



# STATE UNIVERSITY OF NEW YORK AT NEW PALTZ

## *Student Activities and Union Services*

Student Union Building, Room 211  
845-257-3025

## **Student Club Office Space Policies and Guidelines**

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### **ELIGIBILITY**

To be eligible for student office space, the club/organization must be a recognized organization by a student governing council at SUNY New Paltz (Student Association, United Greek Association, or Residence Hall Student Association).

### **OFFICE ASSIGNMENTS**

The Office of Student Activities and Union Services does not make decisions on which student groups are assigned office or storage space. These decisions are made by the Council of Organizations by way of the SUNY New Paltz Student Association.

### **SHARING AN OFFICE**

It is possible that you may be placed in an office with another student group(s) in any given office space. If multiple groups are assigned to the same office space, we expect groups to be courteous and respectful of those organizations sharing space.

### **ACCESS TO OFFICE SPACE**

Members of the student groups may access the offices during normal operating hours of the Student Union. The President of the organization must provide the Office of Student Activities and Union Services a list of approved members via the *STUDENT UNION OFFICE ACCESS AND KEY SIGN-OUT PERMISSION LIST FORM*. Only names listed on this form will be eligible to sign out the key for the office space from the Information Desk located on the second floor of the union. Once a student has signed out the key, they will be held liable for the value of the key. If the key becomes missing, the group will be responsible for the changing of the locks and the replacement of all keys (approximately \$75/lock). The President of the group may update their list of approved members at any time by filling out the *STUDENT UNION OFFICE ACCESS AND KEY SIGN-OUT PERMISSION LIST FORM* with the Office of Student Activities and Union Services. If a key is signed out by a current member of the group (or a group sharing the office), the Office of Student Activities and Union Services is not obligated to key you into the office. It is up to the group(s) utilizing the space to return the key back to the Information Desk in a timely manner.

### **TEMPORARY CLOSING OF OFFICE SPACE**

During University breaks (Thanksgiving, Winter, Spring and Summer), when student groups will not be accessing student office space regularly, the following process should be completed in order to ensure a safe environment (groups will have access to offices during breaks according to building hours):

- Removal of all perishable property and any food items
- Unplug all electrical appliances
- Remove all trash
- Clean off all desks, chairs, cabinets, etc...
- Open blinds and remove any paper from windows on doors
- Turn off all lights
- Shut and lock all doors and lights

## **OFFICE SPACE EXPECTATIONS**

The office space is to be utilized for legitimate activities, meetings, gatherings and business of the student group. Sleeping, overnight stays, or any other activities for non-organizational purposes are absolutely prohibited and will result in removal of office space privileges.

## **SOLICITATION AND VISITATION**

Hosting outside visitors in your office space may be permitted as long as the activity is congruent with the intended purpose of the organization. Door-to-door solicitation by outside vendors is prohibited. Every guest/visitor is subject to University rules and regulations. Hosts of guests will dually be held responsible for the guests that they bring.

## **OFFICE FURNITURE/EQUIPMENT**

The student office space equipment (tables, chairs, desks, etc) are not managed by the Office of Student Activities and Union Services. These requests should be made with the Student Association Council of Organizations Chair.

## **PROHIBITED ITEMS**

The Student Union is not a storage unit or residence hall. Due to this the following items should not be kept within offices: beds, futons, unapproved upholstered furniture, personal belongings, anything posing a fire hazard (see below), pets or pet containers, illegal substances, or other items as determined by the Office of Student Activities and Union Services.

## **FIRE AND SAFETY GUIDELINES**

Student clubs should follow these rules for fire safety purposes:

- Nothing shall be stored or placed on walls within 24 inches of ceiling height.
- Extension cords and splitters are not permitted. Groups are expected to use outlet strips with surge protection (generally these have a red on/off switch, as well).
- No open coal/surface heating elements (toasters, hotplates, irons, portable heaters/space heaters, candles or any flammable liquids, etc.)
- Decorations for events should be neatly packed in boxes

## **OFFICE CARE AND MAINTENANCE**

The members of the organization will be held responsible for the cleanliness of the office space ensuring proper maintenance and safety of the space at all times. If furniture and/or other areas of the office become damaged or require maintenance, notify the Office of Student Activities and Union Services for a work order to be completed. Notification should be done within a week of the first observation of the issue. Custodial staff will empty trash at least once a week from your office area. Custodial staff is not expected to clean your office space.

## **DECORATIONS**

Student groups are permitted to decorate the office space to make it suit the needs of the organizations and to encourage a positive environment for its members and guests. Decorations and other items displayed within the space should not create a health, safety or sanitation hazard within the space.

## **OFFICE INSPECTIONS**

The University reserves the right to inspect the office space for the purpose of maintenance, sanitation, and safety concerns. Some walkthroughs may occur in the event that the staff finds it appropriate to do so due to building and safety concerns.

## **FOOD AND OTHER RELATED ITEMS**

Having food within the office suite is acceptable, as long as the group takes the responsibility to clean after themselves and to remove all food waste in a common area receptacle and not inside the office. Alcohol and smoking in the office area is STRICTLY prohibited and will result in University sanctions according to the Student Code of Conduct.