

SAN DIEGO STATE UNIVERSITY
Aztec Student Union
Student Organization Office/Workstation Space Agreement
Fall 2017

This agreement is entered into and executed by and between _____, an officially recognized SDSU student organization and Student Life & Leadership (hereby known as SLL).

FUNCTION

The assignment and use of Aztec Student Union Office Space is a privilege. Office space is to be used only for conducting Student Organization related business. Aztec Student Union Office Space is one of the many programs and services provided by Student Life & Leadership and the Aztec Student Union. Members are accountable for conducting business and representing themselves in a professional and respectful manner in accordance with the Mission Statement, Vision and Values of Student Life & Leadership and the University.

Office space is intended for activities and functions that are generally accepted as routine office practices. Noise level and activities should be limited to those appropriate to the specific office to which the student organization has been assigned and deemed necessary to the fulfillment of the goals, objectives, and practices of the student organization and Student Life & Leadership at SDSU. **The student organization shall not utilize the office space for any purpose other than general office use.** Space is not to be shared with other groups/organizations not granted an office space in Aztec Student Union.

Inappropriate conduct by Student Organizations is subject to review by Student Life & Leadership as outlined in the [Student Organization Handbook](#) which may result in discipline. A copy of these regulations can be found on the SLL website (sll.sdsu.edu). All violations of the Terms and Conditions or Policies and Regulations below are subject to review by Student Life & Leadership and or/ The Center for Student Rights and Responsibilities for violation of 41301 through 41304, as well as grounds for eviction from the Student Organization Office Spaces. Conduct that is in violation of the law will be referred to University Police for investigation, if warranted.

ASSIGNMENT

The student organization may not permit the use of the designated office space by any group or individuals other than itself, its members, and those groups specified by SLL to occupy or otherwise utilize the office space.

NOTE: Office spaces will be shared with other on-campus recognized student organizations:

TERM OF OCCUPANCY

The term of this agreement covers the **Fall 2017** academic semester, based on the academic calendar established by San Diego State University. Occupancy begins on:

Thursday, August 31, 2017 and all organizations must vacate on or before December 14, 2017.

VACATING THE OFFICE

Organizations are required to remove ALL personal items and documents at the end of the assigned semester. The last day to vacate the office is **December 14, 2017**. Student organizations who fail to remove all items by set date could lose certain office space privileges for the following semester.

DISPOSAL OF ABANDONED PROPERTY - It is the policy and requirement of the university generally, that all student organizations vacate the assigned office space and remove any and all of their belongings, possessions and/or documents by the end of the semester, which is no later than **December 14, 2017**. The reason for this policy and requirement is to provide for the orderly functioning of the Aztec Student Union for the next semester. Accordingly, the parties in this agreement specifically agree that any and all belongings, possessions and/or documents not removed by the student organization herein may be disposed of immediately if not removed by the student organization no later than **December 14, 2017**.

The student organization herein specifically waives any and all requirements under California law providing for notification of its responsibility to remove said items upon the expiration of the within agreement, and specifically gives permission to the University to dispose of any of its said items not removed by the student organization herein by **December 14, 2017**, without the need for storage thereof, further notification thereof, or any other legal requirements. Further, the student organization herein agrees to be liable for any out of pocket costs incurred by the University in disposing of any of said items not removed by the student organization by **December 14, 2017**.

*I have read and accept the terms outlined for
vacating the office and disposal of abandoned property:*

SIGNATURE

MANDATORY ORIENTATION

The President and/or Vice President from each student organization who receive office/workstation space in the Aztec Student Union must attend a **MANDATORY** orientation meeting on **Thursday, August 31, 2017 at 6 pm in the Student Life & Leadership Office**. This meeting will discuss the rules, regulations, policies and proper use guidelines of the Aztec Student Union. Addendums to this agreement may also be presented at this meeting. Student organizations will be responsible for agreeing to and signing any addendums before taking possession of their office space. (**NOTE: Your contract will be cancelled if this meeting is not attended.**)

OFFICE ACCESS

Access to Student Organization office space is available **Monday through Thursday 8 am to 8 pm and Friday from 8 am to 4:30 pm** during academic semesters. The office spaces are not accessible during recognized SDSU holidays, spring and winter breaks when the Aztec Student Union is closed, or after the SDSU Key Issue return deadline.

