

## **Space Allocation Policy**

Space Allocation Committee - Student Union Building Board - University of New Mexico

University of New Mexico chartered student organizations are eligible to apply for storage and office space within the UNM Student Union Building free of charge. This policy outlines the application and allocation process for chartered student organization to apply for space within the UNM Student Union Building (SUB).

### **I. General Requirements to Apply for Space**

- A. Only student organizations that have completed the chartering process through the Student Activities Center are eligible to apply for student organization office space in the SUB.
- B. All applications must be submitted by the student organization and reviewed by the SUB Board Space Allocation Committee annually.
- C. The application process and all decisions regarding the allocation of space will be completed through the SUB Board Space Allocation Committee.

### **II. Applying for Space**

- A. Applications will be made available to student organizations no later than the first Friday of the Spring semester.
- B. Any student organization wishing to obtain office or storage space for the following academic year must apply in order to receive space.
- C. Student organizations that currently have allocated space and would like to continue to occupy space in the SUB must re-apply.
- D. Completed applications must be submitted to the Student Union Project Coordinator in the SUB Administration Office by the fifth Friday of the Spring semester no later than 5:00 p.m.
- E. A receipt will be given for each application which indicates the date and time it was submitted. The date and time received on emailed applications will be considered the receipt for those applications.

### **III. Allocating Space and Hearing Procedures**

- A. Hearings will only be scheduled for chartered student organizations which have submitted a completed application by the designated deadline.
- B. The Space Allocation Committee will determine the criteria for hearings.
- C. The hearing dates and schedule will be made available via the SUB website by no later than the sixth Friday of the Spring semester.

### **IV. Criteria for Allocating Space**

- A. Only chartered student organizations will be allocated space.
- B. A combination of the following criteria will be used to determine space allocation for each student organization: history of usage, size of organization, activities and accomplishments, length of organization's tenure at UNM, length of time an organization has had a space in the SUB.

**V. Action Upon Completion of Allocation Process**

- A. The Space Allocation Committee shall provide a recommendation consisting of proposed occupants for each of the SUB offices and storage space to the full SUB Board no later than the first meeting in April.
- B. The Space Allocation Committee shall provide a ranking-order of alternate occupants that is to be used in the event that one or more of the occupants does not successfully complete the requirements to maintain space.
- C. Upon approval by the SUB Board, each chartered student organization will be notified of status of their space allocation request. The process for appealing the SUB Board's decision will be communicated to each organization at that time.
- D. After the appeals process has concluded and the final space allocation is approved by the SUB Board each organization will be notified.

**VI. Alternate Occupants List**

- A. The alternate occupants list created during the Space Allocation Process and will consist of a ranked list of student organizations that applied for space but did not receive a space allocation.
- B. If space becomes available, the SUB Project Coordinator will contact organizations in the order of the alternate occupants list to fill the available spaces.
  - 1. Each student organization will be contacted by email and given one week to respond to show interest in the available space.
  - 2. If the group is not heard from within one week, they will be crossed off of the waitlist and the next student organization will be offered the available space. This process will be repeated until the entire wait list has been contacted or the available space as been filled.

**VII. Fall or Post Spring Space Allocation Process Applicants**

- A. Student organizations that did submit an application in the Spring Allocation process and would like to place their student organization on the waiting list for SUB space must complete the application process.
  - 1. The student organization must complete and submit a Space Allocation application.
  - 2. The student organization must be currently chartered by the Student Activities Center.
  - 3. The application will be presented at the subsequent Space Allocation Committee meeting.
  - 4. A hearing may be scheduled to hear the organizations request if the Space Allocation Committee deems it necessary.
  - 5. The Student Organization will be notified of the decision of the Space Allocation Committee.
  - 6. The student organization may appeal the decision of the Space Allocation Committee to the Appeals Committee.

**VIII. Term of Occupancy**

- A. Occupancy of SUB space begins the first Monday of June each year.

1. Occupancy of SUB space ends the last Friday of the spring semester (last day of finals week).

## **IX. End of Occupancy Term Procedures**

### **A. Returning Organization Re-allocated Space**

1. Each student organization must clean their space and organize all of the contents by the last day of the Spring semester or by the specified email date to allow for the space to be fully cleaned and any necessary repairs to be completed.
2. By the last day of the spring semester every student organization must complete an end of term walk-through with the SUB Administration Project Coordinator.
3. Student organizations must return any keys to cabinets and sign-off on any damage that may have incurred during their term of occupancy.

### **B. Returning Organization Assigned New Space**

1. A student organization which has been assigned to a new space in the SUB must follow the steps outlined in Section X.A.1-3.
2. The student organization must pack all of their materials and schedule a move date with the SUB Administration Project Coordinator.

