



POLICIES AND PROCEDURES

| | |
|---|--------------------------------------|
| SECTION TITLE: OPERATIONS | SECTION REFERENCE: OPERATIONS |
| POLICY TITLE: SERVICE SPACE ALLOCATION | POLICY NUMBER: OP-013 |

POLICY STATEMENT: THE STUDENT CENTRE SHALL REVIEW PROPOSED STUDENT SERVICES BASED ON A FAIR AND TRANSPARENT LIST OF CRITERIA AND SHALL REVIEW SPACE APPLICATIONS BASED ON A SIMILAR CRITERIA

A. SPACE REVIEW COMMITTEE'S DEFINITION OF A SERVICE

To determine what constitutes being a service, the Executive Committee met with the services housed in the building in order to listen to their views on why they should be recognized as services by the Student Centre; to help develop a Service Space Allocation policy; and to help define what it means to be a service. The committee then used this information to develop a list of criteria.

I. Service Recognition Criteria

1. The proposed Service must be officially recognized through the Club Recognitions system with Student Community & Leadership Development (formerly OSA), AND/OR any Service recognition process from a recognized student government (GSA, YFS etc.)
2. The proposed Service must have historic importance at York University and within society (ie. historically underrepresented; suffered oppression)
3. The proposed Service must have office hours of at least 30hours a week
4. The proposed Service must show a minimum standard in activity level (ie. size of constituency, number of services offered, number of events per year, participation numbers.
5. The proposed Service must have functioned at this activity level for one academic year prior to being eligible to status granting.
6. Approved services will have their constitution and status re-evaluated every year by the committee.
7. The proposed Service will have to agree to adhere to all applicable rules of Student Centre and York University

II. Space Allocation Criteria

The Space Allocation Criteria follows along general guidelines gleaned from the investigation process and the recognition criteria stated above

Weighting system for space allocation is as follows:

| Criteria | Definition | Weight |
|---|--|--------|
| Has a High Positive Impact | Service reaches a large number of students, university and surrounding community members. | 5 % |
| Has Historic importance at York University and within society | Underrepresented groups; Suffered Oppression | 5 % |
| Activity | Acts in several capacities : a) referral service; b) advocacy role; c) information depot; d) peer support e) bridge between university & community f) provides support and assistance to students who need help.....etc. | 30% |
| Activity Level | Must maintain a high level of activity throughout the year. High level of participation of volunteers and members. Eg. Speakers, Food Drives, Open house, Meetings etc. | 30% |
| Accessibility | Must be open to students at least 30 hrs a week | 20% |
| Adherence to rules | Rules of the Student Centre must be followed; failure to adhere to rules will result in penalties for organization. Failure to follow rules of York University will have similar effect. | 10% |

A percentage mark of 75 shall be used as an indicator of when a service is eligible to acquire or retain space in the Student Centre.

| | |
|--------------------------------|---------------------------------------|
| Contact Person (title): | Executive Officer, Executive Director |
| Cross-Manual Reference: | |
| Monitoring Tools: | |
| Relevant Forms: | |

| | |
|--------------------------|-----------------------------|
| ED Approval Date: | ED approval – 25 April 2005 |
| Review Dates: | April 2006 |
| Revised Date(s): | |