KEYS

Two (2) door keys will be issued for each office. One key will be issued to the President of the organization and the other to another officer designated by the President.

Door keys are issued through **Public Safety**. "SDSU Key Issue Authorization" forms to pick up keys will be distributed at the Mandatory Meeting.

Two (2) cabinet keys will be issued for each office and "Honeycomb" workstation. One key will be issued to the President of the organization and the other to another officer designated by the President.

Cabinet keys are issued through Student Life & Leadership and will be distributed at the Mandatory Meeting.

ALL keys are issued on a semester basis only and must be returned at the end of each semester. Door keys must be returned to Public Safety. Cabinet keys must be returned to the Student Life & Leadership Office. ALL keys must be returned on or before **December 14, 2017**.

If keys are not returned, the student will incur fines imposed by SLL and the University and a hold placed will be on the keys holders' registration. If keys are lost, the student issued the key will be responsible for paying applicable SDSU Key Issue fees. ***In addition, your student organization will be required to pay a minimum \$50.00 fine for each lost key.***

Subsequently, if keys are not returned at the end of the semester and the student organization is assigned office space for the next academic year, the same payment requirements for lost keys applies before new keys can be issued.

Failure to remit payment for lost keys will result in suspension of privileges that include but are not limited to the ability to reserve meeting and program space, weekly meeting reservation requests and will negatively impact your student organization when applying for office space in the future.

Your organization must be recognized by the University before access is granted and keys are issued. Any requests to change members who are issued keys must be made in writing by the president of the organization and must be processed through SLL. If a change is requested during the semester after keys are issued, SLL must receive written verification that keys have been returned before new key cards are issued.

***NOTE: Copying keys is strictly prohibited.**

LOCKOUTS/ACCESSING YOUR OFFICE

The Student Organization's key holders will be responsible for opening the office for other members of the organization. Associated Students personnel, SLL staff or Public Safety officers are not authorized to open office space for members who do not have keys.

SLL will have a spare set of keys for each office. **Each organization will be permitted two (2) "lockouts" per semester** where an SLL staff member can open the office for a non-key holder. Access is only available to members whose names appear in the Organization's roster as authorized officers.

Lockout access #1 (Filled out by SLL Staff)

Date: _____

Time: _____

Officer Name: _____

Lockout access #2 (Filled out by SLL Staff)

Date: _____

Time: _____

Officer Name: _____

SIGNING IN

Organizations are required to check in with their Red ID each day they use the Aztec Student Union. Be sure to specify that you are in SLL for Student Organization Office Hours. This information will be used to verify that organizations are using their designated office space and will be taken into consideration when applying for future occupancy.

Organizations who fail to check-in at the front desk of SLL will have to schedule a meeting with an SLL adviser. Failure to uphold the check-in requirements can result in the revocation of office space privileges for the current and future semester(s).

OFFICE HOURS

Each student organization is required to maintain a **minimum of five (5) office hours** per week throughout the **Fall** semester. Office hours must be clearly posted in the organization's office space. Office hours must be submitted to SLL at the mandatory meeting and as changes are made. Failure to post or adhere to required office hours could result in revocation of office privileges for the current and future semesters. Changes in office hours must be posted and members of SLL notified.

CONDUCT, RESPONSIBILITY AND ACCOUNTABILITY

Student Organization conduct, responsibility and accountability include but are not limited to the following:

Accountability. Each member of a currently recognized SDSU Student Organization is viewed as a responsible person who will be held accountable for his/her actions, and the actions of his/her guests. Office space occupants will be held accountable for their behavior when in violation of the policies and regulations governing the Aztec Student Union Student Organization Office Space. When misconduct is reported, every incident will receive due process in accordance with campus policy as well as federal, state, and local law, following the appropriate course of action as determined by University Police and Campus Administration. Be advised, incident investigation requires adequate time for completion before any action can be taken.

Alcoholic Beverages. No student or guests may possess or consume alcohol. The possession of empty alcohol containers, including shot glasses, may be considered evidence of consumption of alcohol previously contained therein.

