Club House Work Station Application and Agreement: FALL 2011

With the multitude of student organizations on campus and a limited amount of Club House work stations, it is a privilege to be granted space. Organizations are expected to maintain their space with the upmost respect for Florida Atlantic University as well as the other student organizations on campus. Therefore, the following guidelines must be followed if the work station is granted.

**Use of the Work Station**

1. The work station shall be occupied by the two student organizations assigned to it.
2. Nothing shall be permanently affixed to the cabinets, drawers, walls and desks. Magnets and poster putty and tape may be used; however glue, staples, stickers, and push pins are not to be used.
3. Storage is limited to the desk drawers and one side of the overhead cabinet. Organizations cannot store large bulk items in the work station.
4. The organization may not hold meetings within the work station area with more than 3 people.
5. Computers residing in the cubicles must be shared between the student organizations assigned to the space.
6. Student Organizations cannot download or install software on the computers.
7. If audio will be emitted from the computer, headphones are required.
8. Students must throw away any trash into proper trash receptacles before leaving the work station area.
9. The furniture, computers, and equipment are all property of Florida Atlantic University. The use of these items it at the discretion of the Council of Student Organizations (COSO). Repairs for any damages will be charged to the organization.
10. If you borrow a chair from a surrounding area, be sure to return it before leaving the area.
11. Due to the fact that there could be up to three organizations sharing the space, it is the responsibility of the organizations to work out a schedule to avoid overlapping office hours.
12. Keys to the file drawers and cabinets are located at the COSO Desk. You must ask a member of the COSO Executive Board to open the drawer or cabinet space. **Keys will not be given out or be available for check out.**
13. Due to the limited server space, the work you need to save must be saved to a flash drive (flash drives will be provided to all organizations that occupy a work station).
Terms of Work Station Use:

1. COSO can remove an organization from a work station at any time for the following reasons:
   - Improper use, such as vandalism, misconduct, or any action contrary to any of the guidelines in this agreement, FAU Regulation 4.006, 4.007 and SIL Policies.
   - If your organization is under investigation by Student Affairs.
   - Failure to meet the requirements of this agreement.
   - Failure to maintain “registered” status.
   
   *Any combination of these reasons will result in eviction during the time period this agreement is valid.*

2. Organizations that remain in good standing with COSO (i.e. are still registered and do not violate the Work Station Agreement) will be permitted to apply for work station the following semester.

3. If an organization loses the use of its work station at any time, that organization will not be eligible to apply for space for one year from the date of eviction.

   Agreements are valid for ONE (1) academic semester only: fall 2011.

4. Organizations maintaining the use of their work station must sign a new agreement at the beginning of each fall or spring semester.

5. Organizations having access to other workspace, such as space within a college, the Student Union or within a department will not be able to maintain a work station.

6. The COSO Directors may call mandatory Work Station meetings to inform organizations of any policy changes. Notification of these meetings will be sent via email at least 72 hours prior to the meeting. An officer from the organization must be present in order to receive credit for attendance.

7. Work stations must be cleared no later than December 8th, 2011. Any items left within the work station after that date will be discarded.

8. COSO reserves the right to access any work station at any time.

9. Florida Atlantic University is NOT responsible for any lost or damaged items stored in the work station area.

10. The Student Organization may appeal the removal decision in writing to the COSO Director within five (5) business days of receipt of the notice of removal.

   1. The COSO Director and Advisor will review the basis for the COSO Executive Board’s decision but will not be required to initiate a de novo factual investigation.
   2. Notwithstanding the above, the COSO Director may, but is not required to, direct that further facts be gathered or that additional remedial action be taken by the Student Organization. The COSO Advisor may also decide to uphold or overturn the decision of the COSO Executive Board or designee. The COSO Director shall provide the Student Organization written notice of the decision.
COSO Work Station Agreement Form: Fall 2011

I, __________________________________________ agree to the terms and conditions stated above for maintaining a work station space in the Club House. By signing below, I agree to fully disclose the agreement’s contents to the other members of the organization and I am responsible for their actions as well. I also...

