

Student Union Office Space Agreement

Benefits and Privileges

Student organization offices within the Student Union provide a centralized location for student leaders to conduct their business, plan events, and build community among their members. Organization leaders are also in close proximity to their peers, encouraging collaboration and a shared sense of “Rocket” identity.

Office Space is intended to be a place where organizational business is conducted. Being granted an office is a privilege extended to registered student organizations, not a right.

Storage space is afforded to student organizations for their convenience in storing organizational items for frequent or occasional use.

Requirements

Annual Application Process

- **Organizations are not guaranteed office space and are required to apply each year.**
- The organization must be a registered student organization in good standing with the University and the Office of Student Involvement and Leadership (OSIL).
- The organization must complete an Office Request Form online by the due date each year.
- The organization must have a genuine need for office space. This space is not to be used as storage space.
- Large office spaces may require sharing to meet the need of requesting organizations.
- Organizations will be notified in the spring if they have received office space for the following school year.
- Organizations who will not be in the same space next year must clear out all of their items by the Friday before spring finals. Any items left will be thrown away.

Office Hours

- Organizations must hold at least 10 office hours per week while classes are in session during the fall and spring semesters.
- Office hours can be split among active members of the organization that are also registered students at The University of Toledo.
- The office door must remain propped open during office hours.
- All student organizations are required to post their current office hours and the name and phone number or email address of at least one principle member on their office door.
- Failure to hold the required minimum number of office hours may result in loss of office and may impact future allocations.

Guidelines

Office space should be utilized for legitimate activities, meetings, gatherings, and functions consistent with the registered purpose of the organization. In addition to the guidelines listed below, it is understood by the student organization that all applicable federal, state, and municipal laws and ordinances, and all other University policies and procedures apply to organization members and guests in the use of office space.

Proper Use of Space

- The organization is not permitted to alter or penetrate the floor, walls, ceilings, and doors to its space.

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- Due to fire code regulations, organizations may not use candles, incense, or any item with an open flame in the Student Union. Students may not tamper with air ducts, heating units, or fire sprinkler systems.
- The storage and/or consumption of alcohol and/or illegal drugs are not permitted in office space.
- Organizations should not play any sports, run, jump, or cause destruction in the office areas. Organizations found responsible for causing damage in the office area will be held financially responsible.
- Sleeping, overnight stays, or using the office space as a place of residence in any way by an individual is prohibited.
- Any acts of vandalism committed by members or guests of the organization to the allocated space may result in disciplinary, loss of space, and the organization may be ineligible to apply for space during the following year's space allocation process. Repeated offenses may result in longer suspension.

Furniture and Décor

- Any décor or materials with language, symbols, or photographs demeaning any person or group on the basis race, color, religion, sex, age, national origin, ancestry, sexual orientation, gender identity or expression, military or veteran status, the presence of a disability, genetic information, familial status, political affiliation, or participation in protected activities within allocated spaces are prohibited and subject to the loss of organization office privileges.
- All furniture assigned to the office must remain in the office. All common area furniture must remain in the common area space and should not be placed in offices.
- To attach items to the walls of the office, use only push pins, thumb tacks, or scotch tape.
- Do not use any type of glue or other material that may damage the partition or wall. Stickers or permanent adhesive items should be avoided.
- Any repairs or replacement of equipment will be charged to the organization.

Technology

- If applicable, the organization is responsible for the costs of maintaining an office phone. Office phones cannot be removed.
- If a UT computer has been granted for organization use, all applicable IT policies must be followed. Issues should be reported using the online IT help ticket system or calling 419.530.2400.
- All computer usage should be appropriate for a work environment. Students should be mindful of those working around them and keep distractions to a minimum.
- In order to maintain a reasonable volume level, loud music may not be played (please use headphones).

Safety

- Offices should be locked when unoccupied.
- Organizations and individuals must take every reasonable precaution to protect themselves from loss or damage. Do not store valuable personal possessions in office space.
- The University of Toledo, Student Union, and the Office of Student Involvement and Leadership are not responsible for lost or stolen items owned or in the possession of the organization or any members or guests of the organization.

Behavior

Organizations should maintain a courteous atmosphere. Office privileges for organizations may be immediately revoked for any severe or egregious violation. Otherwise, privileges may be revoked according to the following schedule:

- 1st violation: Verbal warning.
- 2nd violation: Written warning and meeting with organization officers.
- 3rd violation: Revocation of office privileges.

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Guests

- All members and guests of an organization must follow directives given by office personnel regarding office use.
- Organizations are responsible for their members' and guests' behavior.
- All groups and guests of the organization utilizing the space are expected to maintain an attitude of respect and civility.

Cleanliness and Food

- All organization members should respect the office space of other organizations. Please do not intrude into neighboring spaces.
- Offices must be kept reasonably neat. They should remain free of debris and clutter, and the space should be functional, meaning seating, desks, and other surfaces should be usable.
- Food and drinks in the office and must be discarded in trash cans or stored in a refrigerator. Food or cooking items that may attract pests must be in an air-tight container.
- Recyclable materials must be disposed in the proper receptacles.
- Good standards of housekeeping are expected at all times. Help the custodial staff by putting trash into wastebaskets and keeping floors clear.
- Shared areas should be kept clean and clear by all organizations in the space.
- Organizations may be charged a clean-up fee for violations.

Inspections

- The Office of Student Involvement and Leadership will coordinate weekly inspections and reserves the right to access all storage areas and drawers of any office at any time.
- Each space will be inspected for damages at the end of the spring semester by a professional staff.
- Space will be inspected for office hour maintenance, cleanliness, and appropriate behavior on a weekly basis by hired university student staff.
- Damage beyond normal usage to a desk or storage space will be charged to the organization responsible for said damage.
- Damage may result in the student organization being ineligible to reapply for space during the following year's space allocation process.

Storage Space

- Storage space is afforded to registered student organizations to store only property of the organization for frequent or occasional use.
- Storage space may be shared with another organization. In those cases, space should be split evenly equitably between those inhabiting the space.
- There **must** be a walkway within the storage cage. Failure to provide a walkway or standing space in the cage will result in items being removed/discarded.
- All property of the organization should be stored within the assigned space, not in walkways or other areas outside the cages.
- Items left outside of the storage space/in the main walkway without permission will be discarded. Items left outside of the storage space/in the main walkway with permission will be discarded after 48 hours.
- There should be no food stored in the attic space. Only unopened liquids (water, pop, etc.) may be stored.
- OSIL will do its best to provide shelving to as many lockers as possible. In the event that your locker has shelving, it is an expectation that you will use the shelving in order to keep items neat and orderly and maximize vertical space.

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Signature

- I have read and agree to abide by all policies and regulations within this document.
- I understand that having office space for my student organization is a privilege, not a right.
- I will hold my peers accountable in keeping their spaces clean and used properly.
- I will report any office space use violations to the Office of Student Involvement and Leadership immediately.
- I have shared the contents of this document with any students who will regularly use/inhabit the space.

Organization(s):

Signature

Date