

## Hofstra University Student Government Association Club and Organization Office Space Policies

These policies and procedures must be followed by any club or organization that uses an office space through the Student Government Association (SGA). Failure to follow these policies could result in fines and/or revocation of club office space privileges. The purpose of these policies is to keep club offices safe, sanitary, and organized.

SGA reserves the right to distribute these office spaces how they see fit, audit throughout the year and re-access all office allocations at the end of each academic year.

### I. General Expectations

- a) All Clubs/Organizations are expected to use their office space solely for the purpose of conducting official club business. No students are permitted to reside in, sleep in, or utilize the office space for personal use.
- b) No organization is allowed to bring in furniture into their office (i.e. desks, refrigerators, couches, or file cabinets) without prior approval by SGA and Hofstra University. Any furniture in the office is considered property of Hofstra University.
- c) All office spaces must meet all fire codes and are subject to random checks.
- d) Posters, flyers, and stickers may be attached to the office doors and walls provided that they **do not damage** the surface. Staples and thumbtacks are strictly forbidden. They cannot block any windows, including the one on the door. Organizations must follow posting policies including adherence to fire safety codes and the Guide to Pride
- e) The tenant organization and club's primary contact are responsible for all activities that occur within the office space. This includes the actions of all persons in the office.
- f) There is absolutely no smoking, alcohol, or drugs allowed, at any time, in office spaces in the Student Center. Any violation may result in immediate revocation of the club office space and/or disciplinary action through the Office of Community Standards.
- g) The club office space will not be altered or painted in anyway by the tenant organization, including but not limited to, writing on the walls.
- h) The tenant is expected to keep the office space tidy and organized. Clutter, trash, and junk must be removed from the office space.
- i) Any items used for the purpose of the club that has been funded by SGA must be stored in an administrative building (i.e. NOT residence halls, cars etc.) Please talk to SGA prior to purchasing to ensure there is a space to store the item/s.

## II. Repercussions

- a) All Clubs/Organizations are responsible for any damages that occur to the office space and office furniture. This includes minor damages as well as major damages/defacement.
- b) The tenant organization is expected to pay for any replacement furniture or painting needed due to defacement, in addition to fines.
- c) Violations of any of the above policies will be assessed and the group (or individual) responsible will be subject to one or more sanctions, including, but not limited to: fines, disciplinary probation, loss of office space, etc. In the event of the latter, the office will be returned to SGA to be allocated to another club.