

# Student Organization University Commons Office Agreement

University Commons Operations and the Office of Campus Activities, Service & Leadership

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Updated August 2024

## Office Application

- All SGA recognized student organizations seeking an office location must apply by the annual deadline date set forth by the Office of Campus Activities, Service & Leadership and University Commons Operations. Information regarding the application timeline will be shared at the beginning of the fall semester.
- Failure to submit an application by the established deadline may result in the loss of assigned space or being placed on a waiting list.
- Organizations currently suspended by the SGA are not eligible to apply. Organizations currently sanctioned by the SGA may apply but may not receive an office location due to their status.
- All student office locations are available for reallocation at the beginning of each academic year and are subject to change. Office locations are on the third floor of the Student Center.
- Priority will be given to student organizations that are reapplying.
- Preference will be given to organizations that meet the following criteria:
  - Have a large number of members
  - Have administrative work associated with their mission, need a private gathering space or have daily activities that require an office space.

## All organizations must agree to the policies outlined below:

- **Office hours:** Organizations will post and maintain at least 5 office hours per week at their provided space. These office hours must fall within the normal business hours of the University Commons and members should have their doors open to offer a welcoming environment. Failure to maintain consistent office hours may result in loss of office privileges.
- **All tenants are required to:**
  - Maintain a clean, safe environment at all times.
    - Any food consumed inside of the office should be thrown away in a public trash receptacle found in the hallways. Under no circumstances should food of any kind be stored inside office spaces.
    - Desks should be left clear for member use.
    - All possible damage and cleaning issues must be reported to University Commons Operations immediately.
  - At the start of the semester, complete an office condition report which includes an inventory list of furniture. Office condition reports are filed in the University Commons Operations office.

- Keep the organization's property within the designated area inside the office. No items should be left in the hallway.
- Maintain a secure office and make sure to provide an authorized access list of members to University Commons Operations each semester.
- Obey State of NJ Fire Code regulations (i.e., no open flames, office windows and doors remain uncovered).
- Avoid overcrowding of assigned spaces with furnishings or occupants. All furniture is provided by University Commons Operations and may not be removed or rearranged without permission from University Commons Operations. Students are not permitted to bring in outside furniture.
- **Lockouts:** In the event of a lock out, visit the Information Desk to have your office opened. Without the presence of an assigned access holder or if an access holder does not have their ID Card in their possession, the office will not remain open. If needed items are left in the office, the room will be opened and closed immediately after all items are retrieved.

## Office Guidelines

- For safety and security reasons, the university maintains the right to conduct periodic office inspections and to address maintenance and other university needs. Student leaders will be notified via email should any violations occur.
- All organization items **MUST** be removed at the end of each academic year or placed in storage containers labeled with the organizations name. This is to ensure appropriate cleaning and possible reallocation for future use.
- Offices can only be occupied during the operating hours of the building. For current hours of operations, please visit the University Commons website.
- The use of hot surface appliances and cooking appliances are not permitted. These include, but are not limited to, camping stoves, electric stoves, electric kettles, toaster ovens, gas appliances, barbeque grills, propane units, coffee pots, popcorn machines, irons, and curling irons. Refrigerators and microwaves are not permitted.
- Tenants are prohibited from posting signs, decals, or any other markers on windows, doors, walls, and ceilings.
- Painting and other permanent changes are not permitted. All painting, redecorating, or other permanent changes to walls, floors, lighting, and ceilings, require the permission of University Commons Operations. All work associated with these changes is to be performed by authorized University personnel or contractors.
- Any damages that occur to assigned office locations or amenities could result in a financial charge and possible university conduct referral.
- Shared use of the assigned space must be with the authorization of the Office of Campus Activities, Service & Leadership and University Commons Operations. Organizations are not permitted to change assignments without first presenting a

request to the Office of Campus Activities, Service & Leadership and University Commons Operations.

- Violation of this agreement may result in the loss of the assigned office space. Violations will be addressed by either the Office of Campus Activities, Service & Leadership, University Commons Operations, or the Student Government Association.

I have read and fully accept the requirements of the Student Organization University Commons Office Agreement and I am prepared to take responsibility for any assigned space I may receive. I further understand that I may be held accountable for any violations committed by members of my organization while occupying an assigned office location. I also understand that the terms of this agreement take effect at the start of the fall semester and expire on the last day of the spring semester.

Signed \_\_\_\_\_ Print Name \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

Organization: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

University Commons Operations Use Only

Date Received \_\_\_\_\_

Received By \_\_\_\_\_