

## Student Group Storage Rental Agreement 2023-2024

<b>1. Student Group Name</b> No acronyms please.	
<b>2. Primary Contact</b> Please include their full name and their position in the student group. Must be an executive member of the group. This individual must be a current executive member of the student group that is seeking the space.	
<b>3. Email Address</b> Must be a CCID address, multiple email addresses accepted.	
<b>4. Contract Start Date</b>	
<b>5. Contract End Date</b>	

<b>Office Use Only</b>	<b>Paid</b> Include date and staff initials	<b>Entered in database</b> Include date
<b>6. Total Rental Fee Amount</b> Include details of payment plan, ie dates and amounts of payments due		
<b>7. Damage Deposit Amount</b>		
<b>8. Storage Locker Room</b>	Locker rooms are labeled with a number	
<b>7. Storage Locker(s) Allocated</b>	Lockers should be labeled with a number	
<b>8. Lock(s)</b> Include in same order as lockers if multiple being rented	Locks should be labeled with a letter	
<b>9. Door Code</b>	Door codes should not be shared with non-members	

A photocopy of this completed contract will be provided to the group, along with a receipt of payment for both the rental fee and damage deposit.

## **General Agreement**

1. All members of the abovementioned 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. A refundable damage deposit 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.
4. The minimum rental period is one month. Contracts will be made to end no later than **April 30 2024**.
  - a. This date 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.
  - c. Groups who intend to apply for storage again during the subsequent rental period may be granted an extension by Student Group Services staff, as long as the group is active and recognized or currently has a pending registration submitted before their registration deadline; the locker is in good condition; and the group does not have any fines or violations on record from the duration of the previous contract.
  - d. Extension contracts shall be made to run from May 1 2024 to June 30th 2024, after which point a new contract will need to be signed. Groups with an extension contract will not have priority in locker allocation and are expected to apply for storage the same as any other group.
5. 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. For groups with contracts ending in any month other than April, they must move out before the end of their contract.
  - c. For groups with contracts ending in April, a move out date set in May will be communicated via email.
6. 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 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 post dated student group cheque, 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 contract start date.

**Initial:** \_\_\_\_\_

## **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.

**Initial:** \_\_\_\_\_

## **Cleanliness & Safety**

1. Student Groups and their members will keep the storage room clean and organized **at all times.**
2. Student Groups and their members will understand that NO FOOD, DRINK, or REFRIGERATORS are allowed in standard storage without prior approval from Student Group Services staff.
  - 2.a. Groups wishing to store food or drink in the storage space will need to complete a short term storage contract and store the items in the designated short term storage lockers.
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 surfaces
  - 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.

**Initial:** \_\_\_\_\_

### **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. Not occupy or attempt to access the storage room at all during term breaks when SUB is closed.
  - 1.c. be subject to penalties if they attempt to access the storage room outside of building hours.

**Initial:** \_\_\_\_\_

### **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.

**Initial:** \_\_\_\_\_

### **Storage Room Security**

1. Externally-provided locks cannot replace the SGS-provided lock(s) on (a) storage locker(s).
  - 1.a. 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.

**Initial:** \_\_\_\_\_

### **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 for up to and no longer than four (4) calendar years from the original contract start date.
  - 1.b. Fines may be paid via student group cheque or by surrendering the group's deposit. Any difference that remains after a deposit is applied to a fine must be paid via cheque.
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 contract 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	

**Initial:** \_\_\_\_\_

## Verification

By signing below I acknowledge I have read and understood this entire contract, and will convey the above information to all members of my registered student group. This signature indicates that 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.

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**Student Name**

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**SGS Staff Name**

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**Position**

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**Position**

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**Signature**

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**Signature**

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**Date**

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**Date**