

# KBK Tenant Information Session

SPRING 2026



# Agenda

- Introductions
- What is the Keith B. Key Center (KBK)?
- What does it mean to be a KBK Tenant?
- What are common uses of the KBK spaces?
  - Permitted/Not Permitted Items
  - Benefits/Requirements of Tenants
  - Tenant Responsibilities
  - Space Check
- Definition of the ideal KBK Tenant
- How do I apply for space in the KBK?
- Estimated Timeline
- Q & A



# Meet the Team!

**Matthew Okocha** – Keith B. Key Center Student Space Manager  
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**Elizabeth Westrick** – Coordinator for Student Organizations and Involvement  
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**Abby Frank** – Coordinator for the KBK Center  
*Resource Room services, office/locker tenants, Coca-Cola Donation Program*  
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**Jaylen Lindsey** – Risk Reduction Specialist  
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# What is the Keith B. Key Center (KBK)?



- Dr. Keith B. Key donated \$1 million to establish the Keith B. Key Center for Student Leadership and Service at Ohio State University, demonstrating his commitment to supporting student development and campus life.
- Hub for student and leadership activities
- Provides leadership and service initiatives, ways to connect with student organizations, study rooms, and student organization resources
- Physical Spaces in the KBK
  - Resource Room
  - Public Meeting Rooms
  - Student Org Tenant Office/Locker Spaces
  - Student Org Coaches
  - Graphics and Multi-Media Services

# What are common uses of the KBK Tenant Spaces?

- Office
  - Can hold 1 – 4 tenants – Collaboration!
  - Central campus space for regular weekly meeting
  - Location to conduct the required weekly Office Hours
  - Space to hold the organization's belongings - Not the primary use of this space
- Locker
  - Option of short and long lockers
  - Storage spot in central area of campus activity

# Office Example



# What is permitted in a KBK OFFICE?

## Permitted

- Wall Décor\*
- Door Décor \*
- Dasani
- Service Animals
- Organization Awards/Accolades/Archives
- Daily Operational Items

## Not Permitted

- All types of food/snacks
- Other Coca Cola Products
- Candles/Wax Warmers
- Controlled Substances
- Firearms
- Kitchen appliances
- Furniture from outside the Ohio Union

\*Requires KBK Coordinator Approval

# Storage Locker Example

Short Locker Dimensions

~ 39"x29"



Long Locker Dimensions

~ 78"x29"



# What is permitted in a KBK LOCKER?

## Permitted

- Daily Operational Items
- Dasani
- Organization Awards/Accolades/Archives
- Program/Craft Supplies

## Not Permitted

- All types of food/snacks
- Other Coca Cola Products
- Controlled Substances
- Firearms

# What are some benefits/requirements of being a KBK Tenant?

## Benefits

- Occupancy in a prominent space on campus contributes to KBK's mission
- Proximity to Student Organization resource to support org operations and engagement efforts
- Proximity to collaboration opportunities with organizations and Student Life Departments
- After Hours Access to the KBK and Assigned Office Spaces
- Proximity to KBK Meeting Rooms and Resource Room

## Requirements

- Office Hours Requirement for Office Tenants
- Required participation annual KBK Fall Open House
- Signed a lease for the academic year
- Regular Space Checks conducted by the KBK Space Manager
- Annual application process



# KBK Tenant Responsibilities

- Cleanliness requirements
- Expected behavior in shared areas
- Reporting damage or concerns
- Posting updated executive board rosters inside office spaces
- Required attendance at annual Fall Open House

# KBK Space Checks

- **Purpose**

- Maintain safety and cleanliness across all tenant spaces
- Ensure compliance with university standards and KBK regulations
- Catch issues early before they affect long term eligibility for space

- **Frequency**

- Two checks each semester
- One check is fully random
- One check is announced two weeks before the inspection date

- **What Staff Look For**

- Clean floors and surfaces
- No food left out
- No fire hazards (power strips, candles, overloaded outlets)
- Proper storage and clear walkways
- No prohibited items
- Office hours
- No drinks left besides water
- Safe use of furniture and equipment

- **How to Prepare**

- Build a weekly cleaning schedule within the organization
- Assign a “space captain” or officer to maintain the office
- Remove items that do not belong to the organization
- Make sure all executive board information is posted and current



# The Ideal KBK Tenant

- Resourceful organizational growth
- Maintains program excellence
- Effective and communicative leadership
- Actively engage and retain members
- Foster campus connections
- Exemplifies resilience and continuous development
- Excellent optimization and utilization of awarded space

# How do I apply for space in the KBK?

- Applications are **OPEN!**
- Application **CLOSES** – March 17, 2026, at 11:59 p.m. EST
  - **Late applications WILL NOT be accepted**
- **3 Application Options – Select the one that best applies to your organization:**
  - New/Renew Locker Tenant
  - New Office Tenant
  - Office Renewal
- Application can be found at [go.osu.edu/kbktenantapp](https://go.osu.edu/kbktenantapp)
- Applications must be completed and submitted by the organization's Primary Leader
- Applications include a combination of narrative questions and action-based prompts designed to assess how each applicant will engage with KBK Community
- To be eligible for a KBK Office/Locker, **organizations must have completed their registration requirements by April 15.**
- *25-26 Renewing Organizations – Previous Space Check information will be used in the application adjudication process.*



# Estimated Timeline\*

- Application closes 3/17 at 11:59p EST
- Adjudication of applications will go until the beginning of April 2026
- Notification of space will occur within April – May 2026
- Prepare of summer semester cleaning – End of April 2026
  - RENEWED TENANTS – After Hour Access Roster Updates – Summer 2026
- New/Renewal Tenant Move-In – August 2026
- Mandatory Welcome Meeting – August 2026
- Fall 2026 Open House – October 2026

\*This timeline is subject to change

# Questions?



# Contact Information

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Feel free to stop by the Resource Room front desk!

**Thank you!**