

## STUDENT UNION OFFICE AGREEMENT

New Mexico Student Union  
University of New Mexico

The Chartered Student Organization (CSO), \_\_\_\_\_  
Name of Organization

is hereby assigned use of Office Number \_\_\_\_\_, by the University of New Mexico Student Union for the period beginning June 3, 2019, and ending May 16, 2020. The New Mexico Student Union Board has approved this space allocation.

The space assigned will be available only during regular building hours as established for the area of the building in which the space of the said organization is located. Regular housekeeping service, heat and air-conditioning, light, electricity, telephone jacks and security checks, as provided for the entire building, will be provided for the assigned space.

The student organization must maintain its status as a Chartered Student Organization during the time that the office space is occupied.

The Chartered Student Organization (CSO), its officers, members and guests must comply with all [University Administrative Policies](#), as well as the [Code of Conduct](#), the [Visitor Code of Conduct](#) and the [Chartered Student Organization Policy](#). In addition, the following Student Union Building Policies, available in Suite 3020 SUB Administration Office, also apply to all Chartered Student Organizations that have space in the Student Union Building.

The Student Union maintains compliance with all University Administrative Policies. As per University Administrative Policies, NO alcohol or controlled substances will be permitted in the New Mexico Student Union Building except for alcohol in licensed areas. The Student Union Building is a NO-Smoking facilities and this applies to all office space areas. NO sleeping overnight or otherwise living in the office space is allowed.

There will be NO cooking of food in the office space. The storage, preparation, and cooking of food, as well as related electrical/appliances will NOT be allowed in the assigned office space. Furniture and equipment other than computers will NOT be brought into the office space without prior written approval of the New Mexico Student Union General Manager.

Furniture designed for public areas will remain in those areas. They are NOT to be moved into CSO office areas.

Phone jacks and computer ports are provided in each office area. Phone service and arrangements for payment for monthly line cost and long distance must be arranged in advance with the University Telecommunications Department. CSO's receiving funds from ASUNM or GPSA will work with the Student Government Accounting Office (SGAO) to make these payment arrangements. CSO's are responsible for providing their own computer equipment and securing that equipment within the office area.

Each Chartered Student Organization will have card access and prior to receiving their card access; a form indicating which individuals are authorized to have access to the office must be submitted to the Student Union Administration. The President of the CSO or an officer of the CSO, as stated on the charter document located in the Student Activities Center, must sign this form. These same individuals must also authorize the removal of members from authorization to access the office. Any damage to the card reader will result in a replacement cost to the CSO.

Student organizations are required to post office hours on the bulletin board outside each assigned office space. When the regular office hours schedule changes, the new office hours must be posted.

The space has been assigned to your CSO based on the uses described in your Space Allocation proposal. Any deviation from that use or subletting to other organizations or individuals will be considered a violation of this agreement and grounds for immediate cancellation of this agreement.

In some situations CSO's may be required to share space with other CSO's. The undersigned understands that the Student Union Building does NOT provide insurance against NOR accept responsibility for theft, damage or vandalism of furniture, material or equipment located on the premises. It is recommended that all documents and items of value be locked in the cabinets provided in the office for your organization.

Each CSO agrees to:

- Keep the office area and adjacent open space neat and orderly.
- Refrain from marking, pasting, nailing and taping to surfaces not designed for such uses (i.e. walls, windows, doors, partitions, etc.)
- Reimburse the Student Union for any abuse or improper use of the assigned space, if such abuse is reported by the Student Union staff.
- Refrain from storing any flammable chemical (i.e. paint, propane, starter fluid, etc.)
- Refrain from storing any perishable food items.

Members of the SUB Board Space Allocation Committee will periodically evaluate and monitor the space to insure compliance with the above and all pertinent rules, regulations and policies, as well as determine if office hours are being served.

The undersigned agrees that failure to observe any part of this Agreement and/or the Guidelines set forth by the SUB Board Space Allocation Committee and Student Union may result in immediate cancellation of this agreement. The undersigned also understands that the Board of Trustees of the University of New Mexico, acting through the Student Union, is authorized to take whatever action is necessary in such case to expel the undersigned from the premises.

\_\_\_\_\_  
President's Signature

\_\_\_\_\_  
President's Name Printed

\_\_\_\_\_  
Date

\_\_\_\_\_  
President's Email Address

\_\_\_\_\_  
Advisor's Signature

\_\_\_\_\_  
Name Printed

\_\_\_\_\_  
Date

Agreement approved for New Mexico Student Union Student Organization Offices

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date