

## Student Organization Office Space Lease Agreement Campus Center

This agreement will be valid from August 26, 2011, or the date of signing, until April 30, 2012. This agreement may be modified at any time by the Office of Student Involvement & Leadership, with proper notification of changes communicated to tenants in a timely manner. If an organization is not current with regards to its MyInvolvement registration and/or recognition, the organization will be considered **Inactive** and thus ineligible for office or/and storage space. All recognized organizations (tenants) assigned space in the Campus Center will have its primary principal representative sign a new agreement once each year if the organization has submitted a renewal application, and has been re-assigned space.

Official Name of Organization: \_\_\_\_\_

Primary Principal Representative: \_\_\_\_\_

Office Space Number(s) Assigned: \_\_\_\_\_

Space# Storage Cabinet Assigned: \_\_\_\_\_

Organizations assigned space in the Campus Center are reminded that allocation of office space is a privilege. The Office of Student Involvement & Leadership reserves the right to remove organizations from an allocated office or storage space at any time. Student organization offices are solely for the use of University at Albany students, faculty or staff who are members of that organization. Assignment of the office space is made for the operating purposes of the organization, and any use by any other individuals or organizations is prohibited. Any other use will result in cancellation of the assignment of space. Routine inspections will be made each semester and as needed. The Office of Student Involvement & Leadership reserves the right to enter student organization offices at any time.

It is the organization's responsibility to inform all persons using their space of these policies. The officer signing this agreement signs on behalf of the organization and accepts the responsibility of conveying and enforcing these policies. Student organizations must notify the Office of Student Involvement & Leadership of any change in the contact information for their organization. The Office of Student Involvement & Leadership will not be responsible for the loss of or misdirected information that results from not having an updated contact person.

### **Care and Maintenance of Office Areas**

As tenants of the Campus Center, all individuals, students and staff, have a responsibility to maintain the facility. Do not apply anything to the wall, window, or door that might cause permanent damage. No alterations to the physical space are permitted, including but not limited to painting offices, altering light fixtures or electrical apparatus, fastening any structure to any physical surface in the office, etc. without express permission from your Student Involvement liaison. Violating this policy may result in the loss of office space and billing.

Any damages to floors, walls, windows, doors, etc. should be reported as soon as possible to your Student Involvement liaison. Student organizations and staff are expected to be diligent relative to the maintenance of their office space. All housekeeping, maintenance, and operational needs should be conveyed to your Student Involvement liaison for coordination with appropriate campus departments. For general cleanliness, storage of food items is not permitted. Please dispose of food waste and empty containers daily in public trash containers located throughout the building. Please recycle.

Before any office equipment or furniture is added or removed, contact your Student Involvement liaison for approval. Equipment that requires electrical power may be limited due to power loads and local codes. All entrances and exits must always be kept open for fire and emergency egress.

**Failure to keep offices reasonably neat and clean may result in the revoking of office space**

### **Office Usage**

All tenant organizations are required to have students using their assigned space an average of 10 hours per week or more. Record of usage will be considered when reviewing applications and granting space for the next year. If you do not submit a Renewal Application, you must remove any items belonging to your organization by April 26, 2011. Items not removed by this date will be **immediately** redistributed, recycled, or thrown away.

The keys for all offices and lockers will be accessed through your Student Involvement liaison. Replacement keys will incur a replacement fee. No organization will store personal property or use for any other purpose, any empty desks, empty file cabinets or open office space. The hallways are **NOT** to be used as storage for any group. All furniture is provided by the University. Under no circumstances will an organization remove any furniture. Any furniture item found which does not belong will be removed immediately.

Security of personal and organization possessions is your responsibility; proper care should be taken to avoid theft. The Office of Student Involvement & Leadership will not be responsible for replacement of personal and/or organization possessions.

### **Storage Cabinets**

Any recognized student organization may apply for the use of a storage cabinet located in Campus Center 307. The cabinet is to be used for the storage of property belonging to the student organization, not of individual members. Other items that may NOT be stored in the locker include, but are not limited to: perishable food, flammable liquid, and money.

### **Agreement**

As an elected officer representing my organization, I agree to the terms and conditions outlined above. I also understand that student groups and organizations recognized administratively and/or by student government(s) and/or their officers may be charged with, and held responsible for violations of Community Rights and Responsibilities. Sanctions against the student organization and its officers may include revocation of recognition of the group, loss of permission to use University facilities and the University name, as well as other appropriate sanctions pursuant to Community Rights and Responsibilities.

Primary Officer Signature: \_\_\_\_\_ Date: \_\_\_\_\_