

Student Organization Officers:

This manual contains important information regarding your office space. This has been designed to help you and your new officers with the transition each year.

- Office space is assigned yearly. Space is assigned for fall and spring semesters. **Organizations MUST APPLY YEARLY to be considered for office space.** You are not guaranteed space from year to year. A letter will be sent electronically to all recognized organizations at the beginning of spring semester containing dates and deadline information for on-line application for space.
- It is recommended to keep a file containing important information about the following:
 - Applying for space;
 - Updating the Officers Request Form (209 HUB);
 - Communication File at the Information Desk;
 - Obtaining a key for your office space.

Officers Request Form

Please make sure your organization has the current officers' information on file in the Student Activities office (209 HUB). We will use this information to contact you with important information throughout the year.

Communication File

Each recognized organization has a mail file located at the HUB Information Desk. All correspondence received by the University for your organization is placed in this file. We also will place reminders and important information for the student organizations in this file. **Please check this file often!** Money should never be placed in this file.

Keys

Keys are issued each year to the new organization presidents. You will be required to fill out a key agreement and to provide a list of officers who are permitted to sign out a key to use the office. The president is responsible for this space and also who has access to the space. Keys must be returned at the end of the spring semester and will need to be reassigned for the new year. To receive a key, see Barb Richard, Registration Desk Supervisor, located in room 125A HUB.

Please keep the offices locked at all times.

Use of the Office

OFFICE SPACE IS ASSIGNED YEARLY. YOU MAY NOT SHARE SPACE WITH ANOTHER ORGANIZATION UNLESS DESIGNATED BY THE HUB-ROBESON CENTER ADVISORY BOARD. There are three different types of space – dedicated, shared and landscaped. Your space agreement has designated what type of space you have been assigned.

Dedicated and Shared Space

1. **Office hours are to be posted on the door of your office space.** Organizations are expected to maintain advertised office hours. Failure to hold office hours can result in the loss of your space. It is the responsibility of the organizations in the offices to work out a schedule that allows everyone to conduct individual office hours within the shared space. Please be accommodating and respectful to all organizations sharing your space. **Office space is not to be used for sleeping but strictly designated for conducting organization business.**
2. **Office space is to be kept clean.** Your office space is to be kept organized and clean. Please be respectful to the other organizations sharing your space. Food is not to be left in the office. Any damages to the office or furnishings will be the responsibility of your organization, and your organizations will be billed for the repair or replacement. ****Food trays are to be taken down to the ground floor daily, not placed on the recycle bins or on the floor. They are not to be kept in the offices.****
3. **Do not remove chairs from other areas.** If you would like additional chairs for your office, please contact Jeff Schiesler at 865-2221. He will try to accommodate your request.
4. **Hanging of items on the wall is not permitted.** Please contact Jeff Schiesler at 865-2221 if you do have some items you would like hung on the walls. Any damage to the office walls resulting from the hanging of items will be billed to your organization for the repair. **DO NOT USE TAPE.**
5. **Furniture is not to be removed from the office.** All physical changes to the office including the addition or removal of any furniture must be approved in advance by either the Senior Director of Union and Student Activities or the Director of the Paul Robeson Cultural Center. Each organization has a desk, desk chair, a SHARED white board, file cabinet, storage cabinet and a conference table with chairs.

6. **Offices are assigned to carry on normal club business and for small committee meetings. It is not to be used as a storage facility.** It is extremely important to be mindful of others if you are in a shared office. Locker space is available for storage.
7. **Meeting Space is available.** Larger meeting space is available at no cost through the Events Management Office in 125D HUB. A member from the Events Management Office will review the policies and procedures with you when scheduling those rooms.

Landscape Space

1. Desk space is to be kept clean. **Your desk space is to be kept organized and clean.** Please keep your organizations belongings locked in the drawers or overhead space.
2. **Meeting Space is available.** See information above for scheduling.

Complaints/Disputes

At times, disputes may arise within offices. It is the responsibility of those involved in the dispute to resolve the dispute swiftly and respectfully. However, if the dispute can not be resolved, please contact the Advisory Board Representative (Heide Port) at 863-9755 or at hap2@psu.edu for remediation. The Student Activities Office and the HUB-Robeson Center Advisory Board will be notified. **Unresolved problems can result in possible sanctions, including the loss of your office space.**

Storage Lockers

There are a limited number of free storage lockers available to organizations with shared or landscaped space. Lockers are located in room 303 HUB-Robeson Center and are accessible from 7:00 a.m. to 2:00 a.m. For information on how to obtain a locker, contact Heide Port at 863-9755 or email hap2@psu.edu.

5/6/09



HUB-ROBESON CENTER STUDENT ORGANIZATION OFFICE POLICY FALL 2009 - SPRING 2010