

STUDENT ORGANIZATION SPACE ALLOCATION POLICY

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LAND ACKNOWLEDGEMENT

Associated Students acknowledges that we occupy the unceded ancestral homeland of the Ramaytush Ohlone peoples, who are the original inhabitants of the San Francisco Peninsula. We recognize that the Ramaytush Ohlone understand the interconnectedness of all things and have maintained harmony with nature for millennia. We honor the Ramaytush Ohlone peoples for their enduring commitment to Mother Earth. As the Indigenous protectors of this land and in accordance with their traditions, the Ramaytush Ohlone have never ceded, lost, nor forgotten their responsibilities as the caretakers of this place, as well as for all peoples who reside in their traditional territory. We recognize that we benefit from living and working on their traditional homeland. As uninvited guests, we affirm their sovereign rights as First Peoples and wish to pay our respects to the Ancestors, Elders and Relatives of the

Ramaytush Community. We recognize to respectfully honor Ramaytush peoples we must embrace and collaborate meaningfully to record Indigenous knowledge in how we care for San Francisco and all its people.

BACKGROUND AND PURPOSE

The purpose of this policy is to ensure that designated student organization spaces within the Student Center are used and allocated in a consistent and transparent manner.

POLICY STATEMENT

This policy is intended to outline the permissible use, filling, and re-allocation of designated student organization spaces within the Student Center. Associated Students wishes to clarify processes for awarding potential future space vacancies, while also remaining mindful of the rich history of student organizations on our campus and within the Student Center.

APPLICABILITY OF THE POLICY

AS management, Facilities & Operations, and Governance should have knowledge and familiarity with this policy.

DEFINITIONS

Term	Definition
Associated Students (AS)	The student government at San Francisco State University which serves as the official voice of the students. AS promotes an enriched co-curricular student life experience and is dedicated to the empowerment of SF State's diverse student body through a commitment to social justice and shared governance. AS provides and supports services and programs, maintains fiduciary responsibility, and engages in campus-wide collaborations and external advocacy efforts.
Assistant Executive Director of Facilities & Operations (AEDFO)	This position oversees all functions associated with facility planning, construction, maintenance, safety, hazardous and environmental matters of the building in which AS operates. They are responsible for the ongoing development of the Facilities and Operations infrastructure and strategic planning.

Board of Directors (BOD)	The student body of elected or appointed members who oversee and approve the activities of Associated Students at San Francisco State University
Student Center (SC)	Located at 1650 Holloway Ave, the student center is the primary location of operations for Associated Students of San Francisco State University in accordance with the AS Operating Agreement with the campus.
Legacy Organization	Legacy Organizations within the Student Center of San Francisco State University have shaped their communities through key events, milestones, and enduring traditions. These organizations engage with the community, fostering connections and addressing the local needs of the students of SFSU, which enhances their social impact—dedicated individuals who guide their vision, ensuring continuity and resilience across generations. Legacy Organizations reflect diverse groups, creating a sense of belonging and shared purpose which upholds the founding principles of the Student Center.
Recognized Student Organization (RSO)	A student organization that has been duly registered and recognized by the Student Activities & Events department (or equivalent) of San Francisco State University. Student organizations must register yearly in order to maintain recognition status in accordance with campus policy.

LEGACY ORGANIZATIONS

To ensure that Associated Students continues to remember and honor the profound contributions of student organizations on our campus legacy and community, AS recognizes specific student organization groups that currently have designated club room spaces within the Student Center as of September 22nd, 2025, as well as future groups that may one day be allocated space within the Student Center. Herein referred to as “Legacy Organizations”, these recognized student organizations reflect diverse groups, and contribute to a sense of belonging and shared purpose which upholds the founding principles of the Student Center.

Legacy Organization Criteria

In order to better define and identify current and future Legacy Organizations, Associated Students outlines the following criteria to establish whether or not a recognized student organization is eligible to receive this distinction. Associated Students affirms its commitment to the founding principles of the Student Center, and the rich history and legacy of student-led activism in shaping our University culture and community. In order to be considered for Legacy Organization designation, a recognized student organization must demonstrate proof of each of the following criteria, with at least one item per category:

a. Key on Campus Events

- i. Culturally or Socially Significant Events: To establish and help quantify a student organization's campus impact, organizations that are being considered for Legacy Organization status should

have a history of event(s) that have been held on the SFSU campus for multiple years that hold a cultural or social significance (ex. Eid hosted by the Muslim Student Association).

