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OFFICE OF STUDENT LIFE MISSION STATEMENT

The Office of Student Life strives to develop the co-curricular experience of Baruch students through a rich array of educationally diverse programs, opportunities for leadership and civic engagement, club & organization development, and community building.

OVERVIEW

Our Philosophy
The Office of Student Life at Baruch College commits to the development of a campus environment that challenges students to enrich their educational experiences and develop a spirit of civic and community engagement. By encouraging students to participate in active and ethical leadership opportunities, engaging with students on social responsibility, fostering active and responsible student clubs and organizations, and embracing a diversity of programs that celebrate Baruch’s rich multicultural heritage, Student Life at Baruch College can contribute toward the physical, emotional and spiritual development of students.

Why is Community Important?
Creating a sense of community within a primarily commuter institution is important not only to your overall college experience but also to your development as a student leader.

The Club Office Suite experience will provide an opportunity to work, coexist, and reside with others. By way of those experiences a resident will gain valuable insight and great memories. Becoming involved in the Club Office Suite community experience is an opportunity to enrich your college experience outside of the classroom and beyond.

Club Office Suite Learning Outcomes
Club Office Suite Residents will:

✓ Develop a greater sense of community
✓ Create stronger personal and professional relationships
✓ Recognize and appreciate the diversity of other clubs residing in the Club Office Suite
✓ Enrich, develop, and improve leadership skills

VALUES

Becoming a Club Office Suite Resident provides an opportunity for campus club leaders to reside, learn, and grow together. This calls for the creation of set expectations and community standards in order to develop a respectful and thoughtful educational environment. Being a resident in the suite requires the adoption and understanding of the guidelines and community standards established in this document.

These guidelines and standards are created to foster a positive community for every Resident and those who visit. The guidelines and standards establish clear and consistent behavioral expectations. Infractions of these expectations will be documented and adjudicated in order to preserve and protect the integrity of the Club Office Suite.
Students come from a wide variety of geographical locations and cultural backgrounds. Experiences with other clubs and student leaders will enhance one’s learning by exposing them to different perspectives. The Club Office Suite is an environment that promotes tolerance, acceptance, and respect for others.

The Office of Student Life at Baruch College is committed to the safety and wellbeing of all Club Office Suite residents. We strive to create an environment that is free of acts of violence and harassment.

**EXPECTATIONS AND STANDARDS**

The following standards have been established to assist in maintaining a safe and comfortable space for all Club Office Suite residents and guests.

- The Club Office Suite will be accessible from 8:00 AM to 10:00 PM Monday – Friday during the academic year with the exception of holidays and winter/summer sessions.
- All Baruch student members of clubs and organizations must adhere to and follow the Baruch College Code of Student Conduct and Articles XV and XVI of the CUNY bylaws noted by the Board of Trustees of the City University of New York.
- Residents are responsible for the conduct of their guests.
- Alcohol and controlled substances are strictly prohibited.
- Parties and/or large social gatherings are prohibited.
- Gambling of any form is prohibited.

If any of these expectations are violated, all key holders will be held accountable and liable, and the club may forfeit the right to their space.

**CREATING A COOPERATIVE COMMUNITY**

Club Offices are occupied by 3 to 4 clubs. Sharing an office can be a challenge as different clubs have different goals, schedules, meeting times, etc.

Respectable communication is important given the small space. It is important to voice frustrations or concerns openly in order to reach an agreement and/or compromise between all club office occupants.

**Avoiding disagreements**

In the event a club office disagreement cannot be resolved between the involved parties, the Office of Student Life will offer mediation services upon a resident’s request. All requests can be emailed to your club advisor.
Community meetings
Community meetings can take place throughout the academic year in order to share information, updates, and announcements pertaining directly to Club Office Suite residents.

Guest policy
Guests are allowed within the Club Office Suite with the understanding that the hosting Club Office Suite resident is responsible for their conduct. Key holders will be held accountable for the behavior of their guests.

Noise
The Office of Student Life understands that the Club Office Suite is a place for social interactions, however, please be considerate of your fellow Club Office Suite residents when playing music or convening with other students. Residents do utilize the Club Office Suite to study and complete academic assignments. It is important to be aware and understanding when a fellow resident kindly requests to keep noise to a minimum.

