

## ORGANIZATION SPACE ALLOCATION GUIDELINES

### I. Available Space & Eligibility

- A. The Organization Space Allocation Committee will formulate policies on all types of student space under the jurisdiction of the Undergraduate Students Association Council, including but not limited to:
  - 1. Full Office Space (includes a mailbox)
  - 2. Lockers
  - 3. Mailboxes
  - 4. Communal Office Space
  - 5. Storage Space
- B. Any recommendations to student space policies and allocations must be made by the committee according to bylaw IV.E.4.
- C. Any organization eligible for consideration must be registered with the Center for Student Programming (CSP) and have a current non-discrimination form on file.
- D. For the purposes of these Guidelines, “registration” is defined as officially registering with the Center for Student Programming (CSP), and the most recent registration shall count towards any required minimum.
- E. For the purposes of these Guidelines, “organization” shall be used to refer to Registered Student Organizations, unless otherwise stated.

### II. Communal Space

- A. Communal Space logistics and day-to-day administrations will be under the jurisdiction of ASUCLA.
- B. Communal Space workstations will be available through a first come, first serve basis.
- C. Organizations may only use one workstation at a time if other organizations are waiting.
- D. All organizations eligible for communal space must contact Student Government Accounting (SGA) for codes to utilize the copy machine and phones.
- E. Cost of using any equipment will be billed to an organization’s Student Government Accounting (SGA) account.

### III. Criteria for Non-Communal Space

- A. An organization may only apply for and receive a space type that they do not currently receive in any university owned building.
  - 1. Groups that have storage space may still apply for office space from OSAC, and those that have office space may apply to OSAC for storage space.
- B. Eligibility for each space type is contingent upon the applying organization meeting the minimum requirements for each type:
  - 1. Full Office
    - a) Have registered with CSP for at least five (5) consecutive years.
    - b) Have applied for campus funding (from any source) for at least five (5) years in the past decade.
    - c) Have utilized campus facilities at least once each year for at least five (5) consecutive years.

- d) Exceptions will be made for groups that have at some time been ineligible for registration, funding, and/or facilities use due to legal restriction.
- 2. Locker
  - a) Have registered with CSP for at least two (2) consecutive years.
- 3. Mailbox
  - a) Have registered with CSP for at least one (1) year.

#### IV. Publicity

- A. The OSAC Chair must present to USAC an outreach strategy before the beginning of the application process.
- B. At least one ¼ page advertisement must run in the Daily Bruin notifying the campus of the application schedule.
- C. The OSAC Chair must work with CSP to publicize the student group application process.
  - 1. Student groups will be notified through a flyer and/or announcement at CSP Registration meetings.
  - 2. After CSP Registration occurs, an email must be sent out through CSP to all registered student organizations
- D. OSAC must post a notice on the door of each student organization office and locker, with one notice per organization currently residing in an office.
- E. OSAC must hold a town hall meeting for all student organizations to notify them of the allocation process.
  - 1. At the meeting, students may make suggestions to be implemented by OSAC, at OSAC's discretion.
  - 2. Students will be allowed to ask questions regarding the application process.
  - 3. OSAC must explain its criteria for assigning points to student groups.

#### V. Application Process

- A. Applications will only be accepted for student space types that are available for the following year.
- B. Applications for the following year will be available at a time designated by OSAC.
- C. The application form must be approved by USAC by a majority vote prior to distribution.
- D. Multiple organizations may apply for space using the same application.
  - 1. No group can be listed as a sponsor on more than one application.
  - 2. Organizations that apply together must not be considered as a single group unless they so desire.
- E. Applications will be due at a time designated by OSAC.
- F. Of eligible organizations for space, OSAC will allocate organization space based upon the following criteria:
  - 1. Engagement with students (40%)
    - a) The organizations must provide evidence of programming and academic opportunities implemented by that organization that supplement the general curriculum of the university including, but not limited to:
      - i. Number of programs

- ii. Number of students served by the program
  - iii. Cultural/Educational value of programs
  - iv. Co-sponsorship
  - v. Retention and academic success of members
  - vi. Open engagement with campus community
  - vii. Provides avenues for undergrads to serve and assist in solving societal problems
2. Organization Structure ( 10% )
    - a) Size of executive board
    - b) Size of weekly meetings
    - c) Number of active members
    - d) OSAC will take into consideration extenuating circumstances in regards to potential size of organization
  3. Stability and History on Campus ( 20% )
    - a) History on Campus
    - b) Stability and growth
    - c) Description of the last five (5) years
    - d) Plan for the next five (5) years
  4. Utilization (30%)
    - a) Ability for space to be used in order to assist in or achieve the objectives, programs and/or activities of the organization.
    - b) Special safety/security concerns for the organization.
- G. Full Office Process
1. The Registered Student Organization must demonstrate its need for office space with justification that is well-rationalized, articulated, and documented with narratives.
- H. Locker Allocation Process
1. Lockers will be allocated per academic year.
  2. An organization shall not be entitled to obtain more than one (1) locker space, unless extra space is available.
- I. Mailbox Allocation Process
1. Mailboxes will be allocated per academic year.
  2. Of eligible organizations for Mailboxes, OSAC will allocate mailboxes if the organization can provide support that they receive at least three pieces of the following mail categories:
    - a) Subscriptions to magazines, newsletters, etc (that are directly related to the organization's mission)
    - b) National organization materials
    - c) Corporate sponsorship materials
    - d) Off campus bank account statements
    - e) Other postal mail items that promote the need for a consistent mailing address.
- J. Supporting documentation for the validity of an organization's application
1. Supporting information must be provided by the applying organization.
  2. Supporting information on the organization's campus funding will be sought from SGA and other campus funding sources.

