



2022-2023 Student Organization Space Agreement

Our registered student organization, _____, will adhere to the following guidelines while maintaining SOuRce Space within the Department of Student Life.

1. **ALLOCATION:** Workstation (desk) or cabinet spaces for this academic year will be provided from September 9, 2022 through May 5, 2023. All organizations must be moved out of their space and have returned their provided keys to the SOuRce by 5:00pm on May 5, 2023.
2. **OFFICE HOURS:** Organizations will post and maintain at least 10 office hours per week at their provided space. These office hours must fall within the normal business hours of the Department of Student Life which are Monday-Friday 8:00am-5:00pm. Workstation spaces are unavailable during the weekend and on all University holidays, or as otherwise indicated by the SOuRce.
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 workstation space and 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. **APPLICATION:** If your organization fails to use the allocated space, as indicated in this agreement, the SOuRce has the right to review your application as to whether your need for space supersedes the needs of other student organizations.
5. **AMENITIES:** Most workstation spaces will be provided with a workstation/desk, one chair, trash/recycle bins, whiteboard, and storage area (a large storage/filing cabinet and/or a small filing cabinet and a key). For those organizations assigned a cabinet, the group is provided one cabinet space with a key. Laptop computers may be available for check-out from the Jean Hower Taber Student Union during regular business hours.
6. **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.
7. **WORKSTATION EQUIPMENT:** If there is an issue with the equipment provided, please contact the SOuRce and we will see that the equipment is replaced or fixed in a timely manner.
8. **APPROPRIATE USERS:** Only authorized personnel, registered with your student organization, should have access to your designated SOuRce space. Non-university of Akron personnel are not permitted to use your student organization space. The workstation space is not designed to be a place for organization gatherings, meetings, or a hanging out together. Please limit use to business matters only.
9. **INVENTORY:** It is suggested that your organization take an inventory of items that will be stored in your designated space. Please note: the SOuRce 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.

- 10. 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. 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.
- 11. KEY & DEPOSIT:** Upon signing and returning this agreement, your organization's representative (at the time of move-in) will be given a key to the cabinet located within your designated space. If your organization loses this assigned key, a \$25.00 fee will be taken from the organization's SAF account. As a reminder, all organizations must be moved out of their space and have returned their provided key to the SOuRce by 5:00pm on May 5, 2023. Failure to move out by the deadline date will result in a \$25.00 fee taken from the organizations SAF account.

President Printed Name Date President Signature

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

**please complete this at the time of move-in & prior to receiving your space key*

Office Use Only

SOuRce Representative Date Assistant Director, Student Organizations and Involvement Date

Space Number & Key Number Assigned [key code can be found imprinted on the key]