

MEMORIAL UNION FACILITIES POLICIES AND GUIDELINES FOR USE OF:

Center for Student Involvement

General

1. The Center for Student Involvement (CSI) provides three computer work stations with printing abilities, work room, conference room, fax machine, mailboxes, copy machine, and limited storage space (lockers & cabinets) for student organizations registered by the Student Organization Committee. Organizations requesting cabinet space and/or storage lockers are required to contact CSI, as these spaces are on a first-come, first-serve basis. Student Organizations granted cabinet and/or locker space will be for the entire length of the following academic year.
2. The Center for Student Involvement will accept requests for cabinet or locker space during the year on a first-come, first-served basis should space be available. Any disputes regarding the use of office space will be referred to the Union Policy Board through the Union Director for resolution.
3. Organizations are reminded that allocation of cabinet and/or storage lockers space is a privilege and the Center for Student Involvement reserves the right to remove organizations from an allocated space for violating policies stated in this document and/or they are not registered through the CSI/SOC process.
4. The Student Government Association and the University Activities Board have permanent office space in the Center for Student Involvement in the Memorial Union and have priority to utilize the components of their office space.
5. Valuables should not be left on or in the desks. Security of the offices and belongings is the responsibility of each organization. The Center for Student Involvement and the Memorial Union is not responsible for any items lost, stolen, or damaged from any office at any time.
6. Student Organization meetings should be held in one of the Union meeting rooms, and not in the offices as to not disturb the other organizations sharing the office.

Access to offices

1. A Center for Student Involvement office key will ONLY be available for the officers of UAB, SGA, and any student employees of the Center for Student Involvement. Office keys are distributed through the University Lock Shop by a Key Authorization/Agreement Card.
2. There will be no access to offices after the Union has closed. If anyone is in an office after the Union is closed, the Building Manager will notify the Union Director and key privileges may be rescinded for that student officer; unless in conjunction with a scheduled event or meeting.

Student organization lockers

1. Lockers in the Center for Student Involvement area are provided as a service only to registered student organizations. Each organization that is granted a locker will be assigned a combination lock. Security of locker contents will be the responsibility of the organization. The CSI and Memorial Union is not responsible for any lost or stolen items contained in the lockers.
2. All contents must be removed if locker space is not renewed for the following year. The registration process will be held during the fall semester. Any contents not removed by December commencement, for organizations that have not re-registered, will be removed

by the Center for Student Involvement and the organization will forfeit the rights to any materials.

3. The Union staff reserves the right to open and remove locker contents if locker is beyond rent period or if there is a reason to believe the locker contains prohibited items.
4. Organizations requesting more than one locker and/or cabinet space will be granted an appropriate number of lockers and/or cabinet space **ONLY** if space permits.

Mailboxes

1. Mailboxes for all Student Organizations on campus are provided and located in the Center for Student Involvement. The mailboxes will be accessible only during the times that the Center for Student Involvement is open. The Union Staff will not open the Center for Student Involvement during any other times for organizations to pick-up their mail.

Bulletin board space

1. Outside the Center for Student Involvement are two bulletin boards. Each entity of the CSI will be allocated half of a bulletin board for its use. The boards will be split as follows: SGA and UAB/Special Events will use one board, CSI/SO and Diversity/Cultural Affairs will use the remaining board.
2. Each area of the bulletin board will be managed by the entity assigned. Timely monitoring is advised and encouraged.
3. Posting Policies of the Memorial Union and FHSU will be observed for the two bulletin boards.

Lawn signs

1. Lawn signs may be permitted for special events or occasions where appropriate, depending only upon the size of the sign and whether any physical damage to the Campus will occur as a result of use of the sign. Requests can be brought to the Center for Student Involvement. Final approval for lawn signs will be made by the Center for Student Involvement in conjunction with Physical Plant, after considering the size of the sign and the method of affixing the sign to the Campus. The permissible content of the sign is governed by other portions of this policy.

Banners in the quad

1. Banners are allowed in some locations, but must be approved by the Center for Student Involvement. The permissible content of the Banner will be governed by other provisions of this policy. Special care must be taken not to damage or injure trees. Banners are to be no larger than 5' X 7'.
2. Banners must be of material that will stand wind stress. A twin size sheet is the preferred size using twine or clothesline rope to hang the banner. Metal wire or chains are not allowed.
3. Registered student organizations are responsible for hanging and taking down banners. The University reserves the right to remove any form of advertising which does not comply with any provision of this policy.

Chalking

1. Using chalk on sidewalks to promote campus events is allowed, provided all other provisions of this policy are adhered to. Chalking must be approved by the Center for Student Involvement.

2. Specific areas are designated as no chalking areas. These areas include walls, trash cans, landings of buildings, steps, bricks, and all vertical surfaces. Groups will be charged for clean-up if chalking occurs in a prohibited area.

Workroom

1. The workroom can be utilized to create posters and large format PR for events, it is located in the University Activities Board office in the Center for Student Involvement, therefore UAB has the priority to utilize the workroom.
2. Student Organizations must sign-in with a member of the CSI staff before using the workroom. Student Organizations are encouraged to setup a time to use the space, but are not required.
3. Cost of supplies will be covered by the Center for Student Involvement for general Student Organizations. The University Activities Board will use their own supplies.

Conference room

1. The conference room is located in the Student Government Association office in the Center for Student Involvement; therefore SGA has the priority to utilize the conference room.
2. Student Organizations may reserve the conference room for use through the President or Administrative Assistant of the SGA or CSI Sr. Administrative Assistant. Usage of the conference room is on a limited basis with the approval of SGA. Only SGA will be able to utilize the conference room on Thursday afternoon and evening.