



To: Graduate Student Association

Tanja Aho, Amy Miu, Gena Zimmerman, Stephanie George

From: Michael Odojewski, Associate Director for Student Unions

Kerry Spicer, Associate Director for Student Activities and Organizations

Date: 2/7/2017

Re: Student Union Space Allocation Process

Space Allocation Process

Club/organization room assignments in the Student Union are made by Student Unions with input from GSA. Room assignments are granted by the Associate Director of Student Unions for officially recognized organizations only. The term of use is May 15 2017 - May 15 2018.

Student Unions will evaluate the organization's application based on the criteria set below and completion of the Student Union Space Application – **Due March 6th, 2017 by 4pm**. All applications will be available and submitted through UB Linked. Organizations will be notified of their space allocations by the end of April.

The form can be found at <https://buffalo.collegiatelink.net/form/start/118792> under the Student Unions Organization page on UBLinked and click on Forms and then Student Club/Organizations Club Room Space Allocation form.

Criteria

An organization shall be considered eligible for space, only if the organization:

1. Is a registered student organization through UBLinked with [permanent recognition](#) from the University at Buffalo;
2. Has at least four executive officers;
3. Has officers which meet the criteria set forth by the [Student Conduct Rules](#), University Standards, and Administrative Regulations of the State University of New York at Buffalo
4. Has an active membership limited to UB students. However, faculty, staff, and alumni may be associate members.
5. Has fulfilled all club requirements to maintain permanent status by GSA.

Student Unions will consider the following:

1. Your group is registered through UBLinked thus recognized by the University (if your group is not currently registered, email ublinked@buffalo.edu)
2. Abides by the policies and procedures of the Student Union (policy manual can be found at www.studentunions.buffalo.edu);

3. Nature and size of your organization;
4. Previous use of space

During the term, space allocated to a given organization shall be subject to termination or modification if, at any time, the organization:

1. Fails to meet the minimum criteria set forth above;
2. Fails to maintain its allocated space in a neat and clean condition;
3. Damages above and beyond reasonable wear and tear of property furnished to it by the University;
4. Defaults on any of its financial obligations regarding the payment for equipment or services used in connection with its space;
5. Fails to furnish any information requested by Student Unions or its designees, or to permit the inspection of documentation of programs and activities;
6. Ceases to conduct activities or programs
7. Breaches any of the terms and conditions agreed upon in the Use of Space Contract, signed upon notification of receiving a space allocation
8. Any misuse of swipe cards – refer to the policy manual for [swipe card policies](#).

Appeals from denial, termination, or modifications may be made in writing to the Associate Director of Student Unions.