

**Office of Student Involvement**  
**Registered Student Organization (RSO) Cubicle Agreement**  
**Fall 2007**

Organization Name: \_\_\_\_\_

With over 380 RSO's and only 52 cubicles, having a workspace in the Office of Student Involvement (OSI) is a privilege that comes with certain guidelines that must be followed. To maintain the professional atmosphere of OSI, RSO's are expected to behave in a manner conducive to the work environment. Organizations are expected to maintain their space in such a manner as to project a positive image for their organizations, show respect for the University of Central Florida, and exhibit regard for the well being of fellow Knights. As a result, the members of the organization must agree to and abide by the following guidelines if the cubicle space is to be granted and maintained.

Use of the Cubicle

1. The cubicle shall be occupied solely by the two student organizations assigned to it.
2. Cubicles may be decorated; however **only** magnets, poster putty, and push pins may be used to hang items within the organization's cubicle space. Glue, tape, staples, stickers and other similar materials are **not** to be used.
3. Nothing should be permanently affixed to cabinets, drawers, walls, and desks. No items should be displayed on the outside walls of the cubicle or filling cabinets.
4. Storage is limited to the desk drawers and cabinet. Organizations cannot store boxes or other items under or on the desk or on top of the filing cabinets. There is limited additional storage area in OSI. One 18 gallon storage container is available per organization upon request.
5. Keys to the file drawers are available for temporary check out at the front desk. In the event that a file drawer key is lost, the organization that it is checked out to will be charged \$5.00 for the replacement. If payment is not made within one month of losing the key, the organization will receive one strike, and for every additional unpaid month after that, the organization will receive another strike.
6. The organization may not hold meetings in the cubicle area.
7. Computers residing in the cubicles must be shared between the two organizations that are assigned to the cubicle space.
8. The organization president may establish a password to access the computer. Computer passwords will not be recorded; therefore, it is the responsibility of each organization to maintain and remember the password. The Technology Supervisor of the A & SF Business Office will retain Administrator access, but will not log onto the computer for a member who forgot the password. The Technology Supervisor of the A & SF Business Office will have access to all computers and their accounts. Do not give the password to any non-student members.
9. The organization must contact either the Assistant Director of Student Involvement or the Student Organizations' Graduate Assistant for any additions, deletions, or changes to the computer or account.
10. Due to license restrictions, organizations cannot install or download software without consent of the Technology Supervisor of the A & SF Business Office and the Assistant Director of Student Involvement.
11. Due to limited server space, the work saved on the file server must be student organization related.
12. Organizations wishing to listen to music or use the audio capabilities of the computer are required to bring headphones. Speakers will not be allowed.
13. In order to provide a clean, safe and friendly working environment, it is imperative that students share, respect, and communicate effectively with other students in the cubicle area.
14. The furniture, computers, and equipment (monitors, keyboards, mouse, cables, etc.) are property of UCF. The use of these items is at the discretion of the OSI. Repairs for any damages will be charged to the organization.
15. The paper for printer usage will be provided by each organization. Cubicle organizations are responsible for repair, toner and other maintenance for the printer. Each organization will be allowed to print a maximum of 100 pages per month, and will be charged \$.05 extra for every page over the limit. If the balance is not paid by the date given, the organization will receive one strike.
16. Do not move stationary furniture. If a chair is moved from another cubicle be sure to return it.
17. Because there are two organizations sharing a cubicle, it is the responsibility of the organizations to work out a schedule to avoid overcrowding in the workspace.

Cubicle Hours

1. Unless otherwise notified, the student organization must staff/occupy/use the cubicle for a minimum of ten hours per week, every week.
2. The ten-hour requirement must be completed between 8:00 a.m. and 8:00 pm Monday through Thursday, and between 8:00 am and 5:00 pm on Friday.
3. Any member of the organization can work at the cubicle. Hours will be counted provided members sign in and sign out at the designated computer. Only one member may receive credit at a time, regardless of the number of members working in the cubicle space.
4. Surplus cubicle hours will not be credited towards the next week. All hours must be logged during the same week.
5. Any changes to the requirements of hours per week will be posted next to the cubicle sign-in computer.

Continuation/Termination of Use

1. OSI can remove an organization from a cubicle at any time for the following reasons:
  - a. One strike will be given for each of the following: failure to meet the weekly cubicle hour requirement, failure to attend monthly Knights of the Roundtable meetings, failure to attend any mandatory Cubicle Meeting, failure to meet the requirements in this agreement, failure to pay a lost key balance, and failure to pay a print balance. **An organization will be evicted on the third strike.** Any combination of these requirements will result in eviction during the time period this agreement is valid.
  - b. Improper use, such as vandalism, misconduct, or any action contrary to any of the guidelines in this agreement, at the discretion of KoRT and OSI.
  - c. Failure to maintain “registered” status with OSI.
2. Organizations that remain in good standing with the OSI (i.e. are still registered and do not violate the Cubicle Agreement) will be permitted to retain their cubicle for the following semester.
3. If an organization loses the use of its cubicle at any time, that organization will not be eligible to apply for space for one year from the date of eviction.
4. Agreements are valid for one academic semester only. Organizations maintaining the use of their cubicle must sign a new agreement at the beginning of each semester.
5. Organizations having access to other workspace, such as in an academic building or office, will not be able to maintain a cubicle.

Knights of the RoundTable

1. An officer from each organization should attend every monthly KoRT meeting. Meetings are typically held the first Tuesday of every month (See the KoRT schedule at [www.getinvolveducf.com/kort](http://www.getinvolveducf.com/kort)). An officer must be present for at least three-quarters of the meeting (approximately 45 minutes) to earn credit for the organization.
2. The Student Organizations Graduate Assistant or the Assistant Director of OSI may call mandatory Cubicle Meetings to inform those organizations with cubicle space of any change in policy. Notification of these meetings will be sent via email or placed in the organization mailbox at least 72 hours in advance. An officer must be present for at least three-quarters of the meeting (approximately 45 minutes) to earn credit for the organization.
3. KoRT/OSI retains the right to request a membership roster at any time.

**\*\*Disclaimer:** Revisions to this agreement may be made at any time; however, the new policy shall not take effect for 48 hours after the organization has been notified via email. OSI is not responsible for any lost or damaged items stored in the cubicle storage area.

\_\_\_\_\_ agrees to the terms and conditions stated above for maintaining cubicle space in the Office of Student Involvement. By signing below, I agree to fully disclose the agreement’s contents to the other members of the organization and am responsible for their actions as well.

\_\_\_\_\_  
Organization President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Organizations Graduate Assistant

\_\_\_\_\_  
Date

**Office Use Only**

Cubicle Assigned: \_\_\_\_\_

Strikes: 1<sup>st</sup> Date: \_\_\_\_\_ Offense: \_\_\_\_\_ Initial: \_\_\_\_\_

2<sup>nd</sup> Date: \_\_\_\_\_ Offense: \_\_\_\_\_ Initial: \_\_\_\_\_

Date Assigned: \_\_\_\_\_

3<sup>rd</sup> Date: \_\_\_\_\_ Offense: \_\_\_\_\_ Initial: \_\_\_\_\_

Date of Termination: \_\_\_\_\_