TOP 10 QUESTIONS AND ANSWERS FOR STUDENT ORG. SPACE
CREATED BY DEPAUW STUDENT GOVERNMENT AND CAMPUS LIFE
FALL 2014-SPRING 2015

1. Question: What is the purpose of the Student Org. Space?
   Answer: The Student Org Space was created through a partnership of DePauw Student Government and Campus Life for students and (DSG) recognized Student Organizations. Students can hold meetings, have engaging conversations, and study in the new space when there are no scheduled events happening.

2. Question: When is the Student Org Space open?
   Answer: The Student Org Space is open Monday through Friday from 11:00 AM - 9:00 PM and will have a Student Assistant at the front desk to answer any questions and serve as a resource to your Student Organization. After 9 PM, the space is open by ID Access to organization leaders (See question 3 about ID Access). This provides Student Organizations the opportunity to continue meeting, discussions and also program.

3. Question: How does my Student Organization get ID access to the space?
   Answer: To get ID Access to the Student Org Space after hours, your organization needs to delegate you as the representative. Each organization can designate 2 members to have ID Access. Once your organization has discussed the need for access, those officers should come to the Campus Life space and turn submit the Agreement Form (attached) to JC Lopez and/or Program Assistants (Xeno Carpenter-New and Kala Cherny). Once the form has been submitted, it will take a few days to process and submit the appropriate information.

   (Left to Right: JC Lopez, Kala Cherny and Xeno Carpenter-New)

4. Question: Who is allowed to reserve and use the Student Org. Space?
Any DePauw Student Government recognized organization can reserve the space for a meeting or event. Priority will be given to student organization meetings, programs and Campus Life partners -- Hartman House, Intercultural Life, Union Board and DePauw Student Government. The front board (Campus Life Program/Meeting Poster) will have daily/weekly events listed or ask a Campus Life Student Assistant.

5. Question: How do I reserve the Student Org. Space for an event and/or meeting for my club?
Answer: To reserve the Student Org. Space, you must fill out the Student Org Space Reservation Form. Upon filling this reservation form, please allow for 48 hours of processing time, and once your request is processed you will receive a confirmation email. It is important to realize that using the space is a privilege and not a right for your club. Therefore, DePauw Student Government and Campus Life reserve the right to suspend your ability to reserve and use the space if you are found to being disrespectful and misusing the space.

We aim to meet your organizations requests and if you alter your meeting time, please let us know in order to allow others to make requests.

https://docs.google.com/a/depauw.edu/forms/d/1csrb1bj2zV4zSvJlt6dUvxPVxATMocClyxiBCZH YKvs/viewform

6. Question: Can I use the space for informal meetings and or to study?
Answer: When there is a meeting in progress, the “Meeting in Progress” sign will be up, and we ask you to be respectful. However, whenever the space is not being used for a meeting the space is meant for students to come to the space and study, have small informal meetings, and use the resources of the space.

7. Question: What resources does the student Org. Space offer my club?
Answer: There are many resources provided in the space. Student Government has worked to provide two big white boards, movable tables and chairs, and many other items to help with your meeting. Additionally Campus Living & Community Development has relocated their poster/banner making supplies, as well as provided various resources, which are now open for clubs to use. Please only take what you need and work to keep everything neat and organized. We appreciate the partnership with Campus Living & Community Development, for their support to help us meet Student Organizations needs.

Additionally, the Organization of Resident Students (ORS) has collaborated with us to bring Tiger Video to the Union Building (originally in Humbert Hall). As we get settled, we will allow students to borrow movies for personal use. These resources should not be used for programs or mass showings as we need to purchase the rights for such events. You will need to bring your Student ID and can borrow movies for a 24 hour period.
At the Information Desk, a Student Assistant, will take any Sheet Signs for approval, check-out Student Organization Storage Keys, Sign-up for Trips, pick-up Prize Wheel Raffle Prizes, submit Posters/Flyers for the Weekly Bulletin Board at the front entrance of the Union Building. The posters should be brought to Information Desk by Friday to be updated each Monday morning. And just be as helpful as possible to you and your Student Organizations.

8. Question: How do I present and/use the TVs in the Student Org. Space?
   Answer: The Student Org Space has three TVs. The one inside the door is for announcements and information for student Orgs (To have your information displayed on this TV, email dsg_publicrelations@depauw.edu). Additionally, the Two TVs mounted to the walls are meant for presenting and displaying information for meetings. There are two ways in which you can do this: First, download Chromcast (free download online), which is a plugin for your Google Chrome Browser. Chromcast will allow you to wirelessly display your screen on the two mounted TVs. Additionally we have HDMI cables for both macs and windows machines that can be checked out from the Campus Life Student Assistant (who are located right inside the door of the Student Org. Space).

9. Question: Can my organization store equipment in the Student Org. Space?
   Answer: DePauw Student Government recognized organizations do have the ability to store items in the space. All items can only be dropped off and retrieved between 9:00am-5:00pm, Monday through Friday. If your student organization is interested, please don’t hesitate to email Cody Watson at dsg_president@depauw.edu.

10. Question: Who do I ask if I have more questions about the Student Org. Space?
    Answer: It is important to remember that the Student Org Space is in its first year of existence and will be a work in progress throughout the year. Therefore, if you have any concerns, ideas, or questions regarding the space please don’t hesitate to email Cody Watson, at dsg_president@depauw.edu.