



# UNIVERSITY AT ALBANY

State University of New York

## 2011-2012 ROOM USAGE AGREEMENT

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As the primary officer of my organization and acting on its behalf, I understand and agree to assume responsibility for my organization's activities and the utilization of campus facilities in full accordance with the items and conditions outlined below. My signature below indicates my agreement that:

1. Only those facilities authorized for use through established University procedures will be utilized.
2. Facilities will be used only for the dates and times stated as authorized and will be vacated by the stated conclusion time.
3. Facilities will be utilized for the stated purpose only and all activity will be confined to that described for and approved by the authorizing office.
4. Rooms utilized by the group will be returned to their original condition by the stated activity conclusion time. Furniture will revert to its original configuration and all trash will be disposed of properly.
5. I will fully enforce all University policies and procedures governing room usage and group activity including prohibitions against food, beverages, and smoking in classrooms.
6. All members of our organization will treat all University staff persons involved in the facility reservation process and in facility supervision and management with respect and courtesy and we will comply with all requests and directions.

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*. By signing below, you agree to the above statement and these terms.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Organization:** \_\_\_\_\_