

EMU BOARD SPACE ALLOCATION AND REVOCATION

POLICIES

DEFINITIONS OF TERMS

“Guests” are defined as any group, regardless of student status, who conduct business out of a student space in the EMU. Subgroups have line item incidental fee allocation on the umbrella program’s PFC budget and are not considered guests.

“Groups” are defined by the ASUO Recognition Review Committee Standards.

“Business” is defined as using resources such as materials, telephones, recycling, computers, having desks or assigned space and holding office hours or storage of material in a student program space.

“ASUO recognized student group” is defined as a program officially recognized by the ASUO Executive.

“Student group” is defined as a group of incidental fee-paying U of O students who operate as a group without recognition from the ASUO Executive.

“Community group” is defined as a group whose majority of members are community members, not students. Majority is 50% or more membership.

“Community member” is defined as a person who does not pay incidental fees at the UO.

POLICY ON ALLOCATION OF OFFICE SPACE

Section I.

The EMU Board has the sole authority to allocate available office space within the EMU building to programs and organizations. This authority is delegated to the EMU House Committee.

Section II.

Those groups that desire to have space in the EMU must complete an application for EMU office space. Those groups that request a change of space must also complete this form.

Section III.

The EMU Board shall use the following criteria and considerations when determining whether a group is eligible for office space in the EMU:

- 1) The group must provide a service to the University.

a) The service provided by the group should be of complementary nature to the services already provided within the University, and should not duplicate any existing services.

- 2) Space in the EMU must facilitate the goals of the group.
- 3) The number of students participating in and affected by the group.
- 4) The ability and willingness of the group to post and maintain regular office hours.
 - a) Minimum of 10 office hours per week
 - b) Office hours must be posted in plain view
- 5) Availability and amount of space that is appropriate for the group's activity and general student interest.
- 6) The group's willingness to share space if such an arrangement becomes necessary. -
- 7) The date the group applied for space.
- 8) The adequacy of financial support for the use of space. (Funding from incidental fees or another source.)
- 9) Misuse of any space already allocated, or previously allocated to the applicant by the EMU Board of the University. The Board may conclude that space has been misused if:
 - a) The space was used for a purpose other than that for which it was allotted for, or
 - b) The facts within a previous application were inaccurate as a result of intentional falsification, or negligent preparation, or
 - c) There has been a violation of EMU building policies, or
 - d) There has been an abuse of EMU or University services, or
 - e) The prior use of space within the EMU resulted in the destruction of University property.
 - f) The space is not maintained in accordance to fire, health and safety code regulations

Section IV.

If the Board concludes that the applicant satisfies the guidelines outlined in Section III. Above, the Board must determine whether space in the EMU building should be allotted or whether the group may best be located in some other area of the University. The limited amount of space in the EMU does not allow the Board to offer space to all groups which offer a service to the University and meets the other guidelines specified. Therefore, the Board must consider whether the applicant already has space within another University building or may readily obtain such space which will adequately satisfy its needs. A showing of a good faith effort by the applicant to locate space outside the EMU when it does not already have such space, may be required by the Board.

Section V.

If the Board determines that there are more groups worthy of space within the EMU than it can accommodate, it may deny space to a group which would otherwise qualify. If the Board does deny space to such a group, the decision must be supported by substantial evidence showing that the decision was reached through consideration of which groups would best satisfy the needs of the University community.

Section VI.

Once the Board determines that an applicant will be awarded space within the EMU, it shall determine both the location of space as well as the amount of space it shall allocate to the qualifying applicant.

In determining the location, the Board shall base its decisions on:

- a) The proposed use of the space
- b) Frequency of student contact
- c) Compatibility with adjoining groups within the same suite or room
- d) The present location, if any, within the EMU of the qualified applicant
- e) Whether a specific location is essential to provide the service.

In determining the amount of space allocated, the Board shall base its decisions on:

- a) The proposed use of the space
- b) Frequency of student contact
- c) Size of staff
- d) Duties of staff
- e) Number of members
- f) Hours of office utilization
- g) Extent and nature of funding
- h) Whether need is continual or periodic.

Section VII.

The EMU Space Policy does not allow guests to hold office space in the Erb Memorial Union. All groups wishing to hold space in the EMU need to go through the space allocation procedure.

