The suite for the Student Organizations and Clubs (Club Hub) is located on the third floor of the Tivoli Student Union. It houses recognized (registered) student clubs and organizations (herein after referred to collectively as clubs) from each of the academic institutions on the Auraria Campus. In support of student development and community, the space is designed to help student clubs stay organized, visible, and accountable. Auraria Student Facilities & Services (SFS) Staff offer services by staffing the area during regular hours.

Club Hub spaces are allocated by the Club Hub Management Team and the Student Advisory Committee to the Auraria Board (SACAB) every year according to procedures outlined in this document. The Club Hub Management Team consists of the SACAB Vice Chair, the Club Hub Student Manager, and the Union Services Coordinator for Student & Facilities Services (SFS), and meets regularly to conduct the operations of the Club Hub.

If a group is interested in starting a club, they should contact their respective institutional Student Activities/Life/Recreation Offices for guidance & applications. The locations and phone numbers for each office are listed below.

**Community College of Denver**
Student Life Office
Tivoli Room 309
303-556-2597

**University of Colorado Denver**
Student Life Office
Tivoli 303
303-556-3399

**Metropolitan State University**
Student Activities Office
Tivoli Room 305
303-556-2595

**Recreation Office**
Tony Price
PE Event Center,
Room # 108
303-556-5379

### Applying for Space in the Club Hub

The Club Hub has fifty-six (56) workstations available. Office space in the Club Hub will be allocated to clubs for conducting club business. Adherence to the club’s office hours, as determined by SACAB, is required in order to maintain space. Ten (10) hours per month for workstations. Clubs who share closed office space will be assigned with other clubs by the Club Hub Management Team based on mission statements, visions, and/or goals.

Applications for Club Hub workstations are available at the Club Hub front desk and online at www.tivoli.org/tivoli/ClubHub.html. Clubs must complete all information on the application and have an approval from their faculty advisor and their institution’s Student Activities/Life/Recreation Office. Properly completed applications for space shall be submitted to the Club Hub front desk. For clubs allocated space, their signature on the application constitutes agreement to the terms outlined for the use of space and their agreement to abide by the Policies and Procedures of the Club Hub and the Tivoli Student Union.

Clubs must be recognized by a minimum of one institution’s (CCD, MSU Denver, CU Denver) Student Activities/Life/Recreation Office to apply for a workstation inside the Club Hub.

Applications for **workstations** will be accepted **only three** times a year. Application deadlines are as follows:

1) October 1 – New clubs and clubs who already have space in the Club Hub
2) December 1 – New clubs only
3) March 1 – New clubs only
Application deadlines are as follows:

1) By the end of week four
   a. Clubs MUST be recognized through their Student Activities/Life/Recreation Offices (CCD, MSU Denver, CU Denver). SACAB will not allocate space to any group that discriminates on the basis of race, creed, color, religion, sexual orientation, age, sex, national origin, or physical or mental disability except those constitutionally protected under Title IX.
   b. Clubs MUST be recognized as a club in the Club Hub and submit their reinstatement application at the Club Hub front Desk.

**Application Review**

Allocation of space will be on an equitable basis for recognized student clubs of all the three institutions. SACAB will not allocate space to any group that discriminates on the basis of race, creed, color, religion, sexual orientation, age, sex, national origin, or physical or mental disability except those constitutionally protected under Title IX.

The Club Hub Management Team will review all workstation applications and, once approved, the applications will be forwarded to the Club Hub staff for space assignments. The staff may also request additional reasonable information (barring legal limitations), which in their judgment is necessary for reviewing a request.

SACAB or its designee retains the right to review and/or revoke office space allocation at any time, in accordance with the policies and procedures contained herein. SACAB or its designee further reserves the right to review space allocations at any time for possible reallocations, if criteria for use are not followed. The reallocations may include eviction, changing space assigned, or requiring clubs to share offices.

**Space Allocation**

Once the Club Hub Management Team has approved a club’s application, Club Hub staff will contact the club with their space assignment. At this time, Club Hub staff will schedule an orientation meeting with the club president to affirm the policies and procedures listed here.

