

OFFICE SPACE ALLOCATION GUIDELINES

I. Available Space & Eligibility

- A. The Office Space Allocation Committee will formulate policies on all types of student space under the jurisdiction of the Undergraduate Students Association Council, including but not limited to:
 - 1. Lockers
 - 2. Mailboxes
 - 3. Full Office Space (includes a mailbox)
 - 4. Communal Office Space
 - 5. Storage Space
- B. Any recommendations to student space policies and allocations must be by council per bylaws rule IV.E.4.
- C. Any group eligible for consideration must be registered with the Center for Student Programming (CSP) and have a current non-discrimination form on file.

II. Criteria

- A. A group may only apply for and receive a space type that they do not currently receive in any university owned building.
- B. Eligibility for each space type is contingent upon the applying group meeting the minimum requirements for each type:
 - 1. Locker
 - a. Have registered with SOLE for at least two consecutive years.
 - 2. Mailbox
 - a. Have registered with SOLE for at least two consecutive years.
 - 3. Full Office
 - a. Have registered with SOLE for at least five consecutive years.
 - b. Have applied for campus funding (from any source) for at least four consecutive years or as long as the group has been eligible.
 - c. Have utilized campus facilities at least once each year for at least four consecutive years.

III. Application Process

- A. Applications will only be accepted for student space types that are available for the following allocation cycle
- B. Applications for the following application cycle will be available at a time designated by OSAC and approved by the USAC.
- C. At least one ½ page advertisement must run in the Daily Bruin notifying the campus of the application schedule.
- D. Applications will be due at a time designated by OSAC and approved by the USAC.
- E. Locker Allocation Process
 - 1. Lockers will be allocated per academic year.
- F. Mailbox Allocation Process
 - 1. Of eligible groups for Mailboxes, OSAC will allocate mailboxes if the group can provide support that they receive at least three pieces of the following mail categories:
 - a. Subscriptions to magazines, newsletters, etc (that are directly related to the organization's mission)
 - b. National organization materials
 - c. Corporate sponsorship materials

- d. Off campus bank account statements
 - e. Other postal mail items that promote the need for a consistent mailing address.
- 2. If there are significantly more groups who demonstrate need for a mailbox and meet the eligibility requirements, OSAC will work to find more mailbox space to meet the need.
- G. Full Office Process
 - 1. Of eligible groups for Full Offices, OSAC will allocate Full Offices based upon the following Office Space Allocation Committee priorities, which state that the Registered Student Organization has demonstrated the ability to:
 - a. Provides programming and academic opportunities that supplement the general curriculum of the university, thus enhancing and enriching the educational experience of the campus community.
 - b. Support the academic success, retention, and recruitment and involvement of undergraduate students, staff, faculty, and administrators.
 - c. Provides avenues for undergraduates to serve and assist the on or off campus community in addressing societal problems.
 - d. Co-sponsors or program collaboratively with other student organizations.
 - e. Provides programming that is open to and encourages participation with the campus community.
 - 2. The Registered Student Organization must demonstrate its need for office space with justification that is well-rationalized, articulated, and documented with narratives.
 - 3. The Registered Student Organization must have existed for a period of time and become a stable part of student life.
- H. Supporting documentation for the validity of a group's application, per section III.E.3.6
 - 1. Supporting information on the group's campus funding may be sought from SGA.
 - 2. Verification of on campus programs may be sought from UCLA Event Services, ASUCLA Event Services, and the Office of Residential Life.
- I. Every applying group will be eligible for a hearing to answer questions regarding their application.
- J. OSAC will develop a point system in order to fairly and objectively allocate organization space.
- K. Groups will rank their preferred types of student space.
- L. OSAC will allocate space based upon most points to least.
 - 1. Each group shall receive their highest ranked space type that is available
 - 2. USAC Sponsored Organizations shall be granted priority for being sponsored.
- M. OSAC's allocation recommendations must be made and released by the first (1) weekday in May.
- N. USAC must vote upon student space allocations before or during the first USAC meeting in June.

