Club Room Office Guidelines & Community Standards 2015-2016
CLUB ROOM OFFICE GUIDELINES AND COMMUNITY STANDARDS
2015-2016

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OFFICE OF STUDENT LIFE MISSION STATEMENT

The Office of Student Life provides programs and services that encourage and inspire involvement, leadership, diversity, pride, tradition, learning, and self-development.

THE CLUB ROOM OFFICE COMMUNITY OVERVIEW

Why is Community Important?
Creating a sense of community within a large research institution is important not only to your overall college experience but also to your development as a student leader. The Club Room Office experience will provide an opportunity to work, coexist, and reside with others. Becoming involved in the Club Room Office community experience at the University at Buffalo is an opportunity to enrich your college experience outside of the classroom and beyond.

CLUB ROOM OFFICE COMMUNITY VALUES

The goal of our Club Room Office in addition to providing office space, is to supplement learning and provide a variety of educational, social, and recreational activities. Becoming a Club Room Office member provides an opportunity for campus club leaders to reside, learn, and grow together. This calls for the creation of set expectations and standards in order to develop a respectful and thoughtful educational environment. Becoming a member asks each of us to adopt an active understanding of the Club Room Office Guidelines and Community Standards.

These guidelines and standards are created to foster a positive community for every member and those who visit. The guidelines and standards establish clear and consistent behavioral expectations. Infractions of these guidelines and standards will be documented and adjudicated in order to preserve and protect the integrity of the Club Room Office and overall community.

Students come from a wide variety of geographical locations, cultural backgrounds and interests. Experiences with other clubs and student leaders will enhance one’s learning by exposing them to different perspectives. The Club Room Office is an environment that promotes tolerance, acceptance, and respect for others.

The University at Buffalo’s Office of Student Unions is committed to the safety and well-being of all Club Room Office members. There is no tolerance for acts of violence and harassment.
CLUB OFFICE ROOM COMMUNITY STANDARDS

The following Community Standards have been established to assist in maintaining a safe and comfortable space for all Club Room Office members and guests.

The Club Room Office will be accessible in conjunction with the Student Union Building hours. Building hours will be posted online and on the doors to the Union. During the summer and semester breaks, the building hours will be modified and posted as well.

✓ Club Room Office members are responsible for the conduct of their guests
✓ Alcohol, controlled substances and all tobacco products, including electronic cigarettes are strictly prohibited in the Club Room Office
✓ Parties and/or large social gatherings are prohibited
✓ Gambling of any form is prohibited

HOW ARE CLUB ROOM OFFICES ASSIGNED?

Space Allocation Process
The Space Allocation Process is an annual process coordinated by the Office of Student Unions to ensure all officially recognized and registered University at Buffalo student clubs and organization receive an equal opportunity to utilize a Club Room Office for one full academic year. The Associate Director of Student Unions allocates room assignments by the end of April in the previous Academic Year.

Once all applications are submitted, the Office of Student Unions along with a designated Club Office Application Committee (comprised of students, student government staff and members of Student Life) will evaluate the organization’s application based on the criteria set below and completion of the Club Room Office Allocation Form on UB Linked. Forms are due in early spring.

Criteria
An organization shall be considered eligible for space, only if the organization:

1. Is a registered student organization with permanent recognition from the University at Buffalo
2. Has at least four executive officers
3. Has officers which meet criteria set forth by the Student Conduct Rules and, University Standards.
4. Has an active membership limited to UB students. However, faculty, staff, alumni, and student spouses may be associate members.
5. Has fulfilled all club requirements to maintain permanent status by their recognizing agent.
Student Unions will consider the following:

- Your group is registered through UB Linked thus recognized by the University
- Abides by the policies and procedures of the Student Union/Harriman Hall, policy manual can be found online at www.studentunions.buffalo.edu; including adherence to event policy and procedures
- Nature and size of your organization
- Previous use of space

 Allocation Award
No allocations shall exceed the term, and upon the expiration of the allocation, the organizations shall vacate and leave the premises in the same condition as when they entered, expecting reasonable wear and tear, unless granted a new allocation. Upon allocation of space, each club/organization shall sign a Club Room Office Guidelines and Standards with Student Life available on the last day of classes for the spring Academic year.

During the term, space allocated to a given organization shall be subject to termination of modification if, at any time, the organization:

1. Fails to meet the minimum criteria set forth above;
2. Fails to maintain its allocated space in a neat and clean condition;
3. Damages above and beyond reasonable wear and tear of property furnished to it by the University;
4. Defaults on any of its financial obligations regarding the payment for equipment or services used;
5. Failure to furnish any information requested by Student Unions or its designees, or to permit the inspection of documentation of programs and activities;
6. Ceases to conduct activities or programs; and
7. Breaches any of the terms and conditions agreed upon in the Use of Space Contract.
**Club Room Office Obligations**

**Card Access**
Any executive officer or member of the club or organization can have UB Card swipe access. Please see your Office Designee from your recognizing agent to gain UB Card swipe access. Initial roster for Club Room Office access should be submitted to the Office Designee by **June 15th, 2015**. Upon acceptance of swipe card access, individuals assume sole responsibility for its ownership, including the liability for actions relative to its use including replacement of their UB ID Card. A member with card access should not under any circumstances loan out their UB Card. Furthermore, members are not allowed to tamper with existing locks, door mechanisms, or add any locks to Club Room Offices. Members with card access on record will be held responsible for prohibited activity within the Club Room Office,

Student organization swipe card access is valid during the term defined by Office Designee; exceptions will be reviewed by the Student Unions. If at any point during the year cardholder status changes, Student Unions should be notified and the door access will be deactivated.

