

2006-2007 OFFICE SPACE AGREEMENT

Your club/organization (meaning all officers and members) agree to the following policies and procedures outlined in this agreement. This agreement also outlines the procedures for issuing keys and the policy for computer usage. Please make sure that your club or organization fully understands these policies. Any violation of procedures and/or policies will result in terminating your organization/club from office usage for the remainder of the semester.

Name of Organization/Club: _____

Code of Conduct:

All members in your organization/club must agree to follow the college's Code of Conduct in the Campus Center and Campus Center office space during the time you occupy an office. The following actions or conduct are prohibited:

1. The obstruction or disruption of any college function or activity, including the classroom instructional environment, administration of the parking program and service functions and activities.
2. The obstruction of the free flow of pedestrian or vehicular traffic, or the free access to or exit from any part of the college premises.
3. The unauthorized use or occupation of, or entry to college grounds, buildings or premises.
4. Theft or damage to property in, around or out of your office.
5. The detention or physical abuse of any person, or any conduct which threatens or endangers the health, safety or welfare of any person.
6. The use of obscene or abusive language or any other means of expression or language that provokes or encourages physical violence.
7. Engage in any behavior that could be construed as sexual, obscene or abusive.
8. The illegal possession, use, sale, or transfer of any controlled substance.
9. Gambling or money being exchanged or wagered.
10. The possession of any firearm, weapon or other dangerous instrument.
11. The refusal to obey any reasonable or lawful request, order or directive of a college administrator, teacher or Campus Center staff member.
12. Any action involving physical or mental abuse, harassment, intimidation or hazing or the force consumption of any liquor, drugs or solid substance.
13. Not to damage or abuse office furniture or any other property in or outside the Campus Center office.
14. Abuse of phone privileges. This means excessive phone calls and absolutely no **long distance phone calls** (unless authorized by the Campus Center staff).

ADDITIONALLY, CLUB/ORGANIZATION MEMBERS MUST AGREE TO THE FOLLOWING:

15. Agree to establish office hours (a minimum of 10 hours per week) and post office hours outside your office door.
16. Club/organization offices are to be kept **clean and free of food debris, unreturned food trays, empty drink containers**, etc. There also will be **no posting of anything on the walls** (with tacks, tape, glue, etc.) of any office **without the prior approval of the Director of the Campus Center or designee.**

KEYS:

Keys to offices will be distributed to primary leadership positions within the club or organization at the discretion of advisors and with the approval of the Director of the Campus Center. These officers keep these keys until the end of the academic year, or when/or if there is a change of officers. Upon leaving the college or should there be a change in officers, you are required to return the keys to the Public Safety Office.

The President of every club or organization must submit a list of members' names who have permission to access the club/organization office. The access list and key will be held at the Campus Center desk. Students (who are on the access list) wishing to enter the club office must turn in their MCC ID card and in turn receive a key to get into the club office. Upon return of the key, they will receive their ID card back. Students whose names are on the access list will remain there as long as they adhere to procedures regarding the use of the key and the office.

APPLIANCES IN OFFICES:

Kitchen-type appliances, e.g., microwaves, coffee pots, hot pots, hot plates, refrigerators, etc. are prohibited unless specifically approved in writing by the Director of the Campus Center. Please see your advisor for specific information related to this approval.

COMPUTER USAGE IN OFFICES:

If your club or organization has a computer in the office, you must adhere to the following:

A. Computer Use Code of Conduct

Monroe Community College has adapted the following policy for campus computer usage. The policy reads as follows:

“Individuals who use MCC computer facilities must assume the responsibility for using these resources in an appropriate manner for college-related work only. Misuse of computer facilities is considered a violation of College policy and may also be a violation of state and federal law.

