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Student Organization Locker Rental Application & Agreement

Center for Student Involvement

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Student Organization Locker Rental Application & Agreement

The University of Maine Center for Student Involvement provides lockers for student organizations on an annual basis in the Wade Center for Student Leadership in the Memorial Union. The annual agreement period is from **September 2019 to August 2020**. In order to rent and continue using a locker, the student organization must be an *Affiliated Student Organization* and have updated information filed with Center for Student Involvement staff.

The student organization agrees to:

- 1) **Conduct:** Uphold the conduct of its members and their invitees in the assigned workspace, which is consistent with state or federal law, the University of Maine System Student Conduct Code and/or other UMaine policies.
- 2) **Maintenance:** Maintain the physical structure and University supplied furnishings in the assigned space. This may include flooring/carpeting, walls, ceilings, windows, doors, furnishings or other University purchased equipment, etc. Any alteration to the space or furniture must be submitted in advance to Center for Student Involvement staff. Any damage or unapproved alteration during the agreement period will be billed to the responsible organization.
- 3) **Safety:** Prevent damage to or blockage of safety devices such as fire alarms and sprinkler systems. Any prohibited item(s) (lighter fluid, weapons etc.) in a locker will result in termination of further use of that locker.
- 4) **Security:** Please be conscious of the fact that these lockers are in an unsecure location. Take appropriate measures to make sure your locker is locked when not attended. *Center for Student Involvement will not be responsible for any items lost or stolen.* Do not give access to your locker to anyone outside of your organization.
- 5) **Assistance:** While in the Wade Center for Student Leadership, be a helpful neighbor and ensure that no one is disrupting the offices/workspaces of other students and staff.
- 6) **Inspection:** Allow UMaine staff to inspect the premises at any time for any reason.
- 7) **Cleaning:** Ensure all trash is disposed in appropriate receptacles and keep floor clear for daily trash removal and vacuuming. Clean all other areas such as desktops, equipment, etc.
- 8) **Expiration or Termination:** Agrees to return premises at the expiration or upon the termination of this Agreement to its original clean and neat condition.
- 9) **Keys:** Return keys at the end of the year by Maine Day (Wednesday before Spring semester finals week) and re-sign the contract before given further use of the locker in order to reassess the Organization's storage needs. No copies of keys should be made by the keyholder. If extra keys are needed, contact CASE staff.

Center for Student Involvement maintains this agreement. Center for Student Involvement staff will decide allocation or termination of space. By signing, you agree to the terms and conditions above.

Student Organization Name: _____

Intended use of space: _____

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Student Organization Name: _____

Primary Keyholder Contact Information:

Name: _____

Position: _____

E-mail: _____@maine.edu

Primary Keyholder Signature

Date

Key Assigned: _____

Other Keyholder(s) Information: *Depending on the specific locker, the Center for Student Involvement can provide an Affiliated Student Organization with a key, assigned to another keyholder, for the locker.*

Name: _____

Position: _____

E-mail: _____@maine.edu

Secondary Keyholder Signature

Date

Key Assigned: _____

~ OFFICE USE ONLY ~

Accepted by: _____

Printed Name

Signature

Date

Locker Number(s) Allocated: _____