ASUO recognized student groups wishing to have space in EMU student office space need to complete an application for office space and submit it to the EMU House Committee for its consideration. If the ASUO recognized student group is requesting to join an office space shared by multiple groups, the EMU House Committee shall gain a letter of consultation from the groups already assigned to that particular space for their recommendations and comments.

Non-ASUO recognized student groups wishing to have space in an EMU student office space needs to first get a letter of approval from the current ASUO recognized student groups occupying the space the new student group is wishing to join. Furthermore, the EMU House committee will consult the ASUO President regarding the group, and gain input from the ASUO Executive. The letter from the ASUO recognized student groups occupying the current space is required for application and need to be attached to the EMU application for student office space. The application and letters need to be submitted to the EMU House Committee for its consideration.

Community groups and guests are prohibited from holding office space in the EMU and conducting business in EMU student office space. This is regardless of support from sponsoring ASUO recognized student groups and the ASUO Executive.

If a group is found to be a guest in the EMU student office space, they shall be prohibited from holding space or conducting business in the EMU student office space until the application and approval from the EMU Board of Directors can be rendered.

All groups, once assigned are permanently placed in that particular office, unless reassigned by the EMU Board of Directors.

Section VIII.

The EMU Board has oversight authority to review for approval requests to apply permanent signage to student office windows in the EMU—specifically, large storefront type windows both inside and outside the building, and exterior windows facing city and/or university streets and walkways. Temporary signage on external facing windows is limited 30 days according to University of Oregon Signage policy.

Temporary window coverage, such as posters and other signs for student groups may be displayed on interior building windows for the group's allocated space. For safety and security purposes, window signage may not unreasonably limit visibility into the space.

Temporary signage is signage that can be removed without leaving any physical changes to the building. Temporary signage may only be affixed with painters tape. Student groups will be held financially accountable for any physical damages to the building.

Criteria

Window signage requests will be reviewed on a case-by-case basis to allow for unique and/or special considerations. Requests that involve use of the UO logo, University seal, or “O” require approval from University offices with oversight for brand and trademark management issues. The EMU Board may consider what the intent of the window’s architectural design is including, but not limited to: passive day lighting and heating— energy sustainability, showcase of activity inside, transparency for personal safety, etc. The EMU Board will review sign content to ensure messages are consistent with the mission and goals of the student organization(s). Window signage, if approved, should serve as a fair standard or provide guidance broadly to student programs and administrative units within the EMU.

Application Process

Student organizations that desire a permanent sign affixed to their office space windows must submit a proposal to the EMU Board. The proposal shall be in the form of a letter to the EMU Board House Committee Chair outlining the desired location, size, color(s), sign medium, and content. If possible the application should include a mock-up of the proposed window signage. If office/suite space is assigned to more than one program, confirmation that all involved programs have been consulted must be demonstrated as part of the proposal documentation. A cover letter signed by authorized representatives from each involved group is the only method that constitutes proof of consultation.

Section IX.

The EMU Board shall make an annual review of all allocated space once every spring term. The EMU Board may make optional reviews throughout the year as a need arises.

POLICY ON REVOCATION OF OFFICE SPACE

Section I.

The EMU Board shall have the sole authority to allocate and revoke office space within the EMU building. This authority is delegated to the EMU House Committee.

Section II.

The EMU Board has the right to review a program or organization for possible reduction or revocation of office space based on indication of:

- 1) Continuous failure to pick up mail in ASUO mail station
- 2) Failure to maintain and post office hours

- 3) Failure to respond to a Board inquiry
- 4) Misuse of space.

Section III.

Before an organization or program can be reviewed by the EMU Board, they must be given reasonable notification of such review. Notification will be in the form of:

- 1) E-Mail
- 2) A letter in the group's space
- 3) Attempt to reach organization's director or contact person through email and OrgSync.
- 4) Other reasonable methods.

Section IV.

The EMU Board House Committee may revoke or reduce office space of an organization on the basis of:

- 1) Inactivity or reduced activity as indicated by one of the following:
 - a) Failure to maintain and post office hours
 - b) Lack of organized group activities
 - b.iLack of group activities is to be defined as a total of two terms (fall and winter) without any programming or activities being provided to the students.
 - c) Failure to maintain financial support for use of space
 - d) Decline in student interest
 - e) Failure to justify continued use of space to the Board
- 2) Misuse of office space shall be determined by the criteria for space misuse that is described in the EMU Space Allocation Policy.

Section V.

The EMU Board reserves the right to use its discretion in any case

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