By assuming designated student organization office space, you are agreeing to follow the policies listed below:

1. The lease term of the office space is for the 2012-2014 academic years (September 1, 2012 – August 31, 2014) and will be reviewed periodically. Review of space will be based upon whether the organization has complied with University, College of Engineering (CoE) and Student Leadership Center (SLC) policies, including financial policies. Mid-year reviews may be conducted at any time.

2. Student organizations must be recognized and fully registered with both the Center for Leadership and Involvement (formerly the Student Organization Office) and the SLC in order to maintain their office space.

3. Officers of student organizations housed within the Engineering Centers Building (ECB) may be provided with 24-hour access to the facility by providing names, ID numbers and a $25 deposit to the SLC.

4. Each office space will have a combination lock containing one key for the organization. A fee of $75 will be assessed for any lost or stolen keys.

5. Combinations will be changed on an annual basis. The Student Leadership Center reserves the right to re-key/change locks at any time.

6. Organizations provided with office space may decorate that space as they choose as long as it is appropriate and conducive to providing a supportive and inclusive campus climate. NO permanent structures may be adhered to the walls, nor furniture removed without approval from the director of the SLC.

7. Student organizations may keep promotional materials, computer equipment and office supplies in their designated office space. Open food containers, hazardous or flammable materials may not be stored in the office.

8. Organizations are required to maintain “office hours” of at least 10 hours per week. Office hours must be clearly posted on the office door and at least one member of the organization must be available to the general public during these posted times throughout the academic year.

9. Office space is not to be used as lab space. Technical projects must be completed in the Discovery Center of ECB or in another appropriate location.

10. If it is deemed by SLC staff that an organization’s primary use of their office space is for storage or lab space, the lease will be terminated and space offered to the next organization on the wait list.

11. If an organization is found to have or gains additional office space on campus during the term of this lease, the lease will be terminated and space offered to the next organization on the wait list.

12. Organizations are responsible for all costs associated with their telephone lines if applicable and are required to keep the office computer on the Computer Aided Engineering (CAE) network.
13. Organizations are expected to maintain a clean and orderly space, including the carpeting. Any organization failing to maintain their space will be charged $25 for each violation. However, organizations are not responsible for routine maintenance, such as replacement of light bulbs.

14. Student organizations will be held financially responsible for any and all damage to office space, hardware or furniture.

15. SLC staff, including professional and student employees, may enter any student organization space at any time. The SLC director may revoke space privileges if the guidelines outlined in this lease agreement are not followed.

16. Should an organization lose its office space privilege, the organization will be asked to vacate the office within two weeks of the first notice and will be charged $25/day for each day the organization occupies that space beyond the move out date specified by the SLC director.

I have read the above and agree to follow these guidelines.

__________________________________________________________
Student Organization Name

__________________________________________________________
President’s Name 

Signature 

Date

__________________________________________________________
Faculty/Staff Advisor Name

Signature 

Date