

## CLUB OFFICE SPACE RULES & REGULATIONS

The following regulations will apply to all CSU Clubs occupying an office:

1. Clubs with office space must register by the end of September each academic year. Registration involves submitting an updated executive list and having the subsequent registration form signed by the Club's Signing and Booking Officers at CSU Reception (H-711).
2. Clubs must be present in the office space for a minimum of twelve (12) hours per week during the Fall and Winter semesters, excluding holidays and academic breaks, between 10am and 6pm (Monday-Friday). Groups sharing a space must be present at least six (6) hours per week each.
3. Clubs must have their office hours posted on their door, and keep those hours up to date if they change.
4. Clubs must not create excessive noise or disturbance, stay overnight in the space, purchase furniture without consulting the CSU Internal Affairs Coordinator, or fail to return keys to Security if they are borrowed.
5. Clubs must not smoke, nor keep flammables, perishable foods, or empty alcohol bottles in their office space. In general, Clubs are responsible for maintaining the reasonable cleanliness and accessibility of their space.
6. Clubs must report any repairs or maintenance needed in their office to the CSU in a timely manner, and must complete any repair-related tasks (eg. cleaning in advance) within the time frame given by the CSU.
7. Clubs must not install their own router, or otherwise attempt to create a private wireless internet network.
8. A maximum of two (2) keys may be requested per Club. Other executives requiring office access must do so via a key list submitted annually to Concordia Security. Outgoing executives must return their office keys to the CSU within two (2) weeks of their mandate ending.

Clubs found to be in violation of any of these rules will be subject to one (1) written warning, and will surrender their office space after a second violation within the same semester. Any costs associated with removing Club materials will be the financial responsibility of the Club. Warnings will reset at the beginning of each Fall and Winter semester, and are not in effect through the Summer semester.

**The CSU reserves the right to:**

- Access office spaces at any time.
- Temporarily or permanently rescind access to office spaces when deemed necessary by the CSU Clubs Department, even if the written warning procedure outlined above has not been completed.
- Amend these regulations at any time.