

Student Center Complex

Student Organization Suite Policies



The Shalala Student Center's Student Organization Suite is open and accessible to all undergraduate and graduate students at the University of Miami. The suite is intended to provide space for students and student organization leaders to meet, collaborate, socialize, and foster academic success. With iconic views of Lake Osceola, the Student Organization Suite is the ideal space for students to work on classwork, plan campus events, connect with peers, and much more.

These community guidelines are a way that we can safeguard the integrity of the Student Organization Suite to be that communal space for our students and student organizations. Failure to abide by these community guidelines may result in a review for termination of your respective student organization's lease and/or review for suspension or deactivation of your student organization.

General Policies & Procedures

Animals

Animals are not permitted in the Student Center Complex with the exception of service animals.

Cleanliness

Products that present unusual or difficult cleaning situations are not permitted. This includes glitter, spray painting, confetti, sand, large amounts of cardboard, paper, or other bulky waste.

Damage, Theft, and Vandalism

Those responsible for any acts of damage, theft, or vandalism to the SCC, will be subject to referral to the University's Dean of Students Office and/or the University of Miami Police Department. The Student Center Complex shall not be responsible for damage, loss, or theft of any items brought into the Student Center Complex facilities. Students shall agree to indemnify and hold the University of Miami harmless against all claims, losses, or liabilities arising for use of space in the Student Center Complex.

Decorations

Nailing, gluing, or affixing anything to the walls, columns, windows, doors, etc. inside or outside of the SCC is not permitted. Alterations to any aspect of the Student Center Complex is not permitted without approval from the Executive Director of the Student Center Complex. Alteration to the permanent structure of the spaces, including walls, ceilings, columns, seating, floors, windows, fixtures, screens, and electricity is not permitted. Hanging items from fire safety equipment is prohibited.

Emergency Procedures

Any time that a fire alarm is triggered in a building, all students must exit the building in the requisite amount of time of five (5) minutes deemed appropriate by Coral Gables Fire Rescue. During building evacuations and fire drills, students may not return to buildings until authorization is given by the police, fire department, or other appropriate University staff member.

Furniture

All spaces in the Shalala Student Center have been furnished to comply with ADA and University standards. Additional furnishings are prohibited. To maintain order and organization, furniture may not be moved. Inquiries regarding furniture use or movement must go through the SCC Operations staff.

General Conduct

All students and student organizations must comply with policies outlined in the Student Rights and Responsibilities Handbook, the Student Center Complex Policies and Procedures and The Student Organizations Handbook.

Students and groups are expected to respect the rights of others at all times in the common area and in allocated spaces. Loud, offensive, disturbing or objectionable noises, boisterous activities or conduct that unreasonably disturbs the peaceful enjoyment of the Student Organization Suite is prohibited. This includes, but is not limited to, unreasonable uses of televisions, radios, stereos, speakers, amplifiers, guitars, other musical instruments, and/or computers.

Students may visit the Information Desk on the first floor of the Shalala Student Center to report any concerns or complaints regarding student behavior in the Student Organization Suite. If a student or student group is being disruptive and ignores any reasonable request to address it, they may be subject to disciplinary action by the Dean of Students Office.

Solicitation

Students, staff, faculty, and visitors to the SCC shall have the right to peaceful enjoyment of the premises; in the case of solicitation, this means that patrons shall be free from being approached by individuals or organizations for the purposes of sales, donations, fundraising, membership or participation invitations, and distribution of literature.

Allocated Spaces Policies & Procedures

Access & Use

Allocated spaces (offices) are reserved for use by their respective student organization. Each student organization (including executive board and membership) must use allocated space only in a manner consistent with the organization's mission and purpose and in accordance with the terms in the SCC Space Contract. Allocated space will only be accessible during operating hours of the Student Center Complex. Advisors and the President of the student organization may dictate which members have access to their respective office. Any student wishing to gain access to a space that is not on the approved access list must gain approval from an executive board member.

Alterations

Student organizations may not make any structural or electrical alterations or install additional locks, security devices, or furniture in the allocated space. This includes any swapping, trading or removal of originally inventoried SCC furniture and items. Securing items to glass walls or posts, including curtains and banners, is prohibited. Only poster putty may be used to display posters, flyers, pictures, etc. The use of tape on any walls is prohibited. All items that must be hung using nails must be completed by Student Center Complex personnel. Student organizations wishing to make adjustments to the allocated space should consult the Student Center Complex administration prior to implementation.

Cleanliness

University-contracted custodial service will provide routine trash and recycle removal from spaces. Additional required cleaning, beyond the scope of normal, routine cleaning performed by the University's contracted cleaning service, will result in a fee to the respective student organization. All waste that can create health and/or safety issues should be discarded daily in a safe and appropriate manner. Organizations may be asked to vacate space for cleaning and maintenance, which may include the removal of all requested items.

Electrical Appliances

Extension cords and surge protectors may be used. Extension cords plugged into other extension cords or surge protectors plugged into other surge protectors are prohibited (daisy-chaining).

All open coil appliances including toaster ovens and portable burners are prohibited. This includes but is not limited to George Foreman-type grills, toasters, induction burners, and the like. Devices with flammable lithium-ion batteries are also prohibited.

Entry and Inspection

The Student Center Complex reserves the right for University of Miami designated personnel to enter spaces, including, but not limited to, to determine that all persons have exited the building at the close of facility hours; to perform custodial and maintenance services; to determine compliance with health and safety regulations; to halt activity that is disruptive, dangerous, or against policies and laws; and to address emergencies and security occurrences.

Maintenance Services

All requests for maintenance must be made to Student Center Complex personnel.

Telephones and Network Connections

Student organizations requiring telephones and/or network connections will be required to make arrangements with IT for installation, maintenance, and repair. Any fees associated with installation, termination, maintenance, repair, or ongoing use of these services are the responsibility of the student organization.