

Dedicated Student Organization Space Agreement 2025-2026

Lewis & Clark College, Office of Student Engagement

Student Organizations exist to enrich both the campus community and the student experience at Lewis & Clark. To support Recognized Student Organizations, the College allocates some dedicated spaces on campus for their use, thus allowing them to conduct their business in a more formalized setting. All space usage by Recognized Student Organizations is contingent upon adherence to the guidelines outlined in this document. All space at Lewis & Clark is College-owned; therefore, Lewis & Clark has final authority for the use and allocation of this space. Space covered thusly includes all student organization space in the Student Center, and those in residential spaces.

As a Recognized Student Organization (RSO), requesting a dedicated space from the Office of Student Engagement, we understand and agree to the following:

- We will not sublet or reassign our allocated space to any organization or individual.
- We agree to host a minimum of five (5) open office hours per week during the fall and spring semesters when classes are in session. These office hours may be hosted by any active member of our student organization and must be posted visibly somewhere on our space. *Student organizations allocated "storage only" are exempt from this rule.*
- We understand that this contract is only valid for the current academic year stated on this contract and that RSOs must reapply for a dedicated space each year. Space is limited and cannot be guaranteed.
- We agree to maintain the appearance of the space and to keep the space clean. We understand that unwrapped or improperly stored food items will draw mice and other pests; therefore, all food items will be disposed of properly or stored in an airtight container.
- We agree to keep the space set up as it is without adding or removing any furniture or appliances. We agree not to damage, alter, remove or add furnishings.
- We understand that we can decorate and personalize the space provided. Any decorations we use will be tasteful, appropriate, and representative of our organization. We agree to personalize our space without using any products that might deface or damage the property or block other office spaces. We agree not to screw, nail or staple items to walls unless approved by the Office of Student Engagement.
- There will be no storage and/or consumption of alcohol and/or illegal drugs in the space. We are responsible for enforcing this and other rules for all members and guests.
- We understand that we are responsible for ensuring adherence to all College policies in this space. We understand that our campus is a shared space. We agree to be courteous, respectful, and to keep noise at an appropriate level.
- We agree not to store personal items in the space. We also understand that this space is not for habitation by our organizations' members or anyone else.

- We agree to clean our space and return it to a clean and neutral condition before our access and use of the space for the academic year finishes; this shall occur no later than 5pm on the Monday following the CAS Commencement activities.

Any violation of this space contract will result in appropriate actions in accordance with the Student Code of Conduct, which may include but is not limited to: loss of space and/or disqualification from receiving space during following years of the space allocation process, loss of funding and/or loss of recognition. The Office of Student Engagement will resolve concerns in consultation with the Office of Student Rights and Responsibilities.

Fall Sample Office Check In Agenda

- ☐ How has settling in for this year gone?
- ☐ How are scheduling / holding office hours for Fall going?
- ☐ What's your vision for this year when it comes to engagement in the office? (hosting drop-ins, or meetings)
- ☐ Are folx coming in with questions or seeking resources?
- ☐ Tour the space (materials or resources available, decorations, furniture & space use setup, etc.) and any exterior grab & go table.
- ☐ Any facilities issues in the space that need followup? (i.e., furniture condition, life & fire safety equipment issues)

Spring Sample Office Check In Agenda

- ☐ How was Fall for the office?
- ☐ Any changes for Spring?
- ☐ How are scheduling / holding office hours for spring going?