



## POLICIES AND PROCEDURES

<b>SECTION TITLE:</b> OPERATIONS	<b>SECTION REFERENCE:</b> OP
<b>POLICY TITLE:</b> CLUB SPACE ALLOCATION	<b>POLICY NUMBER:</b> OP-011

### **POLICY STATEMENT:**

YUSC operates and maintains a number of club office spaces which are allocated on an annual basis using a fair and transparent process.

**PURPOSE:** To ensure fairness and accessibility for officially recognized clubs to office space in YUSC

### **A. Process**

1. Club office space is allocated on an annual basis in April of every year. Assignment of office space shall be confirmed no later than the second week in April.
2. Applications for club office space will be made available by the first Monday of March each year.
3. Deadline for submissions of applications will be set for the last Friday of March each year by 5:00pm.
4. Offices shall be vacated by last Friday in April of each year, thereafter, all remaining materials left in the offices will be discarded by YUSC staff and a \$100.00 moving fee will be charged to the association.
5. The moving schedule will commence on the second Monday in May, according to the schedule set out by YUSC.
6. Organizations are responsible for any loss or damage to the facilities and/or keys while in their use. Any extraordinary cleaning requirements resulting from their use will be charged to the organization.
7. Two office keys and one mailbox key will be signed out to each club that is allocated an office at YUSC. A \$40.00 replacement fee will be charged for each office key and a \$10.00 replacement fee will be charge for each mailbox key that is not returned to YUSC.

### **B. Requirements and Conditions**

1. Only officially registered clubs may apply for club office space at the Student Centre.
2. Incomplete and/or late submissions will not be considered.
3. Clubs may not occupy another office else where on campus.
4. Clubs that are allocated office space are done on the conditional of occupancy. The fundamental purpose of office space in the Student Centre is to provide administrative and organizational space necessary for the operation of the club and club related activities. Office space is not for personal use of club members and/or executives.

5. The club shall vacate the office if the club ceases to utilize the space as determined by the Student Centre or disbands under the terms of it's Constitution. This will be carried out only after consultation with the SC&LD.
6. The Club must abide by all policies of the YUSC and York University

**C. Evaluation Criteria**

Applications will be evaluated based on the following criteria:

1. All clubs must be recognized by the Centre for Student Community & Leadership Development at the time of submission.
2. Club activity and events (internal and external of the York Campus)
3. Size of club membership
4. Regular adherence to YUSC, SC&LD and University policies
5. Services provided to the York and external community
6. Regular use of office space
7. Any special circumstances that are specified on the application for the committee to consider
8. Other such criteria as determined by YUSC

**D. Room Allocation Committee**

1. The Room Allocation Committee is responsible for determining the space allocation for the various club rooms, including the Super Club room.
2. RAC consists of:
  - YUSC Chairperson
  - YUSC Executive Director
  - YUSC Executive Officer
  - YUSC Clubs and Services Representative
  - YFS President or VP Equity and Services
3. The RAC is chaired and organized by the Executive Officer
4. Decisions of RAC will be made collaboratively with a vote if required.
5. The Executive Director has final authority regarding space allocation in the Student Centre

<b>Contact Person (title):</b>	Executive Officer, Executive Director
<b>Cross-Manual Reference:</b>	
<b>Monitoring Tools:</b>	
<b>ED Approval Date:</b>	March 24, 2006
<b>Revised Date(s):</b>	