



Student Organization Cubicle Space Application 2009 - 2010

Please note: Completion of this application does not guarantee cubicle space. Campus organizations are limited to one cubicle. This document is to be considered part of the Campus Organization Cubicle Guidelines. Campus organizations are encouraged to complete each section of the application as thoroughly as possible to help the Office of Student Life determine the specific needs to each applicant. Applying campus organizations must be currently registered, must maintain registration with the Student Government Association (SGA), and must have an on-campus account established. Questions regarding student organization status may be directed to the SGA Secretary at (843) 953-5722 or the Assistant Director of Student Life at (843) 953-2291.

The Office of Student Life will use the following criteria to award space:

- Evidence of significant student participation and membership in the organization
- Reason for desired cubicle space
- Mission and purpose of the organization
- Detailed list of goals and activities
- Potential impact on student life at the College of Charleston
- The collaborative nature of the group

Space allocation is not an exact process. The Office of Student Life will select organizations that fulfill all of the above criteria and will seek to select organizations that together offer a variety of opportunities (e.g. large and small, different goals and purposes, different types of organizations) in an effort to create a welcoming and inclusive environment for all students within the Stern Center.

Please return the completed application to the Assistant Director of Student Life, room 407 of the Stern Student Center **by 5 PM Monday, September 14, 2009.**

Any student organization allocated cubical space is expected to use the space:

- To help achieve organizational goals
- To promote the mission and purpose of the organization
- To contribute to the sense of community among the student organization offices in the respective facility
- To conduct organizational business (cubicle space is not to be used as storage space)
- To promote participation of current members and increase new membership



Application for Cubicle Space
2009-2010

Application Deadline: 5:00 p.m. on Monday, September 14, 2009

Name of Registered Organization: _____

President/Chair: _____ C of C I.D. #: _____

Phone Number: _____ Email Address: _____

Advisor: _____ Phone: _____

Email Address: _____ Department: _____

Justification: Please submit one typewritten page on a separate sheet of paper and attach it to this application. Your justification statement should include:

- A description of your organization (what purpose it serves, membership, frequency/size of regular meetings, activities and projects, etc.)
• Your organization's plans for use of the cubicle space throughout the remainder of the academic year, including proposed office hours for the 2009-2010 academic year
• The benefit of the space to your organization.

Cubicle Deposit: Each organization must submit a \$100 cubicle deposit (by IDT) to the Office of Student Life when a cubicle has been assigned to the group. Keys will not be issued and groups, and are not allowed to occupy a cubicle until the IDT has been received. In order for a group to receive a return on the deposit, the cubicle space must be cleaned out by the last day of Spring 2010 finals (Wednesday, May 5, 2010). If the cubicle is damaged or is not clean by this time, the cubicle deposit will be assessed.

Only registered campus organizations of the College of Charleston may apply for cubicle space in the Stern Student Center. In the event that a registered 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 restored by the Student Government Association (SGA) of the College of Charleston.

By signing below, the organization President/ Chair verifies that he/she has read and understands the Campus Organization Cubical Guidelines and all information included in the Cubical Application Packet.

Signature _____

Date _____



Campus Organization Cubicle Guidelines 2009-2010

1. **Posted Information:** The cubicles are used as a resource of information for both members and non-members who might be curious about your organization. Your organization **must** post:
 - a. A description of the organization, a calendar and description of upcoming activities and regular meeting dates with times and locations
 - b. A current contact list (email addresses or phone numbers as decided by your members) so interested parties can contact your organization
 - c. Qualifications for membership
 - d. A list of office hours (minimum of five hours per week) for the space.
 - e. All posted information must be kept current.
2. **Meeting Area:** Please use the tables located throughout the cubicles for impromptu meetings. Please keep hallways clear at all times and do not block or use other assigned cubicles for meetings.
3. **Key Sign-In:** Following the completion and approval of the cubicle application, the group will be assigned a numbered cubicle key that corresponds to a number on the cubicle. A sign-in sheet will be available for key checkout at the Copy Center Desk. Members of your organization will need to sign out cubicle keys in order to access the cubicle drawers. Keys **MUST** be returned to the Copy Center when the cubicle is not being used. If keys are lost or not returned, the cubicle deposit will be assessed and your organization will have to vacate the cubicle.
4. **Messages:** Guests should be directed to the Copy Center desk on the fourth floor of the Stern Center to leave packages, messages, or other items that need to be secured for your organization. These items will be placed in the mailbox assigned to your group. The mailbox should be checked regularly each week and cleaned out prior to the end of each semester.
5. **Cubicle Decorations:**
 - a. The signage with your organization's name and the cubicle number will be supplied by the Office of Student Life/Stern Student Center and is used for identification. Please do not remove or cover this signage in the process of decorating your space.
 - b. 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 Office of Student Life/Stern Center staff.
 - c. If you wish to attach items to the fabric walls of your cubicle, please use only push pins or thumb tacks. 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.
 - d. Do not write on the white board section of the cubicle. It is designed as a magnet message board, not a dry erase board. Dry erase markers can cause damage to the board and may result in the loss of the \$100 cubicle deposit.
7. **Cubicle Furnishings**

- a. Each cubicle is furnished with an L-shaped desk/work surface with three drawers, a two-drawer file cabinet, an overhead storage compartment and a chair. The cubicle is to be maintained as office space, **not storage space**.
 - b. Please refrain from sitting on the desktops to prevent damage to the cubicle furnishings, walls and/or cubicle contents.
 - c. Lost or damaged items are not the responsibility of the Office of Student Life or the Stern Center Staff.
 - d. Do not store flammable materials in the assigned cubicle area
 - e. Telephones and computer equipment need to be supplied by the organization that occupies the space. All costs related to equipment provided by the organization (phone bills, software, etc.) are the responsibility of the organization. The Office of Student Life and the Stern Student Center is not responsible for the loss or damage to equipment placed in cubicles by the organization.
- 8. Observance of Deadlines:** Deadlines for turning in requested information (such as contact information and office hours for each semester) and submitting payments or deposits are important! Compliance with deadlines illustrates organizational skills, fiscal responsibility and basic consideration for others. Failure to meet requested deadlines will be kept on record and could negatively impact the status of any future cubicle applications.
- 9. Responsibilities:** To maintain the professional atmosphere of the Office of Student Life and the Stern Student Center, campus organizations are expected to behave in a manner conducive to the work environment. Organizations are expected to maintain their space in such a manner as to project a positive image of their organization, show respect for the College of Charleston and exhibit regard for the well-being of all students. Behavior deemed detrimental or destructive will be reviewed by the Director of Student Life and may result in loss of the space and/or loss of registered status for the organization.
- 10. Evaluation of Workspace Use:** Periodic evaluations based on the above criteria provide data for usage assessment. As requests for space exceed availability, failure to utilize allocated space appropriately may be grounds for the loss of the space and the key deposit submitted.
- 11. Repairs/Maintenance:** Requests for repairs and/or maintenance to cubicles should be submitted to the Assistant Director of Student Life. Repairs or maintenance will be completed in as timely a manner as possible, depending upon the nature of the request. A status report regarding the request will be given to the organization's president and advisor within 48 hours of the time it is received. Repairs or maintenance to equipment provided by the organization are the responsibility of the organization, not the Office of Student Life or the Stern Student Center.