The following policies and procedures apply to the assignment and usage of all space and facilities assigned to student organizations:

1. **Assignment Term** - Space assignments normally end, subject to reassignment, on the last Friday before finals in the spring semester. If space is not reassigned, the organization must remove their materials, turn in their keys, and take care of any damage assessments made during the final inspection by the UC Assistant Director of Building Services.

2. **Keys** - All combinations and keys for the SOS are distributed to the president of each student organization by the Business Manager or his/her staff in the UC Administrative Offices (243-5082). There is a $5 deposit for each key. The key is not transferable. The person who checks out the key must be the person returning it in order to receive key deposit refund.

   Organization members may have access to their offices only during regular building hours.

3. **Orientation Meeting** - Student organizations must attend a mandatory orientation meeting to the SOS that will occur in the second week of the fall semester.

4. **Office Hours** - Each group assigned an office or cubicle will develop a regular weekly schedule of office hours and submit that schedule to the University Center Business Manager (243-5082) **no later than the end of the second week of each semester**. These hours must also be posted on the organization's door or cubicle partition.

   Organizations with offices must maintain a minimum of 15 hours a week when school is in session. Organizations with cubicles must maintain a minimum of 10 hours a week when school is in session.

   Organizations that fail to staff their space during posted hours risk the possibility of losing their assignment for the following year. Organizations that demonstrate a pattern of not staffing their office during posted hours will lose their assignment immediately. UC staff will monitor office hours to insure posted hours are being staffed. A report will be made to the Board in the event that an organization is not maintaining posted hours.

5. **Subletting or Reassigning Space** - Space and facilities are assigned to organizations, not to individuals, and may not be sublet or reassigned to any other organization, group or individual.

6. **Space Cost/Value** - The office space is provided free of charge to ASUM recognized student organizations by the UC in consideration of services provided to The University of Montana students. The commercial rental rate for such office space would be approximately $12 per square foot per year.

7. **Furnishings** - The UC provides basic office furniture for each office and cubicle. An organization wishing to install additional facilities or special equipment may not install (and
should not procure) them without advance written approval of the University Center Director (243-5082). Furniture, equipment or other items may not be attached or affixed to the ceiling, walls, floors, doors or partitions. Requests of this nature should be made in writing to the UC Assistant Director, Building Services (UC 232).

Lounge furniture, carpeting or area rugs, cooking appliances, hot plates, microwave ovens, refrigerators and any other equipment not basic to the office function are not allowed in the space assigned to an organization. Furnishings located in UC lounges, UC staff cubicles or other public areas may not be placed in spaces.

8. **Office Maintenance** - Requests for repairs to furnishings or fixtures may be made directly to UC Administrative Office, 243-5082.

9. **Housekeeping** - Good standards of housekeeping will be expected at all times. Trash and waste materials must be placed in wastebaskets and trash receptacles. Failure to maintain an office in good order so that the UC Custodial personnel cannot routinely remove trash and clean the floors may result in the termination of the space assignment.

Each organization assigned an office and/or space must keep only organizational related material within that space.

10. **Vandalism and Damage** - Any acts of vandalism committed by members of an organization or its guests may result in appropriate judicial action and in denial of future office space for the organization. Each space will be inspected for damages at the end of the spring semester, and charges will be assessed to the organization for repairs.

11. **Organization Meetings** - Rooms are assigned to be used solely as office space and work areas to conduct day-to-day activities. If space is needed for organizational meetings, a meeting room may be requested through the UM Conferencing and Event Planning Office (243-4114) located on the 3rd floor, Room 340. Use of an organization's space as an individual's study area is discouraged and should never preclude proper use of the space for organizational activity.

12. **Identification** - When identifying the location of your office or cubicle in publicity and advertisements, describe this location as the "UC Student Organization Suite."

13. **Mail Service** - Mailboxes are provided to all student organizations. Your address should read:

   Student Organization Name
   University Center
   The University of Montana
   Missoula, MT  59812

14. **Telephone and Computer Service** – Shared telephones and computers may be available in a central location within the Student Organization Suite for use by Student Organizations. Groups are encouraged to consider wireless technology in the use of computers. Decisions to provide phone and computer hard lines in office and cubicles are made solely at the discretion of the UC
14. **Loss of Valuables** - Organizations and individuals must take every reasonable precaution to protect themselves from loss or damage. **Do not** store valuable possessions in your room, space or locker. The UC Board, the University Center and The University of Montana accepts no responsibility for the theft or loss of monies, furnishings, equipment, supplies, valuables or other effects owned or in the possession of the organization or any individuals participating in the activity.

15. **Dining Services** - The UC building policy prohibits the removal of chinaware, glassware, tableware and plastic trays from the UC Commons area.

16. **Conditions for Removal from SOS** - Loss of assignment of space and/or facilities may occur if an organization does not conduct its activities in accordance with the provisions in this document. Some examples of justification for loss of assignment include the following:

- The loss of an organization's recognized status with ASUM.
- Pattern of excessive noise, which disrupts other users of the SOS.
- Any vandalism committed on the SOS property.
- Pattern of not posting and maintaining office hours, not retrieving mail, or consistent failure to follow SOS guidelines.
- Failure of group members to conduct themselves in a professional manner.

17. **Smoking** - The UC is a non-smoking facility by University Policy. Student organization offices are non-smoking areas.

18. **Other Regulations** - In addition to provisions expressed within this agreement, it is understood that all applicable federal, state and municipal laws and ordinances, and all other rules, regulations and directives of the University, and rules, regulations, and operating policies of the UC apply to the organization's use of this space as well as actions of individuals. University Center Building Policies are available upon request from the UC Administrative Offices, UC Rm. 232 (243-5082).

(See reverse)
IN THE UC STUDENT ORGANIZATION SUITE

I have read and initialed the guidelines and agree as a condition to occupy the space that
_______________________________ will abide by them at all times.

(Name of Organization)

_______________________________
Name of Organization Representative

_______________________________
Authorized Signature for Organization  Date