General Space Guidelines

Individual and organizational behavior is accountable to the Center for Student Organizations utilizing the Space Guidelines, University Policies, the Student Handbook, and the Code of Conduct as standards of conduct. It is the responsibility of organizations to inform their membership of the rules of conduct in the cubicle space. Organization members must attend the community meeting at the beginning of their time as an occupant of the space. This meeting will cover these policies and allow for questions and concerns to be answered. In order to maintain an atmosphere conducive to all student organizations it is imperative that the following guidelines are followed:

Student Organization Registration:

- Only registered campus organizations of the University of Georgia are eligible to apply for cubicle/office space. In the event that a registered student organization is granted the use of space and subsequently loses its registered status, the organization will, within ten (10) working days, vacate the space unless recognized status is promptly restored.

Posted Information:

- Student organization cubicle space is used as a resource for information for individuals who might be curious about your organization. In order to assist those individuals in learning more about your organization, each organization that receives cubicle space will be requested to fill out the Center for Student Organizations Cubicle Space Profile Sheet.

Office Hours:

- Each student organization is expected to utilize their space for at least 10 hours a week. It is important that your organization utilize the space provided by the Center for Student Organizations because other student organizations do not have the 'luxury' of having office space. Please encourage members to use the space and take pride in it. If it is discovered that an organization is not maintaining the required office hours they could be asked to forfeit their allocated space.
- The student organization’s weekly office hours must be set and submitted to the Center for Student Organizations by the date announced. Weekly office hours will be posted at each cubicle by the Center for Student Organizations. If your organization must make a significant change to its’ weekly office hours at any point during the semester, please notify the Center for Student Organizations. Again, failure to utilize allocated space appropriately is grounds for the loss of the space.
- Cubicles shall be occupied solely by the organization allocated that cubicle space.

Trash/Recycling:

- Because of the nature of the space that we are all sharing, it is expected that student organizations will maintain a sanitary environment at all times. This includes the disposal of food/beverage in the proper receptacles, as well as returning of trays to the dining area.
- Organizations that abuse this privilege may be charged a clean-up fee.
- The Center for Student Organizations is committed to recycling. Please dispose of recyclable materials in the proper receptacles. Each space is provided a paper recycling box that will be emptied by the CSO student staff. If you have questions regarding where materials may be recycled, please feel free to contact a Center for Student Organizations staff member.
Cubicle Audit Forms/Key Policy:
- Student organizations must complete a space audit before moving into the cubicle/office area AND when the space allocation timeframe ends. Please turn completed audit forms in to the Center for Student Organizations.
- Following the completion and approval of the cubicle/office application, each organization will be assigned a numbered key that corresponds to a number on the cubicle or office number. Each organization will be able to check out their key when they come into the space. Each organization will need to submit a list to the Center for Student Organizations of students to be granted key access. The staff will only give the key to students on that list.

Cubicle Furnishings:
- All cubicles are equipped with a desk chair and three desk accessories and a desktop computer. These items must remain in the cubicle area. If any of these items are missing at the end of the organizations’ time in the cubicle area, the organization will be charged for the cost to replace the items. The cubicle is to be maintained as office space, not storage space.
- In addition to individual cubicle furnishings there will be a number of shared resources that student organizations may take advantage of. These resources are not to be taken out of the cubicle area and are to be shared with others using the space. Some of the resources are placed on the storage spaces while others are available for check out from the CSO staff. Please make sure that you are using the resources for organizational work and not personal use.
- The cubicle area is equipped with two conference tables and extra chairs that are available to any student organization member. These tables are used on a first come first served basis and cannot be reserved. Organizations are encouraged to use these spaces for large group meetings.

Technology
- All cubicles and offices will be outfitted with a personal computer. Students can access these computers by logging in with their UGA MyID. Each computer is only to be used by the members of the organization and cubicle community members may not use any computer other than their own. Please use the extra computers by the CSO or conference table as overflow.
- Computer usage should be appropriate for a work environment. Students should be mindful of those working around them and keep distractions to a minimum.
- The Tate Student Center is a wireless hotspot so students are encouraged to bring a laptop to supplement their technological needs.
- Printing is available through the Print and Copy Services in the Tate Student Center. Students should bring a flash drive or use email for these services.

Repairs/Maintenance:
- Requests for repairs and/or maintenance to cubicles/offices should be submitted to the Center for Student Organizations. Repairs or maintenance will be completed in a timely manner, which is contingent upon the nature of the request. Repairs or maintenance to equipment provided by the organization are the responsibility of the organization, not the Center for Student Organizations. Excessive damage to cubicle/office space by members of the organization is grounds for loss of the space.

Cubicle Decorations:
- Signage with your organization’s name and contact information will be supplied by the Center for Student Organizations. Please do not remove or cover this signage in the process of decorating your space.
Do not place any items on top of the partition that may obscure or cover another organization's signage and/or cubicle number. Items that obscure signage may be removed by the Center for Student Organizations staff.

If you wish to attach items to the walls of your cubicle, please use only push pins, thumb tacks or Scotch tape. Do not use any type of glue or other material that may damage the partition or cubicle as any repairs or replacement of equipment will be charged to your organization. You should be able to remove anything easily and should stay away from any stickers or permanent adhesive items.

Respect:
- Please show respect and communicate with fellow cubicle occupants with regard to any problems that may occur. Additionally, student organization space is located within a professional setting, and it is important that cubicle/office space occupants are mindful of that fact. In addition to the over 35 student organizations sharing cubicle/office space there are a number of full-time professionals, graduate assistants and doctoral interns that work in the Center for Student Organizations, Student Activities and the Center for Leadership and Service Offices, and as such it is important that we remember that we are all part of a shared environment.
- In order to maintain a reasonable volume level in the Student Organization Cubicle Area, loud music may not be played (please utilize headphones).
- Large organizational meetings will not be permitted in individual cubicles.
- Organizations should not play any sports, run, jump, or cause destruction, etc. while in the cubicle area. Student organizations found responsible for causing damage in the cubicle area will be held financial responsible.

Notifications:
- Up-to-date information regarding cubicle space will be distributed via email using the cubicle community listserv. Each organization is required to provide the CSO. Please notify the CSO if leadership changes within your organization and new members should be listed as contact.

Personal Items:
- Student organizations are responsible for any and all other items (including, but not limited to personal items) brought into the cubicle space area. Personal items should be marked accordingly. The cubicle/office area is not immune to theft or vandalism. The Center for Student Organizations is not responsible for any items stolen or lost from the cubicle/office space area. In the event of theft or loss, please notify the Center for Student Organizations, and file a report with campus police. Any purses, wallets, computers, televisions, videos, textbooks, and other valuables are at risk if they are left unattended in the cubicle space area.

Smoking and Alcohol/Flammable Materials:
- Student organizations are expected to follow all University of Georgia policies pertaining to smoking and alcoholic beverages. The Tate Student Center is a smoke-free building.
- Organizations are NOT permitted to bring small appliances (microwaves, refrigerators, etc. or space heaters) into the cubicles or offices.
- Do not store flammable materials in the cubicle/office area.

Violations of Cubicle/Office Space Agreement Guidelines:
- Discipline for violations of these guidelines will be enforced by the Center for Student Organizations. Students who are allegedly found in violation of a condition will have to meet with the Center for Student Organizations.
The Center for Student Organizations will review alleged violations of the Space Agreement on a case-by-case basis. Potential sanctions for violations range from written warnings to revocation of space privileges.

In instances where student organizations violate university or departmental policies, the Office of Student Conduct may be notified to proceed with an investigation.