
University Centers Student Organization Space Allocation Policy

Your organization must agree to abide by all University regulations and University Centers Space Allocation Guidelines. It is your responsibility to share these guidelines with your principal members and for the principal members to ensure that its members and guests follow these guidelines.

Subletting and Reassigning Space

Your organization may not sublet or reassign its space to any organization or individual.

Post Your Office Hours

All student organizations are required to post their office hours and the name and phone number or email address of at least one principal member on their office door or cubicle wall.

Keys

The University Centers Advisory Board allocates student organization office/storage space in the Price Center and Student Center on an annual basis. Student Organizations must abide by University Centers Key Policy. Student organization that have been allocated office space in the Price Center or Student Center will be allotted up to four [4] keys per organization. Keys will be issued to one principal member (e.g. organization President or Secretary) who shall be responsible for issuing the keys to organization principal members. Office space key management will be coordinated by the University Centers Executive Assistant. Office turnover takes place on or about the 10th week of spring quarter. If the organization is allocated the same space the following year, they do not need to return the keys. Organizations that vacate or move to another office must turn in all their keys to the designated University Centers staff person by the Friday of the 10th week by 4:00 pm, to avoid re-keying charges. Keys may not be transferred or duplicated. If a student organization fails to comply with the University Centers Space Allocation Guidelines under Policies and Procedures, they may be subject to an early cancellation.

Phone and Computer Lines Are Your Cost

Your organization is responsible for the costs to activate phone and computer lines in your space and monthly service charges.

Keep Your Office Clean

Good standards of housekeeping are always expected. Help the custodial staff with the task of emptying trash and cleaning floors by putting trash into wastebaskets and keeping floors clear.

Noise Levels: Be Considerate of Your Neighbors

Other student organizations neighbor your office. If your neighbors are too noisy, contact the University Centers at 858-822-4987 between 8am and 5pm. Student organizations that are repeatedly cautioned about noise by the University Centers and fail to heed warnings risk losing their space assignment.

No Alcohol or Illegal Drugs

The storage and/or consumption of alcohol and/or illegal drugs are not permitted in your space. Your organization is responsible for enforcing this and other rules for its members and guests. A violation of this rule will result in loss of your space assignment and will disqualify your student organization from receiving space during the following years space allocation process.

Avoid Fire Hazards

Smoking is not allowed in your space. In addition, cooking appliances, such as hot plates, coffee makers, and space heaters are not permitted. Call 911 immediately if you observe a fire.

Personal Safety

All offices are equipped with locks. If you are alone in your office at night, use good judgment and lock your office. If you need an escort, call the Campus Safety Officer Escort Program at 858-534-9255.

Loss of Valuables

Organizations and individuals must take every reasonable precaution to protect themselves from loss or damage. Do not store valuable personal possessions in your space. The University Centers and UCSD shall accept no responsibility for the theft or loss of monies, furnishings, equipment, supplies, valuables, or other effects owned or in the possession of the organization or any members or guests of the organization.

Conserve Power

One out of eight of the dollars of the budget of the University Centers is spent on utilities. To help conserve energy, turn out the lights to your office when you leave. If you have an office computer, turn the computer and the monitor off when your through. Only small, residence-hall style refrigerators are allowed in student organizations.

Vandalism and Damage

If your space has been damaged or vandalized, notify the University Centers at 858-822-4987. Each space will be inspected for damages at the end of the spring quarter. However, University Centers has the right to coordinate inspections at any time. If your space has been damaged since its last inspection, your organization may be charged for the cost of the repairs and your student organization will be ineligible to reapply for space during the following years space allocation process. Any acts of vandalism committed by members or guests of your organization to your space may result in judicial or legal action, loss of your space, and your organization will be ineligible to apply for space during the following years space allocation process. Repeated offenses may result in longer suspension.

Physical Alterations to Your Office

Your organization is not permitted to alter or penetrate the floor, walls, ceilings, and doors to its space. Furniture, shelving, equipment, or items may not be attached to the walls, ceilings, or floors, doors or partitions without written permission of the University Centers maintenance manager. To submit such a request, submit a work order online at <http://fixit.ucsd.edu>.

Furnishings

No additional furnishings, such as sofas, may be put into your space without the approval of the University Centers. Furnishings, such as sofas, must be fire-rated for public buildings. Furnishings obtained from home furnishing stores do not meet this criterion. For more information contact the University Centers Executive Assistant at 858-822-4987.

