

SAN DIEGO STATE UNIVERSITY
Conrad Prebys Aztec Student Union
Recognized Student Organization Basement Storage Space Agreement
Fall 2015

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

FUNCTION

Assignment and use of Conrad Prebys Aztec Student Union Basement Storage Space is a privilege. Storage space is to be used only for storing Recognized Student Organization related items. Conrad Prebys Aztec Student Union Basement Storage Space is one of the many services provided by Student Life & Leadership and the Conrad Prebys 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 Conrad Prebys Aztec Student Union, Student Life & Leadership and the University.

Storage space is intended solely for the safe keeping of Recognized Student Organization materials and supplies. The Recognized Student Organization shall not utilize the storage space for any purpose other than its intended purpose. Storage space is not to be shared with other groups/organizations not granted a storage space in Conrad Prebys Aztec Student Union.

Inappropriate conduct by Recognized Student Organizations is subject to review by Student Life & Leadership as outlined in the Recognized 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 the 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 Recognized Student Organization Basement Storage space. Conduct that is in violation of the law will be referred to University Police for investigation, if warranted.

ASSIGNMENT

Storage space # ___ is designated for occupancy by _____.

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

NOTE: Storage space will be shared with other on-campus Recognized Student Organizations:

TERM OF OCCUPANCY

The term of this agreement covers the **Fall 2015** academic semester, based on the academic calendar established by San Diego State University. Occupancy begins on:

October 1, 2015 and all organizations must vacate on or before **December 17, 2015**

VACATING THE STORAGE SPACE

Organizations are required to remove ALL personal items and documents at the end of the assigned semester. The last day to vacate the storage space is **December 17, 2015**

DISPOSAL OF ABANDONED PROPERTY - It is the policy and requirement of the university generally, that all Recognized Student Organizations vacate the assigned storage 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 17, 2015**. The reason for this policy and requirement is to provide for the orderly functioning of the Conrad Prebys 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 Recognized Student Organization herein may be disposed of immediately if not removed by the Recognized Student Organization no later than **December 17, 2015**.

The Recognized 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 Recognized Student Organization herein by **December 17, 2015**, without the need for storage thereof, further notification thereof, or any other legal requirements. Further, the Recognized 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 Recognized Student Organization by **December 17, 2015**.

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

SIGNATURE

MANDATORY MEETING

The President and Treasurer from each Recognized Student Organization who receive storage space in the Conrad Prebys Aztec Student Union must attend a **MANDATORY** meeting on **October 1, 2015 at 10:30am**. This meeting will discuss the rules, regulations, policies and proper use guidelines of the Conrad Prebys Aztec Student Union. Addendums to this agreement may also be presented at this meeting. Recognized Student Organizations will be responsible for agreeing to and signing any addendums before taking possession of their storage space. (**NOTE: Your contract will be cancelled if this meeting is not attended.**)

BASEMENT ACCESS

Access to Recognized Student Organization storage space is available Monday through Friday, **8:00am to 9:00am and 3:00pm-4:00pm** during academic semesters. Basement storage is not accessible during recognized SDSU holidays, fall and winter breaks when the Conrad Prebys Aztec Student Union is closed, or after the deadline to vacate.

Basement storage space key access is limited to specified SLL personnel. Recognized Student Organizations **will not** be issued keys to the basement and will only be able to gain access during posted times or through appointment (for special cases).

**NOTE: Associated Students personnel, SLL staff or Public Safety storage spaces are not authorized to open storage space for members who do not appear on your organization roster. Access is only available to members whose names appear as authorized storage spacers.*

SIGNING IN

Organizations are required to sign in each time they use the Conrad Prebys Aztec Student Union Basement Storage Space. Sign-In sheets will be posted at the front desk and will be checked by the staff daily. This information will be used to verify if organizations are using their designated storage space and will be taken into consideration when applying for future occupancy.

CONDUCT, RESPONSIBILITY AND ACCOUNTABILITY

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

Accountability. Each member of a currently recognized SDSU Recognized Student Organization is viewed as a responsible person who will be held accountable for their actions, and the actions of their guests. Storage space occupants will be held accountable for their behavior when in violation of the policies and regulations governing the Conrad Prebys Aztec Student Union Recognized Student Organization Basement Storage 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 Conrad Prebys Aztec Student Union (including Recognized Student Organization Storage 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 Recognized Student Organization Storage 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. Recognized Student Organizations agree to make reasonable efforts to maintain proper cleanliness and hygiene. Storage spaces 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. Recognized 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 Recognized Student Organization storage space during breaks or when the Conrad Prebys Aztec Student Union is closed.

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

Cooking. Cooking within the Recognized Student Organization Storage Space is **PROHIBITED**.

Computer Equipment. No equipment will be provided.