3. Verification of on-campus programs will be sought from UCLA Event Services, ASUCLA Event Services, and the Office of Residential Life.
- K. Every applying organization will be eligible for a hearing with OSAC to elaborate on and to answer questions regarding their application. Organizations will be given the opportunity to make a presentation to OSAC of up to ten minutes. Additional time will be allowed for OSAC to ask questions as it deems necessary.
  - L. OSAC will develop a point system in order to fairly and objectively allocate organization space based on the percentages provided.
  - M. Organizations will rank their preferred types of student space in regards to office space, locker and mailbox.
  - N. OSAC recommendations must be approved by a majority of the Committee.
  - O. OSAC will allocate space based upon most points to least, with scores correlating to size of space.
    1. Solo space exception – The lone Solo Space should be allocated to the organization that OSAC deems has demonstrated the most legitimate need for such space, even if it does not conform precisely to the space that scoring would predict. Such legitimate need would be determined by a supplemental question on the application in addition to the responses during the hearing.
    2. Moving exception – OSAC reserves the right to allocate different spaces than scoring would predict, within plus or minus 10 sq ft, to mitigate an organization’s potential necessity to relocate offices.
  - P. OSAC’s allocation recommendations must be made and released by the second week of spring quarter.
  - Q. OSAC shall request that USAC vote upon OSAC’s proposed allocations within three (3) weeks of OSAC’s presentation of said proposal.
  - R. OSAC reserves the right to audit any information provided during the application process.
    1. Any false or misleading information that is provided during the application process may result in the revocation of the right for an organization to obtain space in that allocation process.

## VI. USAC Organizational Space

- A. Every council member will receive (an) office(s), according to his or her needs, as determined by OSAC and approved by the USAC.
- B. USAC offices and commissions may petition OSAC if they need more space and have justification for it.

## VII. Space Utilization

- A. For the purpose of this document, ‘right to use space’ refers to the privilege of an organization to use space under the jurisdiction of USAC.
- B. Organizations receiving new student space may move their items into the space upon notification by OSAC and/or USAC.
- C. Organizations affected by new allocations must move their items into and/or out of their office(s) within four (4) weeks after the allocations are approved, not counting weeks when UCLA is not in session.

- D. Right to use space is contingent upon an organization's registration with CSP during the fall quarter registration week.

#### VIII. Allocation of Office Space

- A. A student organization allocation shall include the amount of time that the allocation will be effective for.
- B. A student organization allocation shall be operational for no more than two (2) years.
- C. This shall not be construed to deny a student organization the right to "own" an office more than two (2) years, provided that an open and fair allocation process is undertaken according to the procedures delineated herein.
- D. An eligible student organization shall not be denied the right to apply for an office space, even if the student organization previously "owned" the office.

#### IX. Space Misuse

- A. For the purposes of this document, "space misuse" is defined as an action, activity or use that:
  - 1. Results in property damage, whether intentional or by neglect. This should not be construed to apply to reasonable wear and tear.
  - 2. Violates the law, any other part of these guidelines, any other rules as dictated by USAC, or any University regulations.
  - 3. Are materially and significantly different from what was planned by an organization initially unless in consultation with that organization's governing body or with USAC.
  - 4. Constitutes harassment or abuse of other students, creates a nuisance for other students, or instigates violence or threats of violence against other students.
  - 5. Unreasonably impairs the use of the space by other organizations.
  - 6. Does not utilize the space whatsoever.
- B. OSAC will audit office space use once per quarter. It will notify student groups before visiting their offices.
- C. Any form of space misuse can result in the revocation of the right for an organization to apply for or obtain office space in the following allocation process.
- D. Space misuse may also result in the revocation of the group's allocation and removal from their office.
- E. Any organization or entity can file a complaint of space misuse with OSAC.
- F. OSAC must review any and all space misuse complaints to determine their merit, including communication with all involved parties. Any action that will be taken against an organization engaged in alleged misuse of space must be recommended by a majority of OSAC with documentation of communications and evidence of space misuse. The action must be approved by a 2/3 vote of USAC.

#### X. Appeals

- A. An organization may appeal any decision made by OSAC within one week of its announcement.

- B. Appeals of decisions made by OSAC shall be made to the Undergraduate Students Association Council.
- C. Appeals of decisions made by the Undergraduate Students Association Council shall be made to the Undergraduate Students Association Judicial Board.
- D. Only information available during the application process may be used in the appeal.
- E. Only procedural appeals will be recognized as valid by an appellate body.

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