

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

This agreement is entered into this [redacted] **day of August, 2024**, between the Keith B. Key Center for Student Leadership and Service (KBKCSLS) of The Ohio State University [hereinafter KBKCSLS] and [redacted] [hereinafter REPRESENTATIVE] of [redacted] [hereinafter ORGANIZATION].

1. **TERM:** The term of this lease shall be from the period **August 15, 2024** through **May 31, 2025**. 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. Additionally, the successful and timely submission of the lease allows the ORGANIZATION the opportunity for membership to apply and serve on the KBK Council for that academic year.
3. **REPRESENTATIVE:** The REPRESENTATIVE listed above shall be the President or Primary Leader 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 # [redacted]** 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. Organizations accessing the center after hours may not prop open doors. 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. Do not leave any doors propped open. If you see doors open in a space that is not occupied, especially after hours, please close the door or let someone from the Ohio Union and Student Activities staff know.
6. **LOCKS AND BUCKIDS:** KBKCSLS will provide the REPRESENTATIVE with the combination for the locker when the lease is signed and/or renewed. The ORGANIZATION is responsible for updating and maintaining their organizational roster on the Student Org Management System to serve as their locker access list to KBKCSLS no later than the end of the second full week of classes for each term. This list shall be maintained throughout the duration of

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the lease agreement, and updated on an as needed basis. ORGANIZATION members authorized by REPRESENTATIVE may have their student ID cards encoded for KBK Center swipe 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 building access privileges can be removed. Additionally, the ORGANIZATION agrees 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. **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 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 or donated to the University Archives. The ORGANIZATION'S regular use of the locker shall be a factor in renewal of the lease agreement for the following academic year.
9. **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.
10. **CLEANLINESS:** The ORGANIZATION shall, no less than twice each semester, conduct a thorough cleaning of the locker space. Supplies for wiping down of surfaces are available at the Resource Room within the KBK Center. KBKCSLS shall conduct periodic, unscheduled space checks to monitor cleanliness of the locker, and may make recommendations for cleaning as necessary. The ORGANIZATION'S upkeep of the locker space shall be a factor in renewal of the lease agreement for the following academic year.
11. **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.

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- 12. 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.
- 13. FURNISHINGS AND DÉCOR:** The Ohio Union will provide basic furnishings for the locker space – specifically shelves. Those are the property of The Ohio State University. 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 locker space, nor display ORGANIZATION paraphernalia on the door. The ORGANIZATION may not remove any shelves provided by the Ohio Union from the designated space.
- 14. 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.
- 15. 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>.

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: 

Brooke Olson, Assistant Director, Ohio Union and Student Activities