THE SDA-5TH FLOOR
STUDENT GROUP
RESOURCE AREA

Policies and Procedures
Revised Fall 2011

SGO Manager: Adriana Garcia
Manager of Leadership Programs: Tailisha Gonzalez
Manager of Media and Publications: David Milch
Executive Director: Robert Taylor
COMMON AREAS

The SDA-5th Floor Student Group Resource Area has informal meeting areas for student leaders to plan events, network, relax, and/or take a break in. The student government office is also located in this area, providing a great opportunity to connect with other student leaders in a relaxed atmosphere. Users of the common areas are asked to be mindful of the work of others that may be going on at the time. As it is a communal area, all are expected to respect the space and each other and strive to keep it clean and orderly. Complaints about students or clubs/organizations should be directed to the SGO Manager at sgo@columbia.edu.

CLEANLINESS AND ORDER

As the SDA-5th Floor Student Group Resource Area is a communal space, all users have an obligation to contribute to the maintenance and upkeep of the area. Please observe the following practices and rules:

- Please place all refuse in designated trash receptacles located throughout the area.
- Please keep all public area chairs in their designated locations.
- Groups who have reserved space in meeting areas/rooms are required to leave the space in an orderly condition after its use. This means returning the meeting room, the desktop publishing spaces, etc. to their original condition. Groups who fail to do so are subject to a maintenance fee charged to their club accounts.
- SDA is not responsible for items left unattended in the public areas, which may be discarded.
- No items are to be “stored” in any of the common areas. These items may be discarded at any time, especially if they may pose a fire hazard.
- Items that do not fit in assigned storage space should not be left on or around cabinets and drawers. These items may also be discarded at any time.

OBTAINING ACCESS TO ASSIGNED RESOURCES

Access to assigned resources is granted for the course of one full school year, normally running from the first week of classes until the last week of classes. Returning groups who are granted space for the upcoming year may keep items in the assigned locations for the duration of the summer. However, these items will not be accessible and the keys must still be returned to the SGO Manager before the academic year ends. In March/April of each year, an application process is coordinated for all eligible groups. Those groups already assigned resources must also re-apply. No space is a given to any incumbent. An application review committee, comprised of officers of the student government, the SGO manager, and the Manager of Leadership Programs, determine allocations for the upcoming lease period. The SGO Manager notifies applicants about the outcome of the allocation process and provides the necessary follow through information (i.e., resource assignments and usage policy, etc.). The application review committee determines resource designations based on applicant’s expressed need vs. competing needs, organizational record and impact on the campus community at large, and rationale for use of the space. Re-applying groups are evaluated based on continuing
and competing need, impact on the campus community, past use of the space, and “good neighbor standing” or assessed impacts on the 5th floor.

KEYS

Organizations assigned resources will be given a set of keys when applicable. All key holders must be registered with the SGO Manager with an accompanying student group account number. This information is captured on the “Key Contract,” which is destroyed when keys are returned. All office keys must be turned in by the end of the academic year to the SGO Manager. Failure to return the keys within the specified timeframe can result in a charge for a lock change and termination of the group’s usage of the storage space.

PROCEDURE FOR TAKING POSSESSION OF ASSIGNED RESOURCE SPACE

2011-2012

Those clubs and organizations receiving assigned storage space during the academic year may take possession of the assigned resource during the beginning of the fall semester unless otherwise specified. Please note that the timeframe for key distribution is dependent on the conclusion of the “beginning of the year clean-up,” which is usually the first weekend following the start of classes.

To obtain keys/access:

- Clubs and organizations must contact the SGO manager at sgo@columbia.edu. The SGO manager will follow up to schedule an appointment wherein a resource condition report will be made, the Key Contract will be signed, and additional information about the space use will be reviewed.

- All groups must provide up-to-date contact information including the name of one primary contact for the group to serve as a representative for all matters related to the space. This person must be a current student of the University, in Columbia College, Engineering, General Studies, or Barnard College and must be an elected representative of the group. He/she is responsible for the use of the resource and ensuring that the group is acting within policies set forth herein. Should any problems or concerns arise, this person will be contacted immediately and is expected to be responsive in a timely fashion.