Allocations are for one academic year covering Fall, Spring and Summer Semester – in that order. All space allocations expire each year at the end of the summer semester regardless of when an allocation was received, and groups must reapply to retain their space.

As mentioned above, applications for **workstations** will be accepted three times per academic year; October 1st, December 1st, and March 1st.

Certain clubs who demonstrate a need for more space may be allocated more than one workstation; however, should the Club Hub reach maximum occupancy, and there is still a demand for space, groups with more than one workstation will be expected to return to a single work station assignment and surrender additional workstation occupation.
A listing of all space assignments will be maintained by Club Hub staff and will be updated as needed. It is the club’s responsibility to ensure the staff has current and correct contact information to ensure efficient communication that directly impacts the club.

**Workstations**

- Student clubs occupying a workstation must log a minimum of ten (10) hours per month in the Club Hub.

**Operating Procedures**

In order that the student body might use the Club Hub effectively, and the security needs of the groups housed in the Club Hub can be provided for, the following operating procedures for the Club Hub have been established.

**Check in and Out**

- Only one Student ID needs to be given to the Club Hub staff when a club space is in use. They will also need to identify which club they represent. This information is entered into the computer to track office hours. The Student ID will be returned when the club member leaves. If a club member leaves the Club Hub, another club member’s Student ID must be turned in to the Club Hub front desk staff for hour tracking to continue. Hours will be tracked electronically and it is the club’s responsibility to inform the staff when checking in or out to ensure proper tracking.
- Office hours are documented based on the club’s presence; not by the amount of members present, regardless of the number of club members in the Club Hub at any one time.
- Guests must be accompanied by a club member at all times.
- A club member may leave the Club Hub momentarily during their office hours, but if they do not return within thirty minutes, they will be automatically signed-out by the Club Hub staff.
- Failure to check out properly will result in loss of the accumulated hours for that entire day.
- Keys to the file cabinets shall only be provided to club members. To get a key, Student ID must turn in and the “Key Check-out” sheet must be signed as well.
- Office hour requirements will be pro-rated around school holidays and for mid-month space assignments.
Clubs are not required to maintain summer office hours. However, the continued usage of this space will demonstrate need and be taken into consideration when applying to renew the office space. Clubs not requiring space during the summer will be allowed to store items in their assigned space. It remains the club’s responsibility, however, to retrieve mail and reapply for space according to the established requirements.

**Services**

A Club Hub Staff member is on duty to assist you during the Club Hub hours with any questions or problems you might have. Some of the services provided in the Club Hub are listed below:

- There is one telephone for every two workstations and for each closed office space. Local service and voice mail are provided on these phones, but must be shared between the groups assigned to them. Instructions on operating and accessing the voice mail system will be addressed in the orientation meeting and are also available at the Club Hub front desk.

- The Club Hub provides a fax machine for receiving faxes and sending (local only) faxes. The fax machine may be used by any recognized club whether or not they have space in the Club Hub.

- Shared computer workstations have been provided for use by all clubs. Official business of a club takes priority over other types of use. Clubs are to be courteous to each other in their use of the computers. A 30-minute limit will be imposed if others are waiting to use the computers.
  - The computer workstations are public computers. No files shall be saved on the machines, nor shall any prohibited or illegal activities be done on the computers. Club Hub Staff shall delete all downloaded and saved files regularly, without notice. At no time shall additional software be installed on the computers by users.

- A printer is provided for clubs to print **club-related materials only**. Clubs need to save their files on a USB key and give it to the Club Hub staff to print the documents.
  - Club Hub may print up to 20 (twenty) pages of fliers or posters per week. For further printing services, please contact your school’s Student Life/Activities/Recreation offices.

- Clubs can hold small meetings in the Club Hub, but must record the day and time on the white board on the at back center wall and inform the Club Hub staff in the front desk.

- A lounge area is available in the Club Hub for access to all clubs. A refrigerator, microwave snack and pop machines are available in the lounge area.
  - The refrigerator is emptied and cleaned every Thursday to Friday afternoon by Club Hub staff. The Club Hub is not responsible for items left in the refrigerator.