- ii. Events that Impact Campus Life: Additional events may be considered if they are held annually and impact student life on campus (ex. Study Abroad Fair hosted by International Education Exchange Council, Noche de la Familia hosted by La Raza)

b. Milestones

- i. Community Impact: In order to remain connected with the broader community, Legacy Organizations should have events or gatherings that involve community members, inviting them to participate and/ or having community members perpetuate the success and hosting of specific events (ex. SKINS Powwow)
- ii. Advocacy: Organizations being considered for Legacy status should have a track record of advocacy work that uplifts boarder, marginalized, underrepresented communities of people within and beyond SF State (ex. General Union of Palestinian Students peaceful protest and campus divestment, PACE groundbreaking of international hotel and low income housing for the elderly).
- iii. Involvement with off campus communities: Legacy Organization's impact should extend beyond the campus into broader community spaces (LA Raza helping to establish El Tecolote)
- iv. Starting new traditions: Establishing new events, traditions, etc. to support the overall membership of the student organization and student body at large

c. Membership

- i. Encompasses large social, cultural, ethnic, religious groups on campus, even if they are not official members of the organization

d. Archives/ Historical Documentation and Artifacts

- i. Providing historical artifacts which demonstrate history of the organization and active engagement for a minimum of 10 years (ex. Fliers, date stamps, video evidence, newspaper clippings, posters, photos, meeting minutes, sign-in sheets, reservation confirmations, invoices, social media)

USE OF SPACE

In order to ensure consistent guidance and enforcement, the following sections are intended to outline use of space as well as the agreement entered into by student organizations allocated designated space and Associated Students. All student organizations with designated spaces in the Student Center are held to the following, uniform standards of conduct and space usage.

Memorandum of Understanding

To ensure consistent communication of rules and acknowledgement of space use, all organizations must sign a Memorandum of Understanding (MOU) on a semesterly basis when providing AS Facilities & Operations with their key list. The semesterly MOU must be signed within the first two weeks of the academic semester. Failure to submit

a signed MOU by the beginning of the third week of the regular academic semester will result in temporary suspension of room usage until the semesterly MOU is signed.

Improper Use of Space

In order to ensure proper use of space, in accordance with fire regulations, campus policies, and established best practices, the Facilities & Operations department will conduct semi-regular checks to ensure compliance with permissible space usage. To ensure consistency of enforcement and streamlined communication, the following tier system shall be implemented with a three (3) strike system. Organizations will be informed in writing each time a strike is logged and will be provided an explanation of the strike and report from the Facilities & Operations staff. For a more comprehensive list of items and their categorization, see Attachment B. Low and Moderate tier strikes reset with the commencement of each academic year. High tier strikes records are maintained for 3 years. Student organizations will sign acknowledgement of this strike system, improper use of space, and MOU semesterly when they give a key list to the Facilities & Operations department.

Tier 1: High Concern

Immediate discipline, possible expulsion per recommendation and documentation from Facilities & Operations and subject to a majority vote of the Board of Directors. A written notice should be sent to the offending Legacy Organization, detailing the offense and informing them that they will be considered for expulsion at an upcoming Board meeting. Follow up notice with the date of the Board meeting in which their case will be considered should be sent at least 72 hours prior to the agendaized Board meeting.

Categories of high concern offenses include:

- Threats to health, life, and safety
- Open flame(s)
- Storing high concern items
- Use or storage of fire hazards, flammable items (paint, coals, gas, etc.)

Tier 2: Moderate Concern

Documented warning and conversation with Facilities & Operations department

- Waste management
- Pets (non-service animals)

Tier 3: Low Concern

Conversation with Facilities & Operations department (not strikable unless there have been more than 2 conversations about the same issue and it remains unsolved)

- Nuisance
- Scent-free environment policy- be mindful of scented hygiene & cleaning supplies, members are encouraged to communicate sensitivities
- Unapproved or obstructive furniture

VACANCY

Vacancy of designated student organization space within the Student Center may arise for a number of reasons, including formal removal due to non-compliance with use of space policy/ MOU, sustained inactivity/ non-recognition of a student organization with the campus, or the possible willful relinquishing of the room.

Non-Compliance

In the event that a Legacy Organization is found to be in non-compliance with use of space acknowledgment as outlined in this policy and/ or MOU, the AED of Facilities & Operations should inform the AS President, Chief of Staff, Executive Director, and Student Organization Representative via email that the specific organization is in non-compliance with space usage policy and include the corresponding evidence/ building logs and communications with the Legacy Organization detailing their strikes/ non-compliance.