IV. USAC Organizational Space

- A. OSAC will include in its recommendations to USAC the allocation of council offices.
- B. Every council member will receive (an) office(s), according to their needs, as determined by OSAC and approved by the USAC.
- C. Offices that house Commission Sponsored Organizations, as enumerated in the USAC Bylaws Article II, Section E.4., shall be construed as being "owned" by that Commission that sponsored the "Commission Sponsored Organization."

- D. Should a council office expand from the previous year in a way that requires the moving of a student group allocation, OSAC will find another space for that group to move to within USAC allotted space.

V. Space Utilization

- A. For the purpose of this document, 'ownership' refers to the privilege of a group to use assigned USAC controlled student space.
- B. Groups receiving new student space may move their items into the space two weeks after USAC approves its allocation.
- C. Ownership is contingent upon a group's registration with SOLE during the allocation cycle or failure to adhere to space regulations.
- D. Ownership cannot be renewed if the assigned group is not utilizing the allocated space.

VII. Housekeeping & Fire Safety

- A. Groups will ensure that all spaces are kept to a reasonable level of cleanliness & safety.
- B. No open food or drinks should be left in the space
- C. Spaces' cleanliness should remain to the extent that the nature of the work allows
- D. Consistent tidy up of tables , desks , workspaces at the end of each day.
- E. Put away tools , materials , & objects away to avoid injury , lost items and damage.
- F. Carpets/Floors should remain dry & in proper condition.
- G. Floors in improper condition should be reported to OSAC chairman to inform maintenance in a timely manner.
- H. No lights , decor , posters , appliances, or any apparatuses of any kind should hang from fire sprinklers & other fire safety systems, nor on any exterior part of the building and windows.
- I. All fire exits & windows should be clear and accessible at all times .
- J. No flammable materials or open flames such as candles, spray paint, incense , etc. should be used in the office spaces
- K. By applying for office space allocation, employees consent to quarterly audits conducted by the Office Space Allocation Committee (OSAC) chairpersons and Student Government Services (SGS) personnel to ensure safety standards and housekeeping are maintained.
- L. These audits will include inspections of office spaces, furniture, walls, carpeting, pest control measures, waste management practices, and any other relevant aspects related to the maintenance of a safe and hygienic working environment.
- M. OSAC will maintain steady communication with office space occupants regarding audit schedules, findings, and any necessary actions to address identified issues.
- N. Occupants are expected to cooperate fully with audit procedures and address any concerns or deficiencies identified during the audits in a timely manner.
- O. Failure to comply with safety and housekeeping standards may result in the reevaluation of office space allocation and possible corrective actions as determined by OSAC and SGS personnel.

VIII. Allocation of Office Space

- E. Any vacant office shall be deemed available for "allocation" and OSAC shall make recommendations for office space allocations in accordance with these procedures, as delineated in Article IV of these guidelines.

- F. An office shall be considered “vacant” if it meets any of the following criteria:
 - 1. It has not been allocated to (a) student organization(s) in accordance with these procedures, as delineated within these guidelines.
 - 2. The allocation that granted “ownership” to the student organization that resides in the office has terminated.
- G. A student organization allocation shall include the amount of time that the allocation will be effective for.
- H. A student organization allocation shall be operational for no more than five years.
- I. This shall not be construed to deny a student organization the right to “own” an office more than five years, provided that an open and fair allocation process is undertaken according to the procedures delineated herein.
- J. An eligible student organization shall not be denied the right to apply for an office space, even if the student organization previously “owned” the office.

VIX. Appeals

- K. A group may appeal any decision made by OSAC within one week of its announcement.
- L. Appeals of decisions made by OSAC shall be made to the Undergraduate Students Association Council.
- M. Appeals of decisions made by the Undergraduate Students Association Council shall be made to the Undergraduate Students Association Judicial Board.
- N. Only information available during the application process may be used in the appeal.
- O. Only procedural appeals will be recognized as valid by an appellate body.