



Student Organization Workspace Office Use Agreement

The Student Organization Workspace, located in Yellowjacket Union 157, is a communal space developed for use by all registered student organizations in good standing with the University of Wisconsin-Superior and Student Government Association.

The Student Organization Workspace will remain unlocked and open to all eligible student organizations during Yellowjacket Union's normal operating hours. Student organizations will not have access to this space outside of Yellowjacket Union's normal operating hours.

Student Organization Workspace Rules

Alcohol and Drugs

All use and or distribution of alcohol and other drugs are prohibited in student organization offices.

Appliances

No electrical appliances such as refrigerators, coffee pots, hot pots, popcorn poppers, or televisions are allowed in the Student Organization Workspace.

Businesses

Students may not run private businesses or other commercial endeavors, or solicit sales, from the Workspace.

Cleaning

Student organizations have the responsibility to maintain a clean and safe environment within the Workspace. Students must periodically clean, dispose of waste, and otherwise maintain the sanitation and safety conditions of the Workspace. They are expected to recycle materials in appropriate recycling receptacles.

Decorating

Taping objects to any painted surface is forbidden. Organizations may not block the windows. The cost of any damage caused by a student organization will be billed directly to that group.

Disorderly Conduct

No student or their guest may engage in violent, abusive, indecent, profane, boisterous, unreasonably loud or otherwise disorderly conduct under circumstances in which the conduct tends to cause or provoke a disturbance. Students found in violation will be asked to leave the building and may face further action by the Dean of Students Office.

Food and Drink

Food of any kind is not allowed in the Student Organization Workspace. Students may bring beverages into the Workspace, but they must be in a container that completely secures shut.

Furniture

All University furniture placed in an office must remain in the Workspace. Student organizations will be assessed for any loss or damage to University property in the workspace. Student organizations are not permitted to have any Union or University property in the Workspace that was not originally assigned to that room.

Meetings

Student organizations are not allowed to host regular meetings within the Workspace. If a student organization would like to schedule a meeting, the YU offers a student organization meeting room in YU 153. This room can be schedule by e-mailing Ethan Russom at erussom1@uwsuper.edu.

Noise

Each student organization must show reasonable consideration for the rights of students in the workspace. Stereos, radios, televisions, musical instruments, etc., are prohibited.

Pets

Pets are not allowed in the Yellowjacket Union. Service and companion animals are allowed.

Sleeping in Offices

The Student Organization Workspace is a space allocated for collaborative programming and interaction between student organization members. Under no circumstances will anyone be allowed to sleep in the office.

Smoking

Smoking is not allowed in the Student Organization Workspace. Please visit <https://www.uwsuper.edu/safety/information/smokingareas.cfm> for more information regarding designated smoking areas.

Theft and Vandalism

Students are expected to treat the belongings and property of the University, other organizations, and guests with respect. No person may intentionally take and carry away, use, transfer, conceal, or retain possession of any property without consent of the owner. No person may deface, alter, destroy, or damage in any other way, any property, personal or University-owned, within the facility.

Questions?

For any questions, please contact Ethan Russom at 715-394-8535 or at erussom1@uwsuper.edu.



**YOUR COPY TO KEEP.
SEE DOCUMENT ON THE NEXT PAGE.**

Student Organization Workspace Office Use Agreement Form

I agree to the terms and conditions stated above for the ability to use the Yellowjacket Union Student Organization Workspace. By signing below, I agree to fully disclose the agreement's contents to the other members of the organization and I am responsible for their actions, as well.

(Organization President Signature)

(Date)

(Organization Officer Signature)

(Date)

(Organization Advisor Signature)

(Date)

**RETURN COMPLETED FORM TO THE
YELLOWJACKET UNION INFORMATION AND SERVICES DESK**