Use of Meeting Space

Meeting rooms and event space are available in the Price Center and Student Center for student organization meetings. Space in the Price Center and Student Center may be reserved through the One Stop Desk at 858-534-7666, 3rd Floor Price Center East at no charge provided that there is no charge for events held in the space and that no unusual costs are incurred for cleaning, setting up, etc.

Other Regulations

In addition to the guidelines within this agreement, it is understood by your student organization that all applicable federal, state, and municipal laws and ordinances, and all other University policies and procedures apply to your organization members and guests in their use of your space.

Penalties

UCAB Space Allocation Committee will be conducting two announced checks of all allocated student organization offices and storage spaces each quarter. Student Organizations may also file complaints/reports about possible violations to UCAB Vice Chair and UCAB Chair. Violations will be notified through email to all principal members of the organization as listed on CSI Student Organization directory.

Minor Offenses

Report and observations of following conduct will result in a deduction of 1 (one) point during the upcoming Space Allocation process. Each point will result in the student organization moving one spot lower in the rankings of organizations who have

applied for space.

- Using more space than allotted and preventing other student organizations from accessing their space or presenting a fire hazard.
- Storage of perishables
- Noise complaints
- Placing items on top shelf of shelving unit
- Failure to move out by the last day of finals week Spring Quarter
- Failure to pick up keys by Week 3 of Fall Quarter*

Multiple instances of the same violation within 24 hours of the first report of such offense will count as a single offense. An organization can have at most **two minor offenses** per academic quarter **or five minor offenses** in one academic year. Over this threshold the organization will be required to move out in 3 academic weeks unless an appeal is filed. The organization will also not be eligible for space allocation in the upcoming year. Eligibility will resume after one cycle of space allocation.

*NOTE: Failure to pick up keys by Week 5 of Fall Quarter will result in the student organization's lease being terminated with University Centers and their place will be given to an organization on the waitlist. The organization in question will still be eligible for the next Space Allocation cycle.

Major Offenses

Reports and observations of the following will result in immediate termination of contract and the organization will not be eligible for the upcoming Space Allocation process. UCAB will also notify CSI advisors and respective authorities.

- Use or storage of alcohol
- Use or storage of illegal substances and paraphernalia
- Use or storage of dangerous laboratory grade chemicals
- Use or storage of highly flammable substances
- Presence or storage of animals (except service animals)
- Use or storage of tobacco
- Storage of firearms
- Vandalism

In the case of consecutive violations, where consecutive is defined as two or more violations of major offenses occurring within the next two cycles of space allocations in which the student organization is assigned a space.

Second consecutive violation of a major offense will result in a suspension of allocation for that student organization for the duration of two cycles of space allocation.

Third consecutive violation of major offense will result in a suspension of allocation for that student organization for the duration of four cycles of space allocation.

Appeals

Organizations can appeal to any of the reported offense (minor and major) by filing an appeal to UCAB Vice Chair and UCAB Chair through email. In the case of a major violation, the student organization needs to vacate the space immediately but will still have the opportunity to file an appeal. The space in question will remain vacant until such time as the appeal has been decided. Organizations have up to three academic weeks from receiving the violation notice to give a short presentation about their situation during regular UCAB meeting. Any submitted appeals will suspend UCAB actions, including but not limited to eviction and suspension on Space Allocation application, taken against the organization until the resolution of the appeal. UCAB will debate over the case and decide with a simple majority.

Reminders

- Organizations are not guaranteed space in University Centers.

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- Organizations that have been previously allocated space do not automatically receive space for the following school year.
 - Organizations with space in the current year, must reapply to be considered for space during the next school year.
 - Most spaces are shared with 2-4 organizations.
 - As a courtesy, the principal member who filed the Space Allocation application will receive an email with a link to view the allocation results. However, the organization is solely responsible for checking the results of the Space Allocation assignments, which will be posted online during Week 7 or 8 of spring quarter.
 - All organizations must move out for the summer.
 - **All organizations that received confirmed space must pick up their keys before Week 5 of Fall Quarter 2019. Failure to do so will result in the organization forfeiting the space.**

I have read and understand the University Centers Student Organization Space Allocation Policy. By signing this document, I agree to the terms and conditions listed above and detailed on the University Centers website.

Signed: _____

Printed: _____

Organization: _____

Room #: _____

Phone: _____

Email: _____

Student ID#: _____

of keys received: _____ **Key(s) #:** _____

Returned by: _____

Date: _____