

## Short Term Storage Rental Agreement 2023-2024

### **General Agreement**

1. All members of the signing Student Group agree to adhere to the following documentation. It is the responsibility of the Primary Contact to ensure adequate communication of these policies to all members in the Student Group.
2. The Student Group will receive access to (a) storage locker(s) by Student Group Services (SGS) for the effective duration of this contract.
3. The storage locker(s) and provided lock(s) remain the property of SGS. SGS reserves the right to access the storage locker and to revoke privileges associated with it at any time.
4. A refundable damage deposit of \$10 will be assessed to the Student Group and will be used to pay for outstanding storage locker or storage room repair and fine charges at the effective end of this contract.
5. The minimum rental period is 1 business day. Contracts will be made to end no later than 20 business days later.
  - a. This duration is subject to change at the discretion of Student Group Services.
  - b. Changes will be communicated to tenants in advance by Student Group Services via email.
6. The Student Group will contact Student Group Services via email or by arriving in person at the Student Life Central Desk in the Students' Union Building basement to make arrangements for short term storage. Short term storage rentals can be arranged up to and including the start date of a group's rental agreement. SGS staff cannot guarantee availability of lockers.
  - a. Groups who intend to store a Coca Cola Activation Fund order will be offered the chance to rent storage upon confirmation of their order delivery date and must confirm their need for storage at least one day before the expected delivery date.
    - i. The move in date will be the date of delivery and the move out date will be no later than 5 business days after the event that the group requested product for
    - ii. Extensions may be granted at the discretion of Student Group Services.
  - b. Groups who intend to store items before an event and do not have a Coca Cola Activation Fund order will need to request storage prior to the event's start date
    - i. Groups must have submitted their event for approval on BearsDen before requesting short term storage
    - ii. The move in date will be established with the group once storage allocation has been confirmed and the move out date will be no later than 5 business days after the event
    - iii. Extensions may be granted at the discretion of Student Group Services
  - c. Groups who intend to store items before an event and also intend to

store a Coca Cola Activation Fund order will either need to request storage upon confirmation of their order delivery date, or prior to the event's start date, whichever comes sooner.

- i. Groups must have submitted their event for approval on BearsDen before requesting short term storage
  - ii. The move in date will be established with the group once storage allocation has been confirmed or the date of delivery, whichever comes sooner, and the move out date will be no later than 5 business days after the event
  - iii. Extensions may be granted at the discretion of Student Group Services
  - d. The maximum occupancy duration for short term storage is 15 business days before an event and 5 business days after an event, totaling a maximum of 20 business days
7. The Student Group will move in and out of their locker in a timely manner and take all items with them upon moving out.
- a. Groups will be informed of the timeline for completing contracts and moving in when their storage allocation is confirmed by Student Group Services
  - b. Groups may put lockers on hold in advance, but failure to complete a rental form by the first day of the hold will result in the entire hold being forfeited.
  - c. Any items left behind will be disposed of or donated to appropriate organizations.
8. Failure to comply with any of the policies outlined herein will result in penalization in the form of any one or a combination of the following (at the discretion of Student Group Services):
- a. fines;
  - b. suspension of privileges;
  - c. loss of storage space;
  - d. loss of access to participation in events hosted by SGS (i.e. Clubs Fair);
  - e. loss or suspension of registered student group status and privileges

## **Payment**

1. Student Groups are required to make all necessary payments, such as but not limited to rental fees, damage deposits, and fines in a timely manner.
2. Rental fees will be paid in full, in the form of a student group cheque made out to the University of Alberta Students' Union or by cash, during the signing of the contract, unless alternative arrangements have been made with Student Group Services.
3. The damage deposit will be paid in full, in the form of a SEPARATE post dated student group cheque made out to the University of Alberta Students' Union or by cash, during the signing of the contract, unless alternative arrangements have been made with Student Group Services.
4. If there is any missing payment, the student group shall be barred from re-applying for Student Group Storage spaces for up to and no longer than four (4) calendar years from the original payment due date.

5. Fees will be assessed according to the following schedule. Prices listed apply for 1 locker; additional lockers will be charged per the schedule:

Business Days	Rentals including Coca Cola Activation Fund storage	Other short term rentals
Less or equal to 5	free	10 dollars
6 - 10	10 dollars	10 dollars
11 - 15	20 dollars	20 dollars
15 - 20	30 dollars	30 dollars

### **Sharing Space**

1. The Student Group Storage room is shared with other Student Groups. All members of the signing Student Group will:
  - 1.a. Be considerate of the other group(s) in the storage space.
  - 1.b. Not leave items of any kind on the floor of the storage room, as they are a tripping hazard.
  - 1.c. keep noise at a reasonable level when in the storage space.

