

## University Student Center Facility Policy

### Purpose

It is the policy of the University Student Center (SC) to provide a well-maintained and safe space for students, faculty, staff and the campus community as a whole to congregate in.

This policy outlines the guidelines that will be enforced in regards to maintenance of the physical appearance of the SC and all leased spaces within it, safety measures, and access to SC facilities.

### Scope of Policy

This policy pertains to use of the SC facilities by student assistants, staff, and members of all organizations and departments that occupy office suites and spaces within the SC.

### Definitions

**Campus/University:** California State University, Stanislaus sites and locations in their entirety.

**Campus Activities and Programs:** functions, proceedings, projects, services, and tasks important to the academic and campus life experience offered to students and staff.

### Policy

- 1.0 Compatibility with the Mission of the SC-** The University Student Center of California State University, Stanislaus is the hub of campus life. As a not-for-profit organization, our mission is to provide quality facilities, services and programs to complement and enhance the academic experience. The Student Center is designed to create a sense of belonging, a welcoming environment, and a safe space for students, faculty, staff, alumni and the community.
- 2.0 Occupants-** Occupants of office suites and offices spaces are limited to student assistants, staff, and members of the following departments and organizations:
  - 2.1** University Student Center
  - 2.2** Associated Students Incorporated
  - 2.3** Student Leadership and Development/ New Student Orientation
  - 2.4** Career and Professional Development Center
- 3.0 Building Occupancy** – To preserve the safe and orderly operation of the Student Center, the Student Center shall normally be closed daily between the hours of 12:30am and 5:30am. It is expected that the Student Center will be unoccupied during these hours.
  - 3.1** Normal building operating hours are listed in the operating calendar for the Student Center and are approved annually by the SC Operations Committee.
  - 3.2** The SC Executive Director or their designee approves scheduling for any event or services outside of normal operating hours.

**3.3** Approval of reservations for 24 hour events will be approved by the SC Executive Director or their designee.

**3.4** The University Student Center reserves the right to close the Student Center and vacate the building at any time if there are safety or risk management concerns.

#### **4.0 Facility usage**

**4.1** All users should comply with the intended use for which the facilities were designed and abide by all state law and university and SC policies. Only the Executive Director or designee may grant exceptions to the Facility Policy.

#### **5.0 Space Assignments**

**5.1** The Executive Director shall recommend to the SC Board of Directors office and space assignments when facilities become available. All office and space assignments shall be made at the discretion of the respective Board of Directors based upon the facilities master plans and according to policy.

**5.2** Offices in the SC shall be kept orderly with work surfaces and floors cleared at the end of each day so that routine custodial services may be provided. The Operations staff shall empty office waste and recycling bins as needed. All cardboard must be broken down flat and placed near waste bins.

**5.3** The SC assumes no liability for the security of equipment, furnishings, documents, or personal items.

**5.4** The SC maintains a preventive maintenance program, which includes painting of offices, carpet and upholstery restoration, ceiling tile cleaning, etc. Tenants are not permitted to engage in painting, physical renovations, or changes of any kind to any SC facilities or furnishings without prior authorization. Tenants shall be held financially responsible for damages resulting from such activity and for the cost of restoring facilities to their original condition.

#### **6.0 Prohibited Items**

**6.1** Facility users are not permitted to drive nails, hooks, tacks, or screws into or otherwise modify or alter the facility in any manner.

**6.2** Materials nailed, taped, pinned, or tied to any ceiling, walls, floors, light fixtures, windows or furnishings are prohibited.

**6.3** Use of scotch tape, packing tape, electrical tape, or duct tape to hang anything on any ceilings, walls, floors, light fixtures, windows, or furnishings is prohibited.

**6.4** Blue painter's tape is the only adhesive material allowed to tape something up and must **not** be placed on windows.

**6.5** Spraying of fake snow, flocking, or similar material on walls or windows is prohibited.

**6.6** Facility users are not permitted to bring home furniture into offices or rearrange the current office set.

**6.7** Plug-in air fresheners and essential oil diffusers are not allowed.

**6.8** Staff will be allowed to have personal décor installed on the walls in their offices. A work order must be submitted to the University Student Center or Facilities Services to have photos, plaques, frames, and other décor installed on office walls.

**6.9** Animals, except for service animals, shall not be permitted inside the Student Center or any of its facilities. Emotional support animals do not qualify as a service animal.

**6.10** Firearms of any kind are prohibited inside the building.

#### **7.0 Facility Keys/Access**

- 7.1 SC shall issue keys/key cards for its facilities based on rationale of need and not solely as a matter of convenience. The provision of keys/key cards should be viewed as a privilege and not a requirement. All persons issued facility keys/key cards shall, at all times, be held responsible and accountable for said keys. For the SC, the following procedures will be followed for the issuance of keys:
- 7.2 Lending and loaning keys is prohibited.
- 7.3 Lost, stolen, or misplaced keys must be reported to the Assistant Director of Operations. Individuals will be required to pay the fine(s) per the following fee schedule:
  - 7.3.1 Master Key - \$100.00 each key
  - 7.3.2 Building Master - \$50.00 each key
  - 7.3.3 Sub Master - \$25.00 each key
  - 7.3.4 Office Key/Key Card - \$10 each key
- 7.4 Lost key charges will be refunded to the individual if keys are found and returned to the Assistant Director of Operations within 30 days of loss.
- 7.5 If locks must be changed for security reasons, actual costs of re-keying all affected locks may be charged to the individual to whom the keys were issued. All fees must be paid to the SC Administrative Support Coordinator and the receipt brought to the Assistant Director of Operations.

**8.0 Bicycles, Skates, Rollerblades, Skateboards, Scooters & other coasting devices**

- 8.1 The parking, riding of bicycles, use of skates (in-line or otherwise), skaeboards, scooters, and other coasting devices will not be permitted within the facilities except by law enforcement personnel. Bicycles must be parked in designated bicycle racks located outside the facility. The use of coasting devices is prohibited within any building, any covered area, and in designated pedestrian zones.

This policy was voted on and approved by the SC Board of Directors on May 21, 2020

The following signatures by the SC Board Chair and the SC Vice Chair of Finance verify the approval of the SC Board of Directors:

Melannie Castellanos  
Melannie Castellanos (May 27, 2020 19:31 PDT)

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Melannie Castellanos – SC Board Chair

\_\_\_\_\_  
Date

Teresa Serna  
Teresa Serna (May 28, 2020 09:51 PDT)

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Teresa Serna – SC Vice Chair of Finance

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Date