

Use of Office Space Policy

PURPOSE

The purpose of this policy is to provide standards and guidelines for the use of office space for the Associated Students Incorporated and the University Student Union employees.

POLICY

The use of the ASI and USU office space and equipment is reserved for elected and appointed student officials, approved volunteer, paid full time staff and student assistant paid staff. Office space is reserved for business purposes only. Security of persons and property dictates the need for adherence to this policy.

This policy was voted on and approved by the ASI Senate on: 07/08/08.

The following signature by the ASI President, verifies the approval of the ASI Senate:

Mehran Khodabandeh

Print Name



Signature

07/23/11

Date

** This policy may be amended by a two-thirds vote of the ASI Board of Directors.*

PROCEDURE

- 1.0 It is important to recognize that the ASI and USU Office Space, University Student Union Program Board Office, Game Room Office, and the Information Desk are places of business serving the Campus Community. Because of this, any non-affiliated person within the office space during regular business hours should be there for a specific business purpose only. Students and others who are not affiliated with either the Associated Students or the University Student Union are not permitted within the Office Suite after 6:00pm Monday through Friday and not at all on Saturday or Sunday.
- 2.0 Only designated full-time and part-time staff, elected and appointed student officials, and designated volunteers may use office equipment for business purposes. This includes:
 - 2.1 Computers
 - 2.2 Printers
 - 2.3 Copy machines
 - 2.4 Fax machines
 - 2.5 Poster printers
 - 2.6 Telephones

Computers designated for use by elected student officials and volunteers will be marked for such use. All others may not use any of the office equipment.

- 3.0 Unless volunteers are planning or working on an event, they may not use the office space.
- 4.0 ASI and USU Executive Officers, ASI Board of Directors, and USU Board Members must recognize the importance of maintaining a safe and secure work space.
- 5.0 All part-time student assistants, full time staff, and volunteers must recognize the importance of maintaining a safe and secure work space.