

Student Organization Office Space Agreement Member

Due to the increase of student organization office requests, priority was given to recognized student organizations that:

1. Completed and submitted all required paperwork to The Center for Career & Leadership Development by the Friday of the first week of Fall semester classes
2. Participated/contributed regularly to both **Purdue University Calumet's** Student Life and surrounding communities
3. Regularly attended the Student Organization Executive Board meetings

Student Life and Activities is working closely with Facilities to update and improve student organization offices. We need your full cooperation to succeed in achieving this goal. We ask you that you show your support by following the guidelines listed below:

1. Offices must be kept clean and neat
2. Food and beverages are not to be stored or left in the offices
3. Offices must be **regularly** used for organizational business (Offices **are not** for storage use only)
4. Corkboards/strips will be provided for organizational use.
- 5. No items are to be hung, taped, nailed, posted etc. on the walls/doors/floors**
6. Cooperate with other organizations assigned to the specific office in regards to office usage
7. Student organizations' presidents will be responsible for distributing keys to their appropriate members and retrieving them when members quit the organization and at the end of the school year (Return to CCLD)
- 8. There will be a \$10.00 charge for any key not returned.** (This will be payable to the University Police Dept.)
9. No appliances are allowed in the offices

If the above guidelines are not followed, the organization will lose their office space and be financially responsible for any damages. CCLD reserves the right to conduct random spot checks of student organization offices.

I agree to the guidelines on behalf of _____

Print Name Legibly: _____

Signature _____ Date _____

E-mail (Print Legibly): _____