

**Kennesaw State University
Carmichael Student Center
Student Organization Cubicle Space Guidelines**

Organizational space in the Carmichael Student Center is considered to be a privilege, not a right. All concerns and enforcement of this policy will be managed by the Assistant Director for Student Involvement for non-Greek RSO tenants and the Assistant Director of Fraternity & Sorority Life for Fraternity & Sorority tenants.

Please note that cubicle space assignments are typically good for one (1) academic year and must be renewed EVERY YEAR. Prior occupancy does not guarantee renewal of the space. Each registered student organization that has been active for one year, does not currently receive office/organizational space in the Carmichael Student Center or from another department on campus, and is in good standing with the university is eligible to apply for space. Student organizations must complete all sections of the application in its entirety, in order to assist in determining the specific needs of each space applicant.

The deadline for applications is now closed. The Department of Student Life will announce the application deadline for cubicles annually at the Spring RSO meeting.

The Cubicle Advisory Committee will use the following criteria to award space:

- Must be a RSO at least six months prior to the current application period
- Evidence of significant activity on campus and membership in the organization
- Current use if already a pre-existing tenant
- Potential impact on student life at the Kennesaw State University
- The collaborative nature of the group
- Good standing with the University

Space allocation is not an exact process. The Cubicle Advisory Committee will select organizations that fulfill all of the above criteria, and will seek to select organizations that adhere to all deadlines, policies, and behavioral expectations set forth by the Department of Student Life. The Cubicle Advisory Committee is comprised of representatives from: The Student Government Association, Current RSO Cubicle Tenants, and the Department of Student Life.

General Cubicle Space Guidelines

Individual and organizational behavior is accountable to the Department of Student Life utilizing the Space Guidelines, University Polices, the Student Handbook, and the RSD Conduct Code. It is the responsibility of organizations to inform their members of the rules of conduct in the cubicle space. A minimum of two organization members must attend the community tenant meeting at the beginning of their time as occupants of the space. This meeting will cover these policies and allow for questions and concerns to be answered. In order to maintain an atmosphere conducive to all student organizations, it is imperative that the following guidelines are followed:

Student Organization Registration:

Only registered student organizations of Kennesaw State University are eligible to apply for cubicle space. In the event that a registered student organization is granted the use of space and subsequently loses its registered status, the organization will, within ten (10) working days, vacate the space unless registered status is promptly restored.

Posted Information:

Student organization cubicle space is used as a resource for information for individuals who might be curious about your organization. In order to assist those individuals in learning more about your organization, each organization that receives cubicle space will be requested to fill out the Department of Student Life Cubicle Space Profile Sheet. It will also be the responsibility of your organization to keep copies available for interested students to pick up.

Office Hours:

Each student organization is expected to utilize their space for at least **10 hours a week**. It is important that your organization utilize the space provided by the Department of Student Life because other student organizations do not have the 'luxury' of having cubicle space. Please encourage members to use the space and take pride in it. If it is discovered that an organization is not maintaining the required office hours they could be asked to forfeit their allocated space.

The student organization's weekly office hours must be set and submitted to the Department of Student Life by the date announced at the tenant meeting. If your organization must make a significant change to its weekly office hours at any point during the semester, please notify the Department of Student Life. Again, failure to utilize allocated space appropriately is grounds for loss of the space. Cubicles shall be occupied solely by the organization(s) allocated that cubicle space.

Trash/Recycling:

Because of the nature of the shared space, it is expected that student organizations will maintain a sanitary environment at all times. This includes the disposal of food/beverage in the proper receptacles, as well as returning of trays to the dining area.

Organizations that abuse this privilege may be charged a clean-up fee not to exceed \$100.

Each space is provided a paper-recycling box that will be emptied daily. If you have questions regarding where materials to be recycled, please feel free to contact a Department of Student Life Staff member.

Cubicle Audit Forms Policy:

Student organizations must complete a space audit before moving into the cubicle/office area AND when the space allocation timeframe ends. Please turn completed audit forms in to the Department of Student Life.

Cubicle Furnishings:

All cubicles are equipped with a desk, small rolling desk file, rolling desk chair, and (1) one reception chair. These items must remain in the cubicle area. If any of these items are missing at the end of the organizations' time in the cubicle area, the organization may be charged for the cost to replace the items. The cubicle is to be maintained as office space, not storage space.

The cubicle area is equipped with a general multi-purpose den, one conference table and extra chairs that are available to any student organization member. These tables are used on a first come first served basis and cannot be reserved. Organizations are encouraged to use these spaces for large group meetings.

