



Student Activities Center

Organization Office Guidelines

It is the intention of Student Activities Center to provide space for diverse and active student organizations that represent all students of UNT. Attention will be given to student organizations that are active members of the UNT community, provide an outlet for service to others, reflect a purposeful community, as well as promote the concerns and respect diverse cultures.

SPACE ALLOCATION PROCEDURE

The Student Activities Center shall recommend the implementation of operating guidelines and procedures for the office space allocations. The Student Activities Center shall also evaluate and make recommendations for revisions to existing guidelines and procedures.

Allocation Process and Term

The Student Activities Center will oversee the yearly lottery allocation process to assign student office space. This space will be good for one academic year unless breach of contract. Student organizations not re-granted office space for the following year will be asked to remove all personal belongings by spring commencement. Organizations granted office space will be able to access and move-in to their assigned space the by June 1st. Organizations are not guaranteed space from year to year.

Eligibility

Any student organization that is registered and/or recognized by the University is eligible to apply for office space in the Student Activities Center. Applications must be submitted prior to the deadline set by the Student Activities Center. In addition, organizations must be registered and have all updated and current registration documents on file in the SAC and be in good standing with the University of North Texas.

Review Procedures

Organizations that receive space at the Student Activities Center will have periodic reviews throughout the academic year at a minimum of once per semester. Student Activities will conduct these reviews. Review sessions will assess the organization's utilization of its office space, and its compliance with the rules and regulations of the Student Activities Center and UNT Code of Student Conduct. Student organizations will be warned if they are not meeting expectations, after one warning, organizations must meet with the Director of Student Activities, and a decision will be made if the student organization wills forfeit the space.

Allocation Timeline

The office spaces shall be allocated to an organization depending upon its usage need, and then drawn by lottery. If there is an unallocated office, or if space opens up, then the allocation will be determined by the Student Activities Center. Organizations must sign an agreement agreeing to the rules and regulations of the space prior to moving into their assigned space. If the organization fails to do so, it will not receive office space. Occupation of space occurs *after* signatures on all pertinent forms are obtained and space is determined to be ready by Student Activities Center.

Notification Process

Student organizations and their advisor(s) will be notified of the results after the lottery allocation process has been completed. If an organization is approved for a space, a letter confirming the space, rules, and other pertinent information will be issued to the organization and must be signed by the president and advisor.

SPACE ALLOCATION

1. **Timeline:** It is understood that this agreement runs from June 1st and will conclude by the last day of classes in May. Moving out late will be documented in your organization file in the Student Activities Center and you may not be eligible to receive future space.
2. **Terms of Eligibility:** To be eligible for an office in the Student Activities Center, the above listed organization must be registered, recognized by the SAC, and in good standing with the University of North Texas. If your organization loses registered status during your use of an office, then your organization will have five days to vacate the space.
3. **Furniture:** Each office shall be furnished with a desk, chairs, filing cabinet, a computer and a phone. Organizations must supply other office equipment. Any furniture or desk accessories at move-in must be present at the end of the year. Furniture may not be removed and shall remain in the offices assigned. Moving furniture from other areas of the Student Activities Center and/or University is strictly prohibited. For safety reasons, any additional furniture/equipment that the organizations would like to bring into the office must be approved by the Student Activities Center prior to it entering the space. Equipment with open heat coils is prohibited. Additional electrical equipment must be approved by the Student Activities Center with the exception of heaters which must be approved by the UNT Fire Marshall.
4. **Liability:** The University shall not be held responsible for any loss or theft of property removed from an office. Furthermore, the University is not responsible for any damages that may occur within the office. Student organizations are responsible for repair of any damage beyond normal use and for any loss and theft of furniture.

NON-COMPLIANCE RAMIFICATIONS

Non-compliance with the Student Activities Center Guidelines may result in any of the following:

- Infraction I: Verbal warning (to be noted in organization's file) and meeting with Student Activities Director.
- Infraction II: Written reprimand (to be noted in organization's file) and meeting with Student Activities Center staff and the organizations advisor.
- Infraction III: A letter stating the eviction from the office will be sent to the organization's officers and advisor(s). Vacate date will be within five (5) days from the eviction date.

Organization(s) who have been evicted will not be allowed to obtain space in the Student Activities and Organizations Office for at least two (2) academic years.

APPEALS

Any group which wishes to appeal an eviction may do so in writing to the Director of Student Activities. The Director reserves the right to consult with other staff and students in order to collect all relevant information regarding the eviction. The appeal must be filed within five (5) days of eviction notification. The Director will convene and a decision will be made to allow the student organization to either return to their office or be placed on the necessary suspension mentioned above in Infraction III.

ENTRY POLICY

- Organizations will not be provided keys to the offices.
- Access to offices will be available only during established Student Activities Center operational hours.
- Please notify the front desk that you are accessing your office.
- Post and maintain regular office hours.

OFFICE TELEPHONES

Student Activities will provide one telephone in each student organization offices. All phones will be for **local** calls. Long distance calls must be made using a prepaid phone card purchased by the student organization. Accounts that are being abused may be taken away and in the event of excessive bills, the organizations will be responsible for re-imbusement to the University. Phones are the responsibility of the assigned student organization and if lost, stolen, or destroyed from assigned space, the student organization is responsible for the cost of phone replacement.

INTERNET TERMS AND CONDITIONS

The University's computer systems and networks are shared resources used by many individuals to carry out the University's mission. Use of these resources must be ethical, reflect academic honesty, respect the rights of other users, demonstrate respect for intellectual property and ownership of data, respect system security mechanisms, and promote an environment free from intimidation and harassment.

