

## Club Room Rules

- 1) The Club Room shall be available for use 15 minutes after the Center for Student Life opens. The Club Room shall close 15 minutes prior to the closing of the Center for Student Life. *Please note that the Center for Student Life may change its hours at any time due to staff shortage or other reasons.* The Club Room is not available when the Center for Student Life is closed.
- 2) Only club officers registered with the Center for Student Life may check out a key to the Club Room. Each club may register up to three (3) officers.
- 3) The registered individual who checks out the key is responsible for its safekeeping and for the additional club members using the space. If that individual leaves the Club Room, all members of that club must leave. The key may be re-checked out to another registered individual, but must be done so at the Center for Student Life.

*Clubs found in violation of this rule shall lose club room privileges for up to two (2) weeks. Upon a second violation in the same semester the club shall lose Club Room privileges for the remainder of the semester.*

- 4) Up to three (3) clubs may use the space at one time.
- 5) There is to be NO food or drink at the computer area.
- 6) Clubs using the Club Room are responsible for cleaning the space after use.
- 7) The Club Room is available on a first come, first served basis. Clubs may reserve the room through the Center for Student Life up to one week ahead of time.
- 8) General club meetings may not be held in the club room. Clubs however may hold committee or other small group meetings in the room.
- 9) **NO** club shall have exclusive access to the club room at anytime for any reason.
- 10) Any damage to the club room by a group or individual shall be the responsibility of the club to which they belong. Repairs/replacement of equipment shall be the sole responsibility of the club and the club account shall be charged accordingly.
- 11) The Club Room is NOT a hangout spot. It shall be used for club business only.
- 12) Non-club members shall not be permitted in the Club Room.
- 13) The Center for Student Life reserves the right to limit excessive use of the Club Room during periods of high demand.
- 14) Painting and poster making is prohibited in the Club Room and must be done in the Event Prep Room (17-118).
- 15) The Center for Student Life reserves the right to add, change, or revise the rules at any time. The Coordinator of Student Activities or his or her designee shall be the final arbiter of rules pertaining to the Club Room.

## Rules for Club Storage Area

- 1) Clubs shall be allowed to store items in the Club Storage Area.
- 2) Access to the Club Storage Area shall be managed by the Center for Student Life. Anyone seeking access to the Club Storage Area must be accompanied by a staff member from the Center for Student Life.
- 3) Items stored in the Club Storage Area must be clearly marked with the club's name.
- 4) If a club is deemed inactive or does not utilize item(s) stored in the Club Storage Area within 2 years (4 semesters), the Center for Student Life shall reserve the right to dispose of the item(s).
- 5) The Center for Student Life reserves the right to limit items being stored due to, but not limited to, size, availability of space, safety and health, District and College policy, etc.

## Rules for Computer Usage

- 1) Computers in the Club Room are available for official club use only.
- 2) Installing software on the computers in the Club Room is strictly prohibited.
- 3) Clubs making fliers on computers in the Club Room may send the computer files to the Center for Student Life at [csmstudentlife@smccd.edu](mailto:csmstudentlife@smccd.edu) for printing. Clubs must still complete a Copy Request Form in the Center for Student Life and allow for up to 24 hours for processing.
- 4) All College and District rules pertaining to computer and network usage shall apply to the computers in the Club Room.
- 5) Any individual found violating computer usage rules or attempting to bypass security measures shall lose their Club Room privileges.