

# POLICIES FOR NORRIS CENTER ORGANIZATION SPACE

***Norris University Center provides dedicated storage spaces for student organizations. Eligible student organizations may apply for storage each Spring for the upcoming academic year. Below are policies around the storage spaces.***

## **1. GENERAL USAGE**

- The student organization's office spaces, closets, and lockers are to be used as storage space for the organization's supplies and resources.
- Offices can be used for small group meetings and org-related work.
- Norris University Center reserves the right to access all storage areas as needed. There should be no expectation of privacy within any offices or storage units.

## **2. ELIGIBILITY**

- Organizations must be registered with SOA via Cats on Campus and in good standing. The exception would be graduate student organizations with good standing.
- Organizations with access to office space or storage elsewhere in the University are ineligible for office space in Norris.

## **3. EXPECTATIONS – Organizations must follow the expectations outlined below. **Extreme or repeated violations of the policies below will result in the loss of assigned space.****

### **Expectations of Organizations in Office Spaces, Closets, and Lockers**

- Be respectful of the other orgs that share the space and keep items contained within assigned space.
- Clearly label all items that belong to them with the organization's name.
- Keep all items on the designated shelves. Items that do not fit on the shelves must be placed within the marked space on the floor.
- Only use the space and furnishings provided.
- Keep the space orderly and in compliance with local safety and fire codes. Anyone must be able to enter the room easily and access their org's area of the room.
- Make sure the space is clean (ex. no dirt, sand, or wet items are allowed).
- No alcohol or smoking in any space within Norris.

The following are strictly prohibited and are not allowed in all offices, lockers, and closets. **Items that violate our policies will be removed immediately by Norris Facilities without prior notice.** The university is not liable for lost, damaged, or stolen personal items. Any damage to the facility will be billed to the organization(s) at repair/replacement cost.

- Hazardous materials
- Flammable materials including but not limited to spray paint, hairspray, large amounts of paper/cardboard, and halogen lamps
- Paint
- Open food/beverages or expired food
- Electrical appliances or similar items including but not limited to refrigerators, microwaves, hot plates, toasters, coffee makers, etc.
- Alcohol

- Using nails, thumb tacks, tape, or adhesives on any surface other than bulletin boards and designated posting areas. This includes walls, doors, and glass areas.
- Activities that displace organizations and/or infringe upon other organizations' ability to use a shared office or storage spaces
- Leaving trash or garbage in the space
- Personal items
- Using the space as a “home away from home”

#### 4. OFFICE FURNITURE/EQUIPMENT

- The Norris Center will provide office furnishings, within reason, to meet the basic needs of an organization assigned to an office space. Furnishings may include wire rack shelving. Furnishings beyond this are subject to administrative approval.
- All furniture and other property owned by Norris MUST REMAIN in its designated office. All requests for exceptions must be made in writing to the Assistant Director of Facilities for the Norris Center.
- **Furniture or items deemed unsafe, a nuisance, or a hinderance to efficient use of the space will be removed by Norris Center Operations Staff and discarded without notice.** If said item is Norris property, we will make every effort, where appropriate, to replace it with a comparable item.

5. **MAINTENANCE** - Requests for repairs to furnishings or fixtures must be made in writing and submitted to the Facilities Manager. Contact information is listed below.

6. **HOUSE KEEPING** - Good standards of housekeeping are always expected. Items brought in by organizations should be free of dirt, moisture, or other substances that will create a mess within the organization’s space. **Failure to maintain a space in good order so that housekeeping staff can routinely clean may result in the termination of the assignment.**

#### 7. SPACE ACCESS

- **Offices and Closets:** Organizations must submit a list of people eligible to access the space via the [Access Request Form](#). Eligible members will be given access via their wildcard.
- 24-hour building access is available to executive board members of the organization (usually the President and Treasurer). This list needs to be submitted to the Assistant Director of Facilities for the Norris Center before access will be granted by Facilities Management.
- Only the specific organization assigned to space will be allowed access to space.
- It is the responsibility of the student organization to keep the access list updated throughout the academic year.

#### 8. BUILDING HOURS

- Norris is typically open from 8:00 AM - midnight Monday - Saturday and 10:00 AM - midnight on Sundays.
- At various times of the year, the building may operate under alternate hours. For an up-to-date listing of building hours please refer to our [website](#). Please be respectful if the Center Manager requests you to leave the building at or before midnight.

9. **MAIL** - Mail for student organizations should be sent to the address below. Any mail without the student organization’s name and/or appropriate identifier will be returned to the sender.

All mail will be stored at the Center Desk and can be picked up at any time that the building is open.

Norris University Center  
Name of Student Organization  
1999 Campus Drive  
Evanston, IL 60208

10. **TERMINATION** - Loss of assigned space may occur if an organization does not conduct its activities in accordance with the provisions/expectations expressed above.

- Assignments are subject to termination at any time by reason of sporadic or improper use of the facilities in terms of the purposes for which the facilities were assigned.
- Use of space will be regularly monitored by the Norris staff and reported to the Norris Space Allocation Committee for use in future decision making.
- **Organizations which are not actively using their space or are not following the guidelines above will lose their space.**

#### 11. VIOLATIONS

- If a violation is found, a written warning will be given by Norris staff. Organizations receiving a third violation are subject to immediate removal from all Norris University Center space and any additional penalties decided by the Assistant Director of Facilities for the Norris Center.
- Extreme or repeated violations of the policies below will result in the loss of assigned space.

#### 12. SPACE DESCRIPTIONS

Office Space:

- 8 offices (varying sizes) located on the 3<sup>rd</sup> floor.
- Office space is generally shared; number of organizations in one office is dependent upon size of office and student organization dynamics.
- Access type: Wildcard Scan

Closet Space:

- 6 closets (varying sizes) located on the 3<sup>rd</sup> floor and the underground.
- Closet space is generally shared by two or more student organizations
- Access: Wildcard Scan (3<sup>rd</sup> Floor), Building Managers key access (Underground)

Locker Space:

- 24 lockers (22" wide x 3' high x 3' deep)
- One student organization per locker
- Access: Building Managers key access

#### 12. CONTACT INFORMATION

- If you have any facilities related questions, please contact: Erica Littlejohn, Facilities Manager ([erica.littlejohn@northwestern.edu](mailto:erica.littlejohn@northwestern.edu))
- If you have any concerns regarding violations of policies, please contact: Sarah Eisenberg, Operations Manager ([sarah.eisenberg@northwestern.edu](mailto:sarah.eisenberg@northwestern.edu))
- General questions: Linda Luk, Assistant Director of Co-Curricular Learning and Recreation ([linda@northwestern.edu](mailto:linda@northwestern.edu))