

Oberlin College & Conservatory

Student Union Services for Student Organizations

Policy Title: Student Union Services for Student Organizations

Responsible Position for Policy: Tina Zwegat - Director of Student Activities & Orientation, Associate Director of the Student Union

Office/Department Responsible for Policy: Student Union Office (Wilder 111)

Division Responsible for Policy: Student Life

Original Issue Date: ()

Last Revision Date: (05/27/2020)

Log of Previous Revisions: (02/2020) *(All previous known revision dates)*

I. Policy Purpose

II. Policy Statement This

III. Policy Scope/Eligibility: Policy applies to Student Organizations.

IV. Administration: Tina Zwegat - Director of Student Activities & Orientation, Associate Director of the Student Union

V. Procedures:

I. Office/Storage Space

- A. A limited number of student organizations may receive office and/or storage space in Wilder. In order to apply, a group must be fully chartered and be active (up-to-date officer list on file in the Student Union Office).
- B. Space allocations are not automatic, they are assigned each year, so groups which may already have in space in Wilder need to re-apply each year. Applications for office space (Student Union Service Requests) are distributed each spring, in order to be considered, all organizations must turn in the application by the deadline.

- C. Please remember that there are over 150 active student organizations and only around 30 offices, so the doubling and tripling up of offices is absolutely necessary. Even then, it is not always possible to accommodate all the organizations that may request an office. Organizational meetings should occur in meeting rooms in Wilder, please remember to schedule in advance with stunion@oberlin.edu. Office assignments are only done once a year. Student organizations are required to box up their offices by May 15 of each year. Should an organization fail to do this, there will be a charge and there is no guarantee that items will be kept from year to year. Any personal items left in student organization space will be discarded.
- II.
- III. **II. Telephone Service**
A limited number of student organizations may require a land line in their office. The request must be approved by the Student Finance Committee in the budget process. If your organization requested a phone line and it was approved, the installation takes place over the summer and the group will automatically be charged the regular monthly rental rate plus the installation fee. If you no longer wish to have a phone in your office, your organization will be charged a disconnection fee.
- IV.
- V. **III. Office Furniture**
You will be assigned office furniture over the summer. In a standard office, you will receive a desk, worktable, file cabinet, bookcase, storage cabinet, chair and lamp. You may request additional office furniture which will be added to your office over the summer. The movement of furniture may require the use of Facilities Operations Transportation Department, your organization will be charged for the resulting labor charges from the work order for any moving of furniture. Students are not permitted to bring furniture into Wilder without prior approval from the Director of the Student union. There are certain safety concerns that must be taken into consideration (flame retardant, etc.).
- VI.
- VII. **IV. Office Equipment**
The Student Union does not assign office equipment. Please notify the office assistant in Wilder 111 if you have any valuable equipment (computers, printers, etc.) in your office. Also, please clearly mark your equipment with a permanent marking process.
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- IX.
- X. **V. Access to your Office**
Access to your office is through a lock box located on the door jamb of your office. The lock box codes will be made available to the person who signs the lease, who must be listed on your Officer List. It is then up to your organization to distribute the lock box code to members as necessary. All codes will be changed during the summer. Should you require the code to be changed during the academic year, this will be done with a work order to the locksmith.
- XI.
- XII.
- XIII. **VI. Storage Space**
If you do not need an office for the school year or if you need extra storage space in addition to the office space, you may request it from the Student Union. If you are a new organization and therefore have no office, you may request storage space for the rest of the year instead. To do so, you must request the space in writing and see the Director of the Student Union.
- XIV.
- XV.
- XVI. **VII. Mailboxes**
A select group of student organizations (i.e., Review, Sexual Information Center, Senate) will have
- XVII.

mailboxes located inside the mailroom. Mail must be picked up at least once a week at the mail window. Groups who fail to pick up their mail will no longer have a mailbox in their organization name. Any other mail addressed to student organizations will be distributed to the OCMR of the Liaison.

Reviewed: 2.2020