



# CLUB SUITE GUIDLINES

**2026-2027**

Dear Student Leader,

Welcome from the Office of Student Life at Baruch College! We are excited that you have chosen to get involved in the vibrant community we have here. We believe that your experiences outside the classroom aide to your successes in the classroom and beyond. The Office of Student Life develops the co-curricular college experience of Baruch students through a rich array of educationally diverse programs, opportunities for leadership and civic engagement, club and organization development, and community building. Through our varied program opportunities, we contribute towards the physical, emotional, and spiritual development of students. We truly believe 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. Your organization's office suite experience will provide an opportunity to collaborate with others, establish stronger personal and professional relationships, gain valuable insight, and create great memories.

To that end, we have put together a comprehensive resource to guide you in the utilization of your organization's club suite throughout the year and to ensure that it is maintained for future organizations and students to use. The Office of Student Life will be on hand throughout the year as a resource. This handbook provides guidelines and resources for your organization's club suite. Just a sampling of what is included in this resource:

1. Club suite expectations
2. Overview of club suite check-in and check-out
3. How to create a positive community in your club suite

We thank you for all of the diversity and valuable programming that you bring to our community, and we look forward to working alongside you this 2026-2027 academic school year. Best wishes for a successful year and thank you for partnering with the Office of Student Life in your co-curricular journey.

The Office of Student Life



## EXPECTATIONS AND STANDARDS

The following standards have been established to assist in maintaining a safe and comfortable club suite for all residents and guests.

- Your organization's Office Suite will be accessible from 10:00 AM to 8:00 PM Monday – Friday during the academic year, with the exception of holidays and winter/ summer sessions. If you need access outside of the above times, please work with your Student Life advisor.
- All Baruch students 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 CUNY.
- Residents are responsible for the conduct of their guests.
- Alcohol, smoking, vaping, and controlled substances are strictly prohibited.
- Events, parties, and/or large social gatherings are prohibited in the space.
- Gambling of any form is prohibited.
- Items such as, but not limited to, refrigerators, microwaves, and coffeemakers that are not pre-approved are strictly prohibited. Any item that is not pre-approved, will be removed by Student Life.
- Rooms with windows are to remain secured in the closed position. All windows must be clear of any flyers, postings, or any type of covering at all times.
- If any of these expectations are violated, organizations will be held accountable and liable and may forfeit the right to their space.

## CREATING A COOPERATIVE COMMUNITY

Sharing a suite can be a challenge as different positions have different goals, schedules, meeting times, etc. Respectable communication is important given the small space. It is important to voice frustrations or concerns openly to reach an agreement and/or compromise between all occupants.

### **Avoiding disagreements**

In the event a 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 advisor.

### **Noise**

We understand that the club suite is a place for social interactions, however, please be considerate of your fellow residents and Baruch students when playing music or convening with others. Please note that some students do utilize their offices to study and complete academic assignments. It is important to keep noise to a minimum and be mindful

### **Loss and liability**

Every effort is made to provide a safe and secure environment for residents and their belongings. Please refrain from keeping personal belongings, such as clothing, shoes, and electronics in your office unattended. Please, take your items home. Baruch College assumes no liability for the personal property of students. This includes damage, loss, theft, fire/water damage, flooding or personal injury.

### **Cleanliness and Shared Food Storage Bins**

When sharing a space, it is important to be mindful of cleaning up after yourselves. Food storage bins are provided in Club Suite rooms to help keep food properly stored and reduce the risk of pests. These bins are shared by all clubs assigned to the space and do not belong to any one club.

- Food and snacks may be placed in the provided shared bin during the day but all open food may not be stored in the Club Suite overnight. All open food and beverages must be removed at the end of each day
- Food items should be clearly labeled and properly sealed before being placed in the bin.
- Bins are for food storage only. Personal belongings, club supplies, decorations, paperwork, or other storage items should not be kept in the bins.
- Keep the bin organized and securely closed when not in use.
- Be respectful of other clubs' food and space within the shared bin.
- All food must be removed and properly disposed of.

Proper use of the food storage bins helps keep Club Suite spaces clean, organized, and sanitary while helping to prevent pest activity. Any left-out food or drink will be thrown out by custodial staffing.

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 you or your organization's right to the space.

### **Recycling & Waste Disposal**

Throughout the Club Suite area, there will be three separate bins for waste and recycling. Each bin will be clearly labeled with what items should be placed inside. Please follow the labels and colors on each bin and dispose of your items in the appropriate container. Do not mix regular trash with recyclable materials. Everyone is responsible for recycling properly and helping keep the Club Suite area clean and organized.

## **SAFETY**

### **Public Safety**

Baruch College Public Safety is responsible for monitoring guest entry and security policies. Public Safety officers will perform security sweeps of the club suite daily and may request identification at any time. When the officer asks you to produce your ID, please honor this request. Public Safety is located at the 24<sup>th</sup> street and 25<sup>th</sup> 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 suite, please visit the Office of Student Life in NVC 2-210.

### **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.

**Medical emergencies**

In case of a medical emergency, please notify a Public Safety officer and/or the closest Baruch College administrator.

**Lock outs**

In the event of a lock out, visit the Office of Student Life to have your office opened. Without the presence of an assigned key holder or if a key holder does not have the key in their possession, the suite will not remain open. If needed items are left in the suite, the room will be opened and closed immediately after all items are retrieved.

**Inspections**

The Office of Student Life reserves the right to enter all offices to inspect and assess health and safety conditions. Scheduled health and safety inspections will occur during the 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 suite is not up to health and safety standards (i.e. cleanliness, bugs in room, etc.) the organization will be given one week to correct the situation. If, upon re-inspection, the room still does not pass, the organization may receive a written warning, be fined, or lose access privileges.

**Who is a Key Holder?**

A key holder is the president and treasurer of a student organization. Keys will not be given to individuals outside of these two positions. A key holder should not under any circumstances loan out their 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 the club suite. In the event the Office of Student Life is made aware of prohibited activity within the suite, the key holders on record are held 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 office suite and furnishings.

**Furniture**

In every office, you will find worktables, filing cabinets, furniture, and 1-2 computers. As per your Room Condition Report, it is important that all furniture remain in its original condition.

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

**Room painting and decorating**

Painting your room is strictly prohibited. Do not paint walls, install nails or screws, move in personal furniture, or damage college property. Organizations are financially responsible for damages, and damage fees can be significant.

**Computers**

Each office comes equipped with computers and has been tested to ensure functionality. Please

refrain from downloading music or other hazardous files that can damage the computer. All computers are assigned to a specific room and can be tracked. Organizations will be held liable if removed, damaged, or disposed of. If your computer does not work, please notify Student Life. Do not assume that someone else has already reported it

## OFFICE SUITE DAMAGE FEES

In the event there is damage made to the room or any of its furnishings, the organization, unless otherwise specified, will be responsible for paying damage fees. The damages will be assessed upon check-out. All individuals will be notified of any damages assessed and charges. Please see below for damage fee list:

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

\*Please note that prices are subject to change, as well as labor and materials may be added as an additional charge for any of the damaged property.