

MEMORIAL UNION
Student Organization Office Space
Procedure and Policies

Philosophy/Purpose

The University of Maine values and 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 the University allocates space in the Memorial 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 recognized or direct-funded student organizations is contingent upon adherence to the guidelines outlined in this document. All space within the Memorial Union is University of Maine-owned; therefore, the University has final authority for the use and allocation of this space. Office space covered under this policy includes the Ormand J. and Miriam K. Wade Center for Student Leadership and all other student organization office space in the Memorial Union.

Assignment of Office Space

1. Each organization desiring office space must apply annually. The application form is available in the Office for Student Organization and Leader Development and on line at www.umaine.edu/sold and should be submitted by May 1st each year to ensure fullest consideration. Student organization office space is allocated on an academic-year basis. 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 June 15. Should any student organization materials, equipment, or other goods remain beyond June 15th the Office for Student Organization and Leader Development may dispose of such items, provided other arrangements satisfactory to Director for Student Organization and Leader Development have not been made by the organization.

2. The Director for Student Organization and Leader Development will consult with the Memorial Union Council and the Director of the Memorial Union when making office space allocations, reallocations, and assignments. Allocations will be based on an evaluation of the requesting organization's:

- involvement and activity level within the campus culture;
- compliance with Student Government regulations and policies;
- compliance with University of Maine regulations and policies;
- involvement with the Office for Student Organization and Leader Development; and,
- adherence to community standards for The Ormand J. and Miriam K. Wade Center for Student Leadership (where appropriate).

Responsibilities and Privileges (Policy and Expectations)

1. Student organization office space is available for use during specified building hours as published and distributed to the general public. Unauthorized access when the building is closed may result in immediate forfeiture of office space privileges.

2. The Director of the Memorial Union and the Director for Student Organization Leader Development retain the right of access to allocated office space for routine maintenance, housekeeping, and inspection.

3. Basic office furnishings will be provided in the Ormand J. and Miriam K. Wade Center for Student Leadership. In shared spaces, groups may be asked to remove any furnishings they provide if these furnishings block aisles or otherwise encroach on the spaces used by other

groups. Any alterations to the physical facility (walls, doors, ceiling, floor, locks, etc.) of an assigned office space must be approved in advance, in writing, to the Director for Student Organization and Leader Development. Organizations will be held responsible for damage to University property and for any damage to allocated office space, normal wear and tear excepted. In cases where spaces are shared, all organizations occupying that space shall be equally assessed repair or replacement costs, unless the specific source of the damage can be identified.

4. Each student organization must have representation at each of the Community meetings held in The Ormand J. and Miriam K. Wade Center for Student Leadership. Meeting will be held regularly – at least monthly and when appropriate, on an as-needed basis.

5. High wattage appliances such as heaters, refrigerators, or microwaves may not be used anywhere in the student organization office space. Other appliances such as: lava lamps, water fountains, televisions, etc. need approval by the Director for Student Organization & Leader Development. 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 for Student Organization and Leader Development 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 Memorial Union and its members are expected to comply with this policy.

AFTER HOUR ACCESS

After-hour access to the Memorial Union, student office space, or the Student Leadership Center is prohibited unless prior approval in writing is granted by the Director of the Memorial Union. The conditions under which access may be granted follow:

- A. The purpose of requesting after hour access is to complete organizational work that cannot be performed or completed during regular building hours. This space is not to be used for personal business or activities.
- B. The Director of the Memorial Union must be contacted for approval as soon as the need for after hour access is realized.

If permission for after-hours use is granted, the following expectations, apply:

1. For personal safety and Memorial Union security reasons, the Director of the Memorial Union will inform the Public Safety Office of the specific location and the identity of the person(s) remaining in the building.
2. Entry doors may NOT be left ajar. Only individuals approved by the Director of Campus Activities and Events may enter or be present in the building after hours.
3. The person(s) granted after hour access is (are) responsible for ensuring that outside doors are locked and secured at all times and for notifying Public Safety (581-4040) when the last person leaves the building.
4. Any keys checked out to individuals of an organization will be authorized by the Director of the Memorial Union and issued only through the Information Center staff. Keys are to be returned to the Information Center as organizations experience changes

within their leadership. Keys are not to be passed from student to student or any other person and all keys will be inventoried at least once per year.

5. Organizations may provide the Information Center with a list of people authorized to enter their assigned office. It is the responsibility of the organization to keep this list current.
6. If rotating checkout keys are made available, the key must be returned the same day the key is checked out. Failure to return the key may result in the removal of the individual's name from the key checkout list. Should the key be lost, the organization will be charged for the cost of replacement and re-keying the lock.
7. Failure to abide by these conditions may result in a loss of after hour access for the equivalent of one full semester.

Decisions regarding the application of this policy may be appealed to the Dean of Students.

Date 3-25-03

Approving Authority Sheri L. Cousins