

**FACILITY USE CONTRACT
UCSC STUDENT MEDIA
Student Press Center**

This agreement sets forth the guidelines for keys, access and use for the Student Press Center located adjacent to the ARCenter at UCSC. This agreement is by and between UCSC Student Media and the registered student organization _____, herein referred to as “the organization”. Authorized representatives of Student Media and the organization named above agree to the terms expressed herein by their signatures.

1. Period of Agreement. “The organization” will have the privilege to use the Student Press Center, under the terms and conditions of this agreement, during the period of time between July 1 and June 30 of the current academic year. The Student Press Center facility, equipment, and furnishings belong to UCSC Student Media.

2. Keys. Keys issued are the property of Student Media. The number of keys checked out to student media organizations will be based upon the size of the organization and frequency of use of the facility. Keys are checked out to one individual and must not be loaned or duplicated for any reason. Lost keys must be reported immediately to Student Media staff to determine the potential security risk. A re-key charge of \$200.00 may be assessed to the student and/or organization that lost or failed to return the key. If “the organization’s” authorized representative leaves his/her position, s/he must turn in the key to the Student Media advisors, who will re-issue a key and code to the new authorized representative. Keys must be checked back in by June 1 to the advisors by June 1 of the current academic year.

3. Access. “The organization” may have access to the Press Center on a 24-hour basis. Authorized representatives of each organization will have keys and individual alarm codes assigned to them. Authorized members are not permitted to give keys or codes to any other organization member or other person. Other organization members will need to communicate with authorized representatives for after hour access to the Student Press Center. The authorized representative will act as the monitor for the facility during after hour use and is responsible for the facility and equipment during the time other members of their organization are present. S/he will give all users a minimum 20 minute warning before closing and securing the facility. The authorized representative must remain at the facility until the organization is ready to vacate the Student Press Center and then set the alarm and lock the facility. Access to the adjacent facility, the ARCenter, is limited to that building’s policies and procedures. The ARCenter has its own hours of operation and may be closed for University administrative and academic holidays.

4. Alarm System. The alarm system has three tiers. The first tier is the front door access, which includes three motion-detectors. This is the alarm and main entrance/exit students, staff and community members will use. Each authorized representative receives an individual code, which is monitored by University Dispatch. Dispatch provides a report listing the representatives’ access activity. The second is the perimeter alarm system, which includes all other exterior doors. Student Media advisors disengage this system during business hours — Monday - Friday 8:00am - 5:00pm. It is very important not to open the perimeter doors after normal business hours. An audible alarm will be activated audibly and the Campus Police will respond — **individuals and/or organizations are responsible for charges of false alarms.** The third tier is the fiber optic alarm system, which is threaded through all of the computer equipment and is engaged 24 hours per day.

5. Use. The authorized representatives of “the organization” are responsible for maintaining the facility in the condition it was found. “The organization” will be charged for all damages, other than “normal wear”, to all fixed or removable property belonging to the Student Press Center. “The organization” must keep the Press Center space clean and orderly to prevent a potential fire or safety hazard. Failure to maintain the facility and equipment may result in “the organization’s” forfeiture of privileges to use the facility.

6. Alterations. No decals, stickers, staples, tacks, tape or other objects shall be affixed to the walls, furnishings, equipment or windows of the Press Center building without specific documented approval by the Student Media advisors. All materials must be posted to the cork and display boards using pushpins only (no staples or tape).

7. Telephone. Charges and maintenance of telephone services are the responsibility of “the organization.” Organizations will follow all applicable university rules and regulations.

8. Liability. Authorized representatives of “the organization” must remember to lock and alarm the Press Center when it is not in use. Student Media is not liable for loss, theft or damage to personal or organizational items.

9. Smoking. No smoking is allowed in any University building or breezeway that may bring smoke into a facility. There are designated outdoor smoking areas around the Student Press Center and the ARCenter with receptacles provided for all extinguished cigarettes. (We are trying to locate new exterior ashtrays and signage for the benched area at the end of the building closest to the 20 minute parking areas. This is the designated smoking area for the Press Center.) Once again, please do not smoke within 25’ of doors or open windows, as the smoke comes into the building each time the door is opened.

10. Animals. No animals, other than seeing-eye dogs, are permitted.

11. Copy Cards. Copy cards may be purchased in the Student Media office for \$5.00 each.

12. Alcohol. Alcohol is not permitted in any area of the building without the express advance written approval of the Vice Chancellor of Student Affairs.

13. Amplified Sound and Music. The use of amplified sound is generally prohibited except when approved for a scheduled event. Headsets are required in order to keep noise at a minimum during business hours.

14. Bicycles and skateboards. Bicycles and skateboards are not allowed inside the Press Center. They must be parked in the racks located around the ARCenter.

15. Parking. Parking is available in the lot in front of the Performing Arts building. The ARCenter lot is designated for specific uses: parking spaces are for the benefit of University vehicles, deliveries, and 20-minute use. Parking passes are the responsibility of individuals and parking is patrolled regularly.

16. Food and beverages. Food and beverages are not allowed near any computer or workspace surfaces within the Student Press Center. All food and beverages must be limited to the conference table. Students and/or organizations in violation of this policy may lose Student Press Center privileges and/or access. If food or beverages are consumed within the Press Center, all containers must be moved to trash receptacles outside of the facility located in the parking lot behind the building. If equipment or furnishings are damaged, the individual and/or organization will be charged for replacement or repair.

17. Custodial. Custodial service is minimal. Student organizations are responsible for maintaining an orderly environment at all times. Students and/or organizations in violation of this policy may lose Student Press Center privileges and/or access privileges. Custodial charges in excess of regular services will be billed to the responsible organization. Please maintain awareness of the various recycling bins located in and outside of the facility.

18. Scheduling for Production. Use of the common production area must be scheduled in advance through Student Media advisors. Allow for adequate advance notice.

19. Private Offices. There are several private offices within the facility. The offices are not open to students after business hours. Failure to comply with this policy will result in loss of registered student organization status and all associated privileges.

20. Environmental Health and Safety. Everyone has a role in work place health and safety! Success in this effort requires a partnership between you and the University. Hazard Alert forms are located in the form holders or online at <http://studentmedia.ucsc.edu>. Students and employees may use this form to report a workplace hazard or provide safety suggestions. Hazards posing an immediate danger to life or health should be reported IMMEDIATELY to 911, along with filing a report to Student Media advisors. Keep floors clear of debris and liquid spills. Do not store heavy objects overhead, and do not top-load file cabinets – fill them from the bottom up. Do not open more than one file drawer at a time. Fire extinguishers are located at the front entrance and at the production room exit. All aisles and doors must be clear at all times. In the event of a disaster such as an earthquake, immediately leave the building through the closest exit (do not worry about setting off alarms). Immediately go to the disaster meeting point, which is the oak tree on the south or ocean side of the Press Center. Be prepared to report whether all people successfully evacuated the building.

21. Authorized Representatives Duties and Responsibilities. As the authorized representatives, we understand our responsibility includes insuring all continuing and new members of the organization have read and signed the Computer and Facility Use Agreement. It is our responsibility, as the organization’s leaders to instruct members in the location of the online resources and forms located at <http://studentmedia.ucsc.edu>. We will direct organization members in the completion of the Computer and Facility Use Agreements, which includes depositing the form in the appropriate Student Press Center In-box. We understand activation of organization computer accounts takes 3-5 business days.

Organization Authorized Representatives:

Printed Name	Signature	Organization	Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____