

**ORGANIZATION NAME:** \_\_\_\_\_

### **UH Carrel and Lockers Space Terms and Conditions**

**LOCKS:** Keys to each carrel will be retrievable only by one of the top three officers of each designated Registered Student Organization through an electronic check-out process. Replacement of lost keys will result in a charge being billed to the organization by the Student Centers.

**SECURITY:** Organizations are not to leave money or valuables in carrels. Student Centers and Center for Student Involvement will not be responsible for any items lost or stolen from space.

**USE OF SPACE AND MAINTAINING CARREL HOURS:** Organizations are expected to staff their carrels at least 10 hours per full school week during the fall and spring semesters of a given academic year. Hours must occur during the hours of operation for the Student Organization Carrel Area. Hours must also be submitted to the Cougar Involvement Ambassadors via email ([ciaops@central.uh.edu](mailto:ciaops@central.uh.edu)). The hours then must be posted on the organization's assigned carrel cork board. Spot checks will be made by the Cougar Involvement Ambassadors in order to ensure that office hours are being fulfilled.

**MOVE-IN/MOVE-OUT:** Organizations that have been assigned a carrel space will be notified at the beginning of the academic year (fall semester). Move-in will commence after the top three officers have signed the Terms and Conditions. Unless otherwise stated, carrel assignments last throughout the academic year. On the last day of regular classes of the spring semester, the move-out process will begin. Organizations will need to remove all of their belongings from carrel spaces by the Official Academic Session Close Date (<http://publications.uh.edu/content.php?catoid=8&navoid=2210> ). Key access will automatically be terminated at that time and all additional belongings will be disposed of.

**ALTERATIONS/MAINTENANCE:** No painting, shelving or alteration of the space assigned shall be permitted. Do not move or rearrange furniture, including chairs and tables in any way. Additionally, organizations will not be permitted to put up stickers, or any adhesive substances in the carrel spaces.

**CUSTODIAL SERVICES:** All routine custodial services for the carrel areas will be provided by the Student Center. Out-of-the ordinary trash and excessive empty boxes should be handled by the organization members involved, and not left in the pathways. Recycling is recommended.

**FOOD/DRINK:** Carrels and carrel reception areas must be kept clean and free from leftover food and trash to avoid an additional custodial charge or loss of carrel space. Perishable food will not be permitted to be kept in the carrel space or lockers. A carrel check will be performed by a Cougar Involvement Ambassador every Friday, with spot checks occurring throughout the week. Failure to comply with the carrel food and drink policy will result in a strike.

**APPLIANCES:** Appliances are not allowed in the student organization carrel. This regulation applies to coffee makers, refrigerators, microwaves, heaters and other electrical appliances.

**SMOKING & ALCOHOL:** The organizations are expected to follow all University of Houston policies pertaining to smoking and alcoholic beverages. The Student Center is a smoke-free building.

**MATERIAL STORAGE:** At no time may flammable or hazardous materials be stored in the workspace. This would include stacks of paper, newspaper, paint, etc. stored outside of the metal drawers or cabinets provided. Materials to be recycled should be placed in the appropriate containers and not stored in the workspace.

**WALL DISPLAYS:** No posted items will be permitted on the wall surfaces other than those spaces dedicated for posting by the University. No additional signage or posting will be permitted on the carrel exterior or walls in the Organizations Area.

**CARREL CLEANLINESS:** Organizational members should strive to keep their workspaces free of excess clutter and have a clear floor space.

**SPACE APPLICATIONS:** Space applications are reviewed on a yearly basis by the Carrel and Office Space committee of the Student Center Policy Board. Final space assignment will be made by the Center for Student Involvement.

**CARREL AREA BEHAVIOR EXPECTATIONS:** Officers and members of student organizations are expected to be good citizens and to engage in responsible behaviors that reflect well upon their student organization and the University. Students in the carrel area are expected to be civil to one another and to others in the UH campus community. This could include but is not limited to:

- Maintaining acceptable volume levels when your organization is meeting in the carrel space
- Not utilizing another organization's carrel space or their assigned furniture

**RED TAGS:** Organizations will be held accountable for their office hours and maintaining their carrel space by completing at least 10 hours per week. Red tags must be returned to the Commons Desk within 15 minutes and you are allowed 2 Warnings & 3 Strikes. Office Hours can only be changed up to 3 times and need to be 48 hours in advance with exception to emergencies.

**SUBLETTING:** Organizations that are assigned space cannot share, sublet, rent, or assign their space to another organization.

**INSPECTION:** CSI and Student Center staff reserves the right to inspect and review carrel areas as they deems necessary, in order to maintain safety and compliance with the terms and conditions listed above.

**INFRACTIONS:** A "Three Strikes" rule will be in place for failure to fulfill any of the above parameters. In the event that complaints or violations are filed, Carrel Space violations will be investigated by CSI staff members. If violations are found regarding an organization's use of the carrel area, organizations will receive two written warnings. After three strikes (consecutive or non-consecutive) during the combined Fall and Spring semesters, the group in violation will have their carrel space privileges revoked for the remainder of the academic year. All violations will be considered during the application process and could prohibit future assignment.

Organizations using space in the Student Center are bound by all existing policies, procedures and laws including, but not limited to, UH MAPP, Student Centers Facilities Use Policies, Student Handbook, and the laws of the State of Texas.

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Authorized Officer Name

Authorized Officer Signature

Date

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Authorized Officer Name

Authorized Officer Signature

Date