### **C. Returning Organizations Not Allocated Space**

1. A student organization which has not been assigned to a space in the SUB must remove all belongings by the last day of the Spring semester.
  - i. Materials not retrieved by the last day of the spring Spring semester will be donated to a charity of the SUB Administration's choice and any memorabilia will be given to the student organization's advisor per the student organization's most recent charter.
  - ii. Any equipment purchased with University funds, including ASUNM or GPSA funds, will be returned to the Student Government Accounting Office (SGAO).

## **X. Beginning of Occupancy Term Procedures**

### **A. Occupancy of SUB space will begin no earlier than first Monday of June as long as the student organization has completed the following check-in requirements**

1. The student organization must be currently chartered with the UNM Student Activities Center.
  - i. Charters are renewed annually in the Fall through a process conducted by the Student Activities Center. All student organizations allocated space in the SUB must re-charter by the chartering deadline in mid-September.
2. The student organization must complete a beginning of occupancy term walk-through meeting with the SUB Administration Project Coordinator.
  - i. An officer of the organization completes and returns the SUB Space Allocation Agreement. Upon return of the Agreement, the

- organization will be given a copy of their agreement for the organization's records.
3. The above listed requirements must be completed no later than one week after the Student Activities Center chartering deadline.
    - i. In the event that the student organization does not successfully complete the beginning of occupancy term walk-through meeting, re-charter, and submit their completed Space Allocation Agreement by the appropriate deadlines, a member of the SUB Administration or member of the SUB Board Space Allocation Committee will contact both the student organization's Advisor and President (as listed on the organization's application).
      - a. The student organization will be given a one week grace period from the date of contact (via email) to satisfy all check-in and re-charter requirements.
      - b. If the student organization does not successfully complete the required actions, the student organization will lose all access and rights to the space.
      - c. The vacant space will be re-allocated to the student organization listed next in line on the alternate occupants list. This student organization must complete all beginning occupancy procedures within a one week period to occupy the space.

## **XI. Lobo Card Access**

- A. Each student organization space will have a card access system that will be maintained by the SUB Administration.
- B. Card access for student organization space will be removed at the end of the term of occupancy for all occupants in the space.
- C. Card access will be granted when the beginning of occupancy term procedures are complete.
  1. To gain Lobo Card access to the allocated space an officer of the student organization must complete an Access Request form and submit a photocopy of the requesting students UNM Lobo ID. The Lobo Card access form can be accessed through the SUB Administration Office or the SUB website.

## **XII. Responsibilities of Space Occupants**

- A. To maintain good standing with the SUB Space Allocation Committee, each organization must comply with the beginning of and end of term occupancy procedures.
- B. Use of Space
  1. All allocated space is available during posted business hours of the SUB.
  2. All student organization officers, members, and guests must comply with the University Business Policies and Procedures, Code of Conduct, Visitor Code of Conduct, Chartered Student Organization Policy and SUB Building Policy Manual.

3. The space allocated to a student organization is based upon the information included in the submitted Space Allocation Application. Any deviation of use or subletting to other organizations is a violation of the signed agreement and serves as grounds for immediate removal of the allocated space.
  - i. All SUB office spaces are provided with furniture. Student organizations are prohibited from bringing outside furniture into the SUB without prior written request and approval by the SUB Administration Office. Any non-SUB furniture that is not pre-approved can be removed by the SUB Administration at any time.
  - ii. Fire restrictions and ADA compliance will be among the factors taken into consideration for any additional furniture requests.

C. Office Space

1. Office space is to be used as a functional office for student members of the student organization to conduct day to day business.
2. The organization must utilize the space within the guidelines set forth by the SUB Space Allocation Agreement which is signed by the student organization President, Advisor and a SUB Administration representative.
3. Any deviation from the guidelines is grounds for immediate removal of allocated office space.

D. Storage Space

1. Storage space is to be used as storage only by student organizations to store necessary supplies.
2. The organization must utilize the space within the guidelines set forth by the SUB Space Allocation Agreement which is signed by the student organization President, Advisor and a SUB Administrative representative.
3. Any deviation from these guidelines is grounds for immediate removal of allocated storage space.

E. Liability

1. In case of a question of liability, the student's responsibility is to first contact the UNM Police Department, SUB Administration and the Student Activities Center.
2. The responsibility of the SUB is to first complete an incident report of the event, gather contact information of those involved and contact UNM Risk Management Services.

**XIII. Emergency Alteration or Removal of Allocation**

- A. In the event of an emergency, alteration or removal of allocated space can be acted upon by the SUB Administration Project Coordinator. Final approval by the Space Allocation Committee at the subsequent meeting must be obtained.
- B. Should a student organization violate their agreement in their allocated space, the SUB Project Coordinator can immediately notify the group their space has been removed.

Amended: March 26, 2014