

Student Group Office Use Agreement

Office Number: _____

Key Issued: ___ Yes ___ No

Student Group assigned: _____

The School of Journalism is pleased to provide office space to support student groups. Group leaders and members are expected to act responsibly at all times when using this office, as they are considered representatives of their group and organization. School of Journalism may withdraw assignment if office is not being utilized or if there is any abuse of the points below.

- Offices keys cannot be duplicated or shared and must be turned in at the end of Spring term to the UO Card Office.
- Keys are only to be used by the designated key-holder.
- Only two students per group will be authorized to access the office. Access for other students group members must be coordinated through their authorized group leaders.
- Student Groups will be held responsible for any damage to the office and may lose office privileges.
- Blue painter's tape must be used if adhering anything to the walls. Any other adhesive, or fastening device is not allowed.
- No materials are to be posted on the door or the relight area.
- Relights are to be kept clear, staff must be able to see inside the room during emergencies and inspections.
- As a courtesy please maintain an orderly appearance of the room. Clean up after usage.
- This student group office will be share by several student groups.
- Any items stored in the office must be kept on assigned groups shelf not on the floor or the desk.
- The School of Journalism is not responsible for lost or stolen personal property.
- We recommend that you do not leave items of value in the office.
- The consumption of drugs and alcohol are not allowed at any point in this space.
- Food and drink must be removed when leaving the room and students are expected to clean up any spills.

Please turn this form into Melody Olmsted in Allen 219. Any questions or concerns can be directed to Melody, molmsted@uoregon.edu, 541-346-2321.

By signing below, you agree to the terms listed above. _____
Date

Student (print)

Signature

UO ID (print)

UO Email (print)

Faculty Adviser (print)

Signature