Appliances. Use and/or storage of appliances of any kind are **PROHIBITED**. These include but are not limited to: microfridges, refrigerators, microwaves, hot plates, coffee pots, coffee makers, blenders, popcorn poppers, ovens, grills, electric water coolers, or other cooking appliances. Space heaters are also **PROHIBITED**.

Barbecue Grills. Use and or/storage of barbecue grills is **PROHIBITED**. Barbecue related items such as coals, starter fluid, propane, lighters, matches, etc. are also **PROHIBITED**.

Bicycles. Bicycles are not allowed in Aztec Student Union (including Student Organization Office Space) or in the courtyards and patios. Bicycles may be stored only in designated campus bicycle racks. Bicycles placed or stored anywhere else will be impounded. Locks attached to bicycles stored in prohibited areas may be cut and/or destroyed in order to facilitate proper adherence to this policy.

Candles. Use and/or storage of candles are **PROHIBITED**.

Chemicals. SLL is unable to monitor chemicals used by non-University personnel, therefore, use and/or storage of any type of chemical in Student Organization Office Space is strictly **PROHIBITED**. These include but are not limited to cleaning supplies, bleach, solvents, glue/adhesives, aerosols, paint, lighter fluid, gasoline, oil. When in doubt, please check with SLL.

Cleanliness, Health and Hygiene. Student Organizations agree to make reasonable efforts to maintain proper personal cleanliness and hygiene. Offices must be kept clean and sanitary at all times, including proper disposal of empty food and beverage containers. Students are **PROHIBITED** from activities that violate any health code. Student Organizations may not violate these regulations or interfere with the safe and clean environment of others.

Close Down Over Breaks. There will be no access to Student Organization office space during breaks or when the Aztec Student Union is closed.

Commercial Ventures/Solicitation. Student Organizations agree to not use their office or any area of the Aztec Student Union for commercial or non-residential purposes, nor will Student Organizations participate in or encourage door-to-door solicitation within the Aztec Student Union. The Aztec Student Union may not be used for any commercial or profit-making enterprise.

Cooking. Cooking within the Student Organization Office Space is **PROHIBITED**.

Computer Equipment. No equipment will be provided.

Computer and Internet Use. SDSU Wireless Internet access is provided for Student Organization related purposes for members of the Student Organization. The network access is not secure. By signing this document you acknowledge that you and your organization members use the internet at your own risk. San Diego State University, Associated Students, and Student Life & Leadership cannot be held liable for any viruses, problems or issues that may occur as a result of using this unsecure network.

Custodial and Maintenance. The student organization is expected to maintain a standard of cleanliness and neatness in occupying the assigned office space and should maintain a standard of professionalism in the upkeep of the space that is representative of the integrity of SDSU. Organizations sharing office space must also be considerate of the other organizations.

- a. The Aztec Student Union provides routine custodial services for all office spaces, which includes floor cleaning, emptying of trash receptacles, replacement of light bulbs and cleaning of walls as needed. The student organization is responsible for keeping desk areas as well as any shared equipment clean.
- b. For urgent matters, please notify SLL immediately (619) 594-5221 and SLL will submit a work order.

Damages. Students who accidentally or intentionally damage any Student Organization Office Space will be required to make restitution for repairs and will be held responsible.

Doors. Exterior and Interior doors may not be propped open or obstructed in a manner that would prohibit proper egress.

Drugs. Use, sale, manufacturing, distribution or possession of drugs or drug devices/paraphernalia is **PROHIBITED**.

Duty to Follow Directives of SLL/Aztec Student Union Staff. Each Student Organization member is required to follow all written and verbal directives or requests of Associated Students/SLL Aztec Student Union staff promptly and act in an appropriate and civil manner.

Electrical Safety. Use of extension cords must be approved by the Aztec Student Union Building Services staff. No modifications to, or changes in, electrical wiring are permitted. No "splices," "octopuses" or modification devices of any kind may be used to add plugs in the office.

Emergency Preparedness. All Student Organizations are required to adhere to Aztec Student Union Emergency Evacuation procedures. During an emergency, everyone must evacuate to the nearest exit and wait on Aztec Green for further instruction. Do not use the elevators in the event of an emergency. No one may return to Aztec Student Union until directed.

