

## Facilities and Equipment Credits Policy

### PURPOSE

This policy outlines the guidelines, stipulations, and procedures regarding the granting of “credits” to recognized student organizations for use toward equipment rentals and reservation costs for conferences and events taking place on the University Student Center premises.

### POLICY

It is the policy of the University Student Center to grant all recognized student organizations up to \$1,000.00 credits per year to be used toward equipment and reservations costs for conferences and events taking place in Student Center facilities. Student organizations that receive funding from an annual budget, student fees, and/or grant by a department on campus *are included* in this policy but may be subject to different fees than student organizations who otherwise do not receive additional funding.

### TERMS

Herein after, the University Student Center (SC), will be referred to by its formal name, acronym, and/or “the organization”.

ASI & SC- Associated Students, Incorporated (ASI) and University Student Center (SC), two functionally merged organizations.

Credits- currency granted by the University Student Center at no cost to the recognized student organization to be used toward SC equipment rentals and reservations fees.

Recognized Student Organizations (RSOs)- organizations that have gone through processes required by the office of Student Leadership and Development (SLD) to attain or maintain recognition status at Stanislaus State.

This policy was voted on and approved by the SC Board of Directors on January 19, 2023.

The following signature by the SC Chair verifies the approval of the SC Board of Directors:

Mariah Burciaga  
Mariah Burciaga (Jan 25, 2023 14:54 PST)

Mariah Burciaga, SC Chair

Jan 25, 2023

Date

## **PROCEDURE**

### **1.0 Credit Disbursal**

- 1.1. All student organizations who are recognized as of August 1<sup>st</sup> each fiscal year are automatically granted \$1,000.00 credits to be used up until May 31<sup>st</sup> of the given fiscal year.
- 1.2. The University Student Center reserves the right to grant student organizations with a prorated number of available credits to be used throughout the remainder of the awarded period if they are granted recognition status after August 31<sup>st</sup> of each credit term.
  - 1.2.1. RSO's who attain recognition status on or after the 1<sup>st</sup> of each month are subject to the prorated credit amount.
  - 1.2.2. Credits become prorated at \$100.00 credit increments beginning at or after the 1<sup>st</sup> of each month. (e.g. September 1<sup>st</sup>- \$900.00 credits, October 1<sup>st</sup>- \$800.00, etc.)
- 1.3. Credits granted, regardless of if granted in full or at a prorated amount, may be used at any point throughout the 10-month period and do not have to be split evenly between fall and spring semesters.
- 1.4. Credits granted may not be rolled over into the following credit term.
- 1.5. Credits cannot be transferred or donated to other student organizations.

### **2.0 Limitations to Credit Use**

- 2.1 Credits cannot be used toward equipment rentals or reservations made outside of SC facilities.
- 2.2 Equipment rented from the University Student Center may not be moved from the Student Center premises for use in other areas of the campus.
  - 2.2.1 Should equipment be moved to other locations, mishandled, or loaned out to unapproved entities, the requesting RSO may be barred from renting SC equipment.
- 2.3 Student organizations may not request ASI Student Life Funds to be used to pay for SC equipment rentals or reservation fees prior to exhausting all granted SC Facilities and Equipment Credits.

### **3.0 Credit Management**

- 3.1 Credit usage for all recognized student organizations will be tracked by the SC Leadership Assistant, ASI Leadership Manager, or designee.
- 3.2 The credit tracking designee will work in collaboration with the SC Conferences and Events Coordinator to allocate credits towards equipment rentals and reservations costs accrued by RSOs.
- 3.3 The credit tracking designee will also work in collaboration with the ASI Student Government Assistant to ensure ASI Student Life Funds are not being requested to pay for SC equipment rentals and reservations costs prior to exhausting SC Facilities and Equipment Credits.

- 3.4 A summary of total credits available will be provided to RSOs twice throughout the term, once at the time of credit disbursement and once at the end of the fall semester.