## Keith B. Key Center for Student Leadership and Service Lease Agreement – Storage Locker

This agreement is entered into this	day of August, 2023, between the Keith B. Key Center for	
Student Leadership and Service (KBKCSLS) of The Ohio State University [hereinafter KBKCSLS]		
and h	ereinafter [REPRESENTATIVE] of	
[herei	inafter ORGANIZATION].	

- 1. TERM: The term of this lease shall be from the period August 21, 2023 through May 31, 2024. If this lease is not renewed for the following year, the ORGANIZATION must vacate the locker before the lease expires. Items left in the locker shall be subject to removal and disposal by KBKCSLS staff. If lease is renewed, ORGANIZATION may be provided continued use of locker in between the Spring 2024 and Autumn 2024 academic terms.
- 2. ELIGIBILITY: The organization shall remain eligible to utilize this space as long as it remains a registered student organization in good standing as defined by KBKCSLS at The Ohio State University. In the event that this affiliation or registration lapses or is revoked during the period of this lease, KBKCSLS may require that ORGANIZATION vacate the space within two weeks of the written notification. E-mail notification shall constitute written notification.
- 3. REPRESENTATIVE: The REPRESENTATIVE listed above shall be the President as listed with KBKCSLS. The ORGANIZATION shall provide KBKCSLS in writing with an updated name and contact information at any time that the information changes. The ORGANIZATION shall also provide KBKCSLS with current contact information for the advisor of the ORGANIZATION, including campus telephone number.
- **4. SPACE AND USAGE**: The ORGANIZATION shall use **Locker #** \_\_\_\_\_ of the Ohio Union, for the purpose of storage for a student organization and for no other purpose. In the event that the ORGANIZATION should cease operation, KBKCSLS may require that the ORGANIZATION vacate the space within two weeks of a written notification of such a request.
- 5. ACCESS: The ORGANIZATION shall have access to the space during the regular operating hours as set forth by the Ohio Union, except as otherwise agreed, in writing, with the Ohio Union and KBKCSLS. Access to the Keith B. Key Center for Student Leadership and Service (KBK Center) and the locker may be requested on behalf of organization members only by the REPRESENTATIVE. An Access Agreement Form, to be signed by each member requesting access, and approved by the REPRESENTATIVE, can be requested from KBKCSLS.
- **6. LOCKS**: KBKCSLS will provide the REPRESENTATIVE with the combination for the locker when the lease is signed and/or renewed.
- 7. **LIABILITY**: KBKCSLS shall not be held liable for any loss or theft of any property taken from or damaged in the locker. This includes loss and damage caused by natural disasters, acts of God, or any other reasonably unforeseen cause. The ORGANIZATION shall be held liable for any damages to the locker or the University property therein.
- **8. REQUIRED USE AND EVALUATION**: During the academic term KBKCSLS shall make regular checks of the locker to verify usage and storage are in compliance with the lease. Failure to

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maintain regular use of the locker will result in termination of the lease. An ORGANIZATION whose lease is terminated due to failure to maintain adequate usage shall have through the Friday of that term's finals week to empty the locker. Lockers not emptied shall be emptied by KBKCSLS and the contents may be disposed of at the discretion of KBKCSLS. The ORGANIZATION'S regular use of the locker shall be a factor in renewal of the lease agreement for the following academic year.

- 9. COMPLIANCE: The ORGANIZATION agrees to comply with The Ohio State University Code of Student Conduct, all federal, state, and local laws, Ohio Union policies and any relevant environmental, health, and safety policies dealing with the use of the assigned space. At no time shall any person or persons be shut in the assigned space. The ORGANIZATION agrees that KBKCSLS shall have the right to inspect the assigned space from time to time, as long as such inspection does not unreasonably hamper the continued operation and use of the assigned space. The Ohio Union staff and KBKCSLS may also gain access to the assigned space in emergency situations.
- **10. CONTROLLED SUBSTANCES, FIREARMS, FOOD ITEMS AND ANIMALS**: The storage or use of alcohol or any controlled substance is prohibited in the assigned space. The storage of firearms is prohibited in the assigned space. Any such storage or use will be reported to Student Conduct. Student organizations shall not be allowed to keep animals or store perishable food items in lockers. This includes Coca-Cola products.

Upon signing this lease, I accept and agree to the terms of this lease. I further agree as REPRESENTATIVE of said ORGANIZATION to abide by the guidelines included herein and to effectively communicate said guidelines to the ORGANIZATION membership. I understand that failure to abide by these guidelines by members of the ORGANIZATION may result in the termination of this lease agreement.

Signed,	
for the ORGANIZATION:	
Print Name	Sign Name
Representative's Phone Number	Ohio State Email Address (name.#)
for KBKCSLS:	
Cassu Smith	

Cassie Smith, Keith B. Key Center for Student Leadership and Service Coordinator