Explosives/Flammables/Incense.

a Student Organizations shall not possess any firearm, ammunition, fireworks, explosives, gasoline, candles, highly flammable material, dangerous weapons, projectile devices, guns, knives or any other weapon. Violation of this policy may result in criminal prosecution.

b The burning of any materials, including incense or candles is **PROHIBITED**.
(See also Candles, Chemicals, Incense, Flammables and Weapons)

Failure to Respond/Provide Truthful Information. Student Organizations are expected to promptly respond to requests and directives of Associated Students/SLL/Aztec Student Union staff and to comply with requests and directives, both verbal and written. Student Organizations are expected to provide accurate and truthful information upon request.

Fake IDs. The use/display/production/possession of fake or fraudulent forms of identification is **PROHIBITED** and will be turned over to the University Police.

Fire Alarms/Fire Safety. Tampering with, disabling, deactivating or improperly activating fire safety detection equipment including smoke detectors is **PROHIBITED**. Any student and/or guest of a Student Organization responsible for violation will be subject to criminal and civil penalties. The Student Organization will also lose their office space privileges. Door closers must not be removed. Use of PROHIBITED cooking or other devices that cause activation of the system will result in Facilities Board action and a charge for costs attributed to the alarm. **During a fire alarm or other emergency where evacuation is required, Student Organizations must swiftly exit the building.**

Flammables/Combustibles. Use and/or storage of any flammable or combustible material in Student Organization Office Space or on Aztec Student Union grounds are **PROHIBITED**. This includes but is not limited to: paint, spray paint, aerosol cans, sterno, lighter fluid, gasoline, propane, matches and any item that contains a flammable or combustible warning label.

Food and Beverage. Storage of any food or beverage is **PROHIBITED**. However, temporary storage of unopened and non-perishable food and beverage for an upcoming on-campus student organization event/activity is acceptable with ADVANCE WRITTEN NOTIFICATION AND APPROVAL (email okay). Notification must be submitted to SLL at least one (1) week in advance and include the event/activity date, time, location and a description of the food/beverage needed to store. Storage will be allowed 72 hours prior to the event and 72 hours after the event with advance written notification and approval. **Any food or beverage found stored in offices without written permission, or stored past the approved storage date, will be immediately disposed of. Storage approval, dated and signed by appropriate SLL personnel, must be posted on or near all food and beverage included in the approval.**

Furniture.

a Each student organization is assigned one (1) work station desk and one (1) chair. Offices are also equipped with a file cabinet or shelves. SLL will assign desks and cabinets and label accordingly in offices that are shared.

b Inventory control of the furniture provided in each office space is maintained by SLL. Removal of furniture from the premises, regardless of whether or not the furniture is being utilized, is not permitted. The student organization will be held financially responsible for any damaged or missing items that were assigned to the office space.

c Use of furniture other than what is provided by SLL is **PROHIBITED**. If additional furniture or shelving is needed and the student organization is able to provide at their own expense, a request must be made in writing to the Facilities Board for review. The SLL does not carry inventory of additional furniture for the offices.

Gambling. Gambling is **PROHIBITED** in the Aztec Student Union and in all Student Organization Office Spaces.

Guests. Guests inside the Student Organization Office Space must be accompanied by a registered member of the Student Organization at all times. Student Organizations accept full responsibility for the behavior of their visitors and guests, and must inform guests of Aztec Student Union and University regulations. The University reserves the right to deny access to any person.

Halogen Lamps. Halogen lamps of any type are **PROHIBITED** in the Student Organization Office Spaces.

Illegal Drugs. No drugs, narcotics, controlled substances or drug paraphernalia, including bongos, hookahs, pipes, and the like, may be possessed, used, sold nor distributed at the University or in Student Organization Office Spaces.

Incense. Burning and/or possession of incense is **PROHIBITED**.