**Club Room Office Condition Report**
A Club Room Office Condition Report will be used submitted to your organization three times a year to record the condition of the Club Room Office and all furnishings within it.
- An inspection of the Club Room Office will occur in October, December, and March by a Student Union Staff member.
- Members from the Student Union Staff will complete a Club Room Office Condition Report detailing damages they discovered and repairs that need to be made.
- This report will be available to your club / organization to be signed and submitted back to Student Unions.
- The signature also confirms that members agree to all the conditions and standards in reference to the care and use of the Club Room Office and all of its furnishings.
  - Comments are encouraged by the executive board members of the club or organization.

**Furniture Provided**
As per your Room Condition Report, it is important that all furniture remain in its assigned Club Room Office and condition.
In every club room office, you will find:
- A Desk
- A Chair
- A Garbage Can
- A Recycling Bin

- Student Union common area furniture is not to be relocated to Club Room Office.
Additional Club Room Office Furniture
Personal furniture is prohibited within the Club Room Office and if found, it must be immediately removed. Refusal to remove personal furniture may result in the item(s) being disposed of by Student Unions and a removal fee will be assessed.

Proposals for furniture purchase can be discussed with and approved by the staff of the Student Union, once it has been approved by the club / organizations recognizing agent by using fee money.

Club Room Office Damage Fees
In the event there is damage made to the Club Room Office itself or any of its furnishings, **ALL THE CLUB ROOM OFFICE OCCUPANTS** will be assessed a fee for repairs through consultation with Student Association Leadership and Administration

Food Appliances
The following items are prohibited from the Club Room Office:
- Refrigerators
- Microwaves
- Coffeemakers
- Cooking Appliances and Cooking Fuel of any kind, such as, Sterno, Lighter Fluid, Propane, and Charcoal

Room Painting
Painting your club room office space is prohibited.

Room Decoration
Occupants of the Club Room Office may decorate their Office by using ONLY 3M Blue Painter’s tape or 3M’s Command Strips or Hooks when affixing items to the walls.

The following ways are prohibited when decorating and any damage done to the club room office will result in fines:
- Decorations are not to be hung from ceiling
- Decorations of any sort may not be fixated along walls or spaces in corresponding hallway
- Per NYS Fire Code, nothing can be on the walls **18 inches** from the ceiling height. Therefore nothing can be hung or stored in that area. The top of the door to the ceiling is the area that needs to remain cleared.
- The use of nails, tacks, screws, or other sharp objects to secure materials to the walls, lighting fixtures, ceilings, or floors.
- Hanging decorations from sprinkler pipes, cables or conduit.
- Any decorations that are flammable.
Electrical Power Supplementation
The following are allowed:
✓ Surge Protectors

The following are prohibited:
Ø Surge Protectors cannot be connected to another surge protector
Ø Extension cords

Windows
Any Club Room Office that contains windows should remain shut at all times. The opening of the windows interferes with the Heating and Cooling system in the Student Union. If it is discovered that the Club Room Office has opened their windows, they will receive one warning and then fines will follow for each offense increasing in denomination.

➢ Window frames are to be kept free of clutter in order to allow easy access in case of a fire.
➢ Drapery is not allowed unless it is a Fire, Flame Retardant Drapery approved by Student Unions

Overnight Stay
Overnight stay in all Club Room Offices is strictly prohibited.
CREATING A COOPERATIVE CLUB OFFICE SUITE COMMUNITY

Club room offices are occupied by three (3) to four (4) clubs. Sharing an office can be a challenge as different clubs have different goals, schedules, meeting times, etc.

When sharing a small space, respectable communication is important. It is important to voice frustrations or concerns openly in order to reach an agreement and/or compromise between all club office members.

Avoiding Disagreements
In the event a club room office disagreement cannot be resolved between the involved parties, the Student Unions will offer mediation services upon an occupant’s request.

Community Meetings
Community meetings are recommended to open communication between the different clubs sharing a Club Room Office. Community meetings can take place through the academic year in order to share your organizations information, updates, and announcements pertaining directly to Club Room Office occupants.

Guest Policy
Guests are allowed within the Club Room Office with the understanding that the hosting member is responsible for their conduct. Members with card access will be held accountable for the behavior of their guests.

- Room capacity is limited to the posted notification located in the club room.

Noise
The Student Unions understands that the Club Room Office is a place for social interactions however, please be considerate of your fellow Club Room Office occupants when playing music or convening with other students. It is important to be aware and understanding when a fellow member kindly requests to keep noise to a minimum.