- Should the primary contact terminate his/her leadership role, it is the responsibility of that person to contact the SGO Manager to hand in his/her key before the term end. The organization will be charged for any missing keys as well as the costs associated with changing a lock.

- Additional office keys can be requested and will be charged to the organization’s account. All key holder information will be maintained by the SGO Manager. Keys should never be passed from one holder to another. The key must be returned to the SGO Manager and a new contract must be issued to a new holder.
Present resource holders who did not receive space for the new academic year:

- Those organizations that did not have their assignments renewed must complete an exit inspection to assess damages and remove their belongings from the 5th floor premises within a week of the end of the academic year, 2011-2012. All office keys in the group’s possession must also be returned at that time. Groups that fail to complete an exit inspection may have charges applied to their club account in-absentia and their belongings removed and discarded at the group’s expense. Additional charges will be billed to the group’s account if locks and/or keys have to be replaced.

- Groups denied renewals of the assigned resources are allowed to re-apply during the next round of applications.

First Time Assigned Space Holders

- First time assigned space holders can take possession of their assigned space during the beginning of the fall semester, pending a distribution schedule from the SGO Manager. Keys will be distributed by appointment unless other arrangements have been made.

ASSIGNED RESOURCES VIA APPLICATION

Several spaces/resources are available vis-à-vis application, including cabinets and file drawers, desktop computing, publications and media editing work spaces, and the library/archives room. All of these spaces are granted to eligible student organizations on a one-year term and all users must re-apply from year to year. No space is guaranteed to any group for long-term use (greater than one year).

DESKTOP COMPUTERS AND PRINTERS
(505 LERNER HALL)

Student leaders of the CCSC, ESC, GSSC, ABC, and SGB (as well as student executive board members recognized by each) may request computer log-in access to the 6 computers located in the 505 desktop workspace. During times of increased user needs, student leaders are required to limit their activity to 30 minute intervals. Printing is restricted to official student group business only. Student leaders found abusing printer privileges may have their log-in access revoked. The President of each should email the SGO Manager for the log-in access form. As the process is coordinated externally with CCIT, it can take up to two weeks, depending on competing demands, for the access to be granted.

The computers are an excellent resource for publications editing as they offer software specific to this function. The combination of PCs and Macs also addresses multiple
organizational leaders’ needs. Please note that users are encouraged to store documents on portable hard drives, as the documents cannot be guaranteed storage on the network.

**PUBLICATIONS AND MEDIA EDITING WORK SPACES**
**(505 & 510 LERNER HALL)**

The SDA-5<sup>th</sup> Floor Student Group Publications and Media Editing Workstations are locked, communal areas created to support the publication and media editing work of ABC recognized student organizations. The rooms may contain a combination of lockable workstations, layout tables, storage cabinets and work chairs. Each workstation contains storage for a computer monitor and processor, file drawers, as well as space to store equipment, supplies and other items and a chair. There are a total of three workstations and two media editing rooms.

Eligible groups can apply for a workstation/media editing room each year during the SDA-5<sup>th</sup> Floor Student Group Resource Area application process towards the end of the spring semester. Groups are responsible for supplying their own computer system, software and any additional supplies needed for the production of publications and media.

It should also be noted that as space is granted on a one-year basis, items that require long-term storage should not be placed in any of the spaces. The SGO Manager and the Manager of Leadership Programs reserve the right to deny storage of items based on their best judgment and the considerations of other space holders.

**THE STUDENT GROUP LIBRARY/ARCHIVES ROOM**
**(510 LERNER HALL)**

The SDA-5<sup>th</sup> Floor Student Group Library/Archives Room is a key-accessed, non-climate controlled room available for ABC-recognized student groups. The space is provided to help groups maintain collections and archives. Included in the room are 8 (6-rows) non-secured bookcases as well as two secured book closets containing 5 rows of shelving per closet.

Eligible groups can apply for library storage each year during the application process towards the end of the spring semester. The term for all assigned shelving is one full academic year. Groups granted space are responsible for managing the growth and maintenance of their collections each year. As this is a fixed space, which is not likely to increase in size, access will be granted and renewed annually on a competitive basis. All groups must re-apply for their library space each year and will be subject to re-adjustments on granted space based on demand and need.

