

VSU Student Union

Student Organization Office Space For Spring Semester 2010

Policies and Procedures/Philosophy and Purpose

Valdosta State University supports the presence and contributions of student organizations. Student organizations exist to enrich both the campus community and a student's experience at the University. To support student organizations VSU allocates space in the Union for use by these organizations, thus allowing them to conduct their business in an accessible and central location on campus. All space usage by registered student organizations is contingent upon adherence to the guidelines outlined in this document. All space within the Student Union is Valdosta State University-owned; therefore, the Student Union Advisory Committee has final authority for the use and allocation of this space. Office space covered under this policy includes the individual organization spaces, the organizational workroom and lockers

Assignment of Office Space

1. Each organization desiring office space shall complete an application form. Applications are available in the Office of Student Life and on line at www.valdosta.edu/stulife. **Organizational spaces will be granted for spring semester 2010 only.** Organizations must submit applications by Monday, November 2, 2009. Organizations granted space will be notified by November 30th.

Those who wish to reapply for annual use of the spaces should resubmit their applications by April 15, 2010.

If a student organization chooses not to renew its office space agreement, or is denied space for the following year, their office area must be vacated prior to the end of spring semester. Should any student organization materials, equipment, or other goods remain beyond May 15th, the Office of Student Life may dispose of such items, provided other arrangements satisfactory to the Director of Student Life/Student Union have not been made by the organization.

2. The Director of Student Life/Student Union will consult with the Student Union Advisory Committee when making office space allocations, reallocations, and assignments. All allocations will be based on an evaluation of the requesting organizations:

- * is a VSU registered organization in good standing
- * involvement and activity level within the campus culture
- * ability to serve and/or support the greatest number of current VSU students
- * compliance with VSU Student Organization regulations and policies
- * compliance with Valdosta State regulations and policies
- * adherence to community standards for VSU Student Union (where appropriate)

Responsibilities and Privileges

1. Student organization office space is available for use during normal building hours only. Unauthorized access when the building is closed may result in immediate forfeiture of office space privileges.
2. The Director of Student Life/Student Union, his or her staff, and appointed student workers have the right of access to allocated office space for routine maintenance, housekeeping, and inspection.

3. Basic office furnishings, computer, phone, and a file cabinet will be provided for each organization.
4. Organizations may not make physical changes to the assigned office space (walls, doors, ceiling, floor, locks, etc.). Organizations will be held financially responsible for any damage made to University property and/or damage to the allocated office space. Normal wear and tear is expected. In cases where spaces are shared, all organizations occupying that space shall be assessed repair or replacement costs equally, unless the specific source of the damage can be identified.
5. High wattage appliances such as heaters, refrigerators, or microwaves may not be used anywhere in the student organization office space. Acceptable appliances include computers, printers, small radios, pencil sharpeners, and approved lamps.
6. If a student organization is not fully utilizing its allocated office space when another active student organization requests an office, a change in allocation may occur at the end of the fall semester. The Director of Student Life/Student Union 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. Previous allocation or occupancy does not ensure retention of an office space.
7. Every student organization utilizing space within the VSU Student Union and its members are expected to comply with this policy.

Offices

There are 12 offices and 24 spaces for organizations to use. There will be two organizations per office space. Each organization will be provided with a desk, desk chair, one guest chair, computer, phone, filing space, and a locker for supplies in the workroom. The furniture provided is property of the Student Union and may not be moved or altered.

The purpose of these offices is to aid organizations in conducting their necessary business. These spaces are not to be used for organizational meetings. Other spaces designed for that purpose may be scheduled in the Union Reservations Office. Organizations are expected to be mindful of this at all times. Because these spaces are meant to be shared, respect for the other organization is essential.

Workroom

The workroom has been placed in the organizational suite so that organizations can have a designated location to work on advertisement materials such as sheet signs and posters. Organizations are responsible for providing their own materials and supplies. Those organizations who have secured one of the office spaces will also be given a locker that is located within the workroom for supply storage. The organizations will be responsible for providing their own locks. Neither the Office of Student Life nor the Student Union staff will be held responsible for items kept in those lockers. An organization wishing to reserve a time for the workroom must go to the Office of Student Life located on the third floor of the Union.

Trash

Trash cans will be provided in each office. The Student Union staff will dump your trash daily. However, if an organization has more trash than will properly fit in the provided cans, then that organization is responsible for its disposal.

Walls

Nothing is to be hung or placed on the walls or doors within the organizational suites. A bulletin board will be provided for each organization to use.

Office Space Request for VSU Registered Student Organizations

The Office of Student Life is now taking applications for an available shared office space in the new Student Union for spring semester 2010. The Student Union Advisory Committee will review all requests and will make recommendations to the Director of Student Life/Union by November 15, 2009. Organizations will be notified by November 30th. Only registered student organizations that are in good standing with the Office of Student Life will be considered. If you have any questions about your organization's status, please contact the office at 333-5674.

Organization Name:

Person completing this request:

Email address of the above person:

Phone number:

Who is your target population?

How long have you been a registered student organization?

Where do you currently conduct your organization's business?

Please provide an explanation of how the space will assist in the development and/or success of your organization. Please limit to one typed page.

List projects, programs and services your organization has provided to the campus population in the past year. Include the number of participants that attended each event.

Additional information may be provided and submitted separately to the Office Student Life. This may include a copy of your constitution, flyers of past events, and/or any other documents that you would like the Student Union Advisory Committee to have while reviewing your request.