Club Meetings
No major events may be hosted within the Club Room Office; spaces within the campus will be made available for groups.
CLUB ROOM OFFICE COMMUNITY HEALTH

Alcohol, Controlled Substances, Tobacco Products and Electronic Cigarettes Policy
The above mentioned items and substances are prohibited in the Club Room Office. If any of these items are recovered or witnessed in a Club Room Office, all members with card access will be held accountable and liable, and the club may forfeit the right to their office space.

Cleanliness
When sharing a Club Room Office space, it is important to be mindful of cleaning up after yourselves. We highly suggest refraining from keeping food and beverages within the club room office.

Garbage Removal
To ensure that garbage is not left in your Club Room Office, please do one of the following each night:
✓ Empty trash cans into the trash collecting stations located at the end of each hallway
✓ Leave your trash bins outside of your Club Room Office door to be collected

Food Consumption
While food is allowed in the Club Room Office, storing food overnight is prohibited unless arranged through SA Administration.

Health and Safety Checks
Student Unions reserves the right to enter student club rooms to inspect and assess health and safety conditions. Scheduled health and safety inspections will occur a minimum of once per semester. During the inspection, the staff will check for compliance with health codes, maintenance problems, and potential physical hazards. Fire inspections will also be conducted annually, if a violation is discovered; it is the responsibility of the members to fix it immediately.

If it is found that a Club Room Office space is not up to health and safety standards, Student Union staff will determine the corrective action. Fees may be assessed.
CLUB ROOM OFFICE COMMUNITY SAFETY

Club Room Office Lock Out
In the event of a lock out between the hours of 9am to 5pm, visit the Student Association office or Graduate Student Association, if that is your recognizing agent, to have your club room office opened.

If locked out after 5pm or the door is malfunctioning, e-board members of the club may report to Student Union Welcome Center with your UB Card or Photo identification to be let in.

The Union Assistants will look up the club / organization on the Student Association website and verify that the locked-out individual is a member of that club / organization’s e-board. Upon confirmation, the Union Assistants will grant them access. Non-executive board members should locate an executive board member for access.

If needed items are left in the club office, the room will be opened and closed immediately after all items are retrieved.

Loss and Liability
Every effort is made to provide a safe and secure environment for members and their belongings. However, the University at Buffalo assumes no liability for the personal property of students or club property. This includes damage, loss, theft, fire or water damage, and flooding or personal injury. Members are strongly advised to refrain from keeping personal belongings in the Club Room Office. The University at Buffalo Police and Student Union Staff should be contacted right away if theft or damage occurs.

Club Room Office Entry
Student Life reserves the right to enter any part of the Club Room Office. Reasons for such entry include but are not limited to:

- Concern for health or safety of occupants.
- Inspection for fire, health, building or safety violations.
- Maintenance and repair services.
- Complaints from students/faculty.
FIRE AND EMERGENCY SAFETY

Emergency Evacuation Instructions
In the event of a fire, always use the stairs and never use an elevator. When the fire alarm sounds, you are REQUIRED to leave the building. Failure to comply with this guideline will result in sanctions.

Fire Safety Procedures
To help prevent fires:
- Keep smoke detectors and sprinkler systems clear of any obstructions.
- NEVER smoke anywhere in the building. This includes the use of e-cigarettes.
- NEVER use faulty or non-UL electrical equipment.
- NEVER cover light fixtures with any fabrics, plastics, etc.
- NEVER use candles in your club office.
- NEVER store Flash pots, pyrophoric materials or fireworks of any kind.

Medical Emergencies
In case of a medical emergency, please notify the University at Buffalo Police Department at (716) 645 – 2222.

CRITERIA FOR CLUB ROOM OFFICE TERMINATION:

1. Fails to meet the minimum criteria set forth at the beginning of the document.
2. Fails to maintain its allocated space in neat and clean condition.
3. Damages above and beyond reasonable wear and tear of property furnished to it by the University at Buffalo.
4. Defaults on any of the financial obligations regarding the payment for equipment or services used.
5. Fails to furnish any information requested by Student Unions or its designees, or to permit the inspection of documentation of programs and activities.
6. Ceases to conduct activities or programs when directed to by a member of Student Unions
7. Breaches any of the terms and conditions agreed upon in this document and any misuse of swipe cards.

Acknowledgements - Special Thanks to Baruch College

Created 5/12/15
Upon signature of this document, we the members of ____________________________ (Group Name), agree to comply with all Club Room Office Guidelines & Community Standards reviewed within.

Non-Compliance will lead to immediate and appropriate disciplinary measures. This agreement is under effect immediately after signature and is valid until the end of the Academic Year for which it was signed, 2016.

Group Name: __________________________________________________________________

Executive Officer 1 - Title: ______________________________
Name (Printed): ______________________________
Phone: ______________________________
Email: ______________________________
Date: ______________________________
Signature: ____________________________

Executive Officer 2 - Title: ______________________________
Name (Printed): ______________________________
Phone: ______________________________
Email: ______________________________
Date: ______________________________
Signature: ____________________________

Student Unions Representative –
Name (Printed): ______________________________
Signature: ______________________________
Date: ______________________________