The University of North Carolina at Chapel Hill

Carolina Union,
Student Life and Leadership

SPACE USE GUIDELINES FOR UNION OFFICE SPACE

INTRODUCTION

This document outlines the guidelines for use of student organization workspace in the Frank Porter Graham Student Union. The organization must be in compliance with all rules and regulations set forth in this document at all times. Any member of your organization authorized to access the space must be familiar with and follow these regulations. If at any time throughout the year you have questions regarding your organization's assigned space, contact Student Life & Leadership at studentorgs@unc.edu.

CONTACTS

General Information, Access Codes, Keys

- Student Life & Leadership: studentorgs@unc.edu

Emergency & Safety

- University Police (Emergency): 911
- University Police (Non-Emergency): (919) 962-8100

MANDATORY OFFICE HOURS

- Office space is to be used for the day-to-day operations of the organization and not for personal use. Organizations with office space must hold ten (10) regular office hours each week. These must be spread over at least two different business days (Monday through Friday). These will be posted at the Student Life & Leadership Desk and on the Carolina Union website. Reporting and holding office hours is a requirement to maintain your workspace allocation. *This deadline and method for reporting hours will be communicated to you by Student Life & Leadership.*

EXPECTATIONS

- Space allocation is a privilege and not a right. The use of this space is a privilege which can be revoked if organizations do not comply with these guidelines.
- Use of workspace is limited to official organization business and not for personal use.

- The doors to the workspace should always be locked when not in use and should never be left unlocked when unattended.
- You should be considerate of others around you at all times and show respect to your fellow occupants and the Union staff.
- Your workspace should be kept neat and organized at all times.
- You must abide by state and local laws, University policies and Carolina Union policies at all times.
- The use of the workspace is only for members of the organization. No other individuals are authorized to access or use the space.

VISITORS AND GUESTS

- A member of your student organization must accompany any visitors or guests in your space at all times.
- Your organization must not share keys or codes with any person who is not an authorized group member. Loaning of keys or sharing of door codes with visitors or guests is prohibited.
- Your organization is responsible for the behavior and actions of the visitors and guests in your space.

SPACE CARE AND UPKEEP

- Your organization is responsible for the care of the space. If the space is damaged due to misuse or abuse, the organization will be responsible for the cost of repairs, or if applicable, replacement of items.
- Do not attach any type of object, including stickers, or write on, draw on, paint or otherwise embellish any surface.
- If your space has a bulletin board you may attach flyers or posters or other materials to that surface. Certain items, such as whiteboards, may be allowed, but you must contact Union Facilities for approval and installation first.
- Any recyclable materials no longer needed by the organization should be deposited in the clearly marked recycling receptacles located around the Union.
- Do not store open food containers or expired food in your space.
- All machines and lights should be turned off when you leave the office.
- Do not place anything in a window, including signs or banners.
- Offices should remain neat and organized, and the floor should be clear as to avoid any tripping hazards.
- Do not move heavy objects through the space or throughout the building. This can cause damage to carpet and/or tile and you will be responsible for the cost of the repair.
- For urgent housekeeping needs (spills, etc.) ask the Guest Services Desk to radio Housekeeping for you.
- Make notes of problems you observe (broken locks, burnt-out lights, etc.) and contact Union Facilities or Student Life & Leadership to let them know about the problems.

PROHIBITED ITEMS

These items are prohibited and may not be stored in your space:

- Tickets with face value or other cash-related items
- Money (any generated funds should be deposited in your bank account as a safety precaution)
- Any personal items (ex: clothing, furniture, books)
- Weapons
- Any type of paint with the exception of tempera
- Open containers or packages of food, or expired food
- Flammable or combustible materials (check for labels)
    - Including but not limited to oxygen or helium tanks, charcoal, aerosol cans, Sterno or other chafing gels, fuels, large-capacity lighters, camping lamps (oil), chemicals, etc.
- Old files and records (If you would like the files and records to be saved you can contact University Archives to discuss a transfer of the materials. The history of your group is important! Don't just toss items that may need to go to Archives!)
- Personal upholstered furniture
- Area rugs
- Refrigerators of any size
- Items otherwise prohibited by state or local laws or Union or University policy.
- Union Staff perform routine facility walk-through inspections. Prohibited items will be confiscated and disposed of by Union Staff.

KEYS, CODES & SECURITY

- It is a violation of your Union space agreement to reproduce any key associated with your space. No key should be reproduced under any circumstances.
- Lost keys should be treated as a potential danger and locks will need to be rekeyed. Report missing keys immediately to Student Life & Leadership.
- Rekeying Locks: $100.00 (including one key, $10.00 each additional key)
- Your organization may choose to keep a Key List on file at the Guest Services Desk. The members of your organization on this list will be authorized to check out the office key from the Desk.
    - Members utilizing this process must show their OneCard at the time of check-out.
    - Only members listed on the Key List are eligible to check out the key. There will be no exceptions.
    - Only the Primary Contact of an organization may update the Key List. The Primary Contact should contact Student Life & Leadership staff at studentorgs@unc.edu with any questions about updating the Key List.
    - The organization is responsible for reporting the loss of this key, and its loss is subject to the same rekey fees listed above.

- If your space is accessed by a code, you should treat these with the same level of security as you would a key and only share these with members of your organization.
- The primary contact of the organization will be responsible for sharing the access codes with your members needing access, as staff will only distribute these to primary contacts as reflected on Heel Life, and will not give them out to additional members.

- Offices should always be locked when not in use and should never be left unlocked when unattended.
- Never share your key, code, or lock combination with non-members. Doing so will result in loss of the space. No other individuals should be allowed to access or use the space.
- The Union is not liable for the loss or damage of any items in student organization spaces. Be smart about how you secure your items. Do not store valuables.

MOVE-IN AND MOVE-OUT

- Student orgs may move into spaces no earlier than the first week of class of the Fall Semester.
- The move-out period will be communicated to groups. Groups must be fully moved out by the end of this period.
- Trash cans and recycling bins will be located in workspaces and storage areas for proper disposal of materials.
- Student organizations that fail to remove their items by the end of the move-out period will have their items discarded by Union staff and will be charged for the labor.

SAFETY

- In an emergency situation or an alarm drill, you will be required to leave the building. No exceptions.
- You should report any suspicious behavior to the University Police IMMEDIATELY, regardless of the time of day.
- There are occupants who utilize the facility overnight; however, you should never be in the building or your workspace or storage area by yourself.
- It is extremely critical when using the facility after hours that you secure each door behind you as you enter and exit. NEVER prop open any door to the building.
- Personal items of value (cell phones, laptops, tablets, wallets, purses, etc.) should not be left in workspaces or storage areas.

VIOLATIONS

The Union staff will conduct regular inspections of all workspaces and storage areas, including cabinets, and loss of space may occur if an organization is found to be in violation of any of these guidelines. Serious offenses may result not only in a loss of space, but also in the loss of University registration or referral of the organization or individuals to the Office of Student Conduct.