

User Agreement for Student Organization Space

SUNY Geneseo- Department of Student Life

- A. The Department of Student Life strives to complement the academic experience at Geneseo by providing an outstanding co-curricular experience. Toward this end, campus space is assigned by qualifying student organizations. Campus space assignment is 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 dedicated campus space can submit an application by Friday, August 20th. Approved organizations will be notified by end of August/early September.
- C. In order to apply for campus space, organizations must submit a **member roster of 10-15 active members** to mernest@geneseo.edu; have an **updated constitution on file with the Department of Student Life**; and have completed the **Continuing Registration** process for the 2021-2022 academic year.
- D. Campus space will be granted 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 space is a privilege afforded to a registered student organization. **The Department of Student Life reserves the right to remove any organization from its campus space if any policy listed below is violated.**
- F. If necessary, the Student Life staff, including College Union Managers are permitted access to assigned campus space.
- G. It is an 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 organization campus space privilege.
- H. **Every organization assigned space is expected to sign a copy of this agreement, which will be put on file with the Department of Student Life.**
- I. Any change in organization office hours or officer contact information must be reported to the Assistant Director of Student Life, Marla Ernest, at mernest@geneseo.edu.

2. Expectations

- A. Each organization assigned campus space must hold a minimum of five office hours per week. Any officer may sit for office hours. The office hours must be clearly posted outside the office and also forwarded to the Assistant Director of Student Life (mernest@geneseo.edu)
- B. **The campus space is to be used as an office and for activities of the organization; it may not be used merely as a room for storage.** Failure to comply with this expectation may result in the loss of campus 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 Organization Campus Space

- A. Before anyone can sign out a room key, each organization president must fill out the organization specific "Key Authorization Form" online for each member they wish to grant key sign out permissions. Only designated members will have access to the room key. NO exceptions will be made. Only the president can edit the "Key Authorization Form".
- B. Members of an organization may access their space 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 College Union Manager.
- C. The room key must be returned to the College Union before the building closes. **Loss of the key will result in charges to the organization for the replacement of the key. Failure to return the key more than 3 times could result in loss of space privilege.**
- D. Passing of keys from one organization to another is not permitted. Each organization must sign out the key separately.

4. Sharing of Organization Campus Space

- A. Each office on the 1st and 3rd floor of the College Union will be shared by two or three student organizations (depending on demand).
- B. It is strongly encouraged that the scheduled hours of the organization space use do not overlap.
- C. **The Department of Student Life is not responsible for the loss or damage of any personal belongings from any campus space.**
- D. Organizational executive board meetings are permitted in the campus space, but only if the other organizations are notified in advance.
- E. All organizations are permitted to use their assigned campus space at any time during normal business hours of the College Union.

5. Organization Space Equipment and Maintenance

- A. There are no telephones or permanent computers in any organization space. All offices have a wireless internet connection. Organizations are encouraged to sign out a laptop from the Concierge Desk or to bring a telephone or personal computer for use in the space. The Department of Student Life is not responsible for the loss or damage to any personal telephone or computer used in the organization space.
- B. It is the responsibility of the organization to maintain the space in a **professional and respectful manner**. Before any organization vacates its assigned space, it is expected that the desks and tables will be clean and free of clutter for the next person or group using the space. Failure to keep a campus space reasonably neat and clean could result in the termination of the organization campus space privilege.
- C. Additional storage space for any organization may be available upon request with the Department of Student Life.
- D. Any damages to or problems with the organization space should be reported to Marla Ernest at mernest@geneseo or by visiting College Union 303.