

EMU HOUSE COMMITTEE

POLICY ON THE APPROPRIATE USE OF OFFICE SPACE IN THE EMU

Section I

To insure that office space is used appropriately and safely, the EMU Board has formulated policies for the appropriate use of office space.

Section II

The EMU Board has the authority to enforce and regulate the following policies in regard to the Erb Memorial Union and office space:

- a) No piles of paper or newspaper on the floor. Stacks of paper need to be placed in appropriate boxes or filing cabinets. Similarly, the floor must be kept clean of loose papers.
- b) Electrical cords are not allowed to run across the floor or be taped to the ceiling or walls. Power strips may be purchased through any office supply vendor. This is the responsibility of the students who occupy the office space.
- c) No furniture with rips or tears in the fabric is permitted. Any such items must be repaired or replaced.
- d) No chemicals or fuels of any kind.
- e) No gasoline engines or gasoline powered equipment is permissible to be stored in student office space.
- f) No cooking apparatus in office spaces with the exceptions of microwaves, coffee makers, and refrigerators.
- g) Sleeping in the building or in offices is not allowed, however, students may work in their office after hours. Office lights must be on for safety when space is occupied.
- h) No bicycles are permitted in office space or inside the EMU. This is an Oregon Administrative Rule (OAR 571-01-0080). The EMU has signs posted that read no bicycles allowed in the building.
- i) Not pets or animals other than registered service animals allowed in the building.
- j) No painting of signs or banners is allowed inside the EMU building. Such painting needs to be done either outside or off-site.



EMU • BOARD OF DIRECTORS

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