Inspections. Throughout the term of this agreement, periodic unannounced inspections of the office space will be made by personnel authorized by Student Life & Leadership. If there are any questions or discrepancies regarding the use of the space, the president and advisor of the organization will be notified in writing. Discrepancies and violations of this agreement will be documented during inspections. Unless the Student Organization can provide valid proof that the violation cited was erroneous, inspection points

will be counted against the Student Organization when applying for office space for the next academic year. The process for appealing inspection points is as follows:

1. The Student Organization President shall submit a written appeal to their appropriate SLL Advisor located in Aztec Student Union, room 210. The appeal should include a copy of the inspection notice and explanation of why they wish to the appeal.
2. The Student Life & Leadership Advisory Committee will determine if the appeal warrants going before the Director or if the inspection points are valid.

Should the appeal be brought to the Director, the Student Organization President will be notified to attend a meeting to present their appeal. The Student Organization President will be responsible for ensuring he/she is present to present the appeal or designate a representative. If the Student Organization representative fails to attend the scheduled appeal meeting date, the Student Organization forfeits their opportunity to have their appeal heard.

Lock out policy. Only authorized organization officers and SLL staff will have access to the Aztec Student Union Offices. Should you become locked-out you will need to contact SLL during normal business hours 8:00am to 4:30pm at 619-594-5221. If you are locked out between the hours of 4:30pm-7pm, please contact Dan Maringer, the Aztec Student Union Facility Manager @ 619-438-1986. Emergencies should be directed to Public Safety or SDSU Police.

Mistreatment of Staff. Threats, harassment, abusive language, obscene gestures, touching, and any other mistreatment of staff are grounds for disciplinary action.

Noise. Noise is any sound, human or otherwise.

a Student Organizations and guests must limit noise so that it is not detectable outside of Student Organization Office Spaces.

b During final examination periods, all Student Organizations will be respectful of noise levels.

c Student Organizations and their guests must limit noise so as not to unreasonably disturb others.

d Amplified sound, playing of drums and other loud instruments, as well as noisy games, electronics etc. are **PROHIBITED** when they are disruptive to other Student Organizations, students, guests, visitors, customers and staff.

e The noise policy also applies to loud talking and group gatherings outside the Student Organization Office Spaces.

Online Social Networks. While the University does not routinely monitor online social networks, students will be held accountable for postings depicting or describing violations of Student Organization Office Space regulations and campus policies.

Paint and Spray Paint. Use of paint or spray paint in any area of Aztec Student Union is strictly **PROHIBITED**. Storage of paint and spray paint is strictly **PROHIBITED**. Any paint found stored in offices will be confiscated and properly disposed without notice.

Passive Involvement. Student Organizations are responsible for choices they make. In the presence of a policy violation, Student Organizations may attempt to stop the violation, contact SLL or Aztec Student Union staff and/or immediately remove themselves from the situation and the vicinity of the violation. If a student chooses to remain at the scene of a policy violation, he/she will be included on the Incident Report and may also be held accountable for a policy violation.

Pets. Animals of any kind are not allowed in Student Organization Office Space. The only exception is for animals specifically registered and trained to assist persons with disabilities. Student Organizations may not feed/shelter stray animals. Student Organizations are obligated to tell SLL/Aztec Student Union staff so appropriate action can be taken to remove and protect the animal.

Physical Abuse and Harassment. Physical, verbal and other abusive behavior and threats of physical abuse towards other Student Organizations, students, guests, visitors or staff are violations of policy and will not be tolerated. Such conduct may be grounds for SLL judicial review action including loss of the Student Organization Office Space. Examples of **PROHIBITED** conduct include sexual and racial harassment, threats of violence, sexual assault, fighting, punching, slapping, kicking, scratching and pushing. Practical jokes and pranks or other disruptions are **PROHIBITED** in the campus community.

Posting of Materials. Posting of material outside the office (door, window, hallway wall) other than on the exterior bulletin is **PROHIBITED**.

a. SLL will allow the posting of materials on the inner workstation walls with thumb tacks or painters tape; excluding the use of nails and screws unless permission is granted. Posters and decorations may be attached to bulletin boards provided in the Aztec Student Union. For special posting needs, please speak to your SLL advisor. Posting requests are subject to the approval of the SLL director.

b. Painting and use of wallpaper is **PROHIBITED**.

c. Charges will be assessed for damages resulting from improper poster attachment. Exterior wires, signs, aerials or satellite dishes are not allowed. Posting of any materials on the exterior surface of office space including doors and windows is **PROHIBITED**. Care shall be taken that messages are not offensive to other Student Organizations or staff. Posting on windows and ceilings is also **PROHIBITED**. Holiday decorations inside rooms are permitted only if safe and do not present a fire hazard. UL approved lights are required. Cut trees and foliage are **PROHIBITED**.