Computer and Internet Use. SDSU Wireless Internet access is provided for Recognized Student Organization related purposes for members of the Recognized 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, Student Life & Leadership and the SDSU Foundation 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 Recognized Student Organization is expected to maintain a standard of cleanliness and neatness in occupying the assigned storage space and should maintain a standard of professionalism in the upkeep of the space that is representative of the integrity of SDSU. Organizations sharing storage space must also be considerate of the other organizations.

a. The Conrad Prebys Aztec Student Union provides routine custodial services for all storage space and storage spaces, which includes floor cleaning, emptying of trash receptacles, replacement of light bulbs and cleaning of walls as needed. The Recognized Student Organization is responsible for keeping areas as well as any shared equipment clean.

b. Special services may be requested by through SLL. 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 Recognized Student Organization Storage Space will be required to make restitution for repairs and will be held responsible.

Decorating/Posting. Posters and decorations may be attached to bulletin boards provided in the Conrad Prebys Aztec Student Union or on walls with thumb tacks or painters tape. Charges will be assessed for damages resulting from improper attachment. Exterior wires, signs, aerials or satellite dishes are not allowed. Painting or wallpapering of storage space is not allowed. Except for Conrad Prebys Aztec Student Union-provided white boards/bulletin boards, posting of any materials on the exterior surface of storage space including doors and windows is **PROHIBITED**. Care shall be taken that messages are not offensive to other Recognized 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**.

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

Electrical Safety. Use of extension cords must be approved by the Conrad Prebys 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 storage space.

Emergency Preparedness. All Recognized Student Organizations are required to adhere to Conrad Prebys Aztec Student Union Emergency Evacuation procedures. During an emergency, everyone must evacuate to the nearest exit and wait on the corner of Centennial Walkway for further instruction. Do not use the elevators in the event of an emergency. No one may return to Conrad Prebys Aztec Student Union until directed. (See Addendum for more information)

Explosives/Flammables/Incense.

a. Recognized 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. Recognized Student Organizations are expected to promptly respond to requests and directives of Associated Students/SLL/Conrad Prebys Aztec Student Union staff and to comply with requests and directives, both verbal and written. Recognized 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 Recognized Student Organization responsible for violation will be subject to criminal and civil penalties. The Recognized Student Organization will also lose their storage 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, Recognized Student Organizations must swiftly exit the building.**

Flammables/Combustibles. Use and/or storage of any flammable or combustible material in Recognized Student Organization Storage Space or on Conrad Prebys 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 on-campus Recognized 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 storage space 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.***

Gambling. Gambling is **PROHIBITED** in the Conrad Prebys Aztec Student Union and in all Recognized Student Organization Storage Spaces.

Guests. Guests inside the Recognized Student Organization Storage Space must be accompanied by a registered member of the Recognized Student Organization at all times. Recognized Student Organizations accept full responsibility for the behavior of their visitors and guests, and must inform guests of Conrad Prebys 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 Recognized Student Organization Storage 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 Recognized Student Organization Storage Spaces.

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

Inspections. Throughout the term of this agreement, periodic unannounced inspections of the storage 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 Recognized Student Organization can provide valid proof that the violation cited was erroneous, inspection points will be counted against the Recognized Student Organization when applying for storage space for the next academic year. The process for appealing inspection points is as follows:

1. The Recognized Student Organization President shall submit a written appeal to their appropriate SLL Advisor located in Student Services West, room 1661. 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 Recognized Student Organization President will be notified to attend a meeting to present their appeal. The Recognized Student Organization President will be responsible for ensuring he/she is present to present the appeal or designate a representative. If the Recognized Student Organization representative fails to attend the scheduled appeal meeting date, the Recognized Student Organization forfeits their opportunity to have their appeal heard.

Lock out policy. Only authorized organization storage spacers and SLL staff will have access to the Conrad Prebys Aztec Student Union. 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-10pm, please contact Dan Maringer, the Conrad Prebys 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 Recognized Student Organizations and guests must limit noise so that it is not detectable outside of Recognized Student Organization Storage Spaces.

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

c Recognized 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 Recognized Student Organizations, students, guests, visitors, customers and staff.

e The noise policy also applies to loud talking and group gatherings outside the Recognized Student Organization Storage space 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 Recognized Student Organization Storage Space regulations and campus policies.

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

Passive Involvement. Recognized Student Organizations are responsible for choices they make. In the presence of a policy violation, Recognized Student Organizations may attempt to stop the violation, contact Conrad Prebys 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 Recognized Student Organization Storage Space. The only exception is for animals specifically registered and trained to assist persons with disabilities. Recognized Student Organizations may not feed/shelter stray animals. Recognized Student Organizations are obligated to tell SLL/Conrad Prebys 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 Recognized 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 Recognized Student Organization Storage 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 inside or outside of the basement (door, window, hallway wall) other than on the exterior bulletin is **PROHIBITED**.

