
COMPLETE THIS APPLICATION IN ITS ENTIRETY AND RETURN TO THE OFFICE OF STUDENT LIFE (BLD 100)

Timetable for Space Allocations Process for 2013-2014:

Monday, August 19, 2013 - Applications posted online

Friday, August 30, 2013 - Applications are due by 12pm EST to Student Life in room 127

Thursday, September 12, 2013 - Mandatory meeting for all students at 3:30 p.m. in the Student Life Meeting Room (103)

Tuesday, September 3, 2013 - New organizations may begin to move into the space

CUBICLE SPACE CRITERIA & PROCESS

To be eligible for cubicle office space in the Student Club/Organization area, clubs/organizations must be:

A recognized student club/organization through The Office of Student Life

In good standing with the Dean of Students Services Office

Criteria used for selection of office space will include:

Purpose & need of office space

Student organization membership (# of active members)

Amount of activity and use of office space (prior use will be assessed)

Previous years involvement with campus activities

Expectations of Student Clubs/Organizations granted office space are to:

Use the cubicle space frequently

Maintain a minimum of five (5) office hours per week

Provide the Council for Student Organizations (CSO) staff with office hours schedule and have posted at cubicle

Have a representative of the organization attend all General Assembly meetings

Retrieve mail regularly

Practice proper office etiquette

Cubicle space will be allocated for one academic year

Loss of cubicle space will occur if:

An organization loses its recognition status with the Office of Student Life or is not in good standing with the Dean of Students Services Office

A group fails to adhere to the policies and procedures of the Office of Student Life, or Miami Dade College

It is determined that the space is being used ineffectively (organization's use of cubicle space will be evaluated by the Office of Student Life)

Questions Contact

Student Life Specialist

The Office of Student Life

P: (305) 237-2810 F: (305) 237-0930

www.mdc.edu/kendall/student-life

OFFICIAL USE ONLY

Received On: _____

Received by: _____

Approved: Y _____ N _____ Cubical Number _____

The Office of Student Life Director Initial _____

PLEASE ATTACH THE FOLLOWING items to your application:

- Current Constitution
- Executive Board Contact Information (Name, Phone, Email)

Club / Organization Name: _____

CONTACT INFORMATION:

President _____ Phone _____

Email _____

Vice President _____ Phone _____

Email _____

Advisor _____ Phone _____

Email _____

MEMBERSHIP: Number of active members: _____

Please explain the intended use of the office cubicle by the group:

Does your organization currently have office space in another location on campus? No _____ Yes _____

If yes, where and what purpose would the Student Life office cubicle serve? _____

Would your organization be willing to share an office cubicle? No _____ Yes _____

If yes, is there an organization with whom you wish to share space? _____

Please list any special needs regarding office space: (wheelchair accessibility, etc.) _____

Number of office hours your organization plans to use their cubicle space: _____ /week Number of members who will have office hours _____

Please list any special activities or events that your organization holds on a regular basis _____

Briefly state why your club/organization is applying for cubicle space _____

How would your club/organization's use of office space add to the mission/vision of MDC's Office of Student Life? _____

I testify that the information provided in this application is accurate. I understand that my club/organization will be held responsible for all policies and procedures related to The Office of Student Life and Miami Dade College should our application be accepted.

President Signature _____ Advisor Signature _____

Date Received _____ Date Processed _____

Location _____

IT IS EXPECTED THAT YOUR ORGANIZATION WILL REVIEW ALL OF THE FOLLOWING INFORMATION CAREFULLY PRIOR TO APPLYING FOR SPACE.

ORGANIZATIONAL SPACE IN STUDENT LIFE IS CONSIDERED TO BE A PRIVILEGE, NOT A RIGHT.

Please note that cubicle/office space assignments are typically good for one (1) academic year and must be renewed EVERY YEAR. Prior occupancy does not guarantee renewal of the space. Each registered student club/organization that has been active for one year, and is in good standing with the college is eligible to apply for space. Student clubs/organizations must complete all sections of the application in its entirety, in order to assist the Office of Student Life in determining the specific needs of each space applicant.

In order to maintain an atmosphere conducive to all student organizations it is imperative that the following guidelines are followed:

Office Hours

Each student club/organization is expected to utilize their space for at least 5 hours a week. Please encourage members to use the space and take pride in it. If it is discovered that a club/ organization is not maintaining the required office hours they could be asked to forfeit their allocated space.

