

Lorain County Community College

Office of Student Life

Student Club Agreement and Guidelines for Cubicle Use

Cubicle space is assigned to current recognized and active student clubs yearly from the Fall to Summer semesters. Each year, student clubs must apply for cubicle space in order to be considered for the next academic year; cubicle space is not guaranteed from year to year. A letter will be sent electronically to all recognized clubs prior to the Summer semester, containing dates and deadline information to apply for a cubicle space for the upcoming academic year.

Cubicle space will be assigned to those clubs who are conducting regular meetings and events/activities on campus. If there are more clubs than cubicle space available, cubicle space will be determined based on the number of meetings and or events/activities held on campus during the current academic year; all meetings, events/activities must be submitted through the Office of Student Life in order to be counted.

Recognized Student Club Requirements

In order to request a cubicle for the upcoming semester, each student club will need to do the following:

- Must have active status:
 - Turn in your club slate of officers Fall & Spring semesters.
 - Participate with a minimum of 10 hours in Welcome Week, Fall & Spring semesters.
 - Turn in your club constitution once for that academic year (preferably Fall Semester) to The Office of Student Life by the given deadline.
 - Hold a minimum of ten (10) office hours per week in the cubicle space by club members.
 - Complete and turn in this Student Club Agreement to the Office of Student Life, annually.

Cubicle Space Guidelines

By assuming the designated cubicle space, your student club is agreeing to follow the guidelines listed below.

1. The Cubicle Agreement is for one academic year; assigned annually. The Office of Student Life will contact the student club to inform the club president of the status of the request once reviewed.
2. Each club agreement will be reviewed on a periodic basis. Agreement reviews will take place every April and/or December, if spaces become available mid-year. Mid-year reviews may be conducted in January. Review of space will be based upon whether the club adhered to the policies listed below, and will be conducted by the Office of Student Life staff.
3. The College shall provide cubicles and office space to recognized active student clubs solely for the purposes of supporting their campus activities. Students shall not use College facilities to conduct or support commercial activities. If it is deemed by the Office of Student Life that a club's primary use of their assigned space is for storage, they will forfeit their agreement and be assigned storage space, if space is available.
4. Fundraising activities shall be permitted provided they are consistent with College policies and are related to the purposes of the club. Fundraising activities must be approved by the Office of Student Life.
5. Access to club cubicles and office space will be granted during regular College Center building hours. After hour access must be granted by the Office of Campus Security.
6. Keys for cubicles and file cabinets will be issued to the club president by the Office of Student Life. All outgoing officers must return their keys at the end of their term or no later than the notified date given by the Office of Student Life, so that keys may be reissued to the incoming officers. Non-returned keys will incur replacement fees to the individual.
7. If your club's president should change, during any of the specified semesters, the issued key will need to be turned into the Office of Student Life. Once a new slate of officers is submitted indicating the new club president, the key will be reissued to the new president.
8. Each club is responsible for providing the Office of Student Life with a current roster with all member names and email addresses. The list must be maintained with additions and deletions on a semester basis. Updates should be submitted to the Office of Student Life.
9. Each club should have office hours posted inside their assigned cubicle. Office hours are defined as a schedule of hours when at least one student member of the club will be available to the general public. Each club is required to hold a minimum of ten (10) office

hours per week. A copy of these hours is to be forwarded to the Office of Student Life. Sign-in sheets are required; each club member must sign-in and out at the front desk with Student Life staff.

