

Guide to Student Office Space Services

SOS ACCESS LIST AND KEY CHECK-OUT PROCEDURE

The Student Office Space is a security-controlled environment for your personal safety and the security of your organization's possessions. There are two aspects to the security we provide. First, there is East & West Main Door ISU Card access. Second, individual keys to the locked office or office cubicle of your organization may be checked out at the reception desks.

The main entrance doors are always kept open during the SOS open hours. However, during the times the SOS is closed (after-hours) students may gain entry via the ISU Card access system. Also, the locked offices and office-cubicles are secured through a key system that is managed by the Student Activities Center and administered by the SOS Receptionist.

The following are basic guidelines for having access to the SOS and to your student office space.

- Your name must be on the approved **Access List** for your organization. This list is to be provided to the SOS Receptionist by the president or adviser of your organization. An Access List Form is available at the SOS Reception desks.
- The SOS Receptionist must have a photocopy of your ISU Card on file (or your complete ID number) in order for your card to be entered in our Main Door access system. A photocopy of your ISU Card (or ID number) will only be accepted when it has been turned in to the SOS Receptionist with an approved Access List Form, signed by your organization's president or adviser.
- To **check out a key** to your organization's office space during **open hours** you must:
 1. Present a photo I.D. to the SOS Receptionist on the East or West side (depending on the location of your student office space).
 2. If your name is on the Access List the SOS Receptionist will provide you with the appropriate keys. You must sign out the key in the Key Check-Out Book. Print your name, name of your organization, the key number, and the time you checked it out. When you return the key provide the time you checked it back in.
 3. Your photo I.D. will be held by the SOS Receptionist until you return the key.

Having your name in the **Key Check-Out Book** holds you responsible for the key until it is signed back in and returned to the SOS Receptionist.

If your name is not on the Access List you will not be given the key. If you feel your name should be on the Access List please check with your organizational president or adviser.

- To **check out a key** to your organization's office space **after hours** you must report to the Memorial Union Hotel Desk and follow the same steps as listed above for open hours access.

SOS COPY MACHINES/ BILLING/ SECURITY CODE SYSTEM

Photocopy machines are provided in the SOS Workrooms via a lease through ISU Printing Services. They are available for use by obtaining a billing/ security code for your organization.

- To **obtain a copy code** you must do the following:
 1. Fill out and submit an intramural purchase order from the Campus Organization Accounting Office (3578 Memorial Union) to ISU Printing Services (0303 Memorial Union).

2. ISU Printing Services (0303 Memorial Union) will request and issue a copy code for your organization upon receipt of the intramural purchase order.
- **How to operate the copy machine:**
 1. Enter your security code into the security pad to the right of the copy machine.
 2. Place your original on the glass of the copy machine or in the page feeder.
 3. Select the settings for your job and make copies.
 4. Remember to clear your copy-code from the security pad.
 - See the SOS Receptionist with any questions and/or supply needs.

SOS TELECOMMUNICATIONS VOICE/ DATA HOOK-UP/ PRICE GUIDE

The telephone system in the SOS is provided via ISU Telecommunications. A variety of telephone models, telephone services, and Ethernet service is available to your organization.

- To **obtain telephone service** for your organization:
 1. Fill out and submit an intramural purchase order from the Campus Organizations Accounting Office (3578 Memorial Union) to the East SOS Receptionist.
 2. The SAC clerk will file your organization's order with the ISU Telecommunications on behalf of your organization upon receipt of the intramural purchase order.
- Basic Price Guide to Telecommunications Services:

Voice Installation- Telephone (move, upgrade or downgrade)	\$50.00 (one-time fee per order)
2500 Set (single line)	\$19.00 (monthly service charge)
2410D Set (programmable auto-dial buttons w/speakerphone)	\$28.00 (monthly service charge)
Data Installation- Ethernet (access to campus computer network)	\$50.00 (one-time fee per order)
	\$7.00 (monthly fee)
- Long-distance capabilities on your organization's telephone must be expressly requested in your order. An authorization code will be provided for your organization and its security and use is the sole responsibility of your organization.
- The initial installation costs and monthly charges incurred by your organization from ISU Telecommunications is entirely the responsibility of your organization.

SOS FAX MACHINES

A fax machine is provided for use by student organizations at the East SOS by the Student Union Board and the Government of the Student Body. The fax machine should be used for organizational business only.

Your organization can **receive faxes** at East SOS: (515) 294-0215.

- Faxes received will only be accepted if your organization's name and contact person is clearly visible on the cover page. Faxes will be placed in the mailbox of your organization, or the SAC clerk will contact the name listed on the fax.
- To use a fax machine for a **local transmission** simply follow the directions provided at the fax machine station.
- To use a fax machine for **long-distance transmissions** follow the directions provided at the fax machine station and have your telecommunications authorization code available. Fax machine-generated long distance charges will be applied to your regular telephone bill provided to your organization by ISU Telecommunications.

SOS MAIL SERVICES/MAIL BOXES/YOUR ORGANIZATION'S ADDRESS

A mailbox may be provided for your student organization at West SOS. Your organization may apply for a mailbox

- **U.S. Mail** is delivered at approximately 8:30am. Outgoing U.S. Mail should be taken to the U.S. Post Office located on the First Floor of the Memorial Union.
- **Campus Mail** is delivered at approximately 3:00pm. Outgoing Campus Mail should be taken to the Main Desk on the First Floor.
- The SOS Receptionists distribute the mail to the organizations' mailboxes within an hour of its delivery.
- Your organization's **postal address** is as follows:
 - Organization's Name
 - West Student Office Space
 - Iowa State Memorial Union
 - Ames, IA 50011

SOS WORKROOM SUPPLIES

A centrally located Workroom on both the East and West SOS sides provides the SOS and your organization with basic office equipment.

- These **office supplies** are provided within or near the Workroom:
 - Paper cutter
 - Scrap paper
 - Stapler
 - Recycling bins (newspaper, white and colored paper, cans and bottles)
 - Sink and hand soap
 - Electric pencil sharpener
 - Three-hole-punch- heavy duty
 - Office cleaning supplies

SOS CONFERENCE ROOMS/ SEATING CAPABILITIES/ RESERVATIONS

There are three conference rooms in the SOS available via reservation to your organization at no cost. All meeting rooms have a dry-erase board and cork board.

- To obtain a **reservation** of a meeting room contact Event Management 3630 Memorial Union, or 294-1437.
- Conference **room specifications** are as follows:
 - Meeting Room 1560N, seating for 16 people. Located in the East SOS.
 - Meeting Room 1580H, seating for 16 people. Located in the West SOS.
 - Meeting Room 1580J, seating for 6 people. Located in the West SOS

SOS FILE CABINETS/ WEST SOS BASEMENT STORAGE

Storage space in addition to that provided in your office space is available, either in file cabinets located throughout the SOS, or in locked storage bins in the SOS Basement.

- **SOS Basement storage** is allocated annually in conjunction with the general SOS Allocations. Refer to the SUB Storage Space policy for further details regarding obtaining a storage space.
- **SOS File Cabinets** are assigned and labeled by the SAC Clerk. Please visit with the SAC Clerk to obtain file cabinet space.