



STUDENT ORGANIZATION ROOM POLICIES, PROCEDURES AND GUIDELINES

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OSL EXPECTATIONS

The Office of Student Life is committed to providing diverse opportunities for students to maximize your personal growth through co-curricular involvement. Having a student organization room is a privilege at John Jay College; therefore we expect student organizations to follow certain guidelines to continue the growth of their organization.

1. Attend the MANDATORY workshops, training and leadership retreats that the Office of Student Life provides for you and your organization throughout the academic year.
2. Check your student organization mailbox which is located in the Office of Student Life, in the New Building, Room L2.71.00.
3. Check your student organization email address daily; your student organization email address is **(student organizationname@jjay.cuny.edu)**. If it is not checked; we will be notified by ITSS.
4. Provide the office with monthly calendar of your events (i.e. meetings, programs and or planning sessions); so that we can assist in promoting these events by including them in our office student organization calendar that will be posted throughout the John Jay community.
5. Keep GREAT communication with the Office of Student Life.

Student Organization Office Space

To be eligible for student office space, the student organization must be recognized by John Jay College and the Student Government Association. Rooms will be assigned by the Office of Student Life (based on availability) and the group must have all updated and current rosters and recognition documents on file in the Office of Student Life. Office assignments, although renewable, are not permanent. The Office of Student Life reserves the right to place more than one student organization in any given space, based on the demand. If multiple student organizations are assigned to the same space, adequate furniture and equipment will be provided in order for effective sharing. We expect student organizations to be courteous and respectful of those sharing space. Room space is assigned for a specific period of time, the academic year, which runs from the completion of the fall student organization registration period until the last day of spring semester examinations. Any student organization that loses its recognition status will not be eligible to maintain office space.

Members of the student groups may access the offices during normal operating hours of 7am-11pm.

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. Executive officers should maintain regular office hours (10 hours per week) to conduct the business of the student organization and be available to answer questions from interested students.

Office Inspections

John Jay College and the board that governs it, reserves the right to inspect the office space for the purpose of maintenance, sanitation, and safety concerns. Walkthroughs will be conducted by Public Safety officers as well as our staff daily to ensure noise, safety and building protocols.

Temporary Closing of Office Space

During John Jay College breaks (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 pending access approval from the Office of Student Life and according to building hours):

- Removal of all perishable property and any food items
- Unplug all electrical appliances
- Remove all trash
- Clean off all desks, chairs, cabinets, etc...
- Remove any paper from windows or doors
- Turn off all lights
- Shut and lock all doors

Student Organization Room Keys

Only the Executive Board of the organization (President, Vice President, Treasurer and Secretary) is eligible to receive student organization room keys upon completion of the compliance paperwork and Key Authorization Form signed by the Director of Student Life. Each executive member of the group will receive notification through their student organization email account to report to the Office of Public Safety, room 530T to pick up and sign for their key. Student organization room locks are changed every year, and student organizations must meet compliance requirements in order for the executives to receive new keys to their student organization room. The key must be returned by the end of the academic year (or as executive members change) to the Office of Public Safety. If the key is not returned, the Office of Student Life will charge the student with the cost of changing the locks and replacing the key (\$25 replacement fee and \$50 for a lock replacement). The President of the organization must provide the Office of Student Life an updated executive member list (President, Vice President, Treasurer and Secretary); only the names of these individuals listed will be eligible for a "key run" (a key run is when someone is locked out of their room and a Public Safety officer has to come and open it for them). Key runs will be done through the Office of Public Safety and can ONLY be signed by a HEO staff member in the Office of Student Life.

Student Organization Email and Mailboxes

Student organizations will receive their own mailbox in the Office of Student Life. Each student organization will also be assigned a student organization e-mail address for their business and membership use (please contact the Office of Student Life for passwords and access). It is IMPERATIVE that all student organization executive board members check their student and student organization email accounts at least three (3) times a week.

Telephone, Voicemail and Network Access

Each organization will be provided with a phone, a phone number, voicemail, computer and internet access. The systems are John Jay College-based systems; all equipment shall remain in the office at all times.

Office Furniture/Equipment

The organization will be provided with basic furniture and equipment. The organization is responsible for the furniture within the space at move-in as per the Office of Student Life Inventory Form. Any furniture present at move-in must be present at move-out. Furniture may not be removed due to lack of storage, and shall remain in the offices assigned. Moving furniture from other areas of John Jay College is strictly prohibited. For safety reasons, any additional furniture/equipment that the student organization would like to bring into the office must first be approved by the Office of Student Life. Equipment with open heat coils or heating elements is strictly prohibited.

