



2022-2023 RooClusive Space Agreement

Our registered student organization, _____, will adhere to the following guidelines while maintaining an office within the RooClusive Space.

1. **PURPOSE:** the RooClusive Space has been designated for the use of recognized student organizations who seek to support inclusion, equity, and diversity at the University of Akron. Space has been designated in Schrank Hall North on the first (Suite 58) and third floors (Suite 250 and 260) with the intention of community building and partnerships developing between occupants.
 - a. Having an office in the RooClusive space invites a representative of your student organization to sit on the Diversity and Inclusion Advisory Board. The office space also invites any members of your organization to the Diversity and Social Responsibility Group. If you have any questions pertaining to your seat on the board, or about participation in the group please feel free to email USG President (usgpresident@uakron.edu) or Vice President (usgvicepresident@uakron.edu).
2. **SPACE AVAILABILITY:** Office spaces for this academic year will be provided from September 12th, 2022 through May 5, 2023. The primary role of the SOuRCe is to oversee the physical spaces in Schrank Hall and to assist Undergraduate Student Government with the process of reviewing and approving applications. The space will be available from 8:00am-9:00pm for student leaders and members provided with swipe card access.
 - a. Access and swipe card authorization: Entry into the respective suite is by swipe card. No physical keys will be assigned for interior office space; therefore, it is the responsibility of those utilizing the RooClusive Space to ensure the exterior door remains always properly closed. The spaces are not monitored regularly by UAPD or other staff members.
3. **COVID-19 GUIDELINES:** This organization will adhere to all current university guidelines as it relates to COVID-19. The organization understands that university policies may change from time to time. Failure to comply with COVID-19 guidelines will result in the loss of use of the space and/or a referral to the Office of Conduct and Community Standards may occur. The SOuRCe will provide updates if university policies are changed throughout the year.
4. **AMENITIES:** Most office spaces will be provided with a workstation/desk, one chair, and a filing cabinet. Trash/recycle bins, whiteboard, and seating area are provided in the common areas of the suite. Conference room space is available on a first-come, first served basis and a reservation system is not utilized. Laptop computers may be available for check-out from the Information Center of the Jean Hower Taber Student Union during regular business hours.
5. **PROFESSIONALISM:** Organizations should maintain their space in a professional manner. These spaces are provided to allow your organization a "central location" for housing important organization documents, to serve as a workstation for organization officers and members, and to promote community building between organizations and members. If an organization is not regularly utilizing the space, or behavioral challenges occur, a review of their access to the space may be considered. This review could result in loss of space privileges and the reassignment to another organization.
 - a. Healthy personal hygiene should be maintained by all users of office space throughout the year. Individuals utilizing the space are also responsible for regular cleaning of equipment and are expected to keep the space clean and healthy for all suite mates.

6. **WORKSTATION EQUIPMENT:** If there is an issue with the provided equipment, please contact the SOuRCe and we will see that the equipment is replaced or fixed in a timely manner.
7. **INVENTORY:** It is suggested that your organization take an inventory of items that will be stored in your designated space. Please note: The University of Akron is not responsible for lost/stolen property. If property is lost/stolen, the organization should contact the SOuRCe (330.972.2483) and the University of Akron Police Department (330.972.7123) immediately.
8. **PERSONALIZATION & REPAIRS:** The SOuRCe supports and endorses your organization's right to personalize your designated space in a professional manner that represents your organization mission and objectives. Posters, flags, flyers and general office décor are all encouraged. The SOuRCe can assist in connecting you with resources to properly hang items on walls. Any permanent or physical changes to the space will be discussed with the SOuRCe staff in advance. Prior to taking ownership of the space, each organization will have the opportunity to document any needed repairs, abrasions, or markings that were on the property at the time of their move-in. Upon moving out of the space, this document will be reviewed and any repairs, abrasions, or markings not previously documented will be considered the responsibility of your organization. Please note: only dry erase markers may be used on the provided whiteboard space.

 President Printed Name

 Date

 President Signature

Please list any noted markings/abrasions/or needed repairs:

**please complete this at the time of move-in*

Office Use Only

 University Representative

 Date

 Assistant Director,
 Student Organizations and Involvement

 Date

Space Number Assigned: _____