

Office of Student Involvement
Registered Student Organization (RSO) Cubicle Agreement
Fall 2008

Organization Name: _____

With almost 400 RSOs and only 50 cubicles, having a workspace in the Office of Student Involvement (OSI) is a privilege that comes with certain guidelines that must be followed. To maintain the professional atmosphere of OSI, RSO's are expected to behave in a manner conducive to the work environment. Organizations are expected to maintain their space in such a manner as to project a positive image for their organizations, show respect for the University of Central Florida, and exhibit regard for the well being of fellow Knights. As a result, the members of the organization must agree to and abide by the following guidelines if the cubicle space is to be granted and maintained.

Use of the Cubicle

1. The cubicle shall be occupied solely by the two student organizations assigned to it.
2. Cubicles may be decorated; however **only** magnets, poster putty, and push pins may be used to hang items within the organization's cubicle space. Glue, tape, staples, stickers and other similar materials are **not** to be used.
3. Nothing should be permanently affixed to cabinets, drawers, walls, and desks. No items should be displayed on the outside walls of the cubicle or filing cabinets.
4. Storage is limited to the desk drawers and cabinet. Organizations cannot store boxes or other items under or on the desk or on top of the filing cabinets. There is limited additional storage in OSI. One 18 gallon storage container is available per organization upon request.
5. Keys to the file drawers are available for temporary check out at the front desk. In the event that a file drawer key is lost, the organization that it is checked out to will be charged \$5.00 for the replacement. If payment is not made within one month of losing the key, the organization will be removed from the cubicle space.
6. The organization may not hold meetings in the cubicle area.
7. Computers residing in the cubicles must be shared between the two organizations that are assigned to the cubicle space.
8. The organization president may establish a password to access the computer. Computer passwords will not be recorded; therefore, it is the responsibility of each organization to maintain and remember the password. Do not give the password to any non members. The Technology Supervisor of the A & SF Business Office will retain Administrator access, but will not log onto the computer for a member who forgot the password. The Technology Supervisor of the A & SF Business Office will have access to all computers and their accounts.
9. The organization must contact either the Assistant Director of Student Involvement or the Student Organizations Graduate Assistant for any additions, deletions, or changes to the computer or account.
10. Due to license restrictions, organizations cannot install or download software without consent of the Technology Supervisor of the A & SF Business Office and the Assistant Director of Student Involvement.
11. Due to limited server space, the work saved on the file server must be student organization related.
12. Organizations wishing to listen to music or use the audio capabilities of the computer are required to bring headphones. Speakers will not be allowed.
13. In order to provide a clean, safe and friendly working environment, it is imperative that students share, respect, and communicate effectively with other students in the cubicle area.
14. The furniture, computers, and equipment (monitors, keyboards, mouse, cables, etc.) are property of UCF. The use of these items is at the discretion of OSI. Repairs for any damages will be charged to the organization.
15. The paper for printer usage will be provided by each organization. Cubicle organizations are responsible for repair, toner, and other maintenance for the printer. Each organization will be allowed to print a maximum of 50 pages per month, and will be charged \$.05 extra for every page over the limit. Each organization will only be allowed to exceed the limit by 50 additional pages (maximum of \$2.50). If the balance is not paid by the date given, the organization will be removed from the cubicle. Printers are not to be used for personal use (ex. Class assignments). If an organization is found printing personal documents, the organization will be charged \$0.05 per page for the document.
16. Do not move furniture or chairs that are not for a cubicle space. If a chair is moved from another cubicle, be sure to return it.
17. Because there are two organizations sharing a cubicle, it is the responsibility of the organizations to work out a schedule to avoid overcrowding in the workspace.

Cubicle Hours

1. Unless otherwise notified, the student organization must staff/occupy/use the cubicle for a minimum of ten hours per week, every week.
2. The ten-hour requirement must be completed between 8:00 a.m. and 8:00 pm Monday through Thursday or between 8:00 am and 5:00 pm on Friday.
3. Any member of the organization can work at the cubicle. Hours will be counted provided members sign in and sign out at the designated computer. Only one member may receive credit at a time, regardless of the number of members working in the cubicle space.
4. Surplus cubicle hours will not be credited towards the next week. All hours must be logged during the same week.
5. Any changes to the requirements of hours per week will be posted next to the cubicle sign-in computer.

Continuation/Termination of Use

1. In order to continue use of the cubicle space, organizations must earn a minimum of 70 points per month. Points are earned based on the following scale:
 - Weekly cubicle hour requirement, 1pt per hour (max 10 pts per week)
 - Knights of the RoundTable workshops, 20 pts for one officer's attendance at a workshop and 5pts for each additional officer (maximum of 40 pts per month)
 - Clean cubicle space with no violations, 5 pts per week (20 pts max per month)
2. If an organization does not meet the minimum amount of points in a month, they will be placed on a one month probationary period. During the probationary period, the organization will need to meet the minimum number of monthly points in addition to making up the number the points missed in the prior month. If the organization does not meet the designated amount of points during the probationary period, the organization will be removed from the cubicle.
3. OSI can remove an organization from a cubicle at any time for the following reasons:
 - a. Improper use, such as vandalism, misconduct, or any action contrary to any of the guidelines in this agreement, at the discretion of KoRT and OSI.
 - b. Failure to meet the requirements in this agreement.
 - c. Failure to pay a lost key or print balance.
 - d. Failure to attend a cubicle meeting.
 - e. Failure to maintain "registered" status with OSI.Any combination of these requirements will result in eviction during the time period this agreement is valid.
4. Organizations that remain in good standing with OSI (i.e. are still registered and do not violate the Cubicle Agreement) will be permitted to retain their cubicle for the following month.
5. If an organization involuntarily loses the use of its cubicle at any time, that organization will not be eligible to apply for space for one year from the date of eviction.
6. Agreements are valid for one academic semester only. Organizations maintaining the use of their cubicle must sign a new agreement at the beginning of each semester.
7. Organizations having access to other workspace, such as in an academic building or office, will not be able to maintain a cubicle.

Knights of the RoundTable

1. An officer from each organization should attend bi-monthly KoRT events to earn points towards their monthly total. (See the KoRT schedule at www.KoRT.getinvolveducf.com or posted in the KoRT Cubicle). An officer must be present for at least three-quarters of the meeting or workshop to earn credit for the organization.
2. The Student Organizations Graduate Assistant or the Assistant Director of OSI may call mandatory Cubicle Meetings to inform those organizations with cubicle space of any change in policy. Notification of these meetings will be sent via email or placed in the organization mailbox at least 72 hours in advance. An officer must be present for at least three-quarters of the meeting (approximately 45 minutes) to earn credit for the organization.
3. Organizations' monthly point totals will be posted weekly in the KoRT cubicle.
4. KoRT/OSI retains the right to request a membership roster at any time.
**Disclaimer: Revisions to this agreement may be made at any time; however, the new policy shall not take effect for 48 hours after the organization has been notified via email. OSI is not responsible for any lost or damaged items stored in the cubicle storage area.

_____ agrees to the terms and conditions stated above for maintaining cubicle space in the Office of Student Involvement. By signing below, I agree to fully disclose the agreement's contents to the other members of the organization and am responsible for their actions as well.

Organization President

Date

Student Organizations Graduate Assistant

Date