



## McFarland Student Union Policy 2000-0102

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### ALLOCATION OF OFFICE SPACE

#### A. Purpose

To define a procedure for allocating, assigning or removing office space for student organizations and University departments.

#### B. Scope

This policy is applicable to student organizations and University departments.

#### C. Definition(s)

#### D. Policy and Procedure(s)

- **University Departments:**

- A. University (administrative) Departments are assigned to the MSU on a permanent basis by designation of the Vice President for Student Services and Campus Life and the University President.
- B. The MSU Advisory Board votes on the allocation of space for administrative departments in order to represent stakeholder sentiment for consideration of the University President.
- C. Administrative Offices located within the facility must provide direct services to students and contribute to the mission of the McFarland Student Union.

- **Student Organizations:**

- New Space Assignments:**

- A. Student organizations requesting new office space must apply through the MSU Advisory Board.
  1. Organizations may apply pending the vacancy of existing student organization space or new space as a result of renovation or expansion.
  2. Organizations may not apply for space currently occupied by another student organization unless a vacancy is pending.

3. The University President, upon the recommendation of the MSU Advisory Board and the Director of the MSU, will make space allocations. The President, or his designee, will consult with the SGB President before such recommendations are approved.
4. Priority Schedule
  - a. student organizations funded by SGA
  - b. registered student organizations
5. Decisions for the allocation of new space will be based on contribution to the MSU and University community.
6. Proposals for space must include the following:
  - a. statement describing why the organization is requesting space
  - b. summary of the organization's accomplishments during academic year and information about the number of members and their campus role
  - c. supporting documentation relating to the organization's accomplishments
  - d. copy of their registration
  - e. a letter of support by their official Kutztown University advisor
7. Criteria
  - a. record of accomplishments
  - b. stability of organization's membership
  - c. nature of the organization's contributions to the campus
  - d. potential benefits to the campus from the allocation of space to the organization
  - e. potential benefits to the organizations from the allocation of space to the organization

### **Incumbent Space:**

- B. Student organizations who hold space in the MSU must submit an annual report to the MSU Advisory Board demonstrating their contribution to the University and the mission of the McFarland Student Union in order to renew their space for the upcoming year.
  1. SGB is not required to re-apply for space on an annual basis.
  2. Upon the recommendation of the Advisory Board and Director of the MSU, the University President, in consultation with the President of SGB, can exempt an organization from the requirement that it must annually reapply for space.
  3. Student Union and Commuter Services will coordinate the annual report process and present all reports to the MSU Advisory Board.
  4. Organizations not contributing to the campus community will be given a least one semester to improve involvement issues.
  5. The MSU Advisory Board may recommend to the President of the University or his designee, the removal of student organizations from space if they are not contributing to the MSU and Kutztown University.

### **E. Effective Date**

2000-2001

**F. Approved By**

MSU Advisory Board, Vice President for Student Services and Campus Life, & President  
of Kutztown University

**G. Cross References**