It should also be noted that as space is granted on a one-year basis, items that require long-term storage should not be placed in any of the spaces. The SGO Manager and the Manager of Leadership Programs reserve the right to deny storage of items based on their best judgment and the considerations of other space holders.
THE STUDENT GROUP FILE AND CABINET SYSTEM
(510 LERNER HALL & COMMUNITY DEVELOPMENT CORRIDOR)

The SDA-5th Floor Student Group File and Storage Cabinet System is a bank of file drawers and storage cabinets of varying size and dimension. Each file set and cabinet configuration comes equipped with individual locks to secure items. All ABC and SGB recognized groups are eligible to apply for one or more of a combination of cabinets and drawers as needs dictate. Groups can use the file system to store organizational records and the cabinets to store small non-perishable, non-flammable items that need to be accessed on a recurrent basis. The storage systems should be used as a resource to facilitate group business and is not to be used for storage of personal items unrelated to organizational function.

The SDA-Student Group File and Storage Cabinet System is comprised of the following:

- 15 locked file cabinets in sets of 2 and 3 drawers
- 10 locked shelf cabinets with 3, 4 or 5 shelves each
- 10 small overhead individually locked storage cabinets
- 1 large locked shelf cabinet with 5 drawers

Eligible groups can apply for file/cabinet storage in the spring, during the application period (March-April). The term for all assigned file and/or cabinets is one full academic year (September to May). Groups granted spaces are responsible for managing the growth and maintenance of their records and/or possessions each year. As this is a fixed space, which is not likely to increase in size, access is granted and renewed annually on a competitive basis. All groups must re-apply for their file/storage space each year and are subject to re-adjustments on granted space based on current levels of demand and need.

Please note that the following items are not permitted for storage in the Student Group File and Storage System:

- Unsealed Beverages and/or Food Items
- Refrigerated food items
- Flammable/Hazardous Items
- Animals
- Items and supplies for non-CU approved events
- Personal Items
- Weapons
- Contraband
- Items requiring ventilation or climate control
- Kerosene bottles or portable stoves

It should also be noted that as space is granted on a one-year basis, items that require long-term storage should not be placed in any of the spaces. The SGO Manager and the Manager of Leadership Programs reserve the right to deny storage of items based on their best judgment and the considerations of other space holders.
RESERVABLE RESOURCES

TEMPORARY STORAGE ROOM

The SDA-5th Floor Student Group Temporary Storage is a locked storage room in the Black Box Storage (E-583) established to support the events of the CCSC, GSSC and ESC student governments as well as SGB and ABC recognized student organizations in production of large-scale events. The storage room is available to store supplies and other items for a period of up to two weeks. Space is granted on a first-come, first-serve basis and in light of competing activities as determined by the SGO Manager and the Manager of Leadership Programs.

Eligible groups can request access to the temporary storage space by emailing a request to sgo@columbia.edu. Requests must be received with a week’s advance notice. All requests should contain:

- Group Name
- Primary contact person – on campus number, e-mail contact info
- Information regarding the nature of the event in need of support, along with a listing of the items to be stored and duration of storage.

An email confirming or denying the request is sent within 3 days of receipt. Once access is granted, the designated contact person coordinates access to the space with the SGO Manager and completes the necessary paperwork.

After Hours Access/Key Sign-out: The SGO manager is responsible for maintaining the key sign-out to the storage space. Student organizations granted access to temporary storage can access the space when Lerner Hall is open by contacting the venue manager at the front desk of Lerner Hall.

- No more than one student group can sign-out the key at any point in time.
- Group executive officers are the only members allowed to sign out keys.
- In the event that property is damaged or stolen, the groups that are in possession of the keys at the time of the incident should understand that SDA is not responsible. Each group is responsible for their items and must understand that items are stored at their own risk.

The following items are not allowed in the temporary storage rooms:

- Unsealed Beverages and/or Food Items
- Refrigerated food items
- Flammable/Hazardous Items
- Animals
- Items and supplies for non-CU approved events
- Personal Items
- Weapons
• **Contraband**
  
• **Items requiring ventilation or climate control**

Additionally, the SGO Manager and the Manager of Leadership Programs reserve the right to deny storage of items based on their best judgment and the considerations of other space holders.

