

Centennial Student Union Procedure

Procedure RSO Clubhouse	Effective Date 7/1/2013
Custodian of Procedure Assistant Director of Recognized Student Organizations	Last review 7/1/2013

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.