10. It is the responsibility of the student club and their members/guests to be knowledgeable of and to comply with all college policies, guidelines, and regulations which govern the general and specific use of campus facilities. Failure to abide by clearly stated policies, guidelines, and regulations may result in the club losing its allocated space.
11. Club members shall be responsible for advising their guests of policies and guidelines which regulate the use of cubicle and office space. Clubs shall be held responsible for the behavior of their guests. Given the close proximity of club cubicles, clubs and their guests shall conduct their activities in such a way that shall not disturb others. Students should be respectful to other clubs and keep the noise level down and use appropriate language.
12. It is the responsibility of all occupants to keep the premises neat and in as good repair and condition as at the start of the agreement. The club may be held financially responsible for damages to the facility and/or furnishings beyond normal wear and tear.
13. The club cubicles and the office should be kept orderly with work surfaces and floors cleared at the end of each day so that routine cleaning services may be provided. The cleaning service shall empty office waste baskets as scheduled; however, clubs are responsible for cleaning the desk and keeping the counters and tables cleaned; all boxes and packing materials that cannot fit in the waste baskets should be clearly marked as trash. Clubs are responsible for basic sanitation in assigned spaces.
All users must be careful when bringing food or beverages into the office or club space.
 - In order that prompt and appropriate custodial services may be provided, all food, beverage and other stain-causing spills should be taken care of immediately. The Office of Student Life should be contacted immediately if assistance is needed in clean-up.
 - Storage of large items should be stored in the basement; clubs must get a staff member from the Office of Student Life to let them into the designated storage area.
 - Cubicle maintenance guidelines are as follows (but not limited to):
 - Cubicle and its surrounding space are kept neat, organized, and clean
 - No food or drinks or any other items that can spoil should be left behind
 - Cubicle space is meant to be used as a working space
14. The College provides a reasonable complement of appropriate furnishings to offices; therefore, clubs are not permitted to provide its own furnishings. Exceptions may be made for specialized equipment necessary for the club to conduct business and/or equipment designed to comply with ADA requirements. Requests to bring in specialized furnishings

and/or comply with ADA requirements, must be made in writing to the Office of Student Life. Furnishings may not be rearranged or removed without prior authorization from the Office of Student Life.

15. Student clubs are not permitted to make physical renovations or changes of any kind to the club space or furnishings. Requests for maintenance or furnishings are to be made in writing to the Office of Student Life.
16. The College provides the club office with a dry erase board (a writing wall). This wall should not contain inappropriate markings (i.e. words, pictures or signage). If there are any questions regarding what is considered inappropriate, please refer to the guidelines set forth in the student code of conduct.
17. Clubs may not attach fixtures, decorative items, posters or flyers to the walls, ceilings, floors, doors, exterior or interior windows, furnishings or other surfaces. Items may be posted in club cubicle space.
18. The College does not cover the loss of personal property and assumes no liability for the security of equipment, furnishings, documents or personal items. The Office of Student Life strongly recommends that the club members and their guests not leave personal items unattended.
19. Student clubs may provide their own office supplies, such as laptop computers, calculators, etc.; however, the College shall not be responsible for the security of any items left in the cubicles or office space.
20. Club members may not bring into the cubicles and/or office space personal refrigerators, microwaves or other food preparation equipment, heaters, fans or any other electrical consumption appliances for the personal use of the clubs and/or students.
21. The College provides mail delivery for all active student clubs. Each club recognized by the Office of Student Life shall receive one mailbox in the Club Office Space. Club members are expected to check mailboxes frequently for incoming mail; outgoing mail should be placed in the outgoing mailbox in the Office of Student Life. Mailboxes shall not be utilized for the personal use of individual members.
22. Each club is responsible for removal of club items upon termination of this agreement. If your club members lose privileges, transfer, graduate or leave the College, they are responsible for picking up club and/or personal items. The Office of Student Life is NOT responsible for moving and/or storing any club related or personal materials. All items not picked-up by the deadline given, will be discarded.
23. The Office of Student Life staff will routinely inspect club spaces to ensure compliance with College policies and other regulations governed by the College. The Manager of Student Life may revoke space privileges of any kind if the aforementioned guidelines are not followed.

24. Failure to sign and return this agreement on or before the due date specified by the Office of Student Life may result in the revocation of assigned cubicle space.

As an authorized representative/officer of the club or organization listed below, I have read the above and agree to follow these guidelines.

Name of Club or Organization

President's Name/Signature

Date

President's Phone Number

President's E-mail Address

Advisor's Name/Signature

Date

For Office of Student Life Use Only

Approved –If approved, cubicle number assigned _____

Denied—If denied, reason: _____

Manager of Student Life Signature

Date

Notified Club/Organization by: Phone Email In Person