- Reservation of a TV through Auraria Campus Event Services, for usage in the Club Hub, is only permissible if the usage is club, meeting, or school related.

Please have mail for your club directed to the following address:

*Club Name*
Club Hub
900 Auraria Parkway, Suite 325
Denver, CO  80204

**Club Meetings**

The Club Hub was designed to provide for the day-to-day business needs of student clubs. It has neither the space, nor the facilities, to accommodate big group meetings, counseling & tutoring. However, recognized clubs may schedule small meetings in the Club Hub or reserve conference rooms in the Tivoli Student Union **free of charge** to hold such activities. Clubs are encouraged to schedule early for the best availability (at least one week in advance is preferred). Space reservations can be made with Auraria Campus Event Services in Tivoli 325, or by calling 303.556.2755.

Impromptu meetings of 10 or less people are permitted in the Club Hub, as space allows.
Property

- Workstations may not be remodeled in any way by the clubs assigned to the space. No permanent changes are allowed including painting, addition of temporary walls or deletion of walls. Defacing or damaging the Club Hub will result in immediate removal of the club and a suspension from using Club Hub for one calendar year. Clubs are allowed to personalize their space within these guidelines.
Tivoli Student Union equipment, including that assigned to the clubs, shall not be removed from the premises. This includes removing items from other workstations.

If you do not require the equipment provided to you in your office or workstation, please contact Club Hub staff to arrange for its removal and storage. Equipment is not to be placed in common areas.

Repairs for damages to closed office spaces or workstations and/or to assigned equipment shall be charged to the club(s) occupying the space.

Authorized AHEC Staff and SACAB shall have access to all student union facilities, including offices, for the purpose of routine inspection of equipment, cleaning, maintenance, and other operational needs. Such staff shall not tamper with the property or belongings of a club housed in the Club Hub, except as needed to perform maintenance or repairs.

Clubs agree to display postings on the provided bulletin boards and in their assigned spaces only. Any postings on walls, common doors, windows, etc. within the Club Hub are not allowed and shall be removed by Club Hub staff.

Each club will be allowed to display their club banner along the upper deck rails of the Club Hub, as space permits. Banners shall not hang below the floor level of the upper deck. If demand for banner space exceeds available space, Club Hub staff shall either allocate additional space (if possible) or rotate the posted banners.

Neither SACAB nor SFS are responsible for lost or stolen items in the Club Hub, be they personal property or belonging to a club. Please lock your items in your office or file cabinets.

Each club is responsible for keeping their assigned spaces clean. We have provided trash cans and various recycle bins at the entrance of the Club Hub and we encourage each club to recycle whenever possible. If you are using the lounge area, please clean up after yourself when you are leaving. Cleaning supplies are available. If they are not please inform the staff.

Should a club lose any key for workstation, closed office spaces, file cabinets, or lockers a replacement fee for the amount of $25 will be assessed to the club through their Student Activities/Life/Recreation Offices. Access will not be reinstated until fee has been paid in full.

If there is anyone who should be restricted from using the club’s space, it is the club’s responsibility to inform the staff with the proper information.

Conduct

In accepting space in the Club Hub, clubs agree to adhere to the policies and procedures of the Tivoli Student Union and to abide by any administrative regulations of the building that are applicable.

The Club Hub may not be used for any illegal activities.

- Alcoholic beverages, smoking and illegal drugs are not allowed in any office or facility of the Tivoli Student Union.
- Items that may be injurious or hazardous to health or safety (e.g. weapons, hazardous chemicals, etc.) are prohibited in any Tivoli Student Union space and shall be disposed of immediately by AHEC Staff and/or Auraria Campus Police.
- Animals or pets of any kind, except service animals, are not allowed in any area of the Tivoli Student Union.
- All people in the Club Hub are expected to adhere to standards of good conduct and act respectfully toward one another. These standards are outlined in the Tivoli Student Union Code of Conduct and the Codes of Conduct for the constituent academic institutions at Auraria. These standards are available for review at the Club Hub front desk or from each institution.
- Club members are to be courteous to each other in their use of music, group gatherings and discussions. Noise should be kept at a level to where each club has the ability to conduct business without the interference of other clubs. Club Hub staff shall monitor noise levels and behavior in the Club Hub. Club members failing to follow the request of a staff member regarding noise or behavior will be asked to leave the Club Hub.
- Club Hub staff may call Auraria Campus Police to remove disruptive persons from the Club Hub.
- Clubs assigned space may not reassign or sublet their space.

