

# HUB-Robeson Center Advisory Board

## Criteria for Evaluation of Space

1. The student organization must be in good standing with the Office of Student Leadership and Involvement.
2. The student organization must have an ASA account and be in good standing with ASA.
3. The student organization must not have any outstanding invoices payable to the University and/or to any outside vendors.
4. The HUB-Robeson Center Advisory Board will take into account if the organization has violated any University policy within the last two years and the nature of the violations when considering space allocation.
  - i. Policy violations will be reviewed up to 2 prior academic years (including summers).
5. The student organization, regardless of the size of its membership or previous space assignment status, contributes to and is active in the community.
  - i. Meetings, programming, travel, etc.
6. The mission of the organization relates to the Mission Statement of the HUB-Robeson Center.
  - i. "Giving back to the HUB" i.e. hosting meetings, events, using HUB space, etc.
7. Office hours must be posted and honored.
8. Office space is to be kept clean and recycling must be practiced as there are no trash containers permitted in the offices.
9. The student organization cannot hold any other office space on campus.
10. The Penn State Values must be adhered to while occupying a student organization office space in the HUB.

To be considered for space, a student organization must submit its application in the spring semester. A date will be advertised in January through the President's Listserv.

After the space allocation committee is selected, a sweep of all office space will occur on a regular basis up until the selection process is complete.