HEALTH & SAFETY

Cleanliness
When sharing an office space, it is important to be mindful of cleaning up after yourselves. We highly suggest refraining from keeping food and beverages within the club office. Storing food overnight is prohibited. Please dispose of all food in appropriate garbage bins. Garbage is collected on a daily basis by custodial staff. Do not leave garbage in your room overnight to avoid insects and rodents. Please contact the Office of Student Life if you see insects or rodents in the space.

Consistent violation of this policy can result in a written warning from the Office of Student Life and eventual forfeit of your club’s right to the space.

Inspections
The Office of Student Life reserves the right to enter Office Club Suite to inspect and assess health and safety conditions. Scheduled health and safety inspections will occur a minimum of once per semester.

During the inspection, the staff will check for compliance with health codes, maintenance problems, and potential physical hazards.

If it is found that a Club Office Suite is not up to health and safety standards (i.e. cleanliness, bugs in room, etc.) the club will be given one week to correct the situation. If, upon re-inspection, the room still does not pass, the club may receive a written warning and/or be fined.

Lock Outs
In the event of a lock out, visit the Office of Student Life to have your Club Office Suite opened. Without the presence of an assigned key holder or if a key holder does not have the key in their possession, the club office will not remain open. If needed items are left in the Club Office Suite, the room will be opened and closed immediately after all items are retrieved.
**Loss and liability**
Every effort is made to provide a safe and secure environment for residents and their belongings. However, Baruch College assumes no liability for the personal property of students. This includes damage, loss, theft, fire or water damage, and flooding or personal injury. **Residents should refrain from keeping personal belongings, such as clothing and shoes in the club office.** Take your items home.

**Room entry**
The Office of Student Life reserves the right to enter any part of the Club Office Suite. Some, but not limited to appropriate reasons for such entry include:

- Concern for health or safety of Residents
- Inspection for fire, health, building or safety violations
- Maintenance and repair services

**Security**
Baruch College Public Safety is responsible for monitoring guest entry and security policies. Security personnel will perform security sweeps of the Club Office Suite daily and may request identification at any time. When the officer asks you to produce your ID, please honor this request.

Security personnel are located at the 24th street and 25th street entrance of the Newman Vertical Campus Building and can be reached at 646-660-6000. If you have any questions regarding security services in the Club Office Suite, please visit the Office of Student Life.

**Emergency evacuation instructions**
In the event of a fire, always use the stairs and never use an elevator. Fire escape routes are conveniently located next to fire extinguisher locations.

**Fire safety procedures**
To help prevent fires:

- NEVER smoke anywhere in the building
- NEVER use faulty or non-UL electrical equipment
- Keep smoke detectors and sprinkler systems clear of any obstructions
- NEVER cover light fixtures with any fabrics, plastics, etc.
- NEVER use candles in your club office

For your protection take these steps in advance:

- Read the safety information distributed by the Office of Student Life
- Look for and know at least two means of exit
- Look for extinguishers and fire hoses

**Medical emergencies**
In case of a medical emergency, please notify a Public Safety officer and/or the closest Baruch College administrator.
**SUITE SETUP AND RESIDENT OBLIGATIONS**

**Baruch Officer Leadership Training Workshop (B.O.L.T.)**
Club Office Suite residents **must** attend a Baruch Officer Leadership Training (B.O.L.T) Workshop to access the suite.

**Who is a Key Holder?**
A key holder is the president and treasurer of the club. A key holder should not under any circumstances loan out the key or make duplicate keys. Lost keys should be reported immediately to the Office of Student Life. The key holders are individually responsible to pay the $20 fine for any lost, stolen, or damaged keys.

Furthermore, residents are not allowed to tamper with existing locks, door mechanisms, windows or add any locks to Club Office Suite. In the event the Office of Student Life is made aware of prohibited activity within the suite, the key holders on record will be liable.

**Check-In/Check-Out**
A check-in/check-out process will be used to record the condition of the room and all furnishings within it. The process will be conducted with the key holders and a Student Life advisor.

Key holders must sign a room condition report which confirms that the check-in/check-out process was completed. The signature also confirms that key holders agree to all the conditions and standards in reference to the maintenance of the club office space and all of its furnishings.

**Furniture**
In every club office, you will find work tables, filing cabinets, furniture, and 1-2 computers. As per your Room Condition Report, it is important that all furniture remain in its original Club Office Suite and condition.

Personal furniture is prohibited within the Club Office Suite. Personal furniture found will need to be immediately removed. Refusal to remove personal furniture may result in the item(s) being disposed of by the Office of Student Life.

