

Student Group Office Use Agreement

Student Group assigned: _____
Office Requested: *(circle one)* Prater-Allen 107 or McCoy-Allen 109
Loan Period:*(circle one)* FALL term, WINTER term, SPRING term or ACADEMIC YEAR

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 code cannot be shared.
- Codes are only to be used by the Student Group leader or member to whom the code is issued.
- Student Group Leaders will provide a list of names and duckID of each student who need codes. Discreet codes will be emailed to each student via their UO email. Print or Email list of names to Matt Schmidt at: matts@uoregon.edu.
- 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 shared by several student groups.
- Any items stored in the office must be kept on assigned groups shelf(ves) in in-room cabinets; 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 personal 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 Matt Schmidt in Allen 319. Any questions or concerns can be directed to Matt Schmidt matts@uoregon.edu, 541-346-2170.

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

Student (print) Signature

UO ID (print) UO Email (print)

Faculty Adviser (print) Signature