Probation Process

All clubs must adhere to the Club Hub Policies and Procedures or face revocation of space allocation.

A club that fails to meet its office hour requirements may be evicted from the Club Hub, under the following procedures:

- The first month that a club fails to meet its office hour requirements, it will be sent a letter or an email of warning from SACAB via the Club Hub Management Team. Included in this letter will be an invitation to attend the next...
SACAB meeting to explain the reasons for the failure to meet the requirements. A copy of this letter/email will be sent to the respective clubs advisor and Student Life/Activities/Recreation offices.

- Upon issuance of this warning letter, the organization will be placed on probation for one full month.
- Failure to comply with the office hour requirements during this probation period will result in the revocation of the allocated space.
- Dismissed clubs will have one week to clean their spaces. All remaining items will be donated.

**Removal Process**

- The revocation of allocated space by the Vice Chair of SACAB shall be given in writing (Intent of Revocation letter) to all possible contacts, including the club’s officers, club advisor, and the respective school’s Student Life/Activities/Recreation Office. The notice shall also be posted on the club’s space and placed in their mailbox. This notice requests that the organization contact SACAB for possible resolution. This notice will include a time period of ten business days to contest the revocation of space.
- If a club wishes to contest the revocation, a written appeal must be submitted to SACAB within ten business days of the Intent of Revocation Letter.
- SACAB, upon receiving the appeal, will notify the club’s officers of the date, time, and place of the next scheduled SACAB meeting for the purpose of hearing the contest.
- If SACAB accepts the recommendation for revocation from the Vice Chair, the club will be given five business days to vacate their space. SACAB has the authority to support or reverse any decision of the Vice Chair regarding the Intent of Revocation Letter.
- If the club chooses not to contest the revocation within ten business days, it shall be accepted by SACAB as uncontested, and will be effective immediately. At this time an additional ten business days will be given to the club to allow them to remove their property.
- At the end of this extension, the club’s property will be removed and donated to the Lost & Found. It is the responsibility of the club to remove their property within the given time period.
- SACAB and SFS will not be responsible for missing or damaged items during the storage period.
- SACAB holds the final authority regarding the allocation of space and property. SFS holds the final authority regarding grievances against Club Hub staff, enforcement of Club Hub Policy and Procedures, or within other purviews of the Tivoli Student Union.
- If an organization is asked to leave the Club Hub they cannot apply for a new space in the Club Hub for one academic year.

**Amendments**

Any policies and procedures within this document may be amended as necessary to adapt to the needs of the clubs, institutions, and the Club Hub itself. Amendments shall be considered effective with a two thirds majority vote of SACAB and the required signature of the SFS representative.
Approved by SACAB (Student Advisory Committee to the Auraria Board)
Date: 02/10/12

Required signatures:

__________________________
Vice Chair of SACAB

__________________________
SFS Representative

LAST AMENDED 07/28/2014
Notice of Receipt

The following signatures shall serve as acknowledgement of receipt of the Club Hub Policies and Procedures guiding the operation of the Auraria Campus Student Organization Suite, “Club Hub”. This document is to be kept on file in the Club Hub for each organization allocated a space and or equipment in the Club Hub. This serves as proof that the organization received a copy of the policies and procedures upon allocation of a space.

________________________________________________________________________
Organization’s officer’s name (print)                                              Name of Organization

________________________________________________________________________
Organization’s officer’s signature                                                  Date

________________________________________________________________________
Allocating Cub Hub Manager or SACAB                                               Allocating Cub Hub Manager or
SACAB Vice Chair name (print)                                                     SACAB Vice Chair signature

Updated 09/29/2014