



**HUB-ROBESON CENTER
STUDENT ORGANIZATION OFFICE SPACE AGREEMENT
FALL 2019 - SPRING 2020**

This agreement sets the terms and conditions under which student organizations may use the office space in the HUB-Robeson Center. It is expected that organizations with offices in the HUB act responsibly by taking care of the furnishings and the office they've been assigned.

Complete policies are posted at <https://studentaffairs.psu.edu/hub/advisory-board>. It is your responsibility to review and comply to all office space policies. The policies listed at the above web address supersede this document as revisions may occur throughout the year. In addition to the terms already set forth in Policies and Rules for Student Organizations, all student groups agree to adhere to the following:

1. Length of Time

Office space is assigned by the HUB-Robeson Center Advisory Board on a yearly basis. All organizations with offices in the HUB-Robeson Center **must re-apply yearly in January** by completing the on-line application to be considered for space. If an organization does not re-apply for space by the deadline, their space will be reassigned. **Office space is not guaranteed.** New organizations are permitted to move into their office space beginning the first day of Summer Intercession. Space must be vacated by the last day of finals each spring semester.

2. Office Space and Furniture

- Organizations assigned to **individual offices** are provided with a desk, chair, white board, conference table, and chairs.
- Organizations assigned to **shared office space** will have a desk and chair and will **share** a white board, conference table. Organizations must be considerate of the other organizations who share the office.
- Office furnishings may be moved around within each office to accommodate the organization's needs but the furniture **must not** be removed from the offices. Lounge furniture and study area chairs may not be moved into any individual student organization's office. *If you need additional chairs contact Brad Wagner, Supervisor of Maintenance, at 865-2221.*
- All physical changes to the office and the addition of furniture must be approved in advance by Mary Edgington, Senior Director of the HUB-Robeson Center or Carlos Wiley, Director of the Paul Robeson Cultural Center, depending on specific area.
- It is expected that student organizations will maintain a clean office area. The offices are not storage units and must be maintained free of clutter. Food should not be stored in offices. **Food trays should be returned to the ground floor, not kept in the office or placed on recycle bins on the second and third floors.** HUB-Robeson Center Tech Service Staff will periodically clean the office areas. Any damages to the furnishings and/or the office will be the responsibility of the organizations.
- Anything to be placed on the walls must be hung by the HUB staff. Items may be placed on the bulletin boards found on the door to the office. Items may not be taped to the walls or doors. If this occurs, the items will be removed by HUB staff. Student organizations will be charged for repairing and painting the walls if damage occurs.

- If you have any questions regarding hanging items or making changes to the office, please ask Brad Wagner, Supervisor of Maintenance, for guidance and permission.

3. Use of Office

Information requested on the application includes office hours. Your organization is expected to maintain advertised office hours. Office hours must be posted on the door of each office space. Failure to do so could result in the loss of your space. Offices are designed to conduct daily organization business and small committee meetings. For larger meetings, organizations can schedule meeting space, free of charge through the Event Management Office located in room 125 and on the web at <https://25live.collegenet.com/psu>.

4. Card Swipe Access

The President will be required to fill out a card swipe access agreement and to provide a list of members who are permitted to access the office. The president is responsible for this space and who has access to the space. **All previous year card swipe access information will be removed on June 28, 2019.** All clubs will need to submit new forms for access for the new year. This form can be accessed by visiting: <https://studentaffairs.psu.edu/involvement-student-life/student-organizations/policies-procedures/card-swipe-access>. Please complete this form and submit to 237 HUB.

5. Fundraising and Collection of Funds

- If your organization is sponsoring a fundraiser out of your assigned office space, you must register the event with the Event Management Office in 125 HUB-Robeson Center.
- Any monetary funds belonging to registered student organizations cannot be held in the student organization offices in the HUB-Robeson Center overnight. Any funds collected should be deposited into the respective ASA account within 24 hours of collection or placed in the overnight deposit area next to the ASA office over the weekend. If using the night deposit, please request appropriate collection bags from ASA prior to using this service.

6. Storage

Locker space is available on a first come first serve basis. Please go to 237 HUB to apply for locker space. The offices are to be utilized for meetings and discussion, not for major storage.

7. Mailbox File

Each recognized organization has a mail file located at the HUB Information Desk. All correspondence received by the University for your organization is placed in this file. Please check this file often! Money should never be placed in this file. Package delivery notices will be placed in your files as well. A member of the organization will need to sign for pick-up.

8. Complaints

If a complaint is received from an organization sharing the office with you, you will be sent an e-mail regarding the problem. The Union and Student Activities office and the HUB-Robeson Center Advisory Board will be notified when a complaint is received. Unresolved problems will result in possible referral to the Student Organization Conduct Committee and possible sanctions, which may include the loss of your office space.

9. Students who utilize office space in the HUB-Robeson Center are expected to practice Penn State's Sustainability mission which states that sustainability will be comprehensively integrated into the University's research, teaching, outreach, and operations as it prepares students, faculty, & staff to be sustainability leaders. All students who use student office space in the HUB are expected to recycle their products and use the recycling containers found throughout the HUB. No trash cans, etc. are permitted in the office areas.

FAILURE TO COMPLY WITH THESE POLICIES MAY RESULT IN THE LOSS OF OFFICE SPACE
AND/OR OTHER SANCTIONS.

Complete policies are posted at <https://studentaffairs.psu.edu/hub/advisory-board>.

It is your responsibility to review and comply to all office space policies.
The policies listed at the above web address supersede this document as revisions may occur throughout the year.

As the president/director/chair or designee of my organization, I have reviewed this agreement
and accept these terms for my organization.

Name of Organization: _____ Office Room # _____

President's Name: _____ President's Email: _____

Phone Number (cell preferred): _____

YES, I have read the contents of the Space Agreement.

Please sign and return to 237 HUB-Robeson Center.

President's Signature: _____ Date: _____