Inactivity of Legacy Organization

Associated Students recognizes that student organization activity can fluctuate with membership turnover, and is committed to honoring the legacy of long standing student organizations that currently occupy space in the Student Center. Facilities & Operations shall keep comprehensive records of key room check outs. If they notice that an organization has not signed the semesterly MOU and/or has not checked out the designated organization room key after one regularly academic year, Facilities & Operation will coordinate with the AS Student Organizational Coordinator or someone from campus Student Activities and Events (SAE) to verify if the student organization is registered/ a recognized student organization. At the end of the first academic year on non-activity, the AS AED Facilities & Operations will reach out to the officers for the student organization to check in and inquire why the organization is not using the space, as well as offer instructions on how to gain access to the space and re-register with SAE if needed. If, at any point in the outlined process below, the organization checks out the room key and signs the necessary MOU, the process will start over.

If inactivity continues after a 4th regular semester (2 academic years of inactivity), the AS Student Organization Representative will reach out to the officers of the organization to set up an advisory meeting. The organization advisor, SAE, and AED of F&O should be cc'd for record keeping purposes. This shall serve as a 2nd check in/ attempted check in.

If inactivity continues after a 6th regular semester (3 academic years of inactivity), the AS Student Organization Representative and AS Director of Facilities & Operations will reach out to the officers of the organization to set up a 3rd advisory meeting. The organization advisor, SAE, and AED of F&O should be cc'd for record keeping purposes. This shall serve as a 3rd check in/ attempted check in.

If inactivity continues after a 7th regular semester (3 ½ academic years of inactivity), the AS President, with the VP Internal Affairs, Student Organization Representative, and Director of F&O cc'd, will reach out to the officers of the organization to set up a 4th advisory meeting. The organization advisory, SAE, and AED of F&O for record keeping purposes. This shall serve as a 4th check in/ attempted check in.

If, at the end of the 8th regular semester (4 academic years of inactivity), the organization remains inactive, the AS President and AED of Facilities & Operations will notify the officers of the student organization that due to their extended inactivity, they will begin the process to remove them from the designated space. The AS Executive Director should be cc'd in all communications. The notice should include records of key check outs to demonstrate inactivity. Removal process is at least an entire additional semester to allow Legacy Organizations to consolidate/organize their membership, re-register, and begin using the room again. At the beginning of the 9th regular semester (4 ½ years of inactivity), the organization officers (with advisor and SAE cc'd) will receive a 60 days notice to vacate from the AED F&O (with AS ED and President cc'd). The AED of Facilities & Operations will oversee the room clearance after the 60 days has elapsed. Associated Students is not responsible for storing furnishing or any other items after the 60 days notice to vacate has elapsed. Whenever possible and with consideration for the historical and community significance of documents and miscellaneous items, Associated Students may choose to archive documents or other items on a case-by-case basis. Following 30 days after the 60 days notice to vacate has elapsed, ownership of all materials left in the designated organization space is automatically transferred to Associated Students. Where deemed appropriate by the AED of F&O, items may be donated to the campus for archival purposes.

Under extenuating circumstances (ex. pandemic or other act of nature or human intervention that result in campus closure or movement to an online modality), room checks, MOU timelines, and key check out checks will be paused until normal building operations resume. Once the campus has determined that regular operations have resumed, the timeline as described above for MOU and room usage will begin again without any extended grace period, unless otherwise granted by a majority vote of the AS Board of Directors.

Willful Relinquishing of Space

If a Legacy Organization wishes to relinquish their designated space within the Student Center for any reason, they may do so by informing the Board of Directors via the Student Organization Representative in writing, with express permission from a 2/3 majority of the student organization's executive officers. Within this notice, the Legacy Organization that is relinquishing space can name an organization that they wish to nominate for consideration for the vacant space. This will be considered a nomination from a Legacy Organization, and fulfill the nomination requirement for an organization to be considered for space in the Student Center. Once a notice is received, the Student Organization Representative must inform the Board of Directors of the wish to vacate at the next Board of Directors meeting in the form of a discussion item. This will subsequently trigger the formation of the Space Allocation Ad Hoc Committee, and members should be approved by a majority vote of the Board of Directors in a subsequent Board meeting once an open call for nominations is sent to the Legacy Organizations.

