

# Hoke Union Building

## Office Use Policies & Guidelines

The Office Space Allocation Process allows student organizations to apply to have office space in Hoke Union Building. The guidelines set out here are for the Hoke Union Building only. Student organizations with offices in other buildings should contact the building manager for rules and regulations for that building.

### Overview

The Hoke Union Building houses office space for student organizations. This section will provide an overview of some of the rules and regulations regarding this space. Student organizations that are allocated office space outside of the Hoke Union Building should familiarize themselves with the rules and regulations of that facility.

*NOTE: The Hoke Union Building administration reserves the right to enter and inspect your office space at any time to determine compliance with your contract or for any other reasonable purpose.*

Loss of space may occur if an organization does not conduct its activities in accordance with the provisions expressed in the office space license contract and its addendum. Assignments are subject to review and/or termination at any time by the Hoke Advisory Board (HAB). In no instance is it permissible for a student organization to share office space with another student organization (or group) without knowledge and written approval of HAB and Hoke Union administrators.

### Safety, Security, and Cleanliness in the Union

Security for our students is important to the Hoke Union administration and the Hoke Advisory Board. Please help us maintain a safe environment by following some simple, but important guidelines:

Keep your office door locked and valuables secured when unattended. Do not loan office keys to anyone and immediately report any lost or stolen keys to the Housing and Student Involvement Office (H&SI) in Hoke 216.

Inform H&SI if you see any suspicious individuals.

If you need to call Security (962-3617) for any reason, also alert H&SI as soon as possible.

General upkeep, maintenance, and custodial service is provided for the common areas of the Union. Student groups are expected to maintain clean working spaces at all times. Please contact H&SI should you need any maintenance help.

Recycling is highly encouraged in the Hoke Union Building. Recycling bins have been placed in each office. Blue receptacles have been placed in the common areas of each floor in Hoke. Cardboard should be taken down to the loading dock outside of the Hoke Union Building. For battery recycling, please take batteries to the H&SI Office.

Courteousness is expected at all times as the Union is a community environment. Please be respectful of and responsive to your neighbors.

## **Rules and Regulations**

Smoking, Illegal Drugs, and Alcoholic Beverages (other than alcohol provided by Aramark Catering Services) are NOT allowed in the Hoke Union Building under any circumstances. The Hoke Union Building is a smoke-free environment and, therefore, smoking in any area is prohibited.

Damage to any area of the union will not be tolerated. This includes non-malicious damage such as that done to walls by putting up posters, notices, etc. Only masking tape is to be used on painted or paneled walls and is only to be used in the office. Nails, thumb tacks and staples are not permitted. Please treat your office furniture with care. Any damage to the office or furniture should be reported to the H&SI Office.

Organizations will be held responsible for any damage to their office unless:

- The damage has been noted on the Office Condition Inventory and confirmed by Hoke Union staff.
- The damage is normal wear and tear as determined by Hoke Union staff.
- The damage is the result of a maintenance problem that had been properly reported.

Unless notified, the Hoke Union will assume that your room and its furnishings were in perfect condition when your organization initially moved in.

Materials considered offensive to a reasonable student or other person passing by should NOT be visible from the hallways or windows.

Violations of the ordinances, rules, or regulations can lead to early termination of your contract or further actions under the standard of conduct.

The Hoke Union does not assume any liability for loss, theft, or damage to personal property or to personal injury incurred while using its facilities. Under no circumstances is sub-leasing permitted.

## **Communication Services**

### **Telephone**

Office Telephone Service is available from IT (962-3582). Groups wishing to obtain telephone service need a billing index code with available funds, since monthly charges will be assessed. Please contact IT with your organization's name, billing index code and your office room number. Processing will take between two and three weeks, and a representative will need to be present at installation. Charges will vary with choice of services, so please contact IT to determine applicable prices, or visit [www.eou.edu/it/](http://www.eou.edu/it/) for a brief listing of available services and charges. These prices are subject to change.

### **Internet Access**

Ethernet access is available in student offices, but each organization will need to contact IT to determine whether network is turned on. The Hoke Union Building is wireless, but is not guaranteed to be supplied in all areas of the building. Groups are required to follow all university policies regarding computer usage.

### **Office Keys**

Each group with office space is issued an office keys. Initial key requests are to be submitted through the H&SI office (Hoke 216). If a key is lost or stolen, the key and lock is replaced at a cost to the organization. If access to an office is necessary after losing the key, a master key is available during University business hours in the H&SI Office. There is no charge for this service if the key is merely locked in the office. Keys may not be duplicated. If an organization is found with illegally duplicated keys, the organization will be held responsible for all charges incurred in re-keying the appropriate office door. Keys must be returned by the end of spring term or the individuals whose name the key is checked out to will be billed accordingly. Should a group need an office key during the summer, special permission can be made to those requesting.

### **Office Hours**

It is expected that every student organization granted an office space will maintain a minimum of **ten** (10) office hours per week between reasonable hours (9 am to 8 pm), beginning the first full week of the academic year. Every group must submit their designated office hours no later than the Friday of the first week of classes for each term. Groups must post these hours outside their offices as well.

Upon setting designated office hours, groups will need to submit hours to Student Involvement (Hoke 216). Violation and/or dishonesty of hours will be considered in future space allocation requests.

Groups are not required to hold office hours during breaks and the summer term. Note: Building hours will vary during holiday breaks.

### **Office Furniture**

Groups with office space must purchase their own furniture and equipment. For the common area spaces, furniture may not be removed from these areas and moved into student organization offices. Groups will be penalized for moving common furniture into offices, which may result in losing the allocated space for that group.

I have read and understand the above policies. I hereby agree to the terms outlined above.

Student Club/Organization Representative: \_\_\_\_\_

Advisor: \_\_\_\_\_

**Note:** Failure to follow this policy may result in loss of space.