**CONFERENCE AREA: “The Hub”**

The SDA-5th Floor Student Group Resource Area also has a conference table available for CCSC, ESC, GSSC, ABC and SGB recognized student groups to reserve for small meetings. To reserve the conference area, please email the SGO Manager at sgo@columbia.edu and include:

- Group’s Name
- Contact Person & Email
- Meeting Time & Date

Please note that requests for recurring meetings and large blocks of time are handled on a case-by-case basis and are not guaranteed.

**CONFERENCE ROOM 505C**

A conference room is available for small group meetings of up to 12 people. This room does allow for more private usage as it has a closing door. To reserve the space, email activities@columbia.edu. Spaces are available on a first-come, first-serve basis for meetings Monday-Friday after 5pm and weekends all day (during Lerner Hall hours). Items should not be stored in this space. Any unattended items may be discarded. The room and its furniture should be returned to its standard format at the conclusion of the meeting. Any additional costs for clean-up may be passed on to the organization. Recurring meetings are approved at the discretion of the reservations administrator, the Executive Assistant to the Executive Director of Student Development and Activities.

**YEAR-END PROCEDURES AND OVERALL SPACE MAINTENANCE**

At the end of the academic year, the SGO Manager will notify student groups of a year-end cleaning of the 5th Floor Student Group Resource Area. All items left unsecured are discarded in the clean-up. Student groups who leave items in the space incur a fee to their group’s account that covers the additional Facilities charges for discarding materials, especially boxes and heavy items.

As part of the contract of leasing the space, student groups are expected to maintain the space, including reporting spills, leaks, furniture damage and other issues to the SGO Manager (sgo@columbia.edu) or to Facilities Management at x4-2222. Groups are also expected to return chairs and tables if they have been re-arranged to accommodate a meeting. Officers are expected to treat one another with respect in the space as it is
shared amongst many different groups and student leaders. Failure to comply with any of these policies can result in termination of a group’s space holding. Non-recognized groups that may or may not be affiliates of recognized groups may not utilize the space and can be asked to leave at any time.

Groups should not utilize the common areas to store items as they do so at their own risk with the understanding that items may be discarded as daily maintenance requires and in accordance with fire codes.

**SUMMER ACCESS**

Access to the 5th Floor Student Group Resource Area is restricted during the summer months. NSOP, COOP, CUE, and ISOP, pre-orientation and orientation programs, utilize the space from May through early September. Student groups must send a request to access the space at least two weeks in advance to the Manager of Leadership Programs via email (activities@columbia.edu). Requests are granted on a limited basis and as a general rule groups should not plan to utilize the space during the summer months.

**SUMMER PROGRAMMING & EARLY FALL PROGRAMMING**

Groups should plan accordingly to be able to staff their summer and early fall events with the assumption that they will not have access to their stored items until after the “beginning of the year clean-up.” This process usually takes place during the first weekend of the academic year. Events that require supplies should be planned for accordingly with the understanding that access may be delayed through the second week, depending on the pre-orientation/orientation programs’ transition.

**ADDITIONAL SPACES**

The 5th Floor West of Lerner Hall also houses administrative departments as well as other student storage and resource spaces. Please note that users should maintain a friendly environment with all occupants and coordinate any programs held during the day with floor neighbors. Also, the 510 hub houses the Office of Multicultural Affairs and the Dean of Community Development’s offices; thus, users should be mindful of maintaining the common areas and cleaning up after meetings and activities. The area is not funded on the regular building cleaning schedule. Therefore, all users must be mindful of discarding waste appropriately, re-positioning furniture after accommodating a meeting, and not storing temporary items that might pose an egress or fire hazard.

**SECURITY**

The SDA-5th Floor Student Group Resource Area is monitored by 24 hour video surveillance. However, users are reminded to observe standard protocol in safeguarding personal items. In the event of an emergency or to report a theft, contact Public Safety utilizing the campus phone located in the 5th Floor West corridor at x99.