies and guidelines set forth in this manual. I understand that it is my responsibility to share this information with the other members of the organization. If any member of the organization is not properly utilizing the areas of the Student Involvement Center, I understand that our organization may lose its allocated space at that time. Lastly, I understand that all student organizations must follow the policies and guidelines as stated in the Student Rights and Responsibilities: A Code of Student Behavior.

Name (PRINT): _____ Student ID #: _____

Signature: _____ Date: _____

For Office Use Only:

| Received By | Date Received | Approved or Denied | Office # | Entered By | Date Entered |
|-------------|---------------|--------------------|----------|------------|--------------|
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