



## **Student Organization Room and Bake Sale Expectations, Fall 2017**

In order to maintain an atmosphere conducive to all student organizations it is imperative that the following guidelines are followed.

### ***College of Business Student Organization Room***

The College of Business shall provide office space **ONLY** to UTA recognized College of Business student organizations for the following purposes:

- To meet with their officers
- To plan and organize events
- For day to day activities related to the organization
- NOT for class assignments – go to Group Study Room (3<sup>rd</sup> Floor – Lab 3)
- Only these approved organizations are allowed to sign up for bake sales each semester.

**A UTA recognized College of Business student organization is defined by the Dean of the College of Business as:**

- UTA approved Student Organization and/
- College of Business academic related organization and/
- Organizations that only have College of Business students as members and/
- Organizations that only have a College of Business faculty member as Faculty Advisor.

### **Room/Cubical Assignments**

The College of Business, Dean's office is responsible for assigning COB student organizations cubicles and allowing up to 8 members have access to the room each semester.

### **Trash/Recycling**

Because of the nature of the space that we are all sharing, it is expected that student organizations will maintain a sanitary environment at all times. This includes the disposal of food/beverages in the proper receptacles. The College of Business is committed to recycling. Please dispose of recyclable materials in the proper receptacles.

### **Cubicle Furnishings**

All cubicles are equipped with a desk chair. This item must remain in the cubicle area. If any of chairs is missing at the end of the organizations' time in the cubicle area, the organization will be charged for the cost to replace the items. The cubicle is to be maintained as office space, not storage space.

## **Group Tables**

The student club/organizations area is equipped with one group table and chairs. Organizations are encouraged to use this area for group meetings. Larger meetings need to be conducted in COB. Rooms on the 6<sup>th</sup> floor can be reserved through the Dean's Office. Other rooms need to be reserved through ASTRA by request of the Administrative Assistant in the department which the organization resides.

## **Technology**

Individual organization may request a computer from their academic department but it may not be approved. It is up to each academic department. Individuals are welcome to bring their own laptop/iPad but should not leave them unattended in the room. The room has wireless connection.

## **Repairs/Maintenance**

Requests for repairs and/or maintenance to cubicles/offices should be submitted to the Dean's Office Executive Assistant, Trish Quiñones at [quinones@uta.edu](mailto:quinones@uta.edu). Excessive damage to cubicle/office space by members of the organization is grounds for loss of the space and/or payment for replacement.

## **Cubicle Decorations**

Signage with your organization's name will be supplied by the Dean's Office. 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.

## **Respect**

Please show respect and communicate with fellow cubicle occupants with regard to any problems that may occur. Additionally, the student organization space is located within a professional setting, and it is important that cubicle/office space occupants are mindful of that fact. In order to maintain a reasonable volume level in the cubicle area, loud music may not be played (please utilize headphones). Large club/organizational meetings will not be permitted in individual cubicles. You can reserve a room on the 6<sup>th</sup> floor for group meetings through [cobarooms@uta.edu](mailto:cobarooms@uta.edu). Organizations should not play any sports, run, and jump, or cause destruction, etc. while in the cubicle area. Student clubs/organizations found responsible for causing damage in the cubicle area will be held financially responsible.

## **Club Belongings**

Each club has been given a cubical with cabinets as well as shared shelf space. Clubs are asked not to put their belonging on other assigned or unassigned spaces. Clubs are also asked not to take any belongings of another club without prior permission. This includes borrowing items for bake sales or events. Violation of this type can be referred to UTA Judicial Affairs.

## **Notifications**

Up-to-date information regarding cubicle space will be distributed via email by the Dean's Office to advisors and officers who have access to the room. Please notify Dean's Office of any leadership changes within your organization and/or new officers that should be listed as contacts. Only eight officers from each organization can be granted access to the room.

## **Personal Items**

Student clubs/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. UTA and College of Business is not responsible for any items stolen or lost from the cubicle/office space area. In the event of theft or loss, please notify Dean's Office, and file a report with campus police.

## **Smoking and Alcohol/Flammable Materials**

Student clubs/organizations are expected to follow all UTA policies pertaining to smoking and alcoholic beverages. Organizations are NOT permitted to bring small appliances (microwaves, refrigerators, etc. or space heaters) or flammable materials into the cubicles or offices.

## **Violations of Cubicle/Office Space Agreement Guidelines**

Discipline for violations of these guidelines will be enforced by the Dean. Students who are allegedly found in violation of a condition will have to meet with the Dean to determine further action. Potential sanctions for violations range from written warnings to revocation of space privileges. In instances where student organizations violate college or departmental policies, the Dean may be notified to proceed with an investigation.

## **Temporary Closing of Office Space**

During University breaks (Thanksgiving, Winter, Spring and Summer), when student groups will not be accessing student office space regularly, the following process should be completed in order to ensure a safe environment (groups will have access to offices during breaks according to building hours):

- Removal of all perishable property and any food items
- Remove all trash
- Clean off all desks, chairs, cabinets, etc.

## **Office Space Expectations**

The office space is to be utilized for legitimate activities, meetings, gatherings and business of the student group. Sleeping, overnight stays, or any other activities for non-organizational purposes are absolutely prohibited and will result in removal of office space privileges.

## **Solicitation and Visitation**

Hosting outside visitors or students in your office space is not permitted. Only officers authorized to access and use the room can be permitted to be in the room.

## **Office Inspections**

The College of Business reserves the right to inspect the office space for the purpose of maintenance, sanitation, and safety concerns at any time. Some walkthroughs may occur in the event that the staff finds it appropriate to do so due to building and safety concerns.

## **Food and Other Related Items**

Having food within the office suite is acceptable, as long as the group takes the responsibility to clean after themselves and to remove all food waste, etc. If there becomes a concern regarding health and safety this privilege can be lost.

## ***College of Business Student Organization Bake Sale***

Each approved UTA College of Business student organizations is allowed to sign up for one-week slot to conduct bake sales in the designed Coffee Shop in the College of Business. If additional weeks are not allocated, groups can sign up for more than one week.

Bake Sales weeks are scheduled for Fall and Spring semesters.

COB Student Organizations representative will be responsible to contact the Assistant to the Dean of Technology and Facilities to coordinate opening and closing of the coffee shop as well as training and expectations for using the equipment in the facility.

COB Student Organizations are responsible for scheduling workers, purchasing inventory, managing finances, cleaning, and maintaining facilities. They are also responsible for housing unused inventory in the Student Organization room and removing items at the end of the academic year and/or when they are expired or not planned to be use again.

COB Student Organizations are required to contact Executive Assistant to the Dean if they need to change their assigned week or find another club to replace them. Two-week notice or more is desired to make changes.

**STUDENT ORGANIZATION GROUP OFFICE SPACE IN THE COLLEGE OF BUSINESS AND CONDUCT A BAKES SALE IN THE COLLEGE OF BUSINESS IS CONSIDERED TO BE A PRIVILEGE, NOT A RIGHT.**

**By having access to the COB Student Organization room (348D) and to participate in College of Business Bake Sales you have agreed that as a representative of a College of Business student organization, you will abide with the above expectations and make your organization accountable for the expectations cited.**