

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

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 office space before the lease expires. Items left in the office space shall be subject to removal and disposal by KBKCSLS staff. If lease is renewed, the ORGANIZATION may be provided continued use of office space 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 shall require that the 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 org telephone number.
4. **SPACE AND USAGE:** The ORGANIZATION shall use room [redacted] of the Ohio Union, for the purpose of office space for a student organization and for no other purpose. The space is not available for use by professional staff or anyone other than student members of the ORGANIZATION. Exceptions are limited to those faculty, staff, or community members who are registered members of ORGANIZATION. 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 using spaces with more than one access point may not prop open doors that do not have ID card readers installed on them. Access to the Keith B. Key Center for Student Leadership and Service (KBK Center) and the office space may be requested on behalf of organization members only by the REPRESENTATIVE. An Access Agreement Form, to be signed by each individual member 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.

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6. **LOCKS AND BUCKIDS:** The ORGANIZATION is responsible for updating and maintaining their organizational roster on the Student Org Management System to serve as their office access list to KBKCSLS no later than the end of the second full week of classes for each term. The list shall be maintained throughout the duration of the lease agreement, and updated on an as needed basis. 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. **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.
8. **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 KBK Center. 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. 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 office. Offices not emptied shall be emptied by KBKCSLS and the contents may be disposed or donated to the University Archives as the discretion of KBKCSLS. The ORGANIZATION'S regular use of the office space 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 office space. Equipment and supplies for vacuuming and 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 office, and may make

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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.

- 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. 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.
- 12. 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 in their offices. Food may not be left in individual office spaces, whether stored or in trash receptacles. Coca Cola beverages, with the exception of Dasani, should not be stored in the office space. Service animals are permitted and should be reported to the Ohio Union for informational purposes.
- 13. FURNISHINGS & DÉCOR:** The Ohio Union will provide basic furnishings for the office space. Those furnishings are the property of The Ohio State University. KBKCSLS and the Ohio Union have the right to change or remove university-owned furniture at any time. Furniture left by a prior tenant or left behind after they become property of the 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.
- 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. 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.
- 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.

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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