Right to Enter. Student Organization Office Space is not private or exclusive space. Assignment of office space is a privilege. SLL/Aztec Student Union personnel shall have the right to enter the premises at any time, for purposes of inspection, emergency, health, safety, maintenance, management of applicable rules and regulations, or for any other lawful purpose. SLL/Aztec Student Union personnel reserve the right to confiscate and properly dispose of all items that are in violation of the Agreement and/or Addendum.

Safety/Security. Keys are for Student Organizations only; lending a key is **PROHIBITED**. For your organization members' safety, it is advised that you do not allow anyone you do not know inside your office.

Scooters and Skateboarding. The use of scooters, roller skates, roller blades, bicycles and skateboarding on or adjacent to Aztec Student Union property is **PROHIBITED** and such users are subject to citation by University Police and a fine.

Smoking. Smoking is **PROHIBITED** in all University buildings, including Aztec Student Union and Student Organization Office Spaces, student rooms, lounges, recreation rooms, public areas, hallways, stairwells, balconies, restrooms and walkways. Student Organizations accept responsibility for informing visitors or guests of the University's no-smoking policy.

Solicitation. Solicitation of any kind by non-SDSU affiliates is **PROHIBITED**. Therefore, Student Organizations are **PROHIBITED** from knowingly or willfully permitting such persons from entering the Student Organization Office Spaces to solicit.

Space Heaters. (See Appliances.)

Stereos. Small portable stereos are allowed provided they are directly plugged into a wall outlet or an approved extension cord and other organizations sharing the office is not disturbed by the sound. The Aztec Student Union Building Services staff must approve extension cords for fire/electrical safety.

Storage.

Use of office space for the purpose of storage only is **PROHIBITED**. If it is discovered that the office space is not being utilized to conduct student organization business and is being used for storage only, SLL may revoke the agreement and require the organization to vacate. Storage of appliances is **PROHIBITED**. (see also Appliances)

Theft. Theft of, or non-accidental damage to campus property, or property in the possession of, or owned by, a member of the campus community, is **PROHIBITED**. This includes borrowing without specific prior approval.

****Please return completed application to the Student Life & Leadership Office (Aztec Student Union, Room 210) or email SLL (sll@mail.sdsu.edu)****

===== **S**
Short Answer Question:

In 500 words or less, please explain why your organization needs office space and how this office space will help your organization accomplish its mission and goals.

(Type on a separate sheet)

As the President and Advisor of the Student Organization, we agree to hold the members of the organization responsible for abiding by the terms and conditions outlined in this agreement:

_____ President's Signature	_____ Date	_____ RSO Advisor's Signature	_____ Date
_____ Printed Name		_____ Printed Name	
_____ Email Address		_____ Email Address	
_____ Street Address		_____ Campus Mail Code	
_____ City	_____ Zip Code	_____ Campus Department	
_____ Area Code/Telephone Number		_____ Campus Phone Extension	

Fall 2017 MEMBERS WITH KEY ACCESS (please print)

_____ <i>President's Name</i>	_____ <i>Red ID</i>	_____ <i>E-Mail</i>	
_____ <i>Designated Officer Name</i>	_____ <i>Position</i>	_____ <i>Red ID</i>	_____ <i>E-Mail</i>

Aztec Student Union

STUDENT ORGANIZATION OFFICE HOURS

ORGANIZATION NAME: _____

Fall 2017 Office Hours:

YOU ARE REQUIRED TO MAINTAIN FIVE (5) OFFICE HOURS PER WEEK!

Monday _____ to _____

Tuesday _____ to _____

Wednesday _____ to _____

Thursday _____ to _____

Friday _____ to _____

Please contact SLL if your hours change. Hours will be monitored.

SUBMITTED BY: _____ DATE: _____