



Application for **STORAGE** Space in the Student Organization Resource Center

Organization: _____ No. of Active Members: _____

President: _____ E-mail: _____ Phone: _____

Campus Address: _____

Advisor: _____ Email: _____ Phone: _____

Current Assignment (if applicable):

Office: _____

Closet: _____

Locker(s) : _____

Cabinet: _____

Space Requested (Place a 1 next to the most preferred space, 2 for the next option, etc...)

_____ Cabinet (8 spaces)

_____ Locker (24 total lockers)

_____ Closet (3 spaces)

Proposed items to be kept in the above space are used ... (use an additional page if necessary)

Weekly:

Monthly:

Semesterly:

Annually:

Submit this completed application with:

A) a current list of officers with contact information and their respective term beginning and ending dates,

B) your answers to the questions below:

1. Indicate special considerations that could affect the assigning of closet, cabinet, or locker space giving reasons specific to your organization why you should be assigned your 1st preference.
2. Does your organization currently have space elsewhere on campus? ____ Yes ____ No
 - a. If so, where and what type _____

The deadline for space requests is NOON April 3, 2013 to the Student Center Administration Office, MS-530. For questions, call 713/348-3777.

By signing below, I certify that the information on this application and accompanying attachments is accurate to the best of my knowledge. I have read and understand the policies and procedures regarding use of space in the Student Organization Resource Center as described in the attached lease agreement.

Signature of Organization President

Printed Name

Date

FOR OFFICE USE ONLY			
Date Received:		Approved:	Y / N
Received By:		Space Assigned:	

Student Organization Resource Center STORAGE Space Lease Agreement

By assuming your designated space, _____ is agreeing to follow the policies listed below:
(organization name)

1. **Lease:** The "lease" term is one academic year. The organization's "lease" will be reviewed on a periodic basis. Application reviews will take place every **April (and December, if spaces become available mid-year)**. Review of space will be based upon whether the organization adhered to the policies listed below, and will be conducted by the Student Center and Student Center Advisory Council. Mid-year reviews may be conducted in January.
2. **Access:** Access to all student organization spaces will be granted in the following manner:
The Student Organization Resource Center space will be open to the public during regular Student Center building hours. All individuals that are active, enrolled students are granted 24-hour access to the Student Organization Resource Center. All issues with access are to be taken to RUPD.
3. **Spaces:** Below is a description about the space(s) that your group is agreeing to utilize:
Lockers
 - Each locker will be assigned a combination lock. Your organization may distribute the combination as it chooses.
 - If you forget/misplace your combination, please have an authorized club member send an e-mail (from their Rice account) to Timothy Abraham, Facilities Coordinator at tabraham@rice.edu. At that time the Student Center will either send you the combination or reissue your club a different combination lock.**Cabinets/Closets**
 - Keys are issued at the Information Center, where an access list is kept for each space, noting which individuals may be issued a key. All outgoing officers must return their keys at the end of their terms (no later than the last day of the Spring Semester), so they may be reissued to the incoming officers. Non-returned keys will incur re-core and replacement fees to the individual.
 - KEYS MAY NOT BE DUPLICATED.
 - The Student Center reserves the right to re-key/change locks as needed.
4. **Storage:** Examples of appropriate storage items include but are not limited to: promotional materials, costumes, computer and audio/visual equipment, and office supplies. Examples of inappropriate storage items include but are not limited to: stage sets, propane or helium tanks, and food containers that have been opened.
5. **Cleaning:** The organization occupying a locker, cabinet, or closet must maintain a clean and orderly space at all times. Any organization failing to do so will be charged \$25.00 for each occurrence. All spaces must be cleaned by the last day of finals. If any food or perishable items are left in spaces, they will be thrown away. **Further, any organization's supplies left in the open area or locker room area will also be disposed of if they are not properly stored.**
6. **Status as a Recognized Student Organization:** In order maintain space in the Student Organization Resource Center organizations must be recognized by the Office of Student Activities throughout their lease.
7. **Student Center Staff:** Student Center staff, including professional, student and custodial staff, may enter any student organization space at any time. The Student Center professional staff may revoke space privileges of any kind if the aforementioned guidelines are not followed.
8. **Occupancy Agreement:** Failure to sign and return this agreement by the due date will result in the revocation of assigned space.

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

Printed Name

Signature

Date

Faculty/Staff Advisor

Signature

Date