**Food appliances**
Items such as, but not limited to, refrigerators, microwaves, and coffeemakers are strictly prohibited.

**Room painting**
Painting your club office space is prohibited.

**Room decoration**
We strongly suggest that Club Office Suite residents refrain from decorations that require thumbtacks, screws or nails. Any damage done to the club office will result in fines.
**Office computers**
Each office comes equipped with a computer for all occupants to share. Please refrain from downloading music or other hazardous files that can damage the computer. If you are experiencing technical difficulties, please contact the Help Desk at extension #1010.

Disposing of club office computers is strictly prohibited. All computers are assigned to a specific room and can be tracked. Key holders on record will be held liable if removed, damaged, or disposed of.

**Windows**
Some club offices have windows. It is important that windows remain closed. All windows are secured in the closed position. Any attempt at removing these devices and opening the windows will result in the key holders on record being held liable for any damages and the club may forfeit their right to the space.

**Doors**
All club offices have doors with glass windows. Door windows must be clear of any flyers, postings, or any type of covering at all times.

**Club Office Damage Fees**
In the event there is damage made to the club office itself or any of its furnishings, the club will be responsible for paying damage fees. The damages will be assessed upon the club check-out. The club will be notified of any damages assessed and charges. Please see below for damage fee list:

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room Sign</td>
<td>$50</td>
</tr>
<tr>
<td>Key Lockset</td>
<td>$150</td>
</tr>
<tr>
<td>Door Defacement (inside/outside)</td>
<td>$200</td>
</tr>
<tr>
<td>Door</td>
<td>$250</td>
</tr>
<tr>
<td>Smoke Detector Device</td>
<td>$100</td>
</tr>
<tr>
<td>Overhead Lighting Fixtures (per fixture)</td>
<td>$100</td>
</tr>
<tr>
<td>Painting (full room)</td>
<td>$500</td>
</tr>
<tr>
<td>One Wall and/or Plaster</td>
<td>$250</td>
</tr>
<tr>
<td>Floor</td>
<td>$500</td>
</tr>
<tr>
<td>Ceiling Plastering and Painting</td>
<td>$250</td>
</tr>
<tr>
<td>Telephone/Internet Jack</td>
<td>$150</td>
</tr>
<tr>
<td>Desk/Table</td>
<td>$500</td>
</tr>
<tr>
<td>Chair</td>
<td>$100</td>
</tr>
<tr>
<td>Bench (per bench)</td>
<td>$400</td>
</tr>
<tr>
<td>Bulk Item Removal</td>
<td>$500</td>
</tr>
<tr>
<td>Furniture Disassembly</td>
<td>$250</td>
</tr>
<tr>
<td>Window Unit</td>
<td>$700</td>
</tr>
<tr>
<td>Computer Mouse</td>
<td>$50</td>
</tr>
<tr>
<td>Computer Keyboard</td>
<td>$75</td>
</tr>
<tr>
<td>Computer Tower</td>
<td>$700</td>
</tr>
<tr>
<td>Computer Monitor</td>
<td>$500</td>
</tr>
<tr>
<td>Improper Checkout Fee</td>
<td>$250</td>
</tr>
<tr>
<td>Unauthorized Appliance</td>
<td>$300</td>
</tr>
<tr>
<td>Cleaning Fee</td>
<td>$300</td>
</tr>
</tbody>
</table>

*Please note that prices are subject to change and labor and materials may be added as an additional charge for any of the damaged property.
HOW DO I BECOME A RESIDENT NEXT YEAR?

The Club Office Suite Application & Lottery
Club Office Suite lottery is an annual event held by the Office of Student Life to ensure all registered Baruch College student clubs receive an equal opportunity to utilize a club office for one (1) full academic year.

Once all applications are submitted, the Office of Student Life along with a designated Club Office Application Committee (comprised of administrators and students) will evaluate applications to ensure all requirements are met.

If all requirements are met satisfactorily, the committee will send applicants a congratulatory letter to participate in the Club Office Suite lottery. If requirements are not met, the committee will send all applicants a denial letter. Please make sure to check your Baruch email for all correspondences.

The Office of Student Life will advertise the Club Office Suite lottery to clubs who qualified. At the Club Office Suite lottery, clubs will be chosen at random and asked to select their space.

Please contact your advisor for additional information regarding Club Office Suite applications and lottery requirements.