



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

OFFICE SPACE

Organization: _____ No. of Active Members: _____
 President: _____ E-mail: _____ Phone: _____
 Campus Address: _____
 Advisor: _____ Email: _____ Phone: _____
 Current Assignment (if applicable):
 Office: _____ Closet: _____
 Locker(s) : _____ Cabinet: _____

Proposed activities to be held in the office space... (use an additional page if necessary)
 Weekly: _____ Monthly: _____

_____	_____
_____	_____
_____	_____
_____	_____

Submit this completed application with:

- A)** a current list of officers with contact information and their respective term beginning and ending dates ,
- B)** a succinct list of your organization's activities and/or service programs planned for the current academic year, and
- C)** your answers to the questions below:

1. Indicate special considerations that could affect the assigning of office 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 _____
3. If your organization is granted office space, is your organization is willing to share office space with another student organization? If so, which group(s)? _____

The deadline for space requests is NOON April 3, 2013 to the Student Center Administration Office, MS-530. For questions, call 713/348-3777. Please be advised that with limited office space available, organizations requesting office space may be asked to present additional information about the application or previous office use with a short turn around.

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 OFFICE Space Lease Agreement

By assuming your designated office 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 of policies about the space that your group is agreeing to utilize:
Offices
 - Each organization can receive up to five (5) keys for the office. Keys are issued at the Information Center, where an access list is kept for each office, 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.
 - **Current Roster:** The organization is responsible for providing the Student Center with a current roster with all member names and email addresses. This list must be maintained with additions and deletions on a semester basis. For updates, please contact the Information Desk Supervisor at x4096 or Facilities Coordinator, Tim Abraham, at tabraham@rice.edu.
 - **Decorations:** Organizations that have been awarded an office may decorate that office as they choose. NO permanent structures may be adhered to the walls, nor furniture removed without approval from the Associate Director of the Student Center.
 - **Office Hours:** *Organizations that have been awarded an office are required to post their "office hours". "Office Hours" are defined as a schedule of hours when at least one student member of the organization will be available to the general public. **The organization will be expected to hold a minimum of ten (10) office hours per week. Student members doing office hours are required to check in at the Information Center and check out when leaving the office.***
 - **Office Use:** If it is deemed by the Student Center Advisory Council that an organization’s primary use of their office is for storage, they will forfeit their lease and be reassigned to a closet, cabinet or locker (if one is available).
 - **Telephone Service:** Your organization is responsible for the cost of phone lines. You are also responsible for any additional services, such as voice mail, long distance charges, etc. The Office of Student Activities will furnish your group with an invoice for the line charge.
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 an office space must maintain a clean and orderly space at all times. Any organization failing to do so will be charged \$25.00 for each occurrence. (This includes if the Student Center has to remove any adhesive remaining on the glass doors.) 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 office space.

Printed Name

Signature

Date

Faculty/Staff Advisor

Signature

Date

Revised 03/08/2013 TCA