



**STUDENT UNION OFFICE AND STORAGE AGREEMENT**  
New Mexico Student Union  
University of New Mexico

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

is hereby assigned use off Office Number \_\_\_\_\_ and Storage Unit \_\_\_\_\_, by the University of New Mexico Student Union for the academic year of 2015-2016, beginning June 1, 2015 and ending May 14, 2016. 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 office space. Regular lighting and security checks, as provided for the entire building, will be provided for the assigned storage space.

The organization must submit all card access requests through the SUB Administration office. The office and/or storage will be cleared of all student access on the last day of finals during the spring semester. Staff of the occupying office will not be cleared of access until a request is done to approve the removal. As soon as a new agreement is signed by all participating parties card access can again be requested.

Please note that the Student Union maintains its compliance with all University Business Policies and Procedures. As per University Business Policies and Procedures, no alcohol or illegal substance will be permitted in the New Mexico Student Union Building. The Student Union Building is a NO-Smoking facility and this applies to all office and storage space areas.

No sleeping overnight or otherwise living in the office or storage space is allowed.

There will be NO cooking of food in the office or storage space. The storage, preparation, and cooking of food, as well as related electrical/appliances will not be allowed in the assigned office or storage space.

Furniture and equipment other than computers will not be brought into the office or storage 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 Student Union Tenant office or storage areas.

The Student Union Tenant, its officers, members and guests must comply with all University Business Policies and Procedures ([www.unm.edu](http://www.unm.edu)), as well as the Code of Conduct, and the Visitor Code of Conduct. In addition, the following Student Union Building Policies, available in Suite 3020 SUB Administration Office, also apply to all Student Union Tenants that have space in the Student Union Building.

Each Student Union Tenant will have a card access system or key access, and prior to receiving their card access, a form indicating which individuals are authorized to have access to the office space or storage unit must be submitted to the Student Union Administration. The organizer/coordinator/President of the Student Union Tenant group or an officer of the Student Union Tenant group must sign this form. These same individuals must also authorize the removal of members from authorization to access the storage unit. Any damage to the card reader will result in a replacement cost to the Student Union Tenant group and will be taken into consideration during the next Space Allocation process.

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. Student Union Tenant's are responsible for providing their own computer equipment and securing that equipment within the office area.

Student Union Tenants 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.

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.

The undersigned understands that the New Mexico Student Union does not provide insurance against nor accepts 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 Student Union Tenant agrees to:

- Keep the office and storage 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, Director or Coordinator's Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Email Address

Agreement approved for New Mexico Student Union.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date