In order to ensure that the vacating Legacy Organization has sufficient time to vacate and organize their belongings, they will be granted at least one semester to vacate (with a preference to vacate by the end of the Spring semester of the same academic year). If a vacating Legacy Organization requires additional time to vacate the space, they should communicate with the AED of Facilities & Operations in order to coordinate an extension and clarify the amended timeline to vacate the space.

DESIGNATION AND REALLOCATION OF SPACE

In the event that a Legacy Organization relinquishes their designated space (either voluntarily or due to non-compliance with any of the above stated stipulations), Associated Students will begin the process of reallocating the club space in accordance with this policy. In order to be considered for space allocation, student organizations applying for consideration must meet the Legacy Organization criteria as stated in this policy. Applications by student organizations that do not meet this criteria will not be considered.

Space Allocation Ad Hoc Committee

Upon the complete vacating of a designated student organization space, the Space Allocation Ad Hoc Committee will form with the following membership:

- Student Organization Representative (chair)
- Director of Facilities & Operations or designee (vice chair)
- Ethnic Studies Representative (voting member)
- Vice President of Internal Affairs or designee (voting member)
- Director of Social Justice & Equity (voting member)

Once formed, the Space Allocation Ad Hoc Committee will send out a call for applications to registered student organizations at the beginning of the Fall semester. Applications will be open for at least one full month, with applications closing at the end of September preferred. Once the application has closed, the Ad Hoc Committee will begin meeting as soon as possible, preferably meeting regularly through the month of October, to review applications and ensure that applicants meet the criteria stated in this policy. Following this review by the Ad Hoc Committee, the Ad Hoc will agree to their top three recommendations via simple majority vote during a regularly scheduled Ad Hoc Committee meeting. If possible, these three recommendations should be ratified no later than the end of November. If a student organization that previously held Legacy Organization status applies for consideration, that organization must be included in the three recommendations forwarded to the Legacy Organization meeting for consideration.

Once the Space Allocation Ad Hoc Committee finalizes their three recommendations, these applications will be forwarded to a working group composed of one representative from each current Legacy Organization. Representatives from the Legacy Organizations will be determined by individual organizations. This session will be chaired by the Student Organization Representative and have an official minute taker present to ensure a transparent and accurate record of the conversation. As a working group session, this meeting does not need to abide by regular orders of the day, but all votes should be duly recorded for transparency. Notes from the working group meeting, including voting tabulations, should be included as an attachment for the subsequent Board of Directors agenda and minutes to ensure proper record keeping. The nomination from the Legacy Organization working group will be forwarded to the Board for final consideration and vote. In the case that the Board does not approve the final nomination to receive the space allocation, the Legacy Organization working group will reconvene to select a new nominee from among the original three nominated by the Space Allocation Ad Hoc. In the event that the Board of

Directors rejects all three original nominations, the Board must vote to either reopen applications consistent with the process outlined above, or mandate that the Space Allocation Ad Hoc reconvene and select an additional three nominations from the existing applicant pool. In either case, the same process and criteria as outlined in this policy shall govern the process.

Following approval from the Board of Directors, the newly recognized Legacy Organization will work with the AED of Facilities & Operations to coordinate move into their newly allocated space.

FORMS

Attachment A: Memorandum of Understanding Regarding Use of Student Organization Space in the Student Center

Attachment B. List of Prohibited Items and Concern Tiers

Attachment A:

Memorandum of Understanding for Student Organization Space Usage in the Student Center between Associated Students of San Francisco State University and Legacy Organizations

Purpose

This memorandum outlines the space usage agreement between Associated Students of San Francisco State University (AS) and _____ (Student Organization name), herein referred to as “Legacy Organization”. Failure to submit a signed MOU by the beginning of the third week of the regular academic semester will result in temporary suspension of room usage until the semesterly MOU is signed.

Land Acknowledgement

Associated Students acknowledges that we occupy the unceded ancestral homeland of the Ramaytush Ohlone peoples, who are the original inhabitants of the San Francisco Peninsula. We recognize that the Ramaytush Ohlone understand the interconnectedness of all things and have maintained harmony with nature for millennia. We honor the Ramaytush Ohlone peoples for their enduring commitment to Mother Earth. As the Indigenous protectors of this land and in accordance with their traditions, the Ramaytush Ohlone have never ceded, lost, nor forgotten their responsibilities as the caretakers of this place, as well as for all peoples who reside in their traditional territory. We recognize that we benefit from living and working on their traditional homeland. As uninvited guests, we affirm their sovereign rights as First Peoples and wish to pay our respects to the Ancestors, Elders and Relatives of the Ramaytush Community. We recognize to respectfully honor Ramaytush peoples we must embrace and collaborate meaningfully to record Indigenous knowledge in how we care for San Francisco and all its people.

