

Keith B. Key
Center for Student Leadership and Service
Lease Agreement – Office Space

ORGANIZATION members authorized by the REPRESENTATIVE may have their student ID cards encoded for office access by completing an Ohio Union Access form. The REPRESENTATIVE is responsible for immediately reporting to KBKCSLS any members that leave the ORGANIZATION or the University, so that office and building access privileges can be removed. Additionally, the ORGANIZATION agrees that only locks approved by the Ohio Union and KBKCSLS shall be used to secure all entrances into and out of the assigned space or on lockable cabinetry.

7. **FURNISHINGS & DÉCOR:** The Ohio Union will provide basic furnishings for the office space. Those furnishings are the property of The Ohio State University. Additional furnishings for the space that are provided by the ORGANIZATION must be approved for use by KBKCSLS. The ORGANIZATION is not permitted to bring in refrigerators, microwaves, or any other appliances. Items in violation of this section will be removed by KBKCSLS. The ORGANIZATION may not paint the walls of its designated office space, nor display ORGANIZATION paraphernalia in outside-facing windows of the Ohio Union. The ORGANIZATION may not obscure visibility into the office by covering the inside-facing window on each office door. The ORGANIZATION may not remove any furnishings provided by the Ohio Union from the office space. The ORGANIZATION may not relocate furnishings from outside the office space to the office space. The ORGANIZATION shall consult with Ohio Union and KBKCSLS staff for hanging of all wall decorations, frames, or message boards inside and outside of the office space.
8. **UTILITIES:** The Ohio Union shall provide electricity, heat, air conditioning, and ventilation for the space. The ORGANIZATION will be responsible for all other expenses used to operate within the space. The Ohio Union will provide for the removal of trash from the space. Maintenance requests should be submitted via Service 2 Facilities or directed to the KBKCSLS Coordinator. Emergency requests should be directed to the Student Life Help Desk at <http://s2f.osu.edu>.
9. **LIABILITY:** KBKCSLS shall not be held liable for any loss or theft of any property taken from or damaged in the assigned space. 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 office space or the University property therein, and must notify KBKCSLS immediately if damage occurs. KBKCSLS will assess the damage, and the ORGANIZATION may be charged for any fees associated with repairs.
10. **QUIET USE:** The ORGANIZATION shall conduct its operation in such a way as not to interfere with the use of the meeting rooms, offices, storage areas, and lounges in its immediate vicinity. All sound connected with the utilization of the office space shall be maintained within the confines of the assigned space, unless otherwise agreed upon in writing by KBKCSLS.
11. **CLEANLINESS:** The ORGANIZATION shall, no less than twice each semester, conduct a thorough cleaning of the office space. Equipment and supplies for vacuuming and wiping down of surfaces are available at the Resource Room within the KBKCSLS. KBKCSLS shall

Keith B. Key
Center for Student Leadership and Service
Lease Agreement – Office Space

conduct periodic, unscheduled space checks to monitor cleanliness of the office, and may make recommendations for cleaning as necessary. The ORGANIZATION'S upkeep of the office space shall be a factor in renewal of the lease agreement for the following academic year.

12. **REQUIRED USE AND EVALUATION:** By the second full week of classes each term, the REPRESENTATIVE shall provide to KBKCSLS a general schedule of hours during which its members plan to be physically present in the office. The minimum number of scheduled office hours shall be ten (10) per week, during regular operating hours for the KBKCSLS. KBKCSLS shall conduct periodic, unscheduled space checks to monitor adherence to this schedule of office hours. KBKCSLS shall also collect swipe access data from the office space door each term. The ORGANIZATION'S regular use of the office space shall be a factor in renewal of the lease agreement for the following academic year.

13. **STEWARDSHIP OF THE OHIO UNION AND THE OHIO STATE UNIVERSITY COMMUNITY:** Throughout the term of the lease, should the ORGANIZATION be involved in any adverse event(s) with KBKCSLS, the Ohio Union, or other university entity, such incidents, depending on their severity and manner in which the ORGANIZATION addressed the event, shall be a factor in renewal of the lease agreement for the following academic year. Particularly egregious incidents may be grounds for termination of the lease at the discretion of KBKCSLS.

14. **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. 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.

15. **CONTROLLED SUBSTANCES, FIREARMS, FOOD ITEMS, AND ANIMALS:** The use or storage of alcohol or any controlled substance, other than medical prescriptions, is prohibited in the assigned space. Use or storage of firearms is prohibited in the assigned space. Any such use or storage will be reported to Student Conduct. Student organizations shall not be allowed to keep animals or store perishable food items in their offices. This includes Coca-Cola products. Service animals are permitted and should be reported to the Ohio Union for informational purposes.

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.

Keith B. Key
Center for Student Leadership and Service
Lease Agreement – Office Space

Signed,

for the ORGANIZATION:

Print Name

Sign Name

Representative's Phone Number

Ohio State Email Address (name.#)

for KBKCSLS:



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