Office Conduct

Student organizations shall not use their designated office space to conduct or support commercial activities or personal social events. Student organizations shall not participate in ANY action involving *physical* or *mental abuse*, *harassment*, *intimidation* of which threatens or endangers the health, well-being or safety of any person. Also there will be NO consumption or possession of *alcohol*, *drugs*, or *paraphernalia* in the space.

Student organization members will NOT engage in any behavior that could be considered as *sexual, obscene, or abusive*. In conclusion, the possession of any *firearms, weapons or other dangerous instruments* are not allowed.

Solicitation and Visitation

Hosting outside visitors in your office space may be permitted as long as the activity is congruent with the intended purpose of the organization. Door-to-door solicitation by outside vendors is prohibited. Every guest/visitor is subject to College rules and regulations. Hosts of guests will duly be held responsible for the guests that they bring.

Office Care and Maintenance

The members of the organization will be held responsible for the cleanliness of the office space ensuring proper maintenance and safety of the space at all times. If furniture and/or other items in the office are damaged or require maintenance, notify the Office of Student Life for a work order to be issued. Notification should be done within a week of the first observation of the issue. If there is a facilities or technical issue within the office (i.e. light bulb out, electricity not working, computer issues, etc.) an email request for maintenance must be submitted to the Office of Student Life. Custodial staff will empty trash everyday as long as you place your garbage cans outside of your student organization room door. The custodial staff is not expected to clean your office space.

Decorations

Student organizations are permitted to decorate the office space to make it suitable to the needs of the organization and to encourage a positive environment for its members and guests. However, there can be no explicit, offensive or obscene language and/or pictures inside or outside the office space. Decorations and other items displayed within the space should not create a health, safety or sanitation hazard.

Food and Other Related Items

Having food within the office space is acceptable. Students are responsible for cleaning up after themselves, removing all food waste and returning food service items to FOOD SERVICES. Alcohol and smoking in the office area is STRICTLY prohibited and will result in sanctions according to the John Jay College/CUNY Student Code of Conduct.

The Office Student Life shall provide office space ONLY to recognized student organizations for the following purposes:

- To meet with their membership
 - To plan and organize events
 - For day to day activities related to the organization
 - To post and maintain at least 10 office hours per week while classes are in session
 - To maintain student organization correspondence to and from the Office of Student Life via email, voicemail, and mailboxes.
1. Failure of any student organization to abide by the student organization room policies, procedures and guidelines contract will result in the loss of office use privileges. The Office of Student Life has complete authority to REMOVE any student organization from any office at any time.
 2. All office assignments are conditional upon the following principles:
 - The group must be certified and meet compliance
 - The group continues its active status
 - The assigned student organization offices are maintained in good order
 - The group must agree to share space with 1 or 2 other organizations
 - All rules and regulations of the College are followed by the group assigned to this space
 3. Office assignments, although renewable, are not permanent.
 4. Operating hours of John Jay College are 7:00am – 11:00pm

5. In order to resume occupancy of a student organization room, a completed Student Contract must be submitted and on file in the Office of Student Life.
6. Valuables (i.e., electronic equipment, books, cash, etc.) should not be left in student organization offices. Neither John Jay College nor the Office of Student Life will be responsible for the loss of personal property from student organization offices.
7. Student organizations are responsible for basic sanitation/cleaning of assigned space. It is the responsibility of the student organization to keep the student organization office neat and in good repair/condition as it was given.
8. The student organization shall be held financially responsible for damages to the facility and/or furnishings, beyond normal wear and tear.
9. Student organizations are required to vacate their assigned office space at the end of the academic year.

The Following Conduct is NOT ALLOWED!!

- ∅ Participating in any action involving *physical or mental abuse, harassment, intimidation* for which threatens or *endangers* the health, well-being or safety of any person.
- ∅ Using student organization designated office space to conduct or support commercial activities or personal social events.
- ∅ The consumption or possession of ANY *alcohol, drugs, or paraphernalia*.
- ∅ Engaging in ANY behavior that could be considered as *sexual, obscene, or abusive*; this also includes decorations (i.e. posters and hangings inside and outside of student organization room space).
- ∅ Possession of ANY *firearm, weapon* and /or *other dangerous instruments*.
- ∅ Office space may not be used for storage purposes.