

Club Room Policies and Procedures

Club Room Policies

Club Room space is assigned through the Office of Campus Involvement and is designated for student organizations who have achieved active status for the semester prior to their application for club room space.

Club room space will be assessed each semester and all club rooms are contingent on the following principles as decided by the Office of Campus Involvement:

1. The Student Organization must be an active status.
2. The group continues its active status by fulfilling all requirements including all campus programming and producing rosters of members.
3. The assigned premises are maintained in good order; clean, organized, and pass fire code.
4. All rules and regulations of the College are followed by the group assigned to this space
5. The group must agree to occupy no more than one space at a time on campus
6. The group must agree to share space with another organization if necessary

***Neither the College nor the Office of Campus Involvement will be responsible for the loss of personal property from club offices.**

Club Room Procedures

- Keys Management and Usage.
 - Director of Campus Involvement handles keys for Club Rooms
 - Each club will be assigned keys for their club room that are to be assigned to executive board members of said clubs.
 - Students may not lend this key to anyone and should notify their Office of Campus Involvement immediately if their key is lost or misplaced.
 - Students will assume the cost for replacing the lock and/or key. Loss of a club room key will be a \$75 lock change fee.
 - All students are required to return any issued keys from employment, clubs, etc. at the end of each academic year, when their employment ends, or when they leave the college, whichever comes first. Possession of keys beyond that time is considered theft of property. Any use of keys outside the role they are specifically given for is prohibited.
- Club Room Inspection
 - Club rooms will be evaluated once a semester to make sure they are orderly and being used in the proper manner by the student organization
 - Clubs that do not pass their club room inspection are subject to sanctions deemed appropriate by the Office of Campus Involvement and/or immediate removal from the club room space
- Club Room Usage
 - Club room space must be used in the prescribed manner in which the group has applied for said space. The three uses for club rooms include:
 - Full Office - Used frequently (meeting space, programs, hanging out, etc.)
 - Desk Space - Used every so often (place to store organization materials and may convene for meetings once in a while)
 - Storage - Only used when items are needed (place to store organization materials and belongings)

Club Room Application

Each semester student organizations will have the chance to apply or must re-apply for club rooms. The applications will be considered by the Director of Campus Involvement and club rooms will be assigned based on the greatest need for groups. Other factors that will be taken into consideration when assigning club room space include; past use of the space, number of active members within the organization, organization involvement in campus activities, active programming, and other individualized aspects of the group or organization.

Violators of the aforementioned policies will automatically forfeit their right to use of club room space and will be subject to the disciplinary actions as prescribed by Office of Campus Involvement, Residential Education, and College policies.

I agree to the above stipulations regarding Club Rooms and I will be held accountable for the activities held within this space.

Executive Board Member Name: _____

Executive Board Member Signature: _____