Individuals using MCC's computing facilities are **NOT permitted** to:

- ◆ Copy programs (in part or whole), subroutines, etc. from a textbook or another individual without crediting the source. This is plagiarism.
- ◆ Copy, change, distribute or modify any computer program without the written consent of the author. Computer software is subject to U.S. copyright and patent laws.
- ◆ Use MCC facilities and systems for the purpose of advertising for an organization, running a business, sending, viewing and/or printing lewd or licentious materials or other related activities.
- ◆ Participate in **chat rooms**, unless otherwise authorized by your instructor or the coordinator.
- ◆ Play or download any type of **computer games, music files, etc.**
- ◆ Reveal their password to anyone including faculty and staff, or let another person use their account. You are responsible for what is done with your account.
- ◆ Change, copy, delete, distribute, read or otherwise access files without the permission of the owner. If it's not yours, don't touch it.

- ◆ Prevent others from accessing systems or unreasonably slow down a system by deliberately running wasteful jobs. Examples include disabling or crashing the system, playing games, sending mass mailings, creating unnecessary or multiple jobs and process names, etc.
- ◆ Bypass accounting or security mechanisms, attempt to circumvent data-protection schemes, or attempt to uncover security loopholes.
- ◆ Provide others with programs or files that cause damage to their files or the operation of their computer system, compromise the security of their accounts, or disable their account.
- ◆ Harass others by sending annoying, obscene, libelous or threatening messages.
- ◆ Disobey the rules of any computer system or network, which you remotely access through MCC's computer systems.
- ◆ Aid or abet another person in violating any part of the Code of Conduct.

The above list is not exhaustive. This Computer Use Code of Conduct is intended to require compliance with all local, state, and federal laws. Individuals who violate any part of the Code of Conduct will be subject to college disciplinary action, criminal prosecution or civil action, and may put your club/organization at risk of losing their office space.”

Additionally, please be reminded that, per College and Department policy, you may not download anything (**anything at all**) from the Internet, nor may you load software you bring in from home or elsewhere without obtaining prior permission from the Manager of Technology of the MCC Association, Inc., via the Director of the Campus Center.

If anyone visits any site deemed inappropriate, the Internet will be removed immediately from this computer. Please don't jeopardize the privilege for your co-workers.

B. Other Computer Usage

Regarding other computer use, if you do not have any other assigned work to perform, we don't object to your using the computer to complete homework assignments on an occasional basis. The majority of your work in this office should be devoted to club functions and assignments.

Additionally, students who are not assigned to this office have been known to ask to use the office computer to complete assignments. However, this computer is for office members' use only. There are other computers in the college for student use in the Library or in the Electronic Learning Center. Please refer students to this area should they require assistance.

REMOVAL FROM OFFICE:

Failure of any club or organization to abide by the above office use rules of conduct will result in forfeiture of office use privileges. The Director of the Campus Center has complete authority to remove any club or organization from any office at any time.

CLUB

**Campus Center
Office Space Application
2006-2007**

Assigned to room _____
Date ____/____/____ <small style="text-align: center;">Office use only</small>



INSTRUCTIONS:

- Please read the attached **Office Space Policies and Procedures** carefully before completing this application. Certain criteria must be met before your group can be considered for an office.

- A completed application for space must be submitted each year.

- Office space is considered a privilege, not a right. Once office space is granted, the assumption cannot be made that space will be available for your group each academic year.

Fill out the front and back of this application. Please turn in the application only to the Campus Center Office, 3-126.



Name of club _____

By completing this application, you are applying for consideration to have an office for the 2006-07 academic year. Your club (meaning all officers) agrees to the Policies and Procedures attached to this application and are totally responsible for the care, maintenance and supervision of the office. Make sure that you and your officers review these policies and procedures with everyone in your club. Any violation of these policies may result in your club forfeiting the use of the office space for the remainder of the semester.

1. What are the goals of your club for the upcoming academic year? How would having an office be beneficial to meeting these goals?

2. Briefly explain past projects and activities your club has done.

3. Please give a short explanation of present and ongoing projects the club will be working on in 2006-07.

4. Clubs that have obtained office space must use the office a minimum of 10 hours per week. How would the officers and members ensure that office usage meets this minimum requirement?

The persons signing below have read and agree to abide by the Office Space Policies and Procedures and agree to the terms and conditions stated in this application.

Signature of Club President

Signature of Club Vice President

Signature of Club Secretary

Signature of Club Treasurer

Signature of Club Advisor

Do not write below this line

Approved _____

Not Approved _____

Reason _____

Signed _____

Title _____