- Have, read, understand and will adhere to the work station guidelines listed above.
- Have given honest responses to the questions located on the application which will be submitted online to fau.bocacosofau.edu
- Agree that if we are granted the work station space, we will not apply for an Organization Locker Space.

_________________________________________           ________________
(Organization President Signature)                                         Date
_________________________________________           ________________
(Organization Officer Signature)                                             Date
_________________________________________           ________________
(Organization Advisor Signature)                                             Date

✓ Please make sure to have both the President of the organization, another officer, and the Advisor sign this document before submitting it.
✓ Once you have ALL signatures, submit this form directly to a staff member in Student Involvement and Leadership (Room 203 in the Student Union).

Office Use Only

Date Received: _______________ Received By: ____________________

Work Station Granted: Yes_____ No _____ Station #______________
**Work Station Application: Fall 2011**

Applications are accepted on a rolling admission basis and will be approved at each of the Funding Meetings throughout the fall semester. They must be submitted online to fau.bocacoso@fau.edu or delivered to Student Involvement and Leadership in the Student Union. All applications and supplementary questions must be typed in order to be reviewed. The COSO Work Station Agreement Form with all signatures must be delivered to the Student Involvement and Leadership Office (Student Union, Room 203).

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Please Read the section below **BEFORE** completing the application:

Due to the fact that we have so many organizations on campus, each work station will be occupied by three student organizations. Please refer to the agreement guidelines to see the policies regarding scheduling the triple usage. If there is a particular organization you would like to share the work station with please indicate it below. (**Note: If you choose to select a preferred organization applications MUST be submitted in person to the Student Involvement and Leadership Office. The other organization must submit their application the same time as you and must indicate on their application your organization’s name**)

Check the box of the selection that applies:

- [ ] We prefer to share the work station with the _____________________________
  
  **Name of Organization**

- [ ] We don’t have a preference in what organization we share our station with.

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**Full Name of Organization:** _____________________________

**Date:** _____________________________

**Council (circle which applies):** Academic / Greek / Special Interest / Sports / Multicultural / Graduate

Please answer the following questions circling either yes or no:

- [ ] Does your organization currently receive funding from COSO? Yes No
- [ ] Does your organization have access to other workspace? Yes No
  - (i.e. space within a college, Fraternity and Sorority Life, office on campus)

- [ ] If yes, where? _____________________________
Organization Contact Information:

President Section

- Name: _________________________________
- Email Address: ______________________________
- Phone Number: ______________________________
- Z Number: ________________________________

Member Section

- Name: _____________________________________
- Email Address: ______________________________
- Phone Number: ______________________________
- Position Held: ________________________________
- Z Number: ________________________________

Advisor Section

- Name: ______________________________
- Email Address: ______________________________
- Phone Number: ______________________________

Organization Information:

Please answer the following supplementary questions in a separate Word document and send it along with your application. (Please limit your responses to a total of 2 typed pages)

1. How long has your organization been in existence on campus and how long has it been active?
2. How many active members do you have in your organization? (Please include an updated roster of your members that matches the number of members on CollegiateLink) The roster will also serve as way for COSO to know who may access your work station.
3. What is the purpose of your organization?
4. What events has your organization held in the last year?
5. Describe why you feel your organization needs the work station space. How might it impact your organization’s success?
6. List any other information you feel should be considered. Has your organization been involved with COSO Events (i.e. workshops, Club Fest)?
Reminders:

- Incomplete applications will not be reviewed.
- You must turn in your *Agreement Form* to the Student Involvement and Leadership Office after submitting your application.
- If you are granted space, your organization will be notified via email to the email addresses listed above and must attend the Club House Work Station Welcome Meeting.
- If you are granted space, you **MAY** be sharing the work station with one other organization.