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# University Centers Space Allocation Guidelines

Your organization must agree to abide by all University regulations and University Centers Space Allocation Guidelines. It is your responsibility to share these guidelines with your principal members and for the principal members to ensure that its members and guests follow these guidelines.

## Subletting and Reassigning Space

Your organization may not sublet or reassign its space to any organization or individual.

## Post Your Office Hours

All student organizations are required to post their office hours and the name and phone number or email address of at least one principal member on their office door or cubicle wall.

## Keys

Up to four (4) keys will be allocated to principal members of each organization assigned a lockable office space. All keys must be returned at the end of the academic year. A key policy will be in effect for non-principal members who wish to have access to office space. Failure to adhere to the policy on keys will result in the loss of access to keys by that specific member for the remainder of the year and may forfeit any deposits. The key policy may be obtained on the third floor of the Price Center, room 3.309, University Centers Executive Assistant office.

## Phone and Computer Lines Are Your Cost

Your organization is responsible for the costs to activate phone and computer lines in your space and monthly service charges.

## Keep Your Office Clean

Good standards of housekeeping are expected at all times. Help the custodial staff with the task of emptying trash and cleaning floors by putting trash into wastebaskets and keeping floors clear.

## Noise Levels: Be Considerate of Your Neighbors

Other students organizations neighbor your office. If your neighbors are too noisy, contact the University Centers at 534-0818 between 8 a.m. and 5 p.m.; after 5 p.m. contact EDNA at 534-EDNA. Student organizations that are repeatedly cautioned about noise by the University Centers and fail to heed warnings risk losing their space assignment.

## No Alcohol or Illegal Drugs

The storage and/or consumption of alcohol and/or illegal drugs are not permitted in your space. Your organization is responsible for enforcing this and other rules for its members and guests. A violation of this rule will result in loss of your space assignment and will disqualify your student organization from receiving space during the following years space allocation process.

## Avoid Fire Hazards

Smoking is not allowed in your space. In addition, cooking appliances, such as hot plates and coffee makers, and space heaters are not permitted. Call 911 immediately if you observe a fire.

## Personal Safety

All offices are equipped with locks. If you are alone in your office at night, use good judgment and lock your office. If you need an escort, call the Campus Safety Officer Escort Program at 534-9255.

## Loss of Valuables

Organizations and individuals must take every reasonable precaution to protect themselves from loss or damage. Do not store valuable personal possessions in your space. The University Centers and UCSD shall accept no

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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 members or guests of the organization.

### **Conserve Power**

One out of eight of the dollars of the budget of the University Centers is spent on utilities. To help conserve energy, turn out the lights to your office when you leave. If you have an office computer, turn the computer and the monitor off when your through. Only small, residence-hall style refrigerators are allowed in student organizations.

### **Vandalism and Damage**

If your space has been damaged or vandalized, notify the University Centers at 534-0818. Each space will be inspected for damages at the end of the spring quarter. However, University Centers has the right to coordinate inspections at any time. If your space has been damaged since its last inspection, your organization may be charged for the cost of the repairs and your student organization will be ineligible to reapply for space during the following years space allocation process. Any acts of vandalism committed by members or guests of your organization to your space may result in judicial or legal action, loss of your space, and your organization will be ineligible to apply for space during the following years space allocation process. Repeated offenses may result in longer suspension.

### **Physical Alterations to Your Office**

Your organization is not permitted to alter or penetrate the floor, walls, ceilings, and doors to its space. Furniture, shelving, equipment, or items may not be attached to the walls, ceilings, or floors, doors or partitions without written

permission of the University Centers maintenance manager. To submit such a request, submit a work order on line at <http://fixit.ucsd.edu>.

### **Furnishings**

No additional furnishings, such as sofas, may be put into your space without the approval of the University Centers. Furnishings, such as sofas, must be fire-rated for public buildings. Furnishings obtained from home furnishing stores do not meet this criterion. For more information contact the University Centers Executive Assistant at 822-4987.

### **Use of Meeting Space**

Meeting rooms and event space are available in the Price Center and Student Center for student organization meetings. Space in the Price Center and Student Center may be reserved through the One Stop Desk (534-7666), 3rd Floor Price Center East) at no charge provided that there is no charge for events held in the space and that no unusual costs are incurred for cleaning, setting up, etc.

### **Other Regulations**

In addition to the guidelines within this agreement, it is understood by your student organization that all applicable federal, state, and municipal laws and ordinances, and all other University policies and procedures apply to your organization members and guests in their use of your space.