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

Right to Enter. Recognized Student Organization Storage Space is not private or exclusive space. Assignment of storage space is a privilege. SLL/Conrad Prebys 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/Conrad Prebys 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 and access cards are for Recognized Student Organizations only; lending a key or access card is **PROHIBITED**. Any Recognized Student Organization that voluntarily chooses to utilize a key lock box is responsible for sharing access information and shall only provide access to their immediate members only. For your organization members' safety, it is advised that you do not allow anyone you do not know inside your storage space.

Scooters and Skateboarding. The use of scooters, roller skates, roller blades, bicycles and skateboarding on or adjacent to Conrad Prebys 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 Conrad Prebys Aztec Student Union and Recognized Student Organization Storage Spaces, student rooms, lounges, recreation rooms, public areas, hallways, stairwells, balconies, restrooms and walkways. **Smoking is also PROHIBITED in outdoor areas within 20 feet of doorways, windows and ground level air intake structures of the Annex.** Recognized 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, Recognized Student Organizations are **PROHIBITED** from knowingly or willfully permitting such persons from entering the Recognized Student Organization Storage Spaces to solicit.

Space Heaters. (See 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.

Throwing Objects. Balls, sports equipment and any other item may not be used inside the Recognized Student Organization Storage Spaces nor within the Conrad Prebys Aztec Student Union grounds including the Courtyard and Patio.

Trash and Recycling. Recognized Student Organizations are expected to adhere to Conrad Prebys Aztec Student Union trash disposal and recycling policies and procedures. See Addendum for more information.

Valuables. SLL is not responsible for valuables or personal items left in the Recognized Student Organization space.

Vandalism. Destruction or damage of property of the Recognized Student Organization Storage Space or Conrad Prebys Aztec Student Union by members of the Recognized Student Organization or guests is a violation of policy and will result in judicial action and prosecution.

Unauthorized Entry or Use. Unauthorized entry into, unauthorized use of, or misuse of personal or campus property is **PROHIBITED**.

Weapons. Firearms, ammunition, fireworks, explosives, highly flammable materials, weapons, projectile devices, guns or knives, or replica weapons, or any other weapon or material or instrument which poses a risk of damage or injury is strictly **PROHIBITED** and a violation of the law.

DEFINITIONS (in all cases include, but are not limited to, the following):

- Firearms - Any gun, rifle, pistol or handgun designed to fire bullets, BBs, pellets or shots (including paint balls or darts) regardless of the propellant used. This includes air-soft guns, ornamental rifles used for ROTC training, and "replica" weapons.
- Weapons - Any instrument of combat possessed or carried for the purpose of inflicting or threatening bodily injury, including a blackjack, slingshot, billy, sand club, sandbag or metal knuckles.
- Knives - Dirks, daggers, ice picks, pocket knives, or knives having a fixed blade longer than 2-1/2 inches (California Penal Code 626.10). This does not apply to the lawful use of cutlery and other eating implements used in food preparation or consumption. (Also see Explosives/Flammables/Incense.)

Windows. Windows may not be covered with any type of drapery, blinds or postings.

PROHIBITED items, or similar items that are found in Recognized Student Organization storage spaces will be immediately disposed.

PROHIBITED conduct will result in Judicial action up to and including action by Student Affairs and Public Safety/SDSU police.

I have read and accept the terms outlined for prohibited items and prohibited conduct:

SIGNATURE

EXECUTION AND REVOCATION OF AGREEMENT

Student Life & Leadership reserves the right to deny or revoke this privilege. Either party may terminate this agreement upon receipt of 30 days written notice.

DEADLINE

Your Recognized Student Organization must have on-campus recognition status and fully execute this Storage Space Agreement by 5:00pm on Friday, September 25, 2015. Failure to fully execute this agreement will result in an **automatic forfeit** of potential storage space.

****Please return completed application to the Student Life and Leadership Storage space (Conrad Prebys Aztec Student Union 2nd floor Room 210) or email to sl@mail.sdsu.edu****

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As the President and Advisor of the Recognized 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

Advisor's Signature Date

Printed Name

Printed Name

Short Answer Question: In 500 words or less, please explain why your organization needs storage space and how you would utilize it.

Recognized Student Organization Name

Storage Space # _____

Fall 2015 MEMBERS ALLOWED ACCESS (please print)

Name *Position* *Red ID* *E-Mail*

Name *Position* *Red ID* *E-Mail*

Name *Position* *Red ID* *E-Mail*

Name *Position* *Red ID* *E-Mail*

Name *Position* *Red ID* *E-Mail*