

The Student Activities Workstation Covenant is an agreement between Registered Student Organizations (RSOs) at The Evergreen State College and the Student Activities Office. It is the intent of all RSOs and the Student Activities Office to provide the best possible services, activities and support for students. Workstations are a privilege at The Evergreen State College and require both the Student Activities Office and the RSO to be responsible with the resources within the space.

Please describe how a workstation would be beneficial to your organization:

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

1. Be accountable for the information contained in the Student Activity workshops and the information provided by the Student Activities Handbook. The handbook is available online at: <http://www.evergreen.edu/sa/handbook>.
2. Be responsible for college equipment, resources and facilities. Permission granted to an RSO for the use of college facilities carries the express understanding that the individual and RSO assumes full responsibility for any loss or damage resulting from the use of college facilities.
3. Post a schedule of regular office hours and the RSOs regular meeting times at the workstation and notify the Student Activities front desk of that schedule no later than the 10th day of each quarter.
4. Refrain from use of cooking appliances, space heaters, or other type appliances with heavy electrical load demands.
5. Do not install equipment or modify the cubicle in any way without approval from your advisor.
6. Maintain timely disposal of perishable materials including food, plants, and other decomposable goods.
7. Sleeping or staying overnight in the workstation or any other public area is not permitted.
8. Return file cabinet and overhead bin keys at the end of the academic year or when there is a leadership change.
9. If workstation is shared, an agreement about space should be reached with both RSO's about use of space.
10. If an existing RSO does not go through the Fall registration process, the RSO will lose the workstation.
11. Failure to submit SLARs may result in loss of workstation.

Date _____