Introduction

Several offices in the Student Center under the purview of AS are allocated to certain registered student organizations for the purpose of providing an office to meet and share ideas. The spaces are available for use on an ongoing basis or until such time that the student organization vacates the space in accordance with the Student Org Space Allocation Policy. Spaces are accessible during the hours the Student Center building is open, which vary throughout the year. While this agreement is of an ongoing nature, it is the responsibility of the student organization officers (or the Student Organization Advisor) to sign this agreement once per regular academic semester, no later than the third week of the term.

Space Assignment

_____ (Student Org name) is assigned Room _____ of the Student Center.

Space Use

Outlined below are the terms of student organization space usage within the Student Center. The terms and guidelines are outlined in the AS Student Organization Space Allocation Policy, and this Memorandum of Understanding represents proof that the above named and undersigned Legacy Organization is aware of the terms

and usage conditions of their designated organization space. The Legacy Organization acknowledges that use of space is considered temporary in accordance with the terms and conditions outlined in the Student Organization Space Allocation Policy, and that violation of the safety requirements, impermissible space usage, or voluntary relinquishing of space as outlined in the policy is possible. In all circumstances, written communication via email to the undersigned Student Organization officer and, whenever possible, Advisor, regarding updates to usage policy, procedure, and violations of the Student Org Space Allocation policy will be sent in a timely fashion.

Facilities Usage

The undersigned Legacy Organizations agrees to the following terms regarding space usage:

1. Associated Students Facilities & Operations should be informed of and, when deemed appropriate, assist with the removal of any and all appliances and furnishing in the designated club space
2. Associated Student Facilities & Operations shall be allowed to access the club space under the following circumstances:
 - a. Giving a minimum of 24 hours notice to the organization for access unless there is an emergency or a surprise inspection by a government/ county agency or inspector (ex. Fire Marshall)
 - b. Paint, appliances, fire hazard review, etc.
 - c. All electrical, hardware, mounting, and furniture changes and repairs will be approved and conducted by AS Facilities and Operations

The following entities are approved for access to the club space:

1. AS Facilities & Operations staff, SFSU staff (i.e. Custodial, Maintenance Mechanics, Technicians, etc.)
2. Only AS Facilities & Operations approved vendors for specialized work
3. California State Approved inspectors

Associated Students reserves the right to suspend space use due to the following reasons:

1. Repairs & maintenance
2. Health & safety (i.e. fire inspection findings, pest control, etc.)
3. Planned or unplanned building closure

Associated Students reserves the right to issue orders to vacate the designated student org space under any of the following conditions:

1. User(s) creating unsafe conditions
2. User(s) not adhering to building policies
3. Documented lack of space utilization as outlined in the Student Organization Space Allocation Policy

Key Check-Out

The undersigned Legacy Organization will be informed of the Key checkout procedure on a semesterly basis and kept abreast of any modifications to this procedure. Communication of procedure will take place in-person and via email. All Legacy Organizations must provide an approved key list for access on a semesterly basis, and individuals

seeking to check out the room key must have a form of ID to checkout the physical key to office space and return the physical key the same-day before building closure.

Space Alterations

No space alterations are allowed without prior consultation/ approval from the F&O team. This includes, but is not limited to, painting, permanently mounting wall accessories or fixtures, altering the physical integrity of the office space (i.e. destroying walls, doors, ceiling paneling, etc.), removing permanent light fixtures, and any other actions that would compromise the structural appearance or integrity of the space. Student orgs are permitted to hang small, light items, murals, or rearranging of the space that does not require any tools.

Exemptions and Accommodations

Associated Students recognizes that the nature of some of the cultural or religious practices of recognized Legacy Organizations mandates additional care and consideration from staff whenever entering the designated student organization space. For cultural and religious purposes, reasonable and appropriate accommodations can be provided but must be communicated to AS Facilities & Operations in advance (ex. Covering carpets before walking with shoes in MSA, not touching/ painting over significant items or wall art, etc.).

