Office Space Agreement Form

General Office Policies

I. Office space in the Center for Student Life (LRNC 143) is a privilege. The Center for Student Life reserves the right to remove organizations from an allocated office or storage space at any time.

II. Registered Student Organization offices are solely for the use of members of an organization and for completing RSO related assignments. More specifically, because this space has been allocated to a specific club, no other person is allowed to utilize the space for any other reason without having a written (and signed) letter of consent from the Center for Student Life office (LRNC 141). Any other use may result in the organization being denied office privileges.

III. Registered Student Organizations may use the space assigned to them in a manner that does not interfere in any way with the normal use of the adjacent offices.

IV. It is the responsibility of the Student Organization to inform all persons who will be using the office of all regulations and policies.

V. The college provides a reasonable complement of appropriate furnishings to each office. Organizations, therefore, are not permitted to provide their own furnishings. Exceptions may be made for specialized equipment designed to assist the physically challenged or equipment required for religious observances. Requests must be made in writing to the Center for Student Life.

VI. Furnishings may not be rearranged or removed. In exceptional cases, a request must be made in writing to the Center for Student Life with an explanation as to why the organization deems this action necessary.

Care and Maintenance of Office Space

I. Any damages to floors, walls, windows, doors, equipment, etc. should be reported as soon as possible to the Center for Student Life staff (LRNC 141). Do not apply anything to the wall or doors that may cause permanent damage. RSOs are responsible for their space and reporting all issues immediately.

II. Clubs are NOT allowed to make any alterations to the space including but not limited to: painting offices and/or altering light fixtures.

III. Floors, tables, and desks are to be kept clean and free of debris. Clean up any spills immediately and throw away all trash. Failure to keep office space clean and neat may also result in space being revoked for use.

IV. All entrances/exits must always be kept clear of obstacles in case of an emergency.

V. Anything being stored in the offices or lockers must be in boxes or plastic storage containers. The Center for Student Life is NOT responsible for anything that may be lost or stolen.

VI. For pest control purposes and general cleanliness, storage of food items is NOT permitted.

Sharing of Office Space

I. Multiple organizations will be assigned space in LRNC 143. RSOs are expected to be courteous and respectful to other organizations sharing the space. Please do not borrow materials or supplies from each other WITHOUT permission.

II. Valuables should not be left on or in the desks. Security of the offices and belongings is at the discretion of the organizations utilizing the office. The Center for Student Life holds no responsibility for any items.

III. RSOs shall VACATE the office and move out their belongings at the end of the academic year on May 10, 2014. Property remaining after the deadline may be recycled by the college.

Student Name (Print) ___________________ Student Signature ___________________ Date ____________

Advisor Name (Print) ___________________ Advisor Signature ___________________ Date ____________