

2018-2019 Allocated Space Guidelines

Individuals and organizations are accountable to the Office for Student Organizations and Activities and are required to follow the standards of conduct set forth in the following allocated space guidelines, University Policies and the Student Code of Conduct. It is the responsibility of organizations to inform their membership of the expectations and guidelines for the work space. Organization members must attend any meetings specified as mandatory by the Office of Student Organizations and Activities. The following guidelines must be observed:

Student Organization Registration

- Only registered student organizations of the Office of Student Organizations and Activities 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) business 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 Office of Student Organizations and Activities via the form BBNvolved, with first names, last names, and student ID numbers of all individuals from the organization who may have card access to the space. Maximum of 10 individuals from each organization that can access to the individual office space.
- Individuals who are not listed on the Access List will not be permitted to access the space outside of general office hours. The Center for Student Involvement will be open Monday through Friday from 8am- 10pm and 10am – 7pm Saturday and Sunday during the academic year.
- Only individuals with a valid UK identification card are permitted access to the space.
- Individuals who do not have a valid UK identification card will not be granted card access to their specific office space.
- If awarded a space, access lists will be required via BBNvolved form by Friday, October 12th, 2018.

Office Hours

- Each student organization is expected to utilize their space for at least 15 hours a week; failure to do so may result in forfeiture of work space.
- Organizations are required to post office hours, for the benefit of students seeking to meet with an organizational representative.

Cubicle Audit Form

- Student organizations must complete the Space Audit Form upon move-in and 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

- Wall coverings and decorations may only be placed on the wall with painters tape (blue tape) or appropriate command strips that will NOT strip paint from wall. Any other forms of tape or drilling/hammering nails into the walls is STRICTLY PROHIBITED.
- 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 Office of Student Organizations and Activities 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 Office of Student Organizations and Activities staff; sanctions range in severity (written warnings, fines, suspension, permanent expulsion from space, etc.).
- If a student organization violates university or departmental policies, the Office of Student Conduct will be notified.
- 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 Office of Student Organizations and Activities, which can be penalized by loss of status as a registered organization.