

ECS Professional Student Organizations Requirements for Use of College Space

All physical space belongs to the College of Engineering and Computer Science (ECS). Professional student organizations (PSOs) are allowed to use space for one academic year (September through May). Every year, space will be considered for renewal at the start of the academic year.

Conditions/Qualifications

All professional student organizations (PSOs):

1. Must be recognized by Student Organizations and Leadership (SOAL) Office. Any lapse in your status as an official student organization could result in the loss of privileges;
2. Must attend ECS Joint Council Meetings, which are held the first Wednesdays of every month during the academic year;
3. Must use their ECS email account, as all correspondence will be sent to this email address;
4. Must maintain updated contact information of officers and faculty advisor with the ECS Dean's Office;
5. Must check-in with their advisor every semester.

Requirements

1. Absolutely no food or drink is allowed in the lab or shop.
2. Do not prop open doors and leave the space unattended.
3. Only ECS students and current members of your organization are allowed.
4. Students are only allowed to use equipment on which they have been trained and authorized to use under the supervision of a technician or an authorized shop student assistant.
5. Do not move, remove, or modify any safety equipment, including fire extinguishers.
6. Clean, organize, and maintain proper use of the space on a regular basis.
 - a. If a request is made to your organization to clean or organize its allocated space:
 - i. Your organization will be contacted via its ECS email account.
 - ii. Your organization will have **two weeks (14 days)** to complete the request. If your organization does not complete the request in two weeks, it will be evicted from the space.
 - b. If your organization is evicted:
 - i. Your organization will be contacted again via its ECS email account.
 - ii. Your organization will be given **another two weeks** to remove all of its items in the space. Anything remaining after that two week period will be repurposed or thrown away.
 - iii. Your organization will not be granted use of any space the rest of the academic year and the following academic year.
 - iv. The space may be given to another organization.

Exceptions to the above rules can be considered on a case-by-case basis by the Associate Dean or a designee, and any requests for exceptions must be done *in writing* (via email), addressed to the Associate Dean, your department chair, your advisor, and the appropriate technician.

By signing below, I agree to the conditions above and agree to abide by them. I understand that failure to comply with the above rules may result in my organization's loss of space privileges.

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Student Organization: _____ E-Mail: _____@ecs.csus.edu

Location of Proposed Space: _____

	Print Name	Signature	Date
Officer 1			
Email:		Expected Graduation Semester and Year:	
Phone:			

	Print Name	Signature	Date
Officer 2			
Email:		Expected Graduation Semester and Year:	
Phone:			

By signing below, I endorse the above student organization's request for space:

	Print Name	Signature	Date
Faculty Advisor			

	Print Name	Signature	Date
Technician			

	Print Name	Signature	Date
Dept. Chair			

	Print Name	Signature	Date
Associate Dean			

When complete, please return to the ECS Dean's Office.