Technology

The community space in the cubes has seven computers for general use. Students can access these computers by logging in with their KSU Net ID & Password. Computer usage should be appropriate for a work environment. Students should be mindful of those working around them and keep distractions to a minimum. The Carmichael Student Center is a wireless hotspot so students are encouraged to bring a laptop to supplement their technological needs.

Repairs/Maintenance:

Requests for repairs and/or maintenance to cubicles/offices should be submitted to the Department of Student Life. Repairs or maintenance will be completed in a timely manner, which is contingent upon the nature of the request. Repairs or maintenance to equipment provided by the organization are the responsibility of the organization, not the Department of Student Life. Excessive damage to cubicle/office space by members of the organization is grounds for loss of the space, and assessment of appropriate fines.

Cubicle Decorations:

Signage with your organization's name and office hours will be supplied by the Department of Student Life. Please do not remove or cover this signage in the process of decorating your space. You may provide your own decorative signage as long as the organization's name and office hours are clearly visible.

Windows and ceilings of your cubicle area are not to be decorated in any way. The Department of Student Life must adhere to the fire code; therefore, no items may be displayed or hung from the ceiling. No signs or stickers may be placed on windows. No furniture or anything else may be mounted on the walls or floors of the cubicles. Do not place any items on top of the partition that may obscure or cover another organization's signage and/or cubicle number. Items that obscure signage may be removed by the Student Life staff. If you wish to attach items to the walls of your cubicle, please use only push pins, thumb tacks or scotch tape. Do not use any type of glue or other material that may damage the partition or cubicle as any repairs or replacement of equipment will be charged to your organization. You should be able to remove anything easily and should stay away from any stickers or permanent adhesive items. (Please see approved list of items provided by Student Life.)

Respect:

Please show respect and communicate with fellow cubicle occupants with regard to any problems that may occur. Additionally, student organization space is located within a public building, and it is important that cubicle space occupants and visitors to the cubes are mindful of that fact. Mostly, it is important that we remember that we are all part of a shared environment and that all KSU students are welcome to the common den area. In order to maintain a reasonable volume level in the Student Organization Cubicle Area, loud music may not be played (please utilize headphones).

Large organizational meetings will not be permitted in individual cubicles. Organizations should not play any sports, run, jump, or cause destruction, etc. while in the cubicle area. Student organizations found responsible for causing damage in the cubicle area will be held financially responsible.

Notifications:

Up-to-date information regarding cubicle space will be distributed via email using the cubicle community listserv. Please notify Student Life if leadership changes within your organization. Your organization will be responsible for any news update or policy changed shared via these means.

Personal Items:

Student organizations are responsible for any and all other items (including, but not limited to personal items) brought into the cubicle space area. Personal items should be marked accordingly. The cubicle/office area is not immune to theft or vandalism. **The Department of Student Life is not responsible for any items stolen or lost from the cubicle/office space area.** In the event of theft or loss, please notify Student Life, and file a report with campus police. Any purses, wallets, personal computers/laptops, portable televisions/dvd players, videos, textbooks, and other valuables are at risk if they are left unattended in the cubicle space area.

Items allowed in the cubicles are as follows: small decorative accessories, small bookcases, movable rugs (no home or industrial type carpets), rolling storage units, bean bags or pop up chairs, (no large or upholstered furniture of any kind. This includes, sofas, bunk beds, cots, arm chairs.) Items outside of this list **MUST** be approved by the Assistant Director for Student Involvement **BEFORE** moving into the assigned cubicle. **Organizations are NOT permitted to bring small appliances (microwaves, refrigerators, space heaters, toasters, toaster ovens, coffee pots, or any other comparable items) into the cubicles.** Organizations who fail to adhere to this rule will forfeit their cubicle assignment for the remainder of the year and will be ineligible to re-apply for one full cubicle year.

Smoking and Alcohol/Flammable Materials:

Student organizations are expected to follow all Kennesaw State University policies pertaining to smoking and alcoholic beverages. The Carmichael Student Center is a smoke-free building, including the 3rd floor balcony. Do not store flammable materials in the cubicle/office or den area.

Violations of Cubicle/Office Space Agreement Guidelines:

The Department of Student Life will enforce disciplinary actions outlined in the RSD Handbook for violations of these guidelines. The Department of Student Life will review alleged violations of the Space Agreement on a case-by-case basis and in accordance with the RSD Conduct Code. Potential sanctions for violations range from written warnings to revocation of space privileges and other RSD privileges. In instances where student organizations violate university or departmental policies, the Office of Student Conduct and Academic Integrity may be notified to proceed with an investigation.