

**The purpose of this policy is to outline the guidelines for use of designated rooms or office space within the Student Union by a Student Organization.**

1. Use of space within the Student Union is a privilege which will be extended to certain MTSU registered student organizations on an annual basis or at discretion of the Director of Student Organizations & Service.
2. The Office of Student Organizations and Service reserves the right to terminate an organization's use of space at the end of the designated occupancy period or due to a violation of the terms of use for the space. They also reserve the right to refuse to accommodate any organization's request for space.

**Terms of Use:**

1. The Office of Student Organizations and Service shall determine the length of use for each space. Typical length to use will follow an academic year calendar. Each space occupancy agreement will be reviewed on an annual basis with each group submitting a new request to utilize the space for the next academic year. Renewals are not guaranteed and may be contingent on allowing other student groups an opportunity to occupy office space.
2. Requests for space occupancy and renewal of space will be due in April each year and will be reviewed by the Student Organization and Service Director and designees. Decisions will be made by the end of the spring semester.

**Criteria for Student Organization Office Space:**

- A registered student organization with the Office of Student Organizations and Service (SOS) a minimum of one year, registered for Presidium (President's Retreat), completed all necessary reports through myMT, and in good standing with the University.
- Documented activities/programs that serve the MTSU student body (e.g. number of programs, numbers of student participation in meetings and events; co-sponsorship, open engagement with the University and greater community)
- Demonstration that the organization's activities reflect its stated mission, goals, and objectives.
- Suitability of organization functions and needs for available space.

**Priority given to groups who can demonstrate:**

- A student organization that has been registered with Student Organizations and Service for at least one year.
- Affiliation with the Center for Student Involvement and Leadership
- Ability to share space with other groups
- Willingness to maintain office hours (10 hours per week required)
- Lack of other designated space on campus

**Guidelines for Use of Space:**

1. The Office space is to be utilized for legitimate activities, meetings, gatherings, and functions consistent with the registered purpose of the organization and the curricular and co curricular mission of the University, and shall be compliant with all terms of this Agreement and University policies (MTSU Rights and Responsibilities, TBR Policies, Student Union Policies).
2. It is expected that all groups and guests of the organization utilizing the space maintain an attitude of respect and civility and respond in a professional manner to Center for Student Involvement and Leadership (CSIL) requests.
3. Organizations must maintain a minimum of 10 offices hours each week. All office hours must be posted on the door so that guests will know when they can reach you.
4. Sleeping, overnight stays, or using the office space as a place of residence in any way by any individual is absolutely prohibited and will automatically subject guilty persons to University disciplinary action and may result in immediate loss of office space privileges for the organization.
5. The designated office space must be kept clean and organized. Any shared common space should be kept clean of trash and other items at all times. Any changes in office appearance must be submitted to and approved by the Director of Leadership and Service. This includes changes of paint, hanging items on the wall, etc.
6. All furniture assigned to the office/space must remain in the office. All common area furniture must remain in the common area space and should not be placed in offices.
7. All damages to the space (carpet, furniture, walls, equipment, locks) are the responsibility of the organization, which may be assessed the cost of repairs, replacement and/or fines for the damage.
8. Guest Policy: An MTSU Student Organization member must accompany visitors who are not MTSU students or organization members. Organizations are responsible for guests' behaviors and actions.
9. MTSU assumes no responsibility for materials placed in or missing from the allocated spaces. No cash should be left in offices; deposits should be made within 24 hours following any collections.
10. Any general maintenance concerns should be reported to the Office of Leadership and Service.\
11. Organizations that lose recognition by MTSU or the Office of Leadership and Service will automatically forfeit their allocated space.
12. Allocated space will be checked weekly to ensure appropriate use and safety.
13. If it is determined that an organization is not utilizing their designated space or is using it inappropriately the Student Organizations & Service Director has the right to terminate the organization's use of the space.

**Agreement:**

I have read and understand the Student Organization Office Space Policy as well as the general Student Union policies. By signing below I am stating that my organization agrees to follow the above listed policies as well as the MTSU Rights and Responsibilities handbook. We realize that failure to do so could result in a loss of our designated space.

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Name of Organization (printed)

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President's Name (printed)

Signature

Date

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Vice President's Name (printed)

Signature

Date

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Advisor's Name (printed)

Signature

Date