

**STUDENT GROUP OFFICE/STORAGE SPACE AGREEMENT
(and lock box combination authorization form)** *Last updated April 2008.*

Group Name: _____ Assigned Rooms: _____

I, _____, on behalf of the organization identified above, state that I understand and agree to adhere to the following:

The lock box combination may only be given to authorized users of my organization. Users will return the key to the lock box every time it is used so that everyone who uses the space will be able to gain access. Rooms must be secured after each use. Keys in the lock boxes may not be copied. Groups must notify the SAO if they believe the code has been distributed to unauthorized users or that the lock box has been tampered with. Groups may not change the code on their own. All code changes must be coordinated by the SAO to ensure that all required users are able to maintain access and so the SAO is in the position to know the combination to provide it to future users. If, at any point, the SAO is unable to access a box, all organizations assigned to the room will be billed equally for the installation of a new box.

I understand that, if my space is shared with other organizations, it is my responsibility to work collaboratively with the leaders of those groups on the use of the space and that we share responsibility for any violations or issues that arise (including any fines or costs that are associated). Office and/or storage is a privilege reserved for groups recognized by the Graduate Student Council or Undergraduate Council of Students (Categories II and III only) and only the Student Activities Advisory Board and the SAO may grant allocations. Groups assigned to a space are not permitted to allow other groups to use the space for their own activities; unrecognized groups are ineligible to use University allocated office, storage, and meeting space.

Any physical alternations to the room must be approved, in advance, by the SAO. Furniture in an office is not for use outside the building. Student organizations may not take furniture from other parts of Faunce or the University for their offices. The SAO has tables that may be signed out for use on the Main Green. University assigned office and storage space is not to be used for personal activities or storage of personal items. The University has no responsibility for the theft and/or damage of personal items.

No alcohol is permitted in student office or storage space. Smoking is not permitted in University buildings. Food and perishable items should not be left in offices for extended periods of time and should be properly stored. Possession or storage of chemicals, spray paints/solvents or any similar hazardous materials is prohibited without a proper plan and approval from the Student Activities Office and Environmental Health and Safety. Halogen torchiere floor lamps, candles, incense, and open flames are prohibited. Possession, use, or distribution of firearms, ammunition, explosives, or other weapons are prohibited on Brown's campus.

Energy conservation is a priority. If a room is too hot, please report it to the SAO. Windows should be closed and lights turned off whenever the room is not in use. Recycling and trash receptacles have been placed throughout the building for your use.

Continued permission to use the space is contingent of adherence to the above and to effectively using the space, including keeping the space clean and orderly.

I will be sure that any individual who receives the combination in my organization is also aware of and agrees to all of the items above.

Signed: _____ Date: _____

SAO Staff Signature: _____ Date: _____