

# User Agreement for Student Organization Office Space

## SUNY Geneseo- MacVittie College Union

### 1. General

- A. The Department of Student Life strives to complement the academic experience at Geneseo by providing an outstanding co-curricular experience. To further the mission of the College Union, office space will be assigned by qualifying student organizations on campus. Office Space assignment will be based upon the organization's contributions and dedication to the enrichment of life at SUNY Geneseo and the community at large.
- B. Timeline: Organizations wishing to obtain office space can submit an application by Wednesday, May 3rd. Approved organizations will be notified by May 8th.
- C. In order to apply for office space, you must submit a **member roster** to [barsema@geneseo.edu](mailto:barsema@geneseo.edu), have an **updated constitution on file with the Department of Student Life**, and have completed **Continuing Registration**.
- D. Office space will be granted to a total of 28 organizations based on the organizations' involvement on campus, programs/services provided, office hours, availability to students, and utilization of space (subject to change).
- E. The use of College Union and Sturges Hall office space is a privilege of being a registered student organization. **The Department of Student Life reserves the right to remove any organization from its office if any policy listed below is violated.**
- F. If necessary, the Student Life Staff and College Union Managers are permitted to enter the offices.
- G. It is the organization's responsibility to inform all members and visitors of the policies stated in this document. Failure to comply with these policies may result in a loss of office space privilege.
- H. **Every organization with office space is expected to sign a copy of this agreement to be put on file with the Department of Student Life.**
- I. If a change is made to office hours or contact information of any organization officer, it is the responsibility of the organization to properly notify the Senior Coordinator of Student Programs and Activities, Kristina Barsema, at [barsema@geneseo.edu](mailto:barsema@geneseo.edu)

### 2. Expectations

- A. Each organization must hold a minimum of **five** office hours per week. Any officer may sit office hours. The office hours must be clearly posted outside the office and also forwarded to the Senior Coordinator of Student Programs ([barsema@geneseo.edu](mailto:barsema@geneseo.edu))
- B. **The office space is to be used for an office and not as storage.** Failure to comply with this expectation may result in the loss of office space privilege.
- C. All organizations agree to uphold both their commitment to being a College-registered student organization along with the regulations of the College and the State University of New York.

### 3. Access to Offices

- A. Before signing out an office key, each organization president must fill out a "Key Authorization Form" online via their personalized organization key authorization Google Sheet for each member they wish to grant key sign out permissions. The president may only use their Geneseo email to complete this form. Only designated members will have access to the office key. NO exceptions will be made.
- B. Members of an organization may access their office during normal business hours of the College Union. The office key may be signed out from the Concierge Desk on the first floor. If the Concierge Desk is not open, please go to the Corner Pocket.
- C. The office key must not leave the College Union at any time and must be returned before the building closes. **Loss of the office space key will result in charges to the organization for the replacement of the key.**
- D. Passing of the office key from one organization to another will not be permitted. Each organization must sign out the key separately.

### 4. Sharing of Office Space

- A. Each office on the 3<sup>rd</sup> floor will be shared by three or four student organizations (depending on demand). Offices in the MOSAIC will be shared by 2 organizations, with the exception of 130-A which will have three or four organizations. Offices in Sturges will be occupied by 1 organization per office.
- B. It is strongly encouraged that the office hours of the organizations do not overlap.
- C. **The Department of Student Life is not responsible for the loss or damage of any personal belongings.**
- D. Executive Board Meetings are permitted in the office space, but only if the other organizations are notified in advance.
- E. All organizations are permitted to use the office space at any time during normal business hours of the College Union.

### 5. Office Space Equipment and Maintenance

- A. There are no phones or permanent computers in any office space. All offices have a wireless internet connection. Organizations are encouraged to sign out a laptop from the Concierge Desk or to bring a personal computer for use in the office. The Department of Student Life is not responsible for the loss or damage to any personal computer in the office space.
- B. It is the responsibility of the organization to maintain the office in a professional and respectful manner. Before your organization leaves the office, it is expected that the desks and tables will be clean and free of clutter for the next person using the space. Failure to keep the offices reasonably neat and clean could result in the termination of the office space privilege.
- C. The office space will remain looking like an office and be used as an office, not as a storage closet.
- D. Additional storage for any organization may be available upon request with the Department of Student Life.
- E. Any damages to or problems with the office space should be reported to Kristina Barsema at [barsema@geneseo.edu](mailto:barsema@geneseo.edu) or by visiting CU 305.

