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|  | University of Lethbridge Students’ UnionRoom SU180 - 4401 University Drive403-329-2222, www.ulsu.ca |

## POLICY XVII – CLUB SPACE

Last Amended March 5, 2013

1. Club Room
	1. Club room SU010E is available for use free of charge for all ratified clubs; and,
	2. Club room SU010E shall be reserved through the Administrative Assistant.
2. Club Office Space
	1. Club rooms SU010A-D are available as club office space free of charge to all clubs ratified by the Students’ Union;
	2. Club rooms will be assigned annually by the Clubs Council;
	3. On April 30, club offices will be made vacant unless previously arranged with the VP Student Affairs;
	4. Any club may submit an application for the use of the club offices for that academic year to the VP Student Affairs prior to the first regularly convened meeting of the Club’s Council;
	5. The VP Student Affairs will submit all complete applications on the first regularly convened meeting of the Clubs Council for that academic year;
	6. Requirements for use of club offices:
		1. Clubs occupying a club room must be ratified before September 30; but,
			1. If not ratified before September 30, the club will lose possession of the clubroom; and,
		2. If the membership of a club occupying a clubroom falls to less than twelve (12) members, that club will lose possession of the club room;
		3. The club occupying a clubroom is responsible for maintaining the good order of the club room, and may not alter any physical features without the approval of the General Assembly;
		4. Any costs for telephone, internet service, maintenance, etc. will be the responsibility of the club occupying the club room;
		5. A maximum of three (3) sets of keys will be assigned to the club occupying the club room; and,
			1. All keys must be returned to the Students’ Union office on or by

April 30;

* + - 1. Keys will be assigned to the newly elected club executive of the club authorized to occupy a club room by the Administrative Assistant after May 1; and,
			2. A replacement fee, determined by the department of Facilities, will be

 assessed to a club in the event that keys are lost or not returned to The Students’ Union prior to April 30; and,

* 1. Any vacated rooms will be announced at Clubs Council with notification for application deadlines.
1. Applications For Club Office Space
	1. The application for club room space must include a letter of intent;
	2. All complete applications will be tabled at a Club’s Council meeting for approval. Clubs may be required to make a presentation to the Clubs Council;
	3. A seventy-five dollar ($75.00) damage deposit must be submitted with each application. This will be refunded if the applicant is unsuccessful; and,
	4. Clubs affiliated with a faculty must submit written confirmation from the Dean of that faculty that no space is available for the operation of their club within other areas of the University of Lethbridge campus.