## Centennial Student Union Procedure

<table>
<thead>
<tr>
<th>Procedure</th>
<th>Effective Date</th>
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<tbody>
<tr>
<td>RSO Clubhouse</td>
<td>7/1/2013</td>
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<tr>
<th>Custodian of Procedure</th>
<th>Last review</th>
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<tbody>
<tr>
<td>Assistant Director of Recognized Student Organizations</td>
<td>7/1/2013</td>
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### Statement

The office of Student Activities understands that student organizations may have needs for storage space and/or space to hold meetings and assemble. The RSO Clubhouse is a space within Student Activities designated for these purposes. Student Activities encourages officers of student organizations to inquire about use of the space when deemed beneficial to their organization.

### Procedures

- Use of the RSO Clubhouse space must be planned and organized by the Assistant Director for Student Organizations and/or the RSO graduate assistant. Advanced consultation with the Assistant Director is necessary in order to gain use of space.
- Allocation of space will be determined upon assessment of need for space by RSO’s requesting Clubhouse storage space and/or meeting space.
- Delegation of space will be arranged and determined by the end of September for each year.
- RSO’s rewarded space will be subject to the following expectations and revocation of space will be enforced if expectations are not met:
  - **Storage units:**
    - ALL equipment and/or supplies MUST fit within storage unit assigned.
    - Equipment, materials or supplies stored beyond storage unit (on-top of shelves or tables, etc.) for any one RSO will be removed from space and discarded by the CSU maintenance team.
  - **Room use:**
    - ALL materials or supplies brought into the space for meeting purposes MUST be removed upon completion of space use.
    - Any food, beverages or garbage collected during meeting time MUST be discarded by organization.

### Rationale

The purpose of this policy is to maintain the cleanliness and upkeep of the Centennial Student Union.