The student organization's weekly office hours must be set and submitted to Student Life by the date announced. Weekly office hours should be posted by each club/organization. Cubicles shall be occupied solely by the club/organization allocated that cubicle space.

Trash/Recycling

Because of the nature of the space that we are all sharing, it is expected that student organizations will maintain a sanitary environment at all times. This includes the disposal of food/beverages in the proper receptacles.

The Office of Student Life is committed to recycling. Please dispose of recyclable materials in the proper receptacles.

Cubicle Furnishings

All cubicles are equipped with a desk chair, one arm chair, one small file cabinet, and one large file cabinet. These items must remain in the cubicle area. If any of these items are missing at the end of the organizations' time in the cubicle area, the organization will be charged for the cost to replace the items. The cubicle is to be maintained as office space, not storage space.

Conference Room / Group Tables

The student club/organizations area is equipped with one group table and extra chairs that are available to any student club/organization member (this area may be used by reservation only). Organizations are encouraged to use this area for large group meetings.

The student club/organization area has one conference room (130). This area is available strictly by reservation.

Technology

Most cubicles and offices will be outfitted with a personal computer. Students can access these computers by logging in with their Miami Dade login. Each computer is only to be used by the members of the organization and cubicle community members may not use any computer other than their own.

Computer usage should be appropriate for a work environment. Students should be mindful of those working around them and keep distractions to a minimum.

Repairs/Maintenance

Requests for repairs and/or maintenance to cubicles/offices should be submitted to the Student Life Specialist. Repairs or maintenance to equipment provided by the organization are the responsibility of the organization. Excessive damage to cubicle/office space by members of the organization is grounds for loss of the space.

Cubicle Decorations

Signage with your organization's name and contact information will be supplied by Student Life. Please do not remove or cover this signage in the process of decorating your space.

Do not place any items on top of the partition that may obscure or cover another organizations signage and/or cubicle number. Items that obscure signage may be removed by a Student Life member.

If you wish to attach items to the walls of your cubicle, please use only push pins, thumb tacks or scotch tape. Do not use any type of glue or other material that may damage the partition or cubicle as any repairs or replacement of equipment will be charged to your organization. You should be able to remove anything easily and should stay away from any stickers or permanent adhesive items.

Respect

Please show respect and communicate with fellow cubicle occupants with regard to any problems that may occur. Additionally, student organization space is located within a professional setting, and it is important that cubicle/office space occupants are mindful of that fact.

In order to maintain a reasonable volume level in the cubicle area, loud music may not be played (please utilize headphones).

Large club/organizational meetings will not be permitted in individual cubicles.

Organizations should not play any sports, run, and jump, or cause destruction, etc. while in the cubicle area. Student clubs/organizations found responsible for causing damage in the cubicle area will be held financially responsible.

Notifications

Up-to-date information regarding cubicle space will be distributed via email. Each organization is required to provide Student Life with accurate contact information. Please notify Student Life of any leadership changes within your organization and/or new members that should be listed as contacts.

Personal Items

Student clubs/organizations are responsible for any and all other items (including, but not limited to personal items) brought into the cubicle space area. Personal items should be marked accordingly. The cubicle/office area is not immune to theft or vandalism.

The office of Student Life is not responsible for any items stolen or lost from the cubicle/office space area. In the event of theft or loss, please notify Student Life, and file a report with campus police.

Smoking and Alcohol/Flammable Materials

Student clubs/organizations are expected to follow all Miami Dade College policies pertaining to smoking and alcoholic beverages.

Organizations are NOT permitted to bring small appliances (microwaves, refrigerators, etc. or space heaters) or flammable materials into the cubicles or offices.

Violations of Cubicle/Office Space Agreement Guidelines

Discipline for violations of these guidelines will be enforced by the Student Government Judiciary Branch. Students who are allegedly found in violation of a condition will have to meet with the SGA Judiciary Branch to determine further action.

The Student Government Judiciary Branch will review alleged violations of the Space Agreement on a case-by-case basis. Potential sanctions for violations range from written warnings to revocation of space privileges. In instances where student organizations violate college or departmental policies, the Dean of Student Services Office and the Office of Student Life may be notified to proceed with an investigation.