

## **REGULATIONS FOR USE OF THE COMMONS BY MEMBERS OF STUDENT ORGANIZATIONS AND ADMINISTRATIVE OFFICE**

[Approved by the Vice President for Student Affairs on January 29, 2002]

All student organization members and staff members who have offices in The Commons are expected to maintain the building and its contents and to help preserve the building's image as a campus showpiece. The following regulations must be observed at all times by each student organization and staff member who uses office space in the building:

### **Posting or Hanging of Objects**

1. Any object to be displayed on a wall (photograph, plaque, painting, certificate, or poster, for example) may be hung by a member of The Commons Operations staff only.
2. In personal office spaces as well as common areas, keep painted surfaces, doors, railings, elevators, lockers, furniture, floors, and ceilings free of postings. Do not use tape of any kind, tack, push pins, sticky, or Velcro. Any object improperly posted will be removed. Bulletin boards for public use are located at the south entrance to the building.
3. Keep windows or glass (including panes in doors) clear at all times. Do not cover any glass or affix any item to glass or a window (including suncatchers). Any object covering or affixed to glass will be disposed of. Also, keep large objects off windowsills as they affect the look of the building from the outside.
4. Nothing may be hung from a ceiling unless supervised by Operations staff.
5. Designated spaces for banners overlook Market Street. Banners must be created in commonvision (They may not be "homemade"). A banner may be hung only by the Operations staff.

### **Work Stations/Work Carrels**

6. In personal work carrels, use only push pins to affix items to the built-in bulletin boards. Do not tape or glue items to this furniture or mark it in any way.
7. Maintain personal work carrels and work stations in their original condition without reconfiguring or altering them.

### **Furniture**

8. Do not move furniture. Do not stand on furniture.
9. Keep furniture from marking walls or other painted surfaces

### **Cleanliness**

10. Cleanliness is a community effort. Clean up after yourself and your events.
11. Report damage or spills immediately to Operations Staff.

### **Safety**

12. Secure purses, wallets, other valuables appropriately.
13. Carefully maintain your key. Report loss or theft immediately to your supervisor or an administrative staff member in Operations.
14. Secure master or common keys in a locked storage box.
15. Arrange for staffing of offices during standard hours of operation so that all clients will be appropriately greeted and served.

16. Secure offices after hours of operation.
17. Do not prop entry or interior doors open.
18. Report suspicious activity to the University Police at x5-5555.

### **Plants and Windowsills**

19. Any live plant must have a waterproof container that prevents overflow water from marring furniture, woodwork, or carpeting. A plant without this kind of container will be thrown away.
20. Take care when watering plants so as to avoid water spots or stains.
21. Keep large plants and objects away from windowsills as they affect the look of the building from the outside.

### **Smoking**

22. Smoking is not permitted in any part of the building. Smoking areas are designated away from the entryways to the building near outdoor ashtrays. Dispose of butts in ashtrays.

### **Logo**

23. Staff and student organizations may use The Commons logo in connection with their officially-recognized activities or events, as long as they follow the technical specifications provided by the Office of Institutional Advancement (available in The Commons Administration Office).

### **Original Copy and Amendments**

The original copy of this policy is maintained by the Vice President for Student Affairs. This policy may not be amended without the approval of the Vice President for Student Affairs. An amended policy will contain a date of issue and an amended number. Phone Numbers

The Commons Operations 455-3456  
Campus Scheduling Office 455-3615

### **Indicia**

Division of Student Affairs Procedure 7-1  
Regulations for Use of The Commons by Members of Student Organizations and Administrative Offices  
January 29, 2002

**Approved as amended:**

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Charles J. Fey, Ed.D.  
Vice President for Student Affairs  
July 30, 2002