Terms of Agreement for SAC & Union Space Occupancy

Student Tenants and their Guests are responsible for reviewing, understanding and abiding by the University’s policies, regulations, procedures, requirements, and deadlines as described in all official publications. These include, but are not limited to the University Policy Manual, Student Handbook, Rules Public Order, University Student Conduct Code, and University Housing Terms of Occupancy. Failure to abide by a regulation, procedure, requirement, and/or deadline may result in judicial action and/or loss of space privileges.

Electronic Signature Agreement

By signing and checking the boxes below (the "Terms of Agreement"), you are signing the Agreement electronically. You agree your electronic signature is the legal equivalent of your manual signature on the Agreement.

☐ By checking this box, I acknowledge that I have read, understand and agree to abide by the policies and procedures set forth by the **Student Conduct Code** *(required)*

☐ By checking this box, I acknowledge that I have read, understand and agree to abide by the policies and procedures set forth by the **University Policy Manual** *(required)*

☐ By checking this box, I acknowledge that I have read, understand and agree to abide by the policies and procedures set forth by the **Rules of Public Order** *(required)*

☐ By checking this box, I acknowledge that I have read, understand and agree to abide by the policies and procedures set forth by the **Campus Residences Terms of Occupancy** *(required)*

☐ By checking this box, I acknowledge that I have read, understand and agree to abide by the policies and procedures set forth by the **SAC & Union Facilities Operations Tenant Agreement** *(required)*

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**Tenant Agreement**

SAC & Union tenants and their guests are responsible for reviewing, understanding and abiding by the University’s policies, regulations, procedures, requirements, and deadlines as described in all official publications. These include, but are not limited to the University Policy Manual, Student Handbook, Rules Public Order, University Student Conduct Code, and University Housing Terms of Occupancy. Failure to abide by a regulation, procedure, requirement, and/or deadline may result in judicial action and/or loss of space privileges.

**I. The Stony Brook Union and Student Activities Center will provide the following:**

A. Space: The Department of Facilities Operations for the SAC & SB Union will provide space for recognized student groups and organizations through the Dean of Student’s space allocation process at no cost to the Club/Organization. Space assignments are determined every academic year.

B. Equipment: The Student Activities Center and Stony Brook Union Facilities Operations Department will provide basic furniture to include one desk, one chair, and in some cases one file cabinet for each organization.
C. Maintenance: Maintenance of the space will be coordinated through the Facility Manager’s Office. Please report all problems to the Facility Manager immediately. SAC Information Desk Line: (631) 632-6730

D. Hours: The Club/Organization will be allowed to use the space during Student Activities Center & Stony Brook Union operating hours only. Clubs/Organizations will not be allowed access at other times unless approved by the Director of Facilities Operations for the SAC and Stony Brook Union. Requests must be made in writing to the Director at least 2 weeks in advance. Access may be granted only to Stony Brook students, staff, or recognized affiliates (must have active SOLAR ID number).

E. Cleaning: The custodial staff will be providing weekly sweep, wash/wax, vacuum of carpeted floors and daily trash removal. Office space must be kept in an orderly clean manner. Monthly inspection reports will be completed by a Facility Manager or Supervisor.

II. Clubs/Organizations are expected to do the following:

A. All Clubs/Organizations must be registered with the Division of Student Life - Student Activities

B. All Clubs/Organizations are expected to use their space solely for the purpose of organization business and correspondence as described in their Office Space Allocation Application. Space is not to be used for storage purposes beyond the use of storage cabinets and files. Groups may not use their space in such a way that it infringes upon the rights of other groups or in any way violates University policies. Groups may not sublet and are responsible for guests in their space.

C. All clubs/organizations are not allowed to bring in any furniture to the office including desks, couches, file, cabinets, etc... Requests can be made to the Director/Associate Director of Facilities Operations in writing.

D. Furniture not meeting or exceeding the California 117 or 133 Fire Safety code will not be permitted.

E. No posters, flyers, stickers, etc. are allowed to be attached in any way including tape, tacks, or glue to any surface in the office, doors, or ceiling, as stated in section P615 in the University Policy Manual.

F. Responsibility: The Clubs/Organizations are responsible for all activities and damages which take place within your office space. All groups are responsible for adhering to the University Student Conduct Code and all departmental policy and procedure. Absolutely no physical changes of the space are permitted without the written approval of the Dean of Students, Director of Facility Operations, and the Office of Facilities Design and Construction. Agreement solely between signed Club/Organization and SAC/SBU Facility Operations does not include parties.

G. Cleaning: Major housekeeping is the responsibility of the Club/Organization. This involves removing trash and keeping the office neat and clean. The Club/Organization also must comply with cleanliness standards established by the Director of Facility Operations for the SB Union and SAC. Violators will be given a warning, a formal violation memo, and then termination of space for such violations.

H. Maintenance: The Club/Organization must report any concerns immediately to the Facility Manager. The Club/Organization shall not make any alterations to the space.

I. University Personnel have the right to enter the space to perform routine inspections, emergency checks, fire safety inspections, and maintenance concerns.

J. Alcohol and drugs are not permitted within the office space.

K. Flammable or combustible liquids/chemicals are not permitted within our facilities and should definitely not be stored within the SAC or the SB Union.

L. Lost keys must be reported immediately. The cost for replacement of all affiliated keys and key cores will be the responsibility of the organization.
M. Permanent usage of extension cords is not allowed.

N. Upon termination of this agreement or loss of space, all keys issued to Clubs/Organizations must be returned to the Facility Manager immediately. Failure to do so will result in group incurring costs to re-core door and production of duplicate keys.

III. Office Keys Club/Organization Responsibilities:

A. Only President will decide who on the executive board will be assigned keys or access to the office space.

B. Names and SOLAR identification numbers of the persons receiving keys are to be submitted to the Facility Manager in writing and signed by the President/Chair of the organization. There is a limit of four keys per space, one for each executive board member.

C. There is a $20.00 per core and $5.00 per key charge which will be the responsibility of the club/organization if a key is lost.

D. All keys must be signed out through the Facility Manager or Associate Director of Facility Operations. If organization officers change please report this to the Facility Manager as soon as possible. All keys must be submitted to the Facility Manager then reassigned to the replacement officer. Under no circumstances are keys to be transferred to other individuals. Such an action will lead to loss of privileges and possible the loss of office space.

IV. Liabilities

A. Each Club/Organization is responsible to inspect the condition of the allocated office space, prior to occupancy, with a Facility Manager. The check in form must document all damages. All charges for room damages will be documented on the checkout form. Damage charges are the responsibility of the organization.

B. All returning organizations are subject to space inspections in May 2013.

C. All organizations who are not assigned space for the Fall 2013 & Spring 2014 must check out with the Facility Manager before May 18, 2013.

D. SAC & SB Union Facilities Operations has the right to review and revoke space allocated throughout the academic year. Conditions of revocation include breaching security, physical damage to the space or equipment, and fire safety/health violations, and any other Departmental/University policy violations.

E. All non-university guests must be accompanied by a Stony Brook University Student, Faculty, or Staff member while on university property.