

# Student Organization Center

The Student Organization Center is a central place for student organizations to function and interact in a professional manner. The Student Organization Center is located on the second floor of Caine Student Center. The center includes office space, a storage area, organization mailboxes, phones, and a work area. Office space is assigned by the Office of Student Activities based on demonstrated contributions to campus life and an application process. Organizations failing to adhere to the Usage Guidelines will lose office privileges. Office assignments are subject to change based on usage.

## Hours of Operation

Monday-Thursday	8:30 a.m. to 10:00 p.m.
Friday	8:30 a.m. to 7:00 p.m.
Saturday-Sunday	10:00 a.m. to 5:00 p.m.

## Usage Guidelines

1. The president of each organization using an office will be assigned a key. Organizations may submit to Campus Safety a list of members eligible to check out a key. For security reasons, the Student Organization Center will be locked after hours. Only students eligible to check out a key from Campus Safety will have access to the center.
2. Organizations with office space are required to provide 3 office hours per week during regular Student Organization Center hours. A log book will be provided in each office to record office hours.
3. Organizations sharing offices are encouraged to discuss office hours with each other to avoid having too many people in the office at one time.
4. The Student Organization Center is meant to be a professional work environment free of discrimination and harassment. Please see the Discrimination and Discriminatory Harassment Policy in the Adrian College Student Handbook for more information.
5. Student organization members are expected to respect and communicate with other organizations. Please be mindful that respect includes, but is not limited to, using language that is appropriate in a professional setting. Using profane, objectionable, or offensive language will not be tolerated.
6. Disruptive behavior, including loud music and horseplay, will not be tolerated in the Student Organization Center.
7. Postings in the common area of the Student Organization Center must adhere to the Adrian College Posting Policy.
8. Obscene posters or postings are not permitted in student organization offices. Postings that promote alcohol or drug use, violation of local or state law, or which present poor judgment or taste will be removed.
9. Organizations are responsible for maintaining a neat and organized office. Food items, trays, trash, boxes, etc. must be removed after they are used.
10. A phone and voicemail will be provided for each office. Organizations are to check the voicemail on a regular basis and leave detailed messages for other organizations.
11. Each organization will have a file drawer. Organizations are expected to respect the space of other organizations in the office.
12. All office supplies are to be shared among organizations in a given office, unless the supplies were purchased with organization funds. In this case the supplies are to be stored in the organization's file drawer.
13. Windows are not to be covered or painted.
14. No furniture should be brought into the Student Organization Center. Likewise, furniture located in the Student Organization Center is not to be removed.
15. Violations of the Usage Guidelines for the Student Organization Center will be addressed by the Director of Student Activities and/or the Associate Dean for Student Affairs.