

Policies and Procedures for Student Organization Space in the Purdue Memorial Union and the Stewart Center

The assignment of space and facilities allocated for use by Purdue student organizations in the Purdue Memorial Union (PMU) and Stewart Center (STEW) is a function delegated to the Programs and Recreation Department and the Purdue Student Union Board.

The following policies and procedures apply to the assignment and usage of all such space and facilities assigned to student organizations:

- A. **Eligible Organizations** - Only Purdue student organizations recognized by the Office of Dean of Students and in good standing are eligible for assignment of space or facilities. Organizations with office space elsewhere at the university are ineligible for office space in PMU or STEW.
- B. **Application Process** - Requests for assignment or reassignment of room space, storage locker space, mailboxes and all other facilities shall be made via online form, through the BoilerLink website, to PMU and Stewart organization space, during the spring semester of each year, with deadlines noted in advance. Such requests will be evaluated by PSUB.
- C. **Assignment** - Assignment of space is based on need as compared to other organizations requesting space. Preference is given to organizations representing all students, open to all students or serving all students, coordinating housing organizations and service honoraries. Additionally, those organizations that currently have space with PSUB and are in good standing will be given preference as well. **Note: ALL groups who currently have ANY SPACE, including office, storage locker, and/or mailbox must reapply every year.**
- D. **Assignment Term** - Space assignments normally begin on the first day of academic classes and terminate, subject to reassignment, on the last day of academic classes in the spring semester. The assignment of a space to an organization may also be terminated during new officer elections (see E). Reassignment for the succeeding year is based in part on careful evaluation of the organization's past use and care of assigned facilities. If space is not reassigned, the organization must fully vacate the space by the last day of classes in the spring semester. Exceptions for summer use may be granted, please notify PSUB with your request.

Failure to move out by this time will result in PSUB or PMU staff members removing and disposing of all items and all applicable fees will be charged (see H). PSUB will not be held liable for valuables that are not removed by specified date.
- E. **New Officers** – Any organization that has an election and changes ANY of their officers must notify PSUB within one week to get a brief orientation on the policies and procedures. If necessary, a meeting may be requested by PSUB to verify, with the newly elected officers, their necessity or intention for continued use of the office.
- F. **Probation** – An organization will be placed on probation as a result of noncompliance with the policies and procedures outlined for the space in violation. Immediate action is required after the first probation if the organization wishes to keep the space. If the organization is issued a second probation for the same space during the assignment term, the assignment may be terminated at PSUB's discretion.
- G. **Subletting or Shared Occupancy** - Space and facilities are assigned to organizations, not to individuals, and may NOT be sublet to any other organization, group, or individual in any manner without specific written approval, in advance, by the Purdue Student Union Board.

PSUB in no way wishes to discourage recognized Purdue student organizations from sharing resources that will enhance the goals and objectives of either or both organizations. Because of its responsibilities, however, PSUB must be aware of such inter-organization relationships in advance. Furthermore, subletting relationships between Purdue student organizations and non-Purdue student organizations is prohibited until such time as exception and written approval may be granted after careful prior evaluation by other offices and agencies in addition to PSUB.

H. **Fees Assessed for the Following:**

Late move out - \$50

Disposal of Items from Office or Locker - \$50 per hour

Keys not returned - \$25 per key

New mailbox combination at organization's request - \$30

I. **BoilerLink Website** – The Get BoilerLink website will be PSUB's primary means of communication to and management of the spaces in PMU and Stewart Center. PSUB will use mailing lists and tasks which are generated on BoilerLink. As such, all organizations are required to keep their organization's page on BoilerLink up to date with all officer and advisor information. This also requires that organization's officers check Get Involved or their Purdue email frequently in case tasks have been assigned. **PSUB is not responsible for any communications or tasks not received by an organization due to their page not being up to date or frequently checked.**

To access the branch of PSUB specifically created to manage the space in PMU and Stewart Center, type "Org Space" in the organization search bar on BoilerLink. The full title of the pseudo-organization is "PMU and Stewart organization space". Here student organizations can access forms necessary for space allocation and renewal, card swipe access, office and storage locker waitlists, as well as informative documents regarding policies and procedures for all space managed by PSUB.

**Please contact the Purdue Student Union Board
with any concerns or questions.
They can be contacted in the PSUB office PMU 268,
by email at psubspc@purdue.edu, or by phone at 494-8976.**