

## RAINBO WAREHOUSE-USE POLICY

### I. NAME

This document shall be called the Rainbo Warehouse-Use Policy.

### II. PURPOSE

This policy establishes the guidelines for the allocation of space within the AS Warehouse.

### III. DATE OF EFFECTIVENESS

This policy shall be effective upon approval of the Bell Memorial Union Committee (BMUC) and report to the Board of Directors (BOD).

### IV. AMENDMENTS

This policy may be amended by a 2/3 majority vote of the BMUC and reported to the BOD.

### V. GUIDELINES

- A. The Warehouse-Use Committee shall be composed of the following individuals:
  1. Vice President of Facilities and Services.
  2. AS Executive Director.
  3. BMU Facilities Manager.
- B. All use of space of the AS Warehouse located at 417 Cherry Street, Chico (hereby designated "the Warehouse") must be reviewed by the Warehouse-Use Committee.
- C. The Warehouse-Use Committee shall review all requests, making a recommendation to the BMUC for allocation of space following this review. Approval of space allocation requires a simple-majority vote by the BMUC.
- D. Allocation of space in the Warehouse shall follow the following guidelines:
  1. Request must be made in writing to the Warehouse-Use Committee on a form provided by that Committee.
  2. Space will only be allocated to AS annually funded programs (e.g. CAVE, KCSC, Dining Services, Adventure Outings, and AS Recycling), with priority being given to programs that currently do not have adequate space to perform their functions, and only following the program's written request for said space.
  3. AS annually funded programs that are allocated space within the Warehouse shall be responsible for reimbursing to the Student Union Fund their portion of the monthly Warehouse rent. The reimbursement shall come from the program's respective budget area, pending approval of that area's appropriate standing committee. Rent shall be determined using the following formula: total square footage of the Warehouse divided by the total monthly rent equals the cost per square foot per month. Total square footage divided by the total monthly utility bill equals the cost per square foot for utilities per month.
  4. Programs allocated space are responsible for improvements to their space.
  5. AS annually funded programs that are allocated space within the Warehouse shall be responsible for reimbursing the Student Union Fund their portion of utilities. Such a reimbursement shall be determined following the guidelines listed in Section V. D. 2. above.

6. The Warehouse-Use Committee shall review on an annual basis the user's activities in the Warehouse, and shall monitor for the BMUC such activities in order to ensure compliance with the Mission Statement and policies of the BMUC.
7. The BMUC shall reserve the right to reallocate space within the Warehouse as needed by a simple majority vote. Programs affected by the space-reallocation should be given notice one semester prior to such reallocation.

Approved BMUC:	2/10/99
Reported to BOD:	2/19/199
Cleanup Changes:	Summer 1999
Revisions Approved BMUC:	5/1/02
Reported to BOD:	5/6/02
Revisions Approved BMUC:	2/6/18
Reported to BOD:	2/7/18