

UC Santa Barbara
Policies

Policy 5566

Issuing Unit: Administrative Services

Date: February 1, 1985

OFFICE SPACE FOR REGISTERED STUDENT ORGANIZATIONS

I. REFERENCES

- A. University of California Policies and University of California at Santa Barbara Campus Regulations Applying to Campus Activities, Organizations, and Students
- B. UCSB Policies Manual, Policy 5554, Control of the Use of Space.

II. POLICY:

- A. The Chancellor may assign, upon recommendation of the Physical Planning Committee, on-campus office space available for use by registered student organizations to the Director, Activities Planning Center. Reassignment, upon the recommendation of the Associated Students Finance Board, will take into consideration:
 - 1. Previous history of office space use by the group, i.e., has the group made effective use of the space or has the privilege been abused.
 - 2. Relative need one group has vis-a-vis other applying group(s), and whether groups have alternative space available.
 - 3. Size of group, i.e., how many members?
 - 4. Beneficiaries of the group's programs or activity, i.e., number of non-members benefiting.
 - 5. Longevity of the group, i.e., the group must have been a registered campus organization for at least one year prior to making the request.
- B. At any time, group(s) may be required to give up their assigned space, if, after a Finance Board hearing and recommendation to the Director, Activities Planning Center, the Director decides that this action is warranted.

ASSIGNMENT OF OFFICE SPACE FOR REGISTERED STUDENT ORGANIZATIONS

I. PURPOSE AND SCOPE:

The Chancellor has assigned on-campus office space available for use by registered student organizations to the Director, Activities Planning Center. This procedure establishes the necessary steps by which such space can be re-assigned to the student groups.

II. REFERENCE:

UCSB Policies Manual, Policy 5566, Office Space for Registered Student Organizations.

III. PROCEDURE:

Responsibility	Action
Registered Student Organization	1. Completes space request, available at the Planning Center and the Associated Students Office, third floor, UCen, and returns it to either of those offices.
A.S. Finance Board	2. At the request of the Director, Activities Planning Center, reviews at least annually (typically during Spring Quarter) all office space requests. 3. Submits a recommendation to the Director, A.P.C., regarding which groups should have specific office space.
Director, A.P.C.	4. Holds hearings at the request of the Director, A.P.C., during academic year to determine whether a student organization which has been assigned space has abused that privilege, and makes recommendations to the Director, A.P.C., on whether the group should retain the space. 5. Reviews the recommendations (item #4, above) made by A.S. Finance Board, insures that there are no suggestions that appear to be in violation of any other policies or regulations, and assures that the proposed assignments are as equitable and fair as possible with this limited resource of space. 6. Determines which groups will be given (or retain) specific space, based on Finance Board recommendations. 7. Coordinates notification of all groups concerned of decision and insures that if a group does not want or use the space assigned that other groups will have the opportunity to be reconsidered. 8. Maintains the record of space assignment of student groups, hold requests obtained during the academic year until the annual

assignment meeting (item #3, above)
unless reassignment becomes
possible, through any group(s)
becoming inactive, disbanding, or
otherwise losing access to an
assigned space.

For questions or comments regarding the format of the above information, please contact
webcontact@ucsbuxa.ucsb.edu.

Last Modified By: HMW, 5/21/97

Return to the [UC Santa Barbara Policies Home Page](#)