

STUDENT OFFICE ALLOCATION

The Associated Students is responsible for allocation of student office space within the Viking Union Complex.

A. CRITERIA

1. Any program deemed necessary by the Associated Students by virtue of having a paid coordinator or operational budget, will be assigned permanent office space until such time as these programs petition the Facilities and Services Council for different space, or if said programs are no longer deemed necessary by the Associated Students.
2. All office space not in use by the above programs will be assigned yearly by the Facilities and Services Council based on the following criteria:
 - a. The purpose of the organization as stated in its charter, constitution, or on the Associated Students Recognition Form, and its relationship to the Associated Students Goals and Objectives (as provided in the Associated Students By-Laws).
 - b. The expressed need of the organization for said space, the intended use of the space, and other factors deemed pertinent by the Facilities and Services Council.

B. PROCEDURES

1. During Winter Quarter of each Academic Year, the Facilities and Services Council shall review office space allocations and may initiate a call for office space requests from throughout the Associated Students organization as deemed necessary.
2. Requesting organizations/programs shall submit a request in writing to the Council, and may be given the opportunity to make an oral presentation to the Council.
3. The Council shall make its decision known to the requesting group(s) no later than the beginning of Spring Quarter of the same year.
4. At no time prior to the issuance of a call for office space allocation requests, nor after the published cut-off date (as determined by the Council Chair) for receipt of such requests, shall an office space allocation request be considered by the Council, unless space becomes vacant other times during the year.

Interpretation and Enforcement: VU Administration, Facilities and Services Council

Viking Union/Student Activities/Associated Students
Policies & Procedures

SPACEALL.POL

Approved By: Facilities and Services Council

Date Approved: 12/8/88, 06/05/91

Organization: Viking Union/Student Activities