



Advocacy Competition Teams Office Usage Policy

This policy governs the use of the Advocacy Competition Teams Office at University of San Diego School of Law. The office is a shared professional workspace assigned to the formally established credit-bearing advocacy competition teams. The goal of this policy is to ensure fair access, maintain a clean and professional environment, and preserve the integrity of the office for all student teams.

The Advocacy Competition Teams Office provides student teams with a central location for meetings, preparation, and administrative work. Because the office is shared among multiple organizations, clear expectations are necessary to guarantee professional and equitable use and responsible stewardship of the space.

1. Access
 - a. Only members of the officially recognized advocacy competition teams may use the office.
 - b. Key card access is managed through the law school's facilities management.
2. Work Stations, Furniture, Equipment
 - a. Desks, seating, and other resources are communal unless specifically labeled otherwise.
 - b. No kitchen equipment is permitted in this office, including refrigerators, microwaves, coffee machines, kettles, etc.
 - c. Furniture and equipment may not be removed from the office without prior approval from facilities management.
3. Storage and Belongings
 - a. Each team will be assigned lockable cabinets.
 - b. Team belongings must be stored inside the cabinets or within assigned areas.

- c. Items left unattended outside of designated storage areas are subject to disposal.
- 4. Food and Beverage Policy
 - a. To maintain a safe, sanitary and professional workspace, it is prohibited to store food and drinks inside the office, except as described below:
 - i. Food and drinks purchased for a hosted competition may only be stored in the office for the duration of that specific competition. All food and beverages must be disposed of promptly at the end of the competition.
 - ii. If food or beverages are consumed in the office during a meeting or other official activities, all containers, bottles, cans, and wrappers must be discarded before leaving.
- 5. Security and Safety
 - a. The office door must be closed when not in use.
 - b. Items that may cause a safety hazard may not be stored, e.g. candles, appliances or any fire hazards.
- 6. Accountability and Enforcement
 - a. The president or chair of each team will be considered the official liaison for the purposes of managing this space.
 - b. Teams are collectively responsible for the upkeep of the office.
 - c. Violations of this policy may result in the following:
 - i. Written warning to the team's leadership
 - ii. Mandatory cleaning duty for the team
 - iii. Suspension of office use privileges.