Indemnity Statement

(ORGANIZATION NAME) _____ (hereinafter, the “Legacy Organization”) shall indemnify, defend, and hold harmless the State of California, the Trustees of the California State University, San Francisco State University (hereinafter, the University), Associated Students, Inc., and the officers, employees, volunteers, and agents of each of them from and against any and all liability, loss, damage, expense, costs (including without limitation costs and fees of litigation) of every nature arising out of or in connection with the Legacy Organization’s temporary usage of their room _____ within the Student Center, except such loss or damage which was caused by the sole negligence or willful misconduct of the University and its officers, employees, volunteers, and agents. The Legacy Organization understands and agrees that the State of California, the Trustees of the California State University, San Francisco State University, Associated Students, Inc., and the officers, employees, volunteers, and agents of each of them shall not be responsible for any liability or losses related to the Legacy Organizations use of the designated space indicated above. Furthermore, the Legacy Organization assumes all risk in the event of accident, injury, and/or loss and agrees to use its liability and medical insurance as primary coverage.

Acknowledgement Statement

I hereby agree to all the terms and conditions set forth in this memorandum and further certify that I have been authorized to approve and execute this memorandum on behalf of the respective organizations indicated below. I understand that failure to comply with the safety guidelines outlined herein will result in action by the administration of Associated Students in accordance with AS Policy.

ORG NAME:

Signature (President): _____

Name: _____

Contact Email: _____

Date: _____

Signature (Advisor): _____

Name: _____

Contact Email: _____

Date: _____

ASSOCIATED STUDENTS:

Signature: _____

Mark Jaramilla, Assistant Executive Director of Facilities & Operations

Date: _____

Signature: _____

Alejandro Rios, Executive Director

Date: _____

Attachment B:

List of Prohibited Items and Concern Tiers

Tier 1: High Concern (Immediate documentation, conversation, and referral to Board for disciplinary action and possible removal)

- **Flammables, Candles, Paint, and Incense:** Open flames are not allowed.
- **Space Heaters:** These pose a fire hazard but can be approved depending on use.
- **Halogen Lamps:** Known for their high heat output and fire risk.
- **Extension Cords:** Only surge protectors with circuit breakers are allowed (6ft+ & no daisy chain).
- **Weapons:** Including, but not limited to, firearms, knives, and other dangerous items.
- **Explosives and Fireworks:** These are strictly prohibited.
- **Live Christmas Trees:** These are a fire hazard.
- **Illegal Substances:** Including any paraphernalia associated with drug use.
- **Irreparable Property Damage(s):** Intentional damages to irreplaceable properties and items, AS cannot be held liable or replacing any items.

Tier 2: Moderate Concern (Document warning for each offense)

- **No Pets:** Not to be confused with service animals.
- **Drugs and Alcohol:** Illegal substances and alcohol are prohibited.
- **Cooking Appliances:** Such as air fryers, hot plates, toasters, and microwaves (pending inspection).
- **Barbecue Grills:** Including charcoal and gas grills.
- **Dartboards:** Due to potential damage to walls and safety concerns.
- **Tapestries and Wall Hangings:** Must be hung by AS F&O.
- **Refrigerators:** Larger unless approved by AS F&O.
- **Air Conditioners (not to be confused with fans):** Unless approved by AS F&O.
- **Waste Management:** Dispose of trash regularly
- **Repairable Property Damage(s):** Unintentional damages to property that can be repaired.

Tier 3: Low Concern (Conversation, document warning if not resolved after 2 conversations)

- **All New Furniture:** Items that may obstruct exits or are not approved by AS F&O.
- **Motorized Vehicles:** Hoverboards, motorcycles, scooters, and mopeds inside the building.
- **Scent Free Environment:** Be mindful of strong smelling foods, perfumes, hygiene and cleaning supplies, members are encouraged to communicate sensitivities.

All office users are responsible for knowing, understanding, and abiding by the rules and standards of the University community and to conduct themselves within the following parameters:

- a. Sections 41 301 through 41 304 of Title V, California Code of Regulations (the University's Code of Conduct specifies those terms and is included in Appendix B of the University Bulletin)
- b. All University rules and regulations now or later in effect.

- c. Established patterns of behavior that continue to affect the larger community may result in revocation of the Space Allocation Agreement outlined in the Memorandum of Understanding Regarding Use of Student Organization Space in the Student Center.
- d. Alleged violations of the MOU may also be subject to review from a criminal or student conduct code.
- e. As much of the space usage agreement(s) are based on University policies and/or State and Federal laws, a policy violation may be considered appropriate for one or more levels of review:
 - i. University Police for criminal review.
 - ii. Campus Conduct Officer for University review.

**STUDENT ORGANIZATION SPACE ALLOCATION POLICY APPROVAL AND REVISION
HISTORY**

Student Organization Space Allocation Policy was Approved by the AS Board of Directors on 05/06/2026