### **Cleanliness & Safety**

1. Student Groups and their members will keep the storage room clean and organized at all times.
2. Student groups must apply for the short rental program to store food or drink regardless of long term locker allocations. Food or drink may NOT be stored in long term storage lockers.
  - 2.a.1. Food and drinks must remain sealed and packed before a student group event
  - 2.a.2. Opened food and drink packages may not be stored in the storage space after a student group event
  - 2.a.3. Student groups may only store Coca Cola beverages in the storage space
3. Student Groups and their members will not abuse the walls and fixtures.
4. Student Groups and their members will not modify any aspect of their allocated Student Group Storage Space without express permission of SGS, including:
  - 4.a. Painting
  - 4.b. Attaching decals or stickers to any surface
  - 4.c. Otherwise attaching anything to the surfaces that is not easily removable without damaging the surface
5. Student Groups and their members will use the provided stepladder to store and remove items from upper lockers, using adequate ladder safety practices

(2-3 points of contact, closed-toe shoes, etc.)

- 5.a. If members of a student group do not use the stepladder in a safe manner, Student Group Services is not responsible or liable for any injuries that may occur.
- 5.b. Student Groups will also not remove the stepladder from the storage room for any reason.
6. Student Groups and their members will inform SGS of any damages or incidents at the time of incident.

### **Building Hours and Access**

1. Student Group members will:
  - 1.a. not occupy or attempt to access the storage room from 10:00 p.m. to 7:00 a.m during regular building hours. SUB Building Hours are posted on the Students' Union website and regularly posted at building entrances. These hours must be respected at all times.
  - 1.b. be subject to penalties if they attempt to access the storage room outside of building hours.

### **Controlled Substances**

1. Student Group members will:
  - 1.a. NEVER have, use or store ANY alcohol or cannabis in the storage space
  - 1.b. NEVER have, use or store ANY illegal substances in the storage space
  - 1.c. NEVER have, use or store ANY illegal materials in the storage space
  - 1.d. NEVER have, use, or store flammable, toxic or otherwise dangerous chemicals in the storage space, unless prior permission from SGS is given and they are stored in an SGS-approved manner.
2. Any of these items found in a Student Group Storage Room will be immediately confiscated, and SGS will immediately revoke the Student Group's access to the storage room.
  - 2.a. In the event any banned substances or items are found in a storage locker, SGS may bar access to the room to all Student Groups until an investigation is carried out, with the assistance of University of Alberta Protective Services (UAPS), as needed.

### **Storage Room Security**

1. Externally-provided locks cannot replace the SGS-provided lock(s) on (a) storage locker(s).
  - 1.a. Student Group Services reserves the right to access all storage lockers for any reason at any time.
  - 1.b. Student Groups must not change or otherwise attempt to tamper with the provided padlock(s) on their storage locker(s).
2. Pass codes or keys into the storage room are not to be shared with non-members of the Student Group for any reason.
  - 2.a. Student Group Services will keep a record of all storage room access codes, and can change them at any time as necessary.

3. Student Groups can request that their storage room door code or padlock be changed by SGS staff mid-contract. This request must be made by the group's Primary Contact.

### **Fines and Compliance**

1. Non-adherence to the aforementioned conditions will subject the group to a fine or other consequence.
  - 1.a. The Student Group agrees to pay all fines to Student Group Services within two weeks after notification or storage privileges will be lost.
2. The table below is not exhaustive, and SGS reserves the right to leverage other fines or consequences as they see fit, even if the infractions are not mentioned in this document.
3. Student Group Services and The Students' Union reserve the right to impose more severe fines or consequences than are listed in this document, based on the circumstances of the incident.

<b>Offense</b>	<b>First Infraction</b>	<b>Second Infraction</b>	<b>Third Infraction</b>
Using storage room outside of permitted hours	\$50.00 and Written Warning	\$100.00 and Final Warning	Eviction
Unauthorized food or non-alcoholic drink stored in locker	Written Warning	\$50.00	\$100.00
Alcohol in storage locker	\$100.00 and Final Warning	Eviction	-
Unauthorized lock or tampering with provided lock	Eviction and \$50.00 fine	-	-
Unauthorized late move out	\$50.00 and loss of storage privileges for the next year		
Student group unable to move-in with the timeline	Written warning, including a new move in deadline	Loss of storage space privileges for the rest of the contract year	

### **Verification**

By completing the rental form, I acknowledge I have read and understood this entire agreement, and will convey the above information to all members of my registered student group. My group is aware of, and will abide by, the listed rules and regulations, and understands that failure to comply with any of the rules and regulations will result in penalization. I also acknowledge that SGS holds no liability for lost or stolen items in the student group storage spaces. I understand that SGS does everything they can to prevent losses by regularly updating locks and door codes as deemed necessary to maintain a secure space.