By using University computer systems and networks, users agree to abide by and comply with the applicable policies, procedures, and laws. All examples given below are illustrative. Application of this policy is **not** limited to the examples presented.

Users of computer systems and networks have the responsibility to:

- comply with all University policies, procedures, relevant employment contracts, and local, state, and federal laws.
- use computer systems and networks for authorized administrative, academic, research, or in the case organizational businesses.
- protect user-IDs and computer systems and networks from unauthorized use. Users are responsible for all activities that originate from their accounts or systems that they perform or have expressly authorized.
- access only information that is their own, that is publicly available, or that they have been authorized to access.
- comply with all copyright laws, licensing terms, patent laws, trademarks, and trade secrets.
- use information systems in a way that does not infringe on the ability of other users to reasonably access computer systems and networks.

The following are examples of uses that are unacceptable:

- Use computer programs to decode passwords or access system control information without proper authorization.
- Attempt to circumvent or subvert system or network security without proper authorization.
- Engage in any activity that might be harmful to the systems or to any information on the systems, such as creating or propagating viruses, disrupting services, damaging files, making unauthorized modifications to University data, or unauthorized sharing of University data.
- Use University systems for commercial or partisan political purposes, such as using electronic mail to circulate advertising for products or for political candidates.
- Harass or intimidate another person, such as repeatedly sending unwanted mail or sending threatening mail.
- Monopolize information systems without proper authorization. Examples of monopolizing systems include: uploading and downloading files of sufficient size or quantity to degrade network performance for other users, sending out or forwarding chain letters, and sending large unauthorized mass mailings from GroupWise or any other university provided email system.
- Attempt to gain access to information or services without proper authorization.
- Viewing any site that is deemed inappropriate to the Student Activities or Dean of Students Staff.
- Engage in any other activity that does not comply with the policy presented above, University policies and procedures, or applicable law.

If the Student Activities Center and/or the Dean of Students consider any violation of the above policy to be a serious offense and reserves the right to copy, monitor, and/or examine any files or information residing on University systems, networks, or computing resources related to the alleged unacceptable use and to protect its systems and networks from events or behaviors that threaten or degrade operations. Violators are subject to disciplinary action including, but not limited to, those outlined in the Student Code of Conduct, Student Handbook, and applicable laws.

COPY MACHINE USAGE

Each organization is allotted 300 free black and white copies per academic year according to the Student Organization/Advisor Handbook. When your organization is in need of the copy machine please see a SAC or DOS staff member or student assistant to assist you with your copies.

PRINTER USAGE

Organizations are allowed to use the network printer for organization business however, copies will be **monitored**. Any organization that is deemed to be abusing this privilege will lose their right to print. Examples of printer abuse examples include but are not limited to: printing homework, books, Web CT, and internet printouts that are not relevant to organization business.

OFFICIAL UNT HOLIDAYS

During university breaks (Thanksgiving, Christmas, and Spring), when student organizations will not be accessing office space regularly, the following process should be completed in order to ensure a safe environment (organizations will have access to offices during breaks according to the SAC office hours)

- Removal of all perishable property and any food items
- Unplug all electrical appliances
- Turn off all lights
- Shut and lock all doors

OFFICE POLICIES

1. The organization responsible for the office is the name that is on the allocation agreement. No other organizations are to be housed in said office.
2. All organizations and their members must obey and adhere to the University of North Texas Student Code of Conduct, policies, procedures, and guidelines.
3. Damage beyond normal usage to an office, will be charged to the organization responsible for said damage. Cost will be determined by Facilities Management cost of repairs. Each room will be inspected and damages noted at the beginning and end of the agreement.
4. Any language, symbols or photographs demeaning any ethnicity, ability level, race, gender, sexual orientation or creed upon office doors or within office space are prohibited and subject to the loss of organization office privileges.
5. Due to fire code regulations, and the possibility of a fire, organizations may not use candles, incense or any item with an open flame in their office. Students may not tamper with air ducts, heating units or fire sprinkler systems. The Fire Marshall will conduct inspections semesterly.
6. Alcohol, illegal drugs, smoking, or unprofessional behavior are not allowed in offices. Organizations should maintain a courteous atmosphere when using the Student Activities Center. Violations will result in non-compliance and will be dealt with accordingly.
7. No individual (or organization) utilizing space in the Student Activities Center is permitted to remain in the building after it closes. Persons found to be in offices after the building has closed may lose their office privileges.
8. Student Organization offices will be open in accordance with the Student Activities Center office hours.
9. Each organization officer, member and guest is responsible for abiding by the Student Activities Center Rules, and other pertinent regulations.
10. If an organization violates any of the above rules the organization's office privileges may be revoked.
11. The University of North Texas or the Student Activities Center are not responsible for loss of property by student organizations or individuals utilizing this space. Students are encouraged to secure all items.
12. Each student organization is responsible for the furniture and equipment in its assigned space. Damage to furniture and equipment beyond normal wear and tear will result in damage fees. Lobby furniture may not be taken from common space in the Student Activities Center or the Dean of Students Office into private offices.
13. Space will be assigned or re-assigned based on particular needs and size of organizations. Organizations may or may not receive the same space from year to year.



Organization Office Lottery Application 2008-2009

Organization: _____

President: _____ E-mail: _____

Phone: _____ # members: _____

Intended use:

What this space would do for your organization:

Please Initial below

We agree to post and maintain regular office hours _____

We agree to abide by rules and regulations of contract _____